



Kindergarten – Third Grade
2016-2017
Student & Parent Handbook

This agenda belongs to:

Name _____
Teacher _____
School _____

Welcome to the Dallastown Area School District. By working together and keeping lines of communication open, your child will have a greater chance for success in school.

This handbook has been prepared to help establish that close and important relationship between home and school. Please keep this book available to quickly locate the answers to the many questions that might arise throughout the school year.

The staff and administration of the Dallastown Area School District hope that you will become an active and positive force as we all work together in the best interest of your child.

Elementary Schools

Dallastown Elementary

244-3785
105 South Charles Street
Dallastown, PA 17313

Leaders Heights

Elementary
741-1826
49 Indian Rock Dam Road
York, PA 17403

Loganville-Springfield

Elementary
428-2240
169 North Main Street
York, PA 17403

Ore Valley Elementary

505-5051
2620 Springwood Road
York, PA 17402

York Township Elementary

741-2281
2500 South Queen Street
York, PA 17402

Elementary School Hours

8:00 AM	Offices Open
8:30 AM – 8:45 AM	Students Arrive
8:50 AM	Opening Exercises & Announcements
3:35 PM	Students Dismissed
4:30 PM	Offices Closed

School Safety

We are all concerned about safety issues, and there are several safety procedures common to all elementary buildings. Regular practice drills for fire, lock down, weather, and bus evacuations are held throughout the year. Additionally, each school has off-campus evacuation sites. Should there be a need to evacuate, announcements will be made on local television, radio stations, and through School Messenger phone technology.

Every parent and visitor to the buildings must sign in at the office and receive a visitor's badge. Photo identification may be required to pick up children during the school day. Other safety issues that are specific to individual buildings are addressed through building newsletters.

School Visitors (Raptor Visitor Management System)

All parents, guardians and other visitors entering our schools and/or interacting with our students must verify their identity through the Raptor visitor management system. All visitors will be required to present a valid driver's license or official state photo identification for scanning purposes. Raptor allows our schools to electronically check all visitors against a registered sexual offender database, produce a visitor badge, monitor all visitors once inside our buildings, and ensure students are released to those authorized to sign them out. The overall goal of implementing Raptor is to better control access to all Dallastown Area School District's buildings; thus providing enhanced protection for our students and staff. (www.raptorware.com)

Inclement Weather/School Delays

In the event of inclement weather, the Dallastown Area School District will notify you of any school delays. The district utilizes two-hour and three-hour delays. Specific schedules will be provided.

Dallastown Area Bullying Policy

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

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

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

Bullying includes three important components:

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

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

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

Characterizations of bullying/cyberbullying.

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

Attendance

Explanation For Absence

Parents are responsible for contacting the school office on the days of a child's absence by 9:00am. **You may contact your child's school by calling the main office or emailing the school office using specified email addresses. (The addresses will be available from the school office.) If no contact is received within three school days, the absence will be recorded as illegal. After the third illegal absence, the local magistrate will be notified and legal proceedings will begin.**

Tardiness

Tardiness is the absence of a student after 8:50AM. When a child is absent for a portion of the day, the time will be calculated into minutes (350 minutes = 1 day).

Elementary Grades K-3	
8:50AM – 10:30 AM arrival	Tardy
After 10:30 a.m.	Half Day Absence – AM
Departure prior to 1:30 p.m.	Half Day Absence – PM
Departure after 1:30 p.m.	Early Dismissal

Letters of Concern

Letters of concern will be issued when a student is absent **8 days**. After **12 days**, unless extenuating circumstances are identified, a physician’s excuse will be required. A physician’s note will need to be presented **within 3 days of the return** of the student to school. The doctor’s excuse must include: the date in which the student was examined, the date on which the student should return to school, and the doctor’s signature. If a doctor’s note is not provided, the absence will be considered illegal. After the third illegal absence, legal action will be taken.

Educational Trips

Forms requesting an excused absence for an educational experience outside the classroom are available in the school office and the individual schools’ websites. These forms must be received **prior** to the absence. Pre-arranged absences are limited to ten (10) days and may not be taken during the PSSA testing period.

When planning for educational trips, be sure to avoid the following dates:

Grade 3 PSSA Math and Reading Assessment	April 3-7 and 24-28, 2017
PSSA Make-ups for all subjects	May 8-12, 2017

Classroom Groupings and Curriculum Facts

• **Academic Grouping**

Elementary students are assigned to classrooms within each grade level. Each classroom contains a wide range of student achievement levels. Teachers use a variety of instructional techniques that include individualized, small group, and whole group approaches. Assignments remediate, reinforce, and enrich the curriculum to help all children grow.

• **Classroom Assignments**

Assigning students to classrooms for the new school year involves a process to ensure that classrooms are balanced academically and socially. Classrooms are created based on teachers’ experience with the children and their learning styles. Their input and insight are essential to the assignment process.

• **Teacher Requests**

Dallastown is committed to recruiting and securing quality teachers. Since all of our teachers are held to high standards to provide a secure, safe, and productive learning environment for students, your child will receive a high quality education. We do not honor parent requests for specific teachers for this reason.

• **Field Trips**

Field trips are encouraged and offer an educational experience to enhance the curriculum being taught at each grade level. Individual teachers will determine the destinations and educational objectives to be met with each trip. Before each field trip, parents will be notified of the details and are required to complete a permission slip. Your child cannot participate in the field trip without a signed permission slip.

• **Report Cards**

Written progress reports are issued in January and June for kindergarten students. Students in grades one through three receive report cards after the second, third, and fourth marking periods.

- **School-Wide Testing**

Your child will encounter a variety of teacher-made and commercially published tests throughout his/her educational career. Group testing is conducted to help assess each individual student's strengths, weaknesses, and rate of growth. Total results provide an analysis of instructional needs and trends within the whole student body.

Special Academic Subjects

- **Art**

Instruction combines appreciation and knowledge of art history, artists, and art styles. Classes are hands-on, allowing students to experience art firsthand. Students may bring in old shirts for art class as they will be actively working with varied art media.

- **Computer**

Students attend weekly classes in grades K-3 to learn basic computing skills. Computers and other technology tools are used in all K-3 classrooms to enhance and support the curriculum and instruction.

The computer network at Dallastown has been set up to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means. An Acceptable Use of Technology Policy has been approved by the school board. Student use of the internet is contingent on parent/guardian permission in the form of a signed copy of the Acceptable Use Policy. Parents/guardians may revoke approval at any time. Likewise, abuse of internet use, as per policy, may result in cancellation of user privilege.

- **Music**

The music curriculum is varied and includes such activities as singing, listening, responding to rhythms, creating rhythms, and learning to read music notations.

- **Strings Program**

Children may choose to participate in this program in grade 3. At the beginning of the year, students will be given a demonstration of the different string instruments including violin, viola, cello, and bass violin.

- **Library**

Students in all grades may borrow books from the school library for one week at a time. All overdue books are to be returned to the library. Overdue fines are five cents per book or magazine per day. If a student is absent the day a book is due, the book should be returned the very next school day attended.

- **Physical Education**

Sneakers are required. Students should wear appropriate clothing for physical activities. A doctor's note is required from a physician to be excused from gym class.

School Services

- **Gifted and Talented**

The gifted and talented program is designed to meet the unique needs, abilities, and talents of academically able students. Qualifying students are provided enrichment and/or acceleration within the regular classroom, and/or they may meet once a week in their buildings to engage in supplemental activities.

- **Guidance Counselors**

Students having social, emotional, and behavioral difficulties may be referred to a guidance counselor. Individual or group sessions are available. Prior to joining these sessions, the counselor consults with teachers and parents. Parent referrals to outside agencies are made when necessary.

• **Instructional Support Team (IST)**

The instructional support teacher convenes this group of educators when a child is experiencing difficulty in school. Teacher and special services personnel evaluate student learning, prescribe educational activities or programs to assist the child, and monitor progress. Parents are notified when students are recommended to the team and are a necessary part of the team.

• **Learning Support Program**

This service is provided for students who are evaluated and qualify under state guidelines. It is individually designed for the learner according to their identified needs. Some services may require assignment to a location away from the neighborhood school.

• **School Breakfast and Lunch**

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

• **Psychologists**

The role of the district psychologists is to help improve student learning by working with children, parents, teachers, and administrators. Through consultation with appropriate persons, guidance is given to help children achieve their potential. Parents are always contacted when referrals are made to the school psychologist for any individual evaluation.

• **Title I and Reading Support**

This federally funded program provides remedial reading services to children experiencing difficulty with reading in the regular classroom. This service is provided to qualifying students in grades K-3. These services are provided individually or in small group settings.

• **Reading Recovery**

Reading Recovery is an early intervention program for young readers. It targets first grade students who are having trouble with basic reading skills. Through the program these at-risk children work daily with a specially trained teacher to help bring their reading skills on par with the class average. Reading Recovery is a nationally-recognized program and continues to be implemented as part of the district's elementary program.

Buses, Transportation, and Walkers

• **School Buses**

Students will be assigned a single bus to ride to and from school. Bus service is provided by Reliance Student Transportation. Questions regarding routes, discipline and late buses should be directed to the district's transportation department at 717-244-4021 ex. 4293 between 7:00 a.m. and 4:30 p.m.

• **Bus Rules and Regulations**

School bus transportation is a privilege and convenience that can be revoked. Persistent disregard of bus rules will result in a loss of bus riding privileges. Should a student lose this privilege, it becomes the responsibility of the parent or guardian to provide transportation. Reliance Student Transportation aids the Dallastown Area School District in maintaining the safety of its students by obtaining video and audiotapes of all behavior on its buses. As a result, students and their parents/guardians are informed that they should not expect any conversations or behavior to be exempt from this recordation. The district maintains responsibility over the safety and conduct of students while being transported on an assigned school bus. As such, the following bus conduct rules should be respected and will be enforced by school officials:

- The driver has absolute control of the bus and of the conduct of those riding on it, except in the presence of a teacher or principal.
- Never put objects or any part of your body out of a bus window.
- Stay seated at all times and remain in your assigned seat.
- Never attempt to get off or on the bus while it is in motion.

- Always enter or exit the bus through the front door. The rear door is not to be used except in an emergency or for an evacuation drill.
- Do not cross the road after you get off the bus until you are absolutely sure that it is safe to do so. Look both ways for approaching vehicles before crossing in front of the bus.
- Help the driver keep the bus clean.

Misbehavior of any kind will not be tolerated. Students who misbehave may be denied the privilege of riding the bus and/or receive school consequences.

Parents/guardians should notify the transportation department of any bus problems or concerns.

Bus Passes and Exceptions

Temporary bus stop passes will only be considered for extreme emergencies. Bus assignment exceptions should be made through the Transportation Office.

• Parent Transportation (Car Rider Protocol)

Please send written communication to school informing officials of your intention of picking up your child at dismissal. It has been our experience that when a child has a note from home with specific dismissal instructions, it alleviates confusion, missed buses and in some cases, tears. For those that expect to pick up their child(ren) everyday, a specific note should be submitted to your child's school principal.

You may send written communication to the school office to have your child included on the parent pick-up list, but you must do so **NO LATER** than 2:00 PM. This will give the office time to notify your child and his or her teacher of your call and to include your child's name on the pick-up list for the day. The pick-up list will be cross-referenced using the emergency card. Only those listed as an emergency contact will be permitted to pick up a child unless articulated differently in a note submitted by the parent/guardian. A finalized list will be distributed to personnel assigned to parent-pick up.

Adults picking up a student must provide photo ID, if requested, and be on the parent/guardian-approved list in order for a release of a student to occur. Photo ID is required if the professional on duty is unable to identify you as the child's parent/guardian.

The protocol is set up to ensure each child is safely released to an authorized adult and to account for each child. It is our goal to make the atmosphere as calm and non-stressful as possible for both the students (who are waiting) and the parents/guardians (who are picking them up).

• Walkers

Students walking to school should use the sidewalks or walkways available as they go to and from school. Walkers will proceed directly to or from school unless written permission to do otherwise is received. These notes should be signed and sent to the elementary office. Parents should request bus and walking changes only in emergency situations.

Policies

The summaries contained in this handbook are not meant to take the place of adopted policies or regulations of the Dallastown Area Board of School Directors or Dallastown Area School District administrative procedures or guidelines. Federal, state, and local laws and regulations may change at any time during the school year. The Dallastown Area Board of School Directors update policies as changes occur. Questions about Dallastown Area School District policies should be directed to the school principal or the Office of the Assistant Superintendent at (717) 244-4021.

All policies can be accessed via the internet by visiting the district website, <http://www.dallastown.net>.

• **School Visitors (Policy 907)**

All visitors expecting to meet with a teacher, staff member, or administrator are to have scheduled appointments. Unscheduled visits or conferences with teachers or students during the school day result in interruption of the overall educational process and are generally discouraged except in an emergency or unusual circumstance. Visitors may not interrupt a teacher who is teaching a class or otherwise supervising students. All visitors must “buzz into” the front office and state their names and purpose for their visits. School personnel may deny entrance into the school building.

• **Discipline (Policies 218 and 233)**

Every teacher and administrator has the right to exercise the same authority as to the behavior of the pupils attending our schools, including the time the students are in class, going to and from school, or while attending and participating in school-sponsored activities, as the student’s parent/guardian may exercise over them. The severity of any given situation will dictate the degree and type of corrective discipline that will be exercised. The district’s discipline policy shall also apply to student conduct that occurs off school property as referenced in Dallastown Area School District Policy #218. Suspension and expulsion are handled under Dallastown Area School District Policy #233.

• **Dress & Grooming (Policy 221)**

Each student’s mode of dress and grooming is a manifestation of personal style and individual preference. However, the board has the authority to impose limitations on students’ dress in school. Attire and appearance are left to the parents’ discretion, keeping cleanliness, good grooming, and decency in mind. The following are guidelines:

- Immodest or transparent clothing is not permitted.
- Vulgar and/or obscene clothing or accessories will not be acceptable.
- Attire with words or designs that is not in good taste or depicts something illegal is prohibited.
- Items of clothing or accessories worn in such a way as to attract undue attention will be avoided (i.e. pants need to be worn around the waist area and not dragging on the floor).
- No hats or bandanas are to be worn inside school buildings.
- Hair will be neat and well-groomed; painting hair unnatural colors is not permitted.
- All shorts must be of a reasonable length, at mid-thigh or below.
- Blouses/shirts should fit into slacks/skirts/shorts at the waist without exposing the midriff.

• **Drugs, Alcohol, and Tobacco (Policy 227)**

The following acts by a student while in a school building, on school buses, on school property, at school functions, or while under school jurisdiction shall be regarded as misconduct by such students who shall be subject to suspension or expulsion from school:

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

• **Electronic Devices**

Students are not permitted to use cell phones during the school day. Electronic devices (i.e. Nintendo DS, iPods, etc.) are permitted, as long as they are not used at inappropriate times, or do not pose a safety hazard. These

devices may not be used for student to student communication. Students will be responsible for such devices, and they must be kept in their book bags. The school will not be responsible for any devices which are lost, stolen, or vandalized. If electronic devices are used at inappropriate times, if cell phones are used during the school day, or if a student's cell phone rings during the school day, the electronic devices/cell phones will be confiscated and kept in the main office for parents to pick up.

- **Homebound Instruction (Policy 117)**

Homebound instruction will be provided when an illness or disabling injury extends or is expected to extend, beyond two weeks. Instruction can begin following receipt or approval from the attending physician. Tutoring time allotted by the Department of Education varies from three to five hours per week. Contact your building principal for an application.

- **Homework (Policy 130)**

Homework is an integral part of the learning process and an important component of the curriculum. The purposes of homework are to provide practice and reinforcement of skills presented by the teacher, to broaden areas of interest through enrichment, and to provide opportunities for parents/guardians to know what their child is studying. Additionally, the completion of homework can encourage parent/guardian and child interaction. Each student shall be responsible for completing homework assignments as directed.

- **Integrated Pest Management**

In accordance with the regulations mandated by Act 35 and Act 36, April 8, 2002, the Dallastown Area School District utilizes an Integrated Pest Management (IPM) program for managing insects, rodents, and weeds, both within schools and on school grounds. This approach ensures that the school buildings and grounds are unfavorable habitats for pests by removing food and water sources, and eliminating hiding and breeding places through routine cleaning and maintenance. Occasionally it may be necessary to use chemicals to manage a pest problem, which normally would be applied after regular school hours. Notice will be posted in these areas 72 hours prior to application and for two days following the application. Parent(s) or guardian(s) of students enrolled in the district may request prior notification of specific pesticide applications by writing to the Director of Buildings & Grounds at district offices and indicating a preferred method of notification: telephone, mail, or e-mail. Certain exemptions apply to this notification. For additional information, contact district IPM coordinators in the Department of Buildings & Grounds at 244-4021, Extension 4241.

- **Weapons (Contained in Student Discipline, Policy 218)**

Weapons are forbidden on school property. Weapons shall include, but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating gases, poisons, drugs, and other items or replicas of weapons fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents, and patrons. A weapon also means any device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. For the purposes of this policy, school premises means the school, school grounds, buses, or any premises, grounds, or vehicles used for official school purposes to include bus stops. This includes all school-sponsored activities or any public conveyance providing transportation to a school-sponsored activity.

Violation of this policy shall result in expulsion for a period of not less than one year to any student who is determined to have brought a weapon onto any school property, any school sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity. Local law enforcement officials shall be notified along with the Department of Education. The superintendent of the school district may recommend discipline, short of expulsion, on a case-by-case basis. Exceptions to this policy may be made for students participating in an authorized extracurricular activity (i.e., band front/colorguard), for instructional purposes (i.e., rifles in a Civil War display), or other similar activities. Authorization for the use of weapons and/or replicas must receive approval of the superintendent or his designee.

The superintendent, in consultation with the building principal, will determine on a case-by-case basis if a violation of this policy has occurred. A student who violates the policy will be subject to the following disciplinary procedures:

- The student, depending on the student's age and the specific situation, will be suspended for up to a ten (10) day out-of-school suspension pending a board hearing. The police shall be notified.
- The principal or his designee will meet with the student's parent/guardian and apprise them of the charges, the disciplinary process, and their child's legal rights.
- The principal will confer with the superintendent regarding the student's appearance before the Board of Education for a hearing.
- The Hearing Committee of the board will consider a recommendation from the superintendent, which could include expulsion for a period of not less than one year, or discipline short of expulsion, and may include mandatory student counseling.
- Parents may waive their right to a board hearing by accepting the superintendent's recommendation, providing the board Hearing Committee agrees with the superintendent's recommendation.
- The superintendent will report student expulsions to the Department of Education.

• **Medication (Policy 210)**

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

• **Policy and Statement of Nondiscrimination**

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

For information regarding civil rights or grievance procedures, contact Mr. Troy Fisher, Title IX Coordinator; for information regarding services, activities, and facilities accessible to and usable by disabled persons, contact Mr. Harry Eimerbrink, Director of Buildings & Grounds. Mr. Fisher and Mr. Eimerbrink may be contacted at 700 New School Lane, Dallastown, PA 17313, (717) 244-4021.

• **Photographs and Video of Student and Activities**

The staff of Dallastown Area School District, or those acting on behalf of the educational mission of the district, including publicity, marketing, and promotion of district programs, may take photographs or video of individual students, classroom activities, sporting events, and/or activities of the music and arts. For district publications, including memory books and yearbooks, the identification of students is limited to name, school, grade, and activity. Student photos without identification may also be used on the district website and/or social media sites. If you prefer that photographs of your child individually not be used in printed, video, or electronic publications of the district, you should submit a written request to your child's building principal. Upon receipt of such a request, the district will take all reasonable efforts to comply. The request will remain in effect until the district has been otherwise informed in writing.



*Dallastown Area School District
Student/Parent/Guardian Handbook Review Form
2016-2017 School Year*

After you have reviewed this student handbook with your child, please complete and return this form to the classroom teacher.

My child _____ and I have reviewed the Student & Parent Handbook for the 2016-2017 school year.

Student Signature

Date

Parent/Guardian Signature

Date