

Upper Dauphin Area Middle School  
5668 State Route 209  
Lykens, Pennsylvania 17048

Phone (717-362-8177)  
Fax (717-362-6567)

Student Handbook Acknowledgement 2017-2018

*Both student and parent must sign below. Remove this page and return to your Discovery teacher or to the office.*

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Grade

*The signatures below indicate that you have received, read, and understood the Upper Dauphin Area Middle School Student Handbook. Periodically students are photographed or videotaped for various school activities such as the school yearbook, class pictures, class projects, music concerts, etc. Parents who object to having their child videotaped or photographed should inform the school and come into the middle school office to fill out a form indicating their objections.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date







# UPPER DAUPHIN AREA MIDDLE SCHOOL STUDENT HANDBOOK 2017-2018

## UDA Middle School Mission Statement

**“The mission of the Upper Dauphin Area Middle School is to provide a safe environment for students, to encourage them to settle for nothing less than their best, and to build character that will lay the foundation upon which they will build their futures.”**

**This agenda belongs to:**

**Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

The purpose of the Upper Dauphin Area Middle School Student Handbook is to give school district students and their parent/guardians an understanding of the general rules and guidelines for attending and receiving an education at Upper Dauphin Area Middle School. In case of conflict between a board policy and the provision of this handbook, the board policy most recently adopted by the board will prevail. Students and parents/guardians should be aware that this document is reviewed annually, because policy adoption and revision is an ongoing process. The changes generally will supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians. Since the handbook will be used by the students on a daily basis, it must be in their possession at all times.

**SCHOOL COLORS**  
Orange, Black & White

**SCHOOL MASCOT**  
Trojan

### District Administration

Superintendent	Mr. Evan Williams	362-8134
Business Manager	Mrs. Mary Bateman	362-6547
Supervisor of Special Education and Student Services	Mrs. Heather Haupt	362-6478
Middle School Principal	Mr. Jared Shade	362-6561

### Board of Education

Mr. David Barder, President	Mr. Mills Eure, Vice-President
Mr. Jack Laudenslager	Mrs. Roni Mace
Mrs. Angela Mattern	Rev. Nathan Minnich
Mrs. Kathryn Talhelm	Mr. Steven Welker
Mr. Kirk Wenrich	

**District Website:** [www.udasd.org](http://www.udasd.org)

**Solicitor:** Kegal Kelin Almy & Grimm LLP – Attorneys at Law

## TABLE OF CONTENTS

Acknowledgement Form – Students and Parents	1
Agreement Form – Students and Parents	3
Student Handbook – Cover Page	5
School Board Members and District Administration	5
Title I	8
From the Staff	8
Equal Educational, Employment, and Nondiscrimination Policy	8
ELL Instruction	8
Student Handbook	8
Student Handbook Procedures	8
Code of Student Conduct	8
UDAMS Classroom Rules	9
Student Right and Responsibilities	9-13
Student Rights	9-11
Free Education	9
Due Process	9
Freedom of Expression	9
Protection from Sexual Abuse and Harassment	10
Searches and Seizures	10
Student Privacy	10
Flag Salute and the Pledge of Allegiance	10
Hair, Dress, Grooming	10-11
Bookbags	11
Student Responsibilities	11
Attendance	11
Absence/Tardiness	11-12
Arrival at School	12
Excused Absences/Educational Trips	13
Perfect Attendance	13
Unexcused or Unlawful Absences	13
Illness/Accidents	13
Medication	13
Physical Exam	13
Dental Exam	13
Disciplinary Action Schedule	14-16
Time Out	16
Detention	16
Suspensions	16
Building Procedures	16-22
Announcements	16
Care of Textbooks	17
Change of Address/Telephone Numbers	16
Early Dismissals	17
Hall Passes	17
Lockers	17

Lost & Found	17
National Junior Honor Society Membership	17
Parent-Teachers' Organization	17
Participation in Extracurricular Activities	17-18
Character Education/Discovery Groups	18
SAP (Student Assistance Program)	18
School Closings	18
School Library	19
School Property	19
Student Government	19
Academic Procedures	19-20
Cheating	19
Grading System	19
Homework and Homework Assignments When a Student is Absent	19
Honor Roll Determination	19
Plagiarism	20
Progress Reports	20
Requirements for Promotion	20
Student Conduct Procedures and Regulations	20-22
Assemblies	20
Athletic/Musical/Field Trips	20
Bullying	20-21
Bus Policy Issues	21
Cafeteria Conduct	21
Car Rides Home by Students	21
Dances and Other After-School Special Events	21
Deliveries to Middle School Office	21
Drug/Alcohol/Tobacco/Inhalant Abuse	22
Electronic Devices and Cell Phones	22
Evacuation Drills	22
Gambling	22
Harassment	22
Internet Use Guidelines	22-23
Physical Education Regulations	23
Student Transfer Procedures	23
Student Fund-Raising	23
Notice of Special Education Services and Programs – Child Find	23-25
Identification Activity	23
Confidentiality	24-25
Early Intervention Identification	25
Services for Protected Handicapped Students	25
UDA Middle School Calendar (2017-2018)	26

## **TITLE I**

Upper Dauphin Area Middle School is considered a “schoolwide Title I” school. This means that we receive federal funding to supplement our instruction so that we can meet the needs of all of our students. We hold a Title I Parent Meeting at Open House at the beginning of the year, and at Parent/Teacher Conferences we have Title I information available. If you have any questions about our Title I programming and/or funding, please contact Mr. Shade.

## **FROM THE STAFF**

The staff at the UDAMS takes pleasure in welcoming you to Upper Dauphin Area Middle School. This student handbook is published so that all students of UDAMS may have a reference to information which is necessary for an understanding of the daily operation of our school. It is essential that all students read the information contained in this handbook so there may be as few misunderstandings as possible. If you are in need of additional information, contact the principal, counselor, or a teacher for assistance.

The goal of Upper Dauphin Area Middle School is EXCELLENCE; striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents, and community. We ask for your cooperation in this venture and assure you that the result will be well worth the effort. We urge you to become actively involved in your student’s studies, co-curricular and extra-curricular activities, and contact us with any questions or concerns.

## **EQUAL EDUCATIONAL, EMPLOYMENT, AND NONDISCRIMINATION POLICY**

The Upper Dauphin Area School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability, union membership, or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, Section 504, and the Americans with Disabilities Act.

For information regarding 1) civil rights, 2) grievance procedures, 3) service, activities, and facilities that are accessible to and usable by disabled persons, or 4) employee or participant complaints of harassment or discrimination, contact Mrs. Mary Bateman, Upper Dauphin Area School District Business Manager, The Section 504 Compliance Office, 5668 State Route 209, Lykens, PA 17048. Mrs. Bateman may also be contacted for Title IX (Sex Equity) issues.

The Federal Drug-Free Workplace Act requires that our workplace be totally free of illegal use of drugs and that we issue the following statement: No one is allowed to use, make, sell, distribute or have in his/her possession any illegal drugs. Any violation of the Act will lead to severe disciplinary action, which will normally include dismissal.

## **ELL INSTRUCTION**

For students whose primary home language is not English, testing and instruction in English as a Second Language is required, dependent upon proficiency. The instruction will be delivered utilizing classroom pull-out and co-teaching. ELL instruction is core-academic instruction.

## **STUDENT HANDBOOK**

The student handbook is an excellent tool that will benefit all students in several ways.

The student handbook provides a calendar where students may record important deadlines and events, such as tests, quizzes, games, performances, etc.

A section to record all homework assignments is provided to help students stay organized and to remember when assignments are due.

Located in the back of the student handbook is a hallway passport that will serve as a student pass during the school day.

One of our goals at the middle school is to provide materials that will help students become successful. This student handbook is another valuable learning tool, and as with any materials provided by the school district, should be treated with care and respect.

## **STUDENT HANDBOOK PROCEDURES**

1. Students are required to carry this handbook at all times.
2. The information pages 1 and 3 must be completed and signed in ink by students and parents. They must be removed and turned into the office or to the student’s Discovery teacher during the first week of school.
3. The classroom teacher will direct students to record test and quiz grades in the appropriate section of the handbook.
4. The hallway passport will be used as a hall pass, and it must be filled out by the student and initialed by the teacher before the student leaves his/her designated classroom.

## **CODE OF STUDENT CONDUCT**

The staff of the Upper Dauphin Area Middle School is committed to doing our best to help you meet the challenges of this year's school program as we help you prepare for the ever-changing demands of society around us. There is also the expectation that you, the student, will share in this commitment by being dedicated to your education, developing good work habits, and cultivating a positive attitude about yourself and your school. One of the major goals of education is to help students learn self-discipline, to know how to act and how not to act in various situations, and to accept responsibilities. Meeting the expectations of the school is part of the educational process. The purpose of this code is to make known the responsibilities of each student, so that all students may realize their full potential, and so we may be able to provide the best possible learning climate. However, these guidelines are not intended to be all inclusive as they do not always cover every situation and

every condition. Therefore, if in the judgment of the middle school administration, a student's behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.

### **UDAMS CLASSROOM RULES**

Listen and follow directions the first time given.

Each of us respects the space and property of others.

Always come prepared to work/learn.

Remember your materials (pencil, paper, books, agenda).

Never say or do unkind things.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The Upper Dauphin Area Board of School Directors has adopted a code of student conduct which includes policies governing student discipline and a listing of student rights and responsibilities as outlined in Chapter 12 of the State Board of Education regulations. A complete copy of Chapter 12, Student Rights and Responsibilities, is available on the district website.

### **STUDENT RIGHTS**

#### **FREE EDUCATION**

All persons residing in the Commonwealth of Pennsylvania, from the first day the child begins kindergarten until graduation from middle school or up to the age of 21, are entitled to a free and full education in the Commonwealth's public schools (Pa. Title 22, 12.1).

#### **DUE PROCESS**

The Board of School Directors believes that education is a fundamental right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

##### **1. Informal Hearings**

When a suspension exceeds three school days, the student and parents or guardian shall be given the opportunity for an informal hearing consistent with the requirements set forth in Section 12.8(c) (relating to hearings).

a. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

b. At the informal hearing, the following due process requirements are to be observed:

- (1) Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student.
- (2) Sufficient notice of the time and place of the informal hearing.
- (3) A student has the right to question any witnesses present at the hearing.
- (4) A student has the right to speak and produce witnesses on his/her own behalf.
- (5) The district shall offer to hold the informal hearing within the first five days of suspension.

##### **2. Formal Hearings**

Expulsion is exclusion from school by the Board of School Directors for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Section 12.8.

a. A formal hearing may be held before the Board of School Directors or a duly authorized committee of the Board, preferably composed of no fewer than three members of the School Board. The hearing committee's decision is advisory to the School Board where expulsion is recommended. A majority vote of the entire School Board is required to expel a student.

b. At the formal hearing, the following due process requirements are to be observed:

- (1) Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
- (2) Sufficient notice of the time and place of the hearing.
- (3) The right to an impartial tribunal.
- (4) The right to be represented by counsel.
- (5) The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
- (6) The student's right to testify and produce witnesses on his/her own behalf.
- (7) A record must be kept of the hearing either by a stenographer or tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.

c. If requested by the student or the student's parents, the hearing shall be in private.

d. Where the student is dissatisfied with the results of the hearing, recourse can be had to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

## **FREEDOM OF EXPRESSION**

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate or serious harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights (PA Title 22, Section 12.9,b).

## **PROTECTION FROM SEXUAL ABUSE AND HARASSMENT**

The law is clear that school districts have a duty to protect students from sexual abuse and harassment. It is the policy of the Upper Dauphin Area School District to prohibit improper conduct of whatever kind, including sexual abuse and harassment of students, by school employees, fellow students, and others who come in contact with students during school or through school activities. Students and school employees should report any suspected violations of this policy to the principal or superintendent.

## **SEARCHES AND SEIZURES**

The school district recognizes that The Fourth Amendment provides that students have a right "to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures." However, with the recent passage of the Gun Free Schools Act, the Safe Schools Act, and Act 26 of 1995 that amends the Pennsylvania Public School Code, it is imperative that the school also recognizes its responsibility to protect and maintain the health, welfare, and safety of all students. Consequently, the school district contends that school lockers and desks belong to the school, and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or without any suspicion of wrong doing on the part of the student. Students should be aware that all student desks and lockers may be searched at any time and for any reason, with no qualifications or exceptions.

Student lockers and desks will be inspected from time to time to insure that they are being properly cared for and that the contents are in no way harmful to the student and other persons in the school building. Any illegal material shall be seized.

Students may also be asked to empty their pockets, book bags, purses, and other personal articles to search for illegal, controlled, or criminal material. Parents will be contacted and made aware of the reasons for the search.

## **STUDENT PRIVACY**

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student or his family.
3. Sexual behavior and attitudes
4. Illegal, anti-social, self-incrimination and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior written consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. Such survey, analysis, or evaluation may, however, be conducted on a wholly voluntary basis, provided that the student and parents have been notified of their rights.

## **FLAG SALUTE AND THE PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his country and its flag.

1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
2. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.
3. The Pennsylvania Legislature passed Act 157 of 2002. The law states the following:  
All supervising officers and teachers in charge of public, private or parochial schools shall cause the Flag of the United States of America to be displayed in every classroom during the hours of each school day, and shall provide for the recitation of the Pledge of Allegiance or the national anthem at the beginning of each school day.  
Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of religious conviction or personal belief. The supervising officer of a school subject to the requirements of this subsection shall provide written notification to the parents or guardian of any student who declines to recite the Pledge of Allegiance or who refrains from saluting the flag.

## **UDASD Secondary School Dress Code**

Good grooming and dress are a matter of personal pride in one's appearance. It is expected that students will strive to look their best at all times, keeping in mind their cleanliness, good grooming and appropriate dress transcend all school attire.

## **HAIR, DRESS, GROOMING**

The Upper Dauphin Area School District has a specified code for dress and grooming. Clothing should be neat, clean, and in good taste. It should not be extreme to the extent that it focuses attention on the wearer and causes a distraction or disruption in the classroom, hall, or throughout the building. The administration has the authority to determine inappropriate clothing, attire or costuming. Failure to wear proper attire will result in the student being asked to change attire. Some examples may be, but are not limited to the following:

1. Clothing which displays obscene, sexual, drug/alcohol related messages
2. Clothing with printing across the lower backside is considered inappropriate
3. Halter tops, tube tops, spaghetti strap tops, tank tops, mesh tops worn alone, beachwear, any low cut tops exposing the bust, and clothes that expose the midriff or undergarments
4. Torn clothing and clothing with visible holes or rips, regardless of undergarments, 3 inches above the knee or cut off shirts
5. Underwear worn as outerwear; underwear that can be seen
6. Shorts or tops that are too revealing
7. Yoga pants, leggings, and jeggings which are form-fitting and unduly revealing must be covered with a garment the same length as the wearer's fingertips when in an upright, normal, and relaxed posture with the arms extended at the side of the body
8. Hats and all other head apparel, such as but not limited to duwraps, bandanas, scarves, head bands, sweat bands, visors, hoods, Sunglasses, except when medically necessary or a religious expression
9. Chains, dog collars, dangling jewelry or other ornaments that may be disruptive or present a safety hazard
10. Excessively large, sagging, improperly fitting clothing and pajamas
11. Studs or rivets on clothing
12. Clothing not worn as designed/intended
13. Shoes must be worn at all times; any shoe that poses a safety threat is not permitted.
14. Clothing of unacceptable length. Shorts and skirts can be no more than 3 inches above the knee.
15. Costume effect contact lenses
16. Excessive makeup and/or face paint
17. Outerwear such as coats and jackets must be placed in the locker for storage
18. For safety reasons, no flip-flops or other backless or toeless footwear may be worn in the Industrial Arts room. Students will be sent to the time-out room/ISS to complete Industrial Arts written work if appropriate shoes are not worn.

Please note that exceptions may be made for Spirit Days or fundraisers.

The administration will consider factors of safety, cleanliness, suitability to the activity, and commonly held standards of decency to determine the appropriateness of clothing. Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem, some types of covering should be considered. Students will be required to wear certain types of clothing while participating in physical education classes, shop, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

## **BOOKBAGS**

Bookbags may be carried to/from school, but must be stowed in students' lockers during the day.

## **STUDENT RESPONSIBILITIES**

Each student is responsible for his/her learning. To be successful each student must accept his/her responsibility to:

1. Attend school regularly
2. Arrive at school on time
3. Be prepared to learn
4. Behave according to school standards of behavior
5. Be familiar with school rules and follow them
6. Dress appropriately

## **ATTENDANCE**

Official School Day 7:25 am to 2:35 pm

The Pennsylvania Compulsory School Attendance Law requires daily attendance and permits absence or lateness only for "urgent reasons" such as: A) Illness (**Doctor's note required after 3 days**); B) Death in the family; C) Quarantine; D) Impassable roads, E) Family Vacation/Educational trips, parental note required two weeks in advance) F) Religious holidays. Other "urgent reasons" will be considered reasonable cause for absence from school only if it directly affects the student and is agreed to by the school principal (such as a verified medical or dental appointment, family emergency, or impassable roads). Any other absences, even with the knowledge and permission of the parent or guardian, shall be classified as illegal.

### ***Ten Day Excessive Absences:***

1. Any student who is absent from school for a total of ten (10) school days, excluding physician's excuses and suspensions/expulsions shall be required to present a physician's excuse for each absence thereafter within three (3) school days of that absence.

- For compulsory age students, each absence over ten (10) days that is not substantiated by a physician's excuse within three (3) school days after that absence shall be considered unlawful, and the provisions of the School Code shall be enforced.

**Excessive Absences:** If a student is absent 25 days or more without an acceptable medical excuse, credit for the year's work may be withheld and the entire year may have to be repeated. In the event that any student's attendance is very poor, school officials have the right to insist upon a doctor's excuse for each day of absence or it can be regarded as being illegal. Students with more than three unlawful days absence may be referred to the District Justice.

### ABSENCE/TARDINESS

Students who arrive after 7:25 AM are tardy for school. Students who arrive after 8:10 AM will be reported as absent in the A.M. (45 minutes to 3.5 hours late = half day absence and leaving 45 minutes to 3>5 hours early = half day absence) Students who are late to school should report directly to the main office. They should present their excuse to office personnel who will issue an admittance slip. The admittance slip must be shown to the classroom teacher to gain entry to class.

- Tardiness to school—Students who report to school after 7:25 AM are to report to the middle school office. When a student is tardy three times, he/she will receive a detention. Thereafter, any additional tardies will result in a detention. When a student is illegally absent for a portion of a day, such portions may be considered as cumulative and translated into equivalent days and may result in a referral to the District Judge.
- Tardiness to class—If a student is tardy for a class, a pass should be obtained from the previous classroom teacher. If the tardiness is not legitimate and persists after being warned, a detention will be issued by the current period teacher.
- Truancy—Staying away from school or leaving school without permission will result in a Level II disciplinary action.

### ARRIVAL AT SCHOOL

#### STATEMENT OF COMMITMENT:

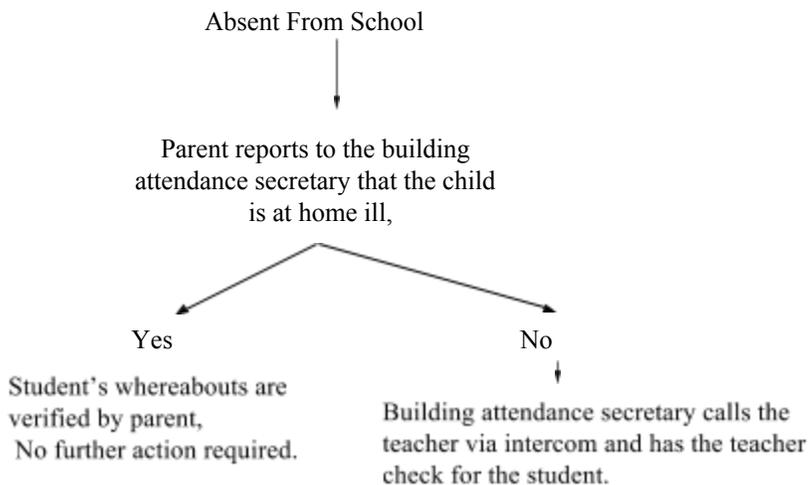
The Upper Dauphin Area School District will have a safety plan in case a child does not arrive at school from home.

Responsibility Assigned To: All Staff Members

#### Proactive Actions:

- Parents call the building attendance secretary to report their child's absence.
- Teachers take attendance and note absentees.
- Teachers double check their attendance; then teachers send their attendance to the building attendance secretary.
- The building attendance secretary enters attendance in the Sapphire program and requests a list of phone numbers for the absentees.
- The building attendance secretary then contacts those parents who have not reported their children absent.
- Emergency information sheets are kept on file in each office.

#### Plan:



Yes  
The student is present. Call parent and report student is in school

No  
Inform the principal:  
Commence a search of the grounds to verify that the student is not outside of the building. Call the Transportation Company and verify that student is not on the bus. Call parent and notify if student is present or absent.

### **EXCUSED ABSENCES/EDUCATIONAL TRIPS**

Any student who is absent due to illness, quarantine, death in the immediate family, or with prior approval by the principal will be given the opportunity to complete any assignment upon returning to school. It is primarily the student's responsibility to initiate the make-up activities. The make-up assignments and examinations shall be completed within a reasonable time of the date of absence. Teachers will review procedures for their classes at the beginning of the year. Students who are going to be absent from school due to a planned trip must fill out a Request for Educational Trip in order to have those days marked "excused." The form can be found in the middle school website. The administration of the middle school determines the validity of educational absence requests for middle school students. In order to be a lawfully excused absence, an educational trip form must be turned in to the office **no less than two weeks** prior to the student's departure and must be approved by the principal. As per district policy, parents/guardians must be accompanying the child on the trip if it is to be approved; otherwise, the days taken for the trip will be marked as illegal absences. The student is also responsible for all work missed during his/her absence and for getting assignments from his/her teachers before leaving. Upon return from the trip, the student must submit to the principal, a report detailing the educational value of the trip.

Educational absences will not be granted on standardized testing or final exam dates. Reference the middle school website for those dates.

### **PERFECT ATTENDANCE**

Attendance at school is essential both for learning and for students to receive the full benefit of educational offerings in the public school setting. In order to highlight the importance of attending school regularly, students who achieve perfect attendance will receive recognition at the end of each quarter.

### **UNEXCUSED OR UNLAWFUL ABSENCES**

Each unlawful or unexcused absence is subject to disciplinary action. Students who are truant or cut class are not permitted to make up class projects, labs, or examinations missed during their absence. Chronic truancy or class cutting can be grounds for failure for the marking period or denial of credit for the class for the year. A student suspended from school or classes shall be responsible for all the class work covered in his/her absence. Assignments or examinations not made up shall be recorded as a zero and will be averaged with the grades earned to determine the quarterly mark. In addition, if a student is unlawfully absent for three school days, a notice will be sent to the parents or guardians informing them of the absences. A doctor's note covering each day is required after 3 consecutive days of illness for all absences to be considered lawful. Additional unlawful absences subject the parents or guardians and the student to a hearing before a District Justice and the penalties imposed by law.

### **ILLNESS/ACCIDENTS**

Students who become ill during school hours:

1. Acquire a pass from their teacher in order to be admitted to the nurse's office.
2. The nurse will sign the pass and record the time if the student is sent back to class.
3. Arrangements for students remaining in the nurse's office will be made by the nurse.
4. Arrangements for students sent home due to illness will be made by the nurse.
5. Arrangements to leave school made prior to the consent of the school nurse will be recorded as unexcused.
6. All accidents occurring during school hours or during school-related activities must be reported to the nurse immediately so that a record can be maintained.

### **MEDICATION**

1. Any medication brought to school by a parent or student is to be brought directly to the nurse's office, or for your convenience, a drop off box is located at the entrance of the administrative building.
2. All medication will be dispensed through the nurse's office except in cases where special arrangements have been made.
3. All medication must be in the original container.
4. Medication will only be given when accompanied by a note from a parent/guardian. **\*\*In addition to a parental note, prescription**

medication requires a written order from the prescribing physician.\*\*

5. Students are to take home any remaining medication at the end of the school year. Any medication not taken home at that time will be disposed of.

\*\* Doctor's order and parent request forms for medication are available in the nurse's office.

### **PHYSICAL EXAM**

PA School Health Law requires a physical examination for all students in grade 6. This examination may be completed by the student's family physician up to a year prior to the 6<sup>th</sup> grade, or by the school physician during 6<sup>th</sup> grade with a signed permission from a parent or guardian.

### **DENTAL EXAM**

PA School Health Law requires a dental examination for all students in Grade 7. This examination may be completed by the student's family dentist up to a year prior to the 7<sup>th</sup> grade, or by the school dentist during 7<sup>th</sup> grade with a signed permission from a parent or guardian. Following the dental exam, a referral will be sent home if the dentist should find any cavities, etc.

### **DISCIPLINARY ACTION SCHEDULE**

Discipline at the Upper Dauphin Area School District is defined as a process which strengthens, molds, and corrects students through a program of teaching supervisory control, a system of essential rules, and when necessary, just and constructive management. Awareness of rules and responsibilities on the part of the participants minimizes discipline problems. We believe that no student should be allowed to interfere with a teacher's right to teach and no student be allowed to interfere with another student's right to learn. If a disturbance poses a threat to the safety of other students, the student himself/herself, or any school property, emergency measures will be undertaken for protective purposes. This may include physical restraint and/or removal of the child from the situation. Where physical confrontation is required, only that which is necessary from a protective standpoint will be taken. Disciplinary response will be determined by the professional in charge. The frequency and severity of the behavior will be taken into consideration. With this viewpoint in mind, the following guidelines for behaviors have been established.

### **DISCIPLINARY OFFENSE**

In an attempt to clarify disciplinary actions, offenses have been categorized into levels indicating seriousness. Appropriate disciplinary actions have been listed for each level.

### **DISCIPLINARY ACTION**

The school's primary concern is to assist students in correcting undesirable behavior. To this end, school officials will work with the students, their parents or guardians, as well as resource people and community agencies to achieve more appropriate behavior. In order to apply disciplinary action uniformly for all students, the administration has developed a set of specific disciplinary measures for each level of offense. Most often these can be handled as a routine matter. However, for very serious cases of misconduct, further action may be taken by the Superintendent or Board of School Directors.

### **LEVEL I OFFENSE**

1. Not reporting to a scheduled class, homeroom, or assigned area; not having a hall pass; leaving class or assigned area without permission
2. Minor incidence of insubordination
3. Minor incidence of disruptive behavior in class, halls, cafeteria, bus, field trips, etc.
4. Minor incidence of use of abusive language, obscene or profane language or gestures
5. Academic misconduct—cheating, unprepared for class, etc.
6. Failure to return a form which requires a signature
7. Defiance
8. Minor incidence of a bus disturbance
9. Infraction of library rules; Failure to follow class rules
10. Minor incidence of disrespectful behavior
11. Failure to have Student Agenda (Student Handbook)
12. Public displays of affection
13. Lying
14. Misconduct in the halls (roughness; horseplay; loitering)
15. Opening or entering another student's locker
16. Having an open container of food or drink outside of the cafeteria
17. Use of electronic devices during school hours such as, but not limited to cell phones, beepers; possession of laser pointer devices
18. Littering
19. Dress code violations
20. Minor incidence of throwing objects
21. Minor incidence of computer usage violations

22. Other minor infractions of unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard

### **LEVEL I ACTION**

Disciplinary action would include the issuance of a time-out, detention or an in-school suspension (ISS).

### **LEVEL II OFFENSE**

1. Continuation of unmodified Level I misbehavior
2. Insubordination
3. Forgery
4. Use of abusive language, obscene or profane gestures including school group photos; possession of pornography; visiting pornographic websites on school computers
5. Disruptive behavior during the serving of detention
6. Major disruptive behavior in class
7. Disrespect to staff
8. Excessive tardiness to school (7 or more occurrences)
9. Defacing school property such as books, posters, or classroom materials
10. Pushing, hitting, tripping or any other minor form of physical offenses toward others
11. Hostile or intimidating behavior toward others; making threats
12. Failure to serve detention
13. Truancy: half day or full day
14. Leaving school without permission
15. Entering an unauthorized area
16. More serious incidences of computer usage violations
17. Harassment—physical or verbal
18. Actions that may cause harm to others
19. Other infractions of more serious unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard
20. Gambling
21. Possession of lighter, matches, or any other materials that create a flame

### **LEVEL II ACTION**

Disciplinary action for Level II offenses will result in the following:

1. A first offense will result in a one to two day suspension (in-school suspension [ISS] or out-of-school suspension [OSS]).
2. A second offense will result in a three to four day suspension (ISS or OSS).
3. A third offense will result in a five day suspension (OSS).
4. A fourth offense will result in a ten day suspension from school and may further result in a hearing with the School Board, a committee of the School Board or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time.

A first or second offense Level II suspension will be served in or out of school at the discretion of the school administration. Students are responsible for making up exams and work missed while on suspension and will be permitted to complete these assignments upon return to school.

### **LEVEL III OFFENSE**

1. Continuation of unmodified Level II misbehavior
2. Verbal or physical assault
3. Abusive, obscene, or profane language or gestures directed toward staff
4. Fighting and disorderly conduct
5. \*Vandalism; more serious destruction of school property; destruction of electronic equipment (computers, cameras, etc.)
6. Stealing
7. Use and/or possession of tobacco products
8. Use and/or possession of spray inhalants such as but not limited to Mace or pepper sprays
9. Use of “look alike” weapons to intimidate or create fear
10. Inappropriate touching
11. Major harassment: sexual; bullying; intimidation; racial comments; discriminatory behavior
12. Other more serious misconduct
13. Disruptive behavior during in-school suspension

\* Act 16 of 1994 amends the Crimes Code to expand the offense of “institutional vandalism” to include carrying aerosol spray-paint cans, broad-tipped indelible markers or similar marking devices into an institution, such as a school building, with the intent to vandalize. Pa. C.S. Section 3304 (a) (4).

\* Act 17 of 1994 amends the Crimes Code to define defacing public and private property with spray paint or indelible markers as “criminal mischief.” The Act also provides the court with a community service sentencing option in lieu of jail time for such an offense. Pa. C.S. Section 3307 (a)(.3).

### **LEVEL III ACTION**

1. A first offense will result in a three to five day in-school suspension (ISS) or out-of-school suspension (OSS).
2. A second offense will result in a five to seven day out-of-school suspension (OSS).
3. A third offense will result in a ten day out-of-school suspension from school and may further result in a hearing with the School Board,  
a committee of the School Board or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time.

\*Note: Fighting, disorderly conduct, vandalism, and tobacco violations will result in a Level III disciplinary action and a citation which may result in a fine.

Depending upon the serious nature of the Level III offense, the administration reserves the right to increase the number of days of a suspension for a first offense occurrence.

### **LEVEL IV OFFENSE**

1. Major physical assault
2. Major insubordination, rage and hostility, hitting, or threatening behavior toward the middle school faculty, staff or principal
3. Possession and/or use of drugs and/or alcohol or any unauthorized substance; possession of drug paraphernalia; intent to sell and/or distribute drugs and/or alcohol or any unauthorized substance or synthetic or “lookalike” drugs
4. Extortion
5. Arson or tampering with fire alarms, extinguishers, or activating a false alarm
6. Bomb threats
7. Major vandalism (refer to the Pennsylvania Crimes Code)
8. \*Possession of weapons
9. Major incidences of discriminatory behavior; major racial comments/threats
10. Possession, use, or transfer of fireworks or related materials
11. Commission of any other act punishable under the Pennsylvania Crimes Code
12. Other very serious misconduct

\*The Federal Gun-Free School Act of 1994 states, “Any student who brings a firearm or weapon to school (as defined in Section 912 of Title 18, United States Code) shall be referred to the criminal justice system.” (Public Law 103-382)

\*The term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury (PA School Code, 1317.2).

\* Act 26 of 1995 amends the PA School Code to require a one year expulsion for students possessing a weapon on school property, on a school bus, or at any school-sponsored activity.

### **LEVEL IV ACTION**

Level IV acts include those which result in violence to another person or their property or which pose a threat to the safety of others in school. These actions are often criminal and are so serious that they require administrative actions, which result in police involvement and in the immediate removal of the student from school.

A first offense will result in a ten day suspension from school and may further result in a hearing with the School Board, a committee of the School Board or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time.

We consider bringing weapons to school a serious matter; however, we encourage students to make the right choice by acknowledging having a weapon as soon as possible. If a student inadvertently brings a weapon to school or a school activity and there are clarifying circumstances involved, immediately bringing the weapon forward will be helpful in resolving the matter.

### **TIME OUT**

When a student’s behavior significantly affects the classroom learning environment, the teacher may send the disruptive student to Time Out. Time Out is assigned on a period-by-period basis. Students who do not respond positively to Time Out may receive other disciplinary action.

### **DETENTION**

Detention is held Tuesdays and Thursdays after school from 2:35 to 4:15 PM. When a student is assigned to detention, a notice will be sent home to the parents/guardians. In case of inclement weather and school closing on the day your child is scheduled for detention, please keep in mind that your child's detention will be rescheduled.

### **SUSPENSIONS**

Students may be assigned to either in-school (ISS) or out-of-school suspension (OSS). Students on in-school suspension will be responsible for completing assignments given by teachers. The student will be isolated from the rest of the student body and will be subject to certain restrictions. The principal, along with the ISS aide, directs and supervises students on in-school suspension. Students suspended out-of-school may not come onto school property or attend any after-school function during the time of their suspension. (Exceptions: Picking up schoolwork; an appointment approved by the principal.) Participation in all school related activities may resume upon full completion of the suspension. Students shall be permitted to complete all assignments missed due to suspension from school. If assignments are not received by the suspended student before departure from school, the parent or guardian may request the assignments by calling the middle school office.

### **BUILDING PROCEDURES**

#### **ANNOUNCEMENTS**

All notices, news, and specific instructions relating to meetings, special events and general information for the day are announced over the public address system each morning. Information is also posted on the District website: [www.udasd.org](http://www.udasd.org). We do not wish to interrupt the learning environment and therefore, we will contact students in class with messages from home only in emergency situations.

#### **CARE OF TEXTBOOKS**

You are responsible for all books issued to you. Students who lose or damage a book while it is checked out to them will be expected to pay for repairs/replacements. Your teacher will keep a record of the number of the book that has been issued to you. Please note that textbooks are very costly. It is in the family's best interest for the student to take care of them. In order to prolong the life of textbooks, students are responsible for making sure that all of their texts are covered and remain effectively covered throughout the school year.

#### **CHANGE OF ADDRESS/TELEPHONE NUMBERS**

If you have a change of telephone number or a change of address within the Upper Dauphin Area School District, you should report it immediately to the office so that it can be changed in our records. Pupils transferring to another school district must secure the proper withdrawal papers from the middle school office. Records will then be forwarded to the new school district after all school property has been returned and financial obligations are met.

#### **EARLY DISMISSALS**

If a student must be excused during school hours, he/she must present a written excuse from his/her parents/guardians to the office the morning of the early dismissal. In case of emergency or sudden illness, contact should be made with the school office.

#### **HALL PASSES**

During class time, students are not to be in the halls without a pass and/or handbook. If a student wishes to see a teacher during a study hall, a pass must be secured prior to that period. The teacher must issue a pass granting the student permission to be excused from study hall. No student is to be excused from a scheduled class without administrative approval.

#### **LOCKERS**

At the beginning of the school year, each student will be assigned a locker for his/her books, jacket, etc. Another locker will be assigned in the locker room for his/her gym clothing. All students are responsible for securing their property in these areas. All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers. The lockers in the hallways have built-in combination locks. Students should not tell anyone their locker combinations or store any valuables in their lockers. Students are to use only the locker assigned to them; they are not to use a friend's, nor change lockers with anyone else. It is essential that we know where students personal belongings are in case of an emergency. If a locker is broken or damaged, the student is to report it to the office. Students who jam or otherwise 'set' their locks so that their lockers do not lock, place themselves at risk for theft or potential serious retribution or vandalism and will be subject to disciplinary action. Locks are provided in order to protect the welfare of all students.

#### **LOST AND FOUND**

A lost and found service is maintained outside the office. Students are urged to take all found articles to the office. You must assume sole responsibility for loss or damage to any property belonging to you. The school will attempt to protect all personal properties, but is not responsible for them. It is a good idea to clearly mark items with your name so they can be returned without delay. This also discourages unauthorized borrowing. Unclaimed items will be donated to Goodwill quarterly.

### **NATIONAL JUNIOR HONOR SOCIETY MEMBERSHIP**

Membership in the National Junior Honor Society is based on a student's scholarship, leadership, citizenship, service, and character. Students in grades 6, 7, and 8 who achieve an overall average of 93% will be invited to submit an application for membership to the Upper Dauphin Area Middle School National Junior Honor Society.

Regarding leadership and service, you must provide a detailed list of your participation in school and community activities. Point values will be assigned to each of the activities you list, based on the type of activity, time and effort involved and the number of years of participation. If you are a 2<sup>nd</sup> semester 6<sup>th</sup> grader you will need **9** leadership and service points; if you are a 7<sup>th</sup> grader you will need **18 points**; if you are an 8<sup>th</sup> grader you will need **27 points**. Points MUST be obtained from BOTH school and community activities in order to achieve membership. The entire faculty will participate in a Character/Citizenship evaluation of each student. They will rate each student on a 4, 3, 2, 1, 0 scale. Students must have an average of 3.0 or higher to qualify for NJHS membership. After having all student identification removed, each application will be reviewed by the Faculty Committee to determine if a student met the standards of admission. All qualifying applicants so reviewed will be recommended for approval. The principal will review the list of approved candidates to determine whether applicants have any disciplinary history. Students passing the above reviews will be formally invited to be inducted into the National Junior Honor Society in the spring.

### **PARENT-TEACHERS' ORGANIZATION**

The goal of the PTO is to promote interest, friendship and communication among the parents, students, teachers, and administration of the Upper Dauphin Area Middle School.

Like any other group, if the group is to be successful, it needs an involved and committed membership. Please make the time available in your schedule to join and to be an active member. Meetings are noted on the school calendar. Please check the district website for updates/cancellations.

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

For a student to be eligible to participate in extracurricular activities, practices, etc., he/she must be in attendance at school on the day of the activity. A student who is tardy and enters school by 8:10 AM will be eligible for that day. For students to be eligible for Saturday activities, he/she must be in school the preceding day. Coaches and teachers should communicate this procedure to the students and routinely check absentee reports.

#### ***Extracurricular Activities:***

Boys Basketball	Wrestling	National Junior Honor Society
Girls Basketball	Peer Helpers	HS Musical
Student Council	Marching or Jazz Band	Archery Club

If a student requires assistance during a school-sponsored activity, he/she should seek out a game official, proctor, or chaperone for assistance. All school rules, including appropriate school attire, apply during participation in school-sponsored activities.

#### ***Eligibility:*** Academic Requirements

1. A student is ineligible if the student has two or more incomplete deficiencies, the student is failing two or more subjects, or the student has a combination of an incomplete and a failure. Eligibility is determined weekly and runs from Monday through Sunday. The student will remain on the list of the week.
2. A student will be marked as incomplete if he/she has three or more regular homework assignments not completed or one or more assignments that have more weight value than regular homework assignment.
3. Ineligible students may not practice nor may they participate in athletic competitions and non-curricular band and chorus events.
4. Students are required to meet their after school assignments or disciplinary responsibilities before participating with their athletic team or extra-curricular group. Students who fail to do so may be subject to further disciplinary action.

### **CHARACTER EDUCATION/DISCOVERY GROUPS**

Character Education (Discovery) in the Upper Dauphin Area Middle School encourages our students to give their best in the school community. "Character is who you are when no one is watching." We deliver Character Education within the curriculum, promoting Courage, Concern, Integrity, and Leadership. Our Discovery Groups (Homerooms) are diverse groups including 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students which meet each morning and one time per cycle in the afternoon. These afternoon character education activities include Seminar, Clear the Decks, Intramurals, School Wide Jobs, and Performing Arts. Our mission for implementing Character Education in our school is to provide a safe learning environment in order for our students to reach their greatest potential.

### **S. A. P. TEAM (STUDENT ASSISTANCE PROGRAM)**

A group of teachers and other professional staff are available to help students who are experiencing serious problems. Students may refer themselves or at-risk peers to the SAP Team. SAP Team members may be approached individually (their names are posted throughout the school building), or a contact may be made through the main office. Typical reasons for referral are depression, poor physical appearance, emotional problems, extremely poor academic performance, aberrant behavior, and chemical use/dependency. SAP Team members will treat

all referrals in total confidence and concentrate on helping the student to become a productive member of the school community. Students will not be disciplined or referred to the police as a result of SAP Team intervention; they will be helped. Parents who wish their student NOT to be interviewed by SAP Team members should send a written note to the guidance counselor at the start of each school year. Parents and students have rights to privacy protected by Public Law 183-227, Title H, Section 1017, which revised 28 U.S.C. Section 1232h. Copies of this legislation may be obtained in the guidance office.

### **SAP Core Members**

Jared Shade, Principal, Emily Maldonado, Guidance Counselor  
Taryn Troutman, Emotional Support Specialist, Rhonda Hentz, CSRN  
Megan Wallisch, Teacher, Jill Archer, Teacher  
Justin Adams, Teacher, Kathy Landa, Teacher  
Susy Romberger, County Service Consultant, Amy Eisenhauer, Teacher  
Heather Crook, Drug/Alcohol Counselor

### **Confidentiality Statement**

In accordance with ACY 287 of the General Assembly of Pennsylvania, entitled Confidentiality of Student Communications, members of the SAP team, while performing professional duties, shall maintain confidentiality of student information unless there is a life-threatening risk.

### **SCHOOL CLOSINGS**

Information concerning delays, early dismissals, and/or cancellations will be broadcast by the following media outlets: WFYY (106.5), WCAT (102.3), WYGL-FM (100.5), WQLV (98.9), WRV (97.3), WRBT (94.9), WQKX (94.1), WJTL (90.3), WHP (.580), WKOK (1070), and TV stations 8, 21, 27, 33 and 43. In addition, the District will send this information to you via telephone utilizing the Connect5 notification service and it will also post this information on the District website at [www.udasd.org](http://www.udasd.org). Please do not call the stations, school personnel, or the school. Flooding the station/school with calls ties up the phone lines and makes communication impossible.

In many of our homes, both parents are employed. An emergency dismissal may result in children going home when no adults are there. The same situation may arise when parents who are usually at home must be away for even an occasional day. This is a source of great concern, not only to parents, but also to school administrators.

In the event of such emergencies, we wish to emphasize the importance of parents making advance arrangements for their children. These plans for temporary care should be clearly explained to the children so they will have no questions as to what they should do on emergency days. The arrangements should also be clearly understood by the family or caregiver who agrees to supervise your children.

All extracurricular/afterschool activities will be cancelled if the school is closed or dismissed early for inclement weather, or for an emergency.

### **SCHOOL LIBRARY**

The middle school library exists to ensure that students and staff members are effective users of ideas and information. All students need to learn to find and evaluate information, to use it effectively to solve problems, and to become lifelong learners. All students have the privilege of using the library. However, with that comes the responsibility to use it properly. Students who do not do so will lose that privilege. You may be admitted to the library with your signed agenda book or library pass. Be considerate of others—enter, work, and exit quietly. You are responsible for all borrowed materials and are expected to return them on time. All materials are loaned for three weeks and may be renewed if necessary. Late items will result in the loss of library privileges. Students who lose materials will be required to pay for their replacement or purchase the exact replacement. Failure to do this will result in loss of library privileges. No additional books will be loaned to a student until books are returned.

### **SCHOOL PROPERTY**

School property shall include not only the actual buildings, facilities and grounds on the school campus, but also school buses, school parking areas, and any facility being used for a school function.

### **STUDENT GOVERNMENT**

The middle school has an active Student Council made up of classroom representatives and officers. Members of the Student Council and their faculty advisor meet monthly. They are involved in planning and conducting special events and taking part in school leadership. In addition, members will bring student issues to the council and in turn, report to the class all business discussed and acted upon by the Student Council. Student Council elections are held each year in a democratic manner.

### **ACADEMIC PROCEDURES**

### **CHEATING**

Each teacher will address cheating in their homework/grading policy which is distributed in the beginning of the school year. Cheating will result in a grade of a zero for that assignment/test and an appropriate disciplinary action will be taken.

### **GRADING SYSTEM**

The percentage grades given on report cards correspond to letter grades as follows:

- A = 93-100
- B = 85-92
- C = 75-84
- D = 65-74
- F = below 65

### **HOMEWORK**

**Daily Assignments** are generally of a lower point value and are needed for full participation in a lesson and/or assessment on the due date.

**Long-Term Assignments** are generally of a greater point value and have extended timelines for completion.

#### **Late Work Penalties**

Students are required to turn assignments in on time. Students who turn in late assignments face the following penalties:

**Daily** assignments must be turned in on time to receive full credit. Half credit may be assigned for any late assignment within this category. Work will be accepted until the end of the unit of study.

**Long Term** Assignments will be reduced 10% of earned credit for each day late, not to exceed a 50% penalty of earned credit. Work will be accepted until the one week before the end of the quarter.

### **HOMEWORK ASSIGNMENTS WHEN A STUDENT IS ABSENT**

When a student is absent from school, it is the responsibility of the student to make arrangements with the teacher to make up missed work. It is expected that all work missed by students will be made up as soon as possible after their return from an absence. Generally, students will be given the number of days they have been absent to make up back work.

If the student is absent one day, assignments can be obtained from a friend or when the student returns. If the student is absent two days or more, the parent may request assignments/books on the morning of the second day and pick them up that afternoon. (Parents should call the office by 7:30 AM.)

### **HONOR ROLL DETERMINATION**

The school year is divided into four report periods, each of which is nine weeks in length. The purpose of the report card is to provide information to the student and parent concerning (1) the achievement over a nine-week period, (2) performance as related to potential, (3) work and study habits, and (4) attendance records.

***Distinguished Honor Roll:*** Grades for major subjects must be 93% or better. Grades for special subjects must be 85% or better.

***Honor Roll:*** Grades for major subjects must be 85% or better. Grades for special subjects must be 85% or better, with one grade in a special subject as low as 75% permitted.

### **PLAGIARISM**

Plagiarism is a form of dishonesty in which a student represents the work of another person as her or his own. Plagiarism is determined when there is no acknowledgement given to the original author for sentences, phrases, and thoughts in a paper or project. Examples of plagiarism include, but not limited to these are:

1. When a student presents another author's writing as their own.
2. When a student presents an essay, story, or project written by another student as their own.
3. When a student presents another author's sentence and phrases without citing the source and/or using quotations.

When it has been determined that a student plagiarized, the student will be denied credit for the assignment and will be subject to disciplinary action.

### **REQUIREMENTS FOR PROMOTION**

***Student Responsibilities:*** It shall be the responsibility of each student to meet the minimum requirements as established by the teacher of each course in order to receive a passing grade in that course.

***Teacher Responsibilities:*** It shall be the responsibility of each middle school teacher to evaluate each student's performance fairly. Each nine week marking period shall contain a sufficient number of quizzes, tests, homework, special projects, and other assessment activities to allow for the fair appraisal of the student's ability.

***Middle School Retentions:*** A middle school student will be retained if he/she fails:

1. Two (2) or more major subjects.

2. One (1) major and two (2) or more minor subjects.
3. Three (3) or more minor subjects
4. 25 or more days absent from school without an acceptable medical excuse

Seventh and eighth grade students are required to attend an approved summer school and/or tutoring at parent or guardians expense in order to fulfill requirements for promotion. Only two (2) failures may be made up in summer school.

**Major and Special Subjects:** The following courses will be considered major courses: Language Arts (English), Social Studies (History, Geography, and Government), Mathematics, Science, and Reading. All other subjects will be considered “special subjects.”

## **STUDENT CONDUCT PROCEDURES & REGULATIONS**

### **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very aware of their audience. Talking, whispering, whistling, stamping of feet, and booing are discourteous. Student conduct at assemblies is expected to be as follows:

1. When the chairperson of the assembly asks for your attention, give it immediately.
2. Be courteous to the performers and to your fellow students. If a particular assembly warrants applause, the applause is to be courteous and generous.
3. Students are to remain in their respective area and seats until dismissed.
4. Students behaving improperly will be removed from the assembly and will be subject to disciplinary action.

If an emergency situation arises that requires a student to leave an assembly program, that student must obtain authorization to leave from his/her teacher or from another staff member on duty in the assembly.

### **ATHLETIC/MUSICAL/FIELD TRIPS**

All school rules and policies are in effect for school sponsored and approved field/athletic/musical trips and/or competitions. Students violating the rules and policies will be subject to disciplinary action. All parents that will be chaperones are required to have their Child Abuse and Criminal Clearances and be approved by the UDA School Board.

### **BULLYING**

Bullying is defined as a single significant act or pattern of physical and/or verbal intimidation perpetrated against another student that interferes with that student’s rights in the school environment. Bullying includes, but is not limited to, physical intimidation or assault; extortion; oral or written threats; malicious teasing, putdowns, social isolations or name calling; threatening looks, gestures, or actions; cruel rumors; false accusations; or an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the purpose and /or effect of doing any of the following:

1. Substantially interfering with a student’s education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying includes cyberbullying. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

All forms of bullying by district students are prohibited. Students who have been bullied must promptly report such incidents to the building principal or designee. All employees must take immediate and appropriate steps to intervene whenever bullying is observed. The employee shall promptly report the bullying to the building principal or appropriate supervisor. In addition, students, parents/guardians, and volunteers who become aware of bullying must report it to the building principal or designee for investigation..

Complaints of bullying shall be investigated promptly, and disciplinary and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Documented reports of bullying will be assigned appropriate disciplinary consequences and may include referral to the Pennsylvania State Police.

### **BUS POLICY ISSUES**

**All busing/transportation questions or concerns should be directed to the Transportation Desk, 362-6565.**

Please review the following bus policy issues. These issues are directly related to safety concerns and are developed and followed with the best interests of our students in mind. Please help us provide the safest transportation possible for all of our students. This policy will be strictly enforced.

1. Students will be assigned only one (1) permanent pick up and one drop off point. The only exception to this rule will be when the child in question is living in two (2) different households due to a legal shared custody agreement – said agreement must be on file in the school office.
2. Bus changes will only be approved for the following reasons:
  - a. Changes of residence
  - b. Change of permanent sitter or caretaker; permanent means one month or longer
  - c. Emergency situations, including family illness, death, or other extreme circumstances; emergencies are non-recurring.
3. Emergency Bus changes must be made in writing and submitted to the child's school office forty-eight (48) hours in advance of any requested change. Requests for changes under 48 hours advanced notice will not be approved except for extreme emergencies.
4. Requests for bus transfers or changes to visit a friend, to attend a social event, or for temporary child care will not be approved. Persons in charge of temporary child care must pick up children at their regular bus stops.
5. Permanent bus changes (residence or sitters) must be made through the transportation office at 362-6565.
6. Bus drivers will be responsible to physically check notes for new riders or bus stop changes.
7. Drivers will stop at designated bus stops only.
8. Drivers will not permit unauthorized persons to board the bus.
9. Missing the bus is not a legal excuse for tardiness or absence.
10. Proper discipline must be maintained at all times and strict adherence to policy/procedures will be followed for infractions of bus rules.
11. Parents should have their children outside waiting for the bus.
12. Students may be removed from the bus for disciplinary reasons.

**Video/Audio Recording on Buses** – The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and other being transported on district-owned, operated or contracted school buses or school vehicles. Each school bus and vehicle equipped with video and audio recording equipment is clearly marked. On the bus, students must expect that their conduct will be monitored and recorded both to and from school according to Policy 810.2. Transportation – Video/Audio Recording. <http://www.boarddocs.com/pa/udasd/Board.nsf/Public?open&id=policies>

#### **CAFETERIA CONDUCT**

In addition to eating lunch, this period is also a time for students to socialize. Failure to obey the established cafeteria rules may result in disciplinary action or removal from the cafeteria. Students should not have food, drinks or chewing gum out of the cafeteria at any time. All students will eat in the cafeteria, even if they bring their own lunches. Any student wishing to leave the cafeteria during lunch must receive permission from a lunch monitor.

#### **CAR RIDES HOME BY STUDENTS**

Any student who wishes to ride home in a vehicle other than an assigned school bus MUST present to the office that day a signed parent/guardian permission slip indicating such assent and the name of the driver of the vehicle. The student will then be given a laminated pass that MUST BE PRESENTED to the bus duty teacher before that student may get in a vehicle. Students pre-approved in this manner will wait for their ride in a designated area. Please note that a permission slip must be turned in each day and every day a student wishes to ride home in a vehicle other than his/her assigned school bus. The only exception to the need for a permission slip is if the parent/guardian comes in to the middle school office to pick up the student. This procedure has been adopted in order to help ensure the safety of your child.

#### **DANCES AND OTHER AFTER-SCHOOL SPECIAL EVENTS**

Any student who wishes to leave a school dance early may do so only with his/her parent/guardian and only if that parent/guardian comes in to the dance to personally speak with the principal or principal's designee. Infractions may result in disciplinary action, which may include being excluded from future dances. This rule is in place to help assure the safety of your child. Students who have served an ISS on the day of a dance will not be permitted to attend it. Appropriate school attire and behavior are required, but academic eligibility does not hinder a student's opportunity to participate.

#### **DELIVERIES TO MIDDLE SCHOOL OFFICE**

The delivery of balloons, flowers, and other non-essential items to the middle school office will be distributed to students at the end of the school day. Students are not permitted to have food delivered to the middle school unless permission is granted by a building principal.

#### **DRUG/ALCOHOL/TOBACCO/INHALANT ABUSE**

The School District prohibits students to use or possess tobacco products, alcoholic beverages, illegal drugs, or drug paraphernalia (1) on school grounds, (2) in school buildings or school buses, (3) while participating in or attending an approved school function. Electronic cigarettes are treated as tobacco and are prohibited. The possession, or use of any type of non-medical liquid or spray such as perfume cologne, or glue as an inhalant is prohibited. Students who appear to be under the influence of drugs or alcohol shall be referred to the middle school principal immediately. The middle school principal will confer with the appropriate personnel to determine the physical condition of the student. If it is determined that the student is distributing drugs or alcohol or under the influence of drugs or alcohol, the student will be

suspended from school for ten days and a hearing may be held with the Board of School Directors, a committee of the Board or its designee with administrative recommendation for expulsion from school.

### **ELECTRONIC DEVICES AND CELL PHONES**

The use of cell phones, and all other personal electronic devices will be permitted in school, subject to the School District's Electronic Communication Devices Policy #237, which outlines the appropriate use of the devices in school. Students will be allowed to use the devices on the bus, at bus duty in the morning and afternoon, and lunch. Talking on the phone, taking pictures/video, or listening to music without headphones is not permitted and subject to discipline. PED's are permitted in their class as part of a lesson, but must be approved ahead of time by the teacher and principal.

### **EVACUATION DRILLS**

Evacuation drills will be conducted periodically according to the Pennsylvania Public School Code. Complete instructions as to evacuation routes are posted in each room of the school building. Upon sounding of an emergency signal, students should take special care to follow any and all instructions given by their teachers and/or administrator. Because of the importance of being able to hear directions during a drill or actual emergency, students should not talk or make any noise. A quiet, orderly evacuation helps ensure the safety of everyone involved.

### **GAMBLING**

Gambling in any form is not permitted by students in school. Students found to be in violation of this policy may be suspended. The playing of cards, unless part of an organized school activity, is also expressly forbidden in school.

### **HARASSMENT**

Students have the right to attend school free from harassment of any type. Students who feel they are being harassed should contact a teacher or administrator. Students who are found to be harassing others will be subject to disciplinary action.

### **INTERNET USE GUIDELINES**

Students of the Upper Dauphin Area School District are authorized and encouraged to use the Internet for educational purposes. Such use, within the school setting, shall be subject to the "Terms and Conditions" and "Code of Responsibility" as delineated herein.

#### **Terms and Conditions**

1. Only those students who have a signed "#815 Acceptable Use Policy for Computers, Network, Internet, Electronic Communications, and Digital Information" and have agreed to comply with it.
2. Use of the school district's network or Internet access for the receipt or transmission of any material in violation of any U.S. or state regulation is prohibited. This usage includes but is not limited to copyrighted material; threatening, obscene or pornographic materials; material protected by trade secret.
3. The School District reserves the right to monitor usage of the Internet for policy violations.
4. All computers from which students may gain direct access to the Internet must be configured to engage the security system to filter obscene, objectionable, or otherwise inappropriate material.
5. Internet users may not reveal personal information, such as names, addresses and telephone numbers of others. Students also may not reveal their own name and personal information.

#### **Code of Responsibility**

Using the Internet is a privilege, not a right.

All use of the Internet in the school setting must be in support of education, research, and communication that is consistent with the purposes of the school district. The following activities are not permitted:

1. Using the Internet at school for non-school related activities
2. Sending or displaying offensive messages or pictures
3. Using obscene, abusive, or objectionable language
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work or files
8. Intentionally wasting limited resources
9. Employing the network for commercial or political purposes
10. Sending chain letters or pyramid schemes
11. Circumventing security measures
12. Falsifying one's identity to others while using the Internet
13. Sending or receiving e-mail without permission
14. Downloading programs from the Internet; installing personal or unauthorized software onto the computer.
15. Moving, repairing, reconfiguring, modifying, or attacking external devices to any network

equipment. All malfunctions or problems are to be reported to the UDAMS administration

Violations of this policy may result in suspension of computer privileges and possible disciplinary actions.

### **PHYSICAL EDUCATION REGULATIONS**

All students are required by state law to participate in the school physical education program. Your physical education instructor will further explain the following: 1) Regulation gym attire is required. This includes socks, sneakers that tie, gym shorts and a t-shirt. (Students must have a change of clothes and are not permitted to wear their school attire for class); 2) A written excuse from the family physician is to be presented if it is necessary for you to be excused from physical education, and 3) All accidents in the gym must be reported to the teacher in charge immediately. Please contact the middle school principal for more information.

### **STUDENT TRANSFER PROCEDURES**

The morning of the last day the student plans to attend, he/she should obtain a withdrawal form in the middle school office. Teachers should sign the withdrawal form when books have been returned. School records will not be forwarded if books have not been returned and all bills paid.

### **STUDENT FUNDRAISING**

Soliciting or selling of any kind by any student or student group is prohibited during the school day unless it is directly related to a school-sponsored activity and approved by the middle school principal. All fundraising activities by school-sponsored groups must be approved, in advance, by the middle school principal.

### **NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS – CHILD FIND**

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children to offer assistance to parents and to describe the parents' rights with regard to confidentiality of information that will be obtained during this process.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district (See Special Education Contacts) and request an explanation.

### **IDENTIFICATION ACTIVITY**

*Child find* refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities that, if found may cause a child to need services are autism, deaf, blindness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language impairment, traumatic brain injury and visual impairment including blindness. In the case of a child that is of preschool age, developmental delay. (Developmental areas – Cognitive, communicative, physical, social/emotional and self-help)

A Developmental delay is \*A child who is less than the age of beginners and at least 3 years of age is considered to have a developmental delay when one of the following exists:

- (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas.
- (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

Each school district is required annually to provide notice describing the identification activities and the procedures followed to insure confidentiality of personally identifiable information. This notice is intended to meet this requirement.

*Identification activities* are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called screening activities. The activities include: review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior, and determining the student's response to attempted remediation. Input from parents is also an information source for identification. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated. Regardless of screening activities, parents who think their child is a child with a disability may request in writing, at any time, that an evaluation be conducted to determine if the child is eligible to receive special education services. Written requests should be sent to the school district/charter school Special Education Contact Person, as listed in this notice.

## **CONFIDENTIALITY**

If after screening a disability is identified, upon your permission your child will be evaluated. A written record of the results is called an education record, which is directly related to your child and is maintained by the school districts. These records are personally identifiable to your child. Personally identifiable information includes the child's name, the name of the child's parents or other family member, the address of the child or their family, a personal identifier such as a social security number, a list of characteristics that would make the child's identify easily traceable or other information that would make the child's identity easily traceable. The school district will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies.

The school district protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records; training being provided to all persons using the information and maintaining for public inspection a current list of employees' names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at the request of the parent, except, general information such as your child's name, address, phone number, grades, attendance records, classes attended and the grade level completed may be maintained without time limitation. As the parent of the child you have a number of rights regarding the confidentiality of your child's records; for example; the right to inspect and review any education records related to your child that are collected, maintained or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay and before any meeting regarding planning for your child's special education program (called an IEP meeting), before a hearing should you and your school district disagree about how to educate your child who needs special education and in no case, take more than 45 days to furnish you the opportunity to inspect and review your child's records.

You have the right to an explanation and interpretation of the records; to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records and the right to have a representative inspect and review the records.

Upon your request, the school district will provide you a list of the types and locations of education records collected, maintained, or used by the agency. Additionally, the school district may charge a fee for copies, except it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. The district will not charge a fee to search or retrieve information. You have the right to request the amendment of your child's education records that you believe are inaccurate or misleading or violate the privacy or other rights of your child. The school district will decide whether to amend the records within a reasonable time of receipt of your request. If the school district refuses to amend the records you will be notified of the refusal and your right to a hearing. You will be given at the time, additional information regarding the hearing procedures and; upon request, the district will provide you a records hearing to challenge information in your child's education files.

Parent consent is required before personally identifiable information contained in your child's education record is disclosed to anyone other than officials of the school district collecting or using the information for the purposes of identification for your child, locating your child, and evaluating your child for any other purpose of making available a free appropriate public education to your child. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which our child seeks or intends to enroll. When a child reaches age 18, the rights of the parent with regards to confidentiality of personally identifiable information is transferred to the student.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education  
Bureau of Special Education  
Division of Compliance  
333 Market Street  
Harrisburg, PA 17126-0333

The Department of Education will investigate the matter and issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved.

Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D,C, 20202-4605

The Upper Dauphin Area School District will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified please contact:

Heather Haupt  
5668 State Route 209  
Lykens, PA 17048  
(717) 362-6573

### **EARLY INTERVENTION IDENTIFICATION**

In Pennsylvania, a child between 3 years of age and the school district's age to begin school who has a developmental delay or one or more of the physical or mental conditions listed above is identified as an eligible child. The parents of these children have the same rights described above.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System At Screening for preschool children is available from the Capital Area Intermediate Unit (CAIU). To schedule an appointment for screening or for additional information, please call Erik Bostick, CAIU Preschool Program Supervisor, at 717-732-8400 ext 8619.

### **SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore are protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for protected handicapped students may be different from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact listed above.

## **UDA MIDDLE SCHOOL CALENDAR 2016-2017**

August 24, 25	Teacher In-Service
August 29	First Day for Students
September 5	No School – Holiday
September 23	Early Dismissal
October 10	No School – Act 80 Day
November 10	No School – Parent/Faculty Conferences
November 11	No School – Act 80 Day
November 23	Early Dismissal
November 24-28	No School – Holiday
December 23	Early Dismissal
December 26-30	No School – Holiday
January 2	No School – Holiday
January 13	No School – Faculty In-Service – Emergency Make-up Day #1
January 16	No School - Holiday
February 6	No-School – Parent/Faculty Conferences
February 17	No School – Faculty In-Service - -up Day #2
February 20	No School – Holiday – Emergency Make-up Day #3
April 12	No School – Act 80 Day
April 13-17	No School – Holiday – April 13 & 18 – Emergency Make-up Days #4 & #5
April 18	No School – Faculty In-Service
May 5	No School – Faculty In-Service
May 26	No School – Act 80 Day
May 29	No School – Holiday
June 6	Last Day of School for Students
June 7	Faculty In-Service
June 8	Faculty In-Service

#### EMERGENCY MAKE UP DAYS

January 13 – February 17 – February 20 – April 13 – April 17

Note: Days may be added if necessary