

Dallastown Area High School

Student Handbook

2018-2019

Dallastown Area High School

Mission Statement

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

DALLASTOWN AREA HIGH SCHOOL
700 New School Lane
Dallastown, PA 17313
Telephone: (717) 244-4021

Dallastown Area School District
CODE OF ETHICS

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

RESPECT

I will treat others the way I wish to be treated.

INTEGRITY

I will strive to do what is right, even when no one is looking.

RESPONSIBILITY

I will be accountable for my own choices and actions.

EQUALITY

I will appreciate the worth and rights of others.

COMPASSION

I will show kindness and consideration to everyone.

NON-JUDGMENTAL

I will honor the varying opinions and beliefs of others.

DIVERSITY

I will embrace with understanding the changes and differences in all cultures.

CONTENTS

FOREWORD	6
SCHOOL HISTORY	7
ALMA MATER	8
SCHOOL POLICIES/PROCEDURES/INFORMATION	9
ARMED SERVICES RECRUITMENT	9
ATTENDANCE AND ABSENCES	9
Excused Absences/Reporting an Absence	9
Illegal Absences/Tardiness	10
Appointments (Medical/Dental/Etc.)	10
Pre-Arranged Absences (Educational Trips)	10-11
BULLYING/CYBERBULLYING	11
BUS TRANSPORTATION	11
Bus Conduct	11
Bus Passes & Exceptions, Activity Buses	12
Bus Evacuation Drills	12
CAFETERIA PROCEDURES	12
Cafeteria Prepayment Account	12
Cafeteria Charging Policy	12
School Menus	12
CAREER INTEGRATION PROGRAM	12
HACC Academy	12
YCST – Part-Time	12
Career Internship	12
Shadowing	12
Career Exploration Program	12
CARS/OTHER MOTORIZED VEHICLES	13
Registration	13
Driving/Parking Regulations	13
CHANGE OF ADDRESS/TELEPHONE NUMBER	13
COMMENCEMENT CEREMONY	13
DANCE EXPECTATIONS	13
DELAYED OPENINGS/SCHOOL CLOSINGS	14
DETENTION	14
DEVICE, NETWORK AND INTERNET USE	14-15
DISCIPLINE/CONDUCT	15-16
DRESS AND GROOMING	16-17
DRUGS/ALCOHOL/TOBACCO	17
ELECTRONIC DEVICES/CELLPHONES	17-18
ELIGIBILITY	18
EVACUATION PLAN	19

<i>FIELD TRIPS</i>	19
<i>FIRE DRILLS</i>	19
<i>FOOD AND BEVERAGES</i>	19
<i>GRADUATION</i>	19
Graduation Requirements	19
Graduation Speaker Guidelines	20
<i>HALL/LOBBY TRAFFIC</i>	20
<i>HARASSMENT</i>	20
<i>HOME ACCESS CENTER</i>	20
<i>HOMEBOUND INSTRUCTION</i>	20
<i>HOMEWORK ASSIGNMENTS</i>	20-21
<i>HONOR GROUP</i>	21
<i>HONOR ROLL REQUIREMENTS</i>	21
<i>INNOVATION CENTER</i>	21-22
<i>INTEGRATED PEST MANAGEMENT</i>	22
<i>LOCKDOWN</i>	22
<i>LOCKERS</i>	22
<i>LOITERING</i>	22
<i>LOST AND FOUND</i>	22
<i>MAKE-UP WORK</i>	22
<i>MEDICATION POLICY</i>	22
<i>NONDISCRIMINATION POLICY AND STATEMENT</i>	23
<i>NURSE</i>	23
<i>OBLIGATIONS</i>	23
<i>PASSES (LAVATORY/NURSE/SCHOOL COUNSELING OFC./CLAW CARD, ETC.)</i>	23-24
<i>PHOTOGRAPHS AND VIDEOS</i>	24
<i>PHYSICAL EDUCATION</i>	24
<i>PLAGIARISM POLICY</i>	24
<i>REPORT CARDS</i>	25
<i>RINGS</i>	25
<i>RESIDENCE</i>	25
<i>SALES</i>	25
<i>SCHEDULE CHANGES</i>	25
<i>SCHOOL COUNSELING OFFICE</i>	26
<i>SCHOOL INSURANCE</i>	26
<i>SECURITY CAMERAS, DRILLS</i>	26
<i>SENIOR RELEASE PRIVILEGE</i>	26
<i>SPORTSMANSHIP</i>	26-27
<i>STUDENT ASSISTANCE PROGRAM</i>	27
<i>STUDENT AWARDS PROGRAMS</i>	27-28
<i>STUDY HINTS</i>	28-29
<i>TEXTBOOKS</i>	29

<i>VISITORS</i>	29
<i>WEAPONS (DANGEROUS)</i>	29
<i>WEBSITE</i>	29
<i>WILDCAT ACADEMY</i>	30
<i>WILDCAT CAFÉ</i>	30
<i>WILDCAT HOTLINE</i>	30
<i>WITHDRAWING FROM SCHOOL</i>	30
<i>WORK PERMITS</i>	30
<i>DAHS ACTIVITIES, CLUBS, ORGANIZATIONS & SPORTS</i>	30
<i>DALLASTOWN'S EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETICS CODE OF CONDUCT</i>	31-34
<i>HANDBOOK/CODE OF CONDUCT STUDENT SIGNATURE PAGE</i>	35

FOREWORD

Welcome to the 2018-2019 school year at Dallastown Area High School. Our teachers and staff members look forward to collaborating with students, parents, and guardians to shape the direction of the future! It is our sincere intention that every student in our Wildcat community will thrive as we embark upon a new year of learning, growing, innovating, and exploring. We are united in our goal to provide an enriching and rewarding learning experience for all of our Wildcats!

The *2018-2019 Student Handbook* is your primary source for comprehensive information about our school's policies, procedures, resources, and daily operation. Understanding this information is important in ensuring success this school year.

- Students, your signature on the Acknowledgement page of this *Handbook* confirms that you have familiarized yourself with the information offered inside.
- Parents and Guardians, Dallastown Area High School has adopted the use of InfoSnap to allow for the online update of student demographic/health records and to collect parent/guardian e-signatures for required acknowledgements and permissions. At the start of the current school year, you will receive an email notification detailing instructions for use of InfoSnap. If you are not able to access the internet, you may request a hard copy of all forms and acknowledgements for submission.

As always, we continuously strive to ensure a safe, positive, rigorous, and effective learning environment for all students. We thank you for your interest and support, and we wish you well as you begin the new school year.

SCHOOL HISTORY

The site for Dallastown Area High School was selected by the School Board in October of 1953. On December 8, 1953, the Board filed the necessary application with the Department of Public Instruction. The State's letter of approval did not arrive until June 4, 1956. After this letter was received, plans were made available and bids were opened. The low bidders were determined on July 10, 1956. Ground was broken on August 23, 1956, after the settlement of bonds.

School was first held in the new building in September of 1958. Students came from the three member districts in the area – Dallastown, Yoe Borough, and York Imperial Union. The school was dedicated to “Progress in Education...Progress through Education” on January 2, 1959.

On July 1, 1966, the three member districts merged into one district named Dallastown Area School District. A new wing consisting of 32 additional classrooms plus special facilities was opened in September of 1964 to house the 7th and 8th grades. At the same time renovations were completed in the original building to the science, commercial, and art areas to provide for increasing enrollment.

The Dallastown Area Middle School opened in 1971. This building is located across the campus from the high school. In January of 1976, the “C” wing, opened with additional classrooms, a new Library, and a large group instruction room. Also, parts of the existing building were remodeled and enlarged.

The renovated high school, middle school, and district administration offices opened in the fall of 2001.

DALLASTOWN AREA HIGH SCHOOL
ALMA MATER

Upon a pleasant hillside
Stands one we love so true.
Our loyalty, oh High School
To thee, we pledge anew.
Where'er our paths may lead us
Our praise to thee will sound.
Forever we'll be faithful.
We love thee, our Dallastown,
We love thee, dear Dallastown.

Though lonely and discouraged
Or tried by care and pain,
One thought of thee inspires us
Our courage to regain.
For still thy clinging memories
Within our hearts abound
To bind us to our High School
Forever, dear Dallastown.
We love thee, dear Dallastown.

Roberta Spatz
Prof. George Rohrer

SCHOOL POLICIES/PROCEDURES/INFORMATION

ARMED FORCES RECRUITMENT

The No Child Left Behind Act of 2001, the National Defense Authorization Act for Fiscal Year 2002, and Pennsylvania Act 10 (The Armed Forces Recruiting Act) collectively require school districts to provide military recruiters with the names, addresses, and telephone listings of junior and senior year students when requested. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, and Section 9528a (2), and consistent with Dallastown Area School District Policy #250 (“Student Recruitment”), parents/guardian have the right to withhold the release of any or all of the above information. In the summer preceding junior year, the district sends an Armed Forces Recruitment notification letter in which parents/guardians are given an opportunity to indicate this preference.

ATTENDANCE and ABSENCES

[Board Policy No. 204](#)

Compulsory School Age –

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

Definition of an Absence –

A student is considered absent if they are not physically participating in instruction or instruction-related activities on school grounds or at an approved off-grounds location for at least half the school day. Each day that a student is absent for fifty (50%) percent or more of the school day is to be counted as an absence.

Excused (Lawful) Absence –

- Illness
- Obtaining Health care or therapy service by a licensed practitioner
- Quarantine
- Family Emergency
- Recovery from an accident
- Required Court attendance
- Death in the family
- Participation in 4H or FFA State or county event (prior written request required)
- Religious Holiday (prior written request required)
- Other urgent reasons

Method of Reporting Absence:

Parents are responsible for contacting the school office on the days of a child’s absence by 9:00am.

You may contact your child’s school office:

- Website - www.dallastown.net select your child’s building
- Written Note, Email or Voicemail –
 - Containing:
 - First and Last name of parent/guardian making the contact
 - First and Last name of student
 - Reason for absence(s)
 - Date(s) of absence(s)
- York County Medical Excuse Form: www.dallastown.net select your child’s building; select Parents Tab; print form
- Physician’s Note on the physician’s official office stationery

The school office must receive notification of absence **within THREE school days of the last day of the absence for the absence to be considered excused.

All absences from school are classified as Absent Excused (AE) or Absent Illegal (AI).

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

All Absences* (within one school calendar year):

If your child is absent:

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

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

****Physician’s notes must be a York County Physician’s Note or on Official Physician’s Office stationary**

Illegal Absences (within one school calendar year):

If my child is absent:

- **2 illegal (unexcused) days** – personal contact via phone call, conference, home visit to raise awareness and establish your preferred language and made of communication (**new this year**)
- **3 illegal days** – written notice of truancy and personal contact from your child’s Student Attendance Improvement Team Point of Contact.
- **4 -5 illegal days***** – scheduling of a Student Attendance Improvement Conference (to be held with or without parent/guardian); Student Attendance Improvement Plans; Referrals to school/community based Attendance Improvement Programs; Citations filed.
- **6 illegal days*** – Referrals to school/community based Attendance Improvement Programs; Referrals to York County Children and Youth; Citations filed.

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

TARDY TO SCHOOL

If a student comes to school late but is in attendance for more than 50% of the school day, the incident is regarded tardy. A parent or guardian must submit a written note or call the high school office stating the reason for the tardiness. If a student arrives without a written note or phone call, the tardiness will be unexcused. Students must sign in at the Kiosks in the main lobby upon arrival to school. **Excessive (10 or more) excused “tardies” to school will be evaluated by the administration and may require a doctor’s note for further occurrences. The determination of excused or unexcused status will be at the discretion of the administration. Appropriate disciplinary action may begin when (4) unexcused tardies to school have accumulated.**

High School (Grades 9-12)

Tardy	Arrival from 7:35 a.m. – 11:11 a.m.
Full Day Absence	Arrival 11:12 a.m. or after
Full Day Absence	Departure 11:12 or before no return
Early Dismissal	Departure 11:13 – 2:50

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

APPOINTMENTS (MEDICAL/DENTAL/ETC.)

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

PRE-ARRANGED ABSENCES (EDUCATIONAL TRIPS)

The school administration has established a process by which persons in parental relation may make prearrangements to have their child released from school for educational trips during the school year. In order to have these absences considered “excused” persons in parental relation must complete and present to the building principal a completed *Request for Prearranged Absence Form*. Telephone requests will not be considered. Persons in parental relation who do not present the *Request for Prearranged Absence Form* prior to the requested absence will have their child’s absence considered unexcused.

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

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

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

BULLYING/CYBERBULLYING

(DASD School Board Policy #249)

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

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

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

Bullying includes three important components:

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

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

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

Characterizations of bullying/cyberbullying:

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

BUS TRANSPORTATION

(DASD School Board Policy #810)

BUS ASSIGNMENT

Each student is assigned a school bus and is expected to ride that bus only.

BUS CONDUCT

School bus transportation is a privilege and convenience that can be revoked. All students who ride on school buses will be required to observe the following guidelines:

1. Please understand that for the safety and well-being of all students riding our buses, video cameras are provided for the purpose of monitoring bus behavior. Recordings made with these cameras may be used to provide audio and video information to school staff regarding bus behavior.
2. All students shall conduct themselves in an orderly manner; boisterous or inappropriate conduct may result in the student's losing the privilege to ride the school bus and having to find his/her own means of transportation to school.
3. In boarding the bus in the morning, students may not cross the highway until the bus has stopped. All students must be seated while riding the bus. This is in compliance with PA state regulations.

BUS PASSES and EXCEPTIONS

Bus passes will NOT be issued through the school office. Temporary bus passes will only be considered for extreme emergencies. Bus assignment exceptions should be made through the District Transportation Office (x4293).

ACTIVITY BUSES

Each night an activity bus leaves the school. The bus makes a run to the larger populated areas of our district. All students expecting to ride the activity bus home in the evening must participate in an activity supervised by a school-approved advisor. Staying without participation will be considered loitering, and loitering students will not be permitted to board an activity bus. Those considered "loitering" may be asked to leave the school campus. All students are required to show an activity bus pass signed by the activity's advisor/leader before boarding. Misconduct on the activity bus will result in the student's losing his or her riding privileges.

BUS EVACUATION DRILLS

To ensure student safety in the event of a bus emergency, drills will be conducted as necessary throughout the year to instruct students and assess safety factors.

CAFETERIA PROCEDURES (DASD School Board Policy #808)

Students may eat in the Blue & White Café. Food delivered to school from a commercial establishment is not permitted. All personal items (backpack) should be secured in your period 4 classroom. No backpacks are to be taken to the café area.

CAFETERIA PREPAYMENT ACCOUNT

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

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

CAFETERIA CHARGING POLICY

If a student does not have money on account or cash, he or she may charge meals to his or her account. The student is responsible to pay for charged meals. Charging á la carte items is not permitted.

SCHOOL MENUS

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

CAREER INTEGRATION PROGRAM

HACC Academy

Seniors may attend HACC Academy for a training program. Students are required to meet the requirements of the Academy, adhere to a specific dress code, and commit to regular daily attendance. Interviews are required.

York County School of Technology Part Time

Juniors and seniors may attend the York County School of Technology Part Time programs from 1:30 – 3:30 PM. Transportation will be provided to YCST and home. Acceptance by YCST administration is required for attendance.

Career Internship

Junior and senior students may participate in a one trimester internship for the purpose of career exploration. Students must work through the School Counseling Office to determine the feasibility of such an experience. All junior internships must occur on campus.

Shadowing

Juniors and seniors may work through the School Counseling Office and School-to-Work Office to arrange a visit to the workplace for career exploration. Sophomores may shadow in conjunction with the I-search paper.

Career Exploration Program

Sophomores, juniors, and seniors may participate in the York County Alliance for Learning's Career Exploration Programs. Arrangements for these experiences will be made through www.ycal.us and the School-to-Work Office.

CARS / OTHER MOTORIZED VEHICLES / BICYCLES

(DASD School Board Policy #223)

Driving a personal vehicle to school is a privilege that commands a high level of responsibility and accountability. Students shall demonstrate safe driving practices at all times. To ensure the safety and security of the campus, the District Administration reserves the right to suspend and/or terminate a student's campus registration and driving privilege. Additionally, please understand that there are occasions throughout the year when special events are taking place in our school and parking spots may be reserved for our guests. Students will be reminded prior to these events so any adjustments can be made.

Registration:

- There is a nonrefundable administrative parking registration fee. Payment is due when the tag is issued. A replacement fee of \$5 will be charged for any lost or stolen registration tag.
- All vehicles to be parked on campus shall be registered immediately with the high school office. Parking spaces in the student lots will be available on a first come, first served daily basis.
- Registration tags shall be hung from the registered vehicle's rearview mirror or clearly displayed in the front windshield/dashboard area at all times.
- If the student changes vehicles during the school year, he/she must update all vehicle registrations with the high school office. Students driving more than one vehicle must submit vehicle registration information for all vehicles.

Driving/Parking Regulations:

- The secondary campus speed limit is **15 mph**.
- Students shall enter the building immediately upon arrival. No loitering in and around parked vehicles.
- The [PA Vehicle Code Title 75](#) applies to all campus traffic ways.

Violations:

- DASD tickets shall be issued for vehicle parking violations.
- Only checks or paper bills will be accepted for payment of fines. Coins also are accepted but must be rolled.
- Parking fines will be deemed an obligation payable by the end of the trimester in which the ticket was issued.
- Unpaid fines, failure to register, unsafe driving, possession of contraband and/or drug and alcohol violations may result in the suspension or termination of a student's on-campus registration and driving privilege.

Please refer to [Board Policy No. 223](#) for additional information concerning the use of bicycles, motor vehicles, and skateboards for travel to and from school by students.

CHANGE OF ADDRESS / TELEPHONE NUMBER

(DASD School Board Policy #200-AR)

If you have a change of address within the Dallastown Area School District, you should report it immediately to the high school main office using a DASD Change of Address Form (www.dallastown.net -> High School -> Information), along with proof of new address. If you are moving to another district, report it immediately to the office. Withdrawal procedures will be explained to you. A school-age student shall be required to attend the school of the district of residence. If only your telephone number has changed, please contact the high school main office to inform them of the change.

COMMENCEMENT CEREMONY

Commencement is the final event at Dallastown Area High School for seniors. Tickets are given to the members of the graduating class for their families and friends and are used only if weather conditions force commencement inside. If commencement is held outdoors in the stadium, everyone is welcome. Special seating tickets are issued upon request for handicapped persons.

DANCE EXPECTATIONS

Homecoming, coordinated by Student Council, and Senior Prom, are special events offered to students in the high school. Student Council may also sponsor other dances throughout the school year. Students are expected to dance in an appropriate and respectful manner. Students may be removed for lewd or inappropriate dancing/behavior. Dancing that is inappropriate, sexually explicit, or creates unsafe conditions is not allowed. Front-to-back and front-to-front dancing are equally permitted; however, these 3 RULES WILL APPLY:

1. No bending over
2. Feet must remain on the floor
3. Hands should be placed on hips/waist and shoulders ONLY

DELAYED OPENINGS / SCHOOL CLOSINGS

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

DETENTION

A detention study period is held Mondays, Tuesdays, Wednesdays, and Thursdays for those persons who for various reasons are assigned there. Pupils are assigned to detention for these reasons:

1. Excessive tardiness to school and to classes
2. To make up missed class time as a result of misconduct
3. Failure to do the required and assigned work or meet other obligations
4. Other reasons as deemed appropriate by the administration.

A student who has not done class work is assigned to detention until the obligations are completed.

Each student should come prepared to work with books, paper, pencils, etc. He/she shall begin work promptly and work during the entire detention period.

Leaving the school building between the end of the Wildcat Period (2:50 p.m.) and the beginning of detention is not permitted.

Detention begins at 3:00 p.m. and ends at 4:15 p.m. Each student will be notified at the time the detention is assigned and be given at least one day's prior notice so that he/she may make arrangements for transportation. If the student chooses, he/she may ride the activity bus.

Make-up work should be given to the teacher by 7:35 a.m. on the day preceding detention in order to provide time for the teacher to check the work.

A teacher may keep a student after school for failure to study provided a day's notice in writing is given to the student.

DEVICE, NETWORK AND INTERNET USE

1:1 / 1-to-World Program

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

Acceptable Use

The computer network at Dallastown has been set up to allow Internet access for education purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via e-mail, message boards, and other means.

Students will have access to the Internet via classroom, Innovation Center, and computer lab computers.

Student use of the Internet is contingent on parent/guardian permission in the form of an e-signature on InfoSnap. Parents/guardians may revoke approval at any time.

Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students and staff should expect that e-mails, material placed on class or personal Web pages, and other work that is created/stored on the network may be viewed by a third party.

Network users must keep their passwords private. Accounts and/or passwords may not be shared.

1. Purpose

- The Dallastown Area School District supports the use of technology as an instructional tool to facilitate learning through interpersonal communication, access to information, research, and collaboration with other users.
- Use of technology tools shall be consistent with the curriculum adopted by the District and will provide support for instructional needs, learning styles, abilities, and development levels of students.

2. Definitions

- **Technology Tools** – including, but not limited to, hardware, software, web-based applications (e.g. Epals.com, Wikispaces.com, Moodle, Blogs, Discussion Boards, Podcasts, etc.), electronic devices, telecommunication products, audio/video equipment, and any other tool used for classroom instruction.
- **Online Collaboration** – Using site-based or web-based technology tools to communicate and work productively with other users to complete educationally relevant tasks.

3. Authority

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

Unacceptable Use

- The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the district Director of Technology.
- The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the building principal and Director of Technology. The district assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges or for any illegal use of its computers, such as copyright violations.
- Use of the network for advertising or political lobbying is prohibited.
- The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person (DASD School Board Policies #249 and #103).
- Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system/files is prohibited. Network users may not utilize proxy servers to bypass district filters or access blocked URL's.
- Network users may not participate in chain letters.
- Attempts to log on to the network as a system administrator or attempts to access the network using another's account will result in cancellation of user privileges.
- Vandalism is defined as any malicious attempt to harm or destroy, alter or use data of another user. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges, and vandals may be subject to additional disciplinary and/or legal action.

DISCIPLINE/CONDUCT

(DASD School Board Policies #218 and #233)

Students are always expected to conduct themselves in school as would be required in accordance with the Dallastown Area School District Code of Ethics. Unmannerly, rude, loud, or ill-mannered behavior cannot be accepted, and public displays of affection while in school are not acceptable.

In the event that your conduct becomes questionable and you are asked by a school employee to leave a classroom, Innovation Center, assembly, lobby, hall area, or any area within the school, the student should report directly to the main office.

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

- I. The Dallastown Area School District believes that an effective education can best take place in an orderly and disruption-free atmosphere. It has therefore chosen to emphasize the following listing of student responsibilities, as well as listings of examples of reasons for invoking disciplinary procedures.
 - A. Student Responsibilities*
 1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations.
 2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
 3. Students should express their ideas and opinions in a respectful manner.
 4. It is the responsibility of the students to conform with the following:
 - a. Students should be aware of all rules and regulations for student behavior and conduct themselves accordingly. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
 - b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - c. Dress and groom to meet fair standards of safety and health and not to cause substantial disruption to the educational processes.
 - d. Assist the school staff in operating a safe school for all students enrolled therein.
 - e. Comply with Commonwealth and local laws.
 - f. Exercise proper care when using public facilities and equipment.
 - g. Attend school daily and be on time for all classes and other school functions.
 - h. Make up work when absent from school.
 - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
 - j. Report accurately and do not use indecent or obscene language in student newspapers or publications.

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

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

***From the Pennsylvania State Board of Education Regulations**

- D. Acts by Students That May Result in Suspension from Participation in Extracurricular Activities:
1. Possession, use, or sale of drugs as defined in the HANDBOOK, while in attendance at any school-sponsored function
 2. Possession, use, or sale of alcoholic beverage/controlled substance while in attendance of any school-sponsored sport
 3. Fighting or taunting others
 4. Any act which would be disruptive or interferes with the right of others to enjoy an activity

All students are denied participation in extracurricular activities through the duration of an in-school suspension, out-of-school suspension, or expulsion.

- E. These listings should not be construed as being all-inclusive. The listings are intended to serve merely as examples of unacceptable conduct while under school jurisdiction, which would result in an in-school suspension, an out-of-school suspension from school, expulsion from school, or suspension from extra-curricular activities. Any act which is illegal under local, state, or federal laws; constitutes a threat to students, staff or property; or causes a disruption of the educational process could result in the use of the disciplinary measures contained in the policy.

- II. Activities which are violations of local, state, or federal laws and constitute a threat to the safety or welfare of the school community will include contact with our school resource officer as well as the appropriate school disciplinary procedure.

DRESS AND GROOMING
(DASD School Board Policy #221)

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

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

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

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

Items identified as inappropriate:

1. Immodest or transparent clothing
2. Bare feet unless in locker room areas
3. Metal cleats
4. Any clothing or accessories that draw undue attention
5. Clothing, jewelry and tattoos displaying word(s)/slogan/picture(s) which suggests alcohol, drugs, obscene language, lewd or illegal behavior, cults, gangs, inflammatory, discriminatory or harassing subjects, or weapons
6. Clothing decorated with spikes, rivets or metal objects that could damage furniture
7. Outerwear- hoods, hats, bandanas, scarves, jackets, winter weight coats and sunglasses
8. Chains
9. Exposed undergarments
10. Shorts of immodest length (length must exceed where the student's fingers meet the palm of the hand when the arm is extended at the side)
11. Strapless tops/shirts

DRUGS, ALCOHOL, AND TOBACCO

(DASD School Board Policies #222 and #227)

The following acts by a student while in school buildings, on school buses, on school property, and at school- sponsored functions, or while under school jurisdiction, shall be regarded as misconduct by such student who shall be subject to suspension or expulsion from school and a referral for an alcohol or drug assessment through the Student Assistance Program (SAP):

1. The possession or use of a controlled substance as defined in "The Controlled Substance, Drug, Device, and Cosmetic Act" (Act No. 64, April 14, 1972) and not prescribed by a physician; or the possession or use of alcoholic beverages.
2. Being under the influence of narcotic or dangerous drugs as defined in "The Controlled Substance, Drug, Device, and Cosmetic Act" (Act No. 64, April 14, 1972) and not prescribed by a physician; or being under the influence of alcoholic beverages.
3. For the purpose of this Policy, "Controlled substances" shall include those defined as non-controlled substances that have a stimulant or depressant effect on humans, or otherwise referred to in Act 23 of the General Assembly of the Commonwealth of Pennsylvania which deals with Look-Alike Drugs.
4. Any unlawful sale, promotion of, or other conduct relating to exchanges of substances covered in 1, 2, and 3 above shall also be treated as a violation of the laws of the Commonwealth of Pennsylvania and will be reported to the local police.
5. Tobacco: The school prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district and/or any school sponsored activity regardless if it is held off school property. Tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes. Electronic cigarettes are defined as battery-operated products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user.

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

ELECTRONIC DEVICES / CELLPHONES

(DASD School Board Policy #815.1)

Students are permitted to use personal electronic devices for purposes other than phone calls at the following times only:

- Before and after school
- During the student's scheduled lunch
- In the classroom, under the direction of a teacher
- During study hall(s); however, electronic devices should not disrupt other students' ability to study and complete school work during study hall.
- Transitions between classes

Personal electronic devices may be used for the following purposes only at the above times:

- Accessing the internet for educational purposes
- Texting
- Listening to music

Further, parameters to support the use of personal electronic devices include the following:

- Any student needing to make a phone call must utilize a phone in the main office. There should be no cell phone conversations during the regular school day.
- Students listening to music should use ear buds rather than headsets or speakers.
- Pictures or videos viewed or created on personal electronic devices are only permitted under the direction of the teacher.
- In the classroom, electronic devices may only be used at the teacher's discretion. As per Dallastown's Rules of the Road, one violation will equal a warning, subsequent violations will equal one detention each. For test security purposes, teachers may ask students to turn their devices off and lay them on the desk or place them in a backpack.
- Students who violate the electronic policy will receive disciplinary consequences. Students will be warned twice prior to receiving disciplinary consequences. On the third violation within the same classroom, the student will receive detention. Additional referrals may result in further disciplinary action.
- Any student who is using an electronic device in an unacceptable manner may have this privilege revoked without warning.
- The school will not assume responsibility for the recovery of student electronic devices that are lost, stolen, damaged, or confiscated.

ELIGIBILITY

(DASD School Board Policy #123)

Section 1: To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the Principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local School Board. The student must be passing at least three (3) major subjects/courses (courses that meet each day of the 6-day cycle) or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the Principal's office. Where a student's cumulative work from the beginning of the grading period does not (as of any Friday) meet the standards provided for this Section, the student shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the standards provided for in this section. Where a school is closed on a Friday for any reason, the Principal may, at the Principal's election, determine whether the student as of that day meets the standards provided for in the section.

Section 2: To be eligible for interscholastic athletics, a student must have passed at least three (3) major course/subjects (courses that meet each day of the 6 day cycle) or the equivalent, during the previous grading period, except as provided in section 5. Back work may be made up, providing it is in accordance with the regular rules of the school.

Section 3: In cases where a student's work in any preceding grading period does meet the standards provided in Section 2, said student shall be ineligible to participate in interscholastic athletics for at least twenty (20) school days of the next grading period.

Section 4: New students must meet eligibility requirements on curriculum. Students who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period, or the preceding year shall be obtained from the records of the last school which the student has attended.

Section 5: Use of final credits at end of school year: At the end of the school year, the student's final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period.

HOW ABSENTEEISM AFFECTS ELIGIBILITY

A student who has been absent from school during a trimester for a total of twenty (20) or more school days shall not be eligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following student's twentieth (20th) day of absence.

The following absences may be waived by the District Committee:

- A. Days when the student was required to serve as the primary caregiver to a member of the student's immediate family or a near relative or a death in that student's immediate family or a near relative or a death in that student's immediate family or a near relative, both as defined in Section 1154 of the Public School Code of 1949, as amended
- B. Days when the student was absent due to the student's compliance with a court subpoena
- C. Days when the student was confined by quarantine
- D. Days when the student attended a religious activity/function which the religion requires its members to attend
- E. Days when the student has an excused absence of five (5) or more school days due to the same confining illness or injury

In addition, please note that if a student arrives at school after 10:45 a.m., a full day of absence will be charged to the student, and no participation in extra-curricular activities may be undertaken by the student for that day.

EVACUATION PLAN

The following procedures will be used in case of an emergency evacuation (other than weather-related dismissal) for the Dallastown Area High School:

- A. Students will evacuate to an alternate location in Dallastown.
- B. Students will be detained at the respective sites until the emergency is declared over.
- C. If the nature of the emergency requires canceling school, the following will occur:
 1. Announcements will be made over local radio and television stations as well as the district website relative to the student dismissal.
 2. Sufficient time will be permitted after the announcements are made for parents to be informed prior to student dismissal.
 3. Telephones will be made available for students to contact parents.
 4. Dismissal will be facilitated as per normal procedures.
 5. School personnel will cooperate with officials representing firemen, police, and York County Emergency Management.
- D. This evacuation plan will be reviewed with staff and students.

FIELD TRIPS

The school sponsors field trips, provided they are properly requested by a faculty member and parents have completed and returned student permission slips.

Any student who goes on a bus trip must return on the bus, unless the parents of the student personally see the coach, director, or person in charge at the event.

FIRE DRILLS

(DASD School Board Policy #805)

Fire drill instructions are posted in each room indicating the exit route to be taken and the exit to be used. Students are advised to become familiar with the instructions for the rooms in which they have classes, study halls, and homeroom periods. Teachers will accompany their assigned classes and remain with them a safe distance from the building.

FOOD AND BEVERAGES

No food is allowed to be consumed in any area of the building at any time during the school day except in the cafeteria and main lobby during the scheduled breakfast and lunch times, the Wildcat Café or in individual classrooms at the teacher's discretion.

Beverages may be consumed during the school day with the following restrictions:

- Glass bottles are not permitted in the school building.
- Consumption of beverages will not be permitted in certain areas of the building (such as computer rooms, or classrooms using computers) and/or during certain times or activities.

GRADUATION

(DASD School Board Policy #217)

GRADUATION REQUIREMENTS BY GRADE

<u>CLASS OF 2019</u>	<u>CLASSES OF 2020, 2021, 2022</u>
English – English I English II English III and elective (or AP) AP or English electives 4.0 total credits of English required	English – English I English II English III and elective (or AP) AP or English electives 4.0 total credits of English required
Social Studies- World Cultures American Culture or AP US History Government and Politics and SS Elective, or AP Gov/Politics 3.0 total credits of SS required	Social Studies- World Cultures or AP Human Geog American Cultures or AP US History Government and Politics and SS Elective, or AP Gov/Politics 3.0 total credits of SS required
Science - General Science and Biology or Biology IA, Biology, (plus General Sci., Physical Sci., or Earth/Space Sci.) 3.0 total credits of Science required	Science - Gen Science or Hon Chemistry (9) Biology, Hon Bio or AP Biology (10) 3.0 total credits of Science required
Math - Algebra I Geometry 3 total credits of HS math required	Math - Algebra I Geometry 3 total credits of HS Math required
Humanities - 2.0 credits	Humanities - 2.0 credits
Financial Lit/Econ - 0.5 credit	Financial Lit/Econ - 0.5 credit
Personal Health - 0.5 credit	Personal Health - 0.5 credit
Phys Ed - 1.4 credits (3 courses)	Phys Ed - 1.5 credits (3 courses)
Culminating Portfolio 1.0 credit	Culminating Portfolio 1.0 credit
Electives - 6.1 credits	Electives - 5.5 credits
Total Credits - 24.5	Total Credits - 24

GRADUATION SPEAKER GUIDELINES

The following protocol for graduation speakers was developed with the input of students, teachers, parents, HS administration, and two DASD School Board Members.

<p style="text-align: center;"><u>2018-2019</u></p> <ul style="list-style-type: none">✚ Student Council President✚ Valedictorian✚ Salutatorian✚ 2 speakers through application process✚ Senior Class President	<p style="text-align: center;"><u>2019-2020</u> (and beyond)</p> <ul style="list-style-type: none">✚ Student Council President✚ 3 speakers through application process✚ Senior Class President
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Note: The Top 2 students will be recognized as part of the ceremony but will NOT automatically be graduation ceremony speakers

HALL/LOBBY TRAFFIC

Students should keep to the right side of the hallways, ramps, and stairs when passing to and from classes. Do not stand in groups which block the halls, since some students have long distances to travel between classes. Move into classrooms upon arrival. Do not wait outside the rooms and doorways because it creates congestion in the hallways. No loitering is permitted.

HARASSMENT

(DASD School Board Policy #103)

Harassment of a student by another student or by a staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability. Punishable harassment is conduct, including verbal conduct, (1) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) that is threatening or seriously intimidating. Consequences for harassment of a student are administered promptly, consistently, and proportionately to the seriousness of the act. Dallastown Area High School maintains several methods for how harassment can be reported including reporting to a teacher, school counselor, administrator, through the Wildcat Safety Hotline, and electronically through the [DASD Bullying – Harassment Reporting tool](#). Staff are required to report harassment to administration; prohibit retaliation against anyone who reports harassment; and, to the extent possible, protect the confidentiality of anyone who is involved in a report of harassment. The School District will address harassment and bullying in situations outside of school to the extent permitted by law.

HOME ACCESS CENTER

Parents have the ability to access student information such as grades, homework assignments, and attendance online. Log on to the Dallastown website for additional information. You will need your username and password to log on to the system. Go to www.dallastown.net -> Home Access Center. If you need assistance logging in to the HAC, please call the IT office at 244-4021 ext. 4119.

HOMEBOUND INSTRUCTION

(School Board Policies #117 and #204)

Homebound instruction is available to all students in the case of long-term illness or temporary disability (three or more weeks). Instruction can be arranged for major subject areas. Arrangements are made through the School Counseling Office for homebound instruction with written request from a licensed medical practitioner or physician.

HOMEWORK ASSIGNMENTS

(DASD School Board Policy #130)

It is the responsibility of every student to keep track of assignments and to complete homework on a daily basis. If a student is absent from school, assignments may be obtained by their classmate or via e-mail to their teacher. Otherwise, if a student has **three consecutive days of absence** and no internet access, homework assignments may be requested for the student by calling the School Counseling Office on the **third day** between 7:30 a.m. – 8:00 a.m.

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

Homework has these important objectives:

- To reinforce concepts and skills taught in the classroom
- To develop thinking and study skills
- To promote student responsibility, initiative, and self-direction
- To enlighten parents/guardians as to course content and teacher expectation
- To encourage carry-over of worthwhile school activities into lasting leisure interests

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

The amount and frequency of homework shall be determined at the discretion of the teacher, taking into consideration the ability and level of the student, the materials presented in class, and the overall workload of the student.

Homework shall be an integral part of the student evaluation and grading process and criteria appropriate to the intent and purpose of the homework.

Each student shall be responsible for the following:

- Completing homework assignments as directed
- Knowing what homework has been assigned and making sure the assignment is understood
- Taking necessary materials home to complete homework assignments
- Completing assignments accurately, neatly, and on time

Parent/Guardian responsibilities:

- To be knowledgeable of the teachers' homework expectations
- To provide a suitable study area for the child in the home
- To encourage independence in completion of homework assignments
- To be available to assist in reinforcement of basic skills
- If concerns or questions arise dealing with homework, to contact the classroom teacher.

Teacher responsibilities:

- Be knowledgeable about the district's homework policy
- Inform parents/guardians and students about homework expectations as it relates to his/her classroom
- Provide homework that will reinforce, enrich, or give practice related to academic skills and concepts previously taught in the classroom
- Guard against unreasonable or disproportionate amounts of homework, keeping in mind the ability and level of the student.
- Not to use homework as a form of punishment
- Make certain students fully understand the assignment and are fully prepared to do the assignment independently
- Make certain there is prompt and effective follow-up for each homework assignment appropriate to the intent and purpose of the assignment.
- Inform parents/guardians when child habitually refrains from completing homework assignments
- Periodically reflect on homework expectations as these pertain to the purpose of this policy.

HONOR GROUP

Final grades are submitted by the faculty during the last week of school and an honor group is named. The upper 10% of the graduating class are listed as honor students and are so recognized at graduation.

HONOR ROLL REQUIREMENTS

Each trimester an honor roll will be published. It will be divided into two categories: a distinguished honor roll and an honor roll. Being named to an honor roll will be the result of having earned the required weighted grade point average specified for that particular category. **Please note that Career/Culminating Portfolio report card grades are not used to determine eligibility for either honor roll.** Any student with an "I", a "D", a "U", a "P", or failing grade in any class except homeroom may not be named to either honor roll. Students receiving a negative citizenship comment and/or administrative discipline may be excluded from honor roll.

Weighted grade point average as follows:

3.5 to 3.99 = Honor Roll

4.0 or higher = Distinguished Honor Roll

INNOVATION CENTER

The Innovation Center encompasses the Technology Center, the Learning Center, the Wildcat Café, and all your reading needs for pleasure and school work. The Innovation Center is open daily from 7:20 a.m. until 3:00 p.m.

Books may be borrowed for two weeks with unlimited renewals as long as the book is not placed on hold for another patron. You are limited to ten resources (books, magazines, audiovisuals, Kindles, audiobooks) at any one time. Date due reminders will not be issued. A fine of 5 cents (\$.05) will be charged for each day an item is overdue.

If you lose an Innovation Center resource, report the loss to the Media Specialist at once; if the resource is not found, the resource must be paid for at replacement cost. Your money will be refunded (minus the fine) if the resource is found. Students with overdue resources and fines will be denied further privileges until obligations are resolved.

Drinks from the Wildcat Café are permitted in the Innovation Center, but food is permitted ONLY in the Wildcat Café section of the Innovation Center.

The Wildcat Academy tutoring program operates every Monday through Thursday from 3:00 p.m. until 4:00 p.m.

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. The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.

LOCKDOWN

(DASD School Board Policy #805)

Lockdown is an immediate protocol to assess serious emergency situations within the school or school grounds. If applicable, a news release and/or notification of parents will be done. Parents are asked not to contact students during a Lockdown or a Lockdown Drill as students are asked to be silent. Note that no outside phone lines are answered during these situations for security reasons. Visitors will not be admitted to the building during any Lockdown.

LOCKERS

Each student will be assigned an individual locker for storage of books and clothing. All lockers are school property; therefore, designated school personnel have the right under law to search lockers for any reason at any time. Students should keep their lockers closed and locked at all times. No magic marker or paint should be applied directly to the locker surface.

Each locker can be opened by the use of a combination. At the beginning of the school year, each student will be provided with locker assignment and combination. A student should not share this combination with anyone; otherwise the security of the locker is compromised. Locker malfunctions should be reported to the High School main office.

LOITERING

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

LOST AND FOUND

The Lost and Found Department is located in the Counseling Conference Room (107). Anything lost should be reported to the office, and anything found should be brought to the office. Please ask office personnel for assistance to check for any item that you might have lost, for each year there are hundreds of unclaimed items.

MAKE-UP WORK

Persons who are legally absent from school have twice the number of school days absent to complete missed work assigned during the absence.

Unexcused/Illegal absences are handled in two ways: Those persons who have an unexcused/illegal absence because of an emergency will be granted permission to make up work. The school assumes no obligation for work missed in all other cases of unexcused/illegal absences.

MEDICATION POLICY

(DASD School Board Policy #210)

- Dallastown Area School District Board Policy #210 is in place to ensure the safety and well-being of each child, as well as to closely regulate medication being dispensed during school hours. You may access the Dallastown School District website at any time to view the complete medication policy.
- Whenever possible, parents/guardians are requested to administer medication at home.
- All medication shall be brought to the nurse's office, or to the main office if the nurse is unavailable, by the parent/guardian or by another adult designated by the parent/guardian. All medication must be stored in the original pharmacy-labeled container.
- Prescription medications that are to be dispensed during school hours must be accompanied by a written authorization signed by the doctor and parents/guardians.
- Nonprescription medications must be delivered in their original packaging and may be dispensed with written parental approval indicating name of student, medication, dosage, time of administration and when last administered, instructions for administration of the medication, and parent/guardian signature. Medications, preparations or products not approved by the FDA, such as herbals, teas, homeopathic medication, vitamins, dietary supplements, or medications from other countries will not be administered.
- Medications and drugs not handled according to the procedures above will be confiscated.
- Students carrying or storing unauthorized drugs or medicines of any sort will be addressed according to the student code of conduct.
- Any student needing to use an asthma inhaler and/or epinephrine auto-injector while at school is required to have a form completed by both a parent/guardian and the student's physician. (Policy #210.1)

NONDISCRIMINATION POLICY AND STATEMENT

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

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

NURSE

If you become ill during the day, report to the nurse's office. However, only emergencies should excuse you from a class session. **Do not come to the nurse's office between classes**, but report first to your class and ask for a pass from the teacher. **Do not leave the building without first reporting to the nurse or to the Attendance Office.**

OBLIGATIONS

A student is held responsible for the loss or damage of any school property or materials. These include but are not limited to textbooks, lab equipment, athletic equipment, and/or damage to the school facility. Students assessed an obligation will be placed on a list until the obligation is paid. If the obligation remains unpaid, you may be referred to the district magistrate for collection. Administration may also limit student privileges and participation in extracurricular activities. Unresolved obligations may also result in disciplinary action based on the severity of the obligation.

PASSES

Students should not be in the halls while classes are in session unless they have a properly issued pass. A pass entitles the holder to go only to the destination indicated by the most direct route. Students in the halls without passes will be sent to the office. The following is a list of the kind of passes used in our school:

- *SCHOOL COUNSELING OFFICE PASSES* - You may secure a pass from a study hall teacher or the School Counseling Office to meet with your counselor.
- *LAVATORY PASSES* - If you want to leave a room to go to the lavatory, secure permission from the teacher. Excessive use of this privilege may cause you to lose some of your privileges unless you have a special health condition which should be reported to the nurse.
- *INNOVATION CENTER PASSES* - Innovation Center passes are group passes which permit students from study halls to go to the Innovation Center.
- *CLAW CARD (Citizenship – Leadership – Achievement – Work Ethic)*

A. Eligibility

1. DAHS students can obtain a Claw Card for a trimester by meeting either of the following criteria:
 - a. Achieving Honor Roll (3.5-3.99 on the weighted scale) or Distinguished Honor Roll (4.0 or higher on the weighted scale) at Dallastown Area High School in the previous marking period/trimester
 - b. Achieving Advanced or Proficient status on all three Keystone Exams (limited to juniors and seniors).
2. Freshmen are not eligible for a Claw Card until the **second trimester** of their freshman year.
3. A student cannot receive a card if he/she received a trimester grade of D, E, I, P, or U in the previous marking period/trimester.
4. Please note that Career Planning Portfolio/Culminating Project report card grades are not used to determine eligibility for Claw Cards.

B. General Guidelines

1. Students must always report at the start of any assigned study hall for attendance purposes. Students **wearing** a Claw Card will be released from the study hall only after attendance is taken.
2. *Only* students wearing a Claw Card are allowed to access the following areas during study halls and assigned lunch period:
 - Courtyards (Library and Science) – fair weather only
 - Front Lobby
 - Wildcat Café
3. Off-limit areas for students wearing a Claw Card:
 - Benches outside the Attendance Office
 - Hallways
 - Spaces inside exterior doorways
 - Pool lobby
 - Middle School
4. Students will receive a warning for their first offense outside of a Claw Zone, a loss of the Claw Card privilege for a week for the second offense, and the loss of the Claw Card for the remainder of the trimester for the third offense.
5. In case of a fire drill, students wearing a Claw Card should report to the nearest teacher/room for attendance. Students are to remain with that teacher until the drill is concluded.
6. The Claw Card will be withdrawn without warning as a result of administrative disciplinary consequences.
7. Students who misplace their Claw Card can obtain a replacement card in the HS main office for a \$10.00 administrative fee.

- **SPECIAL PASSES** - If you want to visit a teacher to make up a test or to do extra work, you should have that teacher sign your pass beforehand. This way the study hall teacher will know that prior arrangements have been made.

PHOTOGRAPHS AND VIDEOS

The staff of Dallastown Area School District, or those acting on behalf of the educational mission of the district, including publicity, marketing, and promotion of district programs, may take photographs or video of individual students, classroom activities, sporting events, and/or activities of the music and arts. For district publications, including memory books and yearbooks, the identification of students is limited to name, school, grade, and activity. Student photos without identification may also be used on the district website and/or social media sites. If you prefer that photographs of your child individually not be used in printed, video, or electronic publications of the district, you should submit a written request to your child's building principal. Upon receipt of such a request, the district will take all reasonable efforts to comply. The request will remain in effect until the district has been otherwise informed in writing. Student pictures are taken in September with retakes in October. Students are strongly encouraged to have their pictures taken for a student ID at no charge. ID's are required throughout the year at school functions.

PHYSICAL EDUCATION

Each student is required to take physical education. If a student cannot take part in the physical exercise, a doctor's excuse stating the reason must be on file in the nurse's office. This excuse will relieve the student of actual participation in classes; however, the physical education program is designed so that several non-physical activities are provided for these persons excused from active participation.

Students may wear blue or grey sweat pants or sweat shirts at any time as a PE uniform. They may also wear Dallastown apparel in place of the purchased PE uniform, which is available at the school store. Sneakers and socks must also be worn in each physical education class. Failure to have any part of the required uniform will subject the student to demerits and possible further penalty upon repetition.

All parts of the uniform as well as bags, shoes, and socks need to be marked so that they may be readily identified. You are issued a lock at the start of the trimester for your use in the locker room. This lock is placed on your individual locker. If needed, you may transfer your lock to a large locker during your gym period, but must transfer the lock back to your assigned locker by the end of the period. Be sure your lock is locked at all times. Do not share your lock combination with anyone as this is your protection for valuables. The school will not be held responsible for any lost or stolen items. If you lose the lock, you will be charged for the replacement cost.

PLAGIARISM POLICY

Plagiarism is defined as intentionally or unintentionally presenting the words, ideas, or work of someone else as one's own. Plagiarism is most obvious when a student tries to pass off someone else's paper as his or her own; however, even accidentally including someone else's words (or just the ideas) in one's own paper without quotation marks and citing that quotation (citing the ideas) is plagiarism.

For several important reasons, students must reference the original work and its author in their writing whenever they do any of the following:

- Copy another person's exact words;
- Paraphrase or summarize someone else's ideas; or
- Present facts, statistics, or any other item developed by another individual

Here are some reasons why writers must cite sources: Effectively using source material from experts, along with one's own ideas, and accurately citing that expert and his or her material help to lend support to the arguments in the student's paper and credibility to that student's reputation as someone who is trying to find the truth. Additionally, providing complete references enables readers who are interested in that student's topic to find out more about his or her research. Finally, just as anyone would expect to receive credit for his or her work, authors expect and deserve credit for theirs.

Consequences:

Any major paper that includes plagiarism of another's work will automatically receive a grade of zero (0). That paper then must be redone to satisfy the requirements for that course. If the paper is not redone, that student may automatically fail the entire trimester or the entire course.

If plagiarism is discovered in a minor assignment, the student will earn a zero (0), and the student may be given the option to redo the assignment at the teacher's discretion.

REPORT CARDS

Report cards will be issued three (3) times during the year; the first two report cards will be given to students to take home, and the final report card of the year will be mailed to parents. In addition, an interim progress report (IPR) is mailed to parents/guardians of students with low grades (0-69, U, I) at the midpoint of each of the three trimesters.

IPR grades will be issued as percentage grades. Final grades for all trimester courses will be converted to letter grades using the following scale.

A - 90-100 (highest passing grade)

B - 80-89

C - 70-79

D - 60-69 (lowest passing grade)

E - 0-59

P - passed with credit but no quality points

I – incomplete*An “I” will be changed to an “E” on the last day of the trimester if a student does not complete the work and submit it for grading.

EX - no grade

AP and Honors courses are more difficult and require greater preparation. As a result, grades in higher level courses receive a greater point value in determining GPA. The following chart gives the point value of each letter grade on each level:

GRADE	LEVEL I	LEVEL II (Honors & AP)
A	4	5
B	3	4
C	2	3
D	1	2
E	0	1

The point value is then multiplied by the credit value; all weighted values are summed and divided by the total number of credits attempted to determine the grade point average for GPA. The subjects for which O, S, and U are given are not used in the determination of a grade point average.

RINGS

The school has a designated ring design. Rings may be ordered by sophomores in the fall of each year. Delivery of the rings will be in November or early December.

A representative will call at the school to take the orders. Juniors and seniors who did not have the opportunity or who were not in attendance at Dallastown will have the opportunity to order with sophomores. A deposit is required when ordering the ring. Students are in no way obligated to purchase a ring. A display of the various kinds of rings will be in the lobby prior to the specified date.

RESIDENCE

(DASD School Board Policy #200)

A school-age student shall be entitled to attend the schools of the district of residence.

SALES

The sale of any item, except for school board approved fundraisers, is prohibited on school grounds. The building principal must approve all sales within the school day.

SCHEDULE CHANGES

If you would like to request a course change (**drop and add**) you must do so within the **first three days** of each trimester. All requests will be considered on a need and space-available basis. Courses may be **dropped** between day 4 and day 30 of each trimester to add a study hall **ONLY IF** you have a full schedule and do not already have a study hall that trimester.

- No course change requests will be permitted based on teacher preference.
- All requests are considered on a need and space-available basis, so there are no guarantees that a request will be granted.
- Students are reminded that some AP and Honors level courses require summer work. It is the student's responsibility to acquire and complete this work in the event of a course change.
- If a situation requires a course change after the appropriate course change window closes, the student will lose the credit value of the course and receive a failing grade of a *Withdrawal Fail (WF)* on his/her transcript. A failing grade **will** be used in calculation the student's grade point average.

Please visit the School Counseling Office for details.

SCHOOL COUNSELING OFFICE

The School Counseling Office is located on the upper floor near the front lobby. Special conferences will be scheduled whenever the need arises. School Counseling services are there for your help; consult your school counselor freely. Details about the School Counseling Office can be found at www.dallastown.net.

SCHOOL INSURANCE

An insurance program is offered each fall at a nominal fee. This policy can also be purchased on a 24-hour, twelve-month basis. The district covers all athletes and band members at no charge while the student is participating in a school-sponsored activity.

SECURITY CAMERAS

Cameras have been installed inside and outside of the building to monitor student behavior and to maintain a safe and orderly environment. Recordings made with these cameras will be used by school staff to investigate and provide information for disciplinary issues.

SECURITY DRILLS

(DASD School Board Policy #805)

During the school year, practice drills may be conducted to familiarize staff and students with emergency procedures and protocols.

SENIOR RELEASE PRIVILEGE (5th PERIOD and/or WILDCAT PERIOD)

A student's eligibility to participate in this program will be evaluated every 6 weeks this year. If the student fails to qualify within a given 6-week period, he/she will NOT be eligible for re-enrollment in senior release until the NEXT 6-week period.

The **qualifications** for this privilege are as follows:

1. Senior status prior to the start of the 2018-2019 school year.
2. Proficient or Advanced status on two of the Keystone Exams for Algebra I, Literature, and Biology.
3. Scheduled study hall(s) in period 5 of the 2018-2019 school year. Existing schedules will not be changed to accommodate senior release.
4. Students should not have any obligations to attend to during the Wildcat Period (i.e. teacher requested attendance in a Wildcat Period session).
5. Students must be passing all classes with an A, B, and/or C. Eligibility will be evaluated each 6 weeks (at the middle and end of each trimester) throughout the year.
6. Required parent permission form submitted to the main office.

The **rules** established for this privilege are as follows:

1. If a student in this program remains on campus for his/her release time, all Claw Card rules and regulations as well as school rules apply.
2. No additional transportation will be provided for students participating in this program.
3. If leaving campus during this privilege, students are permitted to return for school-related activities.
4. This privilege does not apply when the Wildcat Period and/or Period 5 are not at the end of the day due to an alternate schedule.
5. Except for transportation directly to and from school, school insurance will not cover qualifying students who leave during the release period(s).
6. Administration shall retain the right to revoke this privilege at any time. This applies to all qualifying students, especially those who fail to abide by school rules and procedures or those failing to meet academic or attendance responsibilities.

SPORTSMANSHIP

1. YAIAA Code of Conduct

In order to promote good sportsmanship and fair play and to insure the safety of participants and spectators, the York Area Interscholastic Athletic Association adopts the following rules and suggestions including the PIAA Athletic Courtesy Code:

- a. Interscholastic athletics should exhibit the highest standards of conduct. It is the responsibility of every person connected with athletics to exemplify these principles in his own actions and to advocate them before others.
- b. Visiting teams and spectators are to be treated as honored guests of the home team.
- c. Remember that the student spectator represents his school the same as does the athlete.
- d. The practice of "booing", "baiting" of players, "riding" officials, and general name-calling is regarded as discourteous and un-sportsmanlike.
- e. Any spectator, student or adult, who continually evidences poor sportsmanship, should be requested by the proper authorities to refrain from attending future contests as determined by member school policy.

- f. Only authorized personnel of the schools involved shall be permitted into the locker rooms and officials' quarters; specifically, athletic director and administration shall be allowed in the officials' quarters and both participants' quarters, and coaches of the sport shall be allowed into their respective team locker rooms.
- g. There shall be no visits made to a school prior to a game for the purposes of displaying school spirit or to ridicule and deride opponents.
- h. There shall be no destruction or defacing of school property or collecting of "souvenirs" such as basketball nets, goal posts, and other similar items.
- i. Bands and athletic teams shall adhere to the rule, which specifies the time they may be on the field or playing surface.
- j. Inside the gym or at outside events no sirens, whistles, or artificial noisemakers will be permitted. No banners, signs, shakers, or pom-poms shall be in the stands. Cheerleaders may use pom-poms as part of their cheerleading equipment. Confetti or similar material shall not be brought into the building. There should be no leaving the stands during play except for emergencies. When emergencies occur, spectators should attempt to leave the gym during "time out" in order to not interfere with the playing or viewing of the game. Spectators shall remain in their seats until the game is completed. When leaving the gym, spectators should avoid walking on the playing court whenever this is possible.
- k. Signs displayed in the gym shall be of a positive nature and refer only to the home team.
- l. Each school should designate an area for the cheerleaders to warm up prior to the beginning of the events. Such area should be as private as possible with limited or no access to the fans.
- m. The YAIAA endorses the concept of cheerleaders being as the name implies, "leaders of cheers". Their efforts to involve the spectator in possible cheering will eliminate spontaneous and potentially disruptive cheers originating in the crowd.
- n. A sportsmanship announcement must be made before each indoor or outdoor contest where a sound system is available.
- o. By PIAA regulations an administrator or designee must be in attendance at all home football, wrestling, soccer, basketball, lacrosse, field hockey, baseball, softball, volleyball, and all PIAA sponsored contests.
- p. Failure to comply with YAIAA and PIAA Code of Conduct may be cause for removal of offenders from sports complex, sanctions, legal action, and/or other appropriate action.

STUDENT ASSISTANCE PROGRAM

The goal of this program is to create a system of early identification, intervention, referral, and aftercare for students who are experiencing emotional or substance/alcohol abuse problems. See the School Counseling Office for details.

STUDENT AWARDS PROGRAMS

The Student Council and faculty with the hope of creating more interest in all extracurricular activities developed the Student Awards Program. The program recognizes the talents of the non-athletes as well as the athletically talented students. Awards are determined by the accumulation of points earned by participation in various activities. The activities are divided into two categories, "A" and "B".

The activities included in category "A" are:

Band	Field Hockey	Softball
Band front	Football	Select Chorus
Baseball	Forensics (Speech & Debate)	Swimming/Diving
Basketball	Golf	Tennis
Cheerleading	Lacrosse	Track
Chorus	Orchestra	Volleyball
Competitive Spirit (Cheerleading)	Soccer	Wrestling
Cross Country		
Dance Team		

Those included in category "B" are:

Newspaper (<i>The Beacon</i>)	National Honor Society
Class Officers	Science Fair
International Thespian Society	Student Council
Musical and Music Orchestra	Yearbook (<i>The Spectator</i>)

Students participating in activities listed in category "A" may earn from 5 to 25 points per year, depending on the position held and the amount of participation. Points earned in an "A" activity may be accumulated from year to year but may not be transferred from one activity to another.

Participants in activities listed in category "B" may earn from 5 to 15 points per year, depending on the position held and the amount of participation. Points earned in "B" activities may be combined each year and are also cumulative from year to year.

Points may not be transferred from category "A" to category "B" or vice-versa. A six-inch block letter shall be presented when a student earns 25 points or more in an "A" activity. A six-inch English letter shall be presented when a student earns 25 points or more in all activities in category "B."

Instead of issuing a second letter when a person has accumulated enough points, a gold pin will be given in its place. An award certificate is issued to each participant who completes the season.

A student who quits or is dismissed from a category “A” activity may not participate in another “A” activity until the season of the original activity has been completed. The exception to this would be a year-long activity.

Cumulative records of each student participating in an activity shall be kept in the high school office, and the points earned will be recorded as reported by the activity coach or sponsor.

CHARACTER COUNTS

The Character Counts Sportsmanship award is an award given to the athlete of each sports team who best exemplifies the attributes of character, integrity, and sportsmanship. The athlete can be of any grade level on your varsity team. The athlete does not need to be a starter. In selecting Character Counts award recipients, coaches and advisors consider the following characteristics: team focus, attitude, role model, sportsmanship, and integrity.

JUNIOR HIGH AWARD SYSTEM

1. The awards program for junior high school includes seventh, eighth, and ninth grades.
2. The awards are based on interscholastic competition. Intramurals will not be part of the awards system.
3. The awards system will be reviewed periodically by a committee selected by the administration.
4. The awards system will consist of three levels:
 - a. Certificate – issued to all participants.
 - b. Chenille Letter – issued to participants who meet requirements for a particular sport.
 - c. Star – issued to participant who meets requirements for a second letter in same sport or another sport.
5. Explanations concerning awards:
 - a. A participant will receive one letter only in junior high. It will be a 4” block letter (white or blue).
 - b. If a student earns a second letter in the same sport or the first letter in another sport after having been awarded a letter, he/she will receive a gold star to be placed on the letter.
 - c. No plaques will be awarded to junior high participants during an awards program with the initiating of this system.
 - d. Awards will be given after the close of activity.
6. Those activities covered by this awards system are listed below:
 - Basketball
 - Cheerleading
 - Cross Country
 - Field Hockey
 - Football
 - Soccer
 - Track
 - Volleyball (girls)
 - Wrestling
7. Ninth graders participating in a sport in which there is no junior team will receive a certificate provided they are a member of the team for the duration of the season. This does not preclude the 9th grader from earning a letter if all varsity requirements are met. The activities are listed below:
 - Baseball
 - Golf
 - Lacrosse
 - Softball
 - Swimming/Diving
 - Tennis
 - Volleyball (boys)

STUDY HINTS

Success in school depends largely upon the ability of the student to organize his or her materials and to follow a designated plan of study. The amount of concentration is more important than the amount of time spent in studying. LISTENING, READING, NOTETAKING, REMEMBERING, WRITING PAPERS, EXAMINATIONS, AND PLANNING – all of these activities must be done adequately, or effective study and learning will not take place.

If you feel you are weak in your approach to one or more of the six areas of emphasis listed above, consult your teachers and your school counselor for help. Don’t “muddle along” for a time after receiving a poor grade, hoping things will improve. Consult the teacher of the problem subject at once! All teachers will be available in their rooms every morning, and this is an ideal time for you to get assistance. Remember, your present teacher is the person to consult first, not the teacher you had last year or your friend who is a senior and always gets an “A.” Adjusting to what your present teacher desires in the way of preparation and practice may be the most important part of improving your achievement.

Your school counselor will readily supply you with suggestions for improved study habits, and if sufficient interest is shown, group sessions centered on this topic will be held. A few specific study hints follow:

1. Study in a quiet room.
2. Organize study materials. Make sure that study tools are at hand: tablet, pencils, erasers, dictionary, notebooks, etc.
3. Understand your assignment clearly. Write out specific assignments. Don’t rely on your memory to recall different assignments.
4. Budget your study time.
5. Do not allow attention to be divided by a distracting influence.
6. Start your assignment and complete it. Do not leave it to do something else.
7. Anticipate questions based on material and try to answer them.

8. Write out questions on assignments that you do not understand. Ask these questions in class.
9. Be attentive in class. Concentrate and absorb as much of the lesson in class as possible.
10. Take detailed notes in class.
11. Read an assignment at least twice. Look over the assignment first; then read thoroughly. Read the assignment the second time by skimming the material for the more important information which you may have forgotten or misunderstood.
12. Select the important facts of your lesson and be sure to understand them.

TEXTBOOKS

You are issued books each year. These books are for your use and must be handled with care. The life of a textbook is at least five years. If at any time you lose a book, you are responsible for the price of replacing that book with a new or used book depending on the original condition of your lost book. You will be responsible for paying for all excessive damages to textbooks.

VISITORS

(DASD School Board Policy #907)

All visitors and guests to the high school (including guest speakers) must report to the reception office to secure identification. All parents, guardians, and other visitors entering our school and/or interacting with our students must verify their identity through the Raptor visitor management system. All visitors will be required to present a valid driver's license or official state photo identification for scanning purposes. Raptor allows our school to electronically check all visitors against a registered sexual offender database, produce a visitor badge, and monitor all visitors once inside our buildings. The overall goal of implementing Raptor is to better control access to all Dallastown Area School District's buildings, thus providing enhanced protection for our students and staff. For more information, visit www.raptorware.com.

Visitors must be escorted to/from their destination within the school by school personnel after signing in at the reception office. Visits with a particular teacher or staff member should be mutually arranged prior to the visitor's arrival at the school. Arrangements can be made for a visit at least a day prior to the actual visit, and a guide can be requested to tour the building.

WEAPONS (DANGEROUS)

(DASD School Board Policy #31)

Weapons are forbidden on school property.

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

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

For purposes of this policy, school premises means the school, school grounds, school buses, bus stops, or any premises, grounds, or vehicles used for official school purposes. Violation of this policy shall require that the police are informed. Appropriate disciplinary and/or legal action will be taken against students who violate this policy and with students who assist in the violation of this policy. Such action will be cause for suspension and/or expulsion.

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

A student who violates the "DANGEROUS WEAPONS IN SCHOOL POLICY" will be subject to the following minimum disciplinary procedures:

1. The student, depending on the student's age and the specific situation, will be suspended for up to a ten-day out-of-school suspension, and the police may be notified.
2. The principal or his designee will meet with the student's parents or guardians and apprise them of the charges, the disciplinary process, and their child's legal rights.
3. The principal will confer with the Superintendent regarding the student's appearance before the Board of Education for a hearing.
4. The Hearing Committee of the Board will consider an administrative recommendation which could include expulsion or an additional suspension for a specific period of time and may include student counseling.
5. Parents may waive their right to a Board Hearing by accepting the administrator's recommendation, providing the Board Hearing Committee agrees with the administrative recommendation.
6. The Superintendent will report all weapons violations to the Department of Education.

WEBSITE

The address of the Dallastown Area School District website is www.dallastown.net. This site will provide valuable information about the schools and calendar dates of significance. Visit the site often to discover information. To view information specific to the high school, please utilize the drop-down menu under the *Schools* tab on the district homepage.

WILDCAT ACADEMY

Wildcat Academy is an after-school program held in the Innovation Center Monday through Thursday from 3:00 PM to 4:00 PM. Students will work directly with professional instructors to receive small group or one-on-one instruction for any major subject in which they need assistance. Students who are staying for Wildcat Academy must remain in the Innovation Center until 4:00.

WILDCAT CAFÉ

The Wildcat Café is a place for collaboration, thought, reflection, and refreshments. Please use soft voices and respect others who are also visiting the cafe. It is located within the Innovation Center and is open on regular school days from 7:20 am to 3:00 pm and closes at 11am on early dismissal days. You must sign-in either as a study hall student or as a Claw Card student at the circulation desk. Purchases at the cafe may be made by cash or through your lunch pin. Drinks are allowed throughout the Innovation Center and café but food must remain on the café side only. Please know that all outside food/drink is not permitted in the Innovation Center or the Wildcat Café. The Innovation Center and Wildcat Café have wi-fi capabilities.

WILDCAT HOTLINE

A special anonymous hotline is available for students, parents, staff, and residents to enhance safety by reporting information. Every member of our school district “family” has a responsibility to help keep each other safe. **Call 244-4022** and press option “9” to access this hotline.

WITHDRAWING FROM SCHOOL

(DASD School Board Policy #208)

School law requires that all students under seventeen years of age must attend school. However, there are certain conditions under which a student under seventeen may withdraw from school:

- A. Has been examined by a psychologist and has been found unable to profit from further public school attendance
- B. Cases of extreme economic need in the family where the student’s income is necessary to support family
- C. Has secured a properly issued employment certificate. Failure to maintain full-time employment will be cause for returning to school. Failure to return to school will be cause for truancy charges being filed with the district magistrate.

Students planning to withdraw from school should notify the assistant principal of their intentions so that an appointment can be scheduled.

WORK PERMITS

A work permit will allow your child (age 14 and up) to work in the state of Pennsylvania.

The blue work permit will apply to all students age 14 and up and can be used for more than one employer. The student must hold the permit until they are 18 and graduated, whichever comes last. The permit will certify that the holder personally appeared before the issuing officer or his representatives, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing officer or his representatives. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer or his representatives. The issuing officer or his representatives cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement of a physician stating that after examination they believe the minor to be of proper age. The birth certificate is the preferred evidence of birth which shows the city and state of birth.

Information for Obtaining a Work Permit

This permit is required for part-time, summer or full-time work.

1. To begin the process of applying for a work permit, the parent/guardian or the applicant must personally bring the applicant’s birth certificate or other official document (see above) to the high school main office.
2. After legal proof of age has been verified and recorded, the parent/guardian or applicant will be given a white work permit application. The parent/guardian must sign the application. The application must be returned to the high school main office by the applicant to have the work permit issued, and the work permit must be signed by the holder in the presence of the issuing officer or his representatives. Completion by the employer and a physical by the doctor are no longer required.
3. The holder will take the permit to the employer, have them photocopy it for their records and retain the original in his/her possession so that it can be photocopied by a new employer, should the need arise. The holder must keep the work permit until he/she is 18 and graduated, whichever comes last.
4. Applicants whose employers are located in a state other than Pennsylvania should apply for a work permit from the school district in which the employer is located. (Example: A student working in Ocean City, Maryland, would apply for a permit from Worcester County School District.)

DAHS ACTIVITIES, CLUBS, ORGANIZATIONS & SPORTS

Dallastown Area High School offers a comprehensive array of activities, clubs, organizations and sports. A complete listing of these opportunities can be found [here](#).

Dallastown's Extracurricular and Interscholastic Athletics Code of Conduct



PROGRAM MISSION STATEMENT

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

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

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

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

ELIGIBILITY FOR EXTRACURRICULAR PARTICIPATION

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

Obligation Regulations

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

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

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

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

Attendance Regulations

Any student who has been absent for 20 or more days in a trimester shall be ineligible to participate in any inter-school practice, scrimmage, or athletic contest/activity until he/she has been in attendance for a total of 45 school days (PIAA Article III, Section 3).

In order for students to participate in an athletic contest/activity or practice, they must be in attendance by 10:45 a.m. of that school day. If the student is not in attendance by 10:45 a.m., he/she may not dress for such contests/performances. Traveling with the team for such a contest will be at the discretion of the coach or adviser.

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

Academic Regulations

Students in the High School participating in an activity or sport must be passing at least three (3) major courses/subjects (a course that meets all 6 days of the cycle) or the equivalent as of each Friday to be eligible to participate (Dallastown Area School Board Policy #123 / PIAA Article X, Sections 1 and 2). Students in the Middle School must be passing at least three (3) major subjects or the equivalent as of each Friday to be eligible to participate.

In cases within the High School where a student's work in any preceding grading period (trimester) does not pass three (3) major courses/subjects or the equivalent, said student shall be ineligible to participate in interscholastic athletics for twenty (20) school days of the next grading period (PIAA, Article X, Section 3). In cases within the Middle School where a student's work in any preceding grading period does not pass three (3) major subjects or the equivalent, shall be ineligible to participate in interscholastic athletics for fifteen (15) school days of the next grading period (PIAA, Article X, Section 3). This regulation will also apply to activities not governed by the Pennsylvania Interscholastic Athletic Association.

School Disciplinary Regulations

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

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

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

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

Athletic Department and Extracurricular Regulations

Students must have signed parental permission and emergency cards to participate.

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

RULES AND PENALTIES

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

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

RULE #1

Follow the Student Responsibilities in the Student Handbook

Students while under the jurisdiction of the school are required to adhere to all provisions of the Student Handbook. The school administration and athletic director shall determine whether a student participating in an activity has violated the provisions of the Student Handbook.

Penalties for violating Rule #1

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

RULE #2

Academic eligibility will be determined on a weekly basis

High School students participating in an activity or sport must be passing at least three (3) major courses/subjects (a course that meets all 6 days of the cycle) or the equivalent as of each Friday to be eligible to participate (Dallastown Area School Board Policy #123 / PIAA Article X, Sections 1 and 2). Students in the Middle School must be passing at least three (3) major subjects or the equivalent as of each Friday to be eligible to participate.

***Note-**The High School offers the Wildcat Academy from 3:00-4:00 p.m. Monday thru Thursday in the Innovation Center for students to get academic assistance/remediation. Any student staying for the Wildcat Academy must remain in the Innovation Center until 4:00.

Penalties for violating Rule #2

Any student who does not meet the minimum academic eligibility requirements as described above will not be allowed to dress or participate in any contest for the activity or sport from Sunday at 12:00 a.m. until next Saturday at 11:59 p.m. immediately following the Friday's eligibility calculation. For the 1st and 2nd offense of rule #2 the student is still allowed, with the coach/adviser's permission, to continue practicing with the team but on the 3rd offense the student will not be allowed to practice in addition to participating in any contest. Upon the **fourth offense** of rule #2 in a sport/activity's season, the student will be removed from the team.

In cases within the High School where a student's work in any preceding grading period (trimester) does not pass three (3) major courses/subjects or the equivalent, said student shall be ineligible to participate in interscholastic athletics for twenty (20) school days of the next grading period (PIAA, Article X, Section 3). In cases within the Middle School where a student's work in any preceding marking period does not pass three (3) major subjects or the equivalent, shall be ineligible to participate in interscholastic athletics for fifteen (15) school days of the next grading period (PIAA, Article X, Section 3). This regulation will also apply to activities not governed by the Pennsylvania Interscholastic Athletic Association. If a student is ineligible for fifteen (15) school days during an activity or sport, the student may be dismissed from the activity/team.

In the Middle School only, at the end of the school year, the student's final grades in the student's subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period. A student whose work does not meet the standards provided for in the above parts, but who attends summer school and corrects said student's deficiencies shall be eligible.

RULE #3

Follow the Rules Established by the coaching staff, advisor, or activity coordinator.

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

Penalties for violating Rule #3

For any alleged violation of rule #3, the coach or adviser and/or school administration may direct an investigation and make a determination regarding the penalty. The coach, adviser, and/or school administration shall have the right to remove a student from immediate participation in an extracurricular activity if, in the opinion of the coach/adviser, the student's presence poses an ongoing threat of disrupting the team, competition(s), practice, school, or travel on any school-provided transportation.

RULE #4

No Alcohol, Illegal Substances/paraphernalia, or Tobacco products

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

As per Dallastown Area School Board Policy #222, **tobacco** includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes.

Electronic cigarettes are defined as battery-operated products designed to deliver nicotine, flavor, or other chemicals by turning the substance into a vapor that is inhaled by the user.

Penalties for violating Rule #4

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

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

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

HANDBOOK / CODE OF CONDUCT STUDENT SIGNATURE PAGE

ALL STUDENTS GRADES 9-12,

PLEASE FILL IN ALL BLANKS IN BOTH BOXES BELOW AND

RETURN BY WEDNESDAY, AUGUST 29, 2018

Students:

In our continuing effort to keep you aware of school policy and regulations, the high school has prepared a *Student Handbook*, which is found in the High School section of the district website, www.dallastown.net, under the "Students" tab. Additionally, the Athletic Department has developed an Extracurricular Activities and Interscholastic Athletics Code of Conduct, which is found within the *Student Handbook* on pages 31-34. We are asking you to **read and this Handbook and Code of Conduct and then sign the acknowledgements below** so to indicate that you fully understand their contents. Please review closely, as changes have been made to the *Student Handbook* for the upcoming school year. If you do not have access to the internet, please contact the high school office at 244-4021.

Please sign this page and return it to your first period teacher by Wednesday, August 29, 2018. Failure to return the signed page by that date may result in administrative action; all authorizations will be deemed as approved for the remainder of the current school year.

Sincerely,

High School Administration

Student Signature: Handbook

ACKNOWLEDGEMENT

I acknowledge that I have read the student handbook and understand the key points of emphasis that were reviewed during the opening week's assemblies held prior to August 29, 2018. The key points of emphasis include the following:

***Attendance Policy/Goals *Discipline/Horseplay *Dress Policy *Electronics/Cell Phone Policy
*Illegal Items *Lunch *Tardies to School/Class *Theft**

X _____
Print Student Name

X _____
Student Signature

X _____
Date

Student Signature: Code of Conduct

ACKNOWLEDGEMENT

I have reviewed the Extracurricular Activities and Interscholastic Athletics Code of Conduct (pages 31-34 of the student handbook). Student signatures are required even if the student is not involved in any sports/activities at this time.

X _____
Print Student Name

X _____
Student Signature

X _____
Date

REMINDER FOR PARENTS/GUARDIANS:

The Dallastown Area School District has adopted the use of InfoSnap to allow for the **online** collection of student information and parent/guardian e-signatures for required acknowledgements and permissions. At the start of the current school year, you will receive an email notification detailing instructions for use of InfoSnap. Our InfoSnap system will allow you to complete the student demographic/health records update and to sign off on the acknowledgements above. If you are not able to access the internet, you may request a hard copy of all forms and acknowledgements for submission.