DALLAS MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK
CODE OF STUDENT CONDUCT
2026-2027

www.dsdhs.com

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WELCOME

It is our privilege to welcome you to our school. Be proud of your school, take good care of it, and feel free to make suggestions for improving it. As a school citizen, you are expected to act responsibly and conduct yourself properly.

As citizens of this school, you will be expected to follow the rules that have been established for the welfare of the entire student body. Following the rules will help all students to become better school citizens, and will allow school to be a more enjoyable experience for everyone.

DALLAS SCHOOL DISTRICT MISSION

The Dallas School District provides education to all students consistent with high standards, a supportive environment, a variety of opportunities, and a commitment to growth and success.

DALLAS SCHOOL DISTRICT VISION

The DSD has a vision centered on student success and built on high standards, opportunities and support. We will strive to embrace hard work, kindness and responsibility. The sum of our work will result in students who are engaged, who will achieve, and who will become successful and resilient members of our community.

DALLAS MIDDLE SCHOOL PHILOSOPHY

The Dallas Middle School believes that a successful educational experience for our students is characterized by the following:

- A shared vision among all stakeholders that guides our decision making
- Proactive and collaborative leadership that sustains the mission and values of our school and district
- Maintaining a safe and secure environment for our students, faculty, and staff members
- High expectations for every member of the school's learning community in academics, extracurricular activities, and social endeavors
- Active engagement of students in their learning experiences in order to cultivate life-long learning
- Fostering of school-initiated partnerships with community organizations and family members
- Developing essential life-skills to prepare our students for the demands of the 21st century and beyond

Therefore, Dallas Middle School strives to provide our students with the following:

- A curriculum that is rigorous, challenging, and exploratory
- The integration of technologies in order to expand and deepen the learning experiences of students
- Differentiated learning experiences in order to target a variety of learning styles and needs
- Valid and reliable assessments to monitor student growth and development throughout the curriculum
- Organizational structures that support the social development and well-being of our

students
- Opportunities for collaborative events with community and family members

FORWARD

The Dallas Board of School Directors, as prescribed in the Chapter 12 regulations of the State Board of Education of Pennsylvania has adopted this handbook.

The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

School boards may not make rules which are arbitrary, capricious, or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

Each board of school directors shall adopt a code of student conduct that shall include policies governing student discipline and a listing of student rights and responsibilities as outlined in this booklet. This conduct code shall be published and distributed to students and parents. Copies of the code shall also be available in each school library.
This book is for the use of parents and students of the Dallas Middle School.

Every student will have access to this handbook at the beginning of the school year. The handbook will be posted online at dsdhs.com-middle school webpage. If necessary, a single copy can be printed upon request.

The handbook will be reviewed with the students at the beginning of each school year and at other times as circumstances warrant.

Notice of Non-Discrimination

Dallas School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, handicap, gender identity and expression, and sexual orientation in its activities, programs, or employment practices as required by Title VI, Title IX and section 504.

Title IX

Title IX, clause of the 1972 Federal Education Amendments, signed into law on June 23, 1972, states that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

For information regarding civil rights or grievance procedures, contact the office of the Director of Operations, Jacob Sholtis, at P.O. Box 2000, Conyngham Avenue, Dallas, PA 18612 - 0721 (570-675-5201).

STUDENT OPPORTUNITIES

Dallas Middle School Students are strongly encouraged to “Make the Most” of the numerous opportunities offered – a comprehensive and rigorous curriculum, numerous PIAA athletic opportunities and varied co-curricular clubs.

STUDENT RESPONSIBILITIES

Students gain admission to Dallas School District through the residency of their custodial parent or guardian. All students are required to follow all rules and regulations as set forth in this handbook.

1. Students are expected to be aware of all rules and regulations for student behavior, and conduct themselves accordingly. Students must assume that until a rule is waived, altered, or repealed in writing, it is in effect. All the laws of the United States of America, the Commonwealth of Pennsylvania as well as all local laws are in effect on school property.
2. Students are expected to pursue and attempt to satisfactorily complete the courses of study prescribed by the Commonwealth and Dallas School District authorities.
3. Students are expected to assist the staff in operating a safe school for all students enrolled. This includes volunteering information about matters that relate to the health, safety and welfare of others and the protection of school property.
4. Students are expected to express their ideas and opinions in a respectful manner, both in the spoken and written word. The building principal must approve any student-initiated petition prior to circulation. Any student who desires to post, publish, distribute or display any printed material or artwork in the school must have the prior approval of a building administrator.
5. Students attending field trips or any school-sponsored activity, including athletic and extracurricular activities, are governed by the rules that are laid out within this handbook. These activities are a privilege, not a right. Any student whose behavior has indicated a lack of discipline, failure to follow directions and rules, jeopardized the health and safety of others or does not meet academic eligibility will not be permitted to participate in these activities. The building administrators reserve the right to make a final decision.
6. Any middle school student who rides home from school with a high school student must have written permission from a parent/guardian and approval of the building principal. These students are dismissed at regular time and allowed to proceed to the parking lot.

ACT 1

Act 1 of 2022 (Act 1) promotes timely high school graduation and facilitates equal access to academics and extracurricular activities and the removal of systemic barriers for students who experience education instability as defined by the legislation. The DSD takes such circumstances into account when reviewing attendance or residency related matters.

ASSESSMENTS

Our assessment program is multifaceted. Middle school students are annually administered the Pennsylvania System of School Assessment (PSSA). Also, students are given numerous diagnostic assessments throughout the year that resemble the PSSA. The purpose of our assessment program is to measure the performance of our students, as well as to aid in the planning of appropriate curriculum programs for all students. Information on the PSSA is distributed prior to each assessment being administered. Those students who are enrolled in Algebra I will take the Algebra I Keystone Exam.

ATTENDANCE

PURPOSE

Enforcement of the compulsory attendance laws in the Dallas School District shall be in strict accordance with the school laws of Pennsylvania and the regulations of the Department of Education.

AUTHORITY

Every child of compulsory school age residing in the Dallas School District is required to attend a state-approved day school program. Compulsory school age is the period of the child's life from the time the child's parents elect to have the child enter school, which shall be no later than the age of six (6) years, until the age of eighteen (18) years or graduation, whichever occurs sooner.

DELEGATION OF RESPONSIBILITY

The authority for notifying parents or guardians of their failure to comply with the provisions of the compulsory attendance act is hereby delegated to the student's principal or home and school visitor.

INTRODUCTION

The laws of Pennsylvania have recently changed regarding student attendance (24 P.S. 13-1327), and local school districts are required to enforce attendance requirements as detailed in the PA School Code.

The Dallas School District (DSD) supports the Pennsylvania Department of Education's (PDE) commitment to improving school attendance rates. In order for students to realize the opportunities and benefits from school, students have to not only be in attendance, but they must also be meaningfully connected to the school and experiencing success. To achieve this, the DSD works in collaboration with students, families and community resources to address the issues that result in truant behavior.

DSD is working with local organizations and agencies to provide creative and innovative approaches to ensure that children are active participants in their education. Every effort is made to keep youth in school and reduce the school district's referrals to the courts, child welfare, or juvenile justice systems. In order to effectively eliminate truant behavior, we call on parents to ensure that students attend school each day. To eliminate truancy, families, schools and communities must work together. "See DSD Policy #204"

COMPULSORY ATTENDANCE REQUIREMENT

Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner until the age of eighteen or graduation from high school, whichever occurs first. It is MANDATORY for all children of compulsory school age, who have a legal residence in Pennsylvania, to attend school every day.

EXCEPTIONS TO COMPULSORY ATTENDANCE

All pupils between the age of six (6) and eighteen (18), pursuant to the compulsory education laws of Pennsylvania, shall attend school regularly except those excused for the following reasons:

1. Homebound instruction wherein homebound tutors are provided for any student who has secured written recommendation for such instruction, according to the diagnosis and prognosis of a medical doctor. The prognosis shall be stated in terms of the maximum length of time. A notation of such instruction will be placed in a cumulative folder. Students receiving homebound instruction are considered present.

2. Mental or physical disability diagnosed by a licensed practitioner.

3. Attendance at a non-public school approved by the State Department of Education.

4. Regular employment of children in compliance with child labor laws.

LAWFUL ABSENCE FROM SCHOOL

DSD will consider a lawful absence of any of the following: student illness, family emergency, religious holidays, medical or dental appointments, and educational travel with prior approval from the principal. A written excuse from the parent is required explaining the reason for the absence. Forms are available on our website www.dsdhs.com.

CUMULATIVE LAWFUL ABSENCES

A maximum of ten (10) days of cumulative lawful absences, verified by written (Forms, fax, notes or email to dmsattendance@dsdhs.com) parental notification, may be permitted during a school year. Included in the 10 days are any family educational trips receiving approval.

All absences beyond ten (10) cumulative days require a written excuse from a physician.

UNLAWFUL ABSENCE FROM SCHOOL

The school district is responsible for monitoring and maintaining records of attendance of students. All absences are unlawful until the school receives a written note (Forms, fax, notes or email to (dmsattendance@dsdhs.com) from the parent explaining the reason(s) for an absence. Parents/guardians must submit the written explanation (Forms, fax, notes or email to (dmsattendance@dsdhs.com) within three (3) calendar days of the absence. **Failure to provide a written excuse for an absence after three days will result in the absence being permanently counted as unlawful (unexcused).**

Truant is defined as incurred three (3) or more school days of unexcused absences.

Habitually Truant is defined as incurred six (6) or more school days of unexcused absences during the current school year.

RESPONSIBILITIES OF THE SCHOOL DISTRICT

Schools will notify parent(s)/guardian(s) of the first and second unlawful absence(s).

Schools will notify parent(s)/guardian(s) of the third unlawful absence by mail.

Following the third unexcused absence, the district will coordinate a school/family conference to discuss truancy and develop a mutually agreed upon Student Attendance Improvement Plan (SAIP). If the parent/guardian refuses to meet for the SAIP the DSD designee will complete the SAIP without family input.

A fourth unlawful absence may result in referral to the District Magistrate.

DSD will refer all future incidents of truancy, after the fourth unlawful absence, to either the District Magistrate or to Children and Youth of Luzerne County.

DSD will work with the family to provide support and referral information for assistance from community social service agencies. “See DSD Policy #204”

STUDENT ATTENDANCE IMPROVEMENT PLAN

The Student Attendance Improvement Plan (SAIP) is written at the school/family conference, which is held after the third unlawful absence. During the conference, possible solutions to increase the student’s school attendance will be explored. Participation by the student and family is an integral component of this conference.

Issues to be addressed at the school/family conference may include but are not limited to:

-Reason for absences
-Appropriateness of student’s educational setting
-Possible elements of the school environment that inhibit student success
-Student’s current academic level and needs
-Social, emotional, physical, mental and behavioral health needs
-Issues concerning family and home environment
-Any other issues affecting the student’s attendance

MISSED ASSIGNMENTS FROM ABSENCE

The guidelines for completing missed assignments as a result of an **EXCUSED** absence are as follows:

Number of days of excused absence(s) = number of school days permitted to complete assignment(s)

Students that have unexcused absences will NOT be permitted to make up any of the work missed on the day or days of the absence. It is the responsibility of the student and/or parents to communicate directly with the faculty regarding missed assignments.

The exception to this may be an excused educational trip where the arrangements made with the teacher involve turning in assignments immediately upon return from the trip. It is the responsibility of the student and/or parents to communicate directly with the faculty regarding missed assignments.

In cases where mental or physical disability prevents a student from attending school, a qualified licensed practitioner of the healing arts must certify the student cannot attend school and whenever possible offer specific recommendations for appropriate alternative placement for the child. Every resource, including private and governmental social and welfare organizations, and the Intermediate Unit, should be explored in the effort to place the child in the appropriate program.

CO-CURRICULAR OR EXTRA CURRICULAR ACTIVITIES

Any student with an unexcused absence will not be allowed to participate in any extra curricular activities conducted that day. Students assigned to in-school and out-of-school suspension are ineligible for extra and co-curricular activities.

Extracurricular activities such as ***dances*** can offer meaningful enrichment of the middle school experience**. Such activities, however, are a privilege. In order for students to participate, they shall meet the minimum requirements of academic performance, attendance, and behavior.**

LATE/TARDY TO SCHOOL

For this policy, ***late*** is defined as arriving at school after 8:00 AM (10:00 AM for delayed starts). Late students will immediately report to homeroom or class after signing in at the main office. The reason for being late will be written on the sign-in sheet. Administration will determine whether the reason is excused or unexcused.

Consequences for unexcused late arrivals are as follows:

1. **Fifth unexcused late** – one detention
2. **Eighth unexcused late** – two detentions
3. **Twelfth and subsequent unexcused late** – determined by building administrator

Excessive unexcused lateness may result in suspension.

Being late for school (beyond 9:40 AM) is classified as a half-day absence.

Any student who arrives after 9:40 AM is not permitted to participate in any extracurricular or co-curricular activities that day, unless a medical excuse is presented.

EARLY DISMISSAL

The following procedures are to be followed when requesting an early dismissal of a student:

1. A written request (Forms, notes or email to (dmsattendance@dsdhs.com) that includes the reason and time for dismissal, a phone number at which a parent or guardian can be reached to confirm the request and the signature of the parent must be submitted in the Main Office between 7:30 – 8:00 A.M. Early dismissal requests submitted after 8:00 A.M., will be processed

as time permits. *Please refer to the Dallas Middle School early dismissal form that can be found online at www.dsdhs.com*
2. Once a request has been confirmed and placed on the attendance bulletin, the student may leave the building at the designated time upon signing out at the Main Office. Failure to comply with the sign out procedure may result in forfeiting any other early dismissal request and/or suspension.
3. Parents are asked not to schedule an early dismissal unless unavoidable. Leaving school early interferes with the student's learning process and detracts from the teacher's instructional efforts. Please make every effort to schedule appointments, visitations, etc. during non-school hours.
4. ***Any student leaving school early is not allowed to participate in any extracurricular activities (games or practice) unless a doctor's note is provided to the school on the day of the early dismissal.***

BACKPACKS/PURSES

Students are permitted to possess clear or mesh backpacks in Dallas Middle School. Students are encouraged to use backpacks for carrying books and assignments home each night. Students are allowed to carry backpacks into the building; however, backpacks must then be placed in the student's locker for the remainder of the school day. Students may not carry the backpack from class to class. Fabric and/or athletic bags are to be stored in assigned bins in the foyer before entering the building.

BULLYING

Bullying shall be defined as a pattern of abuse over time and involves a student being tormented. Bullying includes, but is not limited to, physical intimidation, assault, extortion, oral or written threats, teasing, putdowns, name calling, cyber bullying, threatening looks, gestures, or actions, cruel rumors, false accusations and social isolation.

The Board prohibits bullying and shall not tolerate any bullying on district property or at any school-sponsored activity on or off campus.

DELEGATION OF RESPONSIBILITY

It shall be the responsibility of staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene, unless intervention would be a threat to staff members' safety.

If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/ she shall report the bullying to the building principal for further investigation.

It shall be the responsibility of students and parents/guardians who become aware of an act of bullying to report it to the building principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the disciplinary action set forth in this policy.

GUIDELINES

Upon learning about a bullying incident, the principal or designee shall interview both students, conduct a thorough investigation and contact the parent/guardian of the aggressor and victim. This investigation may include interviews with students, parents/guardians and school staff, review of school records, and identification of parent/guardian and family issues.

Disciplinary action for students who bully others shall depend upon the results of the principal's investigation and may include, but not limited to, the following:

1. Counseling
2. Parent/guardian conference
3. Detention
4. Suspension
5. Expulsion

Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety, which may include:

1. Implementation of a safety plan
2. Separation and supervision of students involved
3. Provision of staff support as necessary
4. Referral of incident to law enforcement officials, necessary
5. Development of a supervision plan with the parents/guardians

See DSD Policy 249.

Students are encouraged to contact the Safe School Helpline or Safe2Say to report bullying. The report is totally anonymous and can be made any time day or night. Call 1-800-418-6423 ext. 359 or text 66746 and type TIPS or 1844-SAF-2SAY.

https://dallassd.com/district-resources/safe2say-something/

BUS CONDUCT EXPECTATIONS

1. Students will only ride the buses to which they have been assigned. In the event of an emergency that requires a student to ride a different bus, the student's parent/guardian must make a written request to the building principal. If approved, office personnel will then issue a pass.
2. Students will board the bus in a single line in an orderly fashion.
3. Students will be seated and remain seated until the bus comes to a complete stop.
4. No food or drink is permitted on the bus. The exception being a student who presents a documented need from a licensed practitioner.
5. Talking must be kept to a conversational level to allow the bus driver to safely operate the bus.
6. All Dallas School District Policies concerning smoking, alcohol, drugs, firearms, etc. apply to the student transportation. Video cameras are used to monitor behavior. Misconduct will be cause for detention, suspension, payment for damaged property, and/or removal of transportation privileges.

7. All decisions by building administrators regarding consequences for violations of these transportation regulations are final.

CAMPUS, BUILDING, AND BUS SURVEILLANCE SYSTEMS

The Dallas School District wants to ensure the safety of its students while present on the campus in buildings and being transported to and from school and school-related activities on school buses. As part of its safety effort, the Dallas School District places surveillance cameras with audio and video capabilities on all school buses to deter and detect student misbehavior. Video (not audio) is recorded on the campus and in buildings. Periodic screenings of student bags will be conducted on a random basis by a trained and qualified security team.

The Dallas School District affirms that students should not have an expectation of privacy when present on the campus, within the building, or riding the district's buses, nor should they have an expectation that school bus surveillance cameras will not record their actions or words. The district asserts that students and their parents/guardians consent to the Dallas School District's audio/visual monitoring through the students' use of the school buses, presence on the campus, and in buildings.

CLASS CUTTING

A Class Cut is defined as any unauthorized partial or full absence from an assigned class. A class cut will result in disciplinary action. In addition, students forfeit the opportunity to make up class work and/or tests. Additional discipline for multiple class cuts is at the discretion of the building administrators.

COMMUNICATION

Communication between school and families is paramount to students' success. Should you find it necessary to contact a teacher, the school counselor department, or administration, contact the middle school office at (570) 674-7243. Although our faculty and staff maintain email accounts, **email communication should not be relied upon for effective communication.** The middle school will not divulge confidential student information (grades, behavior reports, etc.) through unsecured email accounts.

COMPUTER USE

Use of school computers is a privilege, not a right. All district computers must be used according to the following rules:

1. Unless specifically authorized by the instructor, students may not exit the network program.
2. Students will not make any changes to any program or software. Students will not change any condition of the network or hard drive.
3. All students and parents must sign the Dallas School District Acceptable Use Policy to gain access to the district network. Students who violate the terms and conditions of the Dallas School District Acceptable Use Policy regarding Internet usage will have their privileges revoked for a period of time deemed appropriate by the building administrator.

4. Students who tamper with Dallas School District computers and/or software will be referred to the building administrator. Damages will be billed to students.
5. Students are REQUIRED to care for and maintain their district issued Chromebooks. Chromebooks that are damaged will result in fees being assessed.

COURSE DESCRIPTION GUIDE

Course requirements for all students are outlined in the course description booklet issued in the spring of each academic year. The Dallas Middle School Course Description Booklet can be found online at https://dallassd.com/dallas-middle-school/academics/course-description-book/. The program of studies booklets contain information regarding subjects to be offered during the next school year, course descriptions, and promotion.

DISCIPLINE CODE

The discipline code that follows is progressive. This means that violations of the policy at any level will be met with consequences of increasing severity. Options for consequences are warning, detention, Saturday Alternative to Suspension, in-school suspension, out-of school suspension and expulsion. Furthermore, any violation of the policy's levels I – IV will be treated with consequences appropriate for its respective category. The building administrator will determine the "appropriateness" of a consequence.

The consequences are intended to hold the student accountable for his or her actions and encourage the student to improve his or her behavior. Failure to improve behavior will cause a student to progress quickly through the discipline procedure set forth herein. **Recurring level I, II, and III offenses will yield severe consequences, including out-of-school suspension, for students whose behavior does not improve.** "See DSD Policy #218"

DISCIPLINE CODE – LEVEL I

DESCRIPTION

A Level I offense is any behavior on the part of the student that is in violation of the classroom procedures established by the teacher. Level I violations include, but are not limited to; possession of non-instructional items, excessive tardiness, or excessive talking. Repeated Level I violations will be upgraded to Level II offenses.

PROCEDURES

Level I violations will be managed by the staff in a manner consistent with the behavior. Repeated Level I violations will be upgraded to Level II offenses.

DISCIPLINE CODE – LEVEL II

DESCRIPTION

A Level II offense is any behavior that disrupts the orderly climate, conduct of the school, or school sponsored activities. Level II offenses require administrative intervention. Level II violations include, but are not limited to: cutting class, failure to attend assigned detention, public displays of affection, leaving school without permission, inappropriate language, etc. Repeated Level II violations will be upgraded to Level III offenses.

PROCEDURES

Level II violations will be managed by building administrators in a manner consistent with the behavior and previous discipline violations. Repeated Level II violations will be upgraded to Level III offenses.

DISCIPLINE CODE – LEVEL III

DESCRIPTION

Level III offenses are acts or threats against persons or property which may endanger the health or safety of others in the school setting. Continuation of Level II behaviors are also included. Level III violations include, but are not limited to: fighting, threatening students or school personnel, etc. Repeated Level III violations will be upgraded to Level IV offenses.

PROCEDURES

Level III violations will be handled by the building administrators and/or the appropriate law enforcement agency. Repeated Level III violations will be upgraded to Level IV offenses.

DISCIPLINE CODE – LEVEL IV

DESCRIPTION

Level IV offenses are acts that are clearly criminal in nature or are continuations of Level III violations. Also, any action that endangers the health or welfare of any member of the school community is considered a Level IV offense.

PROCEDURES

All Level IV violations have a mandatory ten-day suspension with an informal hearing.

ACT 26

Act 26 of the Pennsylvania Legislature requires the following:

“A school district shall expel, for a period of not less than one (1) year, any student who is determined to have brought a weapon onto school property, or any school-sponsored activity.”

A weapon is defined as an “instrument or implement capable of inflicting serious bodily injury.”

“School Property” shall mean any public school grounds, any school-sponsored activity, or conveyance providing transportation to a school-sponsored activity.

“Weapon” shall include, but not be limited to: any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury. “See DSD Policy 218.1”

DETENTION AND SUSPENSION

PURPOSE

The Board of School Directors, within the authority of the General Assembly and at the direction of the State Board of Education, shall define and publish the types of offenses that lead to suspension and expulsion from school (See DSD Policy #218). Other means of enforcing discipline, such as in-school or after school detentions, should be considered before suspension or expulsion.

DETENTION

Detention may be held after school and shall not be more than one hour in length. Parents will be notified no less than twenty-four hours before a student's assigned detention. Transportation is the responsibility of the parent/guardian.

SATURDAY ALTERNATIVE TO SUSPENSION (SATS)

Saturday Alternative to Suspension (SATS) is assigned from 9:00 to 12:00PM in a designated school district building and is supervised by a professional employee of the Dallas School District. Other terms and conditions with which students must comply accompany written notification of assignment. Transportation is the responsibility of the parent or guardian.

IN-SCHOOL SUSPENSION

When a student's behavior is determined to be so unacceptable as to warrant removal from school, yet there is a need or desire to maintain the student's instructional program, in-school suspension may be assigned. When assigned, a student comes to school as usual and reports directly to the main office. The in-school suspension monitor will then escort the student to the in-school suspension room in the high school. Specific terms and conditions with which students must comply accompany written notification of assignment. Students are not permitted to participate in or attend any extra- or co-curricular activities (including practices) while assigned to in-school suspension.

OUT-OF-SCHOOL SUSPENSION

The building administrator can assign out-of-school suspension from one to ten days. The nature of an offense may be such that the removal from school is necessary.

A student receiving a suspension will be informed of the reasons for the suspension and will be given an opportunity to respond before the suspension becomes effective. Parents or guardians of students being suspended will be notified of the reason for suspension and the effective time of the suspension. All suspensions of four to ten days in length require a prior informal hearing in accordance with established hearing procedures.

It is the responsibility of the student to make-up all work that is missed while on suspension. Homework assignments are due on the day the student returns to school. Extended time may be given at the teacher's discretion. Tests and quizzes must be made up within three days. Students are not permitted to participate in or attend any extra- or co-curricular activities (including practices) while suspended. "DSD Policy 233"

HEARINGS FOR STUDENTS

Education is a fundamental right and students must be afforded all appropriate elements of due process if they are to be excluded from school.

INFORMAL HEARINGS

The purpose of an informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event, for which the student is being suspended, to demonstrate that there is a case of mistaken identity, or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardians to meet with the principal to discuss ways by which future offenses can be avoided. “See DSD Policy 233”

The following due process procedures will be observed:

1. Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student,
2. Sufficient notice of the time and place of the hearing,
3. The right to cross examine any witness, and
4. The student's right to speak and produce witnesses on his or her own behalf.

FORMAL HEARING

In a case involving a possible expulsion, the student is entitled to a formal hearing. A formal hearing may be held before the Board of School Directors, or a duly authorized committee of the Board, composed of no fewer than three (3) members of the Board. The hearing committee's decision is advisory to the School Board where expulsion is recommended. A majority of the entire School Board is required to expel a student.

The following due process procedures will be observed for formal hearings:

1. Education is a fundamental right - a student must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
2. A formal hearing may be held before the Board of School Directors or a duly authorized committee of the Board, preferably composed of no fewer than three (3) members of the School Board. The hearing committee's decision is advisory to the School Board where expulsion is recommended. A majority vote of the entire School Board is recommended. A majority vote of the entire School Board is required to expel a student.
3. At the formal hearing, the following due process requirements are to be observed:
    a. Notification of the charges in writing, sent to the parents/guardians by certified mail, and to the student.
    b. Sufficient notice of the time and place of the hearing.
    c. The right to an impartial tribunal.

d. The right to be represented by counsel.
e. The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
f. The right to demand that any such witness appears in person and answer questions or be cross-examined.
g. The student's right to testify and produce witnesses on his own behalf.
h. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
i. The proceeding must be held with all reasonable speed.

4. The hearing shall be held in private, unless the student's parents request it to be public.
5. When the student is dissatisfied with the results of the hearing, the next recourse is to the appropriate state courts. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.
6. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and must attend school. The responsibility for placing the student in school rests initially with the student's parent/guardian. However, if the student is unable to attend another public school, cannot afford to attend, or is unable to be accepted at a private school, the student's school district has the responsibility to make some provision for the child's education, either through instruction in the home or readmitting the child. If none of these alternatives is acceptable, the school district must take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

PUPIL PERSONNEL REVIEW BOARD

PURPOSE

1. To provide a positive step in our disciplinary policy that could provide an alternative program for potentially chronic disciplinary offenders in lieu of appearance before the disciplinary review board.
2. To clarify with the student and his parents the position of the school in regard to its responsibility and to affirm the responsibility of the parent.

MEMBERSHIP

The review board should be comprised of a combination of the following:

- Building Administrator(s)
- Home and School Visitor
- Counselor
- Nurse
- Referring Teacher(s)

ELIGIBILITY

Two (2) suspensions

DISCIPLINARY REVIEW BOARD

PURPOSE

1. To provide an additional step in disciplinary procedures to explore an alternative program for chronic disciplinary offenders in lieu of immediate school expulsion.
2. To clarify with the student and his parents the position of the school in regard to its responsibility and to reaffirm the responsibilities of the student and the parent(s).

MEMBERSHIP

The review board should be comprised of a combination of the following:

1. Superintendent or designee.
2. Building Administrator
3. School Counselor
4. District personnel related to incident(s)

ELIGIBILITY

Four (4) suspensions
Previous referral to the Pupil Personnel Review Board

"See DSD Policy 218"

DRESS/GROOMING

The Dress and Grooming Policy is as follows:

Rationale:

1. To increase school safety and provide for the health and welfare of our students. 2. To promote a positive school environment. Students are encouraged to show school pride with Mountaineer spirit gear.
3. To foster school pride.

Permitted:
1. Any shirt (collared, T-shirts, turtlenecks, long or short-sleeves) that completely covers the waistline, shoulders, back, and has sleeves of two inches.
2. Jeans, pants or stockings of any kind that are worn at the waistline and do not expose undergarments. Shorts, skorts, skirts, or dresses that do not expose undergarments. All the above must be mid-thigh in length or longer.
3. Sweaters, sweatshirts or athletic jerseys that completely cover the waistline and have sleeves of at least two inches.
4. Clothing (including stockings) that is/includes sheer, holes, rips or see-through tops may only be worn over the top of another garment that covers undergarments and midriff.
5. In instances of school functions off of school property, exceptions to the dress code will be at the discretion of the teacher, club adviser, or building administrator and provided as a component of the permission slip.

Not Permitted:
1. Any article of clothing, including, (but not limited to) images or language deemed lewd, vulgar,

plainly offensive, sexually suggestive, condoning violence, weapons (apart from Dallas logo), drugs, alcohol, tobacco, suicide or disrupts the educational process.
2. Tank tops, halter-tops, or any other top without acceptable sleeves.
3. Rips or holes in pants above the tip of fingertips.
4. Headwear, including bandanas, baseball caps, beanies, skull caps, hoods, and any other clothing covering one's head may not be worn and must be left in a student's locker . Only headwear connected to religious beliefs may be worn.
5. Bedroom slippers are not permitted in the building.
6. Blankets/throws wrapped around a student.
7. Excessively long chains, necklaces or spiked jewelry.

Non-compliance with the dress code will be considered a violation of school policy. A repeat offender will be excluded from school until the student is in compliance with the dress code: Dallas Middle School provides a limited selection of appropriate clothing for student use. Absences due to dress code violations will be considered unexcused. "See DSD Policy #221"

DRUG AWARENESS

PURPOSE

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of this district, the schools should strive to prevent drug abuse.

DEFINITION

For purposes of this policy, "drugs" shall mean: all dangerous controlled substances prohibited by law, all alcoholic beverages, any inhalant or volatile solvent, any "look alike" drugs, any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy, and any drug paraphernalia.

AUTHORITY

The Board of School Directors prohibits any student while on school property from using or having in their possession alcoholic beverages, illegal drugs, or any drug paraphernalia. This policy shall also pertain to students while on school activities, and when acting as a representative of the school or district.

Any student found in possession of or under the influence of alcohol or drugs, or with drug paraphernalia by a sponsor, chaperone or other professional staff member, at a school sponsored affair or during the school day, will be suspended from school for ten days by the building administrator. Additional restrictions / requirements placed on the student are in accordance with the Controlled Substance Policy. "See DSD Policy 227"

EDUCATIONAL TRIPS

Parents desiring to take their children on an educational trip must submit an educational trip request form to the administration **at least two weeks prior to departure** for proper review. The vacation request form can be found online and in the main office. Students are responsible for making arrangements with their teachers to make up all work necessary to meet course

requirements. “See DSD Policy 231”

ELECTRONIC DEVICES

Cell phones/earpods and other electronic devices may be brought to school. These devices must be turned off and remain in student lockers. The use of electronic devices, other than a school provided chromebook, is **NOT ALLOWED** during school hours. If these items are seen or heard, they will be collected and sent to the office. Failure to comply with a staff member’s request to turn in electronic devices will be subject to the insubordination provision of the discipline policy. Repeated violation of this policy will result in escalating disciplinary action.

Possession:

- ***1st offense*** - Removal of electronic device from student. Student may acquire items at the end of the school day.
- ***2nd offense*** - Removal of electronic device from student. Parents must pick up the device in the main office after student dismissal.
- ***3rd offense*** - Removal of items from student. Discipline determined by building administrator. Parent must pick up device in the main office after student dismissal.

Other Possible Consequences:

- If a school official is informed of any potentially dangerous or inappropriate content contained on a student cell phone, the phone will be confiscated. Cell phone contents, including pictures, video, and text may be reviewed by school administrator(s) if the allegation or suspicion of inappropriate material is *reasonable*. If objectionable material is found, parents will be informed, and school disciplinary action will result.
- Student cell phones confiscated that are found to contain inappropriate material or evidence of apparent harassment will be referred to law enforcement agencies. Students transmitting inappropriate material via cellular communication devices may be subject to both state and federal charges.

EXPULSION

Expulsion shall mean exclusion from school for a period exceeding ten (10) school days with periodic review by the School Board.

Expulsion from school shall be after a formal hearing in accordance with the policies and regulations established by the Board of School Directors.

If expulsion proceedings are initiated, it is determined after an informal hearing that the student’s presence in his or her normal class would constitute a threat to the health, safety, morals or welfare of others. If it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for ten (10) days. This is with the understanding that the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.

Students who are less than seventeen (18) years of age are still subject to compulsory school attendance law even though expelled, and must attend school. The responsibility for placing the student in school rests initially with the students' parent or guardian. If no suitable alternative arrangement is made for schooling, the district will take action in accordance with the provisions of the *Juvenile Act of 1972* to ensure that the child will receive a proper education.

The maximum period a student may be suspended for an offense shall not exceed ten (10) school days. Suspension may not be cumulative or made to run consecutively beyond this ten (10) school-day limitation.

In the case of a hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his or her normal class. Students shall be permitted to make up examinations and work missed while being disciplined by a suspension, within the guidelines established by the Board of School Directors. “See DSD Policy 233”

FAN CODE OF CONDUCT AT ALL EXTRA CURRICULAR ACTIVITIES

Along with the PIAA and District 2, Dallas believes sportsmanship is the most important aspect of interscholastic athletics and is essential to the development of Dallas student-athletes. Any action meant to demean players, teams, spectators, coaches, and officials are not in the highest ideals of interscholastic education and will not be tolerated at any Dallas sporting event.

If it is determined that a student, parent/guardian, or spectator has conducted himself/herself in an inappropriate manner that is not in the highest regard of interscholastic athletics, he or she will be given written or verbal notice by the high school principal, athletic director, or game manager that their conduct will not be tolerated. Any misconduct that continues that day or at future events will result in that student losing his/her privilege to be a spectator at any Dallas sporting events (both home and away). Spectators are guests of the school, therefore making it a privilege, not a right, to attend all Dallas sporting events. Any serious misconduct will result in an immediate loss of privilege to all Dallas sporting events home or away.

1st Offense - Loss of privilege to attend for one game
2nd Offense - Loss of privilege to attend for an entire season
3rd Offense - Loss of privilege to attend for an year

FIELD TRIPS

Educational field experiences can offer meaningful enrichment of classroom instruction**. Such trips, however, are a privilege. In order for students to participate, they shall meet the minimum requirements of academic performance, attendance, and behavior.**

1. **Academic:** No failing grades for the most recent marking period.
2. **Attendance:** No more than three unexcused lates or absences during the current marking period.
3. **Behavior:** No out of school suspensions and no more than three discipline referrals during the current marking period.

In instances of field trips off of school property, exceptions to the dress code will be at the discretion of the teacher, club adviser, or building administrator and provided as a component of the permission slip.

FIRE DRILLS AND EVACUATIONS

Fire and emergency drills at regular intervals are required by law and are an important safety precaution. It is essential that when the alarm sounds everyone under the direction of his/her teacher should clear the building by the prescribed route as quickly as possible. Students should be quiet, stay with their group and remain alert for further instructions. Role will be taken by the

supervising teacher and reported to the respective building safety designee. The building principal will make the final decision as to when to re-enter the building.

FOOD AND DRINK

Food and beverages should be consumed only in the cafeteria and designated eating areas. Eating or drinking is not permitted in the hallways, gymnasium, pool, or auditorium. For the safety of numerous students who suffer from food allergies, outside food may not be brought into the school building, the exception being student lunches from home. It is the student's responsibility to dispose of all cans, bottles, and food wrappers in the trash after eating. Energy drinks and caffeine pouches are not permitted. Food deliveries such as Uber Eats, Doordash and other fast food are also not permitted during school hours.

WORKING PAPERS

Those students who have secured part-time or vacation jobs can obtain applications for working papers in the office. In order to obtain an application for working papers, a **parent/guardian must bring in** one of the following three items: the student's birth certificate, baptismal certificate, or passport.

GRADING SYSTEM

A = 92-100
B = 83-91
C = 74-82
D = 65-73
F = 0-64

An official report card is issued four times each year - the first three are distributed in school and the final report card is mailed to the residence. Both quarterly grades and cumulative grades are reported in pure percentages.

Student report cards are posted quarterly through the CSIU Parent Portal. Parent-teacher conferences are scheduled each year district-wide. Additional conferences can be scheduled as needed.

HALLWAY TRAFFIC

Students should walk at all times, be aware of their surroundings, use appropriate language and stay to the right side of the hallways and stairwells. Students must take the most direct route to their classes; students found in other areas of the building will result in disciplinary action including lavatories on different floors or in different wings. Students are expected to be on time for class, excessive tardiness will result in disciplinary action. Every effort should be made to keep hallways clean and free of litter. Take pride in our building.

HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For the purposes of this policy, **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.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as: whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, beverage, drug or controlled substance or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

AUTHORITY

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct or encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, volunteer, sponsor or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

DELEGATION OF RESPONSIBILITY

District administrators shall promptly investigate all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited by means of:

1. Distribution of written policy
2. Publication in handbooks
3. Presentation at an assembly
4. Verbal instructions by the coach or sponsor at the start of the season or program
5. Posting of notice/signs

GUIDELINES

Complaint Procedures

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused and others directly involved, as appropriate.

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity. “See DSD Policy #247”

HEALTH SERVICES

The school nurse provides medical care for all illnesses and injuries occurring in school or en route to school. The nurse will make arrangements with parents/guardians or emergency services when more extensive care is needed.

Any student too ill to remain in class must report immediately to the nurse. The nurse will assess the student’s condition and make the appropriate medical determination. If the nurse is unavailable, the student should report to the main office. After securing permission from the Main Office staff, students may contact parents or guardians regarding an illness. “See also Policy #209”

The decision for a student to leave school due to illness is the sole responsibility of the nurse or building administrator. Under no circumstances are students to contact parents/guardians regarding an illness without express direction from the nurse or building administrator.

No medications are administered in school by the school nurse or teachers except by the direct order of a physician according to the Pennsylvania Department of Health. For details, see the MEDICATION POLICY

MEDICATION POLICY

The following policy for administration of medication shall be followed:

1. Medication required by students shall be given by parents whenever possible.
2. Medications shall be administered to students during school hours only if the student’s health is jeopardized without it. All medication must be taken to the nurse or office immediately upon arrival in the building.
3. It shall be the responsibility of the parent and student to inform the school nurse of any medication brought to or to be administered in the school.
4. The parent shall be responsible for submitting a *Request for Administration of Medication* to the school nurse. This shall include the physician’s statement of the condition, the treatment prescribed, the directions for administration of medication, the physician’s signature, the parent’s authorization to administer, and a release of school personnel from liability.
5. Medications received by the school are to be packaged in accordance with pharmacy standards in their original bottle.

6. The parent of a child with a known chronic condition or severe allergy must inform the school of the condition in writing.
7. **Under no circumstances** will school personnel provide aspirin, Tylenol, antacid, or any other patent medication to the student.
8. Students in possession of unauthorized medication of any type will be addressed as per the Drug and Alcohol Policy.

“See DSD Policy #210, 210.1”

HOMELESS STUDENTS

The McKinney-Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. Any students who "lack a fixed, regular, and adequate nighttime residence" are entitled to a public education and educational services comparable to those provided to other students, according to the needs of the student. Please contact the Home and School Visitor for further information. “See DSD Policy 251”

HONOR ROLL REQUIREMENTS

HONORS WITH DISTINCTION – 98 or above with no grade lower than 74.
FIRST HONORS – 93 to 97 with no grade lower than 74.
SECOND HONORS – 88 to 92 with no grade lower than 74.

INCOMPLETES

It is the responsibility of the student to meet with his/her teacher to complete the required work for each course. Any student who receives an incomplete will not receive a course grade until his or her work obligation has been satisfied. Students, working in conjunction with his/her teacher(s), are required to submit all coursework by ten days after the end of the quarter. Incompletes are not issued in the fourth quarter.

INTEGRATED PEST MANAGEMENT

The school district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. (DSD Policy 716)

INSUBORDINATION

Any student who willfully disobeys the reasonable direction by any building administrator, teacher or other member of the Dallas School District staff after receiving a warning, will be considered insubordinate and will receive consequences as deemed appropriate by administration.

INSURANCE

Pupil accident insurance is available only at the beginning of the school year for a nominal fee. Two types are available. One is for accidents at school and the other covers the pupil on a 24-hour basis.

LOCKERS

Each student is assigned the use of a locker throughout the year. Lock combinations are changed each year for the protection of individual possessions. For further protection from theft, students should not give their combinations to other students or share lockers with other students. Lockers should be kept neat and clean at all times and should only contain items necessary for school. **School lockers are the property of the Dallas School District and are subject to inspection by authorized school personnel at any time.** Students should not expect an exclusive right to privacy. School officials may conduct periodic sweeping searches. Locking mechanisms should not be blocked or tampered with for any reason. No personal locks are permitted on hallway lockers without a building administrator's knowledge and permission. "DSD Policy 226"

LUNCH BALANCES

All student lunch balances are tracked and communication is sent out via mail throughout their each year of middle school. Student lunch balances should be paid in full by the end of each school year.

MEDIA CENTER/LIBRARY

The middle school has a well-equipped media center for the use of students and faculty. The collections in the media center are varied in order to meet and exceed curriculum needs of the school.

MEDIA CENTER RULES

1. The purpose of the media center is for school and personal research. It is not a place to meet friends or "hang out."
3. No food or beverages are allowed in the media center at any time.

BORROWING MATERIALS AND RENEWALS

1. Books and magazines may be borrowed for two-week periods.
2. Reference and audiovisual materials (e.g. DVDs, CDs, etc.) may be borrowed overnight.
3. All materials can be renewed unless someone has a reserve on the material(s). Materials must be brought to the media center to be renewed.

OVERDUE AND LOST MATERIALS

1. Books and magazines have a two-day grace period after which a fine of $.10 per day will be assessed.
2. Lost materials will be assessed full-replacement cost.

OFFICE PHONE

Students may only use the office telephone if it is absolutely necessary. This should be done during a lunch period, not during an academic period.

PLAGIARISM/CHEATING

Plagiarism is the unacknowledged use of words and / or ideas of any published work. The penalty for plagiarism, cheating or contributing toward cheating will be a grade of zero (0) in the examination, homework, research paper or other type of evaluation. In addition, any student who uses any type of electronic device not allowed by the teacher or proctor will have the device confiscated and receive a zero for the assignment or assessment. Also, during the administration of any type of standardized test, (PSSA, Keystone Exam, etc.) students will not be permitted to have their cell phones or any other type of electronic device on their person while the test is being administered. All devices must be turned into the test proctor for the duration of the testing period and will be returned when testing is finished for that period. Failure to follow this procedure will result in the test being classified as invalid. The parent/guardian will be notified and the student will be referred to the building administrator for disciplinary action.

(AI) ARTIFICIAL INTELLIGENCE EXPECTATIONS

The Dallas Middle School faculty and administration prohibits students from using artificial intelligence (AI) generated responses as their own work. AI is a great tool that can assist in finding information and explaining concepts; however, students should never use AI to complete their assignments, tests, or any form of graded work. AI, if used, should compliment student learning, not replace it. Students that choose to use AI must have teacher permission and it must be cited. Any student found using AI to complete assignments, tests, or any form of graded work without permission or citing it will receive the following:

1. Parent contact will be made by the teacher
2. The first time a student is found using AI without permission, the student must complete the assignment again without using AI.
3. If a student is found using AI a second time or more, that student will receive a grade of zero (0) for the assignment/graded work.

PROTECTED PRAYER

The First Amendment forbids religious activity that is sponsored by the government but protects religious activity that is initiated by private individuals, such as students. Therefore, among other things, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, lunch, or other non-instructional time to the same extent that they may engage in non-religious activities.

At the same time, school officials may not compel students to participate in prayer or other religious activities. Nor may teachers, administrators and other school employees when acting in their official capacities as representatives of the state, encourage or discourage prayer, or participate in such activities with students.

SCHOOL ATHLETICS

CODE OF CONDUCT

An athlete is a representative of his school and is to follow the school's prescribed code of conduct. This code of conduct rests primarily on maintaining academic and attendance eligibility, exhibiting good sportsmanship and representing the school and community in a positive light.

As a representative of the school, the school's rules and regulations apply to all athletes. A

violation of the *Code of Conduct* (as listed in the *DMS Student/Parent Code of Conduct Handbook)* can warrant student discipline, including nonparticipation in the sport for a specified period of time. At the coach's discretion, the discipline code with a set of in-house rules may be supplemented with additional consequences for discipline issues.

ACADEMIC REQUIREMENTS

PIAA Academic and Curricular Requirements

You must pursue a curriculum defined and approved by your Principal as a full-time curriculum.

Any student who is failing three (3) or more courses cannot participate in athletic competition for the following week (in a given marking period). Ineligibility begins Sunday through the next Saturday. In the first and second week of academic ineligibility, practice is allowed, but competition is not. If academically ineligible for a third consecutive week, the student will not be permitted to practice or compete.

The period of ineligibility will start each Sunday and last until the end of the next Saturday. **The weekend activities during this period are included. A student placed on the failure list cannot be removed until the next report period.**

A student must have passed at least five (5) courses/subjects or the equivalent during the previous grading period, except that eligibility for fall sports is based on your final grades reported on the spring report card. According to PIAA regulations, if you fail to meet this requirement, you will lose your eligibility for the first 15 school days in the fall.

ATTENDANCE REQUIREMENTS

A student must be in school for a minimum of one half-day to participate in a particular sport for that day. Lateness to school (on or after 9:35 AM) is classified as a half-day absence *and will be marked as a late arrival.* Any student who leaves school early due to an illness may not participate in extracurricular activities after school. **A student who arrives on or after 9:35 AM is not allowed to participate in any extra or co-curricular activities that day, including athletic practice, unless a medical practitioner's note is provided.** Participation in weekend activities is not permitted if the absence or lateness occurs on a Friday.
Any student athlete leaving school early is not allowed to participate in any extracurricular activities (games or practice) unless a doctor's note is provided to the school on the day of the early dismissal, no exceptions.

A pupil who has an unexcused absence from school during a semester for a total of twenty or more days is not eligible to participate in any athletic contest until he or she has been in attendance for a total of thirty school days following his/her twentieth day of unexcused absence. When computing total days absent during a semester, days absent during a period of out-of-school suspension shall *not* count as part of the twenty-day absence total in a given semester.

PHYSICALS

The Dallas School District requires only ***1*** physical per school year, per student-athlete. If a student received a physical in June for participation in a Fall Sport, the student-athlete only needs to submit Section 7 of the PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form prior to the official beginning of practices, for Winter and Spring Sports. Section 7 MUST BE signed by both student and parent/guardian.
If a student was injured during the current school year since his/her most recent physical, and received medical treatment from a licensed physician of medicine or osteopathic medicine

(MDor DO), Section 8 of the CIPPE must be completed and signed by a physician. If that student was cleared to return to play by a physician and has provided written notice of clearance to school officials prior to the next athletic season, there is no need to complete Section 8.
If you have any questions, please contact the Director of Athletics.

No athlete is permitted to participate in an organized practice or game without a completed physical that is turned into either the nurse or the athletic director. There are no exceptions to this rule.

SCHOOL COUNSELING OFFICE

The Dallas School District Comprehensive School Counseling Program is an integral part of the primary educational mission of the district. The goal of the middle school counseling program is to help prepare students for the future academically, socially, and emotionally so that they will be conscientious and productive members of society. This program assists students in understanding themselves in relation to their environment by helping them develop good decision-making and coping skills. Students' needs are addressed through individual counseling, small group counseling, and classroom instruction. The counselors also direct coordination of services for at-risk and special needs students through consultation with school district personnel, intermediate unit staff, community agencies, and private counseling services.

https://sites.google.com/dsdhs.com/dms-guidance-office

Student's Last Name A-K - Mrs. Julianna Borzell

Students Last Name L-Z - Mrs. Karissa Peck

SEVERE WEATHER CLOSINGS

In the event of a severe storm or emergency, the superintendent of schools will determine when it is necessary to close the schools. The school district website will be updated immediately, automated telephone calls will be made to all district students and parents. Local radio and television stations will broadcast such announcements. **Please do not call the school**. All of our lines must be kept open for emergency outgoing calls.

SOCIAL MEDIA

The Dallas School District may impose discipline against a student for off-campus speech through the internet if there is a, "***substantial disruption or forecast of a substantial disruption in school***." Such circumstances include off-campus student conduct that:

- Involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment
- Materially and substantially disrupts or interferes with the school environment or educational process
- Interferes with or threatens to interfere with the rights of students or staff or the safe and orderly operation of the school and school programs
- Involves theft or vandalism or school property; or
- The proximity, timing or motive for the conduct or related factors establish a direct connection to attendance at school, to the community, or to a school sponsored activity

SPECIAL EDUCATION

The Special Education Program is available for all students grades six through eight who have met criteria from the Pennsylvania Department of Education as exceptional and in need of specially designed instruction. The Dallas Middle School provides a full continuum of special education services to students in Grades 6-8 in both district-operated programs as well as programs that are provided by the Luzerne Intermediate Unit (LIU 18). The following district-operated programs are available in the Dallas Middle School: Gifted Support in all academic subject areas, Learning Support in all academic subject areas, General Education with supports, Co-Taught support, Speech and Language support, Occupational Therapy, Physical Therapy, Vision support, School Psychological Services. The LIU18-operated

occupational training program is also available in the middle school. Student schedules and educational placements are based on individualized service plans (GIEP, IEP, 504) in accordance with each student's areas of strengths and needs. All students are afforded the opportunity to participate in the regular education curriculum according to the student's IEP. Dallas School District adheres to the Child Find guidelines to identify eligible students for special education services. Parents who have questions regarding special education criteria are to contact their student's school counselor or the District Special Education Office at 570 675 5201. Please see Appendix A for more information on child find services.

STUDENT ASSISTANCE PROGRAM (SAP)

The Dallas School District "SAP" Teams have committed themselves to help identify students who are having problems that are affecting their learning. Each child is a special individual who is a product of his or her home, school, and community environments; therefore, for student assistance to be effective, a team effort is required. It is necessary that all significant adults in a child's life work together to guide and support him or her through this milestone of life called adolescence. The desired outcome is for the student and the family to receive the support needed to resolve problems.

SAP is an early intervention program for students who are having difficulty being successful in school. SAP involves the coordinated efforts of professionals (a building administrator, two or more classroom teachers, a school counselor, a social worker, a school nurse, and others) who comprise the Student Assistance Core Team. The core team is trained to recognize students in need, to determine the nature of the problem, and refer students to assistance.

Student referrals come from students, parents, teachers, counselors, and administrators. If you have a concern for the physical and/or emotional well-being of a student, please fill out a SAP referral form. Visit the SAP link on the DMS webpage. You may also print a form from the district website. Please return all completed forms to the main office to the attention of the "SAP Team." "DSD Policy 236"

Guidelines

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance. Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians. The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.

A student must meet the following requirements to be promoted to the next grade level:

TARDY TO CLASS

A tardy is defined as any student not in his/her scheduled classroom before the bell rings. The bell schedule is designed to allow students ample travel time between periods. Students who are consistently tardy will receive progressive consequences from the principal.

TEXTBOOKS, TECHNOLOGY AND SUPPLIES

The school provides student textbooks and chromebooks. Each student is responsible for caring for and returning all textbooks/chromebooks in the condition received, except for normal wear and tear. Lost, stolen or damaged textbooks must be paid for by the student before the final report card will be issued.

Classroom materials and/or equipment provided for student use are also the student's responsibility. They are often more valuable than textbooks and more difficult to replace. If lost or damaged, it is the student's responsibility to pay for them.

TOBACCO USE/POSSESSION

PURPOSE
The Board recognizes that tobacco and vaping products, including electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers, and the school environment. The purpose of this policy is to prohibit student possession, use, purchase, and sale of tobacco and vaping products, including electronic cigarettes.

DEFINITION
State law defines the term tobacco product broadly encompassing not only tobacco, but also vaping products and electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

- Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
- Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery system, an electronic cigarette, a cigar, a pipe, and a hookah.
- Any product containing, made or derived from either: Tobacco, whether in its natural or synthetic form; or Nicotine, whether in its natural or synthetic for, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

- Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.
- The term tobacco product does not include the following:
    - A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.

AUTHORITY

The board prohibits possession, use, purchase, or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to any students at any time in a school building: on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district, or at school-sponsored activities that are held off school. The board authorizes the confiscation and disposal of products prohibited by this policy.

1. Suspension from school and Completion Nicotine Cessation Classes or Referral to the District Magistrate
2. Suspension from school and Referral to the District Magistrate
3. Suspension from school and Referral to the District Magistrate

"See DSD Policy #222"

UNLAWFUL HARASSMENT

The School Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.
The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated.
Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic, or physical conflict relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature.

A student or third party who believes she or he has been subject to conduct that constitutes a

violation of this policy is encouraged to immediately report the incident to the building principal or district employee. **See DSD Policy 104.**

Specific details regarding grievance procedures are available from the school counselor, building administrator, or the Title IX coordinator.

VALUABLES

Students are strongly discouraged from bringing valuables and/or large amounts of money to school. Valuables or money should not be left in student lockers. If it is necessary to have these items, they should be kept in the students' possession or turned over to the office for safekeeping.

VISITORS

All visitors are asked to ring the bell outside the front door of the main entrance prior to requesting entry. There will be a brief wait for assistance. All will be asked to state their business, and obtain a visitor's pass, which must be clearly displayed at all times while in the building. Under no circumstances are visitors allowed to visit students for the purpose of socializing, or remain on school grounds once their business is completed. **Visitors will be required to provide identification credentials upon entering school property.**

RAPTOR SYSTEM

The Dallas Middle School uses the Raptor visitor management system. Raptor is a web-based software application that provides an effective and immediate method for tracking visitors and managing access to the Dallas Middle School. Raptor allows the Dallas Middle School to produce visitor badges, to monitor visitor hours, and to electronically check all visitors against public databases. We welcome visitors to our school. Our goal for the Raptor system and its safeguards is to keep our learning environment and school community as secure as possible. When visitors enter the Dallas Middle School during school hours and desire access beyond the main office, they are asked to present a valid state-issued ID. The visitor's ID is scanned into the system and checked against a database. The process is quick and efficient. Once entry is approved, the Raptor system will produce a badge that identifies the visitor, the date and the purpose of the visit. If a visitor does not have identification, the building administrator has the discretion to allow the visitor access to the building, but the visitor is escorted by a school staff member.

WELLNESS/SWIM REQUIREMENTS

All students are expected to participate in the wellness activity class. Non-participation is excused only with a physician's note. Any extended medical problem requires the student to have an adapted physical education form filled out and signed by the student's physician and parent.

Wellness activity class attire is shorts or long pants with an elastic or drawstring waist, a T-shirt or sweatshirt, socks and sneakers. **Jewelry may not be worn during wellness class.** Required attire for Swim class is a school-appropriate (one piece) bathing suit. Students are required to bring a towel. Optional items include goggles and a swim cap. Long hair must be tied back. **Jewelry (including body piercings) may not be worn during Swim class.**

"Temporary/rinse-out" hair dye is NOT permitted.

Valuables are not to be brought to wellness or swim class. Valuables should be left at home or secured in a locker. Students may bring a lock to be used on gym lockers for the day of wellness classes. Locks are strongly encouraged for the day of swim classes.

Please note: ***Bathing suits must be school appropriate (no string bikinis; one-piece bathing suits are recommended).*** If a bathing suit appears to be inappropriate, the student will receive a "zero" for participation and will not be allowed to swim.

WORKING PAPERS

Those students who have secured part-time or vacation jobs can obtain applications for working papers in the office. In order to obtain an application for working papers, a **parent/guardian must bring in** one of the following three items: the student's birth certificate, baptismal certificate, or passport.

Appendix A

Child Find Annual Notice

- The purpose of the child find notice is to describe the various types of supports a student may have available to them within the school district.

What types of disability might qualify a child for special education and related services?

IDEA: Under the federal Individuals with Disabilities Education Act, or "IDEA," children qualify for special education and related services if they have one or more of the following disabilities and, as a result, need such services: (1) intellectual disabilities (formerly mental retardation); (2) hearing impairments, including deafness; (3) speech or language impairments; (4) visual impairments, including blindness; (5) serious emotional disturbance; (6) orthopedic impairments, or physical disabilities; (7) autism, including pervasive developmental disorders; (8) traumatic brain injury, or neurological impairment; (9) other health impairment; (10) specific learning disabilities. Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services under early intervention supports.

Section 504: Under Section 504 of the federal Rehabilitation Act of 1973, and under the federal Americans with Disabilities Act, some school age children with disabilities who do not meet the eligibility criteria outlined above might nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program.

Referral Process:

Elementary Level:

Each elementary building utilizes a child study team process. Through this process, parents become aware of special education services and interventions that would be available prior to qualifying for services. Title 1 services and interventions are utilized as well.

Secondary Level:

The secondary level utilizes the SAP program. SAP is an early intervention program for students who are having difficulty being successful in school. SAP involves the coordinated efforts of professionals (a building administrator, two or more classroom teachers, a school counselor, a social worker, a school nurse, and others) who comprise the Student Assistance Core Team. The core team is trained to recognize students in need, to determine the nature of the problem, and refer students for assistance.

Points of Contact:

If you feel your child is in need of support and services in the school district, please contact your child's teacher, school counselor, as well as the building principal to begin the referral process. If you need additional assistance, please contact the special education department.

	Wycallis Primary Center K-2 570-674-7283	**Dallas Intermediate 3-5 570-674-7271**	**Dallas Middle School 6-8 570-674-7243**	**Dallas High School 9-12 570-674-7208**
Building Principal	Brian Bradshaw	Thomas Traver	Daniel Natitus	Matthew Barr
School Counselor	Sara Kneal	Betsy Jerome	Julianna Borzella (A-K) Karissa Peck (L-Z)	Cherilyn Keating (A-G) Matthew Kelly (H-Pe) Kristen Thomas (Ph-Z)
Nurse	Elizabeth Viglone	Elizabeth Viglone	Susan Flynn	April Klose
Director of Special Education	Courtney Paden 570-674-2888	Courtney Paden 570-674-2888	Courtney Paden 570-674-2888	Courtney Paden 570-674-2888

Types of Programs & Services:

Public schools must ensure that children with disabilities are educated to the maximum extent appropriate in the regular education environment, and that the instruction they receive conforms as much as possible to the instruction that non-disabled students receive. This practice is commonly referred to as Least Restrictive Environment (LRE). Programs and services available to students with disabilities, in descending order of preference, are (1) regular class placement with supplementary aides and services provided as needed in that environment; (2) regular class placement for most of the school day with itinerant service by a special education teacher either in or out of the regular classroom; (3) regular class placement for most of the school day with instruction provided by a special education teacher in a resource classroom; (4) part time special education class placement in a regular public school or alternative setting; and (5) special education class placement or special education services provided outside the regular class for most or all of the school day, either in a regular public school or alternative setting.

Related services are designed to enable the child to participate in or access his or her program of special education. Examples of related services are speech and language therapy, occupational therapy, physical therapy, nursing services, audiologist services, counseling including social work, and family training.

Types of Programs:

Special Education Programs are available to those students in the district who meet the Pennsylvania Department of Education criteria as exceptional and in need of specially designed instruction. The Dallas School District provides a full continuum of special education services both in-district operated programs as well as programs provided by the Luzerne Intermediate Unit (LIU 18). The district services school age children in grades K -12th.

Those students who are in need of early intervention, preschool age, are served by the Hazleton Area School District in a variety of home and school-based settings that take into account the chronological and developmental age and primary needs of the child. As with school age programs, preschool programs must ensure that to the maximum extent appropriate, children with disabilities are educated with non-disabled peers.
The following district-operated programs are available in the School District:

- Gifted Support K-12
- Learning Support K-12
- Autistic Support K-5

Related Services:

- Speech and Language Support
- Occupational Therapy
- Physical Therapy
- Vision Support

Parents who have questions regarding special education criteria are to contact their student's teacher, school counselor, building principal, or the District Special Education.

Eligibility:

The public school, in conjunction with the parents, determines the type and intensity of special education and related services that a particular child needs based exclusively on the unique program of special education and related services that the school develops for that child. The child's program is described in writing in an individualized education program, or "IEP," which is developed by an IEP team consisting of educators, parents, and other persons with special expertise or familiarity with the child. At a minimum, the team will meet annually to discuss the child's programming.

Transition planning begins at age fourteen. The public school must invite the child to the IEP team meeting at which the transition plan is developed.

Multidisciplinary Team Evaluation

Dallas School District conducts a multidisciplinary team evaluation of every child who is thought to have a disability. Parents are members of the multidisciplinary team. Public schools must reevaluate school-age students receiving special education services every three years and must reevaluate children with intellectual disabilities every two years.

Parents may request a multidisciplinary team evaluation of their children at any time. They must do so in writing or in some cases an oral request can be made but must be followed up by permission to evaluate from the parent.