

DORSEYVILLE MIDDLE SCHOOL



2021 - 2022

Student and PARENT HANDBOOK

School Calendar

Important Dates (*See the Arts and Activities Calendar for Music Performance Schedule)

August 11	Sixth Grade and New Student Open Tours – 9am-2pm
August 24	First day for students
September 2	Virtual Parent Curriculum Night – All Grades 6-8pm
September 3	DMS Early Dismissal – 1pm
September 6	Labor Day (No School)
September 21	Picture Day
September 7 and 16	Fall Break (No School)
October 13	Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30am)
October 22	Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30am)
October 22	End of First Grading Period
November 1	Elementary/Secondary Early Dismissal-11:30 – Parent/Teacher Conferences
November 2	No School – Parent/Teacher Conferences
November 24	Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30am)
Nov 25 - Nov 29	Thanksgiving Break (No School)
Dec 24 - Jan 1	Winter Break (No School)
January 13	End of Second Grading Period
January 14	Full Clerical Day (Teachers Only)
January 17	Martin Luther King Jr. Birthday - Professional Development Day (Teachers Only)
February 12	Professional Development Day (Teachers Only)
February 21	President’s Day (No School) OR Makeup Day
March 18	Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30am)
March 18	End of Third Grading Period
April 8	Elementary/Secondary Early Dismissal (DMS Dismissal - 11:30am)
April 11-15	Spring Break (No School)
May 30	Memorial Day (No School)
June 1	Kennywood Day (DMS Dismissal – 11:30am)
June 3	Last Day for Students (DMS Dismissal – 11:30am)
June 3	End of Fourth Grading Period

Report Cards will be available for download on the following dates:

Quarter 1 - October 29, 2021

Quarter 2 - January 21, 2022

Quarter 3 - March 25, 2022

Quarter 4 - June 10, 2022

Note: If student makeup days are necessary, they will be held in the following order:

February 21, June 6, June 7

PTO Meetings

September 1 - 9:30 a.m.

October 13 - 9:30 a.m.

November 10 - 9:30 a.m.

December 8 - 9:30 a.m.

February 2 - 9:30 a.m.

March 2 - 9:30 a.m.

April 6 - 9:30 a.m.

May 11 - 9:30 a.m.

Welcome

Dear Students and Parents/Guardians,

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

We believe students arrive in middle school as special human beings, unique in their own physical, social, intellectual, and emotional development. Therefore, in addition to providing a solid curriculum that stresses academic excellence, we offer programs that enhance self-esteem, foster success, and nurture curiosity. The change to a new school may be an adjustment at first, but the teachers and staff at Dorseyville Middle School are here to help a smooth transition.

Working together, the home and school form a strong partnership – with each child's success as our highest priority. As citizens of the school, we expect students to be respectful, responsible, safe, and to demonstrate integrity so that everyone can experience a productive year socially and academically. With parent and guardian support, we are confident your child will find Dorseyville Middle School a great place to learn and grow.

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.

Sincerely,



Mr. Jonathan T. Nauhaus
Principal



Dr. Laura M. Miller
Program Principal

Dorseyville Middle School

Mission

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.

Mission

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

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

Core Values

Respect – Responsibility – Integrity

Goal Areas

- Learning
- Achievement
- Safety Nets
- Communications

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
- Involve parents and community members through shared decision-making and leadership

Dorseyville Middle School

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 will be offered to the parent/guardian. After ten absences, physician excuses will 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, health care, death in the immediate family, bona fide religious holidays, required court attendance, weather so inclement as to endanger the health of the child, and pre-approved educational trips. All other excuses will cause the student's absence to be considered unexcused. Work missed during an unexcused absence cannot be made up.

The 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."

Truant- three (3) or more school days of unexcused absences during the current school year

Habitually Truant- six (6) or more school days of unexcused absences during the current school year

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 been issued, the school must offer a Student Attendance Improvement Conference (SAIC).

Parent/Guardian Notification of Attendance Guidelines & Procedures

Excused Absences:

1. Parents may write an excuse for up to 10 days.
2. After the 10th excused- letter mailed notifying that all absences beyond the ten (10) require a doctor/licensed practitioner of healing arts excuse

Unexcused:

1. First unexcused (no excuse within three days of absence or no doctor's excuse after 10th day of excused)- letter mailed notifying that after three (3) unexcused absences, the district is required to take further action
2. Three (3) unexcused absences (no excuse within three days of absence and no doctor's excuse after 10th day of excused) - letter mailed to parent/guardian notifying that if additional unexcused absences occur a Student Attendance Improvement Conference (SAIC) will be offered.
3. Fourth or fifth unexcused absence- Student Attendance Improvement Conference (SAIC) will be scheduled
4. Six or more unexcused absences-**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.

Arrival – Morning

The doors of Dorseyville Middle School open for students at 7:45 a.m. Students should not report to the building before this time unless they are scheduled to be with a specific teacher (arrangements made in advance) or are participating in an activity with a specific teacher. Students arriving at school before 7:50 a.m. must report to the auditorium. This includes car and bus riders.

At 7:50 a.m. students will be permitted to go to their assigned locker and then report to Homebase. After reporting to Homebase students have an opportunity to go to breakfast, the office, meet with other teachers, etc. from 7:50-8:15 a.m. Students must return to Homebase by 8:15 a.m. for the morning announcements. Attendance is taken at 8:15 a.m.

Tardy- parents/guardians must send a signed note at the time of the tardiness. The date and reason the student was late to school should be included. When tardy, students should report directly to the office.

Dismissal – Afternoon

Dismissal will occur at the conclusion of period seven. Students will report to their lockers and to their bus upon dismissal from period seven. Walkers and students staying for after-school activities are permitted to leave after period seven.

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 to meet their child.

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 show identification and 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 complete the electronic form on the district website **at least two weeks before** the trip is to occur. Once submitted, the building administration will receive a copy. If the trip is not approved, you will be notified by the school. Teachers will be notified upon approval. It is the student's responsibility to make up all missed assignments. 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 (the district **may limit the number and duration of non school-sponsored educational tours/trips**).

Tardy

Students who are tardy to school should bring a note 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.

Inclement Weather

When there is a school delay, cancellation, or early dismissal, every parent/guardian in the district will receive a phone call from the district's school messaging system. Additionally, an announcement will be placed on the district's website at www.fcasd.edu. Please note that during a power outage it may not be possible to place an announcement on the district's website. Delay, cancellation, and/or early dismissal announcements will also be placed on the following television stations: KDKA-TV, WPXI-TV, and WTAE-TV.

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 and the DMS Agenda App. The Back On Track program is supervised by Dorseyville Middle School teachers and occasionally receives assistance from the Fox Chapel Area High School National Honor Society students. Activity busses are provided for students during these days; see our website (www.fcasd.edu) for a posted schedule.

Bell Schedule

6th Grade Schedule	
HB	8:00 - 8:15
Period 1	8:19 - 9:15
Period 2	9:19 - 10:14
Period 3	10:18 - 11:13
Period 4	11:17 - 12:12
Period 5A	
Lunch or Homebase	12:16 - 12:41
Period 5B	
Lunch or Homebase	12:46 - 1:11
Period 6	1:15 - 2:10
Period 7	2:14 - 3:09
Dismissal	3:09

7th Grade Schedule	
HB	8:00 - 8:15
Period 1	8:19 - 9:15
Period 2	9:19 - 10:14
Period 3	10:18 - 11:13
Period 4A	
Lunch or Homebase	11:17 - 11:42
Period 4B	
Lunch or Homebase	11:47 - 12:12
Period 5	12:16 - 1:11
Period 6	1:15 - 2:10
Period 7	2:14 - 3:09
Dismissal	3:09

8th Grade Schedule	
HB	8:00 - 8:15
Period 1	8:19 - 9:15
Period 2	9:19 - 10:14
Period 3A	
Lunch or Homebase	10:18 - 10:43
Period 3B	
Lunch or Homebase	10:48 - 11:13
Period 4	11:17 - 12:12
Period 5	12:16 - 1:11
Period 6	1:15 - 2:10
Period 7	2:14 - 3:09
Dismissal	3:09

Books and School Supplies

Textbooks are assigned to students and are their responsibility during the school year. Any damage that is done to textbooks during the year will require replacement payment. Pencils and other school needs may be purchased at the school store throughout the year. Dorseyville is fortunate to have a school store. It operates during the lunch periods throughout the month.

Bullying

Bullying is prohibited at Dorseyville Middle School. Bullying is defined as, but not limited to, any consistent physical, verbal, written, cyber, or social aggression, intimidation, and sexual, racial, and ethnic harassment from one student to another. Dorseyville Middle School seeks to address bullying behaviors through an instructional emphasis on our core values of respect, responsibility, and integrity and persistent application of disciplinary action when warranted.

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 Student Support 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. 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

The school district provides bus transportation as a service to its students. Students are expected to demonstrate respectful, responsible, and safe behavior. **Students are to only ride 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, 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. 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 into 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 front of the building, and then enter the building using the front door. 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

Activity 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 are enforced when riding activity buses. Activity buses do not follow regular bus routes and stops. It may be necessary for students to walk more than normal distances to reach their homes. Please make sure your child is aware of what bus and stop they should use.

[BOT/Activity Bus Dates](#)

[Activity Bus Routes and Stops](#)

Students can find this information on the [DMS Agenda App](#). The DMS Agenda App is located on all student iPads.

Athletic Buses

Athletic 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 cellphones 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. Emergency telephone calls should only be made in the office. *If students have their phones in view during the school day, they run the risk of having their phone taken (and returned later that day) by staff members. When students refuse to give their phones to a staff member, they will be sent to the office. Once in the office, students will have the option to either give up their phone until the end of the day, or they may choose to remain with their phone (in the Referral room) until the end of the day. Parents/guardians will be called to assist their child with this decision.*

Conferences

November conferences will be held for parents to come and meet with teachers. Conferences are optional and are non-scheduled. Some teachers may have a longer wait time than others. Due to the volume of parents, we ask that you try to limit your conference(s) to 10 minutes. 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. ****At the discretion of the district, conferences may be held virtually.**

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 the 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).

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) – 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 should contact the child's school counselor and/or the RtII Coordinator.

School Counseling Center – Dorseyville Middle School has counselors to serve the needs of students. Students are assigned to a particular school counselor based on their grade level. 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 many 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 needs. 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 primary 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 412-963-9600, ext. 2435.

Fox Chapel Nutrition Center

Breakfast and Lunch Program

All student meals, including breakfast and lunch will be provided free of charge for the 2021-2022 school year, due to the USDA issuing pandemic flexibilities for schools and day care facilities through June 2022. 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. 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. 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 Geary at 412-967-2502 or Julie_Geary@fcasd.edu for any questions regarding the school breakfast and lunch program. Please contact Susan Johnson for any questions about the free and reduced program at 412-967-4409 or Susan_Johnson@fcasd.edu.

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

Due to a 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, parent/guardian, 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 can 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 higher than \$10.00, informing them of the balance and the notice shall include information on payment options. If the balance is not paid immediately, the student will be provided a qualified lunch at the cost of a school lunch. Students with a negative account balance may not purchase a second meal, a la carte items, snacks, or beverages. Elementary students with a negative account balance may purchase milk.

Parents are encouraged to keep funds in their child's account.

Parents with hardships can apply for Free and Reduced Meals at any time during the school year. However, this will not negate the charges incurred nor can a Free and Reduced Meal application be backdated to address accrued charges.

The District will attempt to collect on accrued charges through contact with parent/guardian. The District will work with parents/guardians to set up a payment plan for families that are experiencing difficulties paying for their accrued charges.

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 cyberbullying 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 another 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. All medication dispensed by the school nurse must be physician prescribed. Medication which must be dispensed to students during the school day must be given to the school nurse.

Students who need to leave school due to illness will be notified through the school health office, not via a student's cell phone.

Homebase

Homebase meets every day. Mondays will be for teacher/student check-in and relationship building. On Tuesdays students will participate in our social and emotional learning curriculum, Second Step. Wednesday will be focused on mindfulness activities, special lessons, and/or continuation of Second Step lessons, if needed. Thursdays will be scheduled resource time for academic needs, relationship building, and club/athletic meetings. Friday will conclude with students engaged in sustained silent reading.

Homebase teachers will make telephone contact with parents during the first two weeks of school and should be considered a point of contact for parents if questions arise throughout the school year.

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 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. Schoology is FCASD's online Learning Management System (LMS) used at DMS and the high school. It functions as an online classroom housing curricular and course materials. It allows students to complete and submit assignments, projects, and assessments. Many of these online activities receive grades and teacher feedback. Schoology is a great place to peek into your child's academic world and see a snapshot of his or her classroom.

Schoology Access for Parents: <http://schoology.com>
Schoology Access for Students: schoology.fcasd.edu

PowerSchool is FCASD's Student Information System (SIS). It is the primary one-stop source for your child's official information including: student records, course grades, attendance records, and report cards.

PowerSchool Access:
<https://psweb.fcasd.edu>

Honor Roll

Honors will be based on a student's QPA each grading period. 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

Interdisciplinary Team Organization (ITO)

Each student will be a member of an Academic Team. The school determines school placement. 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.

Lockers

Lockers are assigned to each student. **Students should keep their lockers locked.** We ask that parents provide a lock for their child at the beginning of the school year. If a student is in need of a lock, one can be provided by the school.

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. 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 notice.

Lost and Found

There is a lost and found box located in the counseling office for lost items. Students should check thoroughly before reporting a lost item.

Missed Assignments

When a student is absent for three or more days, students are encouraged to check Schoology and they may also contact their teachers 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 main office 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 multi-tiered support system for students who are experiencing consistent academic struggles including academic failure in core classes. The 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

All students are required to change for gym class. It is recommended that students change into athletic clothes for gym. This includes athletic shoes. Students may purchase a Dorseyville Middle School T-shirt in the school store operated by the PTO.

Promotion Guidelines

An important goal of middle school is to help every child achieve success and be promoted each year. In special cases, a student may benefit from retention. 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 main office to have a paper copy of the report card mailed home following each quarter. Parents will be able to print 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.

Schedules

Each spring, school counselors meet with students to discuss scheduling of classes for the following year. In addition, based on data, math and literacy assessments are given to help determine placement into courses. Based on the student course selection process, placement assessments, teaching assignments, and class offerings a master schedule is built. Because of the intricacies involved, it is difficult to accommodate schedule changes once the school year begins. It is the responsibility of the student and parent to review the student's schedule when it is received in the summer. If there is an error or a concern with the student's schedule, the parent should contact the appropriate counselor prior to the beginning of the school year and make the necessary correction. The school does not honor parent and student requests for teacher preferences.

School-Wide Positive Behavior

Dorseyville Middle School supports school-wide positive behavior. The purpose of our school-wide positive behavior process is to present standard behavioral expectations based on school board policy for all students in the building. The rationale for the implementation of a school-wide positive behavior plan is to ensure the safety and well-being of all students. Emphasis is placed on prevention through clear expectations, modeling and teaching of appropriate behavior, and relationship building opportunities. The plan is based on our core values: Respect, Responsibility, Safety, and Integrity. Teaching and reinforcement of the following concepts will be implemented to support the core values: Be Safe, Be Prompt, Be Prepared, Be Polite, and Be Productive.

1. Students demonstrate **respect** for themselves, others, and their environment in their words and actions. Respect is showing concern, care, and acceptance of self and the feelings, needs, and well-being of others. Respect also requires care and concern for personal and school property, as well as for the environment.
2. Students accept **responsibility** for their behavior choices and the consequences of their behaviors. Responsibility is having the ability to distinguish between right and wrong, to think and act appropriately, and to accept the

consequences for one's behavior.

3. Students ensure the **safety** of all members of the school community.
4. Students demonstrate **integrity** through ethical behavior, honesty, and knowledge of right and wrong.

Dorseyville Middle School Expectations Matrix

	All Settings	Hallway	Classroom	Bathroom	Cafeteria	Bus
Be Respectful	<ul style="list-style-type: none"> *School appropriate language & tone *Follow adult directions the first time *Use kind words and actions 	<ul style="list-style-type: none"> *School appropriate language & tone *Use kind words and actions. 	<ul style="list-style-type: none"> *School appropriate language & tone *Honor the rights of others to learn 	<ul style="list-style-type: none"> *Honor the privacy of others *Go, flush, wash, leave 	<ul style="list-style-type: none"> *School appropriate language & tone *Follow lunch monitor directions the first time *Raise hand for help *Touch only your food 	<ul style="list-style-type: none"> *School appropriate language & tone *Follow driver directions the first time *Use earbuds
Be Responsible	<ul style="list-style-type: none"> *Phones in lockers all day - no exceptions *Honor school facilities and materials *Follow the dress code 	<ul style="list-style-type: none"> *Walk and keep to the right *Have a hall pass during class 	<ul style="list-style-type: none"> *Be prompt *Bring all materials to class including a charged iPad 	<ul style="list-style-type: none"> *Paper towels in garbage can 	<ul style="list-style-type: none"> *Walk *Clean up after yourself *Have a pass to leave the cafeteria *Line up in single file at all service areas *Use only your pin number *Select seat and stay in it 	<ul style="list-style-type: none"> *Keep track of your belongings *Sit in assigned seat *Keep the bus clean and pick up garbage
Be Safe	<ul style="list-style-type: none"> *Keep hands, feet, and objects to yourself *Report to your assigned room 	<ul style="list-style-type: none"> *Keep hands, feet, and objects to yourself *Be aware of your surroundings (no earbuds/iPads) 	<ul style="list-style-type: none"> *Keep hands, feet, and objects to yourself *Remain seated 	<ul style="list-style-type: none"> *Use the bathroom in a timely manner 	<ul style="list-style-type: none"> *Keep hands, feet, and objects to yourself *Report to cafeteria for your lunch period 	<ul style="list-style-type: none"> *Keep hands, feet, and objects to yourself *Remain seated at all times

Students have the opportunity to earn **PAWS-itive Reward Slips** for positive behaviors and for demonstrating the DMS Core Values. Students who are demonstrating negative behaviors and are not following the DMS Core Values will be issued Infraction Slips for common areas and will be referred to the Referral Room during class time to process the negative behavior and to have an opportunity to make positive choices during class time. Behavior that is not safe and causing a significant disruption to the learning will be automatic Office Managed behavior. Lessons during Homebase will focus on teaching the appropriate behaviors for school to maximize learning.

1. Common Area Behavior (Outside of Classroom)

a. Infraction

1. 1st- Warning
2. 2nd- Warning to the student that the next slip will result in lunch/after school detention and contact with parent/guardian.
3. 3rd through 5th- Lunch/After School Detention and contact with the parent/guardian
4. After a 6th infraction, a Student Support Team (SST) referral may be made
5. All infractions are recorded
6. Types of Behaviors: Disrespect/disruption, dress code violation, inappropriate language, property damage/misuse, physical contact, technology violation (phones, gaming), late to class, no hall pass, running

Infraction Slips <i>Teacher giving Infraction must notify student, & place form in DISCIPLINE Mailbox</i>	
1st	Conference with Student
2nd	Automated Notification*
3rd	Lunch Detention Automated Notification*
4th	After School Detention Automated Notification*
5th	After School Detention Automated Notification* Conference with Student & Parent Contact Positive Behavior Interventions***
6th	Administration Assigned Automated Notification* Conference with Student & Parent Contact Positive Behavior Interventions*** SST** referral made by team (optional)
7th+	Administration Assigned Positive Behavior Interventions***

2. Classroom Referral - Referral Room

a. Strike System

- i. Verbal redirection
- ii. Warning
- iii. Classroom referral to Referral Room
 1. Two Classroom Referrals = Lunch Detention and parent phone call
 2. Three Classroom Referrals = After School Detention and parent phone call
 3. Four and Five Classroom Referrals = ½ Day In-School Suspension and parent contact
 4. Six Classroom Referrals = Full Day In-School Suspension, parent contact, and possible referral to the Student Support Team (SST)

5. Types of behaviors for referral: talking while the teachers are talking, disrespectful towards a teacher or a student, out of seat, touching others belongings, throwing objects, using inappropriate language/gestures, arguing, inappropriate use of technology, making noises, work refusal, talking out, unprepared, touching others, uncooperative

Classroom Referrals <i>Classroom Teacher MUST Contact Home</i> <i>Student Completes Behavior Reflection After Each Referral</i>	
1st	Classroom Teacher Contacts Home
2nd	Lunch Detention Classroom Teacher Contacts Home Automated Notification*
3rd	After School Detention Classroom Teacher Contacts Home Automated Notification*
4th	½ Day In-School Classroom Teacher Contacts Home Automated Notification*
5th	½ Day In-School Classroom Teacher Contacts Home Automated Notification* SST** referral made by team (optional)
6th+	Full Day In-School Classroom Teacher Contacts Home Automated Notification* SST** Referral & Parent Meeting Requested

3. Office Referral

Common area and classroom behaviors will be managed through the system detailed above unless students repeatedly choose to violate building or classroom rules, disrupting the learning environment. In this case, an office referral will be made. Serious infractions impacting the learning and/or safety of others will be immediate office referrals.

- a. The teacher will complete an Office Referral form
- b. Principal/student conference will take place
- c. Possible administrative action may include, but is not limited to:
 - i. Parent conference, Student Support Team (SST) referral, loss of privilege, cleaning or replacement of property, written letters of apology, lunch detention, after-school detention, in-school suspension, out-of-school suspension (temporary – 1-3 days), out-of-school suspension (full – up to 10 days), recommendation for expulsion, citation/arrest

A **temporary suspension** lasts from one to three days, depending upon the severity of the student infraction. A **full suspension** calls for a student to be out of school for as long as ten days. However, it is a two-step process. First, the student receives a temporary three-day suspension from school. After three days, the student and his or her parents have an informal hearing with the principal to determine whether the suspension should continue for more time, which can range from an additional one to seven days.

Expulsion means a student is denied the privilege of attending school in the district. This disciplinary action is taken only for the most severe offenses or after a student has had one or more full suspensions. Expulsion requires the recommendation of the principal and School Board action.

The Pennsylvania School Code empowers the School Board to grant a principal or assistant principal police powers. Therefore, a principal or assistant principal may write **citations** for certain illegal offenses, such as smoking, fighting, or disorderly conduct in public buildings and grounds. Citations may also be issued for attendance issues such as truancy and class cuts. A citation means the local magistrate will issue the student and parents an order to appear in court to deal with the illegal offense.

4. Bus Referral

If inappropriate behavior occurs on the bus, the driver will complete a Bus Conduct Report and send it to the office. The principal will conduct a conference with the student and contact the student's parent/guardian. Chronic discipline problems will result in bus suspension.

We treat bus misbehavior very seriously. For those students who do not follow the bus rules, consequences will occur, which may include the loss of bus riding privileges and/or school suspension at the discretion of the principals. Certain offenses may result in criminal prosecution.

The following are considered serious acts of misconduct and may result in both school discipline and criminal charges:

1. Vandalism
2. Stealing
3. Possession or use of dangerous weapons, firearms, explosive devices or look-alikes (see below)
4. Use/possession/distribution of drugs/drug paraphernalia/alcohol
5. Arson
6. Threats of harm and/or violence or acts that injure others
7. Sexual, racial or ethnic harassment (see below)

Breaking any laws of the Township of Indiana or the Commonwealth of Pennsylvania will result in criminal proceedings.

Sports and Other Activities

A variety of sports and activities are available to students. For both boys and girls in grades 7 and 8, there are interscholastic team sports. It is important to maintain passing grades and to demonstrate our core values while competing. It is essential to be a good citizen and to demonstrate positive sportsmanship whether a member of the team or as a spectator. Other activities offered after school include: newspaper, student council, yearbook, musical, etc. Students will be informed of all meetings and new clubs that are forming through announcements, Schoology posts, and the digital signage.

Fall	Winter	Spring
7-8 Volleyball (girls)	7-8 Basketball (girls)	7-8 Baseball (boys)
7-8 Cross Country (co-ed)	7-8 Basketball (boys)	7-8 Softball (girls)
7-8 Football (boys)	7-8 Volleyball (boys)	7-8 Track (co-ed)
7-8 Soccer (boys)	7-8 Wrestling (boys)	
7-8 Soccer (girls)		

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.

Student Dress Code

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

Headgear – No headgear is permitted in the school during the school day unless given approval by the school administrator. 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 the rights of others. 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. No pajama tops, pajama pants, and/or flannel bottoms are permitted. All private parts should be covered at all times. Clothing should completely cover the back, chest, midriff, buttocks, and undergarments. See-through garments and clothing that reveals undergarments is prohibited. No wallet chains are allowed.

Student Messages/Deliveries

Students should come to school prepared for the school day. Items that have been delivered to the school will be in the office for student pick-up. 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.

Technology

Students are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Network use and the use of all district electronic devices, including cell phones, is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action. The district has the right to maintain and monitor all use of network activity.

Students may use personal electronic devices during the school day for academic purposes as specified by the classroom teacher, principal, or building guidelines. Students are not permitted to make or receive phone calls or text messages during normal school hours unless the calls or texts are for academic purposes only and the student is permitted to do so by the teacher, principal, or building guidelines. The Board prohibits the capturing, sharing, distributing, or publishing of audio, video, text, or photographic content without the permission of the district, the person(s) part of the electronic media, or the copyright holder. All content must comply with the district's Acceptable Use Policy. The district shall not be liable for the loss, damage, or misuse of any personal electronic device brought to school by a student, including loss of personal data or data breach.

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 and iPad. A device agreement form must also be signed by the parent/guardian. Student passwords should not be shared and students do have the ability to change them. Each student at Dorseyville Middle Schools is responsible for the proper care of school property including their iPad, keyboard, charger, and brick. Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.

Visitors

Parents are welcome to visit the middle school; however, appointments must be scheduled in advance 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 have valid identification (i.e., driver's license), enter through the front doors of the building, sign in at the office, and wear a visitor's badge.** Visitors must sign out upon leaving the building. **The district has the discretion to limit visitors throughout the day.

Weapons Policy

A safe school environment is essential 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 requirements 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.

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, audiotope, 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 , 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

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, iPad, charger, and other school property must be returned and any fees paid before transcripts will be released.

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 Schoology.
- *Tests, Reports, Projects*
Be aware of the due dates.
- *Textbooks/Technology*
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

Information can be found on our district website under the community tab. Inquiries can be sent to the general mailbox at DMSPTO.FoxChapel@gmail.com

Dorseyville Middle School

3732 Saxonburg Boulevard
Pittsburgh, PA 15238-1020
Phone: 412-767-5343
Voice Mail: 412-967-2400
Confidential Safety Tip Line: 412-696-1420
Fax: 412-767-4255
Web: dms.fcasd.edu

Board of School Directors

Marybeth Dadd, President
Ronald P. Frank, Vice President
Edith L. Cook, Ph.D, Assistant Secretary
Eric G. Hamilton, Treasurer
Amy Cooper
Adam G. Goode
Vanessa K. Lynch
Sommer Obernauer Jr
Dharmesh Vyas, M.D., Ph.D.

District Administration

Mary Catherine Reljac, 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. Constantine, Ed.D., Executive Director of Elementary Education and Instruction
Tim Mahoney, Director of Special Education and Pupil Services

Megan Collett, Ed.D., Director of Instructional and Innovative Leadership
G. Daniel DiDesiderio III, Ed.D., Director of Student Achievement and Instructional Verification
Dana Simile, Coordinator of English Language Arts

Middle School Principals

Jonathan T. Nauhaus
Laura M. Miller, Ed.D.

School Resource Officer

Timothy Rush, School Resource Officer

School Counselors

Breane DeComo
Kristin Pollick
Craig Reinhard