

8th Grade Team *INVICTUS* Handbook



2018-2019

Welcome to Team Invictus

CONTACT INFORMATION
Team Teachers
Mrs. Katelin Rock Language Arts katelin.rock@dallastown.net
Mr. Ray Savatt Mathematics raymond.savatt@dallastown.net
Mr. Colby Herrington Earth Science colby.herrington@dallastown.net
Mr. Scott Wingard American History scott.wingard@dallastown.net

Home and School Communication

1. **Home Access Center (HAC)**- This online access system allows you to view assignment information and scores. Parents and students may view current grades on this site **at any time** as hard copies may not be provided. Teachers will update grades regularly; however, if you have a question about an assignment score that hasn't been posted or revised yet, **please see your team teacher to ask about it**. If you need a reminder of your HAC login information, please e-mail HAC@dallastown.net in order to have the information sent to your home address.



2. **Team Homework Pages** We will be using: <https://myhomeworkapp.com>
 - a. Access the website above. You can find this free App in the App Store for Apple devices or Google Play for Android devices.
 - b. Sign up on the website. You may sign up using any of the suggestions listed on the page.
 - c. Select your child's teachers.
 - i. click on the teacher tab in the left hand column
 - ii. click on the FIND MY TEACHER button
 - iii. type DALLASTOWN in the space provided
 - iv. Select DALLASTOWN AREA MIDDLE SCHOOL
 - v. click on the FIND TEACHER button
 - d. The Teacher page will appear. Select on of your child's teachers...
 - i. Language Arts - Mrs. Rock
 - ii. Earth Science - Mr. Herrington
 - ii. Math - Mr. Savatt
 - iv. American History - Mr. Wingard
 - e. Click on FIND CLASS
 - f. Select your child's class. You will need to know what period your child has each of his/her core subjects.
 - g. Click on JOIN CLASS for the section your child is in (period number). IT IS IMPORTANT to select the correct class so that the information you acquire is correct.
 - h. Once you join a class, you will be sent to the main page again and you should see that the teacher is added.
 - i. You will need to repeat the process (starting with step c) to add your child's other teachers.
 - j. After you have completed all signups, you can click on the HOMEWORK tab to view your child's homework.
3. **Team Websites:** Each team's primary website is located on the Dallastown Middle School webpage. Click on the "Teams" tab and select **Invictus** from the list of options or use the links below.



General Information

1. Field Trip Policy



If an opportunity presents itself, students may be invited to participate in a field trip during the school year. Please understand that field trips are a privilege, and students whose behaviors fail to meet the criteria of our team expectations may, at the discretion of the teachers or administration, be denied the opportunity to attend.

Instead, another

learning opportunity will be provided in place of the field trip.

2. Absentee Policy



An [Educational Trip form](#) is available in the middle school office and must be completed at least one week prior to the expected period of absence. To **report an absence**, dial 717-244-4022 and press 3 or e-mail msabsences@dallastown.net. Educational trips are not permitted during state testing (PSSA testing or Keystone Exams) or during the last two weeks of school.

Planned Absence: If a student is aware of any future absence(s), he/she must inform his/her teachers and collect all work to be completed and schedule a time to take any assessments or turn in any work (like a project) BEFORE the absence occurs. Teachers may assign a zero for previously assigned work that is not turned in on the day you return. This includes absences related to missing class for an appointment, band, chorus, a sports-related event, or an educational trip.

Unplanned Absence: For an unplanned absence, please touch base with your teachers as soon as your return to school, or parents may set up a pick-up of missed work through the guidance office. Both teams follow the school policy which allows students the opportunity to make up missed work following an excused absence. Generally, the rule states if you miss a day because you were sick, you get a day to complete the work.

3. Drink/Snack Policy



Students who choose to may bring in a healthy individually-sized snack. Also, students may bring in bottled water in a clear container in accordance with school policy.

4. Tardy/Unprepared Policy



Your education is important, students are expected to arrive to class on time prepared for class, each and every day. Please be aware that five tardy marks per trimester will result in an office referral.

5. Hallway Reminders



Students must stay in the team-assigned hallways while passing between classes. Teachers will review this during the first week of school. Additionally, if a student needs to leave a teacher's room, the student must sign out. Teachers will review this procedure with you during the first week of school.

6. Locker Reminders



Students may go to lockers before and after classes. Students are expected to arrive on time for class with all necessary materials. Students should also keep all personal electronic devices in their lockers throughout the school day unless given permission to bring the device directly to class for educational purposes. After class, a student can return the device to his or her locker.

7. Class Materials



For all classes, students should bring required materials for each class and have all homework or assignments completed. Students should always bring a novel to each class to read in between activities or for SSR, a CHARGED Chromebook that is kept in its case with a set of earbuds, and a PENCIL! If you do not own a headset or earbuds, please see a team teacher to sign one out.

8. DAMS Use of Personal Electronic Devices Policy



Students may use their personal devices responsibly during morning homeroom and when granted permission by administration or a teacher for an educational activity.

These devices should be stored in the student's locker at all other times.

Administration's consequences for students who violate this policy are as follows:

- 1st Offense: the device will be confiscated and parents must pick it up.
- 2nd Offense: the device will be confiscated, parents must pick it up, and it will result in a detention.
- 3rd Offense: the device will be confiscated, parents must pick it up, and it will result in multiple detentions.

Guidelines for DAMS Electronic Devices

- Students have the privilege of having access to a Chromebook, school computers, and other electronic devices such as cameras or e-readers, in addition to being permitted to use personal devices which are all wonderful tools for learning.
- DAMS staff members are not liable or responsible for damage or theft of students' personal devices, and we encourage parents and guardians to discuss with their child how to best keep their devices safe and secure while at school.

1. **Computers and devices should be used for school and academic work only- they are NOT intended for personal use.**



***All computers and devices should be used for curriculum only- they are NOT intended for personal use.**

***Students should use search engines, apps, and other digital tools appropriately.**

***Features, such as the camera or recording tools, may not be used for personal reasons.**

***Students may not take photos or videos of students or staff members and upload them to any site without written and/or verbal permission.**

*If a staff member suspects a student is misusing his or her device the staff member will collect the device and turn it into administration for further review.

2. **Students should employ computer and device safety skills while at school.**

- ✓ Do not "hack" into program files or alter other students' work, do not share usernames or passwords, do not share any personal information or download unknown files.
- ✓ Do not touch, borrow, or use another student's personal device or Chromebook.

3. **Students should take proper care of computers and devices**

- ✓ Any destruction, theft, or reconfiguration of any part of school computers or devices is prohibited and will result in an immediate office referral. This includes changing the properties of the device such as the desktop pictures or sound settings or damaging the keys, chargers, or ports.
- ✓ Unlike a student's Chromebook, personalized settings are not to be applied to any school computers or

devices.

- ✓ Students may be held responsible for replacing damaged electronics caused by inappropriate behavior or choices.
- ✓ All classroom procedures for correctly using computers and devices must be followed.
- ✓ Any damage to a computer or device should be reported to a teacher immediately.
- ✓ **All personal or borrowed electronic devices must be off and stored in your locker while not in use in accordance with school policy.** Students may go to their lockers before and after class to store electronic devices.
- ✓ **Students are expected to bring Chromebooks to class daily** unless otherwise requested by a teacher or staff member.

4. **Students should utilize technology to organize, use, save, and share work**

- ✓ **Google Drive may be used to save and share school related work.** Team Legacy will be using Google Drive frequently during this school year.
- ✓ **Flash drives may be used to save work.** Please put your full name and team name on your flash drive to ensure its safe return should it be misplaced. Some flash drives are available for students to borrow and must be used responsibly. If the flash drive is lost or damaged due to a student's use, he or she is responsible for its replacement.
- ✓ Student e-mail should be used in accordance with district policies.



Invictus Parent Acknowledgement

Please complete the survey and sign that you and your child have reviewed the team handbook. Please keep the top portion of the handbook (pages 1 to 6). The final page should be completed and turned into your child's homeroom teacher by:

Friday, August 31st. Thank you!

TEAM SURVEY

CONTACT INFORMATION

This year DAMS will be using INFOSNAP to collect contact information electronically at the start of the year. It's important to review this information and to correct it as needed as it provides teachers and faculty members with your family's/families' correct contact information.

INTERNET ACCESS AT HOME

Students regularly access the following online programs and sites to review or complete academic work: Home Access Center, Team Website, myhomework App, Google Classroom, Study Island, MobyMax, Alec, Online textbook (LA, Science, some Math classes), e-mail, and Google Drive.

Do you have regular internet access at home?

_____ No, my child does not have regular access to the Internet at home to use the above programs.

_____ Yes, my child has access to the Internet at home and can access the above programs.

Team INVICTUS Handbook

This handbook provides information about the team's fundamental policies, expectations, and procedures. It is designed to give parents/guardians and students some helpful background on what students can expect from their team teachers. Please take a look at this document with your son or daughter and sign below to acknowledge that you have read the content. If at any point in time you have any questions or comments, we encourage you to contact a team teacher or write them in the space below. Thank you!

We acknowledge that we have read the TEAM INVICTUS handbook and the Dallastown Area Middle School handbook (found on the DASD web-site):

_____ Student Name Printed

_____ Student Signature

_____ Parent/Guardian Name Printed

_____ Parent/Guardian Signature

Questions/Comments:
