LIONVILLE MIDDLE SCHOOL
LIONS

STUDENT HANDBOOK
Mr. Jonathan Ross – Principal
Dr. David Wiedlich – Assistant Principal
Mr. Travis Orth- Assistant Principal

LIONVILLE MIDDLE SCHOOL
550 West Uwchlan Ave
Exton, PA  19341
610-524-6300
www.dasd.org
Twitter: @DASD_LMS
Facebook: https://www.facebook.com/dasdlms
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<th>HR</th>
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LIONVILLE MIDDLE SCHOOL
CLASS SCHEDULE
2018-2019

Homeroom:  7:40 – 7:50

Period 1:  7:50 – 8:39

Period 2:  8:39 – 9:28

Period 3:  9:28 – 10:17

Period 4:  10:17 – 11:06

<table>
<thead>
<tr>
<th>Lunch 1</th>
<th>Lunch 2</th>
<th>Lunch 3</th>
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</thead>
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Period 10:  1:14 – 2:03
Organize/REACH:  2:03 – 2:36
# LMS TIME SCHEDULE 2018-2019

**TWO- HOUR LATE OPENING**

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>9:40 - 9:50</td>
<td>Homeroom</td>
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<tr>
<td>9:50 - 10:25</td>
<td>Period 1</td>
</tr>
<tr>
<td>10:25 - 11:00</td>
<td>Period 2</td>
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<tr>
<td>11:00 - 11:35</td>
<td>Period 3</td>
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</tbody>
</table>

**Lunch 1**

- **Pd 5:** 11:35 – 12:05 Lunch
- Pd 6/7: 12:05 - 12:40
- Pd 8/9: 12:40 – 1:15

**Lunch 2**

- Pd 5/6: 11:35 – 12:10

**Lunch 3**

- Pd 7: 12:10 – 12:40 Lunch
- Pd 8/9: 12:40 – 1:15
- Pd 5/6: 11:35 – 12:10
- Pd 7/8: 12:10 – 12:45
- Pd 9: 12:45 – 1:15 Lunch

**PERIOD 4**

1:15 – 1:50

**PERIOD 10**

1:50 – 2:26

**ORGANIZE**

2:26 – 2:36

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# 12:36 PM

**EARLY DISMISSAL**

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>7:40 – 7:50</td>
<td>Homeroom</td>
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<tr>
<td>7:50 – 8:25</td>
<td>Period 1</td>
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<td>8:25 – 9:00</td>
<td>Period 2</td>
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<tr>
<td>9:00 – 9:35</td>
<td>Period 3</td>
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<tr>
<td>9:35 – 10:10</td>
<td>Period 4</td>
</tr>
</tbody>
</table>

**Lunch 1**

- **Pd:** 10:10 - 10:40 Lunch
- Pd 6/7: 10:40 - 11:15
- Pd 8/9: 11:15 – 11:50

**Lunch 2**

- Pd 5/6: 10:10 – 10:45
- Pd 7: 10:45 – 11:15 Lunch

**Lunch 3**

- Pd 8/9: 11:15 – 11:50
- Pd 5/6: 10:10 – 10:45
- Pd 7/8: 10:45 – 11:20
- Pd 9: 11:20 – 11:50

**PERIOD 10**

11:50 – 12:25

**ORGANIZE**

12:25 – 12:36
Dear Students and Parents:

Welcome to Lionville Middle School! The purpose of this handbook is to provide you with information about our school. If you cannot find the answers to your questions in this booklet, please ask one of your teachers, your school counselor, or a school administrator.

We encourage all students and parents to familiarize themselves with the information in this handbook. This will enable our staff to focus on the educational process. The various rules, regulations, and guidelines of the school are presented to establish a positive, orderly, and nurturing school environment that is geared towards developing the whole child.

The Lionville Middle School staff will strive to provide an individually responsive learning environment. The student body and staff are divided into houses and subsequent teams, which accommodate individual needs, interests and abilities. Houses consist of 7th and 8th grade teams. Teams consist of teachers and a school counselor who collaborate to assist students in achieving rigorous and relevant learning goals.

As always, the key to success is COMMUNICATION. If you ever have questions or concerns, please do not hesitate to contact us.

On behalf of the administration, faculty, and staff of Lionville Middle School, we wish you a successful school year.

Sincerely,

Mr. Jonathan Ross  
Principal  
jross@dasd.org

Dr. David Wiedlich  
Assistant Principal  
dwiedlich@dasd.org

Mr. Travis Orth  
Assistant Principal  
torth@dasd.org
Accidents / Accident Insurance
Any student who is injured on the way to school, in school or on the way home from school should immediately notify the nurse's office or the teacher in charge at the time of the injury.

It is strongly recommended that parents consider purchasing school insurance if adequate family insurance is not available to cover accidents and/or injuries. School insurance application forms are available at the beginning of each school year.

Students may purchase insurance through the school. Two types of insurance coverage are available: coverage only during the school day or twenty-four hour coverage.

Athletics
All students participating in any interscholastic sport must be covered by the student accident insurance or provide evidence of satisfactory coverage. Student insurance forms can be obtained from the office. Parents must pay the cost of this insurance. Each student who makes the interscholastic team will be assessed an activity fee prior to the start of the season. All athletes are required to have a physical examination that is dated after July 1 of the active school year, and have a the P.I.A.A. athletic packet fully completed by their medical practitioner.

LMS offers the following sports for 7th & 8th grade female students:
Cross Country, Field Hockey, Soccer, Volleyball, Cheerleading, Basketball, Softball, Lacrosse, Track-Field

LMS offers the following sports for 7th & 8th grade male students:
Cross Country, Football, Soccer, Basketball, Wrestling, Baseball, Lacrosse, Track-Field,

~ Eligibility for Interscholastic Sports – At LMS, our student-athletes recognize that their first responsibility is to academics. They know that success on the field depends on success in the classroom. Therefore:

1. Student athletes failing two or more classes (of any kind) as of each Friday during the marking period will be academically ineligible for the following week (Sunday through Saturday).
2. Student athletes failing two or more classes (of any kind) during the previous semester will result in the loss of eligibility for the first twenty school days of the next marking period. Ineligibility days begin from the date that report cards are issued.
3. The Athletic Director and Principal/Assistant Principal will make all eligibility determinations in accordance with the PIAA and Downingtown Area School District academic policy.

Attendance
~ Reporting Absences
When a student is absent from school for any reason, an excuse note must be submitted within 3 days of the absence. An excuse note may be submitted in person by submitting a note signed by your parent/guardian that includes the student's name, grade, and reason for the absence. Excuse notes may also be electronically submitted using the Attendance e-mail address for your school:
LM_Attendance@dasd.org

~ Excessive Absences:
The district’s Home & School Visitor and building administrator(s) will review students’ attendance records. Due to the signing of Act 138 by Governor Wolf in November 2016, the following changes have been implemented by DASD:

1. Parents of a student who has accumulated 3 unexcused or illegal absences will be notified by letter of the school’s concern regarding the student’s attendance. This letter will be a warning that a meeting will be required when a student accumulates 6 unexcused or illegal absences.
2. If a student accumulates 6 unexcused or illegal absences, a School Attendance Improvement Plan (SAIP) meeting will be scheduled by school administration.

3. It is imperative that an excuse note is submitted within 3 days of the student’s return to school. If an excuse note is not submitted within that time frame or if an excuse is provided that is not one of the 8 reasons for an acceptable excuse, the absence(s) will remain illegal or unexcused.

**Homelessness**

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento. Categories of children who are “homeless” and entitled to the protections of the federal law are as follows:

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

(iv) “migratory children” who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term “migratory children” means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work; and

(v) “Unaccompanied homeless youth” including any child who is “not in the physical custody of a parent or guardian.” This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

If you believe that you fall under one of the above mentioned categories of children who are “homeless” and entitled to the protections of the federal law, contact your school counselor or the district’s Home and School Visitor / Homeless Student Liaison.

(Basic Education Circular, December 2016)

**Bicycles**

Bicycles need to be locked to the bicycle racks outside the school. The school does not assume responsibility for student bicycles.

**Bring Your Own Device**

In addition to using district issued iPad’s, students will have the option of bringing in and utilizing any electronic device that can assist them with academic work in the classroom setting. That being said, students are responsible for the safety and care for their own devices. We will be establishing “BYOD Zones” within the school. The following is a brief description of each zone:

- **Green Zones:** A green zone is an area where students will have full access to use their devices for any school appropriate activity. Examples of a green zone would be the library, hallways, and the cafetorium.
- **Yellow Zones:** A yellow zone is an area where students can use their devices at the discretion of school personnel. Classrooms are the primary yellow zones. Teachers will indicate to students within the classroom when and how devices can be utilized for learning activities. When in a yellow zone, students must always check with the teacher before using any device.

- **Red Zones:** A red zone is an area where BYOD devices are not allowed to be utilized or turned on for usage. Examples of red zones are restrooms and locker rooms.

Our goal is to give students the opportunity to use technology for the betterment of the educational experience and give them the flexibility to use their devices responsibly in a social setting in the cafetorium. However, if students fail to use their devices properly and in accordance with the District and School policies, we will institute disciplinary measures. For the first offense of using the device improperly, a student will have their phone confiscated and returned to them at the conclusion of the day. For any additional offenses phones will be confiscated and returned only to a parent/guardian with the possibility of school-based discipline resulting from the seriousness of the infraction.

**Bullying**

Students should be aware that incidents of bullying or harassment will be taken very seriously by the staff at LMS. Any students who are the victim of bullying or who witness what they believe to be bullying taking place, are encouraged to report what they witnessed to any adult in the school.

Any incidents reported will be addressed according to the DASD Harassment (Policy No. 248) and/or Bullying (Policy No. 249) Policies.

**School Bus Passes and Discipline**

To secure permission to ride a bus other than the assigned bus, a parent must write a note to the principal stating the nature of the request/emergency. Because most buses are near capacity, bus passes will only be granted in extraordinary situations. The note should include a phone number where the parent can be reached during the day and must have a parent/guardian signature. Phone calls, text messages, and/or emails will not be accepted. No student will be permitted to ride another bus without confirmed written parental permission.

The student must deliver the note to the office **IN THE MORNING DURING HOMEROOM** to request a bus pass. They must present the bus pass to the bus driver. Please note that some requests may be denied due to bus regulations of maximum seating capacity.

~ **Procedures for Violating Bus Regulations**

Bus drivers will notify the school authorities of any infraction of these rules. Normally for the first infraction, a warning letter will be sent home with the student. If the first infraction (e.g., smoking or physical violence) is serious enough, a student could be removed from the bus without a first warning.

~ **Late Arrival Morning Bus Procedures**

If your bus arrives late to school, but before the homeroom period has ended, you are to report directly to your homeroom. A school-wide announcement will inform homeroom teachers not to mark you late to class. If your bus should arrive after the homeroom period has ended, report to the main office.

~ **Afternoon Bus Procedures**

There will be two dismissals (waves) for afternoon bus dismissal. The first wave will be dismissed at 2:36. The second wave will be dismissed at approximately 2:45.
Change of Address/Telephone/Electronic Mail
It is important to the health, safety, and welfare of each student that the school be notified as soon as an address or telephone number has changed during the school year. Please direct your calls to the School Counseling secretary. Please note that all address changes must be recorded with DASD central registration.

Damage to Textbooks, School Property
➢ Students willfully causing or attempting to cause damage to school property may be referred for civil prosecution.
➢ Unreasonable damage to textbooks will require restitution.
➢ Textbooks lost for any reason must be paid for and replaced immediately.
➢ All payments for damages will be made at the Main Office.

Detention Hall Procedures
1. Detentions are held from one to three hours and are assigned by a building administrator.
2. Students must come prepared with enough learning materials to keep them actively working for the entire detention hall period.
3. There is no eating, sleeping, or drinking in detention hall. Students may not cause a disturbance or communicate with each other in any way.

Discipline Code
Before the beginning of each school year, the School Board approves the Code of Discipline. A copy of the Downingtown Area School District Code of Discipline can be found on our district website, www.dasd.org. Students are responsible to read the Code and to be knowledgeable about its contents.

Some general rules and regulations include:
➢ Respect all staff members and fellow students.
➢ All students must leave the school building no later than 2:50 p.m. unless they are taking part in a school activity or sport, receiving academic assistance, or serving an assigned detention.
➢ Each student excused from a class must scanned their QR Code or have a written pass from a teacher.
➢ Students should avoid unwelcomed or inappropriate physical contact with others, and report it to an adult in the building as soon as possible.

Dress Code
Students are expected to make responsible choices regarding clothing for the school day, or whenever representing Lionville Middle School. Students making inappropriate choices will be asked to change their clothing. The supervision and enforcement of these guidelines will be the responsibility of the professional staff.

Elevator Usage
An elevator is available for student use when the office grants prior approval. In order to obtain this approval, a student must present a written request from a doctor. This request must state the reason(s) for elevator usage and the approximate length of time that the student will need to use the elevator. Please see a secretary in the main office or the nurse to use the elevator.

School Counseling Services
The purpose of school counseling services is to assist students in their social, educational, and personal development. In addition, the school counselors help students to adjust to middle school life.

Our counselors are especially trained to help young people in viewing their problems clearly and in taking appropriate steps toward workable solutions. Counselors are available from 7:25 to 2:55 p.m. daily. To schedule an appointment with a guidance counselor, please call the School Counseling Office at 610-524-6300 x2516 or see the School Counseling Secretary.
In addition to the counseling services, the School Counseling Department is also responsible for standardized tests, collecting and interpreting educational and occupational information, and maintaining student records.

**Withdrawal Procedures:**
When moving from the district, please give at least one week's notice to the School Counseling Office (x2516). Adequate notice is necessary to complete withdrawal forms and to prepare your child's school records.

**Home & School Association**
The purpose of the Home & School Association is to improve communication between home and school. The Home & School invites and welcomes all LMS parents to attend their meetings, which are listed on the Downingtown Area School District calendar and the Lionville Middle School website.

**Homework**
Homework is defined as any assignment for reinforcement/introduction of concepts already covered in the classroom and for preparation of new material. Homework is to be completed by the student during classroom study time or outside the regular classroom without the direct supervision of the teacher. Teacher/student/caregiver interaction and cooperation are essential for successful homework completion. **The final responsibility, however, for homework completion rests with the student.**

The Downingtown Area School District believes homework and other related out of school activities are important to the educational development of its students. The District further believes all homework activities should be well planned and appropriate to students' needs, capabilities, and interests. Homework should be an integral part of every subject; however, responsibility and flexibility rests with the individual teacher. While the teacher is responsible for identifying goals, preparing assignments, and giving prompt comments and criticism of completed work, the students and parents must assume final responsibility for homework completion. Cooperation and communication between home and school are essential to a successful program.

**Schoology**
Teachers use Schoology for their homework and other related class information. Students have been instructed on how to access Schoology.

**Illegal Drugs or Alcohol**
A copy of the Drug and Alcohol Policy is contained in the District Code of Conduct/Discipline and can be found on our school website. Students are responsible to read the Code and to be knowledgeable about its contents.

**Items Dropped Off in Office**
Students should check before leaving home in the morning for their lunch money, homework, library books, instruments, projects, etc. **It is the child’s responsibility to check the table outside the main office if there is a chance the parent might bring in the forgotten article. Students will NOT be called out of class to retrieve items that have been dropped off.**

**Library**
The Library is open throughout the day for student class use. Library materials are selected in many formats including books, magazines, newspapers, e-books, Playaways, online databases, and internet site selection aides. In addition, the library staff will be happy to assist you in borrowing items from over 2700 Pennsylvania libraries by using the Access Pennsylvania resource sharing network. The library has 15 computers for multipurpose applications. The library collection can be accessed from any computer with Internet access by visiting the library link on the school web site.
**Lockers (Hall)**
Each student will be assigned a locker. Students may go to their lockers before school, before and after their assigned lunch period, and after school. You must obtain a pass from a teacher if you need to use your hall locker at any other time.

Use only the locker assigned to you by your homeroom teacher. Keep it locked at all times. Do not give your combination to other students or place your belongings in another student's locker. Do not tamper with another student's locker. Periodic checks by homeroom teachers and the principal will be made to ensure that lockers are neat and orderly. School authorities, with the assistance of police personnel, may conduct individual, random or school-wide searches using a drug-detection dog or by other methods.

**Lockers (Gym)**
All students will buy a combination lock for their gym locker. You may gain access to gym lockers during regularly scheduled class times and each morning during homeroom time, as determined by the team. Do not give your combination to other students. **Be certain that all of your belongings are secured before leaving the locker room.** Valuables may be locked in the teacher's office. The school is not responsible for lost or stolen property.

**Lost and Found**
Lost and Found is located inside the cafetorium, gymnasium, and in each hallway. Valuables such as electronic devices, glasses, purses, keys and jewelry may be claimed in the office.

**Nurse**
Students who become ill during the school day should report to the nurse. To be admitted into the Nurse's Office, students must have a written pass from one of their teachers. If the nurse determines that the student should go home, the nurse will contact the parent, and then the student will be released from school on a nurse's permit. If the nurse is not in the Nurse's Office, students should report to the Main Office.

Law prohibits school nurses from diagnosing injuries or illness. Nursing service is limited to injuries and accidents, which occur either in school or going to or from school. The care of any injuries occurring elsewhere is the responsibility of the parent.

**Non-prescription Medicine** must be dispensed in the health room and accompanied by a note from the parent/caregiver. The medication must be in the original labeled package. All non-prescription meds will be dispensed according to the recommended dosage on package. Over the counter medication will only be given for a 5-day period.

**Prescription Medication** must be dispensed in the health room with a note from the health care provider and a note from parent/caregiver. The medication must be in the original pharmacy bottle. The label must include the child's name, physician's name, date, drug name, dose and directions for use.

**Progress Reports**
At mid-quarter, all students' progress reports will be available via the Home Access Center. Parents should note these dates on the school calendar and expect that their children share the information on the report.

**Physical Education**
If students have a medical excuse from their doctor, they will be excused from class for the dates noted on the medical excuse. Students excused for an extended period of time for medical reasons verified by their physicians will be assigned to an adaptive physical education curriculum.

**Promotion Policy**
Students are promoted to the next grade if they pass all academic subjects. Students who fail two or more academic subjects or the equivalent must repeat one of the courses the following academic year.
A student may receive credit for subjects failed by satisfactorily completing an approved summer school program. This would allow the student to move to the next grade. The expense of summer school and/or tutoring belongs to parents / guardians.

Report Cards
Report cards grades are loaded onto Home Access Center (HAC) at the end of each nine-week session. Letter grades are used to designate a pupil's progress.

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<thead>
<tr>
<th>Grade</th>
<th>Other marks that can be issued</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
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<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>0-59</td>
</tr>
<tr>
<td>I</td>
<td>incomplete</td>
</tr>
</tbody>
</table>

O = Outstanding  
S = Satisfactory  
U = Unsatisfactory  
M = Medical  
X = Excused  
WP = Withdraw Passing  
WF = Withdraw Failing

**Incomplete** - It is the joint responsibility of the student and the teacher to make provisions to remove the “I” within the specified time.

~ Honor Roll Qualifications

Students earn placement on one of the Honor Rolls by meeting these criteria:

- **Distinguished Honors**: A's in all courses
- **High Honors**: A's in at least 2 majors and more than half of all courses  
  B's in the remaining courses.  
  No C grades are permitted.
- **Honors**: A's in at least two courses  
  A maximum of one C, and the remaining grades must be B's.

School Supplies and Equipment

- Textbooks are issued in usable condition. Students are expected to cover all textbooks. Reasonable damage is expected as a result of daily use; however, unreasonable damage will result in fines. Students must pay for all lost or defaced books.
- Obligations: An obligation is a debt owed to the school by a student for a variety of reasons, such as, unpaid cafeteria charges or library fines, lost or damaged textbooks or locker locks. Students are expected to fulfill all obligations immediately upon notification from the teacher. Students will be banned from participating in any school activity (sports, dances, concerts, etc.) until all obligations are met.

Student Assistance Service (S.A.S.)

S.A.S. is a district-wide secondary level program providing assistance to troubled students and their families by encouraging healthy coping alternatives. The S.A.S. team is composed of faculty members who have a special ability in relating to young people and who have expressed an interest in helping students deal with personal problems. In addition, members of the S.A.S. team have taken special training to assist them in providing these services to students. To contact any S.A.S. member, talk with your teacher or stop at the Guidance Office.
School Closings
During very inclement weather, it may be necessary to either delay the opening of school or cancel school completely for the day. In addition to being parents/caregivers being notified via phone blast (Emergency School Notification System) Information regarding Late openings or school closings can be found on:
- Our DASD App
- Broadcast over radio stations 1060/KYW, and 1520/WCHE between 6:30 a.m. and 8:00 a.m.
- District website at www.dasd.org and click on "Announcements".
- District Social media platforms; Facebook/Twitter

Visitors
All visitors should report directly to the Main Office/Lobby. A valid picture ID is required to proceed anywhere other than the office. The office will issue a visitor’s pass and direct the visitor to the appropriate location.