

DANVILLE MIDDLE SCHOOL



DANVILLE AREA SCHOOL DISTRICT

Phone # (570) 271-3268

733 Ironmen Lane

Danville, PA 17821

DANVILLE MIDDLE SCHOOL EXTENSIONS

Main Office – 3800

Attendance Call-In Line – 3890

Fax # (866) 283-7030

MISSION STATEMENT

In partnership with families and the community, DASD empowers students in a safe environment through relevant and engaging educational experiences that support academics, creativity, and character development.

SCHOOL COLORS

Orange and Purple

MASCOT

The Ironmen



Dear Middle School Families,

Welcome to the 2024-25 School Year! On behalf of the Middle School Faculty and Staff, I would like to welcome you and your student as a member of our Middle School team.

Administration

David Snover

Principal

dsnover@danvillesd.org

Thomas Hiravi

Assistant Principal

thiravi@danvillesd.org

Office Administrative

Assistants

Nancy Weigle

nweigle@danvillesd.org

Denise Calvin

dcalvin@danvillesd.org

District Webpage

<https://www.danvillesd.org>

In partnership with families and the community, DASD empowers students in a safe environment through relevant and engaging educational experiences that support academics, creativity, and character development.

The information presented throughout this handbook is intended to assist in making you and your child's school experience a truly pleasant and meaningful experience. We are committed to high quality communication between home and school and invite you to stay connected and involved with us as we work together to ensure success for all of our students.

Our ultimate goal for DMS students is that they are in a safe, respectful environment where everyone has the opportunity to learn. For this to occur, the students of DMS must manage personal responsibility and display maturity and respect at all times. We encourage all our students to engage in critical thinking, conduct appropriate communication, take responsibility for their actions, be thoughtful in their decision-making, and grow into productive and kind individuals.

Please pay careful attention to what is in your handbook, discuss it with your parents and classmates; and if you have any questions, we encourage you to talk to us. Together, we can make the 2024-2025 school year successful. If you have any questions or concerns, we ask that you please contact us at the Middle School Office.

Sincerely,

David Snover, Middle School Principal

Tom Hiravi, Middle School Assistant Principal

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****The district reserves the right to adjust any and all components of the handbook as needed throughout the school year.****

Announcement Regarding Non-Discrimination Practices and Policies Title IX, 504, and Title VI

The Danville Area School District programs are open and available to all students. The district does not discriminate or prohibit students from participation because of race, color, national origin, religion, gender, sexual orientation, handicap, or political affiliations.

The school district's hiring practices are also non-discriminatory. The school district is an equal opportunity employer. In all activities related to employee recruitment and screening, hiring, promotion, demotion, transfer, and furlough the non-discrimination policy stated above extends to include age and veteran status.

Publication of this announcement is in accordance with state and federal laws including Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitative Act of 1973 and Title VI of the Civil Rights Act.

Any reference to students, which uses the term "he" or "she" is not intended as a reflection on either gender. All such inconsistencies should be read as being gender neutral and contain no sexual bias connotations.

Danville Middle School Administration

Principal

David Snover dsnover@danvillesd.org ext. 3800

Assistant Principal

Thomas Hiravi thiravi@danvillesd.org ext. 3800

Danville Middle School Special Services

R.N. Certified School Nurse

Maria Inverso minverso@danvillesd.org ext. 3800

School Police Officer

TBD @danvillesd.org ext. 3837

Danville Middle School Guidance Office

Tracy Niehoff	Counselor	(A-L)	tniehoff@danvillesd.org
Stephenie Butler	Counselor	(M-Z)	sbutler@danvillesd.org
Ardie Kissinger	Mental Health Specialist		akissinger@danvillesd.org

Danville Middle School Secretaries

Denise Calvin	Attendance Secretary	dcalvin@danvillesd.org
Nancy Weigle	Principals' Secretary	nweigle@danvillesd.org

Danville Middle School Faculty

Name	Subject	Email
Bartholomew, Tina	Spanish	tbartholomew@danville.org
Beyer, Kristen	Gifted/Reading Specialist	kbeyer@danvillesd.org
Bond, Meagan	Spanish	mbond@danvillesd.org
Brady, Kyle	ELA	kybrady@danvillesd.org
Brouse, Rachel	Health/Physical Education	rbrouse@danvillesd.org
Craig, Shelly	Math	scraig@danvillesd.org
Egger, Todd	Band/Music	tegger@danvillesd.org
Fisher, Jennifer	Math	jfisher@danvillesd.org
Foresman, Jason	Emotional Support	jforesman@danvillesd.org
Garside, Laura	Band	lgarside@danvillesd.org
Geise, Jeanne	Math	jgeise@danvillesd.org
Hampton, Keith	Science	khampton@danvillesd.org
Hiravi, Jordan	Chorus	jhiravi@danvillesd.org
Huber, Kati	Business/RISE	khuber@danvillesd.org
Hulley, Brian	Social Studies	bhulley@danvillesd.org
Klein, Mark	Health/Physical Education	mklein@danvillesd.org
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Lenig, Bryn	Spanish	blenig@danvillesd.org
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Mowery, Katie	Life Skills	kmowery@danvillesd.org
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Worhach, Christy	Science	cworhach@danvillesd.org
Worley, Corbin	Social Studies	cworbin@danvillesd.org
Wright, Mackenzie	Autistic Support	mwright@danvillesd.org
Young, Natalie	Cyber	nyoung@danvillesd.org
Zerbe, David	Science	dzerbe@danvillesd.org

2024-25 CALENDAR DATES

MIDDLE SCHOOL OPEN HOUSE

August 20th, 2024
3:00 p.m. - 6:30 p.m.

1ST STUDENT DAY

August 22nd, 2024

MARKING PERIOD ENDS*

MP1	October 29 th 2024
MP2	January 16 th 2025
MP3	March 26 th 2025
MP4	June 5 th 2025

PARENT AND TEACHER CONFERENCES

November 7th (3:00 – 6:30 p.m.)
November 8th (Day Time Only)
March 27th (3:00 – 6:30 p.m.)

****Dates are subject to change****

SCHOOL DAY

The school doors open at 7:35 a.m. Students will report to their assigned homeroom upon arrival at school. At 8:00 a.m. all outside entrances to the school will be secured and students arriving after this time must enter school through the main office.

The student school day begins at 8:00 a.m. and ends at 2:45 p.m. Walkers and students picked up by parents/guardians will be dismissed at 2:45 p.m. and must exit through the designated exits in each building. Students riding buses will be dismissed from their last period classroom as the arrival of their buses is announced and will exit the building through the gym lobby doors.

Student schedules are available in the Student Portal in Sapphire approximately two weeks prior to the start of school along with other forms and information. Information on the school schedule is provided to parents at 6th Grade Orientation and Open House.

SCHOOL CLOSING

When it becomes necessary to close schools, the announcement will be carried on local radio stations. Also, each household may receive a message regarding school closings or delays from the school district. Announcements will be made as early as possible. Virtual instructional days may be used in accordance with State requirements and with Board approval.

COMMUNITY PORTAL

The SapphireK12™ Community Portal connects students, parents, teachers and administrative staff through an intuitive interface that is reliable and easy-to-use. The Community Portal is an online system that Danville Area School District utilizes for a variety of reasons, ie. parental view for your students academic progress, attendance, discipline, electronic signatures, etc.

Additionally, the district uses the Community Portal as a means to digitally sign a variety of school forms, including parent and student acknowledgments (ie. DMS student handbook acknowledgment form). Below is a link to the Community Portal for your access.

<https://dasd-sapphire.k12system.com/CommunityWebPortal/>

SECURLYPASS

Securly pass is an online system that is used to manage all pass situations within the middle school, it replaces old fashioned methods of requesting a hall pass. The system utilizes current browser technology and is easy to use. Students log into the system and make a request for a new pass by selecting the teacher they are with and indicating where they wish to go. Pass helps track how many passes are in use and by whom to improve student accountability and reduce safety concerns. Any student desiring to travel throughout the high school will be asked to get a pass from the teacher they are being accounted for and from the teacher they are desiring to visit.

PASS TO LEAVE THE BUILDING

Students must secure permission and a pass from office staff to exit the building for any reason during the school day.

HEALTH SERVICES

The health status of a child directly affects the child's educational performance. Therefore, when a child is registered for kindergarten the school nurse begins compiling a confidential health history. This record is maintained throughout

the child's school career. Parents are urged to share with the school nurse any additions or changes to the health history. Electronic forms are requested to be completed at the beginning of each school year. It is very important that these be completed in full and submitted as soon as possible. There is a space on the emergency form to indicate any health problems the school nurse should be aware of, permission for minor first aid and illness treatment, as well as numbers to be called if your child should become ill or injured at school. Please update these forms with changes throughout the school year.

All students may use the nurse's office when there is a need for health care. A student must first report to his/her assigned area and get permission to go to the nurse's office. The nurse will give the student a pass to return to his/her assigned area. There are times when the nurse will not be available. Should a student arrive at the nurse's office and discover the nurse is not in, the student should report to the office secretary to immediately get a pass for return to class. Failure to report to the secretary and/or class may result in a detention for failure to follow pass procedures. Any students who are leaving school due to illness/injury are required to see the nurse prior to leaving the building.

Phone contact with parents regarding a student needing to go home due to illness will be made by the school nurse, not the student.

PHYSICAL EXAMINATION

Pennsylvania State Law requires children attending school receive a physical examination in 7th grade. We are able to accept the completed physical examination form up to a year before the start of 7th grade. It is recommended that examinations be done by your family physician. If you prefer, your child may be examined in school, however no immunizations will be administered. Please contact the school nurse if you would like to have your child receive an examination at school. Each student must have a physical examination before starting 7th grade.

HEALTH SCREENINGS

Each year mandated growth and vision screenings will be done by the nurse. Students in 6th and 7th grades will have a scoliosis screening. Students in 7th grade will also have a hearing screening. If your child fails the vision or hearing screening, you will receive notification to obtain further evaluation and treatment from your child's health care provider. Please call the school nurse if you need any help in securing treatment.

IMMUNIZATIONS

Pennsylvania State Law requires immunizations to be current for a child to attend school. The school nurse reviews your child's immunizations each year. If your child is due for a booster or is lacking a mandated immunization, the school nurse will notify you. Immunizations may be obtained from your family health care provider or from the PA Department of Health. Anytime your child

receives any immunizations, please record what was given and the date. Send this information to the school nurse so your child's school immunization record is kept current.

Students without an up-to-date immunization record will be required to have a Medical Certificate, signed by a physician, certified registered nurse practitioner, physician assistant or local health department, within five days of starting school. The medical certificate contains the dates for obtaining full immunization. A delay in obtaining the medical certificate or not following through with the plan for completion of immunizations may result in exclusion.

STUDENT MEDICATION POLICY

In keeping with the Pennsylvania Department of Health regulations and the Danville Area School District School **Board's Policy 210**, parents must submit a medication permit form for ALL medications. All medications must be transported to school by a parent or an adult designated by the parent. Additionally, all medications must come to school in the original prescription bottle or packaging. No medications, prescription or over-the-counter, will be accepted if this procedure is not followed.

All medications, prescription and over-the-counter, will be stored in the nurse's office. Except for asthma inhalers, epi-pens, and insulin (with physician order and parent permission to carry), no medications may be carried by the student or stored in a backpack, lunch or sports bag. Emergency epinephrine is available for anaphylactic reactions. A parent or legal guardian may submit in writing to the school nurse that their child be exempt from emergency epinephrine administration. A parent or designee must pick up medications and over-the-counter prescriptions by the last day of school. Any medications remaining after the last day of school will be destroyed. Medication permit forms are available from the school nurse and are available on the district website.

The school nurses want to remind parents and students that there are very strict laws regarding the administration of medicine in any setting, not just schools. It is not our intent to make the medication situation difficult for the parent, but rather to ensure the medical/legal safety of all concerned.

In October of 2018, the PA School Code was amended to include sun protection measures for students. Section 1414.10 (2) of the PA School Code allows for the use of a nonaerosol topical sunscreen product by students in school if:

1. The product is approved by the Food and Drug Administration,
2. The parent/guardian must submit a form allowing the student to use the topical sunscreen, and

3. The student must submit a form stating that they are aware of the proper use and safety precautions of the product and will handle it appropriately.

The school entity may rescind or restrict the use of the sunscreen if the student does not follow the school rules and/or the student is unwilling or unable to keep the non aerosol sunscreen product guarded from other students' use.

The school entity must provide written notice to the parent/guardian if they rescind or restrict the use of the sunscreen.

The Pennsylvania Department of Education has provided two forms for school entity usage that can be adapted to meet a school entity's requirements.

SCHEDULE CHANGES

Students will be held responsible for completing a course once they have committed themselves to it. All students will have an opportunity in the first five school days of each semester to make schedule changes with the guidance team. Any schedule changes requested once school begins will be closely monitored. No students will be admitted to a course after the first five school days of each semester unless administrator approval is obtained.

ACADEMIC GRADING SYSTEM

Numerical grades are placed on the report cards. These grades correspond to the marking system shown below. Permanent record grades are recorded numerically and credit toward graduation is awarded for each full-time subject passed.

A	92-100 Excellent	D	65-73 Poor
B	83-91 Good	F	0-64 Failure
C	74-82 Average		

To follow a student's grades throughout the year, students and parents are reminded to activate their account to the Sapphire Community Web Portal. See additional information included in the back to school packet or contact the school office at (570) 271-3268 ext. 3800 for more information.

Parents may view grades on our Sapphire Community Portal by accessing the district website and selecting "Parents" then "Parent Portal". Parents have to request access via the portal and create their own login information. Computers and assistance will be available during open house and parent conferences to sign up for the portal. This system is an excellent way to monitor students'

progress. Grades are updated immediately when teachers update their grade books.

HONOR ROLL

A student must earn an overall average of 92% for the Honor Roll. All courses given numerical grades are considered for Honor Roll determination. Students must be passing all scheduled classes in order to qualify for Honor Roll status.

All incomplete grades must be updated within one week of the end of the marking period to be included in the Honor Roll.

REPORT CARDS

Report cards will be posted directly to the Sapphire Community Portal at the end of each marking period. Each marking period is nine weeks in length. Parents/Guardians are urged to discuss the report card with their student(s). If questions arise, the parent and/or student is encouraged to contact a teacher or guidance counselors.

A report card minimum grade practice is in place at the middle school. A grade for any class that is 50% or below will be recorded on report cards as a 50%. Progress reports, however, will show the actual grade the student has earned by the midpoint of any marking period. This practice will alert the student and parents of the problem at the midpoint when there is adequate time to turn student performance around. If a student is assigned an INCOMPLETE for a grading period, all work must be submitted to the teacher within ten school days from the ending of the grading period.

PROGRESS REPORTS

In addition to the regular report card, progress reports are posted to the Community Portal at the midpoint of each marking period. These reports are to inform the parents of a student's progress in a particular subject. Parents/Guardians are always encouraged to schedule a meeting with a teacher and/or guidance counselor in an effort to help improve their child's grades.

Parent/teacher conferences are formally scheduled during the school year to discuss student progress. Parents are encouraged to contact individual teachers or teams to meet at any point in the school year when questions or concerns surface. **When a parent has a question or concern, the relevant teacher should be the first point of contact.** Teachers cannot take calls during their instructional time, but messages can be left at the office or

teachers can be emailed. Arrangements for parent/teacher meetings can also be arranged through the school counselors.

ATTENDANCE

Students are expected to be present for all days and hours school is in session unless appropriate reasons exist to justify an absence. Exemptions are granted for students with certain chronic medical conditions and medical emergencies. To be considered for an exemption, students with chronic medical conditions must submit a doctor's note at the beginning of each school year. The note should indicate the condition and the necessity for school absences as a result. For medical emergencies, a doctor's letter should be submitted in a timely manner soon after the emergency.

Students need to be in their first period class by 8:02 a.m. If they arrive after 8:02 a.m., but before 10:15 a.m., a tardy will be assigned to the student. School time missed due to tardiness will accumulate throughout the school year and count towards a student's absence total.

Tardy	a morning absence of up to 2 hours and 15 minutes, student arrives at school before 10:15 a.m.
Half day AM	an absence from school for over 2 hours and 15 minutes (example 10:15 a.m. - 12:30 p.m.)
Mid-day	a middle of the day absence up to 2 hours and 15 minutes (example 11 a.m. - 2:15 p.m.)
Half day PM	an absence from school for over 2 hours and 15 minutes (example 12:30 p.m - 2:45 p.m)
Early Dismissal	leaving school under 2 hours prior to dismissal time

Absences, or time out of school will be excused with a note from a medical provider or a parent note. Students returning to school or arriving without a note will have the time out of school considered unexcused. Students leaving and not returning the same day must present a note upon their return to school the next day.

Students may **accumulate ten days** of absence for various reasons including sickness verified by either a parent note or doctor's note, educational travel, medical appointments, etc. Absences exceeding the ten day limit will need to be excused with a doctor's note or the absence will be marked as unlawful/unexcused.

PROCEDURES FOR ABSENCES: **SCHOOL BOARD POLICY 204**

1. Parents/Guardians should contact the school before 8:30 a.m. each time a student is absent by calling (570) 271-3268 ext. 3890 and leaving a message. Call-ins do not excuse an absence; they are a courtesy. If the school does not receive a phone call by 10:30 a.m. the automated attendance line will send a message to inform the parent/guardian of the absence.
2. First offense – three unlawful absences: A letter will be sent home indicating the three unlawful absences. A Student Attendance Improvement Plan (SAIP) meeting may be requested by the school principal once three unlawful absences have been accumulated.
3. On the fifth unlawful absence, the building secretary will send a letter to the family. The building principal may file truancy charges with the district magistrate. Children and Youth services may be notified, as well.
4. Each subsequent unlawful absence after will be filed with the court.

RETURNING TO SCHOOL FOLLOWING AN ABSENCE

The first day following an absence, the student must report to the office prior to first period and present a *Record of Absence Card* or note. The absence card or note will be reviewed and a *readmittance slip* will be issued. **A written excuse must be submitted to the office within five (5) school days of the absence or the absence will be documented as "unlawful" or "unexcused"**.

Students who have accumulated three or more unlawful or unexcused absences from school, may receive zero on all tests, quizzes, assignments, etc. for all future unlawful/unexcused absences.

Parents and students should review their report cards for any attendance concerns. If parents and/or students become aware of mistakes with their

attendance, it should be reported immediately to the office. Unlawful/unexcused absences or unlawful/unexcused tardies will result in a zero for the assignments provided during that time.

APPOINTMENTS DURING THE SCHOOL DAY

1. Appointments during school should be kept to an absolute minimum.
2. An appointment card, confirmation letter/email or parent note must be presented at school on the morning of the appointment **before school begins** to receive "Permission to Leave the Building" pass.
3. Upon returning from an appointment, a note from the person with whom the appointment was scheduled (doctor, dentist, etc.) must be presented. This note should state the time the appointment was completed.
4. Any student falsifying an appointment note risks not being permitted to leave school for future appointments and may receive disciplinary consequences.
5. Any appointment which lasts more than two hours and 15 minutes will count as a half-day absence.
6. Individuals picking up a student may be asked to show photo identification.

CLASSWORK/ASSIGNMENTS MISSED DURING ABSENCE

Excused Absences – As a general guideline, students who miss school due to excused absences (e.g. illness, death in family, suspensions, and family emergency) will have a maximum of one day for each day missed from school to make up any missed assignments/tests.

Students who miss three or more consecutive school days may request that their missed work be collected from their teachers by contacting the middle school office (570) 271-3268 ext. 3800. Students who miss less than three days should check their teachers' web page, Google Classroom, and/or email them directly for missed work.

Unlawful/Unexcused Absences – Students who accumulate three or more unlawful/unexcused absences may be subject to academic consequences for future unlawful/unexcused absences. In these cases, students may forfeit their right to make up any tests, quizzes, projects, or assignments given or due on

the date associated with the unlawful/unexcused absence. The student may receive a zero for any missed work.

Note: Based upon individual student circumstances, school administration reserves the right to review and remove/reduce an academic penalty associated with any unlawful or unexcused absence.

EDUCATIONAL TRAVEL

Trips such as vacations, ski outings, hunting expeditions and the like are discouraged during the school term. Each trip is evaluated by the assistant principal and a reasonable length of time may be approved. Educational trips or missed days due to activities sponsored by recognized organizations must be approved by the building principal at least five (5) days prior to the start of the absence and *may* be considered an excused absence. Failure to seek approval in a timely manner, student absences already exceeding ten days, or current poor student performance will result in trip and/or activity absences not being approved. Non-approved trip and/or activity absences will be recorded as unexcused. Educational travel requests will not be approved during any of the Pennsylvania State Mandated testing window, even if the student opts out of the testing. Please check the school calendar before scheduling any trips during this time. Education travel forms are located at the main office or can be found on the middle school website.

If the Educational travel request exceeds five school days, the administration will review the itinerary of the trip to determine the classification of those days (after the five) as either excused or unlawful/unexcused. The determination will be based on the perceived educational value of the trip.

Students will be responsible for collecting their school work before they leave, making up any work they miss, and completing all of their assignments.

VIRTUAL INSTRUCTIONAL DAYS

Virtual Instructional Days may occur during the school year. Such days may be synchronous, meaning they will include live virtual instruction through Google Meet, or they may be asynchronous, meaning there will be recorded video and/or other instructional activities on the teachers Google Classrooms. On synchronous days where students are required to attend school virtually, attendance will be determined by participation in the virtual meetings. Students are expected to attend all virtual classes. Students who do not attend 1-3 classes will be marked for a half day of unlawful absence. Students who miss four or more classes will be marked for a full day of unlawful absence.

Attendance for asynchronous virtual days will be determined by submission of the completed assignments for each class.

TARDINESS

Tardiness is defined as an arrival to first period after the designated time for the start of school. Tardy students must report directly to the office for a readmittance slip at that time.

Students will be permitted two unexcused tardies each semester, without receiving disciplinary action. Three unexcused tardies may result in an after school detention to be served within 48 hours of the date tardy. Following the fourth unexcused tardy, two after school detentions may be assigned and student privileges may be removed. Examples include revocation of participation in extracurricular activities, school-related events, and incentives. For additional unexcused tardy infractions, in school suspension may be assigned.

School time missed due to tardiness will be accumulated throughout the school year. When a student has accumulated over three hours and forty minutes of tardiness to school, a full day of unlawful or unexcused absence will be recorded.

TARDINESS TO CLASS/CLASS CUTS

Tardiness to class is defined as an unexcused **arrival within five minutes** of the late bell. Repeated tardiness to class may result in disciplinary action, including warnings, lunch detention, after-school detention, suspension, or loss of student privileges.

Class cut is defined as an unexcused arrival **more than five minutes** after the late bell. After one class cut, a student will be assigned an after school detention. Repeat offenses will result in detention, suspension and/or revocation of student privileges at the discretion of the administration.

MIDDLE SCHOOL PROPERTY

Students must seek permission from the principal to post notices in or outside of the building. Use of skateboards, rollerblades, or scooters on school property is strictly forbidden at any time. Students who utilize skateboards, roller blades, or scooters as methods of transportation to and from school must store them in designated areas upon arrival to school. Skateboards, roller blades, and scooters must be carried as soon as students reach school property. Students

are permitted to ride bicycles to school; they must ride with caution on school property and park them in the bike rack at the office entrance. Students are strongly encouraged to use bike locks; the school district is not responsible for damaged or stolen bicycles. Discipline measures can be taken, and riding privileges revoked, for infractions and may include confiscation of any aforementioned items. Any damage to school property, inside or outside, will incur consequences appropriate to the offense.

Students are assigned school lockers and are responsible for their content at all times. Lockers are for storing backpacks, clothing items, books, and other items associated with school. **Backpacks or similar bags are not permitted to be carried during the student day.** All bags must be secured in their assigned locker with the provided combination lock.

Student lockers will be assigned a combination lock. Students are to use only school assigned locks on their lockers. Locks not assigned by the school may be cut off at the discretion of administration. Items of value, such as electronic devices, jewelry, wallets containing money, etc., stored in lockers are the responsibility of the owner. The district is not responsible for damaged, lost, or stolen items. Students should not share the combination with others. **Students are responsible for the locks assigned to them. Locks are not permitted to be removed from the school. A \$6.00 fee will be assessed for lost combination locks.** Students may go to their lockers at times during the school day as designated by their team or with a pass from staff.

School lockers are the property of the Danville Area School District and made available for use by students. No privacy privileges apply. Lockers may be searched at any time without prior student notice by an administrator or designee.

Instructional tools and materials (textbooks, computers, library books, etc.) are provided for student use. Such instructional tools and materials are assigned to/signed out by students and records are kept by staff. In the event that tools and/or materials are lost or damaged, students will be held responsible for their replacement or repair.

Students will be assigned a Chromebook laptop computer for use throughout their time at DMS. It is very important to read and understand the information distributed at that time regarding the care and use of your Chromebook. Detailed information about student responsibilities for their Chromebooks is outlined in the Technology Packet, however damages to a Chromebook that are determined to be the result of neglect or abuse will be billed to the parents.

IRONMEN R.I.S.E.

The Danville Area School District believes that each student has the right to be able to learn and work in an environment and atmosphere free of disruption. Therefore, students and adults have the responsibility to respect the rights of others and to maintain a high degree of self-discipline.

It is the responsibility of each middle school student to learn the behaviors expected while attending the Danville Middle School. Behavioral requirements may be different from those at home, but students are expected to conform to the school requirements while in attendance at school. At Danville Middle School we expect students to R.I.S.E. Students who cannot conform to these rules will be disciplined to preserve other students' rights to learn and the teachers' rights to teach. Disruption will not be tolerated.

School-Wide Norms

Respect	Integrity	Success	Empathy
Classmates Staff Property	Honest Trustworthy Positive	Prepared Engaged	Helpful Kind Thoughtful

P.B.I.S.

At Danville Middle School we truly believe that all students have the opportunity to succeed in and out of the classroom with a proactive approach to school-wide discipline. Through our P.B.I.S. (Positive Behavior Intervention and Support) program we reinforce the positive behaviors of students doing what is expected of them as well as supporting students who need extra assistance to reach the school-wide expectations seen through our R.I.S.E. expectations. Through our P.B.I.S. initiatives, we hope to be able to keep our referrals down, which will increase the amount of instructional time our students receive. We consistently define, teach, reinforce, and monitor positive behaviors. This "positive behavior intervention and support" or P.B.I.S. system focuses not on the discipline of poor behavior, although that is certainly a component, but rather focuses on supporting and rewarding the positive behaviors that the vast majority of our students do daily. So much attention is traditionally focused on the students who are not behaving, but this system allows teachers and staff to notice and reward those students that are doing what is right. This attention shift will often redirect problem behaviors, since problem behaviors are often attention-seeking.

Here at the middle school we hold a number of yearly scheduled events for our students to participate in. One aspect of our system is to allow for positive reinforcement through the year for these types of behaviors. At these large events we like to recognize those students through different types of rewards, which will be distributed to those that have met the requirements.

PHILOSOPHY OF DISCIPLINE

Positive Behavior Intervention and Support (**P.B.I.S.**) is a proactive approach to rewarding appropriate behaviors school-wide. Schools that implement school-wide systems of positive behavior support focus on a team-based system approach and **teaching the desired student behaviors to all students in the school**. The benefits to school-wide behavior programs are noted as: increased attendance, student and teacher reporting of a more positive and calm environment, reduction in the proportion of students who engage in behavioral disruptions and reduction in the number of behavioral disruptions.

Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

- Behavioral expectations are defined.
- Behavioral expectations are explicitly taught; it is not assumed that all students have the same understanding of what behaviors are expected and what they look like specific to middle school.
- Appropriate behaviors are acknowledged on a regular basis.
- Behavioral errors are corrected proactively by assisting the student in identifying which of the four rules have been violated and guiding the student in understanding why the behavior is unacceptable.
- Program evaluations and adaptations are made by a team of staff members committed to the improvement of the school as a whole.
- Administrative support and involvement are active and visible.
- Individual student support systems are integrated with school-wide discipline systems. This support is a process for establishing a positive culture in school.

School Wide Incentive Events

- Pep Rallies
- Forge Friday
- Ironmen Bingo
- Dodgeball Tournament
- End of Year Carnival

R.I.S.E. Tickets

Staff hand out tickets to students who showcase R.I.S.E. norms. Tickets make students eligible for various prizes throughout the year.

Ironmen R.I.S.E. Postcards

Staff send home postcards to parents, notifying them of the great actions by their student at school.

SCHOOL REGULATIONS AND DISCIPLINE

STUDENT RESPONSIBILITIES

It is important that students attend school on a daily basis, perform conscientious work in the classroom, and conform to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

1. 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.
2. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
3. It is the responsibility of the students to:
 - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
 - b. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - c. Assume that until a rule is waived, altered, or repealed, it is in full effect.
 - d. Assist the school staff in operating a safe school for all students enrolled therein.
 - e. Be aware of and comply with state and local laws.
 - f. Exercise proper care when using public facilities & equipment.
 - g. Attend school daily and be on time to all classes and functions.

STUDENT DISCIPLINE

1. Denial of Privileges – Privileges will be withdrawn for improper behavior. Students will be placed on a restriction status which may include revocation of any of the privileges afforded to a student based on the discipline infraction(s). The length of the privilege restriction depends on (a) the nature of the infraction and (b) the previous behavior record of the student. Student privileges include but are not limited to: participation in extracurricular events, clubs and student activities, attendance at assemblies and pep rallies, and other student incentives.
2. Lunch Detention - Detention will be assigned in accordance with **School Board Policy 218**. Teachers may assign their own detention or a student may be referred to a school administrator depending on the severity or frequency of the infraction. A copy of the disciplinary action will be available in the Sapphire Portal.

Failure to report to detention will result in the assignment of two lunch detentions. If either of the two rescheduled detentions is missed, the student will be assigned to an after-school detention.

3. After-School Detention – Detention will be assigned in accordance with **School Board Policy 218**. Teachers may assign their own detention or a student may be referred to a school administrator, depending on the severity or frequency of the infraction.. Every effort will be made to provide 48 hours notice to the parent, so that transportation arrangements can be made. A copy of the disciplinary action will be available in the Sapphire Portal.

Failure to report to a detention will result in the assignment of two after-school detentions. If either of the two rescheduled detentions is missed, a day of in-school suspension will be assigned. Legitimate excuses for a student not reporting to detention will be considered on an individual basis and alternative times for serving detention will be determined.

It is the student or parents responsibility to contact the middle school administration to inform him/her of their inability to attend an upcoming after school detention. If prior arrangements are not made and the student does not report for the detention, it will be considered as a failure to serve the detention and appropriate disciplinary action will be taken.

4. In-School Suspension – Students may be suspended from school in accordance with **School Board Policy 233** for a period of one to ten consecutive school days. Students who are assigned in-school suspension will report to the middle school office each day of their assigned suspension by the start of school. The in-school suspension proctor will take attendance. Failure to report to the scheduled date for in school suspension may result in an out-of-school suspension. Students are required to remain in the in-school suspension room area until dismissal. No appointments will be permitted and no hall passes will be issued. Students may not participate in any extracurricular activities on the date of the suspension.

In accordance with middle school rules, students are not permitted to have cell phones or other personal electronic devices in their possession. Failure to adhere to the in-school suspension rules may result in either the assignment of additional in-school suspension dates or out-of-school suspension dates. If detention is assigned following a suspension, the student will be expected to report on time to the after school detention classroom.

It is the student's responsibility to bring textbooks and materials when scheduled for an in-school suspension. Suspended students will be given the appropriate credit for work completed and submitted during their suspension. The strictest study rules will be maintained. This includes, but is not limited to, no talking, no sleeping, and no misconduct. Students are responsible for the condition of their area at the end of the day. Any violation of the above rules could lead to an additional suspension or out-of-school suspension.

5. Out-of-School Suspension (up to three days) – The student shall be told the reason for the suspension and shall be afforded the opportunity to respond to the charges before the suspension becomes effective. The reason for the suspension shall be stated in a written correspondence to the home in accordance with **School Board Policy 233**. Efforts will be made to contact parents by phone prior to the suspension.
6. Out-of-School Suspension (up to ten days) – This type of suspension shall be reserved for serious or persistent infractions of school rules. If the offense is of a very serious nature, the suspension may last for up to ten days. Efforts will be made to contact parents by the phone prior to the suspension. In accordance with **School Board Policy 233**, when a suspension exceeds three school days, the student and parent

shall be given the opportunity for an informal hearing with the designated school official as soon as possible after the suspension, within the first five days of the suspension.

Students may not participate or attend any extracurricular activities during the dates of the suspension and are not permitted to be on school grounds for any reason. This includes evening activities and activities that occur over the weekend. Failure to follow these rules may result in the assignment of additional suspension dates.

In case of any out-of-school suspension, students will be permitted to make up exams and work missed which has not been assigned previous to the suspension. Any work or tests assigned previous to suspension are to be completed by the end of suspension to receive credit. It is the responsibility of the student to request assignments from their teachers when an out-of-school suspension occurs. Parents may either email teachers directly or contact the office at (570) 271-3268 ext. 3800. Please allow 24 hours for the request to be processed.

7. Expulsion (exclusion from school beyond ten days) – Such action results only from the Board of Education action preceded by a recommendation from the Middle School Principal to the Superintendent of Schools consistent with **School Board Policy 233**. The student is given a formal hearing in front of the School Board in accordance with Section 12.6 of the PA School Code. Students who are expelled may not come on school property or attend any extracurricular activities either as spectators or participants during the dates of suspension.
8. Students violating the laws of the Commonwealth of Pennsylvania on school property may face arrest. Citations for such action would be processed by the local police department and the local magistrate.

DISCIPLINARY OFFENSES AND LEVELS

LEVEL I OFFENSE

Level I offenses can usually be handled by an individual staff member through classroom management techniques, but sometimes require the intervention of other school personnel.

The following is a list of Level I offenses; however, offenses are not limited to this list:

1. Failure to be kind, respectful, responsible, or safe
2. Failure to complete homework
3. Being unprepared for class
4. Locker sharing
5. Leaving class or assigned area without permission.
6. Habitual tardiness to class
7. Minor incidence of insubordination
8. Minor incidence of disruptive behavior in class, halls, cafeteria, bus, field trips, etc.
9. Minor incidence of use of abusive language, obscene or profane language or gestures
10. Academic misconduct /cheating (See “Academic Integrity Guidelines” for 1st and 2nd Offenses)
11. Failure to return required forms in a timely manner
12. Failure to follow classroom rules
13. Minor incidence of disrespectful behavior
14. Outside of assigned area without a pass
15. Public displays of affection
16. Lying
17. Failure to lock one’s locker with a school-issued lock
18. Misconduct in the halls (roughness; horseplay; loitering)
19. Having an open container of food or drink (other than water) outside of the cafeteria without teacher or administrative permission
20. Use of electronic devices (not limited to cell phones, smart watches and wireless earbuds) outside of times and situations outlined in “Cell Phones, Electronic Devices, Etc.”
21. Littering
22. Minor incidence of throwing objects
23. Minor incidence of computer usage violations
24. Other minor infractions of unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard

LEVEL I ACTION

Level I Disciplinary Action may include the issuance of a verbal reprimand, lunch detention, or an after school detention. Prior to the assigning of an after school detention, the teacher shall initiate communication with the student.

Additionally, the parent/guardian must be contacted via phone call or email. All infractions and actions will be documented in the student information system.

LEVEL II OFFENSE

Level II offenses are typically frequent or serious in nature that tend to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level, because the execution of Level I disciplinary options has failed to correct the situation.

These offenses are serious enough to require corrective action on the part of the administrative personnel.

1. Continuation of unmodified Level 1 misbehavior
2. Failure to fulfill consequences from a Level 1 offense
3. Insubordination (includes the refusal to surrender an electronic device when directed to do so by a staff member)
4. Forgery
5. Failure to report to a scheduled class, homeroom, or assigned area
6. Failure to report to school ("skipping school")/ leaving school without permission
7. Isolated name-calling, taunting, or teasing. This includes derogatory comments on body shape, racial slurs or homophobic remarks.
8. Violation of the DASD Appropriate Use Policy (AUP)
9. Disruptive behavior while serving detention
10. Academic misconduct / cheating (See "Academic Integrity Guidelines" for Subsequent Offenses)
11. Minor disruptive behavior in class.
12. Disrespect to staff
13. Bus Disturbance (2nd Offense)
14. Opening, entering, and/or tampering with another student's locker
15. Possession of a lighter, matches, or any other materials that create a flame
16. Possession of e-cigarette paraphernalia including but not limited to chargers and pods
17. Intentionally defacing school property such as books, posters, electronic devices, classroom materials, furniture
18. Pushing, hitting, tripping, or any other minor form physical offenses toward others
19. Hostile or intimidating behavior towards others; make threats

20. Failure to serve detention
21. Habitual tardiness to school
22. Dress code violations
23. Entering an unauthorized area
24. Minor harassment – physical or verbal
25. Actions that may cause harm to others
26. Other infractions of more serious unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard

LEVEL II ACTION

Level II Disciplinary Action may include the issuance of a lunch detention, an after school detention, in school suspension (ISS), or out of school suspension (OSS). All infractions and actions will be documented in the student information system.

The philosophy of the DMS administration includes "progressive discipline," when appropriate. While the district endeavors to consider progressive discipline, depending upon the facts and circumstances of each case, based on the totality of the circumstances, it may require the Administration to increase the severity of the discipline.

When suspension is involved, the administration will attempt to follow the following sequence of escalating consequences:

1. 1st Suspension = One (1) to Two (2) day suspension [ISS or OSS]
2. 2nd Suspension = Two (2) to Four (4) day suspension [ISS or OSS]
3. 3rd Suspension = Four (4) or more days of suspension [ISS or OSS] with loss of student privilege such as attendance at school activities, extracurricular activities, etc.
4. 4th Suspension = Five (5) to Ten (10) day suspension [ISS or OSS]. Additionally, a student who is suspended four or more times may need to attend a hearing with the School Board, a committee of the School Board, or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time.

Students are responsible for making up exams and work missed while on suspension and will be permitted to complete these assignments upon return to school. The amount of time for any “loss of driving privileges” will be determined by the administration and will be determined by the severity of the offense.

LEVEL III OFFENSE

Level III offenses are serious in nature and require immediate intervention of administrative personnel.

1. Continuation of unmodified Level II misbehavior
2. Verbal or physical assault
3. Abusive, obscene, or profane language or gestures directed toward staff
4. Fighting and disorderly conduct
5. *Vandalism; more serious destruction of school property; destruction of electronic equipment (computers, cameras, etc.)
6. Stealing/Theft
7. Use and/or possession of tobacco products and products containing nicotine
8. Use and/or possession of e-cigarettes, electronic vaporizers, and/or liquids to fill electronic devices
9. Use and/or possession of spray inhalants such as but not limited to Mace or pepper sprays
10. Use of “look alike” weapons to intimidate or create fear
11. Inappropriate touching
12. Bullying or harassment: sexual harassment; bullying; intimidation; discriminatory behavior; cyber bullying. This includes repeated name-calling, taunting, or teasing that creates a hostile educational environment, such as repeated derogatory comments on body shape, racial slurs, or homophobic remarks.
13. Possession of pornography (including pictures or videos of sexually explicit images)
14. Making a false report that involves an outside source (such as calling 911 or setting off fire alarm)
15. Other more serious misconduct
16. Disruptive behavior during In-School Suspension.
17. More serious incidences of computer usage violations

18. Other infractions of more serious unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard

* Act 16 of 1994 amends the Crimes Code to expand the offense of institutional vandalism” to include carrying aerosol spray-paint cans, broad-tipped indelible markers or similar marking devices into an institution, such as a school building, with the intent to vandalize. Pa. C.S. Section 3304 (a) (4).

* Act 17 of 1994 amends the Crimes Code to define defacing public and private property with spray paint or indelible markers as “criminal mischief.” The Act also provides the court with a community service sentencing option in lieu of jail time for such an offense. Pa. C.S. Section 3307 (a.3).

LEVEL III ACTION

The philosophy of the DMS administration includes "progressive discipline," when appropriate. This means that the administration will attempt to assign a fair, consistent, and appropriate consequence given the disciplinary infraction. Subsequent offenses of the same level or greater will result in elevated consequences.

1. A first offense will result in a three to five day in school suspension (ISS) or out of school suspension (OSS).
2. A second offense will result in a five to seven day out of school suspension (OSS).
3. A third offense will result in a ten day out of school suspension from school and may further result in a hearing with the School Board, a committee of the School Board or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time.

*Note: Fighting, disorderly conduct, vandalism, and tobacco violations will result in a Level III disciplinary action and may result in a citation from police. Depending upon the serious nature of the Level III offense, the administration reserves the right to increase the number of days of a suspension for a first offense occurrence as well as possible referral to the police.

LEVEL IV OFFENSE

1. Continuation of a Level III offense
2. Major physical assault

3. Major insubordination, rage and hostility, hitting, or threatening behavior towards students, middle school faculty, staff or principals
4. Possession and/or use of drugs and/or alcohol or any unauthorized substance; possession of drug paraphernalia; under the influence of drugs and/or alcohol or any unauthorized substance intent to sell and/or distribute drugs and/or alcohol or any unauthorized substance This includes school grounds, school buildings, school buses or while participating in or attending an approved school function
5. Hazing
6. Bullying or harassment: sexual harassment; bullying; intimidation; discriminatory behavior; cyber bullying. This includes repeated name-calling, taunting, or teasing that creates a hostile educational environment, such as repeated derogatory comments on body shape, racial slurs, or homophobic remarks
7. Arson or tampering with fire alarms, extinguishers, or activating a false alarm
8. Bomb threats
9. Major vandalism (refer to the Pennsylvania Crimes Code)
10. *Possession of weapons
11. Major incidents of discriminatory behavior; major racial or homophobic comments/threats or comments/threats regarding sexual orientation
12. Possession, use, or transfer of fireworks or related materials
13. Production/distribution of pornography (including pictures or videos of sexually explicit images)
14. Commission of any other act punishable under the PA Crimes Code
15. Major computer use violations
16. Other very serious misconduct

*The Federal gun-Free School Act of 1994 states, "Any student who brings a firearm or weapon to school (as defined in Section 912 of Title 18, United States Code) shall be referred to the criminal justice system." (Public Law 103-382)

*The definition of "weapon" includes: [a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric

weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose, knives, cutting instruments, cutting tools, martial arts devices, nunchaku, firearms, shotguns, rifles, air rifles, BB gun, pellet gun, and pistols, sling shots, explosive devices, chemical agent, and any other tools, instruments, or implements capable of inflicting serious bodily injury, where the intent is to use such a tool, instrument, or implement as a weapon is present. Also included are “look-alikes” of the weapons listed above and any projectiles including bullets, shotgun shells, or the like.

* See Pennsylvania Department of Education Act 26 of 1995. See **School Board Policy 218.1**.

LEVEL IV ACTION

Level IV acts include those which result in violence to another person or their property or which pose a threat to the safety of others in school. These actions are often criminal and are so serious that they require administrative actions, which result in police involvement and in the immediate removal of the student from school.

A first offense (non-alcohol/drug related) may result in a ten day suspension from school and may further result in a hearing with the School Board, a committee of the School Board or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time. Any drug or alcohol or related offense will result in an automatic ten day suspension (**School Board Policy 227**).

***This is not a complete account of disciplinary policies. Please refer to Danville Area School District Policies.**

ACADEMIC INTEGRITY GUIDELINES

PLAGIARISM

Academic integrity consists of work that is honest and does not involve any deceptive or dishonest methods. Danville Middle School demands honesty that grows out of our respect for each other. Academic dishonesty includes both cheating and plagiarism.

Cheating includes but is not limited to:

- Copying on a test or quiz
- Copying homework or other assignments
- Allowing someone to misrepresent your work by sharing an assignment

- Using internet sources, foreign language translators, cell phones, “cheat sheets,” etc. for getting or giving answers on a test, quiz, or other assignment

Plagiarism includes but is not limited to:

1. Using ideas, quotes or images without giving credit to the author and
2. Passing off another person's ideas as your own even if the ideas have been paraphrased or reworded.

The consequences for academic dishonesty at the Danville Middle School include the following:

1. Students who are caught cheating as a first offense may receive a failing grade on that assignment at the teacher's discretion. Parents will be contacted by the teacher. The infraction will be recorded in the student information management system.
2. Second offenses will result in a zero for the assignment. Parents will be contacted and made aware of the situation by the teacher. The teacher or school office will contact the parents to set up a meeting to discuss the incident with the teacher and administration. The infraction will be recorded in the student information management system.
3. Subsequent offenses may result in failure of the course for the marking period and/or removal from the course, along with school disciplinary actions.
4. Consequences for academic dishonesty may impact National Junior Honor Society membership and could result in the removal from NJHS.

ChatGPT and Artificial Intelligence

Since its launch by OpenAI in late 2022, ChatGPT has inspired many questions related to academic integrity. Like most tools, ChatGPT (and other artificial intelligence products) can be used for purposes both good and bad. There are legitimate ways to use these tools for research, and there are ways to use them to cheat on academic work.

During some class sessions, DMS teachers may leverage generative AI tools to support your learning, provide you with an opportunity to explore how they can be used, and/or better understand their benefits and limitations. Learning how to use AI is an emerging skill, and we will work through the implications of

these evolving systems together, during classes. However, use of generative AI will be limited to exercises during class. DMS teachers will always indicate when and where use of AI tools during class is appropriate (and not). Examples of use during ungraded classroom exercises might include:

- Brainstorming new ideas,
- Developing example outlines or approaches to your work, and/or
- Generating different ways to talk about a problem.

In contrast, you may not use AI tools to generate work for an assignment to be submitted for a grade, as this cannot be considered a substitute for developing the fundamental skills and expertise represented by the learning objectives of this course. Please note that generative AI tools rely on predictive models to generate content that may appear correct, but has been shown to sometimes be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research and you should complete all graded assignments without any assistance from AI tools. Students are ultimately responsible for the content of the information you submit and may not attempt to pass off any work generated by an AI program as your own.

Students who use ChatGPT and similar tools on assignments without permission, or who use them in improper ways, are violating the academic integrity rules of Danville Area School District.

Thus, generative AI is a rapidly evolving technology, and the district will continue to monitor developments and incorporate feedback from the community to update our guidelines accordingly.

Resources:

<https://www.cmu.edu/teaching/technology/aitools/academicintegrity/index.html>

<https://provost.harvard.edu/guidelines-using-chatgpt-and-other-generative-ai-tools-harvard>

<https://oai.missouri.edu/chatgpt-artificial-intelligence-and-academic-integrity/>

STUDENT DRESS AND INAPPROPRIATE ATTIRE

The appearance of any young person is primarily the responsibility of the individual and his/her parents. The high school administration expects students to maintain the type of dress and grooming that does not interfere with the educational process of the school in accordance with **School Board Policy 221**.

Danville Middle School shares our culture's concern with the abuse of alcohol and drugs and does not allow students to wear clothing that depicts alcohol or

drug use in a positive manner. This would include shirts which advocate through advertising that alcohol and/or drugs can have a positive effect on one's life.

Clothing considered inappropriate and thus prohibited, includes but is not limited to: bare midriffs, low cut shirts, shorts and skirts which expose undergarments or bare skin or an intertriginous area where two skin areas may touch or rub together, or such clothing is not at an appropriate length, spaghetti strap tops, excessively short skirts or shorts, pajamas, slippers, bandanas, gang related clothing, sharp spiked jewelry and spiked cuffs, bracelets with inappropriate or vulgar language or clothing and accessories deemed inappropriate by administration. Because of safety and health requirements, bare feet are not permitted in school.

Finally, any clothing which has symbolism or words which can be construed as obscene, profane, racially, culturally, or religiously biased, cannot be worn in school. Many messages on clothing carry literal and implied messages. In such cases, the literal message may not be objectionable, but the implied message is, and it is therefore inappropriate to wear clothing with such messages in school. The Danville Middle School makes very clear that clothing with implied objectionable messages is not to be worn.

Types of clothing have become ways to present innuendo concerning sexual and traditional antisocial behavior. We, at Danville Middle School, believe our community's cultural beliefs indicate that school is not a place for sexual and unhealthy social innuendo. Therefore, students may not wear clothing presenting sexual innuendo or unhealthy social ideals.

Some examples of clothing in reference include:

- Liquor distillery product shirts;
- Brewing and distilled spirits companies' advertising clothing which portrays beer and liquor as positive;
- Shirts depicting sexual activity; and
- Shirts with double entendre messages concerning sexual or anti-social activity.

Utilizing the criteria listed in this section of the handbook, the school administration will make the final determination as to whether a student is or is not dressed appropriately for school.

Students who come to school wearing inappropriate clothing will be directed to change into school appropriate clothing, if possible. If a change of clothing is not available, parents will be notified and asked to bring a change of clothing. If

available, a t-shirt or other item of clothing will be provided by the school for the remainder of the school day. One warning will be provided. Second offenses will result in detention. Students will be held in the office until a change of clothing is available. Insubordination and repeated offenses involving dress code violations may result in suspension and revocation of student privileges.

**This dress code is not all-encompassing and administration reserves the right to adapt or modify as necessary.

HEAD COVERINGS

Danville Middle School clearly believes that head coverings can be a detriment to the learning environment in the school, especially in the classroom. Hats, caps, bandanas, hooded shirts/sweatshirts, visors, kerchiefs, and head coverings are not to be worn in the school building unless the head covering is directly related to one's traditional religious or cultural beliefs, or for a medical reason. Administrative approval should be sought for approval of these situations. All head coverings that do not meet these exceptions are to be placed in the students' lockers upon arrival to school. The wearing of head coverings will fall under the disciplinary measures consistent with dress code violations.

CELL PHONES, ELECTRONIC DEVICES, ETC.

Students today have a wide array of electronic devices, including cell phones, AirPods, headphones, smart watches, tablets, electronic games, etc. These devices or any other similar equipment may not be used anywhere on campus (in and/or out of the building) during school hours 8:00 a.m. - 2:45 p.m. The school strongly recommends such items be left at home. **All devices MUST be turned off and kept in the student's locker during these hours.*** Students are advised to leave these items at home. The school is not responsible for loss, damage, or theft under any circumstances. If a student is caught using one of these during school hours, the following procedures will be taken:

1. **First Incident** - The staff member will confiscate the item. The student will pick the item up after the final bell of the day from the staff member. A **warning** will be given and written in Sapphire. Parents/guardians will also be notified.
2. **Second Incident** - The item will be confiscated and given to the main office. The student will serve **one after school detention** and be

documented in Sapphire. Parents/guardians will be notified, and parents/guardians will be required to pick up the item.

3. **Third Incident** - The item will be confiscated and given to the building administrator. The student will serve **two after school detentions** and be documented in Sapphire. The parents/guardians will be contacted, and a conference will be scheduled to discuss the issue. The item will be returned to the parent/guardian.
4. **Additional Incidents** - The item will be confiscated and given to the building administrator. The student will receive a **day of in-school suspension** and be documented in Sapphire. The parents/guardians will be contacted, and a conference will be scheduled to discuss the issue. The item will be returned to the parent/guardian.

*Headphones or wireless earbuds may be used for **educational purposes** when specifically permitted by the classroom teacher. Smart watches being used as a communication device (such as or similar to a cell phone) will be considered in violation of the electronic devices policy.

Laser devices are not to be brought to school under any circumstances.

According to School Board Policy 237, the Board prohibits the use of electronic devices to take photographs or to record audio or video at any time during the school day or at any school-sponsored event that is not open to the general public unless the building administrator has authorized the photograph or recording by giving written consent, or unless the use is authorized for educational purposes as outlined.

It is critical that parents support us regarding the inappropriate and unauthorized use of electronic devices during school hours. We respect parents'/guardians' need and desire to contact their children in emergencies and vice versa; however, school phones are available for incoming and outgoing calls, and the office staff will remain conscientious about delivering messages to students. If you need to communicate with your student, please do so through the office at ext. 3800.

Phone contact with parents regarding a student needing to go home due to illness will be made by the school nurse, not the student. If the nurse determines that the student should be sent home, they will notify the

parent/guardian to pick up the student. If a parent/guardian receives a notification to pick up his/her student from anyone other than the school nurse, please call the school office to verify. ***Students who call/text or otherwise contact a parent/guardian on their own to go home may be charged with an unexcused absence and may face discipline for unauthorized cell phone use.***

THEFT, VALUABLES AND MONEY

The school will not assume responsibility for loss or theft of valuables money brought to school. Students should lock belongings in their lockers and not share combinations or "jam" their lockers. If a student is issued a locker which needs repair, it is the responsibility of the student to alert the office promptly so that the locker can be repaired or a new locker can be assigned.

Students may utilize school district-issued locks for physical education classes and athletics. These locks are temporary and must be removed daily to ensure enough lockers are available for other students. The use of school-issued locks is recommended in locker rooms; however students may give physical education teachers any valuables when a lock is not accessible.

Students should report any instances of theft to the middle school office as soon as possible. Items which are stolen from unsecured areas (such as hallways, unlocked lockers, open lockers, and other unsupervised areas) are the sole responsibility of the student. If a student is found to have stolen property in their possession, the administration will contact the student's parents and the local police. Appropriate disciplinary action will be taken. Video surveillance is in use on the premises.

Cafeteria theft will result in disciplinary action which includes an in-school suspension and an assigned seat or removal from the cafeteria. Restitution will be sought for the amount of the theft. The theft policy includes unauthorized use of another student's meal account for the purchase of food or drink items.

DRUG/ALCOHOL AND TOBACCO/VAPORIZERS **ADMINISTRATIVE PROCEDURE**

Students are prohibited from using tobacco/nicotine products in the school, on the school grounds, school buses, or at school sponsored activities in accordance with **School Board Policy 222**. In order to facilitate enforcement of this regulation, students will not be permitted to carry tobacco products on their person or have stored in their possessions or locker during the school day.

Having tobacco/nicotine products of any type on one's person, possessions, or locker will be treated the same as usage of tobacco/nicotine products.

1. If a person or more than one person is in a restroom or a toilet cubicle and smoke/vapor is visible in sufficient quantity to indicate smoking/vaping is or has taken place, all individuals in the restroom or cubicle may be considered in violation of the smoking policy.
2. Lookouts, or those warning or protecting smokers, can have disciplinary action taken against them as a smoking violation.

Students are prohibited from possessing, selling, distributing, or offering to sell or to distribute any alcohol, drug (including look-a-likes or counterfeits), controlled substance or paraphernalia acquainted to usage of these prohibited products in accordance with **School Board Policy 227**. Students selling, distributing, or offering to sell or distribute will face suspension and/or expulsion from school and extracurricular activities. Violators of this policy will be criminally prosecuted.

Any and all substances used, possessed, sold, distributed, or offered to cause an amphetamine, barbiturate, or hallucinogenic effect will be considered an illegal substance in the Danville Area School District. These substances include over-the-counter medical preparations. Please contact the office to speak to a Student Assistance Program (SAP) member or visit the District website for complete procedures and policies.

SEARCH AND SEIZURE

The school recognizes the right for students to be secure in their person and property against unreasonable search and seizure. However, in order to maintain order and discipline in the school and to protect the safety and welfare of all students and school personnel, school authorities may conduct a search in accordance with **School Board Policy 226**.

STUDENT LOCKER SEARCH

The school district reserves the right to have its officials inspect the contents of any locker at any time for the purpose of determining whether the locker is being improperly used for the storage of weapons, contraband, a substance or object the possession of which is illegal or any material that poses a hazard to the safety and good order of the school in accordance with **School Board Policy 226**.

All requests for the search of a student's locker shall be directed to the principal. The principal may appoint a representative to be present at the inspection in his/her absence. No less than two people will be present at all such searches.

The principal or representative may take possession of weapons, contraband, or illegal substances found in the locker and shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker. Locker inspections will be recorded, setting forth the reason(s) for the search, persons present, objects found, and their disposition.

Random searches and the use of drug-sniffing dogs in the school building and on the grounds of Danville Middle School may take place periodically during the school year.

STUDENT LOCKERS

Each student has been assigned a locker for the storage of hats, coats, clothing, and school-related materials. All students assigned a locker shall be subject to the following:

1. For the safety and welfare of the student, the school maintains ownership of the locker, and the student is granted limited use of the locker solely in accordance with this policy. Students shall have no expectation of privacy in their lockers and lockers may be opened and inspected by school officials at any time. Students will be provided a school-issued combination padlock that shall remain on the locker at all times.
2. Students must keep their assigned lockers closed and locked against incursion by other students. No student may use a locker as a depository for a substance or object which is prohibited by law or district regulations or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. Students should not share lockers or 'jam' lockers.
3. Students who misplace or lose their combination padlock must immediately purchase a new lock from the office. The cost for a new lock is \$6.00.
4. It is the students' responsibility to report any malfunctioning lockers immediately to the office.

5. School issued locks are also available for student use on locker room lockers. Locks may be placed on gym lockers during a student's class period only.

BUS TRANSPORTATION AND SAFETY

Bus transportation is provided for the convenience of students and their families in accordance with **School Board Policy 810**. The bus driver is responsible for the safety of all students riding the bus, as well as other vehicles on the highway. It is imperative that students demonstrate respectful and responsible behavior when riding on the school bus. All rules that apply to students in the school building also apply to students on school buses. Video cameras may be placed in any Danville Area School District bus. Students may be subject to being recorded on the school bus at any time, including athletic, band, and field trip travel. The actual recording could be audio and video.

In addition, the following rules must be followed to ensure student safety:

- Buses are to be kept clean; there is to be no eating, drinking or chewing gum on buses.
- Students are not to throw anything on the bus or out of the bus windows.
- Students must remain seated when the bus is moving.
- All body parts are to remain inside the bus when windows are open.
- Students are to talk in quiet voices.
- Students exit the bus in single file from front to back.
- *Disruptive* use of electronic devices will result in confiscation.
- The rear door of the bus is to be kept locked except in the case of an emergency or at the direction of the driver.

Bus rule violations will be dealt with in the same manner and degree as in-school behavior violations. The same possible consequences apply. In addition, students can be suspended from the bus temporarily or permanently, depending on the number and severity of infractions. Parents are urged to support us in our effort to teach and maintain appropriate behavior on buses to ensure the safety of our students and drivers, as well as other vehicles on the highways and roads.

All requests to ride a bus other than the assigned route must be completed by submitting a request for bus change located on the district website. Send the completed form to the middle school office prior to the requested date.

STUDENT ACTIVITIES

Students may elect or be selected for involvement in a full array of extracurricular activities at the Danville Middle School. Clubs and activities include:

Art Club
Big MAC Jazz
Chess Club
DMS Singers
Drama Club
Girls Who Code
Heart & Sole
Kindness Club
KNEX
Lego Club
National Junior Honor Society
Odyssey of the Mind
SeaPerch
Spanish Club
Student Council

All students who wish to participate in school activities must adhere to the following guidelines:

1. Students must be in attendance at school the day of the activity.
2. If a student is involved in a school suspension, he/she loses the right to participate in any activity on the date of suspension.

Smoking, drinking alcoholic beverages and the use of drugs are strictly forbidden while attending any school district function or school-sponsored activity.

The principal or athletic director may declare a student ineligible to participate in school activities because of poor conduct or behavior unbecoming a representative of the Danville Middle School. Students who are ineligible may not participate in performances, competitions, and/or district, regional, state, or national level meetings or events.

NATIONAL JUNIOR HONOR SOCIETY

The Danville Middle School National Junior Honor Society (NJHS) is more than an honor roll. Students honored with membership must demonstrate commitment to five key areas: scholarship, service, leadership, citizenship, and character. To qualify for consideration to join NJHS, students must have a 92% or better cumulative grade point average after the second marking period of their 7th or 8th grade year. Students who meet this initial requirement are asked to complete an application of both school and extracurricular activities. Upon completion of this application, students are reviewed by the NJHS Faculty Council. This Council takes into consideration a student's completed application, discipline records, and faculty input. Invitations are extended to those students who demonstrate the ideals held by NJHS and who are good citizens of the DMS school community.

GUIDANCE DEPARTMENT

Students are alphabetically assigned to one of two Middle School counselors. Students can seek counseling on an individual basis and/or may be invited to participate in a group session with other students around a variety of topics that impact young adolescents' academic and social life at school. Parent permission is secured for student participation in group sessions.

In some circumstances there may be a need to change a student's class schedule after the start of a semester. If this change comes as a request from a student or parent/guardian, a written and signed note from the parent/guardian must accompany the request. Schedule changes will not be made if the request comes after the completion of five school days from the start of the semester. Not all requests can or will be honored even if they are submitted within the first five days of the semester.

It is very normal for middle school students to experience major changes in their attitudes and emotions. Students and parents are strongly encouraged to contact the Middle School counselors when/if difficulties arise. DMS supports an environment of acceptance and inclusivity for all students. Any questions or concerns please contact the guidance department.

SCHOOL POLICE OFFICER

The Danville Area School District employs school police officers. Working across the entire school district, these officers promote a safe and healthy school environment that is conducive to teaching and learning. These individuals are highly visible to the student population and encourage a positive school climate through frequent interaction with students and teachers. The

school police officers may be called upon to address behavior that rises to the level of police involvement including violations of school weapons and controlled substances policy as well as violent or disruptive behavior.

STUDENT RECORDS

The Danville Area School District must adhere to a policy which receives periodic review and approval by the State Department of Education. The Danville Middle School maintains records which include:

1. Grades
2. Standardized Test Results
3. Pennsylvania State Attendance Statistics
4. State mandated testing results

Important parts of this policy are as follows:

1. Parents have a right to review and challenge the validity of any record or report or challenge the maintenance of any information about their children kept in the school records.
2. When information is to be released to someone other than another public school official, consent must be obtained from parents or students.
3. All student records are reviewed annually. Any records no longer needed to plan a student's educational program are removed and destroyed. However, parents or students are notified first and permitted to review and copy this information.

TRANSGENDER OR GENDER EXPANSIVE

ACCOMMODATIONS REQUEST

Danville Area School District aims to provide support and services to meet the needs of students who identify as transgender and/or gender expansive. If a student has a specific need or accommodation, the student may contact their school administrator or school counselor. The district may ask the parent/guardian and student to meet with their guidance counselor and a district administrator to discuss and determine how the school can meet the student's needs.

NAME CHANGE

The Danville Area School District will use a student's legal name for all legal records unless documentation is provided that a student's name has been legally changed. This means that the student's legal name will appear in our data management system called Sapphire. A student's legal name will appear on Sapphire digitally, on progress reports, on report cards, and on automatically generated letters.

By completing this [permission form](#), you are able to have your child's name be changed to their preferred name in Google Classroom, throughout the Google technology suite, and in their student email account. Google Classroom and email accounts are the places where a student's name is seen by District staff and a student's peers.

Inclusive Restrooms

The inclusive restroom can be found in the nurse's office.

STUDENT ASSISTANCE PROGRAM (SAP)

At the Danville Middle School protecting the health and wellbeing of all students is of the utmost importance. The Danville Area School Board and personnel value each member of the school community and believe that all individuals have the right to develop to their fullest potential. We recognize that chemical abuse and dependency seriously impair the ability of students to develop their full potential. We also recognize that other self-destructive behaviors of certain "at risk" students have an adverse effect on the ability of all members of the school community to achieve personal and district educational goals. This stance is based on the belief that chemical dependency is a life-threatening illness that affects the emotional, physical, intellectual, and social development of all individuals and on our convictions that chemical dependency is a treatable illness, and early intervention among "at risk" students will enhance the effectiveness of our schools.

Suicide prevention- In addition, students who are identified as being at risk for suicide will be referred to the SAP team, guidance and/or the intervention specialist. If you need assistance or know someone who needs help contact a school counselor, administration, the Safe2Say hotline or call 988.

Team representatives include middle school administration, guidance counselors, the mental health specialist, and teachers. For more information, please contact the Guidance Office directly at (570) 271-3268 ext. 3800.

VISITORS

Visitors enter the school building via the front entrance and must report directly to the office. Visitors who intend to remain in the building for any period of time must sign in and obtain a visitors badge. Visitors may be asked to show a photo identification. Visitors must return their badge and sign out before exiting the building consistent with district guidelines to ensure the safety of the students in the building. Visitors are discouraged during school hours due to the level of disruption caused during instructional time.

PARENT VISITATION

The administration and faculty of the Danville Area Schools wish to acknowledge a spirit of cooperation and encourage parents to visit the schools at any time the need or opportunity arises. In order to make your visit more profitable to you and to us, please follow these procedures:

1. Schedule your visit in advance - please call (570) 271-3268, ext. 3800. If the office staff has advance knowledge of your visit, counselors will be able to furnish you with an up-to-date progress report on your child.
2. If you desire a conference with a teacher, email the teacher directly or make an appointment through the office. Classes will not be interrupted for this purpose.

PARENT VOLUNTEER APPLICATION PROCESS

The Danville Area School District welcomes volunteer participation in the many opportunities our schools provide to volunteer and actively participate in our educational programs.

Volunteers will need to complete the full application process before volunteering at school events. Volunteers will need to fill out the following forms during the application process: Volunteer Acknowledgement, Volunteer Confidentiality Agreement, PA State Police Criminal History Clearance, FBI Criminal History and Fingerprinting, PA Child Abuse History Clearance, and the Reportable Offense Obligation.

When ALL the application processes have been completed, the applicant must submit all forms to the DASD Administrative Offices located at 733 Ironmen Lane, Danville, PA 17821.

LIBRARY

The purpose of the library is to provide educational reading materials and information students will need for curriculum use in many subject areas, as well as to encourage reading and academic research.

Each student should use library materials with care and ensure that they are promptly returned so that the greatest number of students may get the maximum use of the library's resources. Library digital resources are available online. Follow the link found on the Danville Middle School's website.

NETWORK/INTERNET ACCEPTABLE USE POLICY

Student use of the Danville Area School District network and the internet is regulated by the District's Acceptable Use Policy, consistent with the expectations outlined in **School Board Policy 815**. The acceptable use policy must be signed at the beginning of every school year before student network access is granted. Failure to follow the Danville Area School District policies will result in loss of privileges and disciplinary action. Damages to district computers will result in restitution and disciplinary action and may include police involvement.

BULLYING/HARASSMENT/HAZING

Consistent with **School Board Policy 247** and central to the mission of Danville Area School District is the establishment and maintenance of an environment in which the dignity and worth of all individuals is respected. Hazing activities and harassment behavior of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this procedure, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Per **School Board Policy 249**, bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which has the effect of any of the following:

1. Substantial interference with a students' education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school

The administration at Danville Middle School encourages students who have been bullied or have observed bullying to promptly report all such incidents to a guidance counselor or the school office for investigation. Students are encouraged to complete a written Incident Report for all concerns. Corrective action shall be taken when allegations are verified and no retaliation shall occur as a result of a good faith report of bullying. Retaliation will result immediately in elevated consequences. Consequences for violations include any one or a combination of the following at the discretion of the administration:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another classroom or school bus
- Exclusion from school sponsored activities
- Detention
- Suspension
- Expulsion
- Referral to law enforcement official

Anonymous reports of bullying can be submitted through Safe 2 Say Something App accessible through the district's website under "students". All reports are taken seriously and will be investigated. It should be noted that falsely reporting an incident will result in disciplinary action.

SEXUAL HARASSMENT

It is the goal of the Danville Area School District to maintain a working and learning environment free from sexual harassment. Any student in the district, who is subjected to sexual harassment by District employees, agents, students, or by others in the course of his or her employment or as a result of his or her attendance at school, shall have the right to file a complaint under this policy.

Sexual harassment is a form of sex discrimination prohibited by Title VII and IX of the Civil Rights Act of 1964 as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for purpose of this policy:

1. Unwelcome sexual advance.
2. Requests for sexual favors.
3. Other unwelcome sexual advances or physical conduct of a sexual nature where:

- a. Submission to such conduct is explicitly or implicitly required of the recipient.
- b. Submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipients.
- c. Such conduct has the purpose or effect of unreasonably interfering with the recipient's work or school performance or of creating an intimidating hostile or offensive working or learning environment. Any student of this district who is found to have engaged in conduct constituting sexual harassment will be subject to discipline up to and including expulsion.

In addition, any student found to have violated this policy will be required to participate in educational activities related to sexual harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case. If necessary, a student will be referred to local law enforcement.

WEAPONS PROCEDURE

The Board prohibits any student from **possessing, handling, or transporting any objects that can reasonably be considered a weapon or dangerous instrument (including look-alike weapons)** in any school building, on school premises, on any school bus, off the school grounds at any school activity, event, or function before, during, or after school hours. For the purposes of this policy, a weapon or dangerous instrument shall mean: any weapon, device, instrument, material, or substance, animate or inanimate, and under the circumstances in which it is used is readily capable of causing death or serious physical injury or any items in the possession of a student which could do bodily injury or could be used to threaten bodily injury to another. Violation of the weapons policy will result in suspension or expulsion from school in accordance with **Board Policy 218.1**.

CAFETERIA POLICIES

The Food Service Department is a critical part of the wellness program in the Danville Area School District. Nutritious breakfast and lunches are offered daily. At the secondary level, students can purchase additional items to accompany their lunch such as: milk, water, 100% juice, and nutritious extras.

Your child may pack a lunch if they do not wish to participate in the school lunch program. The Danville Area School District promotes healthy eating habits, therefore we strongly suggest that they do not bring soda. Energy drinks are not permitted at DMS.

Parents will be able to view their child's meal account balance and activity online as well as make electronic payments to their cafeteria account. Instructions can be found on the school district website under "Parents" and click on "Lunch Menus/Lunch Accounts."

Students are assigned a PIN (Personal Identification Number) for their cafeteria account. At the end of the breakfast/lunch line, students enter their PIN and the cost of their purchases is deducted from their account.

Charging meals is not encouraged. However, we realize that occasionally students forget their lunch money or lunch. The meal charge policy is located on the school district website under "Parents" and click on "Lunch Menus/Lunch Accounts."

When students owe money, a cafeteria staff member will inform the child at the register. Additionally, a letter may be sent to parents/guardians via mail or email indicating a negative cafeteria balance. Parents/Guardians can sign up to receive email reminders of cafeteria balances at schoolcafe.com.

The Danville Area School District operates under the direction of the National School Lunch/School Breakfast Programs and the USDA. Free and reduced-priced meals are available to families who meet the guidelines. A free/reduced meal application will be available in the back to school packet at the start of the school year or may be obtained in the school office or on the district website.

The Danville Area School District participates in the Offer vs. Serve program under which five components must be offered at lunch in the specified minimum amounts. The components are: Meat/Meat Alternate, Grains/Breads, Vegetables/Fruits, and Milk. Students may choose three, four or five components in order for the meal to be complete. However, one of the components must be a fruit/vegetable. If not, each item will be charged separately.

Additional information and cafeteria menus are available in your school office or on the district website.

CAFETERIA AND LUNCH PROCEDURES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom supervisors and your fellow students will appreciate your cooperation in following these procedures:

1. Deposit all lunch litter at the dishwasher/waste area.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor in clean condition.
4. Do not push or crowd the cafeteria line.
5. Students must remain in the cafeteria or the playground area if they choose to go outside at the permitted time. No loitering in the halls.
6. Recycling of materials will be facilitated.
7. Failure to comply with cafeteria procedures will result in revocation of privileges and disciplinary action.
8. Students shall refrain from having outside food delivered from a delivery service, parent, or other persons.

FOOD AND DRINK

Snacks and drinks may be permitted beyond the lunch time on special occasions at the discretion of the classroom teacher or as required due to medical conditions. If the latter is the case, students must bring a verification note to school. Based on our concerns about the potential danger to some students, beverages marketed as “energy” drinks will not be permitted in school. Because of food allergies and sensitivities, parents and students are advised that snacks brought into the school for parties (birthdays, classroom parties, etc.) should come in a prepackaged label. **Chewing gum is not allowed in school; parents are asked to please support us in enforcing these rules.**

Consumption of **water** is encouraged throughout the school day. Students are permitted to carry a **clear or transparent** water bottle with a lid to their classes. There are two bottle filling stations in the school that provide filtered water for student use by the gymnasium and in the 8th grade hallway. Proper hydration is necessary for good health and can be beneficial to the learning process. Additionally, student athletes are encouraged to hydrate throughout the day in preparation for practices and events. No other drinks besides water are permitted to be carried or consumed during regular school hours, with the exception of the scheduled lunchtime.

INTERSCHOLASTIC ATHLETICS

PIAA

Danville Middle School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and subscribes to the philosophy and intent of its by-laws. The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence, participation, representation, curriculum, and seasonal rules will be followed. Each coach is responsible to know the rules, inform team members and parents of the rules, and to enforce said rules.

PHILOSOPHY

The primary purpose of the athletic program in the Danville Area School District is to promote physical, mental, social, emotional, and moral well-being of the participants. Athletics in our school are a positive force in preparing youth for an enriching and vital role in life-long learning.

The athletic program is an important and integral part of the total school program and provides the opportunity for participation by all students regardless of individual differences. Through voluntary participation, the athlete gives time, energy, and loyalty to the program and accepts the training rules, regulations, and responsibilities, which are unique to each athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations as the role demands and make sacrifices not required of others.

The Danville Area School District offers numerous activities which are an extension of the classroom. The goal and purpose of these programs is to teach students the meaning and understanding of sportsmanship, commitment, fairness, sacrifice, teamwork, and hard work. Additional goals include knowing how to win and how to lose, increasing the knowledge of the activity, realizing potential, developing a healthy lifestyle, and skill development.

The Danville Area School District Board of Directors, administrators, teachers, coaches/advisors are committed to excellence and providing the best opportunities for students. The participants must keep in mind that they are often in the public eye and that their personal conduct must always be above reproach. They have an obligation to create a favorable image and to gain the respect of their peers and adult citizens in the community.

ELIGIBILITY

1. Danville Area School District will abide by PIAA eligibility requirements. Academic eligibility is determined by checking student athletes grades every Thursday. Students who are failing two or more core classes are

deemed ineligible to participate in athletic contests from Sunday to Saturday, the week after they are deemed ineligible.

2. Each athlete must be in attendance at a school day of a scheduled practice or contest. If an athlete is absent from school on the day of a scheduled contest of practice, he/she cannot practice or compete unless he/she signs into school no later than 10:55 a.m. If an athlete is absent the full day, he/she may not compete.

EXPECTATIONS

In addition to the Danville Area School District Student Discipline Code, the following rules have been established for interscholastic athletics:

1. Students will not practice or participate in any activity during a period of in-school or out-of-school suspension.
2. Students are the responsibility of the coaches/advisors until the team returns to school. When returning to the school from a contest, students are expected to leave the premises as soon as possible. No student may be released by a coach prior to returning to school without the written signature of a parent. Participants are strongly encouraged to travel with their team at all times. Coaches are striving to promote team unity and cohesion.
3. Equipment issued for practice and competition should be cared for properly. Loss or failure to turn in equipment will result in payment to replace such. Any awards due to the student will be held and grades will also be withheld until restitution is made.
4. It is the student's responsibility to keep all facilities (home and away) as neat as possible. This includes the student's personal locker and property.
5. The student must finish the season as a team member to qualify for any awards sponsored by the district or booster club. All such awards will be presented at the conclusion of the season.
6. Regular attendance at scheduled practices is expected behavior. The only excusable absences from practice, competitions, or scrimmages is an emergency situation. The following are considered emergency situations:

A death in the family, vehicular accident, illness and not in school. any other situation that may arise that the coach would consider an emergency. Unexcused absences from practice, games, or scrimmages are not acceptable. An unexcused absence is any missed practice or game in which the coach did not grant approval while having prior knowledge of the absence. An emergency situation would be an exception to this rule. The first unexcused absence will result in suspension from practice and/or games for three days. The second unexcused absence will result in immediate expulsion from the team.

7. Berating and criticizing officials is not acceptable behavior. The only designated persons to talk to officials are the team captain and coach.
8. Hazing is not acceptable behavior of student-athletes while participating in athletics for the Danville Middle School. Hazing is defined as any activity that recklessly or intentionally endangers the health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board of Directors. Harassment and/or bullying are defined as behaviors that are repeated against another student with the deliberate intent to bring emotional or physical harm to that student. The Director of Athletics and Danville Area School District administrators shall promptly investigate all complaints of hazing, harassment and bullying and administer appropriate discipline to any individual who participates in these activities. Referrals to the local law enforcement may follow.
9. No athlete may quit one sport and join another (or school sponsored weight lifting) without mutual consent of both coaches and athletic director.
10. Vandalism and theft are criminal actions. Any athlete responsible for thefts or vandalism will be disciplined and may face criminal prosecution.

DISCIPLINE

All students who wish to participate in school activities must adhere to the following guidelines:

1. Students must be in attendance at school the day of the activity.
2. If a student is involved in a school suspension, he/she loses the right to participate in any activity on the date of suspension.

Smoking, drinking alcoholic beverages and the use of drugs are strictly forbidden while attending any school district function or school-sponsored activity.

The principal or athletic director may declare a student-athlete ineligible to participate in a practice(s) or an event(s) due to poor conduct or behavior unbecoming a representative of the Danville Middle School. Student-athletes who are ineligible may not participate in practices, competitions, and/or events unless otherwise noted.

SUNDAY PRACTICE/COMPETITION

The Danville Area School District PIAA athletic teams will not practice or compete on Sundays without the prior approval of the Athletic Director, Principal, and Superintendent, unless superseded by PIAA and/or league directives.

PROCEDURE FOR SPORTS PHYSICALS

Every student participating in any interscholastic sport will be required to use the PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form. The CIPPE must be performed no earlier than June 1st and will be effective until May 31st the following year. If your child plans on participating in any interscholastic sport for fall, winter, and/or spring, the CIPPE form can be completed any time after June 1st.

INITIAL CERTIFICATION

Parents/Guardians must complete and sign Sections 1, 2, 3, 4 and 5 of the CIPPE form for initial certification (the 1st sport in that school year). An Authorized Medical Examiner must perform the physical and complete Section 5 of the form. Physicals will be performed at the high school for each season by Geisinger's Sports Medicine Department for a fee of \$5.00, which will be collected at the time of physicals. Your child's primary care physician may also complete the physical. CIPPE forms are available on the district website in the Athletics section under Athletic Forms/Documents.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or

former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know;
 - Other schools to which a student is transferring;
 - Certain government officials in order to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for the school;
 - Accrediting organizations;
 - Individuals who have obtained court orders or subpoenas;
 - Persons who need to know in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of

notification (special letter, inclusion in a Home and School Association bulletin, student handbook, or newspaper article) is left to the discretion of each school.

HOMELESS AND UNACCOMPANIED YOUTH

McKinney-Vento Homeless Education Program

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies (LEA) are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for behavior, attendance & academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact LEA Homeless Liaison at (570) 271-3268 ext. 3719.

SPECIAL EDUCATION SERVICES

In compliance with state and federal laws, notice is hereby given by the Danville Area School District that it conducts ongoing identification activities as part of its school program for the purposes of identifying students who may need special education and related services.

If you believe that your school-age child may be in need of special education screening or evaluation, services are available to you at no cost, upon written request. You may request a screening and or an evaluation at any time, even if your child is not enrolled in the district's public school program. Requests for evaluations and screenings are made to a building administrator, school psychologist or the Principal of Intervention and Special Education.