

Upper Dauphin Area High School



Student Handbook
2016 - 2017

STUDENT HANDBOOK 2016-2017

This handbook has been designed to provide Upper Dauphin Area High School students with a tool that will promote success in all academic and extracurricular activities. It includes the Code of Student Conduct and a variety of pertinent information about the high school. The handbook is available on-line to students at all times. Paper copies are available in the main office and counseling office.

Dermot M. Garrett
Principal

SCHOOL BOARD MEMBERS

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

DISTRICT ADMINISTRATION

Mr. Evan P. Williams, Superintendent
Mr. Dermot M. Garrett, High School Principal
Ms. Leashay N. Zeigler, Special Education and Student Services Supervisor
Mr. Brent E. Bell, Athletic Director and Data Manager

Upper Dauphin Area School District website - www.udasd.org.

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

SCHOOL COLORS
Orange, Black & White

SCHOOL MASCOT
Trojan

Upper Dauphin Area High School
Photos/Videotapes
(form available in the office)

The Upper Dauphin Area School District may reproduce, copy, publish, circulate or otherwise use video or photographs of your child, produced by the school, or on its behalf. If you do NOT want photographs or videotapes of your child used in publications, newspapers, video productions, television or on the school's website, please complete this form and return it to the high school office by Monday, Sept. 19, 2016.

VIDEO AND PHOTO REFUSAL

I do **NOT** want photographs, videotapes or otherwise of my child used in publications, video productions or on the school's website.

Student's Name

Parent/Guardian's Signature

Date

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FROM THE PRINCIPAL

The purpose of the Upper Dauphin Area High School Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at Upper Dauphin Area High School. In case of conflict between a board policy and the provisions 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.

The goal of Upper Dauphin Area High School is EXCELLENCE and the striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents, and community. We earnestly solicit your cooperation in this venture and assure you that the result will be well worth the effort. Therefore, we urge you to become actively involved in your student's studies, co-curricular and extra-curricular activities, and the pride that Upper Dauphin Area High School offers.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

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, or for Title IX (Sex Equity) issues contact Mrs. Mary Bateman, Upper Dauphin Area School District Business Manager, 5668 State Route 209, Lykens, PA 17048.

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 include dismissal.

ESL INSTRUCTION

For students whose primary home language is not English, testing and instruction in English as a Second Language is required, dependent upon proficiency. Students will receive academic credit for this instruction. The instruction will be delivered utilizing classroom pull-out and co-teaching ESL instruction in core-academic instruction. The ESL Program Plan is available for review in the office.

STUDENT HANDBOOK PROCEDURES

The agreement form from page 3 must be completed and signed in ink by students and parents. Page 5 may be signed and turned into the office if parents do not want to have students' photos released, published or on the school's website. Forms will be made available in homeroom/office at the start of school.

CODE OF STUDENT CONDUCT

The staff of Upper Dauphin Area High School welcomes you to another school year. We are committed to do 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 wholesome 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 high 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.

BULLYING POLICY

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.

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 in the High School Office and Library for review during the school day.

STUDENT RIGHTS **FREE EDUCATION**

All persons residing in the Commonwealth of Pennsylvania, from the first day the child begins kindergarten until graduation from high 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 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 shall 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 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 may be seized. Students may also be asked to empty their pockets, book bags, (plastic or mesh see through), 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.

E-MAIL ADDRESSES

All personnel have school district e-mail accounts. Most e-mail addresses consist of the individual's last name & first initial, followed by @udasd.org.

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. The school district is required to notify parents in writing that their child is not reciting the Pledge of Allegiance.
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, or 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 sides 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.

OFFENSIVE DRESS

Clothing, patches, buttons, pins, jewelry, back packs are not permitted if they:

- Have sexually suggestive writing/pictures
- Advocate violence
- Advertise or promote the use of tobacco, alcohol or drugs
- Have double meaning wording or obscene language
- Demonstrate disrespect

A tattoo must be covered if it:

- Has sexually suggestive writing/pictures
- Advocates violence
- Advertises or promotes the use of tobacco, alcohol or drugs
- Has double meaning wording or obscene language
- Demonstrates disrespect

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

The Pennsylvania Compulsory School Attendance Law requires daily attendance and permits absence or lateness only for "urgent reasons" such as: A) Illness, B) Quarantine, C) Recovery from accident, D) Required court attendance, E) Death in family, F) Family Vacation/Educational trips, G) 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. Students who arrive after 8:10 AM will receive ½ day absence. Any student who is absent at the start of school (7:25 AM) for a period greater than forty-five (45) minutes up to three and a half (3.5) hours shall be charged with a one-half (1/2) day's absence. Any student who is absent three and a half hours or more shall be charged with a full day's absence.

When a student is absent he/she must present a written excuse from a parent/guardian stating the reason for the absence. Absences will be classified excused or unexcused by the office. Absences for which no written excuse has been received will automatically be termed unlawful after 3 days.

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 to be cited.

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.

1. Tardiness to school—Students who report to school after 7:25 AM are to report to the high 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 citation/fine.

2. 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.

3. 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 the event a child does not arrive to school from home. Responsibility is assigned to all staff members.

Proactive Actions:

1. Parent/Guardian calls the building attendance secretary to report their child's absence.
2. Teachers take attendance and note absentees.
3. Teachers double check their attendance; teachers then send their attendance record to the building attendance secretary.
4. The building attendance secretary enters attendance in the Sapphire program and requests a list of phone numbers for the absentees.
5. The building attendance secretary then contacts those parents who have not reported their child/children absent.
6. Emergency information sheets are kept on file in each office.

Plan:

Student is absent from school

Parent reports to the building attendance secretary that the child is at home ill.

If yes – Student's whereabouts is verified by parent. No further action is required.

If no – Building attendance secretary calls the teacher to check for the student.

If the student is present – A call is made to the parent to report the student is in school.

If the student is not present – Inform the principal to:

1. Commence a search of the grounds to verify that the student is not outside of the building.
2. Call transportation coordinator and verify that student is not on the bus. Call parents 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.

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence.
 2. The student's participation has been approved by the Superintendent or designee.
 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
- 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 administration of the high school determines the validity of educational absence requests for high 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 (exceptions to this at principal's discretion).

The student is also responsible for all work missed during his/her absence and for getting assignments from his/her teachers before leaving.

UNEXCUSED OR UNLAWFUL ABSENCES

Each unlawful or unexcused absence is subject to disciplinary action. Students who are illegally absent, unexcused, or who 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. Additional unlawful absences subject the parents or guardians and the student to a hearing before a District Justice and the penalties imposed by law.

TEN (10) OR MORE ABSENCES

Once a student accumulates 10 absences, the student will be required to supply a medical excuse issued by a health care provider (written note from a doctor) for each additional absence for the remainder of the school year. The only exceptions that will not count toward the 10 initial absence accumulations are:

1. Medical excuses issued by a health care provider for each absence stating appointment date and time (written note from a doctor);
2. Death in the immediate family;
3. Court appearances (documentation from the courthouse confirming appearance);
4. School related absences (i. e. field trips, academic competitions, athletics, etc.);
5. Other exceptionally urgent reasons that are authorized by the High School Principal

Parents should contact the High School Administration to discuss any concerns or situations that may result in the need for special arrangements or to address their child's attendance.

PARTICIPATION IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

For a student to be eligible to participate in extracurricular activities, practices, etc., he/she must be in attendance at school no later than 8:00 a.m. on the day of the activity, remaining throughout the day unless excused by a physician's note. For students to be eligible for Saturday activities, they must be in school no later than 8:00 a.m. on the preceding day. Coaches and advisors should communicate this procedure to the students and routinely check absentee reports. Exceptions to this policy may be made through the principal's office in advance of the activity. Students participating in activities must have a consent form signed and returned to the district to allow for random drug testing before the student is permitted to participate in any District program.

ACADEMIC ELIGIBILITY

A student is ineligible if he/she:

- Has an incomplete in two courses, OR
- Is failing two courses, OR
- Is incomplete in one course & failing one course

Teachers will use the instructions below when assigning an incomplete for his/her classes

A student is incomplete if he/she is deficient by any one of the following criteria:

- The student has missed three daily assignments, OR
- The student failed to complete a long-term assignment, OR
- The student has not completed a make-up quiz or test within three class meetings.

Any student, whose eligibility does not meet these criteria, but is consistently not in good academic standing within a class, may be referred to the administration for review.

The eligibility list will be compiled each week. When a student is declared ineligible, the student may not practice or dress for any games, or participate in any activities or field trips for a period of one week. Teachers will consistently notify students of incomplete work or failing grades. All students declared academically ineligible will remain ineligible for a period of one week beginning on the Monday after notification and continuing until the following Sunday. Students will not regain their eligibility status until the Monday after they are in compliance with eligibility standards.

ILLNESS

Students who become ill during school hours:

- 1) Acquire a pass from their teacher in order to be admitted to the health room
- 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 health room 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

MEDICATION

Any medication brought to school by a parent or student is to be brought directly to the nurse's office. All medication will be dispensed through the nurse's office except in cases where special arrangements have been made. All medication must be in the original container. 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.* 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.

JUNIOR YEAR PHYSICAL EXAM

PA School Health Law requires a physical examination for all students in grade 11. This examination may be completed by the student's family physician up to a year prior to the junior year, or by the school physician during the junior year with a signed permission from a parent or guardian.

DISCIPLINARY ACTION SCHEDULE

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. In situations where a student is repeatedly referred to the office for inappropriate behaviors, the principal may recommend that the student meet with the Disciplinary Committee to have his/her overall behavioral record reviewed. The Discipline Committee will most likely recommend an action to the principal that could involve an intervention meeting with parents, counselor, support staff and administration. The goal of the Disciplinary Committee is to provide an alternative consequence and/or additional support to help the student get back on a successful track behaviorally and academically as needed.

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. In the case of Level IV Offenses, the intent of the action, or the lack of, will be taken into consideration before suspension is imposed. However, for very serious cases of misconduct, further action may be taken by the Superintendent or Board of School Directors.

LEVEL I OFFENSE

1. Minor incidence of insubordination and/or removal from class
2. Minor incidence of disruptive behavior in class, halls, cafeteria, bus, field trips, etc.
3. Minor incidence of use of abusive language, obscene or profane language or gestures
4. Minor incidence of driving violations on school property
5. Academic dishonesty including plagiarism, cheating, etc.
6. Minor incidence of a bus disturbance
7. Minor incidence of disrespectful behavior
8. Public displays of affection

9. Lying
10. Misconduct in the halls (roughness; horseplay; loitering)
11. Opening or entering another student's locker
12. Possession of lighter, matches, or any other materials that create a flame
13. Having an open container of food or drink (other than water) outside of the cafeteria during the instructional day
14. Violation of electronic device use policy
15. Dress code violations
16. Minor incidence of throwing objects
17. Minor incidence of computer usage violations
18. Late to school or class
19. 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 warning, detention, detentions or an In-school suspension (ISS).

LEVEL II OFFENSE

1. Continuation of unmodified Level I misbehavior
2. Not reporting to a scheduled class, homeroom, or assigned area; not having a hall pass; leaving class or assigned area without permission
3. Insubordination
4. Forgery
5. Use of abusive language, obscene or profane gestures including school group photos; possession of pornography; visiting pornographic websites on school computers
6. Disruptive behavior during the serving of detention
7. Major disruptive behavior in class
8. Disrespect to staff
9. Excessive tardiness to school (7 or more occurrences)
10. Driving violations on school property
11. Defacing school property such as books, posters, or classroom materials
12. Pushing, hitting, tripping or any other minor form of physical offenses toward others
13. Hostile or intimidating behavior toward others; making threats
14. Failure to serve detention
15. Truancy: half day or full day
16. Leaving school without permission
17. Entering an unauthorized area
18. More serious incidences of computer usage violations
19. Harassment—physical or verbal
20. Actions that may cause harm to others
21. 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

LEVEL II ACTION

Level II offenses are more serious and the disciplinary action for Level II offenses will be greater and will result in the following:

1. A first offense will result in detention(s).
2. A second offense will result in multiple detentions or suspension

3. Additional offenses will result in additional detentions and/or 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.

Any suspensions 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. Additionally, some offenses could result in the loss of driving privileges based on the type/severity of the offense. The loss of the privilege to attend various non-instructional events/activities is also possible depending on the type/level of offense.

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 multiple detentions and/or a one to three day suspension depending on the severity of the offense.
2. A second offense will result in a three to five day suspension.
3. A third offense will result in a five to 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, physical assault, disorderly conduct and vandalism will result in a multiday suspension based on the circumstances and severity of the offense. Police will be notified for such offenses with appropriate action taken on their part.

The first tobacco violation will result in a \$50 fine, 3 detentions and required attendance at tobacco cessation classes.

Subsequent tobacco offenses will result in a citation or private criminal complaint to the District Justice which will most likely 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 such offenses.

LEVEL IV OFFENSE

1. Major physical assault

2. Major insubordination, rage and hostility, hitting, or threatening behavior toward the high school faculty, staff or principals
 3. Possession and/or use of drugs and/or alcohol or any unauthorized substance; possession of drug paraphernalia or synthetic or look-alike drugs; intent to sell and/or distribute drugs and/or alcohol or any unauthorized substance
 4. Extortion
 5. Arson or tampering with fire alarms, extinguishers, or activating a false alarm
 6. Bomb threats, terroristic threats
 7. Major vandalism (refer to the Pennsylvania Crimes Code)
 8. **Possession of and/or use of weapons or look-a-likes
 9. Repeated incidences of discriminatory behavior; sexual harassment; bullying; intimidation; racial comments, etc.
 10. Possession, use, or transfer of fireworks or related materials
 11. Reckless Endangerment--Reckless endangerment includes any actions that could seriously injure another person, whether intentional or not. Fireworks resulting in bodily harm will be considered reckless endangerment.
 12. Commission of any other act punishable under the Pennsylvania Crimes Code
 13. Other very serious misconduct; Malicious and/or destructive behavior
- * Students referred to the Student Assistance Program (S.A.P.) because of an alcohol and/or controlled substance violation WILL be required to have an assessment completed and to comply with the recommendations of the assessment provider.
- **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 often results in police involvement and in the immediate removal of the student from school.

A first offense will result in suspension from school for up to 10 days 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.

SUSPENSIONS

Students may be assigned to either in-school (ISS) or out-of-school suspension (OSS).

Students on in-school suspension will be responsible to complete 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 teacher directs and supervises students on in-school suspension.

Students suspended out-of-school may not come onto school property (except for schoolwork or appointment approved by the principal(s)) or attend any after-school function during the time of their suspension. 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 the 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 High School Guidance Office.

BUILDING PROCEDURES

EARLY DISMISSALS

Students who need to leave school early or leave the high school building are required to bring a note from a parent or guardian. All notes must be brought to the high school office by 7:25 A.M. the morning of the day requested. Students will be placed on the attendance sheet with the time of their dismissal listed for teacher's reference. Before leaving, students will receive an excuse slip from the office. No student will be permitted to leave the building without this documentation. The following must be indicated on each request:

1. Name and grade of student
2. Date of requested dismissal
3. Time of requested dismissal
4. Parent/guardian signature and phone number
5. Reason for request

Early dismissals are excused for the following:

1. Physician's appointment (verification from physician required)
2. Court appearances (verification required)
3. Death in the immediate family
4. Religious observances
5. School related activities (i.e. field trips, academic competitions, athletics, etc.)
6. Other exceptionally urgent reasons that are authorized by the High School Principal

COLLEGE VISITATIONS

College visitations are granted for junior (11th grade) and senior (12th grade) students. Students are to complete a "College Visitation" form from the guidance office ten (10) school days prior to the scheduled college visit.

A maximum of three (3) school days will be granted for college visitations during any academic (school) year.

HALL PASSES

During class time and all other times when school is in session, students are not to be in the halls without a pass from the teacher.

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.

LAVATORY USE

Students should use the lavatory facilities during class changes when possible. At all other times, they must have permission to leave class or study hall to use the lavatory. Loitering in the lavatories is not permitted.

LOCKER USE

Every secondary student is issued a hall locker located in the area near his/her homeroom.

The following rules and regulations govern the use of lockers:

1. All lockers should be kept locked at all times. (The school district is not responsible for items lost or stolen from lockers)
2. Lockers remain the property of the school and will be inspected periodically to ensure that they are being properly cared for and that all contents are in no way harmful to the owner, other students, or the school building.

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.

SCHOOL LIBRARY

Walk, talk and handle materials quietly.

Failure to use the library properly may result in the loss of library privileges.

If a student loses library materials, he/she will be responsible for replacement costs.

Students are encouraged to remove library obligations as they occur.

Failure to remove obligations may result in loss of library privileges and/or disciplinary action.

STUDY HALL

GENERAL EXPECTATIONS

1. Students should be engaged in schoolwork (no game playing or socializing).
2. Students are allowed to work together with permission from the proctor.
3. A pass must be secured for each individual asking to be excused from study hall. The pass is to be presented to the proctor.
4. Notify the study hall proctor one day in advance of club meetings, committee meetings, etc.
5. If there are medical problems which interfere with the study hall regulations, discuss them with the proctor.

TELEPHONE USE

The office and counseling office phones are business phones and are not to be used by students except for emergency calls or with permission from office staff.

ACADEMIC PROCEDURES

PLAGIARISM

Every writer, whether a student or not, *must* give credit to his or her sources. Credit must be given whenever he writes something that is not his own work, or when he uses information in writing that has been derived from another's ideas or words. Plagiarism is not limited to research papers, but students commit acts of plagiarism in homework assignments, reading logs, and formal presentations.

Sources *must* be given in the situations that follow:

1. Quoting the source directly;
2. Using others' ideas or words; paraphrasing others' words;
3. Using facts or statistics that are *not* common knowledge;

A writer is guilty of plagiarism if he fails to give credit to the sources used in writing, or if *knowingly* fails or *ought to reasonably to have known* to document words that are paraphrased. **Plagiarism is a serious offense. Students who plagiarize all or any part of an assignment will receive a grade of zero for that assignment. Students who are found guilty of plagiarism will** jeopardize their opportunity to be inducted in or participate in honors organizations such as National Honor Society.

Students can avoid charges of plagiarism by:

1. Always using accurate parenthetical citations to give credit to the source;
2. Always giving a complete and accurate listing of sources in the Works Cited page of their papers;
3. Always quoting accurately.

If you are accused of plagiarism, you must provide proof that you have not presented a source's ideas or words as your own. You must submit every source you used along with your prewriting, notes, and rough drafts. You will be required to attend a conference with your parents, faculty, and administration.

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. Written work submitted by students is required to be the student's own work. Submission of others' work without proper acknowledgement or citation constitutes a violation of Upper Dauphin's academic integrity and thus subjects the student to failure for the work in question and referral to the principal. Cheating must, on the part of the teacher, be verifiable, either through the instructor's personal observation or hard-copy evidence. Suspicion of cheating is not sufficient for disciplinary action to take place. The student must be immediately presented with the evidence and given the opportunity to explain or defend him/herself. Should the charge be found to be valid, the following rules must be followed: The student receives a 0% for the work in question.

No retests or makeup will be allowed.

The student receives 1 day of in-school suspension and record of the incident will be kept in the student's file in the office.

If the student is a member of the NHS, the National Honor Society advisor will be notified when an incident of cheating occurs. Such actions as cheating do not correspond reasonably with the concept of honor which that organization espouses.

In the case of plagiarism, any existing school policy supersedes the cheating policy.

A student who receives a 0% for cheating on a test must be notified that he/she is still responsible for learning the material and must be given an opportunity to show mastery of the material to proceed with the course, even though no credit is given. With regard to homework, teachers should make clear in their syllabus what their policy is regarding working together on assignments, what sorts of restrictions apply, and what penalties could be imposed.

PROGRESS REPORTS

At the midpoint of each marking period, progress reports may be issued to those students who are doing unsatisfactory or marginal work.

<u>RATING</u>	<u>PERCENTAGE GRADE</u>	<u>OTHER GRADES*</u>
A	93 – 100	I – Incomplete
B	85 – 92	P – Passing
C	75 – 84	F – Failing
D	65 - 74	
F	below 65	

HOMEWORK

Homework is an important aspect of the learning process. It is essential that students and parents develop and maintain a proper attitude toward this phase of education. Students' progress in school may well depend on the development of proper study habits. It is always important that they understand what, how and why assignments are to be done. The time spent on homework will vary, depending on individual course assignments and student ability, initiative, concentration span and motivation. Long range assignments should be planned with the due date in mind. It is the student's responsibility to have assignments done on time. If a student expects to be absent for a day or two, assignments should be secured from the teachers in advance.

PARENT ACCESS TO STUDENT INFORMATION

The Upper Dauphin Area School District provides access to homework, grades, schedules, and announcements through the Parent Portal. To access these resources, you must be registered. Since we are transitioning to a new student management system, Sapphire, information about how to register will be provided to parents and students early in the

school year. By visiting the District's website at www.udasd.org and clicking on the Parent Resources tab at the top of the page you will be able to set this up once the new procedures are in place. Then click on the Parent Portal link. A link to the registration process will be found where it reads "Getting Started." The intent of the Parent Portal is to provide as much information as possible so that you may be fully aware of your child's progress in the Upper Dauphin Area School District.

HONOR ROLL DETERMINATION

The school year is divided into four report periods, each of which is nine weeks in length. Each report period the Upper Dauphin Area High School issues an honor roll of students demonstrating exceptional academic achievement. The purpose of the honor roll is to identify those students who are doing above average work, and to encourage better grades. A grade of "D" or "F" during any marking period eliminates honor roll status. Incomplete work in any subject will keep a student off the honor roll.

Distinguished Honor Roll: Grades for major subjects must be a grade of A; with no more than one B in one minor subject.

Honor Roll:

Grades for major subjects must be a grade of "B" or better; with no more than one "C" in a minor subject.

STUDENT CONDUCT PROCEDURES & REGULATIONS

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.

ELECTRONIC DEVICES AND CELL PHONES

The use of music, movie, and/or game playing electronic devices is permitted in school prior to 7:25. Cell phone usage is permitted prior to 7:25, during lunch and after 2:35. Use of all electronic devices is not permitted during instructional times, including study hall, to ensure the integrity and non-disruption of instruction throughout the entire day regardless of a student's location in the building. During instructional time, cell phones should be turned off and remain out of sight. Teachers have the authority to allow use of these devices for appropriate instructional purposes as we take steps to prepare students for the use of such devices in college and in the work place. Similarly, laptops and tablets may be used with teacher permission. We want to promote 21st Century skill development, and smart phone technology is certainly becoming an integral part of information sharing and instructional technology usage in many educational settings.

Inappropriate use and/or use of these devices at inappropriate times will result in confiscation and delivery of the device to the office. The device will be returned to the student at the end of the day for a first offense, and parents will be notified. A second offense will result in a detention and return to student at the end of the day. Third and subsequent offenses will result in additional detentions, and a parent/guardian must report to the school to pick up the device at the end of the day. Habitual offenders (4+) will lose the privilege of having the device(s) in their possession anywhere in school. Failure to hand over phone when requested will result in a referral for insubordination.

The taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd, or otherwise illegal or inappropriate image or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing is prohibited. The term “inappropriate” shall refer to any image or photograph, the dissemination of which could or does result in substantial disruption to the functioning of the school.

Except under circumstances specifically prohibited and listed above, student use of communication devices while being transported using school district operated and/or sponsored transportation shall be allowed so long as the device is on “silent mode”, used with headphones or inaudible in order to text message, play games, privately play music (i.e., with earphones) or for other similar purposes. No other use of a cell phone or communication device will be permitted, including the taking of photographs and/or for audio and/or video recording and/or other use specifically prohibited and listed above. When use of a communication device is permitted, all ringers or audible devices must be turned off or disabled. Should students have any questions regarding the appropriateness of use, they must first seek guidance/permission from the school’s principal.

In addition to the list of prohibited uses above, the use of any communication device is prohibited in locker rooms, health suites, lavatories, and/or any other area where an individual would have a reasonable expectation of privacy. Furthermore, students shall not use the audio recording function of any electronic device at school or at any given school function unless given express permission in advance from both i., a teacher or administrator, and ii., the individuals who are being recorded. Also, students shall not use the camera function of any electronic device at school or at any given school function unless given express permission in advance from both i., a teacher or administrator, and ii., the individuals who are being recorded.

Non-district owned digital devices approved for curricular use may not be attached to the district network or district computer systems without prior notification and consent of the Upper Dauphin Area School District Technology Department.

Each of the above prohibitions remains in effect during any emergency drill or actual emergency. Furthermore, any student using a cell phone or other electronic or personal communication device while on school district property or while using school district operated and/or sponsored transportation during an emergency may have the device confiscated by school district personnel.

Students have sole responsibility under all circumstances whatsoever for the loss, destruction, misuse, or theft of any electronic or personal communication device that is brought to school at any time or to any school-sponsored activity. The District is always held harmless.

BUS CONDUCT

Students who ride to and from school on school-provided transportation are expected to conduct themselves in an appropriate manner. They must respect the drivers and not abuse the buses or furnishings. This accommodation is provided by the school district and is to be considered a privilege and a courtesy. Students may be assigned seats on the bus and in cases of misbehavior, students may be assigned detention, suspended from school or be deprived of transportation for a duration of time to be determined by the offense or number of offenses. Students who are not regularly assigned to ride a bus may not ride any bus in order to visit friends, go to a relative, get to work, etc. Students are not to leave the bus drop-off area once they arrive at school. At no time are bus students to go to the parking lot.

CAFETERIA CONDUCT

Lunch in the cafeteria is a privilege, not a right. Students' behavior in the cafeteria is expected to be orderly and mannerly and will be monitored by the cafeteria proctors. Failure to obey the established cafeteria rules may result in disciplinary action or removal from the cafeteria. Students are not permitted to take food or drinks out of the cafeteria at any time.

Any student wishing to leave the cafeteria during lunch must receive permission from a lunch monitor.

DANCES/ASSEMBLIES

Several dances are held at the high school throughout the term.

These rules apply:

1. All dances will be for students in grades 9-12, only
 2. Dances will be for students presently attending Upper Dauphin Area High School
- Exceptions must be pre-approved, and guests must be approved by principals of both schools no later than three (3) days prior to the event (dance forms are located in the high school office).
- **No persons over the age of 21 will be permitted as guests.*
3. Students must be in attendance at school the day of the dance in order to attend the dance.
 4. **No one will be permitted to leave a dance more than ½ hour before the end of the event without parent permission.**
- Students should arrive no later than ½ hour after the start time of the dance.
5. No one will be permitted to leave a dance and return later even if the person offers to pay a second time.
 6. As with all school functions, school rules regarding drug and alcohol use will be in enforced.
 7. Chaperones will exercise their authority in maintaining proper standards of conduct.

Assemblies are designed to be educational as well as entertaining. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Students' enthusiastic participation and cooperation can make our assemblies a success. Students behaving improperly will be removed from the assembly and will be subject to disciplinary action. **Students should sit in their assigned sections and/or as directed by faculty/staff.**

DELIVERIES TO HIGH SCHOOL OFFICE

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

DETENTION

Students assigned to detention will be given 24 hours notice to make transportation arrangements. Any student not reporting to an assigned detention will be subject to further disciplinary action. Detention is held Monday through Thursday. Saturday detention may be utilized at the discretion of the principal. There will be no rescheduling of detention except under emergency and/or preapproved circumstances. These cases must be reviewed and approved by the principal. Detention will begin at 2:40, and a student will serve for 1 hour. Students are expected to remain awake/alert and to be studying, completing homework, reading, writing etc. Students may be permitted to receive academic assistance during detention time.

Transportation from detention is the responsibility of the student and his/her parent/guardian.

In some cases students will receive lunch detentions. They will take their lunch to the detention room, eat quietly and then complete school work and/or read/write quietly until the end of the lunch period.

DRUG/ALCOHOL/TOBACCO/INHALANT ABUSE

The School District prohibits students to use or possess tobacco products, alcoholic beverages, illegal, synthetic, or look-alike drugs, electronic cigarettes, or drug paraphernalia (1) on school grounds, (2) in school buildings or school buses, (3) while participating in or attending an approved school function. 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 High School Principal immediately. The High 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 alcohol/drugs or is under the influence of drugs/alcohol, the

student will be suspended from school for up to 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.

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 S.A.P. Team. S.A.P. 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.

S.A.P. Team members will treat all referrals in total confidence and concentrate on helping the student to become a productive and cheerful member of the school community. Students will not be punished or referred to the police as a result of S.A.P. Team intervention; they will be helped.

Parents who wish their student NOT to be interviewed by S.A.P. 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 can be obtained in the guidance office.

Students referred to S.A.P. because of an alcohol and/or controlled substance violation WILL be required to have an assessment completed and to comply with the recommendations of the assessment provider.

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 attaching external devices to any network equipment. All malfunctions or problems are to be reported to the UDAHS administration
- Violations of this policy can result in suspension of computer privileges and possible disciplinary actions.

SALE AND DISTRIBUTION OF MATERIALS BY STUDENTS

Students have the right to express opinions, take stands, and support causes both publicly and privately. There should be no interference in school with these liberties or students' expression of controversial points of view. However, the administration must have the authority to prevent, control, or stop whatever is disruptive to the educational process.

1. School officials shall prohibit material which is obscene, libelous, or which inflames or incites students so as to create a clear and present danger.
2. Printed materials to be distributed on school property must be submitted to the High School Principal, at least two days prior to the distribution, for them to be evaluated properly.
3. Materials to be distributed on school grounds are to be circulated before or after school hours on the grounds, or in the cafeteria during normal lunch hours.

STUDENT DISCIPLINARY WITHDRAWAL

A student may be withdrawn from a class if there is a continuous disciplinary problem in the classroom or if the student is a potential danger to the teacher, other students, or himself. The student will receive a mark of WF (withdraw-failing) for the quarter and as a final grade for the year. No credit will be earned for any WF course.

STUDENT DRIVING

- A. Students driving to school must complete a Motor Vehicle Registration Form, along with consent for random drug testing and payment for a parking tag. Students will receive a tag which must be displayed in the rear view mirror of the vehicle parked in the school parking lot. Students must park in their assigned parking spaces.
- B. Maximum speed limit on school property is 15 mph.
- C. Motor vehicles shall be locked and inaccessible to students during school hours except by permission of the school office.
- D. All students who want to leave the school grounds at any time during the school day must have written requests from their parents and office approval.

- E. Driving of motor vehicles to school does not entitle anyone to special consideration regarding lateness. Student drivers have the responsibility to arrive to school on time.
 - F. The school is not held responsible should any damage or theft occur while the car is on school property.
 - G. Any person found doing damage or vandalizing any car would be subject to suspension and payment of any and all damages caused.
 - H. Students are not to loiter in automobiles before school.
Students are to park only on the main lot.
- Students are reminded that driving to school is a **privilege** which may be revoked when abused. Speeding, burning tires, reckless driving, etc., are violations of motor vehicle laws which **can** and **will** be prosecuted if a complaint is filed with the police.

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 High School Principal.

Furthermore, all fundraising activities by school-sponsored groups must be approved, in advance, by the High School Principal.

Selling door-to-door can present safety concerns. Please do not put yourself at risk of personal injury, abduction, or theft of money. Do not walk along highways. Be careful in crossing streets. Selling to strangers could and might be dangerous. Do not carry substantial amounts of cash.

All school-related groups must submit a form for approval of all fundraisers. Applications are available in the high school office or on the website.

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 and afternoon. Information is also posted on the District website: www.udasd.org. We do not wish to interrupt the learning environment and therefore will contact students in class with messages from home only in emergency situations and in between classes.

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.

Students transferring to another school district must secure the proper withdrawal papers from the counseling office. Records will then be forwarded to the new school district after all school property has been returned & financial obligations are met.

U.D.A. CHAPTER, NATIONAL HONOR SOCIETY POLICY

ELIGIBILITY:

1. Juniors and seniors are eligible for membership.
2. If a student is not accepted in the junior year, he/she will be reconsidered in the senior year.
3. Candidates must meet requirements in four areas: scholarship, character, leadership, and service. High academic achievement is only one part of the evaluation and does not guarantee acceptance.

SELECTION PROCEDURE:

1. Scholarship Requirement – Juniors and seniors with a grade point average of 3.25 or above will be placed on a preliminary list of candidates.
2. Character Requirement – The preliminary list of candidates will be presented to the high school faculty. The faculty members will consider such traits as honesty, reliability, cooperation, tolerance, courtesy, respect for others, self-discipline, etc. They will rate each candidate on a scale of 4 to 0, with 4 as the highest evaluation. A candidate will need to have a rating average of 3.0 or higher to be accepted. A candidate who is reported by a faculty member to have been guilty of cheating on a test or other graded project may, upon investigation, be disqualified.
3. Leadership and Service Requirements – Candidates will be required to complete a questionnaire concerning school and community activities from 9th grade to the present. Each activity will be awarded a point value (from 1 to 4 points) depending on the type of activity and the degree of involvement/time it requires. No points will be awarded for any activities for which a student receives a grade or academic credit. Extra points will be awarded for leadership roles. A junior candidate will need a minimum of 18 points in school and community activities combined. A senior candidate will need 27 points in school and community activities. A candidate who misrepresents his/her participation in an activity, the type of activity, or the actual time spent on that activity may be disqualified. If this misrepresentation is discovered after the induction ceremony has taken place, the member may be dismissed.

Actual selection of members is done by the NHS Faculty Council, which examines the faculty character evaluations and the student activity forms before making a final determination. The Faculty Council consists of five high school faculty members and the NHS adviser.

MAINTAINING MEMBERSHIP:

All members must maintain the standards by which they were elected:

1. Scholarship—members must maintain a GPA of 3.25.
2. Character – members must maintain high standards of behavior and display a positive attitude to serve as examples for the student body as a whole. A member who is caught cheating, plagiarizing, participating in activities that involve the illegal use of alcohol or drugs, and other activities that affect character may, upon investigation, be placed on probation, be required to do additional service hours or be dismissed. The evidence will be reviewed by the NHS Faculty Council. Evidence may include, but is not limited to, school discipline reports, police reports, incident reports, etc. Upon receiving written notification of a charge, a student has 5 school days to request to appear before the NHS faculty council to plead his/her case. If the student has not made this request within 5 days, council will make a decision based on the available evidence. If a consequence has been issued by Faculty Council, the student will be given written notification and has 5 days to accept the consequence, withdraw membership or ask the principal to review the decision. The principal will have 5 days to decide to reverse, modify or agree with the faculty council’s action.
3. Leadership and Service – members must participate in group service projects and individual service projects each year.

Members found to be in violation of these standards will be called to appear before the Faculty Council for appropriate disciplinary action. A member may receive a warning, restrictions, and requirements to correct the problem, limited probation, full probation, or dismissal by the Faculty Council, in accordance with national charter regulations.

VOLUNTEER POLICY

In order to ensure student safety, the school board has approved a volunteer policy. What is a “Volunteer?” As examples, and without limiting the category of individuals who may be considered volunteers, Volunteer includes: (i) any individual who serves as a Volunteer sport coach or otherwise assists and has contact with children in connection with production or conduct of a play, concert, or other curricular, co-curricular, or extracurricular activity; (ii) an individual who serves as a daily, weekly, or other periodic scheduled classroom assistant; (iii) an individual who serves as a school sponsored event chaperone; and (iv) an individual who in connection with a school sponsored activity has contact, unsupervised by a school employee, with a child with respect to whom the individual is not the parent, close relative, or guardian of the child. A Volunteer is someone who is more than a Visitor, and normally involves an individual working directly with one or more students, having responsibility for one or more students, and unless unsupervised having repeated interaction with one or more students. An individual who allows a student to visit the individual’s place of business for job shadowing is not considered a Volunteer.

What is a “Visitor?” A Visitor is an individual whose actions do not rise to the level of a volunteer. As examples, and without limiting the category of individuals who may be considered visitors, Visitor includes: (i) a parent, close relative, or guardian who visits a classroom, auditorium, other school common area, or private meeting area to make a delivery to, meet with, or share a celebration time with, a student who is the individual’s child or other close relative or for whom the individual is the guardian; (ii) an individual who attends a sports event or other extracurricular activity; or (iii) an individual who is a career day or other similar speaker or participant visiting to share information with students under supervision of a school employee.

According to the law, a volunteer responsible for the welfare of a child or having direct contact with children is required to submit criminal history, child abuse background checks, and FBI fingerprint clearances, with this exception – if the individual has resided in Pennsylvania for the previous ten years consecutively including military service, FBI fingerprint clearance is not required. “Direct Contact with Children” is defined as “the care, supervision, guidance, or control of children or routine interaction with children.”

Getting the clearances can take up to six weeks, so we recommend you start the process as soon as possible. If you log 20 hours of service in one school year, the district will reimburse \$40 of the cost of the clearances. If your volunteer service is continuous, the clearances are good for three years.

Upper Dauphin Area School District CALENDAR 2016-2017

August 22, 23	New Teacher Orientation
August 24, 25	In-Service for Teachers
August 29	First Day for Students
September 5	No School – Labor Day
September 23	Early Dismissal
October 10	No School – Act 80 Day
November 1	Start of 2nd Marking Period
November 10	No School for students
	Parent-Teacher Conferences
November 11	No School – Act 80 Day
November 23	Early Dismissal
November 24 – 28	Thanksgiving Recess
December 23	Early Dismissal
December 26 -	Christmas/New Year Break
January 2	
January 13	No School – In-Service
January 16	No School – Martin Luther King Holiday
February 6	No School for students
	Parent/Teacher Conferences
February 17	No School – In-Service (Comp/Flex
February 20	No School – President’s Day
April 12	No School – Act 80 Day
April 13 -17	No School – Holiday

April 18	No School – In-Service (Comp/Flex)
May 5	No School – In-Service (Comp/Flex)
May 26	No School – Act 80 Day
May 29	No School - Holiday
June 6	Last Day of School for Students–Early Dismissal
June 7,8	In-service for teachers (8-Comp/Flex)

SNOW MAKEUP DAYS – January 13, February 17, February 20, April 13 & 17
****Days may be added if necessary****

SCHOOL CLOSINGS/DELAYS/EARLY DISMISSALS

Information concerning delays, early dismissals, and/or cancellations will be broadcast by the following media outlets: radio stations WRKZ (106.7), WFYY (106.5), WNNK (104), WCAT (102.3), WYGL-FM (100.5), WWKL (99.3), WQLV (98.9), WWBE (98.3), WRV (97.3), WRBT (94.9), WQKX (94.1), WLGL (92.3), WJTL (90.3), WYGL-AM (1240), WKOK (1070), WPH (580), and TV stations 8, 21, 27 and 43. In addition, the District will send this information to you via telephone utilizing the ALERTNOW notification service and it will also post this information on the District website at www.udasd.org. Please do not call the stations, schools or school personnel. 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. In the event of such emergencies, we wish to emphasize the importance of parents making advance arrangements for their children. These plans should be clearly explained to the children so they will have no questions as to what they should do on emergency days.

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

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, 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) 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, or 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 than 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 your 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 are 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:

Leashay Zeigler
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.