

# DORSEYVILLE MIDDLE SCHOOL

2017 – 2018 PARENT HANDBOOK



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## School Calendar (2017-2018)

TBA	Sixth Grade and New Student Open Tours – 9am-2pm
August 29	First day for students
August 31	Parent Curriculum Night – Grade 6 – 6-8pm
September 4	Labor Day (No School)
September 7	Parent Curriculum Night – Grade 7/8 – 6-8pm
September 8	DMS Early Dismissal – 1pm
September 21	Fall Break (No School)
October 11	Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30am)
November 3	Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30am)
November 3	End of First Grading Period
November 6	Elementary/Secondary Early Dismissal – Parent/Teacher Conferences – 11:30am
November 7	Parent/Teacher Conference Day (Teachers Only)
November 22	Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30am)
Nov 23 - 27	Thanksgiving Break (No School)
Dec 25 – Jan 1	Winter Break (No School)
January 15	Professional Development Day (Teachers Only)
January 18	End of Second Grading Period
January 19	Full Clerical Day (Teachers Only)
February 15	Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30am)
February 16	Professional Development Day (Teachers Only)
February 19	President’s Day (No School)
March 23	Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30am)
March 23	End of Third Grading Period
March 26 – 30	Spring Break (No School)
April 13	Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30am)
May 28	Memorial Day (No School)
May 30	Kennywood Day (DMS Dismissal – 11:30am)
June 8	Last Day for Students (DMS Dismissal – 11:30am)
June 8	End of Fourth Grading Period

**Note:** If student makeup days are necessary, they will be held in the following order:  
June 11, June 12, and June 13 2018

### PTO Meetings

September 20 – 9am  
October 18 – 7pm  
November 15 – 9am  
December 13 – 9am  
January 17 – 9am  
February 21 – 7pm  
March 21 – 9am  
April 18 – 7pm  
May 16 – 9am

## Welcome

Dear Parents and Guardians,

This handbook will provide you with information about the programs and policies of Dorseyville Middle School.

We believe that your children come to the middle school as special human beings, unique in their own physical, social, intellectual, and emotional development. Therefore, in addition to providing a strong curriculum which stresses academic excellence, we offer programs which enhance self-esteem, foster success, and nurture curiosity.

Working together, the home and school form a strong partnership – with your child's success as our highest priority. We hope the information provided in this handbook assists you in this partnership. Please feel free to contact the school whenever you have a question or concern.

With your help and support we are confident that your child will find Dorseyville Middle School a great place to learn and grow.

Sincerely,

The Dorseyville Middle School Principals,

Mr. Jonathan Nauhaus  
Principal

Dr. James Prager, Ed.D  
Assistant Principal

Mr. Timothy Mahoney  
Assistant Principal

## **Dorseyville Middle School**

### **Mission**

The mission of Dorseyville Middle School is to provide an instructional environment specially suited to meet the unique needs of the middle school learner. Dorseyville Middle School will:

- Provide a safe and inviting school environment;
- Expect academic excellence through differentiated instruction, critical and creative thinking, problem solving, and the application of technology;
- Use a team approach to promote learning through a smaller learning environment and the integration of subjects in instruction;
- Provide academic, behavioral, and emotional support;
- Promote health and wellness for students and staff;
- Strengthen positive relationships through the core values of Respect, Responsibility, and Integrity;
- Promote appreciation for the diversity represented in our student body;
- Provide a smooth transition to and from each grade level; and
- Involve parents and community members through shared decision-making and leadership.

## **Fox Chapel Area School District**

### **Mission**

The Fox Chapel Area School District exists to maximize student learning, achievement, and development.

### **Vision**

The Fox Chapel Area School District will be recognized as one of the top-performing public school districts in the nation.

Toward that end we will:

- Challenge each student to reach his/her maximum potential level of achievement.
- Provide scholarly experiences that deepen understanding, creativity, critical thinking, problem solving, innovation, and collaboration.
- Provide an environment that promotes inclusiveness and embraces diversity.
- Foster a culture that encourages student involvement in the community and raises awareness of civic responsibilities.
- Build relationships with postsecondary institutions, businesses, and industry to create and sustain programs that prepare students to excel beyond high school.

### **Core Values**

Respect – Responsibility – Integrity

## **Dorseyville Middle School Programs**

### **Homebase**

Homebase meets each day and it operates using the day rotation schedule. On Days One, Three and Five the time is used for structured intervention and enrichment based on each student's needs. Day Two is a structured Homebase lesson and Day Four is used for Genius Hour. Genius Hour is a project developed by each student based on their personal interest. Day Six is Advisory and SSR. The time on this day is used for academic and personal goal setting and progress reviews, career exploration lessons and silent sustained reading.

Students will have at least one conferencing session per quarter during Homebase. Homebase teachers will make telephone contact with parents during the first two weeks of school and be available to them should questions arise.

### **Interdisciplinary Team Organization (ITO)**

Each student will be a member of an Academic Team. Student placement is determined by the school. Teams will be taught by a group of teachers who share the same students, the same part of the building, and with the same general schedule. This team of teachers develops interdisciplinary units of study and helps build team spirit and a sense of belonging. Parent requests for a particular team, teacher, or Homebase teacher cannot be honored.

# **Dorseyville Middle School**

## **Discipline Code**

Learning can only take place in an environment that is free from distraction and is regulated by appropriate rules of behavior. Dorseyville Middle School believes that it is the responsibility of every student to know and obey the rules of the school. It is the intent of the middle school program that administrators, teachers, and students work together to respect each other's rights. The goals of discipline are to teach students responsible behavior, self-discipline, and to create a learning environment in which students feel safe, permitting them to be successful.

A Discipline Code has been written to provide the framework for standard behavior expectations and consistent discipline procedures. Adherence to this code is expected of all students. The code fosters a safe environment while protecting the rights of all. We expect students to know, respect, and obey the following school wide rules:

- Be prompt. Arrive on time and take a seat immediately.
- Be prepared. Have proper supplies; study; complete homework; turn assignments in on time.
- Be polite. Demonstrate respectful behaviors toward self and others.
- Be productive. Contribute to class activities; keep current with assignments; ask for help when needed.

## **Responsibility Training and Time-Out**

Responsibility Training is a program that has been in place in the district for many years. It is a comprehensive framework for classroom management consisting of three parts: Choice Theory, Reality Therapy, and Time-Out/Classroom Interventions

The Time-Out program at Dorseyville Middle School is where school personnel work with students to help them develop the ability to recognize the choices they make, the consequences of those choices, and ways for planning to make successful choices in the future. The goal of Time-Out is to provide an opportunity for students to evaluate their behaviors.

Time-Out also helps students learn to make appropriate choices within the structure of both their school and the society in which they live.

### **Time-Out 1**

Student develops a verbal plan with the teacher in the classroom.

### **Time-Out 2**

Student chooses to write a plan in the classroom.

### **Time-Out 3**

Student chooses to write a plan in the office. Classroom teacher contacts the parent/guardian.

### **Time-Out/Discipline Referral**

Five referrals to the Time-Out room in any consecutive 30 school days will result in a student choosing referral to the principal's office for further intervention. The principal will also contact the parent/guardian. Intervention at this level may include one or any combination of the following:

- Parent conference with principal, counselor, psychologist, and Time-Out teacher;
- Assignment to after-school detention; and/or
- Assignment to in-school suspension.

In addition to Time-Out, a teacher may assign a student to lunch detention or after-school detention

	DISCIPLINARY ACTION											
	Verbal Reprimand	Parent Conference	SST Referral	Loss of Privilege	Lunch Detention	After School Detention	In-School Suspension	Out of School Suspension	Informal Hearing (Following suspensions lasting 3 days or more)	Recommended Expulsion	Citation / Arrest	Other
<b>Assault</b>		X	X				X	X	X		X	X
<b>Bus / Cafeteria Misconduct</b>	X	X		X		X	X	X			X	X
<b>Cheating</b>	X	X	X				X	X				X
<b>Class Cut</b>		X	X	X			X					X
<b>Defiance / Insubordination</b>	X				X		X					X
<b>Detention Violation</b>							X					X
<b>Disrespect / Intolerance</b>	X	X			X		X	X			X	X
<b>Disruptive Behavior</b>	X	X			X		X					X
<b>Drug Policy Violation</b>		X					X	X	X	X		X
<b>Falsification of Identification</b>							X					X
<b>Fighting or Instigating a Fight</b>	X	X	X				X	X	X	X	X	X
<b>Forgery / Plagiarism</b>	X	X		X			X	X			X	X
<b>Gambling</b>							X					X
<b>Harassment / Bullying</b>	X	X					X	X			X	X
<b>Leaving Campus without Permission</b>							X	X				X
<b>Loitering in Unauthorized Areas</b>	X				X							X
<b>Phone Use During School Hours</b>	X				X							X
<b>Possession of Articles Disruptive to School Environment</b>	X											X
<b>Possession or Use of Smoking / Tobacco Products</b>	X	X		X			X	X			X	X
<b>Possession of Weapon</b>		X					X	X	X	X	X	X
<b>Profanity, Obscenity, Vulgarity, Possession of Lewd Material</b>							X	X	X	X	X	X
<b>Sexual Harassment</b>		X	X					X			X	X
<b>Theft</b>								X			X	X
<b>Tardiness</b>	X	X	X	X	X		X					X
<b>Technology Misuse</b>		X		X			X	X			X	X
<b>Threats (Terroristic or Harassment)</b>		X		X			X	X	X		X	X
<b>Trespassing on Campus While Under Suspension</b>							X	X			X	X
<b>Vandalism</b>								X			X	X
<b>Violation of Dress Code</b>	X	X			X		X	X			X	X
<b>Other</b>	X	X	X	X	X		X	X			X	X



## **Educational Support Services**

Dorseyville Middle School has many services available to students to meet a variety of educational and emotional needs.

**Response to Instruction and Intervention (RtII) / Multi-Tiered System of Supports (MTSS)** – is a multi-step school approach for students who are experiencing challenges with academics, emotional issues, behavior, and/or attendance. This three- tier approach starts with classroom teachers and, if needed, can progress to other specially trained staff for more involved interventions. Parents with questions pertaining to RtII/MTSS should contact the child's school counselor.

**Counseling Center** – Dorseyville Middle School has counselors to serve the needs of students. Students are assigned to a particular school counselor based on their academic team. The counselors conduct a variety of programs during the year designed to meet the needs of the students. Students are encouraged to make use of the curricular, individual planning, and counseling services offered through the counseling center.

The Fox Chapel Area School District also provides a number of special education programs to meet the unique needs of its students.

**Educational Support** – All of the special education programs come under the heading of Educational Support and become a part of a student's educational program based on individual need. Students may receive learning support for academic needs, emotional support for behavioral concerns, life skills support to address functional needs, or gifted support to provide educational opportunities that extend beyond the basic curriculum. Additional support programs available to students include speech and language support, occupational and vocational therapy, physical therapy, vision services, and English as a second language (ESL).

Parents/guardians who would like further information about any of these programs may contact Dorseyville Middle School or the Director of Special Education at 412-967-2435.

## **Fox Chapel Nutrition Center**

### **Breakfast and Lunch Program**

Breakfast and lunch are served daily in our school cafeteria. The price for breakfast is \$1.35, lunch is \$2.85, and the price for milk is \$.50. There are also a variety of healthy snack and beverage choices offered daily. Most snacks and beverages are priced between \$.50 and \$2.00. If a student owes the cafeteria money, no extras will be allowed to be purchased until the account has money in it again.

A computerized Point of Sale (POS) system allows parents/guardians to pre-pay for meals by depositing money into a debit account for all purchases. All students are given a personalized Identification number (PIN), which they enter into a pin pad when purchasing anything in the cafeteria. The cafeteria staff will assist children who forget their PIN numbers. To place money on an account, apply for free/reduced eligibility, place a note on your child's account, and to view purchases please sign up for the online system at [www.schoolcafe.com](http://www.schoolcafe.com). You may always send a check or cash into school with your child to be given to the cafeteria staff. Checks should be made out to the FCASD Cafeteria Fund.

Students who qualify may receive free or reduced meals, you must thoroughly complete a meal benefit application and return it to school, unless you use the online system to apply at [www.schoolcafe.com](http://www.schoolcafe.com). The application must be completed every school year. All charges incurred before applying for free or reduced eligibility are the responsibility of the parent/guardian. One meal benefit application may be used for all eligible school children in the family. If you receive notification that you are on the direct certification list, you do not need to fill out an application.

For the Food Service Policy, access to all menus, free and reduced forms, and general information on the Nutrition Center please go to: <http://www.fcasd.edu/about-the-district/food-services.html>

Please contact Nutrition Center Manager, Julie Leininger at 412-967-2502 or [Julie\\_Leininger@fcasd.edu](mailto:Julie_Leininger@fcasd.edu) for any questions regarding the school breakfast and lunch program. Please contact Robin McAnulty for any questions about the free and reduced program at 412-967-4409 or [Robin\\_McAnulty@fcasd.edu](mailto:Robin_McAnulty@fcasd.edu).

### **808-AR-3. STUDENT FOOD SERVICE CHARGES-DEBT**

Due to the large number of students charging their meals, it is necessary to address the issue of delinquent food service accounts.

The Board of School Directors is required to provide healthy meals in accordance with current regulation and policy. The Board of School Directors shall permit students to incur what the Board or its designee considers reasonable charges and that parents/guardians shall be contacted for payment of said charges.

#### **GUIDELINES:**

The district shall inform, in writing, students and their parents/ guardians, who incurred a negative balance, of the district's policy regarding food service charges. The Food Service Department of the Fox Chapel Area School District adopted a Point of Service System (P.O.S.S.) for meal purchases in each building. Parents/guardians have the ability to prepay for meals by depositing funds to the student's account. All students are issued a Personal Identification Number (PIN) upon entering grade K and will retain a PIN while enrolled in the Fox Chapel Area School District.

A written notice will be sent by mail to parents/guardians whose students have a debt greater than \$13.00, informing them of the balance; and that if the balance is not paid immediately, the student will be provided a qualified lunch at the cost of a school lunch, consisting of a cheese sandwich, fruit, and milk.

Students in grades K-5 and disabled students will always be provided a meal, regardless of their balance due. Students in grades 6-12 will only be allowed to incur debt on five additional meals beyond the \$13.00. After those five meals, the student in grades 6-12 will be required to pay for each additional meal.

Students incurring additional debt will be notified by certified mail of the current balance due, the school board policy, and that the district reserves the right to disallow student involvement in after school activities, as well as seek assistance from the proper agency for legal action, if payment is not remitted.

# General Information

## Attendance Policy

### Absences

Parents or guardians of a student who is absent should call the school that morning to report the absence. Upon return to school after an absence, the student must provide a note written and signed by the parent or guardian. The note must include the student's name, date(s) of the absence, and the reason for the absence. If an excuse is not received within three days of the student's return, the absence will be recorded as unexcused. In the case of excessive absences, a conference with the parent/guardian may be scheduled. After ten absences, physician excuses may be required for all subsequent absences.

According to the Pennsylvania Department of Education there are few reasons for being absent from school. They are: personal illness, death in the immediate family, bona fide religious holidays, quarantine, weather so inclement as to endanger the health of the child, and preapproved educational trips. All other excuses will cause the student's absence to be considered unexcused and illegal. Work missed during an illegal absence cannot be made up.

Starting the 2017-2018 school year, there are new procedures mandated within the state of Pennsylvania:

The new law creates two distinct "procedural" sections: (1) procedures schools must follow when a child is "truant" and (2) procedures schools must follow when a child is "habitually truant."

The law expressly requires schools to notify parents or guardians in writing within ten (10) school days of the child's third unexcused absence that the child has been "truant."

This notice:

- Must include a description of the consequences if the child becomes "habitually truant."
- Must be in the mode and language of communication preferred by the parent; and
- May include the offer of an attendance improvement conference.

NOTE: If the child continues to incur additional absences after this notice has issued, the school must offer a student attendance improvement conference.

### Procedure when child is habitually truant.

The procedure schools must follow when a child is habitually truant turns on whether the child is fifteen (15) years of age or older.

- Under fifteen (15) years of age.

The school **must** refer the child to **either**: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school **may** file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

- Fifteen (15) years of age and older.

The school **must either**: (1) refer the child to a school-based or community-based attendance improvement program **or** (2) file a citation against the student or parent in a magisterial district court. If the child incurs additional absences after a school refers that child to an attendance improvement program or refuses to participate in an attendance improvement program, the school **may** refer the child to the local CYS agency for possible disposition as a dependent child.

NOTE: In all cases, regardless of age, where a school refers a habitually truant child to a magisterial district court or CYS, the school must provide verification that it convened and held a student attendance improvement conference.

### Dismissal – Afternoon

Dismissal will occur after p.m. Homebase. Students are to remain in Homebase and in their seats until their bus is called.

Students can only leave Homebase when their bus is called or if they are called over the PA system. Walkers and students staying for after-school activities are permitted to leave after the final bus call.

Parents who would like to pick up a student at the end of the school day will report to the main entrance in the front of the building and sign the student out on the clipboard provided. Students will be called over the PA system to report to the front of the school. The front doors will open for this type of dismissal at 3:00 p.m. Students must be escorted from the school by the person signing them out.

### **Dismissal – Early**

Please make appointments that do not interfere with the school day. However, when an early dismissal is necessary, a note signed by a parent/guardian must be presented to the office before morning Homebase, stating the date, time of pickup, and reason that the dismissal is requested. An "Early Dismissal Pass" will then be issued to the student. This pass should be given at the beginning of the period to the classroom teacher involved. At the designated time, the student should report to the office for pickup. The parent/guardian must sign the student out at the main office at that time. Students are expected to report to the office at the time they are to be dismissed. To avoid interruption of instruction, the office will NOT call the classroom.

### **Educational Trips**

Parents wishing to have their children take an educational trip are to pick up a request form in the school office and return it for approval at least two weeks before the trip is to occur. It is the student's responsibility to make up all missed assignments. Assignments given prior to the trip must be completed by the day the student returns to school. Please do not make requests for educational trips or tours during school-wide PSSA testing. Requests will be denied if the test(s) cannot be made up during the testing window.

### **Tardy**

Students who are tardy to school should bring a note from home explaining the reason. This note must be taken directly to the office when the student comes to school. Tardies will be recorded as unexcused if a student does not bring an excuse. An accumulation of three unexcused tardies is equal to one unexcused day of absence.

## **Back on Track (BoT)**

The goal of the Back on Track (BoT) program is to provide students an opportunity to complete assigned classwork and homework and to provide additional skill practice. The program will meet for more than 80 sessions on most Tuesdays, Wednesdays, and Thursdays after school from 3:30-4:15 p.m. The dates for BoT are posted on the DMS website. The Back on Track program is supervised by Dorseyville Middle School teachers, and receives assistance from the Fox Chapel Area High School National Honor Society students. Activity busses are provided for students during these days; see [Bus Transportation](#) for details.

## **Bullying**

Bullying is unacceptable at Dorseyville Middle School. We have a comprehensive program and response system to address this behavior. Our response system starts with our Core Values of Respect, Responsibility, and Integrity. These Core Values are taught to the students and reinforced in almost everything we do at Dorseyville Middle School. Beyond this, our students learn about bullying during our Homebase instruction. They learn how to identify bullying and what to do to respond. They also learn about conflict resolution and other lifelong skills to help them get along with others.

When the school becomes aware of a bullying incident, we respond in multiple ways. First, there is an investigation of the incident. Second, we put into place a plan to address the behavior and the child who engaged in it. Our response can involve parent contact and traditional consequences like detention and suspension and other steps such as the involvement of our school counselors, our conflict resolution team, and/or principals. It is our goal to not only address the behavior, but to also educate the student so that he or she does not engage in bullying again.

What can you do if your child says he or she has been bullied?

- First, clarify the situation. If this is a one-time incident, it is not bullying (though still reportable).
- If it is bullying, report it to the school. Please contact your child's teacher, school counselor, or call a principal directly.

Sometimes students and parents think that if they report an incident, the situation will get worse. We understand this concern, but please report the problem anyway. We are always discreet in dealing with problems and if your child is telling you, then it is important enough to tell the school. We will work with you to deal with the matter in the best way possible.

- Finally, check in with your child after the school has intervened. If another problem arises, please call the school.

# Bus Transportation

## Guidelines

Bus transportation is provided by the school district as a service to its students. Students are expected to demonstrate safe, appropriate behavior. Students are to ride only the bus to which they are assigned. The bus driver is in charge of the bus; in the interest of safety, students must obey bus rules. Violation of bus rules will result in suspension from the bus. Students who expose any inappropriate body parts while riding the bus will be suspended from the bus for the entire school year. Additionally, in an effort to improve school bus safety, video cameras will be used to assist and to monitor school bus discipline. All passengers on school district vehicles are subject to video surveillance at any time.

## Driving Children to School

Students should use bus transportation to and from school. Should it be necessary to transport a student, cars may loop through the parking lot and drop the student at the cafeteria side entrance. This will be the only designated "drop-off" site. Students being picked up must be signed out by a parent/guardian from 2:50-3:00 at the front entrance area of the building and then escorted out of the building. Please do not park in the fire lane in front of the school building at any time. This area is for buses and emergency vehicles. Any time parents need to come in to the school, we ask that they use the parking lots located between the middle school and Hartwood Elementary School, or the upper parking lot in the front of the building, and then enter the building using the front door. (See page 8 for early dismissal procedures.)

Because traffic congestion is a problem and student safety is a primary concern, everyone's cooperation is needed.

Please be sure that students are prepared to leave the car when you pull up to the drop-off area.

## No Bus Passes

The purpose of bus transportation is to transport children to and from school. Most buses are at capacity. In fairness to all students, no bus passes will be issued.

## Activity Buses

These buses are provided on specially scheduled days for students remaining at school for activities. The buses leave the middle school at 4:15 p.m. All bus rules apply to students riding these buses. These school buses do not follow the regular bus routes, but will drop students at designated spots, much like a city bus. It may be necessary for students to walk more than normal distances to reach their homes. All stops are listed within the Classroom App. Please make sure your child is aware what bus and stop they should use.

## Athletic Buses

These buses leave the middle school at approximately 5:15 p.m. during the various athletic seasons. Use of these buses is restricted to students participating on athletic teams.

## Cell Phones

Students may bring cell phones to school however, they are to be locked in their lockers during the school day. The district shall not be liable for the loss, damage, or misuse of any phone brought to school by a student.

## Conferences

In November conferences will be held for parents to come and meet with teachers. If there is a need to meet with your child's teachers at any other time, please contact the teachers on your child's team or your child's school counselor to schedule a conference.

## **Drugs and Alcohol**

All drugs are a violation of the Pennsylvania School Code. Dorseyville Middle School is a "Drug-Free School Zone." It is a violation of school code for anyone to possess or consume illegal drugs, including alcohol. Illegal drugs are forbidden in the school, on the school grounds, and on the school bus. Any individual who violates this policy shall be subject to school discipline, including possible expulsion and police action. (see Code of Conduct)

## **Harassment**

It is the policy of the Fox Chapel Area School District to maintain a positive learning and working environment free of harassment. Harassment or any harassment based on sex, race, or ethnicity will not be tolerated in the school community. Harassment includes cyber bullying and/or harassment through electronic communications. Any person experiencing harassment from a student, teacher, or any employee of the district may make a complaint to their immediate supervisor, teacher, school counselor, principal, or other appropriate individual. A copy of the complete policy may be obtained from the district administration office.

## **Health Services**

When a student is in need of health services, he/she should report to the nurse who will decide what should be done. The student may not leave the building without authorization. The dispensing of medication is strictly governed by a written policy of the Fox Chapel Area School District. Medication dispensed to students must be prescribed by a physician. Medication which must be dispensed to students during the school day must be given to the school nurse.

## **Homebound Instruction**

When a student is unable to attend classes due to a prolonged illness or injury, the parent should contact the counseling center. Homebound Instruction is available as a service of the school district when an absence of at least three 3 weeks is anticipated. A physician's form must be completed in order to begin Homebound Instruction.

## **Homework**

Homework is any activity where learning is extended beyond the school day. It is the Dorseyville Middle School philosophy that homework must be meaningful, purposeful, and designed to enhance each student's success in school. It is the responsibility of team teachers to discuss team homework assignments, to avoid homework overloads, and to coordinate long-term projects and exams. Teachers will provide opportunities for students to record homework assignments. Each team provides daily information and reminders on homework and in-class assignments thus affording parents and students the opportunity to fortify the bond between home and school. In the event of long-term absences, parents may contact the counseling center for make-up work.

## **Honor Roll**

Honors will be based on the overall GPA after the first three grading periods. Students must earn at least a 3.5 QPA for honor roll, or at least a 3.85 QPA for high honor roll. Any "D" or "F" or "Incomplete" grade will exclude a student from the honor roll.

4.0 = 4.0 Award

3.85-3.99 = High Honors Award

3.50-3.84 = Honors Award

The Honors Assemblies will be held in June.

## **Lockers**

Lockers are assigned to each student. Students should keep their lockers locked. If a student loses their lock, they will be responsible for purchasing a replacement. Students are responsible for the contents of their lockers, and should keep nothing in them but those items needed for school. Backpacks are not permitted in classrooms and should be stored in lockers. Large sums of money should not be brought to school. Each and every locker in the school building shall be subject to random inspection by any person authorized by the school principals at any time, with or without the presence of the student to whom the locker is assigned and without advance notice.



## **Missed Assignments**

When a student is absent for three or more days you are encouraged to contact the counseling center to obtain the appropriate assignments. Please allow a one-day notice to gather all of the necessary materials. Assignments may be picked up in the counseling center or sent home with another student. It is the student's responsibility to make up all missed work. Students are given one additional day for each day of absence to make up work. If absent, students should also check Schoology for any missing assignments.

## **Ninth Period**

Ninth Period is a part of the RtII/MTSS support system for students who are experiencing consistent academic struggles including academic failure in core classes. Specially trained staff works with students after school from 3:30-4:15 p.m. using online courseware and other resources to help the students learn concepts they missed in their classes. Ninth Period runs on the same dates as Back on Track, approximately 80 sessions per year. Transportation is provided using the Activity Buses. Questions concerning Ninth Period should be directed to the child's school counselor.

## **Physical Education**

Each student is required to wear a gym uniform consisting of a Dorseyville Middle School T-shirt and red or black shorts. No Bermuda or walking shorts are permitted. Gym T-shirts will be sold in the school store operated by the PTO.

## **Promotion Guidelines**

An important goal of the middle school is to help every child achieve success and be promoted each year. In special cases a student may benefit from retention for a period of time. The middle school staff will consider the following guidelines when evaluating a student for retention:

1. Failure in academic subjects
2. Attendance record; and
3. Age and maturity.

Parents will be notified when their child is being considered for retention and consulted before any recommendation is made.

## **Records**

Student records are kept in a secure file in the counseling center. Parents may request to see their child's records. Parents should call for an appointment with a counselor to examine school records. A record release form must be signed by the parent to release student records.

## **Report Cards**

Report card information is accessible online using PowerSchool. If needed, parents may contact the school secretary to have a paper copy of the report card mailed home following each quarter. Parents will be able to print (and/or save as a PDF) a copy of the report card from their home computer directly from the PowerSchool website.

## **School Insurance**

The school district offers insurance to every student. Information about the purchase of this insurance will be sent home at the beginning of the school year. It is suggested that insurance be purchased for students participating in the sports programs. Please contact the nurse's office for further information.

## **Student Dress Code**

The general appearance of students is the basic responsibility of parents. However, Dorseyville Middle School also has an expectation of how students should present themselves. Students are expected to wear neat, clean, appropriate clothing that complies with the following guidelines:

**Headgear** – No hats, visors, bandannas, handkerchiefs/scarves or hoods. Religious headgear, however, is permitted.

**Footwear** – Footwear must be worn at all times. Use safety as a guideline. No slippers are allowed.

**Clothing** – In compliance with health and safety codes, clothing may not be destructive to school property and may not interfere with the educational process or rights of others. Coats and other outdoor apparel are not permitted in classrooms. Clothing that depicts, advertises, or encourages the use of any alcohol, drugs, or tobacco is not to be worn. Clothing that includes derogatory slurs or implies hatred or prejudice toward any race, gender, social group, or religion may not be worn. Language/images that have double meanings or are obscene, profane, vulgar, lewd, or rude may not be displayed on clothing, jewelry, or footwear. Dresses, skirts, and shorts must be longer than the student's fingertips when standing straight with arms down. No pajama tops, pajama pants, and/or flannel bottoms are permitted. Camis, off-the-shoulder shirts, see-through blouses, mesh shirts, muscle shirts, and basketball jerseys worn alone are prohibited. These items may be worn if a covering is worn over them. An appropriate shirt needs to be tucked into or overlap the lower garment so that when sitting, reaching, and moving, the student remains fully covered. Clothing should completely cover the back, chest, midriff, buttocks, and undergarments. See-through garments and clothing that reveals underwear are prohibited. No wallet chains are allowed.

**Students who do not dress according to the guidelines will be required to change their clothing. The administration and staff retain final judgment on the appropriateness of any apparel worn to school.**

## **Student Messages/Deliveries**

To avoid interruption of instruction, individual classrooms **WILL NOT** be called to the office to retrieve forgotten items that have been delivered to the school. If needed, a classroom will be called at the end of the class period and the students asked to come to the office for the item. Students should come to school prepared for the day and the school secretaries have been instructed not to call the classrooms. In the event of an emergency, if it is necessary to contact a child in school, please call the school office at 412-767-5343.

## **Teacher Hours**

Teacher hours are 7:30 a.m.-3:30 p.m. Please check with individual teachers for specific teacher availability times during the school day.

## **Textbooks, iPads and Materials**

Textbooks, iPads (including charging cord and brick) and other materials assigned to the students are given on a loan basis. It is the responsibility of students to care for the materials in their possession. Students must pay the replacement cost for a lost textbook.

## **Visitors**

Parents are welcome to visit the middle school; however, appointments must be scheduled in advance if parents wish to meet with a member of the staff. Visits will be arranged for students anticipating transfer to the middle school. Student visitors for purposes other than enrollment are not permitted. All visitors must enter through the front doors of the building, sign in at the office, and wear a visitor's badge. Visitors are also asked to inform the school office upon leaving the building.

## **Weapons Policy**

A safe school environment is important for the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

**Weapon** – The term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, firearm, shotgun, rifle, replica of a weapon, brass or metal knuckles, chemical agent such as mace, explosive devices including but not limited to pipe bombs, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury. Firearm includes actual firearms of any type, pellet guns, BB guns, and look-alike firearms, whether capable of operation and whether loaded or unloaded.

**Possessing** – A student is in possession of a weapon when the weapon is found on the person of a student; in the student's locker; directly or indirectly under the student's control while 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 coming to or from school.

The School Board prohibits students from 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 vehicle providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

## Wellness Policy – District Plan

Fox Chapel Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To access the entire wellness policy please go to:

<http://www.fcasd.edu/about-the-district/food-services.html?showall=&start=5>

### USDA Nondiscrimination Statement and Complaint Procedure

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form , (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Withdrawal and Transfer

Please follow the procedures below for withdrawing or transferring your child.

1. Secure the appropriate forms from the school counseling center at least a week before withdrawing or transferring.
2. Complete these forms and return them to the counseling center.
3. All books and other school property must be returned and any fees paid before transcripts will be release

# Student Activities

## Interscholastic Sports

### Fall

- 7-8 Volleyball (girls)
- 7-8 Cross Country (co-ed)
- 7-8 Football (boys)
- 7-8 Soccer (boys)
- 7-8 Soccer (girls)

### Winter

- 7-8 Basketball (girls)
- 7-8 Basketball (boys)
- 7-8 Volleyball (boys)
- 7-8 Wrestling (boys)

### Spring

- 7-8 Baseball (boys)
- 7-8 Softball (girls)
- 7-8 Track (co-ed)

Eligibility for interscholastic athletics is based on the following PIAA requirements:

1. As per the Pennsylvania Interscholastic Athletic Association, only students in grades 7 and 8 may participate.
2. Parent permission slips must be signed for those students participating in interscholastic athletics.
3. Physical examinations are required for all students participating in any sport. The necessary forms and dates are available from the coaches.
4. Students will be declared ineligible if they have been absent 20 or more days. Eligibility is restored after the student has attended 60 school days following the 20th absence.
5. Students involved with the use of tobacco, drugs and/or alcohol will be suspended from the team for the season.
6. Students involved in acts or conduct detrimental to the school or team will be suspended from the team for the season.

A program of intramural sports and activities is based on student interest. Notice is given several weeks before the beginning of each intramural activity and a complete schedule of dates for the activity is supplied at the beginning of each session.

## Activities

Activities are developed to meet the needs and interests of middle school students. Students will be informed of all meetings and new clubs that are forming. Some special clubs include: Student Council for grades 6-7-8, Middle School Newspaper, Yearbook and the Musical.

Please check Schoology for updated meeting dates and times.

## Parents as Partners

The importance of good reading and study skills cannot be overemphasized. These skills must be learned and practiced at school and in the home. The question most often asked by parents is how they can help their children with these skills. Hopefully, by using these suggestions below, we will create a working partnership in the education of your child. Even though your child must begin developing a sense of independence, it is critical that parents remain involved with their child's education throughout the middle school years.

### **Helping Your Child Get Organized**

A successful learner is organized. You can help your child be well organized by following these steps at home:

- *Class Schedule*  
Post a copy of your child's daily schedule in a prominent place. You and your child can anticipate what is necessary for the next day.
- *Homework*  
It is important to your child's success that they complete all homework assignments and come prepared to class every day. Homework assignments can be viewed on **PowerSchool**.
- *Tests, Reports, Projects*  
Be aware of the due dates.
- *Textbooks*  
Teach respect for school property. Cover all textbooks. Be sure they receive proper care and are kept in good condition.
- *Gathering Place*  
Establish a place near the door for gathering all things needed for school (books, notebooks, pencils, gym suit, etc.). Have materials for the next day ready before going to bed.
- *Good Study Conditions*  
Establish a positive atmosphere to promote good study habits by asking yourself the following questions:
  - ✓ Do I provide a quiet place for study?
  - ✓ Is this study area supplied with adequate lighting and supplies? (Pencils, paper, ruler, etc.)
  - ✓ Is a workspace with a comfortable chair provided?
  - ✓ Is my child receiving a well-balanced diet and adequate rest?
  - ✓ Have I established a consistent, quiet family study time so that studying becomes a routine each evening?
  - ✓ Do I know what my child is learning in school? (Review homework and textbooks and other school materials frequently.)

*The education of your child is our first priority and we are eager to work with you in this most important of all jobs!*

### **Parent Teacher Organization (PTO) Officers**

2017-2018

Veronica Harris, President  
Cindy Green, Vice President

## **Dorseyville Middle School**

3732 Saxonburg Boulevard  
Pittsburgh, PA 15238-1020  
Phone: 412-767-5343  
Voice Mail: 412-967-2400  
Information Line: 412-967-2500  
Fax: 412-767-4255  
Web: dms.fcasd.edu

## **Board of School Directors**

Terry L. Wirginis, President  
Nancy B. Foster, Vice President  
Sandra M. Garbisch, Assistant Secretary  
Joel R. Weinstein, Treasurer  
Dharmesh Vyas  
Sommer Obernauer Jr.  
Lisa M. Rutkowski  
Eric C. Schmidt  
Robert Mauro

## **District Administration**

Gene Freeman, Ed.D., Superintendent  
David P. McCommons, Ed.D., Deputy Superintendent  
Kimberly Pawlishak, Business Manager  
Daniel Breitreutz, Director of Ancillary Services  
Michael O'Brien, Athletic Director

## **District Resource Staff**

Matthew Harris, Ed.D., Executive Director of Secondary Education and Instruction  
Ashley L. Nestor, Ed.D., Executive Director of Elementary Education and Instruction  
Lonnie Carey, Ed.D., Director of Special Education and Pupil Services  
Megan Cicconi, Director of Instructional and Innovative Leadership  
G. Daniel DiDesiderio III, Ed.D., Director of Student Achievement and Instructional Verification  
Sari Brecosky, Director of Literacy

## **Middle School Principal**

Jonathan T. Nauhaus

## **Assistant Principals**

Timothy A. Mahoney  
James P. Prager Jr., Ed.D.

## **School Resource Officer**

Kirk Vandembord, Indiana Township Police

## **School Counselors**

Mark Cooper  
Kristin Pollick  
Craig Reinhard