



DOVER AREA SCHOOL DISTRICT

2026-2027
MIDDLE SCHOOL HANDBOOK
GRADES 6-8

46 West Canal Street
Dover, PA 17315
(717) 292-8067 Ext. 20111

Mrs. Tuesday Hufnagel, Principal
Mr. Antonio Riggins, Assistant Principal
Mrs. Ashten Gentzler, Assistant Principal

Dover Area Middle School Mission Statement

Create an environment & culture of school pride & academic excellence.

The Dover Area School District is an equal opportunity institution. It will not discriminate based on race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in the treatment of individuals, or in any aspect of its operations, including its employment practices, as required by Title VI, Title IX, and Section 504. The lack of English skills shall not be a barrier to admission or participation in the district's activities and programs. The district offers CTE programs in Business, STEM, Visual Communications, and Agriculture. For information regarding civil rights or grievance procedures, contact Dr. Troy Weistling, Title IX Coordinator, twiestling@doversd.org, or 717-292-8066. For information regarding Section 504, contact Mrs. Jamie Snyder, Director of Exceptional Children, jksnyder@doversd.org, or 717-292-3671.

2026-2027 Bell Schedule

Regular Schedule Dover Area Middle School 2026-2027					
6th Grade		7th Grade		8th Grade	
HR/Flex 7:30-8:22	HR/Flex	HR/Flex 7:30-8:22	HR/Flex	HR/Flex 7:30-8:22	HR/Flex
1st 8:25-9:17	Special 6	1st 8:25-9:17	Core	1st 8:25-9:17	Core
2nd 9:20-10:12	Core	2nd 9:20-10:12	Core	2nd 9:20-10:12	Special 8
3rd 10:15-11:07	Core	3rd 10:15-11:07	Special 7	3rd 10:15-10:45	Lunch
4th 11:10-12:02	Core	4th 11:10-11:40	Lunch	4th 10:48-11:40	Core
5th 12:05-12:35	Lunch	5th 11:43-12:35	Special 7	5th 11:43-12:35	Core
6th 12:38-1:30	Special 6	6th 12:38-1:30	Core	6th 12:38-1:30	Core
7th 1:33-2:25	Core	7th 1:33-2:25	Core	7th 1:33-2:25	Special 8

THE SCHOOL DAY

The school day for students is from the time you leave home in the morning until you arrive back home in the evening.

- During school day time, ALL students are responsible for obeying the established school district policies and procedures. Once a student arrives on school property they must remain on school property unless granted permission. Students leaving early must be picked up in the main office by a parent or guardian listed on the bio sheets. *Visitors must have your ID for identification purposes.*
- Office phones are only for use in emergency situations.
- Walkers and car riders are encouraged to arrive at 7:15 AM. Before this time, there are no teachers or supervising staff to properly oversee the students. Bus riders usually arrive between 7:15 and 7:25 AM. Students are not permitted in the building before 7:15 AM.
- As students enter the building at 7:15 AM, they may receive breakfast and report to their homeroom by 7:30 AM. Students reporting late to homeroom must supply a late pass. Students without a pass may be subject to disciplinary action.
- Middle school students are not permitted to drive to school.
- The school will operate on Eastern Standard Time or Daylight Savings Time as required by law.

AMNESTY PROCEDURE

If a student discovers they have accidentally brought a prohibited item to school, they need to bring the item to the nearest adult immediately. Amnesty may be provided under such a circumstance.

PLEDGE OF ALLEGIANCE

Section 771 of the School Code requires that the Pledge of Allegiance or the national anthem be recited at the beginning of the school day and requires a United States flag to be displayed in each classroom. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag based on religious conviction or personal belief.

PUBLIC RELATIONS RELEASE OF RECORDS

The Dover Area School District has numerous opportunities throughout the school year to release pictures and/or news information about our students to the local newspapers, radio and television stations. This information is also used in district-wide internal publications and promotes our educational programs and goals.

If the opportunity arises for your child to be a part of a particular news release, we shall assume we have your permission unless we receive written documentation from you indicating that your child may not appear in these publications. Thank you for your attention to this matter.

VISITORS

All visitors will be given access to the building through the main entrance security system. Upon entering the office, please have your driver's license available to enter into the security system.

PASSES

In order for students to be in the halls at times other than the scheduled changing of classes, the students must have a SMART Pass completed. Any student without a pass may be considered to be cutting class and may be subject to disciplinary action. If a student needs to leave assigned class for any reason, teachers will be contacted by the main office and a pass will be issued.

LOCKER PROCEDURES

Lockers may be issued at the request of a student or a parent or at administrative directive. Students may use their lockers during the designated times below, unless given permission from a teacher. A pass to their locker is required.

TIMES:

- Before homeroom
- At the end of the day

- Students are not permitted to share, enter, damage, destroy, steal from, vandalize, or prank another student's locker.
- All lockers are supplied with a combination lock or key. Students are responsible for the lock they are issued. If the lock is broken or does not work properly, a new lock may be issued. If a student loses their lock, they will be issued another lock and required to pay for the lost lock or return the lock if found.
- All students must agree to the terms of the locker contract provided by building administration.
- Lockers are to be locked and as clean as possible. Periodically, cleaning out of lockers will occur.
- Students are responsible for cleaning out lockers at the end of the school year.

SEARCHES

All lockers and storage areas are the property of the school district. No student may use a locker as a storage space for substances or objects that are prohibited by law. Board policy or district rules dictate what is considered a threat to the health, safety or welfare of the occupants of the school building or the building itself. The Board has authorized the building administrator to conduct a search, or random searches, for the purpose of determining whether the locker or storage area is being used for the proper purpose. Students who flee from a legal search are subject to disciplinary procedures. School officials are authorized to search a student's personal possessions on school property when there is reasonable suspicion that the student is violating law, board policy, or school rules or poses a threat to the health,

safety or welfare of the school population and/or school property. A failure of the student or parents to cooperate will be considered an assumption that the student has the item(s) in their possession and will be subjected to disciplinary action(s) accordingly. Details regarding searches can be found in Policy 226 of the School Board Policy which is located in the main office or posted on the website.

CAFETERIA RULES & PAYMENT PROCEDURES

- Breakfast is offered each morning to students at a cost that is announced at the start of the school year.
- Regular lunch, as listed on the school menu, is available daily. The cost for lunch and milk is determined on a yearly basis. Snacks will be offered at an additional cost from the regular lunch menu.
- Seating assignments in the cafeteria are determined by building administration. ALL students are required to dispose of their garbage at the end of lunch. ANY student who makes a mess will be asked to clean up the mess and if they refuse could be subject to disciplinary action. Common courtesy is all that is expected.
- Lunch periods are 30 minutes in length, which may include a 10-minute recess/activity break. No student will be denied lunch or time to eat it.
- Students have the option to buy lunch in the cafeteria or bring a packed lunch. Packed lunches should be brought with the student at the start of the school day.
- Fast food or other deliveries, (Door Dash, UBER Eats, etc.) are not considered a packed lunch and are not permitted.
- Students are expected to report directly and promptly to the cafeteria.
- Students will remain in the cafeteria during their lunch period unless utilizing the restroom in the cafeteria lobby or providing a SMARTPASS to another location issued by a staff member.
- Students are not permitted to roam about in the cafeteria or table hop.
- School rules must be followed in the cafeteria setting.
- Electronic payments may be made via the online system on the district website:
<https://doverarea.revttrak.net/>
- Cafeteria payments: Checks should be written to the Dover Area School District Cafeteria Fund
- CHECKS RETURNED TO THE DISTRICT FOR INSUFFICIENT FUNDS - Upon receipt of a check returned for insufficient funds, the Business Office will notify the signer via phone and/or certified mail of their responsibility to make restitution. The signer of the returned check will be given five (5) business days from the date of the registered or certified letter to make good the amount of the check plus a \$25.00 insufficient fund fee in cash, money order, or a cashier's check to the Business Office. Failure to make restitution to the Business Office in the allotted five (5) business day time period may result in the filing of a private criminal complaint with the District Justice. Persons having more than two checks returned for insufficient funds and those convicted of a bad check offense by the District Justice may no longer be permitted to submit checks for any payments to the District for one full school year. CAFETERIA NSF CHECKS - When an NSF check is returned to the District, that deposit will be removed from the child's cafeteria account and any related expenses will be charged against your account.

ATTENDANCE PROCEDURES

- Parents are requested to contact the attendance secretary (292-8067 ext. 20112) to report anticipated absences. If possible, such calls should be made between 7:00 A.M. and 8:30 A.M. A phone call is also appreciated when a child will be late for school. Note: A phone call does not take the place of an excuse card upon the student's return. Parents may also submit an [electronic excuse card](#), located on the middle school website under Attendance, in place of the phone call and paper card. If a student is absent for an extended period of time (2 days or more), contact the school so assignments can be put together for your child. These assignments can be picked up at school.
- Key times of day for attendance at the Middle School:

Tardy- arrival between 7:31-8:31 AM

½ Day Absence- arrivals/releases between 8:32 AM-1:29 PM

Leaving Early - release between 1:30-2:30 PM

- TARDY- Students not in the school by 7:30 AM will be considered tardy and must report to the main office. Written excuse is needed if a student reports to school late.
 1. It is a requirement of each student to appear at the school premises at the time assigned for arrival. It is a violation of this expectation for a student to arrive at the school premises later than the time assigned for arrival.
 2. Every time a student is unexcused tardy (late), late minutes will be tallied and when the total number of minutes reach 180 minutes the student will be marked as a half-day Unexcused/Unlawful.
 3. A tardy may be classified as excused for reasons supported by the state attendance law which provides that personal illness, health care therapy by licensed physician, quarantine, family emergency, recovery from accident, required court attendance, death in the family, and impossible roads constitute legitimate reasons or absence to be excused.
- HALF DAY/FULL DAY ABSENCES- A student who misses 50% or more of the school day will be considered absent for one-half day. A student who misses 75% or more of the school day will be considered absent for a full day.
- Leaving Early from School (Appointments and Illness)
 1. Students will be released from school only with the permission of authorized persons.
 2. A student who becomes ill during the school day must report to the nurse to be dismissed. Students making their own arrangements will not be excused and will receive consequences for leaving campus without permission.
 3. Requests for release time for dental and medical appointments shall be honored when impossible to arrange them on non-school time. A written request from the student;s parents or guardians is necessary. The request should be turned into the Attendance Office at least one day in advance of the dismissal. The early dismissal will not be excused unless the student returns with a doctor's note from the appointment.
- CHANGE OF STATUS - When a student's status is changed, i.e. address, phone number, parent work numbers, etc., please inform the school as soon as the changes are complete.
- EXCUSE CARDS FOR ABSENCES - All students are given three (3) school days to provide a written/online excuse signed by a parent/guardian to the school before the absence is considered Unlawful. Paper excuse cards are available in the main office or can be submitted online by going to the Dover Area Middle School Website and clicking on ATTENDANCE in the far left column. Excuse cards are subject to review by the Assistant Principal to determine if the reason for absence is in line with district guidelines. Examples of acceptable excuses are: death in family, personal illness, required court attendance, educational trips. Paper excuse cards should be submitted to the homeroom teacher daily.
- EXCUSED ABSENCE (coded as E) — PER STATE LAW, Absence from school is excusable according to the state law for personal illness, health or therapy by licensed physician, quarantine, family emergency, recovery from accident, required court attendance, death in family, religious holiday, and non school sponsored educational tours and trips(SERF). Other absences are classified as unexcused or unlawful. After ten total days of excused absences, unless unusual circumstances can be substantiated, a student will be required to submit a doctor's excuse for each absence in order for that absence to be marked excused. Students who are required to have a physician's note must present this statement immediately upon return to school. This note shall be specific as to the dates it was necessary for the student to be absent and when a return to school should be expected. Failure to present this will result in the absence being marked unexcused.
- UNLAWFUL/UNEXCUSED ABSENCE (coded as U) — If a student is less than 18 years of age, unexcused absences are classified as unlawful. If a student is 18 or older, he or she is beyond compulsory attendance age and unexcused absences are classified as unexcused but are not unlawful. Parents will receive a letter from the district after each unlawful absence. After the 4th

unlawful absence, the administration will request that the Student Attendance Improvement Plan (SAIP) meeting be held. Future unlawful absences could result in a citation filed with the district magistrate and an imposed fine. Additionally, notice of the accumulation of such unlawful absences may be forwarded to York County Children and Youth Services. According to Act 29 of 1995, a fine of up to \$300 plus court costs may result once a sixth unlawful absence occurs. In addition to a fine, the District Magistrate may require community service and/or suspension of driving privileges. Continuing truancy may lead to an administrative or Board hearing.

- PERMITS TO LEAVE SCHOOL - Students must submit a request signed by parent/guardian to leave school before the end of the day. The request must state the day, time and reason for the dismissal. Students returning to school from appointments must report to the office with written documentation from the appointment. Students must be signed out from the main office and picked up from the office by parent/guardian. The student must sign in upon return with written documentation. Examples of reasons to leave early: dentist/doctor appointments that could not be scheduled outside of school hours, family emergencies, serious illness or injury.
- RELIGIOUS INSTRUCTION - Upon written request by parents/guardians, students may be released from school to participate in religious instruction acknowledged by the Board.
- PREGNANT STUDENTS - No student who is eligible to attend district schools shall be denied access to the school due to pregnancy or childbirth or pregnancy-related disabilities. [Board Policy #234](#)

STUDENT EXCUSAL POLICY

[Board Policy # 204](#)

[Educational Trip or Tour Request Forms](#)

The school district recognizes that, from time to time, students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school day. It is recommended that every effort be made to arrange trips during times when school is not in session. Upon receipt of a written notice from the parents/guardians of the students involved, students may be excused from school attendance for up to five (5) school days per year to participate in educational tours or trips when such trips are evaluated and approved by the school principal in advance. Student participants are subject to direction and supervision by school-approved adults. Pre-approval forms shall be available in each school office. The parent/guardian shall be responsible for completing and returning a full and complete pre-approval form prior to the educational tour or trip. The determination for each request will be made using the following criteria: prior attendance records, previous requests and frequency of such requests, the weighted educational value of the requested experience, and academic performance. Applications for educational tours or trips to occur during the first or last ten (10) days of school are strongly discouraged due to the negative academic impacts on the student. Applications for educational tours or trips to occur during any pre-established testing or examination periods, including midterms, final exams, PSSAs, and/or Keystone Exams will not be approved. Absences during such periods will be considered unexcused. The student will be required to secure and complete all classroom assignments which occur during the period of the educational tour or trip.

EXTRA-CURRICULAR/CO-CURRICULAR ATTENDANCE PROCEDURES

Participants in extracurricular or co-curricular activities must be in school in order to participate in the activity. If a student is returning to school after start time or needs to leave early, the student must have

a professional note to be allowed to participate. School sponsored field trips would also qualify the student as being in good standing to participate.

FIELD TRIPS/ENRICHMENT ACTIVITIES

[Board Policy #121](#)

HOMEBOUND INSTRUCTION

[Board Policy #117](#)

MEDICATION

[Board Policy #210](#)

Medication will only be administered to students if the school has written order from the physician and written consent from the parent. **THIS INCLUDES OVER-THE-COUNTER-MEDICATIONS.** Medication will be kept in the Health Room. A physician's order and parent's consent must be on file in the Health Room.

PROCEDURE FOR ADMINISTERING MEDICATION:

1. A written order from a physician is necessary. The order must include:
 - a.) Name of student
 - b.) Name of medication
 - c.) Dosage and time of administration
 - d.) Reason for the medication
 - e.) Any special instructions
2. The original container must be labeled with the following:
 - a.) Name of student
 - b.) Name of medication
 - c.) Name of physician
 - d.) Time of administration
 - e.) Amount of medicine to be given
 - f.) Where medication is to be stored.
3. PARENTS ARE REQUIRED TO BRING THE MEDICATION TO SCHOOL. PARENTS MAY NOT SEND PRESCRIPTION OR OVER-THE-COUNTER MEDICATION TO SCHOOL WITH A CHILD. AN ADULT MUST DELIVER ALL PRESCRIPTION MEDICATION TO SCHOOL.

STUDENT SELF-ADMINISTRATION OF ASTHMA INHALERS:

1. Students wishing to carry their asthma inhaler must demonstrate the ability to self-administer the inhaler by meeting the criteria established by the school district.
2. The school nursing staff will verify in writing that the student has met the required criteria.
3. The parent/guardian of the student will sign the school district's release of liability.
4. The student must inform the school nurse immediately following each use of the asthma inhaler.
5. The student agrees to adhere to the school district's medication policy and self-administration criteria.
6. If the student abuses or ignores the school district's policy and criteria the inhaler will be confiscated and privileges for self-administration revoked.

IMMUNIZATIONS AND COMMUNICABLE DISEASE REGULATIONS

[Board Policy 203](#)

HEALTH EXAMINATIONS

In compliance with the School Code, the Board shall require that students of this district submit to health and dental examinations. Each student shall receive a comprehensive dental examination upon original entry (K or 1st grade), while in 3rd grade and while in 7th grade. These examinations may be conducted

by the school dentist, or by the private family dentist at the parent's expense. The district will accept reports of privately contracted dental examinations completed within one (1) year prior to a student's entry into the grade where the exam is required. Each student shall receive vision tests, hearing tests, height and weight measurements, blood pressure monitoring, scoliosis screenings and other tests from the school nurse or health room nurse as deemed advisable at intervals established by the district.

MULTI-TIERED SYSTEM OF SUPPORT: ACADEMIC-BEHAVIORAL-COLLEGE & CAREER READINESS

The Dover Area School District operates under the MTSS framework that organizes building- level resources that address individual student's academic and behavioral needs. Under the MTSS framework we use the RTII, PBIS and College and Career readiness standards to offer a continuum of support.

MTSS is a three tier framework designed to provide high-quality instruction and intervention to address the needs of all learners. Data are collected and analyzed to develop effective academic and behavioral intervention strategies. The interventions are designed, implemented and monitored by a multidisciplinary team of professionals. MTSS is a process that guides and informs instructional decisions creating a well-integrated system of instruction/intervention guided by child outcome data. Our goal is to create an education system that focuses on success for all learners by:

- Identifying at risk students early to intervene with the correct intervention to help the students become proficient
- Providing high-quality, research-based instruction and intervention based on individual student needs (including advanced and gifted learners, ELL and students with behavioral concerns)
- Using assessment data to monitor student progress frequently to make decisions about how and what to teach students

College and Career readiness standards outline what students need to learn. College and career readiness standards are an opportunity to create a shared focus on instruction that helps all students, including students at risk for poor learning outcomes, to achieve college and career readiness. In today's challenging job environment, it is more critical than ever before that our young people complete their secondary education with strong academic and technical skills that prepare them for college-level studies and successful careers. We believe this foundation will allow them to succeed personally and also make a valuable contribution to an innovative and competitive Global economy. College and career readiness/ Career and technical education is designed to meet a dual mission -- developing students with College Readiness skills AND a Career Path. Career and Technical education is no longer an either/or choice, but a "BOTH/AND" opportunity for student success.

Students in grades 6th-8th will have the opportunity to participate in electives that will expose them to different career pathways in the fields of art, music, Industrial Tech/Engineering, Computer Technology, and Human services through Family and Consumer Science. College and career readiness programs are built around high expectations for student learning. These expectations include the development of strong reading, writing, numeracy, problem solving, and teamwork skills, in addition to the practical and tangible career skills that motivate students and help them develop a career path for future education and work.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS) - P.R.O.U.D. PROGRAM

PBIS is designed to assist in advancing support and voice for all students, including students with disabilities, in the implementation of school or program-wide Positive Behavioral Interventions and Supports (PBIS). PBIS serves as a means to provide participants with information about establishing, maintaining and expanding PBIS through a three-tiered decision making framework that guides the selection, integration and implementation of evidence-based practices for improving behavior outcomes for learners.

The objective of P.R.O.U.D, our Positive Behavior Instructional Support Program, is to create and develop an environment of academic excellence, personal responsibility and social competence at school, as well as in society.

Perseverance	Persevere by embracing challenges! Never give up; always do our best; seek help; know our resources.
Respect	Respect all people and all property! Value ourselves and others; follow rules and expectations.
Ownership	Own individual choices! Be responsible for our own actions; be involved; demonstrate self-discipline.
Unity	Be united by supporting others! Be tolerant and accepting of differences; deal peacefully with anger, insults, and disagreements; do our share to make our school and community better.
Dedication	Be dedicated to learning! Be reliable; be engaged; commit to goals.

Dover Area Middle School Matrix

	Classroom	Hallway/Common Areas (gym, outside)	Cafeteria	Restrooms
Perseverance Persevere through embracing challenges	-Stay with the task and do not give up -Problem solve and then seek help -Be patient when waiting for assistance	-Walk patiently and quietly -Use designated exits and entrances -Maintain control over your body	-Move quickly and safely through the line -Choose seating wisely -Wait patiently	-Sign out to use the bathroom -Use nearest bathroom -Return to class quickly and quietly -Notify an adult of any restroom concerns
Respect Respect all people and all property	-Be friendly and courteous to others -Use appropriate language -Follow the rules and expectations of the classroom -Take care of personal and school property -Keep hands, feet, and objects to self -Raise hand to speak	-Walk quietly -Maintain personal space -Use school property as intended -Remove earbuds in the hallway & put away cell phones and hats as entering the building -Be friendly and courteous -Use appropriate language	-Be courteous (please, thank you, excuse me) -Clean up after yourself -Push in your chair -Keep hands, feet, and objects to self -Use appropriate language and volume -Leave only with adult permission	-Respect people's personal space and privacy (1 per stall/urinal) -Use appropriate language and volume -Take care of school property and personal routine (Keep floors, stalls, and walls clean) -Report unsafe or bullying behaviors
Ownership Own their own individual choices	-Be prepared for class + learning -Work hard on all assignments -Be honest -Set a good example for others -Manage your time	-Arrive to class on time -Admit and repair your mistakes -Take turns and show fairness -Have a pass with you in hallways when returning from office or nurse -Clean up after yourself	-Clean up after yourself & others -Stay seated until directed otherwise -Stay in your assigned area -Follow the bathroom pass procedure -Keep food/drinks in the cafeteria	-Follow personal procedure and hygiene (appropriate use of soap dispenser and paper towel holders, flush toilet/urinal, wash and dry hands) -Be honest when accidents/incidents happen -Use appropriate language and volume
Unity Be united by supporting others	-Include others in class activities -Cooperate with others -Be kind -React appropriately to anger, insults, and disagreements -Be tolerant and accepting of differences -Do your part to maintain your school	-Use strategies to solve problems with others -Help others if needed -Show kindness at all times -Be tolerant of differences -Report unsafe or bullying behaviors	-Be inclusive -React appropriately to anger, insults, and disagreements -Be tolerant and accepting of differences -Work together to ensure areas are clean -Do your part to maintain your school	-Report unsafe or bullying behaviors -Do your part to maintain your school
Dedication Be dedicated to learning	-Stay on task -Be actively engaged in learning -Complete assignments on time -Follow directions -Take academic risks	-Move quickly to your destination -Arrive to class on time -Be aware of your surroundings	Remember your personal lunch -Enter quietly and sit in assigned area -Report for re-teaching as assigned -Only eat your food	-Use restroom in a timely manner -Return to classroom promptly -Be a positive example -Use quiet voice

	Assemblies/School Events/Field Trips	Bus	Technology	Guests/Substitutes
Perseverance Persevere through embracing challenges	- Maintain personal space - Work together toward common goals - Make good choices - Come with a positive attitude	-Remain seated at all times. -Hands and feet should stay in your area -Wait patiently to exit the bus -Report problems to the bus driver or adult -Know your emergency exits -Sit back with bottom on your seat	-Ask questions if you need help	-Ask questions if you need help -Report problems to an adult -Be helpful and flexible to guests new to our building
Respect Respect all people and all property	- Be friendly and courteous - Show self-control	-Talk quietly to seat partners (friendly, courteous, appropriate language) -Keep hands, feet, and objects to yourself -Follow rules and adult direction first time given -Stay in assigned seat -Put window up before exiting bus	-Put technology away during teacher instruction -Treat school-issued device appropriately -Stay on task -Use appropriate language	-Listen while the guest is talking -Continue to follow classroom/school rules and expectations
Ownership Own their own individual choices	- Clean up after yourself - Follow school rules - Use appropriate language and volume	-Follow all school rules (including at the bus stop) -Be honest: if you mess up, fess up -Be responsible for your own actions and belongings (pencils, pens, markers) -Set a good example for others -Keep the bus clean	-Be honest: if you mess up, fess up -Be responsible for your own actions and belongings -Follow the AUP agreement -Follow school rules regarding non-district technology (cell phones, earbuds, apple watch)	-Show PROUD behavior -Be honest -Follow the same rules and procedures as for the regular teacher -Be responsible for your own actions -Set a good example
Unity Be united by supporting others	- Welcome and show an example for guests - Set a good example for one another - Encourage and support your peers	-Be kind to everyone -Report unsafe or bullying behaviors -React appropriately to anger, insults, and disagreements -Accept others' differences -No eating or drinking on the bus	-Work appropriately with partners or groups -Offer help to peers -Maintain others' privacy	-Make guests feel welcome -Offer help and guidance
Dedication Be dedicated to learning	-Independently follow all expectations	-Arrive and dismiss to the bus on time -Set a positive example -Learn and adhere to the bus rules -Be aware of your surroundings at the bus stop -Keep track of your belongings	-Only use pads for school related assignments -Only download apps from the app portal -Report any inappropriate use of technology	-Set a positive example -Continue to follow classroom/school rules and expectations -Be flexible with changes

EXCEPTIONAL STUDENTS

Special Education Services

The Dover Area School District provides a free appropriate public education to all students identified with an educational disability and determined to be in need of specially designed instruction. Each school building has a student concern team that reviews student data on a regular basis. The team analyzes data and identifies concerns and then develops, implements, and evaluates the effectiveness of strategies on student growth and achievement. If the student has shown little improvement after strategic implementation, the school team or parent may refer the student for a psycho-educational evaluation.

The psycho-educational evaluation is conducted by a certified school psychologist and may include the following: cognitive assessments, achievement assessments, behavioral assessments, classroom observation, input from parents and staff, a review of academic and/or behavioral performance history, and any other assessments deemed appropriate by the certified school psychologist.

A multidisciplinary team meeting is held with the parents and school team to discuss the results of the evaluation, which is compiled in an Evaluation Report. If the team determines the student is eligible and in need of special education services and support, the parents are asked to participate in an Individualized Education Program (IEP) team meeting. This team typically includes parents, student (if fourteen years old or older), regular education teacher(s), principal or Director of Exceptional Children, special education teacher, and any other individuals deemed necessary to developing the IEP. A range of educational placements, services, and supports are considered and are available to meet the student's needs.

During the IEP meeting, a Notice of Recommended Educational Placement (NOREP) will be presented to the parent to reflect the program outlined in the IEP. This legal document gives permission to implement the program developed at the meeting.

Dover Area School District welcomes parental involvement in the planning and implementation of special education supports and services. If you have any questions regarding special education or the process, please contact the Director of Exceptional Children at 292-3671, ext. 80114.

Gifted Services

Gifted support services are available for students who are identified as mentally gifted and in need of specially designed instruction beyond what is typically provided in the regular classroom or through the general education curriculum, as per Chapter 16 of the Pennsylvania State Board of Education Regulations. These services include enrichment and/or acceleration of the Core in a student's identified area(s) of strength. Parents who feel their child may be in need of gifted support services should contact the school counselor to begin the screening process.

Chapter 15/Section 504 Agreements

In compliance with state and federal law, the Dover Area School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, service or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

The services and protections for "protected handicapped students," or Chapter 15/Section 504 students, are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the school counselor.

LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM

The Dover Area School District will provide a Language Instruction Educational Program (LIEP) for each student whose dominant language is not English. The District will administer a Home Language Survey to all students as required by the Office of Civil Rights. For those students whose primary language is other than English, the District will determine the student's English language proficiency through the administration of appropriate English proficiency assessments. English language instruction will be provided for the English Learner (EL) student, and parents will be notified of LIEP placement. The goal of language instruction educational programs (LIEPs) is to facilitate the development and attainment of English proficiency and academic achievement of students whose native or first language is not English. LIEP programs will include appropriate English language instruction for all identified students until English proficiency and meaningful participation in subject area instruction are achieved. These goals reflect the educational goals for all students.

TITLE 1- TEACHER/PARAPROFESSIONAL QUALIFICATIONS

As a parent of a student in the Dover Area School District, under the No Child Left Behind Act of 2001, you have the right to know the professional qualifications of the teachers who instruct your child. If you would like to receive any of this information, submit your request in writing to the building principal.

COUNSELING DEPARTMENT/BEHAVIORAL HEALTH SUPPORTS

SCHOOL COUNSELORS: Students are encouraged to request an appointment with their school counselor when they are experiencing problems. Students requesting an appointment should see the attendance secretary or schedule an appointment using the link below or the counselor's QR code. Parents/guardian may contact the Guidance office at ext. 20112

Appointment requests for school counselors can be accessed through the district website:
[Dover Area Middle School- School Counseling](#).

SUICIDE PREVENTION HOTLINE 1-800-273-8255

SOCIAL WORK DEPARTMENT: School social work services are specialized services that provide systematic interventions to remove barriers to student learning and success. Services may be either prevention or intervention approaches, and both district wide or student specific. The school social worker holds a primary focus in providing clinical counseling to students that supports progress in the educational setting. School social workers are licensed professionals that adhere to the code of ethics regarding confidentiality and the delivery of professional services.

Social workers seek to facilitate connections between home and school environments to promote student success. Social workers regularly conduct individualized assessments with students and their families. These assessments focus on social history, developmental history, family dynamics, student behavior, and learning ability, and are used to advocate for students, as well as connect students and their families with available supports and resources.

BEHAVIORAL HEALTH SUPPORTS

Behavioral Health Screening- The physical and mental health of young people plays a key role in their ability to succeed in school. Dover Area School District is committed to working with you, not only in the academic education of your child, but also to ensure that students reach their full potential outside of the classroom.

Middle School is a period of time during which students are presented with greater responsibilities. Because of expanding independence at home, developing social relationships, obligations at work, commitment to extracurricular activities, and academic challenges, students must confront many trials. Although most students can successfully deal with the pressures of high school, many resort to drugs and alcohol as an escape; others may become discouraged and can develop depression. Students who have difficulty handling the responsibilities presented to them during high school need support, encouragement, and understanding.

It is in this spirit that we are offering parents of secondary students the opportunity to have their youth participate in a behavioral health screening. The Behavioral Health Screen is a validated screening tool developed by Children's Hospital of Philadelphia to identify risk for behavioral health challenges that are common in adolescence, including anxiety, depression, high risk behaviors such as substance use, suicide and other factors associated with mental health concerns. The program is free and confidential.

It is our hope that the screening will reassure you that your teenager is just experiencing typical "growing pains." However, the Behavioral Health Screen may pinpoint a concern in the early stages, offering you the ability to secure additional assistance for your child, if you so desire.

All screening results will be kept confidential and will not be shared with our teaching staff. There are four steps to the screening procedure:

Step 1: Students will complete a 10-minute, web-based questionnaire answering questions that focus on the following topics: depression, anxiety, thinking and behavior, and the use of drugs and alcohol.

Step 2: Students whose answers indicate they are likely not in need of additional assistance will briefly meet with school counseling staff of Dover Area School District to answer any questions they may have about the screening, and return to class.

Step 3: Students whose answers reveal a potential concern will individually meet with a school counselor from Dover Area School District to debrief the results and discuss options:

- School Counselor may place your student on a list of students to have a follow up with their school counselor
- School Counselor may see areas of risk, but feel further assessment is warranted. This student may be referred to the Student Assistance Program, and parent consent for this process will be requested.
- School Counselor may see clinically significant mental health concerns. If this is the case your permission will be sought to pursue additional support for your student.
- If screening results indicate imminent risk, the counselor will contact the parent with the anticipated outcome of taking the student to Crisis Intervention as soon as possible.

Step 4: Program staff from Dover Area School District will contact you if there are any concerns whatsoever noted within the screener. At this time, they will discuss professional recommendations for further support for your child.

Dover Area School District provides the screening at no cost. School counseling staff can provide additional support to your child within the school setting if the results of the screen indicate that would be appropriate. It is up to you to decide if you want to obtain any additional services for your child once the results of that screen are available, and school counseling staff can assist you in accessing those services if you choose.

Please note that all students will participate in the Behavioral Health Screening, similarly to vision, hearing, or other health screens. All parents will be notified prior to administering this screening. If you have any concerns with your student participating please make contact with our district's Social Worker, Ameila Warntz, at amwarntz@doversd.org. For your student to be exempt, you must OPT OUT of this screening.

Student Assistance Program: The Student Assistance Program Team (SAP) is a team of trained faculty from the district & mental health/substance use agency staff from True North Wellness. This team is the entity within the building who receives notice of students of concern. Referrals can be made to this team from students, parents, staff, or community members. Once a referral has been made, the team will seek parent consent to gather information and identify opportunities to provide any needed support. All secondary schools in PA are required to have a Student Assistance Program.

School-Based Counseling Services: Dover Area School District has contracted with Pennsylvania Comprehensive Behavioral Health to provide outpatient therapy services within each building in the district. This partnership has permitted families and students access to counseling services by limiting barriers such as transportation and limited evening hours. If you or your student is interested in accessing services, please reach out to your school counselor.

HOMELESSNESS

The Basic Education Circular: Education for Homeless Youth 42 U.S.C. 11431 dated 2016 along with Dover Area School District's Homeless Policy and the McKinney-Vento Assistance Act explains the categories of children who are "homeless" and entitled to protections by the federal law. Homeless children and youth mean individuals who lack a fixed, regular, and adequate night-time residence and include:

- • Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- • Living in motels, hotels, trailer parks, or camping grounds due to having no alternative adequate accommodations
- • Living in emergency or transitional shelters or abandoned in hospitals.
- • Individuals and/or families living with relatives or friends due to loss of housing.
- • Primary nighttime residence that is a public or private place not designed for or ordinarily used for regular sleeping accommodations for human beings such as living in a vehicle, park, public space, or an abandoned building.
- • Living in substandard housing
- • Migratory children who qualify as homeless
- • "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian" (42 U.S.C. 1143a (6)). This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any reason.

Dover Area School District is committed to facilitating immediate enrollment; eliminating barriers to attendance, education, and graduation; and providing additional support in compliance with federal and state laws. Protections afforded to students experiencing homelessness include, but are not limited to, timely and accurate identification, waiver of registration requirements for immediate enrollment, a right to attend school of origin, transportation arrangements, active engagement in the school placement process, access to expedited physical and mental health referrals, access to free meals and other comparable services, waiver of school-related fees, and assistance in meeting graduation requirements. Student-centered factors related to the impact of achievement, health and safety, school of origin attendance, and proximity, as well as other factors listed in the Best Interest Determination (BID) form, will be considered in school placement decisions. If dispute arises over eligibility, enrollment, or school selection, persons of parental consent or unaccompanied youth have the right to appeal through our dispute resolution policy and/or by filing a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

For more information and resources, please look on the district website (<https://www.doversd.org/departments/homelessmckinney-vento/>) found under Departments and by selecting Homeless/McKinney Vento or contact Marsha Hake, District Homeless Liaison by calling: 717-292-3671 ext. 80113 or email: mhake@doversd.org

DISCIPLINE

Discipline Philosophy

Dover Area Middle School, in conjunction with the School Board of Directors, is committed to providing a positive, safe learning environment for all students. We achieve this goal by implementing *school wide positive behavior interventions and supports (PBIS)* for all students and staff. These strategies are directly aligned with clear, measurable, and stated behavioral expectations. When students fail to meet these

expectations or engage in inappropriate behaviors, behavioral interventions and/or consequences will be initiated through progressive discipline. These actions are outlined within our *Code of Conduct* and are tiered to provide progressive responses to address inappropriate behaviors.

The Dover Area Middle School *Code of Conduct* is based on the following beliefs:

- All students can learn and demonstrate appropriate behaviors
- Effective behavioral intervention requires clear and consistent consequences for inappropriate behavior based on a multi-tiered system of support
- Disciplinary interventions/consequences must be timely
- Communication with parents/guardians and the student is essential in the behavioral intervention process

Student Responsibilities

Pennsylvania Code (12.2) outlines student responsibilities for maintaining a safe and supportive learning environment. These responsibilities include:

1. Demonstrating regular school attendance, conscientious effort in classroom work and homework, conformance to school rules and regulations, and a shared responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. Respecting the rights of teachers, students, administrators and all others who are involved in the educational process.
3. Expressing their ideas and opinions in a respectful manner.
4. Conforming to the following:
 - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
 - 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 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 the 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 at 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 local school authorities.
 - j. Report accurately in student media.
 - k. Do not use obscene language in student media or on school premises.

Progressive Discipline

When it is necessary to impose disciplinary consequences, school administrators and teachers will follow a progressive discipline model. The degree of discipline to be imposed will be in proportion to the severity of the incident and other relevant factors. Disciplinary actions are intended to teach students self-discipline and following a progressive model (multiple tiers of support). Please note, administration may apply discretion from tables below dependent on frequency and/or severity of the behavior.

In our progressive discipline, parent contact is defined as an attempt to contact parents via email, voicemail, or phone call. Parent Conference is defined as a face to face meeting, a phone conference, or a virtual meeting (Google Meet etc) between family, student and school team.

Tier 1 Code of Conduct Infractions

Bus Misconduct: 105	Definition: Any violation of bus safety procedures or violation of expectations of appropriate conduct while on the bus or at the bus stop.
INCIDENT	RESPONSE TO BEHAVIOR
Warning	Admin/Student Reteaching; Warning documented in skyward
First	Two-Way Admin/Parent contact ; Admin/Student Reteaching & lunch detention [DO:AP]
Second	Two-Way Admin/Parent contact; Admin/Student Reteaching; After School Detention with one day bus suspension [DO:AP]
Third	Two-Way Admin/Parent phone call. Admin/Student Conference; 1-3 day(s) bus suspension [DO:AP]
Additional	Admin/Student/Parent Conference; ISS and/or 3+ days bus suspension [DO:AP]

CELL PHONE/ PERSONAL ELECTRONIC DEVICE: 112	Definition: Use of a cell phone or other personal electronic device not owned by the school district (example: apple watch, wireless earbuds etc). during class or other inappropriate times.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent contact; Teacher/Student Reteaching; Student powers off phone and places in their backpack [DO:Teacher]
Second	Two-Way Teacher/Parent phone call; Staff Confiscation of device in sealed envelope (placed in front office) with students name on front; Lunch Detention [DO:Teacher]
Third	Two-Way Admin/Parent phone call; Staff Confiscation of device in sealed envelope (placed in front office) with students name on front; Admin/Student Reteaching; After School Detention [DO:AP]
Additional	Admin/Student/Parent Conference; Admin/Student Reteaching; ½ day- 2 days of ISS; possible phone plan (locker; phone stays home etc.) [DO:AP]

DISRUPTIVE BEHAVIOR: 106	Definition: Behavior which impedes the learning of others or keeps teachers from teaching in a classroom or other learning environment, i.e. eating, drinking, being too loud, standing, running, loitering, throwing objects, talking out of turn, etc.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent contact; Teacher/Student Reteaching [DO:Teacher]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Lunch detention; [DO:AP]
Third	Two-Way Admin/Parent phone call; Admin/Student Reteaching; After School Detention; [DO:AP]
Additional	Admin/Student/Parent Conference; 1-3 days ISS [DO:AP]

DRESS CODE VIOLATION: 134	Definition: Dressing in a manner that violates the School Board approved dress code or is a danger to the student or a distraction in the school setting, including but not limited to:
--------------------------------------	--

	★ Hats, hoods or any item that obscures the face or a person's identity (except for religious or health reasons) ★ Shorts or pants that expose undergarments or one's buttock while standing, sitting, or bending ★ Costumes or pieces of costumes (ie tails, headbands, capes etc) , ★ Sunglasses ★ Halter or Strapless Shirts or shirts whose fabric does not touch the waistband ★ Any clothing that reveals visible undergarments ★ Slippers, pajamas, robes, or pajama pants ★ Items that carry images or messages that express or imply obscenity, violence, firearms, illegal use of any substance, tobacco, sexual/flirtatious content, or degrading messages ★ Accessories that could be dangerous or used as a weapon (ie- chains from clothing, studded necklace or collars) ★ Facepaint or body glitter
--	--

INCIDENT	RESPONSE TO BEHAVIOR
First	Two Way Teacher/Parent Contact; Teacher/Student Reteaching; Correction of Violation (student change of outfit) [DO:Teacher]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; Lunch Detention; Correction of Violation (student change of outfit) [DO:AP]
Third	Two-Way Admin/Parent Phone call; Admin/Student Reteaching; Correction of Violation(student change of outfit); After School Detention [DO:AP]
Additional	Admin/Student/Parent Conference; Correction of Violation(student change of outfit); ½ day- 2 days of ISS [DO: AP]

TIER 1: INAPPROPRIATE STUDENT BEHAVIORS		
INAPPROPRIATE BEHAVIOR: 113	INAPPROPRIATE DISPLAY OF AFFECTION: 123	INAPPROPRIATE LANGUAGE: 102
Definition: Activities that are unsafe or unacceptable in a school environment such as sleeping during class, failure to follow cafeteria expectations, littering, running in the halls; horseplay; play fighting, forgery/fraud, selling food or candy, etc.	Definition: Displaying affection toward one another such as kissing or long embraces of a personal nature	Definition: Use of language that is offensive to other students and/or school personnel
INCIDENT(ANY COMBINATION OF OFFENSES W/IN CATEGORY)	RESPONSE TO BEHAVIOR	
First	Two-Way Teacher/Parent contact; Teacher/Student Reteaching [DO:Teacher]	
Second	Two-Way Admin/Parent contact; Admin/Student Reteaching; Lunch Detention [DO:AP]	
Third	Two-Way Admin/Parent Phone call; Admin/Student Reteaching; After School Detention [DO:AP]	
Additional	Mandatory Admin/Parent/Student Conference; ½ day- 2 days of ISS; Student Separation Plan if needed [DO: AP]	

TIER 1: OUT OF CLASSROOM

TARDY TO CLASS: 108	OUT OF ASSIGNED AREA: 111
Definition: Arriving to a class after the bell without a pass.	Definition: Student is not in assigned area for under eight minutes; student does not have an excuse to be out of assigned area and does not return with a pass. Any student who is repeatedly out of his/her assigned area will be subject to a search.
INCIDENT (ANY COMBINATION OF OFFENSES W/IN CATEGORY)	RESPONSE TO BEHAVIOR INCIDENT
First	Teacher/Student Reteaching [DO:Teacher]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Lunch Detention[DO:Teacher]
Third	Two-Way Admin/Parent phone call, Admin/Student Reteaching; After School Detention [DO:AP]
Additional	Admin/Parent/Student Conference; ½ day- 2 days of ISS [DO:AP]

Tier 2 Code of Conduct Infractions

CHEATING/ PLAGIARISM: 116	Definition: Willful intent to copy or look at another individual's work or ideas other than yourself, or copying work that is produced by another individual (with or without their knowledge/consent), or copying work created by an artificial intelligence (AI) platform. This includes a student wilfully allowing another student to use their work as their own.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-way Teacher/Parent phone call; Teacher-student conference to reteach/model behavior; automatic '0' on project/assignment; Alternate assignment provided; Lunch Detention [DO:Teacher]
Second	Two-way Admin/Parent phone call; Automatic '0' on project/assignment; After School Detention [DO:AP]
Third/Additional	Admin/Teacher/Student/Parent Conference; Automatic '0' on project/assignment; ISS [DO:AP]
Additional Information	When a student accumulates three or more cheating/plagiarism occurrences in the same course, a building level hearing will be held to determine appropriate consequences. The hearing could include administration, the students, the student's parent(s), school counselor, and the teachers where the offenses occurred and may result in ISS, OSS, and/or After School Detention.

PICTURES/ RECORDINGS OF OTHERS IN SCHOOL: 149	Definition: The unauthorized taking, recording, sharing, posting, or distributing of photographs, videos, or audio recordings of students, staff, or other individuals during the school day or at school-sponsored activities when such recordings are not related to an approved educational or curricular purpose. This includes creating or using recordings without the knowledge or consent of those involved, as well as using, altering, or distributing recordings or photographs in a manner that is inappropriate, disruptive, harmful, or in violation of District policies.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent contact; Teacher/Student Reteaching, Lunch Detention [DO:AP]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; After-School Detention [DO:AP]
Third	Mandatory Admin/Teacher/Student Conference; Parent phone call; 1-3 days of ISS [DO:AP]
Additional	Building-Level Hearing; Behavior Intervention Plan; 1-3 days OSS [DO:AP]

DEFIANCE/ INSUBORDINATION: 104	Definition: Refusal to follow the directions of teachers, staff, and other school personnel.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent contact; Teacher/Student Reteaching; Lunch Detention [DO:Teacher]
Second	Two-Way Teacher/Parent phone call; Admin/Student Reteaching; After School Detention [DO:AP]
Third	Two-Way Admin/Parent phone call; Admin/Student Reteaching; ½ day ISS-2 days of ISS [DO:AP]
Additional	Admin/Student/Parent Conference; Behavior Intervention Plan; 1-3 days of OSS [DO:AP]

DISRESPECT: 101	Definition: Failure to show respect or courtesy to students or staff, including the use of profanity directed toward another person.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent Contact; Teacher/Student Reteaching [DO:Teacher]
Second	Two-Way Teacher/Parent Phone Call; Teacher/Student Reteaching; Lunch Detention [DO:AP]
Third	Two-Way Admin/Parent Phone Call; Admin/Student Reteaching; ½ day ISS-2 days of ISS [DO:AP]
Additional	Parent Conference; Behavior Intervention Plan; 1-3 days OSS [DO:AP]

INAPPROPRIATE USE OF TECHNOLOGY OR VIOLATION OF AUP: 122	Definition: Acting in violation of the district's acceptance use policy, misusing district owned technology, resetting iPad without permission, or not following teacher directions using the I-pad.
INCIDENT	RESPONSE TO BEHAVIOR
Warning	Two-Way Teacher/Parent Communication; Teacher/Student reteaching [DO:Teacher]
First	Two-Way Teacher/Parent Communication; Teacher/Student Reteaching; Lunch Detention [DO:Teacher]
Second	Two-Way Teacher/Parent phone call; Admin/Student Reteaching; After School Detention[DO:AP]
Third	Two-Way Admin/Parent phone call; Admin/Student Reteaching; ½ day ISS-2 days of ISS [DO:AP]
Additional	Building-Level Parent Meeting; Revocation of Technology Privileges [DO: Principal]

PHYSICAL CONTACT: 117	Definition: Any contact between two or more individuals which is harassing in nature
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Admin/Parent phone call, After School Detention [DO:AP]
Second	Two-Way Admin/Parent phone call, 1-2 days of ISS [DO:AP]
Third	Two-Way Admin/Parent phone call, 2-3 days of ISS [DO:AP]
Additional	Two-Way Admin/Parent phone call; Building Level Parent Meeting; Behavior Intervention Plan; 1-3 days of OSS [DO:AP]

CLASS CUT	Definition- Failure to attend a class, or miss an extended portion of a class accumulating to 9 minutes or more, without an excused reason
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent Contact; Teacher/Student Reteaching; Lunch Detention [DO:AP]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; After School Detention [DO:AP]
Third	Two-Way Admin/Parent phone call; Admin/Student Reteaching; 1 day ISS [DO:AP]
Additional	Two-Way Admin/Parent phone call; Admin/Student Reteaching; 1-3 days ISS; Building Level Hearing; Behavior Intervention Plan [DO:AP]

UNSAFE BEHAVIOR: 144	Definition: Behaving in a manner that is unsafe for the student, other students, staff, and/or the property of the school district or an individual.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent phone call; Admin/Student Reteaching, After School Detention [DO:AP]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; 1-3 days of ISS [DO:AP]
Third	Mandatory Admin/Student/Parent Conference; 1-3 days of OSS [DO:AP]
Additional	Two-Way Admin/Parent phone call; Building-Level Hearing; Behavior Intervention Plan; 3-5 days of OSS [DO:Admin]

HATE SPEECH: 148	Definition: Speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion or sexual orientation.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Admin/Parent phone call; Admin/Student Reteaching, After School Detention [DO:AP]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; 1-3 days of ISS [DO:AP]
Third	Two-Way Admin/Parent phone call; Mandatory Admin/Student/Parent Conference; 3-5 days OSS [DO:AP]
Additional	Two-Way Admin/Parent phone call; Building-Level Hearing; Behavior Intervention Plan; 5-10 days of OSS [DO:Admin]

VERBAL ALTERCATION: 142	Definition: A verbal confrontation between individuals that is hostile or aggressive in nature.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent phone call; Admin/Student Reteaching; After School Detention [DO:AP]
Second	Two-Way Admin/Parent phone call; Teacher/Student Reteaching; 1 day of ISS [DO:AP]
Third	Two-Way Admin/Parent phone call; Admin/Student/Parent Conference; 2-3 days ISS [DO:AP]
Additional	Building-Level Hearing; Behavior Intervention Plan; 1-3 days of OSS [DO:Admin]

BYSTANDER: 151	Definition: passive or active supporters of an unsafe or inappropriate situation. Does not remove oneself from the situation to seek help and report to an adult.
INCIDENT	RESPONSE TO BEHAVIOR
Response	Two-Way Admin/Parent communication; Admin/Student Reteaching, ISS or OSS [DO: AP]
Additional	Two-Way Teacher/Admin/Parent communication; Teacher/Admin/Student Reteaching, ISS or OSS, Building-Level Hearing; Behavior Intervention Plan [DO:AP]

Tier 3 Code of Conduct Infractions

LEAVING SCHOOL PROPERTY W/O PERMISSION: 133	Definition: Leaving school property without permission from the MS main office
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Admin/Parent Communication; Police Notification; 1 Day ISS (Following investigation) [DO:AP/Principal]
Second	Parent/Student/Admin Conference; Police Notification, 2+ Days of ISS (Following investigation) [DO:Principal]
Third	Building Level Hearing (Following investigation), Police Notification, 1-3 days OSS [DO:Principal]
Additional	Superintendent Level Hearing (Following investigation) [DO:Principal]

THEFT: 25	Definition: Unlawful taking of property or obtaining property by false pretense
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Two-Way Admin/Parent Phone Call; Police Notification; 1-3 Days of ISS (Following investigation) [DO:AP/Principal]
Second	Admin/Parent/Student Conference; Police Notification, 1-5 Days of OSS (Following investigation) [DO:Principal]
Third	Building Level Hearing (Following investigation); 3-5 Days OSS [DO:Principal]
Additional	Superintendent Level Hearing (Following investigation); 5-10 Days OSS [DO:Principal]

TOBACCO OR VAPE USE/ POSSESSION: 53	Definition: Tobacco use or possession by students at any time in a school building or on any property, buses, vans and vehicles that are owned, leased or controlled by the school district or at school-sponsored activities that are held off school property. • A lighted or unlighted cigarette, cigar or pipe; other lighted or unlit smoking products; any products that resemble those above; or smokeless tobacco, in any form. • Any vaping device or articles including, but not limited to: Vape pens/MODS, Cig-a-likes, electronic cigarettes, JUUL, and any e-liquids, pods, or cartridges (regardless of content)
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Admin/Parent phone call; Fine in accordance with Act 145; SAP referral (following investigation); 1Day of ISS [DO:AP]
Second	Two-Way Admin/Parent phone call; Fine in accordance with Act 145; 1-3 Days ISS; Anti-Vaping Course (Following investigation) [DO:AP]
Third	Two-Way Admin/Parent phone call; Fine in accordance with Act 145; 1-3 Days OSS; (Following investigation) [DO:AP]
Additional	Building Level Hearing (Following investigation); Fine in accordance with Act 145; 3-5 Days OSS; Possible restroom escort in place [DO:Principal]

POSSESSION, USE, DISTRIBUTION,	Definition: Using, possessing, distributing, selling and/or being under the influence of any controlled substance during school hours, on school property, at any school-sponsored
--------------------------------	--

SALE, OR BEING UNDER THE INFLUENCE OF A LOOK-ALIKE DRUG, CONTROLLED SUBSTANCE, ALCOHOL, OR DRUG PARAPHERNALIA: 50	activity, and during the time spent traveling to and from school and school-sponsored activities - controlled substances shall include but not be limited to all dangerous controlled substances prohibited by federal and state law; all look-alike drugs; all alcoholic beverages; all anabolic steroids; all drug paraphernalia; any volatile solvents or inhalants, such as but not limited to glue and aerosol products; and any prescription or patent drugs, except those for which permission to use in school has been granted pursuant to Board policy. - under the influence shall include any consumption or ingestion by a student of controlled substances or any chemical or substance that may mimic the effects of a controlled substance.
INCIDENT	RESPONSE TO BEHAVIOR
First	10 Days OSS(Following investigation); Building Level Hearing; Police Notification: Recommendation for Superintendent Level Hearing [DO:AP/Principal]
Additional	Based on the results of Building and Superintendent Level Hearings [DO:Principal]

CONTRABAND: 114	Definition: Possession of materials that are banned from school property ex. lighters, OTC medication, pornography, fireworks (and similar), chemicals, etc.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Admin/Parent Communication; One Day ISS; Confiscation of item [DO:API]
Second	Two-Way Admin/Parent Communication; 1-2 Day(s) OSS; Confiscation of item [DO:Principal]
Third	Mandatory Admin/Student/Parent Conference; Confiscation of item; 3-5 Days OSS [DO:Principal]
Additional	Building Level Hearing [DO:Principal]; 3-5 Days OSS [DO:Principal]

DESTRUCTION OF PROPERTY: 119	Definition: Damage to or destruction of the personal or school property of another student or staff member (for example: bathroom destruction)
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Admin/Parent Communication; Police Notification if necessary; Monetary Restitution; 1-3 Day(s) ISS (Following investigation) [DO:AP/Principal]
Second	Mandatory Admin/Parent/Student Conference; Police Notification; Monetary Restitution; 1-3 Day(s) OSS(Following investigation) [DO:Principal]
Additional	Building Level Hearing (Following investigation); 3-5 Days OSS [DO:Principal]

VANDALISM: 32	Definition: Intentional destruction or defacement of any school property or property of another student or staff, including tampering with property or intentionally defacing property
---------------	--

INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim Freeform: type in DAMS	
First	Two-Way Admin/Parent Communication; Police Notification; Monetary Restitution; 1-3 Day(s) ISS (Following investigation) [DO:AP/Principal]
Second	Mandatory Admin/Student/Parent Conference; Police Notification; Monetary Restitution; 1-3 Day(s) OSS (Following investigation) [DO:Principal]
Third	Building Level Hearing (Following investigation); 3-5 Days OSS [DO:Principal]
Additional	Superintendent Level Hearing (Following investigation); 5-10 Days OSS [DO:Principal]

MINOR ALTERCATION: 18	Definition: An incident which involves a single offender who commits a minor violent act against another individual and the other individual does not physically respond, and the incident does not elevate to a more severe type of incident such as a fight or assault.
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Mandatory Admin/Student/Parent Conference, Police Notification if necessary; 3-5 Days of OSS [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); Police Notification; 5-10 Days OSS [DO:Principal]
Third	Superintendent Level Hearing (Following investigation) [DO:Principal]; 5-10 Days OSS [DO:Principal]

FIGHTING: 17	Definition: Mutual aggression in which both parties have contributed to the situation by physical action
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: No victim all participants are offenders	
First	Mandatory Admin/Student/Parent Conference; Police Notification; 3-5 Days OSS [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); Police Notification; 5-10 Days OSS [DO:Principal]
Third	Superintendent Level Hearing (Following investigation); Police Notification; 5-10 Days OSS [DO:Principal]

ASSAULT, Simple: 03	Definition: Attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another student or staff member; negligently causes bodily injury to another with a deadly weapon; attempts by physical menace to put another in fear of imminent serious bodily injury
------------------------	---

INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Mandatory Admin/Student/Parent Conference; Police Notification; 3+Days OSS (Following investigation) [DO:AP/Principal]
Second	Building Level Hearing; Police Notification; 5+ Days OSS; (Following investigation) [DO:Principal]
Additional	Superintendent Hearing (Following investigation); 10 days OSS [DO:Principal]

ASSAULT, Aggravated: 02	Definition: Attempts to cause serious bodily injury to another student or staff member, or causes such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Mandatory Admin/Student/Parent Conference; Police Notification; 5+ days of OSS (Following investigation) [DO:AP/Principal]
Additional	Superintendent Hearing; Police Notification; (Following investigation); 10 days of OSS [DO:Principal]

RACIAL/ETHNIC INTIMIDATION: 15	Definition: Verbal, written, graphic or physical conduct related to an individual's, race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability, when such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment; has the purpose or effect of substantially interfering with an individual's academic performance; or otherwise adversely affects an individual's learning opportunities
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Mandatory Parent/Student Conference; Police Notification; 3 Days of OSS [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); Police Notification; 5 Days of OSS [DO:Principal]
Third	Superintendent Level Hearing (Following investigation); Police Notification; 10 Days OSS [DO:Principal]

BULLYING/ CYBER- BULLYING: 27	Definition: Ongoing (repeated) acts intentionally committed to cause harm or to demonstrate an imbalance of power to an individual or group based upon race, national origin, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status or physical or mental ability or disability. This also includes any acts of hazing.
-------------------------------------	---

	Bullying includes intentional electronic, written, verbal, or physical act or series of acts directed at another student(s) which occurs in a school setting and has the effect of doing any of the following: 1. Substantially interfering with a student's education 2. Creating a threatening environment 3. Substantially disrupting the orderly operation of the school
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Two-way Admin/Parent Communication; Student Conference with counselor/administrator; completion of bullying contract; 1-3 days of ISS or OSS (as deemed appropriate following investigation) [DO:AP/Principal]
Second	Building Level Hearing; 5 Days OSS (Following investigation; could be deemed harrassment) [DO:Principal];
Third	Superintendent Hearing; 5-10 days OSS or Expulsion (Following investigation); [DO: Principal]

ALL OTHER FORMS OF HARASSMENT: 16	Definition: With intent to harass, annoy or alarm another. The person strikes, shoves, kicks, or otherwise subjects the other person to physical contact, or attempts or threatens to do the same; follows the other person in or about a public place or places; engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose or unwanted conduct; communicates to or about such other persons any lewd, lascivious, threatening, or obscene words, slurs, language, drawings, or caricatures; communicates repeatedly in an anonymous manner; communicates repeatedly at extremely inconvenient hours; or communicates repeatedly in a manner other than specified above. Harassment could include but is not limited to discrimination based on protected classifications. See policy 103.
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Mandatory Admin/Student/Parent Conference; Police Notification; 3 Days OSS [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); Police Notification; 5 Days OSS [DO:Principal]
Third	Superintendent Level Hearing (Following investigation); Police Notification; 10 Days OSS [DO:Principal]

HARASSMENT, Sexual: 14	Definition: Unwanted sexual advances from peers, teachers, administrators, or anyone involved in school activities; requests for sexual favors; other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when submission to such conduct is to make explicitly or implicitly a term or condition of a student's academic status; submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual; such conduct deprives a students or educational aid, benefits, services or
--------------------------------------	---

	treatment; or such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Mandatory Parent/Student Conference; Police Notification; Notification to district Title 9 coordinator; 3-5 Days OSS (Following investigation) [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); 5-10 Days OSS; Notification to district Title 9 coordinator; S [DO:Principal]
Third	Superintendent Level Hearing (Following investigation); Notification to district Title 9 coordinator; 10 Days OSS; [DO:Principal]

SEXTING: 147	Definition: Possession, sending, receiving, or forwarding sexually explicit material on school property.
INCIDENT	RESPONSE TO BEHAVIOR
First	Admin/Student/Parent Conference; 1-3 Days OSS; Police Notification (Following investigation) [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); 3-5 Days OSS; Police Notification [DO:Principal]
Third	Superintendent Hearing (Following investigation); 5-10 Days OSS; Police Notification [DO:Principal]

SEXUAL MISCONDUCT: 150	Definition: Sexual acts in the school May include: Rape: 5, Involuntary Sexual Deviate Intercourse: 6, Statutory Sexual Assault: 7, Sexual Assault: 8, Aggravated Indecent Assault: 9, Indecent Assault: 10, Indecent Exposure: 11, Open Lewdness: 12, Obscene and other sexual materials and performances: 13
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: add victim	
First	Admin/Student/Parent Conference; 5+ days of OSS; Police Notification (Following investigation) [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); OSS; Police Notification [DO:Principal]
Third	Superintendent Hearing (Following investigation); OSS; Police Notification [DO:Principal]

SEXUAL ASSAULT: 08	Definition: Physical sexual attack on school staff or another student
INCIDENT	RESPONSE TO BEHAVIOR
First	Building Level Hearing (Following investigation); 10 Days OSS; Police Notification [DO:AP/Principal]
Additional	Dependent on the results of Building and Superintendent Level Hearing; Possible expulsion [DO:Principal]

RECKLESS ENDANGERING: 23	Definition: Acting in a manner that puts another student or staff member in danger of bodily harm and/or injury
---------------------------------	---

	Ex: Having knowledge of a potential fight and participating by being present or recording the planned event.
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Admin/Student/Parent Conference; Admin/Student Reteaching; ISS; Police Notification [DO: AP/Principal]
Second	Admin/Student/Parent Conference; Admin/Student Reteaching; OSS; Police Notification [DO:Principal]
Third	Recommendation for Building Level Hearing [DO: Principal]

TERRORISTIC THREATS/ ACTS: 36	Definition: Communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school facility, property or school supervised facility or property; a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience; an offense against property or involving danger to another person; includes, but is not limited to, illegally activating a fire alarm or issuing a false fire alarm; the false notification of impending explosion or presence of a bomb; willfully and maliciously activating the fire sprinkler system.
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Building Level Hearing; Superintendent Hearing; Police Notification, 10 Days OSS (Following investigation) [DO:AP/Principal]
Additional	Dependent on the results of Building and Superintendent Level Hearing [DO:Principal]

WEAPONS: 46	Definition: Possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity - A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school - The term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon. This also includes any other tool, instrument or implement capable of inflicting serious bodily injury being used in a fashion to inflict bodily injury
INCIDENT	RESPONSE TO BEHAVIOR
First	Police Notification; 10 Days OSS; Superintendent Notification; Board Hearing (Following investigation) [DO:AP/Principal]
Additional	Based on results of Board Hearing [DO:Principal]

THREATENING SCHOOL OFFICIALS/ STUDENTS: 22	Definition: Making statements or visible actions towards a staff member or students that are intended to intimidate Physical, verbal, written, or electronic threat (e.g., internet) or intimidation) is to unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily
--	---

	pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included. (Note: If a threat is deemed terroristic, there is the potential to go directly to board Expulsion. (Board Policy #218.2) <u>Transient threats</u> are statements that do not express a lasting intent to harm someone. They are statements intended as figures of speech or feelings that dissipate quickly when the student thinks about the meaning of what they have said. Transient threats may end in an apology or explanation that clarifies that the threat is over. The student may express regret and retract the anger response when the student has calmed down. <u>Substantive threats</u> are statements that express a continuing threat to harm someone. They indicate a desire to hurt someone beyond the immediate incident or argument of the initial threat. Things to consider in the determination of a substantive threat: previous bullying history, denial of the threat, detail of the statement, or physical evidence to support the threat.
INCIDENT	RESPONSE TO BEHAVIOR: The administrator and threat assessment team will evaluate and determine the type of threat. The administrator will determine the appropriate disciplinary action based on the threat assessment.
Skyward: Add victim	
First (Substantive)	Mandatory Parent/Student Conference; Police Notification, 3-5 Days OSS (Following investigation) [DO:AP/Principal]
Second (Substantive)	Building Level Hearing, Police Notification; 5-10 Days OSS (Following investigation) [DO:Principal]
Additional (Substantive)	Superintendent Level Hearing; Police Notification (Following investigation) [DO:Principal]; 10 Days OSS [DO:Principal]
Transient	Administrator/student conference, Additional consequences may include: parent contact, removal from class/school, apology to victim, possible police notification, possible referral to student concern team, ISS, OSS [AP:Principal]

After School Detention

- Detention is held after school from 2:35-3:30 pm as assigned by the building administration.
- Students will not be permitted to use personal electronic devices, sleep, or talk.
- Students should use this time constructively, doing school-related work.
- Students must follow all school rules.
- Students are responsible for their own transportation.
- If a student fails to attend detention, the detention will be rescheduled one time.
 - o If detention is missed again, it will result in 1 day of OSS.

SUSPENSION AND EXPULSION

[Board Policy #233](#)

In-School Suspension (ISS)

This administrative discipline option is used when other forms of discipline have been ineffective in correcting a student's behavior or the offense is severe enough to warrant this course of action. Credit will be given for classroom work completed during this assignment.

Responsibilities:

1. Students who are assigned ISS should report to the main office for attendance. They will place their personal cell-phone or technology in a sealed envelope for the day.
2. Students will be responsible for completing all work assigned by classroom teachers for the day(s) served in ISS.
3. Students are expected to follow all school rules while in ISS, as well as the rules specific to the ISS room.

Out of School Suspension (OSS)

This administrative discipline option is used only when other forms of discipline have been ineffective in correcting a student's behavior or the offense is severe enough to warrant this course of action. Credit will be given for classroom work completed during the out of school suspension.

Responsibilities:

1. Students are not permitted on school property (day or night) during the period of suspension. Students will be charged with trespassing.
2. A parent or guardian may pick up assignments in the Main Office or have them electronically communicated.
3. Students may not participate in, or attend, any extracurricular activities during the term assigned to out of school suspension.
4. Failure to abide by these rules may result in further disciplinary consequences, including recommendation for a Superintendent Level hearing.

Activities and Suspension

When a student is suspended, he/she is not permitted to attend any extracurricular school function until he/she is considered in "good standing". A student is considered to be in good standing upon the first full school day of his/her return from suspension, the suspension ends at the beginning of the first full day of return. These suspensions include all out of school suspensions as well as in school suspensions. A student that has suspension on a Friday, or the last full school day before the weekend, is not permitted to attend any weekend functions. These rules may result in further disciplinary consequences, including recommendation for a Superintendent Level hearing.

DRESS AND GROOMING

Board Policy #221

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the rights of students and their parents to make decisions regarding their appearance except when their choices disrupt the educational program of the school or affect the health and safety of others. The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student him/herself or to others in the school;
- B. Materially interfere with school work, create disorder, or disrupt the educational program;
- C. Cause excessive wear or damage to school property or;
- D. Prevent the student from achieving his/her educational objectives because of blocked vision or restricted movement.

The Board authorizes the building principal or his/her designee to monitor student dress and grooming and enforce school rules. The Superintendent or his/her designee shall ensure that all rules implementing the policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality. Students will be directed to comply with the standards adopted by the School Board or face disciplinary action.

Guidelines:

All students are expected to be neatly dressed and well groomed.

Appropriate footwear such as shoes, sneakers, or sandals must be worn in the building at all times.

Students who wear or bring clothing, backpacks, accessories, jewelry with obscenities, suggestive remarks, negative comments about another's culture, drugs, vape, alcohol, tobacco or reference to illegal substances printed on their clothing will be asked to change clothes or cover the item in question

with another garment. If this is not possible, the parent will be notified and asked to come to the school with either a change of clothing, remove or cover the item in question, or take the student home.

Students may not wear the following:

- ★ Hats, hoods or any item that obscures the face or a person's identity (except for religious or health reasons)
- ★ Shorts or pants that expose undergarments or one's buttock while standing, sitting, or bending
- ★ Costumes or pieces of costumes (ie tails, headbands, capes etc) ,
- ★ Sunglasses (unless medically necessary)
- ★ Halter or Strapless Shirts or shirts whose fabric does not touch the waistband
- ★ Any clothing that reveals visible undergarments
- ★ Slippers, pajamas, robes, or pajama pants
- ★ Items that carry images or messages that express or imply obscenity, violence, firearms, illegal use of any substance, tobacco, sexual/flirtatious content, or degrading messages
- ★ Accessories that could be dangerous or used as a weapon (ie- chains from clothing, studded necklace or collars)
- ★ Facepaint or body glitter

The district recognizes the right of students to wear jewelry and other adornment. However, some items and the manner in which they are worn or displayed may not be appropriate under certain circumstances. Some items may pose a danger to the safety or welfare of the student or other students or staff, and may pose a threat to, or interruption of the educational process.

In the case of physical education or other programs which involve or which present the opportunity for physical contact between students or physical contact by a student with physical objects, the administration and/or teaching staff will require that students remove all jewelry and adornment that might reasonably be considered as posing a threat to the safety of the student, other students or staff.

In the case of the day-to-day school environment, the administration and/or teaching staff may require that students remove all jewelry and adornment that might reasonably be considered as posing a threat to the safety of the student, other students or staff, or as posing a threat to, or interruption of, the educational process.

Examples of jewelry and adornment that may be considered inappropriate include, but are not limited to, the following:

1. The piercing of body parts at school by the insertion of jewelry or other objects performed by the student or others not properly licensed or authorized to do so.
2. The piercing of body parts at school and the insertion of jewelry or other objects which results in bleeding, oozing of bodily fluids or other physical conditions which may pose a danger to the student or others.
3. The connection between two body parts, by piercing, attachment or otherwise, by means of a chain, string or other physical means.
4. The use of any jewelry or adornment, whether by piercing, attachment or otherwise, which might reasonably affect the educational process.

The final judgment concerning dress code decisions is reserved for the administration.

TERRORISTIC THREATS AND ACTS

[Board Policy #218.2](#)

STUDENT TIP HOTLINE/SAFE 2 SAY

Students having any concerns or information involving potential student threats upon individuals and/or property are strongly encouraged to contact school officials or local law-enforcement immediately. In the event the student would like to report the information and remain anonymous, they may then utilize the 911 Student Tip Line.

This line will not trace call numbers and the caller may choose to remain completely anonymous involving information provided. At the prompt the student may press the pound key and four if they prefer to speak directly to a 911 supervisor or the student may at the message prompt choose to press the number two key and leave a taped message.

When calling, it is extremely important the caller remember to provide the name of the school district and particular school building or location to be involved. The name or names of any students and individuals involved (if known), the exact nature of the threat, such as times, dates with a detailed description of all the information you are aware of relating to the threat and how you became aware.

If the threat is not school related, students are still encouraged to provide information involving potential criminal acts as well. The reporting hotline number is: 1-888-332-9283 (York County) or 292-8062 (district hotline). You may also use the following web address: dasdtipline@doversd.org

SAFE 2 SAY: Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late.

Submit a tip online: <https://www.safe2saypa.org/tip/>
Call in a tip: 1-844-SAF2SAY

DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS

[Board Policy 103](#)

Bullying

[Board Policy #249](#)

Bullying is defined as an aggressive intentional behavior, which is carried out repeatedly over time. It may be physical or verbal. The following rules against bullying have been set at Dover Area Middle School.

Bullying is intentional electronic, written, verbal, or physical act or series of acts directed at another student or students in the school setting, outside the school setting, and/or via social media during school hours. School setting is defined as in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school. Bullying is a severe, persistent, or pervasive act that could result in any of the following:

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

The school will not tolerate actions by students that could fall under the classification of bullying, intimidation or extortion. These acts often lead to greater violence. Not only do they harm the intended victims, but they also affect the climate of the schools and the opportunities for all students to learn and achieve in school. Students must be taught that the individual rights of other students will be safeguarded.

Bullying may include, but is not limited to:

- Physical Bullying: Punching, poking, hair pulling, biting, or excessive tickling
- Verbal/Written Bullying: Hurtful name-calling, teasing, gossiping
- Emotional Bullying: Extorting, defaming, humiliating, blackmailing, making fun of personal characteristics such as race, disability, ethnicity or perceived sexual orientation, manipulating friendship and ostracizing
- Cyber Bullying: Any defamatory statements made through the internet that are available to view by members of the school community, derogatory statements that threaten, harass, or disrupt students' ability to learn.

The Board prohibits all forms of bullying by students and encourages students who have been bullied

to promptly report such incidents. Bullying concerns can be reported to classroom teachers, guidance counselors, and/or administrators. If a student or parent is uncertain whether a situation constitutes bullying, the school encourages the student or parent to report the situation and allow the school to assist in determining if it meets the definition of bullying.

The Superintendent shall develop procedures outlining the chain of command through which incidents of harassment shall be reported. In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent as the district's Compliance Officer.

Complaints of harassment will be promptly investigated and immediate action will be taken to resolve complaints. No individual will suffer reprisals for good faith reporting of incidents of harassment or making good faith complaints. The Dover Area School District prohibits retaliation by an employee or student against a person who has made allegations of harassment. An individual who is found to be responsible for harassment will be subject to appropriate action up to and including exclusion from school. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Discipline, including parent notification, will be determined based on the severity and number of bullying incidents in which a student is involved.

Harassment/Discrimination Notification Procedure

Anyone who feels that he or she is the victim of racial/sexual harassment, racial/sexual discrimination, or racial slurs has the right to seek a solution without prejudice. Remedies may follow the procedures as stated below:

- A complainant may wish to resolve the problem through discussion. For example, the complainant may believe that the harasser is unaware that the behavior is offensive or unacceptable.
- A complainant may seek legal action and be supported by local school district personnel when applicable.
- A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or the Compliance Officer. The individual may initiate or terminate this procedure at his/her discretion.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

The individual will be made aware of and given a packet listing various options to address the concerns. The packet contains an unlawful harassment complaint form, an unlawful harassment report form, as well as a list of advocates to assist the individual through the process. Packets will be available in each building office as well as in the Superintendent's office.

If the building principal is the subject of a complaint, the student, third party, or employee shall report the incident directly to the Compliance Officer.

INVESTIGATION: Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Superintendent and/or the Compliance Officer. The building principal shall then be authorized to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

INVESTIGATIVE REPORT: The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer. Copies of Complaint Forms are available online under school board policies

DISCIPLINARY PROCEDURES/DISTRICT ACTIONS: If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action. If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. The disciplinary action for the offender will be in proportion to the severity of the misconduct. Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and State and Federal laws.

APPEAL PROCEDURE:

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective actions recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written report to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused, and the building principal who conducted the initial investigation.

Care of School Property

Students are responsible for the proper care of school property, school supplies, and equipment provided for the students' use including but not limited to school issued calculators, I-Pads, I-pad cases. Fines may be assessed for lost or damaged books, supplies and technology equipment. Students who willfully cause damage to school property, equipment, or school supplies shall be subject to disciplinary measures. Deliberate damage or defacing of school property may be reported to the appropriate juvenile authorities.

STUDENT RIGHTS AND RESPONSIBILITIES

[Board Policy #235](#)

STUDENT EXPRESSION

[Board Policy #220](#)

PARTICIPATION IN SCHOOL AFFAIRS

[Board Policy #232](#)

STUDENT FUNDRAISING

[Board Policy #229](#)

TRANSPORTATION POLICY

[Board Policy #810](#)

BUS PROCEDURES

1. Students are to walk to their bus loading area and board the bus immediately upon dismissal.
2. Misconduct on the bus or at bus stops will result in disciplinary action by the administration and notification to parents that further misconduct may result in the parents having to meet with the principal, transportation department, or superintendent to determine whether the student may continue to ride the bus. The safety of every student is our main concern.
3. Bus riders are not permitted to get off the bus at the High School in order to walk to the Middle School or home.
4. Students may not walk to the High School and board their bus. All bus riders must load at the Middle School.
5. Upon arriving at the Middle School, bus riders (and walkers) are not permitted to leave school property until dismissal.
6. Students who miss their afternoon bus are to report immediately to the office.
7. All students for safety reasons must use sidewalks and crosswalks.

BUS REGULATIONS/CONDUCT

School transportation is a privilege. All school rules and regulations are in effect while students are at the bus stop or riding the bus. Unacceptable behavior or attitudes will not be tolerated, as these actions create an unsafe environment. Misconduct on the bus will be reported to the appropriate administration and will result in disciplinary consequences based on the student code of conduct and may result in loss of bus privileges. The school bus driver carries a burden of responsibility for safety which dictates that his/her authority be respected in matters relative to the operation of the school bus.

A student must ride the same school bus and get off at the same bus stop every day. Questions regarding transportation should be directed to the Director of Transportation at the district office.

The following rules will be posted on all buses:

- a. Arrive at your bus stop 10 minutes prior to designated pick-up time
- b. Follow the driver's directions the first time they are given.
- c. Stay in assigned seats, keeping all body parts and objects inside the bus.
- d. Refrain from littering, pushing, shoving, fighting, smoking, chewing, and/or spitting. Stick candy, such as lollipops, which may cause injury or choking is prohibited. Eating and drinking shall be at the discretion of the driver.

Students are not to invite friends to ride the bus. Students shall be assigned to ONE regular bus run. In the case of a family emergency situation, the Transportation Director will issue a temporary bus pass. Students shall pass in front of the bus to cross the highway. Objects, such as band instruments, must be manageable in size, as to fit onto the student's lap or under his seat. Large, unwieldy objects are considered a safety hazard and not permitted on a school bus. No animals of any kind are permitted on school buses, as well as potentially harmful objects (for example, glass containers, sharp metal objects, long sticks, etc.). If unwieldy objects need to be brought into school, parents/guardians should transport them in their own vehicles.

According to PA State School Code, students may be assigned seats, and in cases of flagrant or chronic misbehavior, may be deprived of school transportation. A driver check system will be the first course of disciplinary action. Persistent misconduct in this category will be referred to the administration. Violators should expect disciplinary action in one or more of the following forms: warning, parent notification, detention, and/or suspension from the bus. If this system fails to produce acceptable bus conduct, the student will be suspended from the bus pending an administrative hearing. If severe misconduct occurs, the student shall be referred to the principal immediately. Fighting, tobacco use, or lighting matches/lighters will result in immediate suspension from the bus.

Video/audio cameras are assigned to buses. The primary purpose for video/audio monitors on our school buses is to promote safety. Cameras will be used as a tool in preventing discipline problems from occurring. The cameras will also provide a checks and balances system for student behavior. Neither drivers nor students shall be cognizant of the actual presence of a live camera on the bus at any particular time.

All students that are bus riders are expected to wait at the designated loading area outside of the school entrance. Students are not to leave school property and return to board the bus. A student that is not riding the bus is not permitted to wait with those students that do ride the bus.

CAR RIDER/STUDENT DROP OFF PROCEDURES

When dropping off or picking up your child from Dover Area Middle School proceed to the rear gymnasium entrance. When you reach the door entrance, please be sure to pull up to exit 15. Please make sure to follow school start times by allowing enough time for drop off and by following drop off exit procedures. Car-rider drop off is from 7:15-7:30. After 7:30 (when the door is closed and there are no staff members present) the student is considered tardy, and you will need to pull around to the front of the building, sign your child in at the front desk and get a tardy slip from the office staff. Student drop-offs by car may not occur in the front of the building until after 7:30 AM. Please make sure to follow the car rider procedure so that all students can arrive at school on time.

USE OF BICYCLES AND MOTOR VEHICLES

[Board Policy #223](#)

For the convenience of bicyclists, a bike rack is located at the front of the building near the flagpole. Individuals who utilize the bike rack are responsible to provide their own lock and assume all liability in regards to the bicycle.

WITHDRAWAL FROM SCHOOL

[Board Policy #208](#)

When a child is withdrawing from school, notify the Middle School Attendance Secretary. No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification. The student's records will be sent to the new school when the student is officially withdrawn from Dover Area Middle School. For further information contact the Dover Area Middle School Main Office at 292-8067, Ext. 20112.

STUDENT RECORDS

[Board Policy #216](#)

GRADING AND REPORT CARDS

[Board Policy #212](#)

GRADING SYSTEM

- A (100-90)
- B (89-80)
- C (79-70)
- D (69-65)
- F (64-0)
- N (Not Graded)

- I (Incomplete)

Extra Credit - Extra credit may only be given if all other assigned work is completed. It must be meaningful to the curriculum of the class in which it is assigned. Teacher discretion may be used in allowing extra credit. Extra credit is not intended to replace assigned projects that were not completed by a student. To this end, extra credit "should be in addition to, not in place of, assigned work." Extra credit may not raise the final marking period grade more than two (2) percentage points. These guidelines do not apply to bonus questions on tests or quizzes.

INCOMPLETE WORK- A student who has not had the opportunity to submit incomplete work due to medical, extenuating circumstances, and/or alternative placement at the end of a marking period may be given 15 school days following the last day of the marking period to complete these assignments. Teachers will be notified of the date by an administrative assistant.

Dover Middle School Late Work Practices

SWAT Classes Late Work Practices

- Students have 2 weeks from the original due date to submit late assignments.
- Teachers may assess late-point deductions if specified in the assignment rubric or assignment description.
- No assignments will be accepted after the 2 week window.
- Assignments not submitted within the 2-week window will stay a zero in the gradebook.

Grade 6 Late Work Practices

- Students have 2 weeks after the original due date to complete and submit assignments.
- Teachers may assess late-point deductions if specified in the assignment rubric or assignment description.
- Assignments not submitted within the 2-week window will stay a zero in the gradebook.

Grade 7 Late Work Practices

Students may submit assignments within 2 weeks of the original due date. The highest grade possible for late work will be:

- Marking Period 1: 100%
- Marking Period 2: 90%
- Marking Period 3: 80%
- Marking Period 4: 70%

Assignments not submitted within the 2-week window will stay a zero in the gradebook.

Grade 8 Late Work Practices

Students may submit assignments within 2 weeks of the original due date. The highest grade possible for late work will be:

- Marking Period 1: 90%

- Marking Period 2: 80%
- Marking Period 3: 70%
- Marking Period 4: 50%

Assignments not submitted within the 2-week window will stay a zero in the gradebook.

Note: For all grade levels, late work expectations may be adjusted based on accommodations outlined in a student's IEP, 504 Plan, or for extended absences.

AWARDS & HONORS

Distinguished Honor Roll: Students must have a marking period GPA average of 93% with no subject grade below 90%.

Honor Roll: Students must have a marking period GPA average of 85% or higher with no subject grade below 82%.

Soaring Eagle: Students selected as Soaring Eagles demonstrate PROUD behaviors and good morale character. Students are selected by their team of teachers. Two students per team are selected each quarter.

8th Grade Subject Area Awards- The following awards are presented to the eighth grade students having attained the highest grade point average per subject: Math, English Language Arts, Science and Social Studies.

Distinguished Honor Roll Achievement Award- This award is given to 8th grade students having earned Distinguished every marking period at Dover Area Middle School in grades 6-8.

Honor Roll Achievement Award- This award is given to 8th grade students having earned Honor Roll and/or Distinguished every marking period at Dover Area Middle School in grades 6-8.

American Legion Citizenship Award: This award is presented annually to two students in the eighth grade who best display in their daily lives the following character traits:

- **Honor:** Strength of character, high standards of conduct; keen sense of what is right, adherence to truth and conscience and devotion to duty.
- **Scholarship:** Scholastic attainment; evidence of industry and application in studies.
- **Service:** Kindness, unselfishness; willingness to lend a helping hand, protection to the weak, and preferment of the interests and welfare of associates, without hope of personal reward.
- **Americanism:** active interest in promotion of love and country, as may be expressed in formal exercises, respect to the flag, knowledge of national anthem, flag's salute, adherence to the country's highest ideals worthy citizenship.
- **Leadership:** ability to do well the duties of leadership assigned to one as exemplified in the holding of office, committees, etc., exhibition of good team play.
- **Courage:** show moral courage to stand up for the right; physical courage in games and play.

STUDENT PLACEMENT POLICY

Student placement on teaching teams is done through random selection in May of the preceding year. This encourages the greatest amount of interaction with different learning and teaching styles. Alternative student placement will be considered based on the student's educational needs, such as the placement of learning support students in an inclusion class. If such a need arises, administration, school counselors, teaching teams, and parents will meet to reach consensus on the appropriate placement.

We hope that communication and cooperation between school and home will help students achieve the greatest success.

PROMOTION AND RETENTION

[Board Policy #215](#)

WELLNESS CURRICULUM

All students will be taking wellness during the school year. Wellness comprises two components: health and physical education. All students will be given a class syllabus the first week of class. Attendance, uniform policy, and grading procedures will be covered thoroughly in this handout. *Please review this handout thoroughly with your son or daughter. After reviewing the syllabus, please sign and return the bottom half to their physical education teacher. All policies are School Board approved and supported by our Dover Area Middle School Administration.*

CHORUS/BAND

Students may choose to take chorus. A select choral group is available by audition to all students who wish to further their vocal talents. Middle School students may participate in Middle School Band and Jazz Band.

INTERSCHOLASTIC SPORTS

[Board Policy #123](#)

7th grade students may participate in interscholastic football, cheerleading, wrestling, co-ed cross-country, boy's and girl's soccer, boy's and girl's basketball and girl's volleyball.

8th grade students may participate in interscholastic football, cheerleading, wrestling, co-ed cross-country, boy's and girl's basketball and girl's volleyball.

Announcements will be made concerning dates for physicals and tryouts for the teams. Those who participate must receive a physical examination from a licensed physician, maintain weekly eligibility (must not be failing two or more subjects on a weekly basis), and show proof of insurance coverage (either school insurance or some other insurance their parents may have covering injury to them).

All students participating in extra-curricular activities will be required to sign an extra-curricular policy form prior to participating in any individual activity. For attendance requirements, please see the extra-curricular attendance procedures on page 4.

EMERGENCY SCHOOL CLOSING

Emergency school closings due to weather, etc., will be announced via school Skylerts, the district website and social media, as well as the following channels: WGAL Channel 8 Television, WSBA 910 AM Radio, WYCR 98.5, WRKZ 107 FM Radio.

Throughout the school year, there are various reasons for schools to be closed for the day, to close early, or to delay opening in the morning. Inclement weather, icy or flooded roads, or breakdowns in the heating equipment are the most common causes of this action. The district superintendent is responsible for the final decision in these matters. This decision is made, and information is posted on our District homepage (www.doversd.org), Facebook page, local TV stations (WGAL News 8, WHP-CBS 21, ABC 27, and FOX 43 NEWS), and communicated directly to families using the Skyward Communication System. The system provides an automated telephone message informing families of school closings, delayed openings, and instructional expectations. This system will also communicate other important information from the district and individual school buildings throughout the school year.

Telephone lines must be kept open at these times. On occasions, it has been necessary to reverse a decision due to changes in the weather (a delayed opening changed to a school closing). Therefore, please check the District homepage, Facebook page, email, voice calls, and television. *Do not* call the school to ask if the school will be closed.

FIRE EXIT INSTRUCTIONS

Instructions have been provided in each room indicating the appropriate exit route to be used in case of a fire or a fire drill. The teacher will give any additional information needed. During fire drills, walk quietly and without hesitation to the appropriate exit and to the designated area outside the building. Return directly to the room you left when the drill is over. Walkways into the building and driveways needed for emergency vehicles are to be kept clear at all times. Fire exit plans will be displayed in each instructional classroom.

TORNADO

When we receive the tornado warning, an announcement will be made over the PA system. All classes should quietly move out into the hallways under the teacher's directions to the designated area, sit on the floor facing a wall, placing their head between their knees, and their hands over their head for protection from flying glass and falling debris. Students should sit close together and away from overhanging objects like clocks and fire extinguishers.

TMI ALERT

In the event of a nuclear alert or accident at Three Mile Island (TMI), the school district will implement emergency plans that have been developed for the protection of the students. Parents/guardians of students who live north of Nursery Road within the 10-mile emergency radius of TMI will receive a letter with details of an evacuation plan. All parents/guardians are urged not to call the school, as this would only hinder school personnel from implementing the emergency plan.

LIBRARY PROCEDURES

The Dover Area Middle School Library Media Center provides the members of our school community access to the ideas of the past, the concepts of the present, and the possibilities of the future, so that they will become lifelong learners and effective users of information.

General Procedures:

- All students must have a SMART Pass when they visit without their class.
- The library will be open for book exchange at specific set times for each grade level. Any student may visit the library to check out books, complete assignments, or participate in activities assigned by their teachers.
- Students are permitted to check out three items from the library. Books are signed out for two cycles. Overnight materials include encyclopedias and reference books.
- Students will follow the rules of their signed Dover Area School District Acceptable Usage Policy. Misuse of the Internet privileges could cause the student to lose his/her Internet privileges.
- Fines are charged for overdue materials. Students who do not return materials and pay fines will lose library privileges. All fines and restitution for lost books must be paid by the close of the school year.
- All materials are to be returned two weeks before school closes.
- Golden Rule of the Library: Leave the room the same or better than when you entered.
- Any questions or concerns, please contact Mrs. Stealey at jmstealey@doversd.org or 717-292-8067 ext. 25248.

ACCEPTABLE USE OF COMPUTER TECHNOLOGY

INTEGRATED PEST MANAGEMENT (IPM)

CURRICULUM REVIEW BY PARENTS AND STUDENTS- Policy 105.1

SCHOOL DANCES

ATTENDANCE: In order to participate in a school-sponsored dance, a student must be in school the entire school day on the day of the dance. For a dance that is scheduled to take place on a non-school day, a student must attend the entire school day immediately preceding the event. The exception is a doctor's note, a SERF form, or school approved shadowing. Dances are held between the hours of 5:30 P.M and 7:30 P.M. unless otherwise approved by the school administration.

QUALIFICATIONS: In order to be eligible to attend a school-sponsored dances, students must:

- Be Conduct eligible
 - No Tier 3 disciplinary infractions in the prior three months
 - Not have an excessive referral count -
 - Semester 1 - 5 or more referrals for the school year
 - Semester 2 - 10 or more referrals for the school year
- Be Attendance eligible
 - Absent for no more than 10% of school days to date, including excused and unexcused absences.

Students who believe that an exceptional circumstance exists may request a waiver of these qualifications. The request must be submitted in writing to the school principal prior to the conclusion of ticket sales.

EXPECTATIONS: It is expected that all school rules and regulations will be followed at school dances. Failure to follow school rules and regulations could result in dismissal from the dance and/or other appropriate disciplinary action, including police contact if necessary. Misconduct could result in suspension of dance or other social activity privileges for the remainder of the school year. If a student leaves the dance, he/she will not be readmitted.

GUESTS: Students are not permitted to bring outside guests to a school dance. All participants must attend Dover Area Middle School.

AFTER SCHOOL TUTORING

After school tutoring will occur every Monday and Thursday from 2:35-2:55 PM, unless otherwise noted.