
Downingtown Middle School

Lancers



Student Handbook

2019-2020

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DOWNINGTOWN MIDDLE SCHOOL
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www.dasd.org/DMS

Twitter: @DASD_DMS

Facebook: <https://www.facebook.com/dasddms>

Learning and Achievement

(Academic, Behavioral, Emotional, Social)

Rigor and Engagement

Creativity

Empathy
and
Personal Responsibility

Critical Thinking

Collaboration

Communication



Dear Students and Parents,

Welcome to Downingtown 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 check the website, our social media, ask one of your teachers, your guidance 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.

The staff will continuously strive to provide an individually responsive learning environment. The student body and staff are divided into teams, which accommodate individual needs, interests, and abilities. Teams consist of teachers and a guidance counselor who collaborate to assist students in achieving challenging learning goals.

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

Visitors

All visitors should report directly to the Main Office. Visitors must bring a valid photo ID/Driver's License, as DASD utilizes the Raptor System for clearance into buildings. Once done, the office will issue a visitor's pass and direct the visitor to the appropriate location.

Student Drop-Off/Pick-Up

DMS opens for student arrival at 7:00 AM. From 7:00 AM to 7:39 AM, students will enter through the gymnasium entrance if they are being dropped off by a bus, or they may enter through the cafeteria entrance via Parent Drop-Off (Route 30 side of the building). Students should not arrive at school prior to 7:00 AM.

From 7:40 AM to 2:20 PM, students should be dropped off/picked up via the Main Office entrance.

From 2:32 PM to 2:50 PM, parent pick up should occur at the Parent Pick-Up location by the cafeteria. <http://www.dasd.org/Page/7932>

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 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: (Interscholastic - Grades 7 and 8)

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 addressed an activity fee prior to the start of the season.

<http://www.dasd.org/cms/lib/PA01916467/Centricity/Domain/1644/DMS%20PIAA%20Sports%20Physical%20Packet.pdf>

DMS offers the following sports for the 7th and 8th grade students:

Fall: Field Hockey, Cheerleading, Cross Country, Football, Soccer, Volleyball
Winter: Basketball, Wrestling, Cheerleading
Spring: Baseball, Softball, Lacrosse, Track and Field

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

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 Principals will make all eligibility determinations in accordance with the PIAA and Downingtown Area School District academic policy.

Attendance

Reporting Absences:

1. Excuse notes are accepted via email - you will receive a confirmation.
 - a. Email dm_attendance@dasd.org to report an absence.
 - b. Provide the student's name, homeroom teacher, and reason for the absence.
2. For absences over 3 days:
 - a. Please fill out and email the Extended Trip Form:

<https://www.dasd.org/site/handlers/filedownload.ashx?moduleinstanceid=1695&dataid=3321&FileName=REQUEST%20FORM%20FOR%20EDUCATIONAL%20AND%20FAMILY%20TRIPS.pdf>

- b. The attendance officer and building administrator will review the attendance records.
- c. Please provide a doctor's note via email or drop-off.

Parents of a student who has accumulated 10 absences (3 unexcused) will be notified by letter of the school's concern regarding the student's attendance; the letter will serve as a warning that after 15 absences, only a doctor's note will be accepted for future absences.

Parents of a student who has accumulated 15 absences will be notified by letter that only a doctor's note will excuse any further absences.

Bicycles

Bicycles need to be locked to the bicycle racks outside the school, which are next to the Gym Entrance. The school does not assume responsibility for student bicycles.

Bus Transportation

*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 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. The student must deliver the note to the office in the morning so that the parent can be contacted to confirm the change of transportation. No student will be permitted to ride another bus without confirmed parental permission. Students should return to the office to pick up the approved bus slip later in the day so that they might present the bus slip 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:

1. 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.

Early Bus Arrival Procedures:

Students arriving to school between 7:00 AM and 7:25 AM must report immediately to the Gymnasium. Once in the Gymnasium, students must remain seated until dismissed by the administrator or teacher. Students purchasing breakfast will report to the Cafetorium, not the Gym.

Notification of Rights Under FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen years of age (“eligible students”) certain rights with respect to the student’s education records. Please review Board Policy 216-AG-3 on our website regarding the sharing of student directory information. If you would like to opt-out your child, you must notify the school district in writing by September 20, 2019. Please email or mail all requests to opt-out directly to your child’s school.

Central Administration:

Central Administration may be reached through the Administration Office located at 540 Trestle Place, Downingtown, PA 19335 or by calling (610) 269-8460.

Dr. Emilie Lonardi	Superintendent
Dr. Robert Reed	Assistant Superintendent
Dr. Louis Chance	Assistant Superintendent
David Matyas	Business Manager
Sharon Standish	Director of Human Resources
Dale Lauver	Director of Facilities
Dr. Gary Mattei	Director of Technology
Jennifer Shealy	Director of Public Relations
Diane Boff	Assistant Director of Academics
Kelly Byrne	Coordinator of Assessment and Accountability
Christopher Brown	Supervisor of Transportation
Dr. Jamie Nunery	Home and School Visitor
William Van Patter	Food Service Director

Change of Address/Telephone

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 or emails to the Guidance Secretary at (610) 518-0685 x2016 or kalvarez@dasd.org.

Corridor Courtesy

Keep corridors open to traffic by walking to the right.

Cutting Class

A student who does not attend a scheduled period of the day will receive the following consequences:

- ❖ 1st Time: Extended detention
- ❖ 2nd Time: In-School Suspension

A student who leaves the building/grounds without permission will receive the following consequences:

- ❖ 1st Time: One day In-School Suspension
- ❖ 2nd Time: Two days In-School Suspension and meeting with Principal
- ❖ 3rd Time: Three days In-School Suspension and conference with student, parent(s), and the Director of Secondary Education)

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 Procedures

- Detentions are held from one to two hours, held on Tuesdays and/or Thursdays.
- Students should go to their lockers and to the lavatory before going to the office.
- Students must come prepared with enough materials to keep them busy for the entire detention timeframe.
- There is no eating, sleeping, or drinking in detention hall. Students may not cause a disturbance or communicate with each other in any way.

Violation of these rules and regulations will result in dismissal from Detention Hall. This day will be counted as a cut and the student will have to repeat the detention.

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 the district website. 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 PM unless they are being held by a teacher or taking part in a school activity.

Dress code

Students are expected to make responsible choices regarding clothing for the school, work, and recreational day. Clothing should fit appropriately, be modest, and not suggestive (if in doubt, don't wear it). Clothing should be worn as the manufacturer intended. Students making inappropriate choices will be asked to change their clothing. The administration and enforcement of the guidelines will be the responsibility of the professional staff.

Inappropriate choices of clothing include:

- Heavy coats/jackets, hats, bandanas, headbands, halters/muscle shirts, or sunglasses;
- Clothing or accessories that offend or intimidate others;
- Clothing or accessories that promote drugs, alcohol, or tobacco products;
- Clothing or accessories which contain sexual connotations or are inappropriately adjusted to be offensive or suggestive;
- Clothing that does not adequately cover undergarments and midriff (halter tops, spaghetti straps, or tube tops);
- Torn or ripped clothing that poses a health hazard or is inappropriate;
- Pocket chains or spiked jewelry;
- Short skirts or short shorts (all skirts must be fingertip length);

Please note: for Extracurricular Activities (clubs, trips, etc.), the sponsors will decide upon the expected attire of the participants.

Recording Devices

To accommodate special needs as required by State and federal law, certain students in your child's classroom might have the right to audio record, or to receive teacher-made audio recordings of discussions that occur during instructional activities. These recordings could include the voice of your child. The child making the recording, or for whom the recording is made, will use the recording solely to support his or her ability to access and retain educational information. The recording will be destroyed when it is no longer necessary for that purpose. Recordings shall not be maintained by or otherwise considered educational records of the District for any purpose. The use of audio recordings in the classroom will be limited to students with disabilities who are unable, as a result of their disabilities, to record information independently in written form when such information is required to aid memory or learning; and, when audio recording is identified as an adaptation or accommodation on the individualized educational programs ("IEPs") or Section 504 accommodation plans of such students. The audio recording device shall only be used when necessary to capture spoken or written information in the classroom that nondisabled peers would be expected to record in written form. The use of audio recordings shall be for the sole use of the student for the educational use stated in his or her IEP and

shall not be shared with any third party. All recordings are the property of the Downingtown Area School District, and the use of such recordings for any purpose or in any other manner other than as described in these guidelines is strictly prohibited. All recordings will be erased or destroyed when no longer necessary for educational purposes and shall not be maintained as, or otherwise considered, educational records of the District for any purpose.

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 to use the elevator.

Guidance

The purpose of guidance services is to assist students in their social, educational, and personal development. In addition, the guidance counselors help students to adjust to middle school life. Many times, a student must seek or be given advice regarding educational or social issues. 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 7:30 AM to 3 PM daily. To schedule an appointment with a guidance counselor, please call the Guidance Office at (610) 518-0685 x2016 or see the Guidance Secretary, or scan the QR code below. Your counselors are there for you.



Withdrawal Procedures:

When moving from the district, please give at least one week's notice to the Guidance Office (x2016 or kalvarez@dasd.org). Adequate notice is necessary to complete withdrawal forms and to prepare your child's school records. When student trips exceed ten school days, students will be officially withdrawn and then re-enrolled upon their return.

Field Trip Privileges

DMS has developed a restorative and progressive discipline approach which allows students to earn field trip privileges while ensuring the safety of all students at the time of such trips.

In the event a student engages in behavior that results in an ***In-School or Out-of-School Suspension***, they will be placed on Behavioral Probation.

- ❖ Students put on probation will meet with teachers, guidance, and administration to develop a positive behavior plan in order to successfully move forward from the initial incident.

Following the implementation of the behavior plan, if the student incurs ***subsequent*** In-School or Out-of-School Suspensions, they become ***ineligible*** for any off-campus field trips. Any trip payments will be refunded at that time, if possible.

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 DMS parents to attend their meetings, which are listed on the Downingtown Area School District calendar and the Downingtown Middle School website:

<https://www.dasd.org/domain/955>

Homework (a.k.a. “Class Prep”)

Definition:

Homework is defined as any assignment for reinforcement 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. The final responsibility, however, for homework completion rests with the student. The term “homework” is evolving to be regarded as “Class Prep,” as the purpose is re-enforcement and prepare for future learning.

Philosophy:

The Downingtown Area School District believes homework and other related out-of-school activities can be 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 may 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.

Schoology:

All teachers use SCHOOLGY for their homework and class information. Students have been instructed on how to access Schoology. Access codes for parents are provided for parents/guardians, as well.

Illegal Drugs or Alcohol

A copy of the Drug and Alcohol Policy is contained in the District Code of Discipline, and can be found on our district website (<http://www.dasd.org>). Students are responsible to reach the Code and to be knowledgeable about its contents.

iPad Damage

The DASD Technology Department will communicate electronically at the beginning of the school year with all information regarding device Acceptable Use Policies (“AUP’s”), insurance fees, and more. During the school year, if a student damages their device, they must bring it to the Tech Support Office (located in the DMS Library) during designated hours.

Items Dropped Off on “Parent Drop-Off Shelf” in Foyer

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 “Parent Drop-Off Shelf” in the Foyer for any items.**

Library

The Library is open throughout the day for student class use. Library materials are selected in many formats including books, magazines, newspapers, eBooks, Playaways, online databases, and internet site selection aides. In addition, the library staff will be happy to assist you in borrowing items from over 2,700 Pennsylvania libraries by using the Access Pennsylvania resource sharing network. The library has 32 computers for multipurpose applications. The library collection can be accessed from any computer with Internet access by visiting the library link on the school website located at the following URL: <http://dasd.libguides.com/middle>. Please feel free to ask the library staff anytime for assistance.

Lockers (Gym)

All students will be issued a combination lock and gym locker. You may gain access to gym lockers during regularly scheduled class times and each morning during homeroom time. Do not give your combination to other students. **Be certain that all of your belongings are secured before leaving the locker room.** The school is not responsible for lost or stolen property.

Lockers (Hall)

Each student will be assigned a locker. Students may go to their lockers before school, before and after each lunch, and after school. You must obtain a pass from a teacher if you need to use your hall locker at any other time.

Only use 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.

Lost and Found

The Lost and Found is located outside of the cafetorium by the Family & Consumer Science classrooms. If you find any lost articles, bring them to the Lost and Found location. Valuables such as glasses, purses, keys, and jewelry should be brought directly to 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. Students should not call parents directly to be picked up.

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/guardian. The medication must be in the original labeled package. All non-prescription medicines will be dispensed according to the recommended dosage on the 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 the parent/guardian. 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.

Head Lice Guidelines

The school nurses in the Downingtown Area School District will follow the guidelines of the American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control concerning the treatment and containment of head lice by implementing the following procedures in the event that a confirmed case of head lice for a student.

1. Upon report or discovering of live head lice, the School Nurse will privately check the affected child's head for live head lice.
2. If live head lice are found, the School Nurse will call the child's parents and request that they take their child home.
3. The School Nurse will advise on evidence-based treatment options and/or refer them to their health care provider.
4. The affected child may return to school after treatment of live head lice, and will report to the school nurse to be approved for school attendance.
5. Children may not remain in school if a significant number of head lice are found, but they are permitted to remain in school if nits (head lice eggs) are found.

6. If the student has siblings in the school district, the School Nurse will check the siblings for any live head lice.
7. At the elementary level, a letter will be sent home to parents in the child's homeroom, alerting them that a case of head lice was discovered, and advising them to check for head lice and to treat if head lice are discovered.
8. Instructions in the letter should ask that if a child is treated for head lice at home, the parent should contact the school nurse. The school nurse will then check that student's head upon return and follow the recheck policy.
9. The School Nurse will re-check the affected child's head a week after treatment, and will follow the aforementioned guidelines if live head lice are found.

Physical Education

If students have a medical excuse from their doctors, 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 level if they pass all academic subjects. Students who fail two or more academic subjects, or the equivalent, must repeat the grade.

A student may receive credit for subjects failed by satisfactorily completing an approved summer school program, or by receiving approved tutoring. This would allow the student to move on to the next grade. The expense of summer school and/or tutoring belongs to the parents/guardians.

Report Cards

Report cards are issued at the end of each nine-week session. Letter grades are used to designate a pupil's progress. Report cards will be available via the Home Access Center.

Marking System

<u>Grade Description</u>		<u>% Equivalent</u>		
A	Excellent	90 - 100	O	= Outstanding
B	Above Average	80 - 89	S	= Satisfactory
C	Average	70 - 79	U	= Unsatisfactory
D	Below Average	60 - 69	M	= Medical
F	Failing	30 - 59	EX	= Excused
			WP	= Withdraw Passing
			WF	= Withdraw Failing

I Incomplete - it is the joint responsibility of the student and the teacher to make provisions to remove the "I" within the specified time.

As the global landscape and economy continues to evolve in the 21st century, learning and instruction have taken on a new identity at DMS. The positivity and excitement for project-based learning and more authentic experiences are building, and our teachers are creating more and more opportunities for our students to *collaborate, communicate, critically think, and create*.

Additionally, we have implemented our new positive behavior support program, which is providing students and staff the opportunity to emphasize respect, resourcefulness, and personal responsibility. With our ticket system, where staff recognize students for the above mentioned behaviors, students have a chance to “cash-in” for rewards once a week. This gives everyone a chance to participate and be recognized.

In order to support this shift towards recognizing the 4C’s and “Own Your Actions,” we also needed to revitalize our awards assemblies to embrace this new ideology. Instead of focusing solely on either a task, assessment, or grade, we are shifting to an environment that recognizes the value of the learning process, including failure and the growth that emerges from failure.

We have adapted our old awards assemblies with the new DMS Recognition Ceremonies. Each marking period, students will be nominated by content teachers, encore teachers, and specialists for demonstrating the **3R’s - respect, responsibility, and resourcefulness**. We will celebrate achievements and growth in these areas with a special recognition ceremony for students and parents. In addition, at the end of the school year, students who have achieved at least one marking period of honor roll will still receive a certificate of recognition during Homeroom/REACH.

We are excited to foster an environment at the middle level where the genuine process of learning is valued by our students, parents, and staff. We look forward to having you join us on this journey.

School-Wide Positive Behavioral System

Students and staff will review the “Own Your Actions” document (below) focusing on the “**3R’s:**” **Be Respectful, Be Responsible, Be Resourceful** in all school locations. Lessons will be conducted during REACH throughout the school year. DMS utilizes a “token” system where students earn tickets for following the “**3R’s**” that can be cashed in for tangible and intangible rewards.



Downingtown Middle School

Own Your Actions: Use the 3 "R"s	Classrooms	Bus	Cafeteria	Hallway/Stairwell	Bathroom	Locker Room	Morning Arrival (Gym and Cate)	Library
Be Respectful	<ul style="list-style-type: none"> Follow teachers' directions first time given; One person speaks at a time; Use your indoor voice. 	<ul style="list-style-type: none"> Keep hands/feet/other objects to yourself; Follow directions first time given; Use your indoor voice. 	<ul style="list-style-type: none"> Keep hands/feet/other objects to yourself; Follow directions first time given; Use your indoor voice. 	<ul style="list-style-type: none"> Keep hands/feet/other objects to yourself; Follow directions first time given; Use your indoor voice. 	<ul style="list-style-type: none"> Always flush the toilet. Deposit used paper towels in the trash can 	<ul style="list-style-type: none"> Give privacy to others; Be considerate of other people's property. 	<ul style="list-style-type: none"> Follow teachers' directions first time given; Listen actively to speaker(s); Use your indoor voice. 	<ul style="list-style-type: none"> Follow teachers' directions first time given; Listen actively to speaker(s); Use your indoor voice.
Be Responsible	<ul style="list-style-type: none"> Be prepared with relevant materials; Complete required work within given timeframe. 	<ul style="list-style-type: none"> Stay seated; Face forward; Keep aisles clear; Take all of your belongings with you; Deposit trash in the trash can. 	<ul style="list-style-type: none"> Wipe up any spills; Deposit all trash on and underneath the table in the trash can. 	<ul style="list-style-type: none"> Walk with your eyes forward; Stay to the right side of the hallway. 	<ul style="list-style-type: none"> Wash your hands with soap and water; Leave devices in the classroom or locker; 	<ul style="list-style-type: none"> Keep your belongings locked in your gym locker; Turn-in lost items to the Lost and Found; Deposit used paper towels in the trash can. 	<ul style="list-style-type: none"> Take personal items and belongings with you; Use bathroom/locker room for intended purposes; Report to gym or cafeteria and remain in that area until dismissed by adult. 	<ul style="list-style-type: none"> Be prepared with relevant materials; Complete your assigned work; Use materials and furniture for intended purposes.
Be Resourceful	<ul style="list-style-type: none"> Effective and timely use of technology; Three before me (growth mindset) academically. 	<ul style="list-style-type: none"> Tell an adult if there is a problem or concern. 	<ul style="list-style-type: none"> Take only what you need. 	<ul style="list-style-type: none"> Take the most direct route to each class. 	<ul style="list-style-type: none"> Let an adult know: <ul style="list-style-type: none"> When soap dispensers are empty; When paper towels are empty; If a mess is left behind; or If a sink/toilet/urinal is not working properly. 	<ul style="list-style-type: none"> Let an adult know: <ul style="list-style-type: none"> When soap dispensers are empty; When paper towels are empty; If a mess is left behind; or If a sink/toilet/urinal is not working properly. 	<ul style="list-style-type: none"> Take the most direct route to your locker when dismissed from the cafeteria/gym. 	<ul style="list-style-type: none"> Use school-appropriate websites and apps only; Attempt three before me (growth mindset) academically.

Usage of Personal Student Devices:

DMS is a school environment where all students, faculty, and community members feel safe and respected. Our School-Wide Positive Behavior System teaches everyone to “Own Their Actions” by “Being Respectful, Being Responsible, and Being Resourceful.” This applies to all areas, but especially our use of District 1:1 iPad devices along with students’ personal devices. In addition to the DASD Acceptable Use Policies, we will follow the procedures below for the use of technology in the school setting.

DMS Personal Device Expectations:

1. **Personal devices are permitted between 7:00 AM and 7:39 AM during student arrival.**
2. **Personal devices must remain stored in lockers during the academic school day, which includes Homeroom, Cores, Encores, REACH, and Organize**
3. **Personal devices are permitted during lunch.**
4. ***If students violate the above expectations, the following will occur:***
 - a. Student will be required to place their personal device in the designated classroom storage area. The device will be the student’s responsibility to pick up from the designated area on the way out of class. The device should then be placed in the student’s locker.
 - b. Teachers are required to submit a discipline referral for each infraction.
 - Administration will deal with each infraction individually.
 - **1st Infraction:** Lunch detention
 - **2nd Infraction:** After-School detention
 - **3rd Infraction and Subsequent:** In-School Suspension

DMS District Issued iPad Expectations:

1. Students are required to bring *charged* iPads to class.
2. In each class, teachers will display what type of “iPad” zone is in effect. It is the student’s responsibility to be aware of these zones and follow correct procedures. The zones are defined as:

RED ZONE - No iPad Use Permitted

YELLOW ZONE - iPad Use Permitted for academic purposes with teacher permission.

3. As per building rules, bathrooms and locker rooms are always Red Zones.
4. Do not photograph, audio record, or video record anyone unless it is for an academic project/activity.
5. Students are expected to use iPads for academic and instructional use only.

School Closings

During very inclement weather, it may be necessary to either delay the opening of school or cancel school completely for the day. Late openings or school closings will be communicated via our Mass Phone Call/Email System, Webpages, Social Media, and beyond. In addition, any revision of a weather-related change will be posted immediately on the district website at <https://www.dasd.org>.

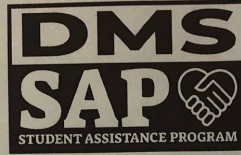
School Supplies and Equipment

- ❖ 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. No yearbooks or report cards will be issued until students make restitution for all obligations.
- ❖ **After 8th grade, Obligations are forwarded to either STEM or West.**

Student Assistance Program (S.A.P.)

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.

Reaching out to help!



Concerned about a friend or know someone who may need some extra support in school? Just scan this code and fill out the form. Remember, we all need a little help sometimes!



Downingtown Middle School

Bell Schedule

2019-20

Homeroom: 7:40 to 7:50 AM
Period 1: 7:50 to 8:39 AM
Period 2: 8:39 to 9:28 AM
Period 3: 9:28 to 10:17 AM
Period 4: 10:17 to 11:06 AM

Lunch 1:

Pd. 5: 11:06 to 11:36 (L)
Pd. 6/7: 11:36 to 12:25
Pd. 8/9: 12:25 to 1:14

Lunch 2:

Pd. 5/6: 11:06 to 11:55
Pd. 7: 11:55 to 12:25 (L)
Pd. 8/9: 12:25 to 1:14

Lunch 3:

Pd. 5/6: 11:06 to 11:55
Pd. 7/8: 11:55 to 12:44
Pd. 9: 12:44 to 1:14 (L)

Period 10: 1:14 to 2:03 PM
REACH: 2:03 to 2:33 PM
Organize: 2:33 to 2:39 PM
2:32 PM Parent Pick-Up Dismissal
2:39 (Gold Wave Dismissal)
2:41 (Blue Wave Dismissal)

DMS Time Schedule 2019-20

“Two Hour Late Opening”

Homeroom: 9:40 to 9:50 AM
Period 1: 9:50 to 10:25 AM
Period 2: 10:25 to 11:00 AM
Period 3: 11:00 to 11:35 AM

Lunch 1:

Pd. 5: 11:35 to 12:05 (L)
Pd. 6/7: 12:05 to 12:40
Pd. 8/9: 12:40 to 1:15

Lunch 2:

Pd. 5/6: 11:35 to 12:10
Pd. 7: 12:10 to 12:40 (L)
Pd. 8/9: 12:40 to 1:15

Lunch 3:

Pd. 5/6: 11:35 to 12:10
Pd. 7/8: 12:10 to 12:45
Pd. 9: 12:45 to 1:15 (L)

Period 4: 1:15 to 1:50 PM
Period 10: 1:50 to 2:26 PM
Organize: 2:26 to 2:36 PM

12:36 PM Early Dismissal

Homeroom: 7:40 to 7:50 AM
Period 1: 7:50 to 8:25 AM
Period 2: 8:25 to 9:00 AM
Period 3: 9:00 to 9:35 AM
Period 4: 9:35 to 10:10 AM

Lunch 1:

Pd. 5: 10:10 to 10:40 (L)
Pd. 6/7: 10:40 to 11:15
Pd. 8/9: 11:15 to 11:50

Lunch 2:

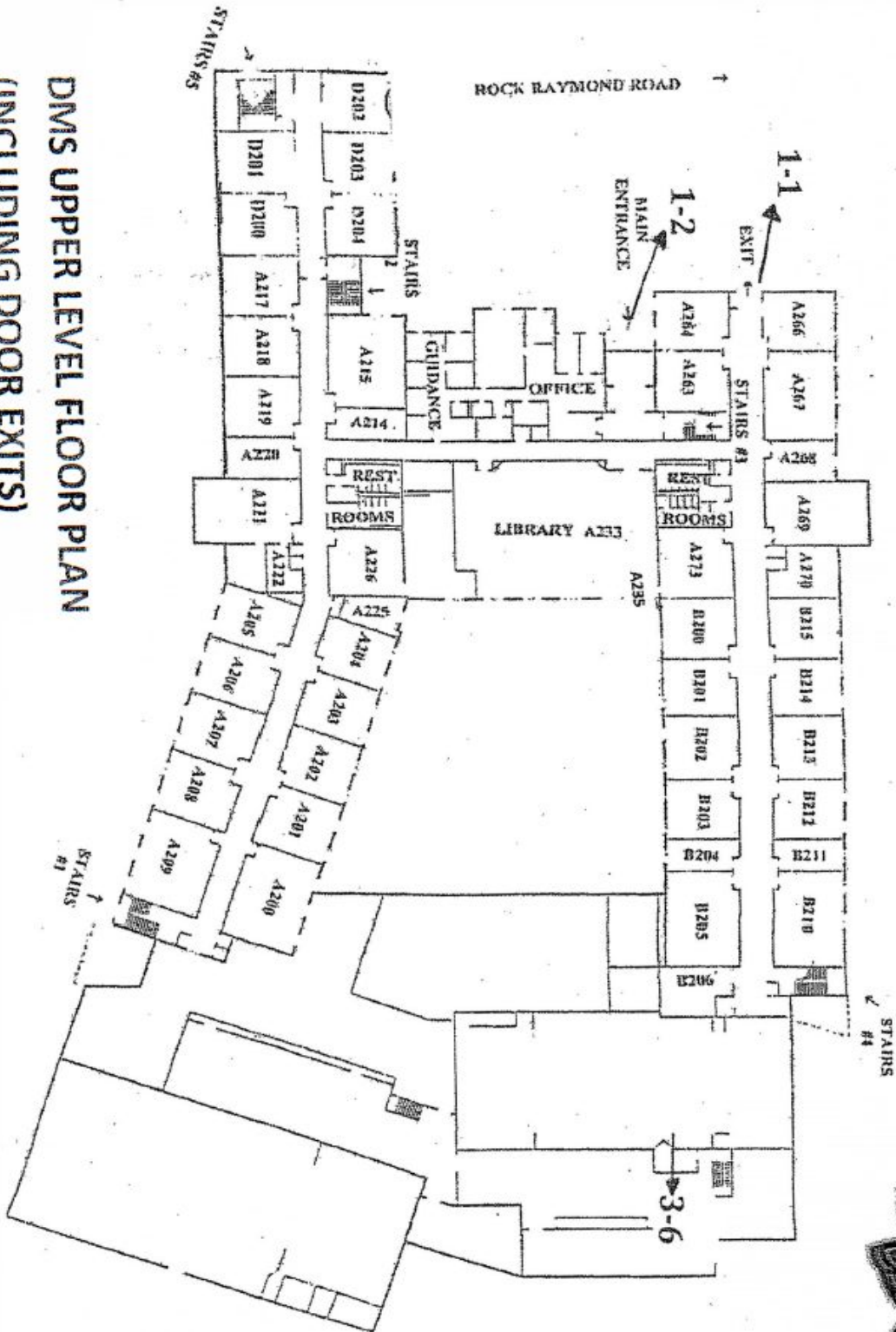
Pd. 5/6: 10:10 to 10:45
Pd. 7: 10:45 to 11:15 (L)
Pd. 8/9: 11:15 to 11:50

Lunch 3:

Pd. 5/6: 10:10 to 10:45
Pd. 7/8: 10:45 to 11:20
Pd. 9: 11:20 to 11:50 (L)

Period 10: 11:50 AM to 12:25 PM
Organize: 12:25 to 12:36 PM

**DMS UPPER LEVEL FLOOR PLAN
(INCLUDING DOOR EXITS)**



DMS LOWER LEVEL FLOOR PLAN (INCLUDING DOOR EXITS)

