

**Daniel Boone Area Middle School
1845 Weavertown Road
Douglassville, PA 19518
(610) 689- 6300**

I have read and I understand the contents of this agenda:

Student's Signature

Parent's or Guardian's Signature

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Important Dates July 2019 – June 2020

August	20-22	In-Service – K-12
August	26	1st Student Day
August-September	30-2	Labor Day – School Closed
September	27	Early Dismissal-Students
October	14	In-Service – No Students
November	25-26	Parent Conferences
November	25-27	Early Dismissal - Students
November-December	28-2	Fall Break
December	23-31	Winter Break – School Closed
January	1	District Closed
January	17	In-Service- No Students
January	20	MLK Jr. – District Closed
February	13	Parent-Teacher Conferences
February	13-14	Early Dismissal - Students
February	17	President’s Day – School Closed
March	20	In-Service-No students
April	9-13	Spring Break – School Closed
May	22	Early Dismissal - Students
May	25	Memorial Day – School Closed
May	28-29	Early Dismissal – Students
June	1	Early Dismissal – Students
June	2	Last Student Day-Early dismissal

Potential Snow Make Up Days (in order).....June 3(1), 4(2), 5(3) – April 13(4), April 9(5)

Schedule

PERIOD	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6



Academics

Homework

Homework takes on added importance in the middle school. Homework is class preparation which is done all or in part outside the classroom. Not all assignments involve written work. Equal importance should be given to reading assignments and to the continuous review of previously learned material. Credit may be withheld when homework is late unless the student was absent from school or other arrangements have been made with the teacher.

The purpose of homework is...

- to enrich what has been learned in the classroom
- to prepare for the next class
- to practice skills which have been learned
- to read for enrichment or enjoyment
- to learn to work independently
- to make up work missed through absences
- to discover whether material has been mastered
- to accelerate individual progress

Schoolwork Difficulties

DBMS provides a number of programs to assist students who are having problems with their schoolwork. Students should talk to the subject area teacher to schedule tutoring and see their guidance counselor about other services.

How to Make Your Study Time a Successful Time

1. Listen carefully. If you are not sure what you are supposed to do, raise your hand and ask.
2. Be sure you take home all the materials you need and have them with you when you begin your study time.
3. Study in a quiet area where there are no distractions.

Homework Information

Students and parents can get daily information about homework assignments at the Daniel Boone Area Middle School Web Pages - Schoology

<https://classes.myboone.org/home>

Grading System

Grades are reported on the following scale:

- A- 90 – 100%
- B- 80 – 89%
- C- 70 – 79%
- D- 60 – 69%
- F- Below 60%

(Note: Courses in which a student earns a final grade of less than 45% may not be made up in summer school.)

Online Grades

Student grades may be accessed via the internet. You will need your child's student identification number and password to access this information. You may obtain the identification number and the password by presenting photo identification to one of the secretaries at the school's office.

Honor Roll

To be awarded "Distinguished Honors", a student must:

- Earn at least a 90% in all subjects.

To be awarded "Honors" a student must:

- Earn at least an 80% in all subjects.

Report Cards and Progress Reports

Progress reports are issued at about the middle of each quarter. The dates on which report cards will be issued to students to take home are found on the calendar. These dates are subject to change due to weather or other emergencies. Final report cards are mailed.

Promotion/Retention Policy

Questions about promotion or retention should be directed to the guidance counselors.

Library

The library is a quiet place for reading, research, and book selection. Students are expected to conduct themselves in an orderly fashion. Respect for fellow students, staff, library equipment, and materials are expected of all who wish to use the library.

Abuse of the library policy will result in disciplinary action, which can include suspension of library privileges.

Physical Education

The physical education program provides for enjoyable activities and educational learning experiences.

Each student is expected to demonstrate a positive attitude, full participation, and good sportsmanship at all times.

Each student must change into the required uniform and remove all jewelry, including earrings. Only medical excuses signed by a doctor including the ailment and the dates of physical limitation will be accepted. Body piercing is not considered a medical ailment. For students with minor illnesses or injuries, class activities will be adapted to provide for the limitation. These students will dress for class.

At the beginning of the school year, each student receives a course outline, which details the contents of the course and the physical education rules.

Students are reminded that successful completion of a physical education program is a requirement for high school graduation.

Computer Labs

When not in use for classes, the computer rooms are usually open for use by individual students. Contact computer room supervisors for permission to go to the computer lab.

Web Page

<http://www.dboone.org/ms/>

Plagiarism

Plagiarism can be intentional or, in many cases, unintentional, but it is still cheating and it robs the student of a valuable writing experience. In addition, plagiarism fails to give proper credit to the person or writer who deserves it. Below is a list of conditions, all of which constitute plagiarism.

1. Any assignment copied in whole or part from the internet.
2. A paper or report prepared by a service, such as an encyclopedia firm, or the internet.
3. Any assignment written or partly written by someone other than the student himself.
4. A sentence or paragraph copied directly from a source but not set off as a direct quotation, even if it is cited.
5. Source citations or parenthetical referencing incorrectly listing the specific source or page number on which the information was found, or not citing the information at all.
6. Using the author's basic format of ideas. This is the situation which is probably the most difficult to understand. If the author's basic sentence can still be detected in the writing, the student has plagiarized. The safest way to avoid this is to put everything into your own words.

Plagiarism will result in an automatic **0%** for the assignment and may result in a level two disciplinary action. The burden of proof is on the student. The student must present his sources upon request or receive a 0%.



Activities

The school offers a wide range of activities for students to participate in during their school year. If you are interested in participating in any activities, it is suggested that you contact the sponsor, coach, or director of the activity. It would also be helpful, if you would listen carefully to the daily announcements for further information. We strongly urge that all students participate in our extra-curricular activities so that they can benefit from this aspect of our school program.

ELIGIBILITY

A. In order to participate in the activities program, a student may not have failing marks in:

1. More than one (1) major subject and one (1) minor subject.
2. More than two (2) minor subjects.
3. A subject receiving fewer than .8 credits is defined as a minor subject.

B. Student eligibility shall be determined quarter-to-date and/or year-to-date. A student's eligibility will be assessed weekly, each Friday. If a student does not meet the eligibility criteria listed above, he/she will not be able to participate for a period of seven days beginning on the following Sunday through Saturday. A student's status will be re-evaluated each Friday. Once a student is eligible, he/she will be able to participate beginning the following Sunday. If the school is closed on Friday, the principal may determine student eligibility.

C. A student who is ineligible will receive a notification from the coach.

1. The first week of ineligibility, the student may practice, but may not participate in any contests/games and may not ride the bus to any contests/games. They may not wear their game uniform in school or at the contest/game. The letter received must be returned the next day in order to practice.

2. The second week of ineligibility, the student may not practice nor participate in any contests/games and may not ride the bus to any contests/games. They may not wear their game uniform in school or at the contest/game.

3. A student whose work fails to meet the standards in (A) at the end of a grading quarter shall be ineligible for the first fifteen (15) SCHOOL DAYS of the next grading quarter. The fifteen-day count will begin on the day report cards are issued. In case of the end of the fourth quarter, the count will begin on the first day of school of the following year.

D. Ineligibility runs from Sunday to Saturday. A note from a teacher does not remove a student from ineligibility once he/she is on the list.

E. In-school or out-of-school suspended students may not participate in an athletic practice, contest or activity during the period of suspension.

F. In order to participate in an activity, the student must be in school attendance by 9:30 a.m. on the day of the activity unless he/she has written approval of the administration or athletic director. In case of a weekend contest or activity, the student must be in attendance on the last school day prior to the event by 9:30 a.m. If a student is dismissed from school early by the school nurse, he/she will not be able to participate in the after-school activity. All appointments during school hours must be cleared through the attendance office.

G. Only students academically/athletically eligible at the time of qualification for district, regional, state, or national competition shall be allowed to compete throughout the entire competition.

H. No athlete may move from one sport to another during the current season without the consent of both coaches in writing to the athletic director. If the coaches cannot mutually agree, the athlete either stays with the original sport or does not play any sport.

I. A student who represents our school for any activity is still governed by our discipline code/code of conduct. The administration has the right to discipline the student in addition to the coach's discipline.

J. Home-schooled students who qualify to participate in district athletic and/or activity programs are not exempt from eligibility requirements. Prior to participation in any practice, activity or competition, such students must present a year-to-date portfolio to the district's coordinator of home school students. A determination will be made as to the progress of the student's stated academic objectives according to the annual home-school application filled with the district. During such time as the student actively participates in district programs, the student is required to present a weekly update by 3:00 p.m. each Friday to the Athletic Director. Students who are determined to be academically ineligible will be subject to the same progress restrictions as a regular education student.

K. The attendance of athletes and coaches at overnight events while representing the school shall be governed by the following guidelines:

1. Athletes will be supervised at all times.
2. Consumption of alcohol shall be prohibited.

The final decision as to whether a team will make an overnight trip will be left to the administration. Coaches are reminded to see that athletes are governed by school rules at all times. In the event that misconduct occurs on an overnight trip, the person(s) involved will be sent home. If necessary, a parent should be called to come and pick up the student involved. An adult cannot send the student home without supervision. If extra transportation arrangements are needed, it will be the parent's responsibility to cover the cost of such arrangements. Misconduct by athletes may result in the denial of attending future overnight activities.

PROGRAMS

ATHLETICS

The school is a member of the Pennsylvania Interscholastic Athletic Association (PIAA), and the students are eligible for interscholastic competition under the rules of this association. The athletic director is in charge of the athletic program.

Listed below are the athletic teams which the school sponsors, and the grade levels of student involvement.

Fall Sports

Football	Grades 7&8
Cross Country (boys/girls)	Grades 7&8
Hockey	Grades 7&8
Cheerleading (football)	Grades 7&8
Soccer (boys)	Grades 7&8
Volleyball (girls)	Grades 7&8

Winter Sports

Basketball (boys)	Grades 7&8
Basketball (girls)	Grades 7&8
Wrestling	Grades 7&8
Cheerleading (basketball)	Grades 7&8
Cheerleading (wrestling)	Grades 7&8

Spring Sports

Track (boys/girls)	Grades 7&8
Baseball	Grades 7&8
Softball	Grades 7&8
Soccer (girls)	Grades 7&8

The Daniel Boone Area School District shall respect the constitution of the Pennsylvania Interscholastic Athletic Association (copies of the constitution are available in the offices of the principal and the athletic director) and the following added guidelines:

I. PHYSICAL EXAMINATIONS:

A. All students participating in the interscholastic athletic program must have passed one physical examination administered during the academic year prior to his/her first sport season. In the case of a fall sport, the examinations may not be administered prior to June 1 of that year. The signature of the student's parent or guardian must be secured on the permission form before the student may be given a physical at the school. Exams will be given three times a school year. Students and parents must also properly complete the Assumption of Risk form and the Certificate of Insurance form before the student may participate.

B. The school will provide physicals on the dates announced by the athletic department. There will be a charge of \$25. This fee will be reduced or waived for students who demonstrate financial need by qualifying for the free and reduced lunch program.

If a student misses the scheduled exam, he will be required to get the exam on his own time and at his own expense. Physical examinations must be administered by a licensed physician, an osteopath, or a certified school nurse practitioner.

II. TRANSPORTATION

A. Transportation will be provided by the school district to all school district sponsored athletic events.

B. Students will travel to and from all athletic events on the transportation provided by the Daniel Boone School district.

C. Exception to Item B – a student may be excused from using the school transportation if a note from the student's parent or guardian (not brother, sister or relative) is presented to the athletic director twenty-four (24) hours in advance to the scheduled activity, and that parent or guardian picks him/her up at the completion of the event. In either case, the parent/guardian must present himself to the coach in charge. In cases of emergency, the coach may make similar decisions at the event and must secure a note

from the parent/guardian, given to the athletic director upon return.

III. WAIVER TO PERMIT PARTICIPATION IN AN OUTSIDE SCHOOL ACTIVITY

In order for any athlete to practice and/or compete with another non-school club or team of the same sport during the high school/middle school season, he or she must have on file a letter of waiver signed by the high school/middle school principal prior to the start of the season. This waiver will be granted for the athlete under the following conditions:

1. Request for waiver is approved by the head coach of the sport involved.
2. Athlete requesting waiver understands and fulfills all rules and regulations established by the coach for all members of the squad.
3. The waiver is effective on the date of the first scheduled practice and includes the date of the last scheduled contest. High school/middle school practice times and contests must take priority over participation with any "outside" or non-school team in any sport. Athlete must attend practice at the time specified by the coach and may not substitute non-school practice sessions for school practice sessions. Participation in any non-school contest must meet with the head coach's approval.

Failure to comply with these rules will result in immediate suspension from the team.

IV. PHYSICAL EDUCATION CLASS On the day of a contest, student-athletes will participate in physical education class.

V. ALL STAR CONTESTS

A. PIAA neither approves nor disapproves all-star contests in any sport. Only students who have completed their high school eligibility in the particular sport are eligible for all-star competition. Other students who participate in an all-star contest shall be ineligible for interscholastic athletics for a period of one year from the date of such participation.

B. PIAA considers an athletic activity to constitute an all-star contest if either of the following elements is present:

1. Participants qualify for participation in the activity as a result of athletic ability, athletic performance, or athletic reputation.
2. Participants are selected by a means other than qualifying for the activity through a try-out session.

VI. AGE

Section 1. Maximum Age Rule

A pupil shall be ineligible for inter-scholastic athletic competition upon attaining the age of nineteen years, with the following exception: If the age of 19 is attained on or after July 1, the pupil shall be ineligible to compete through the school year.

Section 2. How to Determine Age

In determining the age of a pupil, the date of birth as recorded in a state Bureau of Vital Statistics shall be considered as conclusive if filed in a state Bureau of Vital Statistics within one year after the date of birth. If a birth record from a state Bureau of Vital Statistics is not available, proof of a pupil's age may be determined by

requiring the submission of a birth certificate which was issued within one year after birth; in lieu of a birth certificate, a passport with the date of birth recorded thereon; in lieu of a passport, an affidavit by the parents or legal guardian filed not later than one year after the pupil's admission to the first grade of an elementary school. In the event of the non-existence of any of these records or evidences, the earliest date of birth as recorded in the records of the school or schools attended by the pupil shall be considered the date of birth.

VII. AMATEUR STATUS AND AWARDS

Section 1. Amateur Status Required

In order to be eligible to participate in an interscholastic athletic contest, a pupil must be an amateur in the sport involved. An amateur athlete is one who engages in athletic competition solely for the educational, physical, mental, social, and pleasure benefits derived therefrom.

Section 2. Loss of Amateur Status

An athlete loses his amateur status in an interscholastic sport whenever:

- A. He, or the school or organization which he represents, or his parent(s) or guardian(s), receives compensation, other consideration, or an award not permitted under Section 4, for his athletic ability, performance, participation, or services.
- B. He plays on a professional team or as an individual professional.
- C. He receives consideration for becoming a member of an athletic organization or school.
- D. He signs a contract whereby he agrees to compete in any athletic competition for consideration. It is not a violation for a high school baseball player to attend a professional baseball try-out camp, provided (1) that no expenses are paid him, and (2) his participation is otherwise in conformity with the National Major-Minor League Agreement.
- E. He accepts compensation or other consideration for teaching, training or coaching in a sport. It is not a violation of this rule for a high school athlete to receive normal and customary compensation for acting as an instructor in or officiating recreational activities, or for serving as a lifeguard at swimming areas.
- F. He sells or pawns his athletic achievement awards.

Section 3. Definition of Consideration

Consideration consists of cash, items that are the equivalent of cash, items that are a representation of value, and items which have intrinsic value other than those permitted under Section 4.

Section 4. Permissible Awards

A school may purchase a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, with appropriate institutional insignia or comparable identification, for an athlete who has earned the official school letter or award, and present the same at the time the official school award is made. The sponsor or sponsors of an athletic event or group of athletic events may purchase a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or

similar trophy, with appropriate insignia or comparable identification, for an athlete who has earned the official award for the event or events, and present the same at the time the official award for the event or events is made.

A non-profit service organization approved by the school principal, or the news media, may purchase a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photography, medal, plaque or similar trophy, with appropriate insignia or comparable identification, for an athlete, in recognition of his athletic ability or performance, and present the same at a time appropriate to such recognition.

The institutions listed above in this Section 4 may also sponsor athletic banquets to which athletes may be invited, without charging admission to such athletes.

A pupil may accept from an institution of higher education which he visits in connection with his prospective or possible attendance there as a student, reasonable expenses necessitated by such visit, and free admission to home athletic events of such institution which occur during such visit.



Attendance

The attendance policy of the Daniel Boone Area School District is designed to encourage maximum student attendance. The school can best fulfill its goals when students are present in the classrooms.

(Board Policy No. 204; Pa. School Code)

Absences

**To report absences, call
(610) 689-6300 or email
ms.attendance@dboone.org**

Parents are requested to call the school to report the absence of their child before 8:00 a.m. If no call is received, the school will attempt to call the absentee's parents. **Please note that a written excuse is still required for all absences.**

An absence may be excused for any of the following reasons: illness, quarantine, injury, required court attendance, death in the family, emergencies, and religious holidays.

Students must provide a note to excuse an absence upon their return to school. Failure to return the written excuse within three school days will result in the absence being classified as unexcused (and/or illegal). Should a student not provide the school with proper parental verification of the absences, the absence may be classified as truancy. Truancy is subject to disciplinary action and citation of truancy with fines through the District Justice.

After three unexcused absences, schools may address, via conference, an Attendance Improvement Plan. After six (6) unexcused absences, the Attendance Improvement Plan becomes mandatory. Truant students and their parents, may be referred to SAM and the Truancy Elimination Program, and they may also be cited with the local District Magistrate. Students who continue to be absent may be referred to Children and Youth Services.

Exceptions may be made in the case of a physician-verified illness which may periodically or chronically affect attendance.

Unexcused Absences/Lateness

Unexcused absence or lateness is the absence or lateness of a student due to parental neglect, illegal employment, or truancy. The mere fact that a parent has sent a written excuse to the school does not necessarily mean an absence or lateness is excused. Such reasons as "visiting", "away from home", "had to go to the store", or "overslept" are clearly due to parents not fully sensing their responsibility and should be so classified and never considered an excused absence. A claim of continued or repeated illness justifies the school in asking for a statement from a doctor.

**Excessive lateness
to school will result**

Early Dismissals

Students must present a written request to their homeroom teacher stating the date, time, and reason. It may include the name and phone number of the professional. **The parent must sign the student out in the office. A doctor's note is requested upon return to school.** Frequent early dismissals are disruptive to a child's education and should be kept to a minimum.

Prearranged Absences/Vacations

Requests for excused absences must be made by submitting a form to the principal's office at least five days prior to the scheduled absence. Academic performance will be a determining factor in whether or not the absence is approved. Forms may be obtained in the principal's office.

**The student should contact all of his teachers
before the absence. The student is
responsible for completion of work missed in
accordance with the guidelines of his team.**

Emergency Closings

Occasionally it may be necessary to close school because of weather or other emergencies.

All area radio stations (WPAZ, WBYN, WEEU, WRAW/WRFY, WIOV) and TV stations (Channel 69, BCTV) are contacted with the closing information to be broadcast, usually before 6:00 a.m. You can also get information on closings at www.Dboone.org.

In the event that school must be dismissed early, the radio stations are contacted to broadcast the information. Please refrain from calling the school about emergency closings. These calls tie up telephone lines and can prevent the contacting of those people necessary to deal with the emergency.

Due to our proximity to the Limerick Power Plant, an Emergency Sheltering and Evacuation Plan has been established. Copies of this plan are available in the middle school and district offices for your review.



Student Services

Guidance

Each person is a special individual with his or her own personality, educational strengths and weaknesses, aims and goals. The primary role of guidance personnel is to help students realize their full potential and enjoy a successful school experience. Students are encouraged to make appointments with their counselor to discuss individual concerns. Parents may call the guidance office to make an appointment with the counselor or teachers to discuss issues regarding their child.

Peer Mediation

Peer mediation is a program designed to help students and their peers prevent violent problems. Students learn ways to defuse angry situations before they result in confrontations or fights. **Students should tell a teacher as soon as conflicts begin.**

Student Assistance Team

The school district has established a Student Assistance Program. This group is designed to provide help for students who show “at risk” symptoms such as depression, or demonstrate possible chemical abuse and/or dependency. A trained team of professional staff members work with students based on self, peer, staff, or parent referrals. The team is linked with outside agencies to provide appropriate professional services to students and families.

Homework for Absentees

Homework may be accessed through the Schoology interface at <https://classes.myboone.org/home>. Assignments are connected to teacher pages. When absences last three or more days, the parents should call the guidance office by 8:30 a.m. to request homework assignments. This work will be available the following day at 3:00 p.m.

Homebound Instruction

Homebound instruction is available for students confined to home or hospital for at least two weeks. Contact the guidance office for more information.

Transfer of Pupils

If a student is moving from the district and will be attending another school, the following procedure should be followed:

1. Contact the guidance office several weeks prior to your leaving date.
2. Provide the office with your new address.
3. Complete a withdrawal form in the guidance office.
4. Notify your new school district.
5. Please remember to make sure all school obligations are met before you leave. Missing books or owing money will hold up the transfer of student records.

Child Custody

A parent or guardian who needs information about requirements for child custody should call the guidance office. Contact with guidance should be made on behalf of any child who does not reside with both natural parents due to separation or divorce.

Working Papers

Any student who takes a job before graduation or his eighteenth birthday is required to obtain working papers. Working papers are issued by the Main Office in the Daniel Boone Area Senior High School.

Returned Checks

When the District receives a check from a student or parent that, when deposited is returned marked “non-sufficient funds”, The Business Office shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. Bounced checks are subject to a \$25 administrative fee. If payment is not received or the payment schedule is not adhered to, appropriate legal action will be taken to recover the funds.



Transportation

Bus Transportation

The responsibility for each student on a school bus falls on the bus driver. He can safely carry out his responsibility only if all students cooperate to the fullest extent. The bus drivers are in charge and have the same authority as teachers. Discipline referrals from bus drivers are dealt with in the same manner as any other referral.

Bus Conduct Expectations

1. Observe the same conduct as in the classroom
2. Be courteous, use no profane language
3. Do not eat, drink or chew gum on the bus
4. Keep the bus clean
5. Cooperate with the driver
6. Do not smoke
7. Do not be destructive
8. Stay in your seat
9. Keep head, hands and feet inside the bus
10. Acknowledge the driver's assignment of seats.

Students are to use only the assigned bus stop. Exceptions to this policy may be made in a case of emergency, and only then, with the permission of the school. This will require a signed and dated note from the parent addressed to the principal.

Bus riding is a privilege and as such can be taken away. If your child is involved in an incident on the bus that results in the suspension of bus riding privileges, the principal will inform you.

Video Cameras on Buses

The buses used by Daniel Boone Area School District have video camera capability. Use of the video will include reviewing students' behavior, including their language. The video may also be used instructionally to show students the correct way to utilize school bus transportation. The video camera could potentially be used during regular trips to and from home and school, as well as during specially authorized trips. The District's goal is to create the highest level of safety possible for bus riders.

Riding a Different Bus

Students are **not** permitted to ride alternate buses. Parents should make arrangements to accommodate special needs. Parents must make any bus change arrangements in advance of the date of change.

The request form should be returned to the transportation director. The director will review the request and notify the parents. Requests should be made in advance of the date the change is to be effective.

Other Transportation

Students are not permitted to bring skateboards, scooters, in-line skates, or bikes to school.



Food Services

The cafeteria kitchen staff provides a wide variety of breakfast and lunch menus each school day. Students' mealtimes should be pleasant times to eat and enjoy the company of other students.

The cafeteria uses a computerized point-of-sale system. Each student has an account that is accessed by his PIN number. After money has been placed in the student's account, any purchases made for breakfast or lunch are deducted from the account. Account balances are maintained daily and parents can get a report on what has been purchased. The phone number for the Food Service Office is 610 582-6160. Breakfast and lunch menus are on the Web at www.dboone.org.



Health and Safety

Illness or Injury in School

Students should report to the health room when injured or ill. A student must have a pass from a teacher to enter the health room. No student may leave the suite without a signed pass from the health room supervisor.

Injuries or illnesses that occur at home are the responsibility of the home and not of the school. Please refrain from sending your child to school with instructions to see the nurse for diagnosis.

Health Exams and Records

In the interest of student health, medical and dental records are maintained for all middle school students.

The following student exams are required each year:

1. Height measurement, weight measurement, bml measurement and an eye exam for all grades.
2. Physical exams by school or family doctor in grade six.
3. Dental exam by school or family dentist in grade seven.
4. Hearing test and scoliosis screening by school nurse in grade seven.
5. **Athletic physical examinations by the school physician and/or School Nurse Practitioner once a year on all athletes and cheerleaders. Parental permission is needed for this examination.**

Use of Medications

The school district recognizes that parents and guardians have primary responsibility for the health of their children. The district strongly recommends that medication be given in the home, but it recognizes that the health of some children requires that they receive medication while in school. Parents should confer with their physician to see if medication time intervals can be set up to avoid school hours. For example, often a medication required three times a day can be given before school, after school, and at bedtime.

According to the Guide for School Nursing Services in Pennsylvania, no medication should be administered in school except by the direct order of a physician.

Whenever medication needs to be given in school, the following procedure must be followed:

1. Medication must be sent to the school in the original container in which it was purchased, labeled with the student's proper first and last name.
 2. All medications, whether prescription or non-prescription, must be taken to the health suite during morning homeroom.
 3. All medications must be accompanied by a medication form. Please remember there is a new form this year. It must be completely filled out and properly signed. Forms may be obtained in the health suite or the main office.
 4. No medication of any kind may be kept by the student without the nurse's permission.
 5. All medication, prescription or non-prescription, must be taken in the presence of school health personnel.
 6. If there is a change in prescription and/or dosage, a new prescription will be required from a doctor before the medication will be administered.
- All medications are kept in a secure locked location.
7. Certain over-the-counter medications are kept in the health suite to treat your child's minor complaints and/or ailments. These over-the-counter medications have been approved by our school physicians and will be administered to students only if the school has permission from a parent.
 8. In November 2004, PA Public School Code 49, HB1113 was passed allowing for students to carry and self-administer asthma inhalers and epi-pens. Please note our new medication form permit students to do this only with proper physician and parental signatures and permission.
 9. Parents may request exemption from emergency epinephrine administration through a signed opt-out form. The school principal must notify all parents or legal guardians of this option.



Decorum & Discipline

The Daniel Boone Middle School is committed to nurturing a positive student attitude toward discipline in order to provide an excellent living and learning environment in our school. To this end, the school makes every effort to follow practices that are consistent, reasonable, and fair.

Video surveillance cameras may be in use and can be used in disciplinary situations.

**“I was just fooling around”
will not excuse potentially
harmful behavior anywhere
in DBMS.**

Common School Rules

1. **Be Kind** – Choose words and actions that support and encourage others.
2. **Be Safe** – Protect yourself and others by avoiding risky choices.

3. **Be Respectful** – Treat everyone, including yourself, as a thing of great value.
4. **Be Responsible** – Be on time, in place, and fully prepared.
5. **Be Accountable** – Own your words, your thoughts, and your deeds.

Disorderly Conduct

Students who engage in disorderly conduct by fighting or threatening others, committing violent or tumultuous acts, using obscene language or gestures, or who create hazardous or offensive conditions may be issued a citation by the administration for disorderly conduct. This citation is in addition to suspension and carries a district justice's fine. Cases may be referred to the local law enforcement agency with jurisdiction.

Student Property

Students are to respect the property of others. No student is permitted to go through anyone else's locker, book-bag, or any other property.

The district cannot assume responsibility for student property. It is not wise for students to bring valuables to school. Students are responsible to secure all such items.

School Property

School-owned books, agendas, uniforms, materials are on loan to students. Any item which is not returned, or is damaged must be paid for by student.

Locker/Building Searches

Both hall and gym lockers are school property on loan to students. Authorities may search a locker and seize any illegal materials.

Prior to a locker search, a student will be notified and given an opportunity to be present. Where authorities have a reasonable suspicion that a locker contains materials that may pose a threat to the health, safety, and welfare of students, lockers may be searched without prior warning. Security personnel also may use a metal-detecting wand during searches.

Do not give your locker combination to anyone. The school will not assume responsibility for things missing from lockers.

Emergency Evacuations

It is very important that all students obey all rules and instructions from staff during emergencies.

Students must behave during all drills, all emergencies, and any evacuations. All school rules, as well as all legal statutes, are in effect at these times. **Failure to comply with rules and directions may result in disciplinary action.**

Parents should note that during an emergency, students may not be picked up until the

authorities (State Police, Fire Officials, School Administrators) have released them.

Book-bags

Students may not carry book-bags during the school day. Bags must be kept in the students' lockers except when arriving or leaving school. Do not give your locker combination to anyone. The school will not assume responsibility for things missing from lockers.

After-School Activities

School activities, including field trips, assemblies, team functions, dances, movie nights, athletics, etc. are privileges, not rights, and may be denied for disciplinary reasons. All school rules are in effect at these activities. Students who have multiple-day in-school or out-of-school suspensions may not take part in after-school activities. Students may not stay after school unless supervised by an adult who oversees a sanctioned school activity.

Dance Expectations

1. All school rules apply.
2. No lasers allowed at the dance.
3. Only Daniel Boone students may attend dances.

It is important to pick up your child promptly at the end of the dance at the cafeteria entrance. Parents may be called to pick up a student early if he/she chooses not to follow expectations.

Hall Expectations

Students should move through the halls in a manner that reflects consideration of others and adheres to these rules:

1. Walk on the right side of the hallway.
2. Do not run. Deliberate slow walking is not accepted.
3. Loitering in the halls is not permitted.
4. Crowding around the water fountains is not permitted. Form a line along the wall.
5. Shouting, rudeness, pushing, shoving, and "fooling around" are not accepted.
6. Line up along the wall when waiting to go into class.
7. Any use of profanity is strictly prohibited.
8. Keep the hallways free of trash.

Behavior in the hallways is the most obvious reflection of students' decorum. The most telling way for students to show respect for themselves and others is to behave with caring and consideration while traveling between classes.

Behavior Expectations at Bus Stop

- Good rules of safety must be observed walking to and from the bus stop.

- When waiting for the bus, students will exercise respect for others. No fighting, horseplay, or foul language is permitted.
- While waiting for the bus, remain off the traveled portion of the road. Wait until the bus has come to a complete stop and then board the bus in single file. No running or pushing.
- Smoking at school bus stops is prohibited.

Behavior on the Bus

The bus drivers are in charge and have the same authority as teachers. Discipline referrals from bus drivers are dealt with in the same manner as any other referral.

Cafeteria Rules

Procedures for breakfast and each lunch period are formulated by the administration, the teacher teams, and the staff on duty. The rules are announced at the beginning of school and repeated throughout the year.

All students must report to the cafeteria at their lunch period. All food and drink must be consumed or discarded in the cafeteria. Consumption of food or drink is prohibited in the rest of the building, with the exception of water and snack, as permitted by the teacher. Meals may be purchased in the cafeteria or "brown-bagged" from home. Misbehavior in the cafeteria will be addressed by the supervisors and may be punished by placement at a lunch detention table or suspension from cafeteria lunch or from breakfast. Cases may be referred to the administration for disciplinary action.

Bullying/Cyberbullying

Bullying, as defined by Olweus Bullying Prevention Program (OBPP), is a person when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she had difficulty defending himself or herself.

Bullying can take many forms such as:

1. Physical hitting
2. Verbal taunts
3. Spreading of false rumors
4. Intentional social exclusion
5. Sending nasty messages on a cell phone or over the internet. (see Cyberbullying)

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, humiliating, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool. Examples include but are not limited to sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website posting (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;

Bullying shall mean an intentional electronic, written, verbal or physical act or series of acts:

1. Directed at another student or students,
2. Which occurs in a school setting;
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
 - a. Substantially interfering with a student's education;
 - b. Creating a threatening environment; or,
 - c. Substantially disrupting the orderly operation of the school.

School Setting shall mean 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.

If you are being bullied or you witness bullying please contact a building staff member.

The following are general guidelines that will be used for inappropriate name calling/social interactions

First offense - Isolated Teasing/Name Calling or aggressive language that has not met the standard of bullying described in the policy

Discipline Options may include the following:

- Student Conference
- Lunch Detention
- After School Detention
- Parental Notification

Second offense – Is considered bullying & or harassment

1. ISS
2. Parental Notification
3. Student is required to attend the next “bullying group” sponsored by the guidance department

Harassment

The term "harassment" includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, age or handicap/disability which create an intimidating, hostile or offensive working environment.

Dress Code

Students are expected to dress in accordance with good taste and personal pride.

The school prohibits anything it deems to be disruptive, distracting, provocative, provoking, and/or intimidating that rises to the level of having a detrimental effect on the safety of the students or the educational atmosphere in the school.

The following are **examples** of attire that are not acceptable in school:

Hats or bandanas

Clothing or jewelry that is

obscene, vulgar, dangerous, or promotes sex, violence, drugs or alcohol

tank tops; muscle shirts or any

If it is determined that an article of clothing is not appropriate, students may be asked to change, or parents may be contacted to bring a change of clothing to school for the student before s/he may return to classes. Dress code concerns will be addressed on a case-by-case basis.

Hazing

Hazing is prohibited at Daniel Boone. Hazing is any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the board.

Violators are subject to disciplinary action.

Alcohol, Drugs, and Tobacco

The district, being concerned with the welfare of the student body, has formulated drug, alcohol, and tobacco policies.

The drug procedures apply to all drugs, look-alike drugs, contraband, controlled substances and devices, including those defined by the Controlled Substances, Drug, Device and Cosmetic Act (1972, #64). Law enforcement authorities will be contacted in all drug-related incidents.

Further, these procedures apply to alcohol as defined in Section 6308 of the Pennsylvania Crimes Code and any future amendments to this act.

Smoking and/or possession of tobacco are prohibited in or on Daniel Boone Area School District property including all district transportation. Actual observance of use is not necessary for disciplinary action. In addition to suspension, smoking is also subject to a court fine.

All drug, alcohol, and tobacco policies apply to students at all times, including when taking part in off-campus school activities.

Lavatory Use

Lavatories are normally available between classes, during homeroom, and at lunch. They are also available for emergencies during classes. Individual teams and teachers allow lavatory privileges at their discretion.

Passes/Hallway Procedures

Students must have a pass to be in the hallway. Students are not permitted to make unauthorized stops at their lockers and other locations. They must precede directly to their assigned location.

Use of Telephone

Students will be granted use of the telephone during class time only in emergencies. Teachers may grant permission to students to go to the office for permission to make phone calls during lunch or homeroom period.

Students will not be called to the phone except in emergencies.

The office phone is the only phone which may be used during school hours.

If necessary, staff will allow students to use the office phone after school.

Electronic Devices

1. Description - Electronic devices that are subject to restriction include but are not limited to cell phones, ipods and similar music players, radios, tape recorders, Bluetooth speakers, and wireless e-mail devices.
2. Privacy - Students shall have no expectation of privacy in possession of a portable electronic device when used in violation of this policy.
3. Contraband – If the electronic device is used/found in violation of this policy it will be confiscated.
4. Possession/Use – Students may possess cell phones and other electronic devices on school property, on school provided transportation, and at school sponsored events. This privilege is subject to the following restrictions:
 - a. Students may not have these devices turned on during the hours of the school day.
 - b. Students may not use their cell phone during the school day, **except when given permission by a teacher.**
 - c. Students may not use these devices to transmit data during the school day (i.e. voice, text, photos, movies, mp3 files.)
 - d. Students must comply with directives from school personnel to turn off and

secure these devices. Failure to comply will be viewed as a violation.

5. Teachers or staff members may authorize use of electronic devices at their discretion.

6. Consequences for violating policy include losing the privilege to carry the device, detention or suspension for persistent violation.

Other Personal Property

Electronic games, ipods, MP3, CD players, and other amusements or valuables are best left at home, but if brought to school must be kept in students' lockers.

The safest place to keep your treasures is at your house.

Disciplinary Actions

Disciplinary actions at Daniel Boone Area Middle School, although not limited to, include:

- Parental contact
- Action by the teacher
- Team Action
- Denial of privileges
- Verbal reprimand
- Detention (after school, lunch, or breakfast)
- In-school suspension
- Out-of-school suspension
- Referral to legal authorities
- Referral to other agencies
- Placement in alternative program
- Expulsion

Discipline Guidelines

The following are **guidelines only** and may be modified as needed.

**Repeated behavior on any level may result in that behavior being addressed at a higher level.

**Individual circumstances may result in infractions being dealt with on a different level.

LEVEL I

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the operation of the school.

Examples of Infractions:

- Breaking of cafeteria rules
- Cheating/Plagiarism (1st offense)
- Defiant behavior

- Disrespect to peers or staff
- Disruptive behavior
- Unauthorized eating or drinking outside the cafeteria
- Failure to follow instructions
- Failure to carry an agenda
- Gum chewing
- Improper hall behavior
- Inappropriate classroom behavior
- Inappropriate language
- Loitering in halls or lavatories
- Horseplay or other inappropriate physical behavior
- Unbecoming behavior in personal relationships

Disciplinary Options/Response:

- Teacher Detention
- Withdrawal of Privileges
- Consequences associated with the infraction

LEVEL II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

Examples of Infractions:

- **Repeated or extreme Level I behavior**
- Cheating
- Cutting teacher detention
- Dress code violation
- Failure to possess a valid pass.
- Lateness to class
- Lateness to school
- Not returning detention form on time (due by a.m. homeroom)
- Violation of bus rules

Disciplinary Options/Response

- Office Detention/Lunch Detention
- Withdrawal of Privileges

LEVEL III

Misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to warrant the use of in-school suspension

Examples of Infractions:

- **Repeated or extreme Level II behavior**
- Cutting class
- Disorderly conduct
- Failure to report to office when directed
- Harassment/Bullying (verbal, physical, sexual)
- Racial/ethnic slurs

- **Forging parent notes, detention forms, or excuse blanks**
- **Forging teacher notes or passes**
- Hazing
- Insubordination
- Leaving school building or property without permission
- Minor vandalism
- Petty theft
- **Verbal and physical threats**
- Vulgar, profane, and/or obscene gestures or language directed toward another individual in anger.
- Truancy

Disciplinary Options/Response:

- In school suspension
- Restitution when appropriate
- Police intervention when appropriate

No student may participate in any activity, including athletic practices and events, while a suspension is in effect.



LEVEL IV

Acts which result or could result in violence to another person or property. The acts pose or could pose a direct threat to the safety of others in school.

Examples of Infractions:

- **Repeated or extreme Level III behavior**
- Direct face-to-face insubordination or use of foul language purposely directed at a staff member during a disciplinary situation. This insubordination might result in the safety or well-being of others being compromised.
- Extortion – attempting personal gain through intimidation
- Fighting
- Major theft
- Major vandalism
- Violation of drug, alcohol or tobacco policy
- Weapon possession
- Terroristic threats

Disciplinary Options/Response:

- Out-of-School Suspension
- Restitution when appropriate
- Police intervention when appropriate

No student may participate in any activity, including athletic practices and events, on the date of an out-of-school suspension.

Level V

These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the school directors.

Examples of Infractions:

- **Repeated or extreme Level IV behavior**
- Furnishing, selling, possession of drugs on Pennsylvania's Controlled Drug Device and Cosmetic Act list.
- Assault/Battery on a teacher or school personnel
- Bomb Threat
- Arson
- Possession/use/transfer of dangerous weapons (guns, knives, etc.)

Disciplinary Options/Response:

- Out of School Suspension
- Possible expulsion, other school actions which result in an appropriate placement
- Police Intervention

Computers / Internet

The Daniel Boone Area School District recognizes the educational benefits of providing students and staff with access to the Internet. This service will provide vast, diverse, and unique resources for students who use the access. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. The Daniel Boone Area School District and our provider of the service have taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. The District has established procedures/guidelines that requires efficient, ethical and legal utilization of the network resources. If a user violates any of the provisions of the District's policy, his or her account will be terminated and future access suspended or denied.

Procedures

A. Sponsoring teachers shall read and review the "Terms and Conditions" and "Code of Responsibility" contained in the District's policy with students prior to their accessing the network.

B. All students and staff members will be issued a log-on name and password to use the Internet. Privilege to the network will be

renewed on an annual basis for the term of enrollment in the District. Network privilege will be suspended or revoked for violation of the policy's Terms and Conditions or by written request from the parent or guardian.

Acceptable Use The purpose of the NSFNET, which is the backbone network to the Internet, is to support research and education in and among educational institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of accounts must be solely and exclusively for items of educational value and consistent with the rules appropriate for this network. "Educational value" shall mean any material that has a direct connection with the curriculum, but will not include the transmission of any material in violation of any United States or state regulation, downloading of copyrighted information without permission, the dissemination of threatening, pornographic, or obscene material, or other material that is protected by trade secret. Further, communications on the Internet for the purposes of private commercial purposes, product advertisement, political, or other forms of lobbying, or other communications that do not have a direct and causal connection with the curriculum shall not be deemed to have any "educational value."

Privileges The use of the Internet is a privilege, not a right, and inappropriate use will result in the suspension or cancellation of those privileges. (Each student who receives an account will be part of a discussion with the sponsoring teacher pertaining to the proper use of the network as outlined in the Code of Responsibilities). The system administrator or attendant faculty member will determine what is appropriate use. The faculty, administration, and staff may request the system administrator to deny, revoke, or suspend specific user accounts. The district reserves the right to monitor usage of the Internet.

Network Etiquette Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not be abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or employ any other inappropriate language. Illegal activities are strictly prohibited.
3. Do not reveal any personal addresses, phone numbers, or personal information about students or yourself.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that you disturb the use of the network by others.
6. All communications accessible via the network should be assumed to be private property.

Security Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or attendant faculty member. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to login to Internet as a system administrator will result in suspension or cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. Any confidential student evaluations, reports, grading material, or other items that would be considered

to be protected information under the Family Educational Rights and Privacy Act shall not be disseminated through the use of e-mail or through the Internet.

Vandalism Vandalism will result in the suspension or cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other net-works that are connected to the NSFNET Internet back-bone. This includes, but is not limited to, the creation of computer viruses. Vandalism shall also include any actions that cause physical damage to property belonging to the school district or the provider.

Failure by students and/or staff members to comply with the District's procedures, the "Terms and Conditions," or the "Code of Responsibility" will result in suspension or denial of access privileges and other possible disciplinary actions.

The Daniel Boone Area School District reserves the right to log Internet use and monitor fileserver space utilization by users while respecting the privacy of user accounts.

The Daniel Boone Area School District reserves the right to temporarily or permanently remove a user account on the network to prevent unauthorized activity.