

UPPER DAUPHIN AREA SCHOOL DISTRICT

2017-2018 (APPROVED JANUARY 10, 2017)

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
						1
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

16-17 - New Teacher Orientation
 21, 22 - Faculty In-service
 23 -1st Day for Students
 7 (9)

4 - School Closed Holiday
 22 - Early Dismissal
 20 (20)

9- Act 80
 26- Start of 2nd Marking Period
 22 (22)

9- Parent Faculty Conference/No School For Students
 10- Act 80
 22- Early Dismissal
 23, 24, 27 - School Closed Holiday
 18 (19)

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
S	M	T	W	T	F	S
						1
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
S	M	T	W	T	F	S
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
S	M	T	W	T	F	S
						1
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

22 - Early Dismissal
 26, 26, 27, 28, 29 - School Closed/Holiday
 16 (16)

1, 15 - School Closed/Holiday
 12 - Faculty In-service/No School For Students
 20 (21)

5 - MS & HS Parent/Faculty Conference/No School For Students (Comp/Flex-Elem)
 16 - Faculty In-service/No School for Students (Comp/Flex)
 19 - School Closed/Holiday
 17 (19)

28 - Elem Parent/Faculty Conference/No School For Students (Comp/Flex-MS/HS)
 29, 30 School Closed/Holiday
 19 (20)

2 - School Closed/Holiday
 3-Act 80
 PSSA!!!!!!! (See Below)
 20 (20)

May						
S	M	T	W	T	F	S
						1
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 - Faculty In-service/No School for Students (Comp/Flex)
 25- Act 80 Day
 28 - School Closed/Holiday
 31—Last Day for Student/Early Dismissal/Graduation
 21 (22)

1-4 - Faculty In-service (4 - Comp/Flex)
 0 (2)

- New Faculty Orientation/Induction
- Schools Closed/Holiday
- Faculty In-service/No School for Students
- Early Dismissal
- ◇ Parent/Faculty Conferences/Faculty In-service/No School for Students
- ★ Act 80 Day/No School for Students

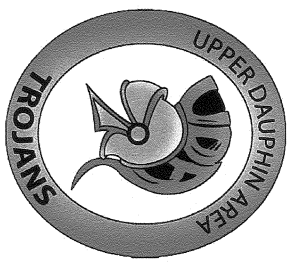
Requests for Educational Trips will not be granted during standardized testing. For a complete testing schedule, please contact the school offices.

Month	Student Days	Teacher Days
Aug	7	9
Sept	20	20
Oct	22	22
Nov	18	19
Dec	16	16
Jan	20	21
Feb	17	19
March	19	20
April	20	20
May	21	22
June	0	2
Total	180	190

Emergency Make-Up Days
 January 15, 2018 February 16, 2018
 February 19, 2018 March 28, 2018
 (Parent/Teacher Conferences would be March 29, 2018)
 April 3, 2018

Act 80 or In-service Make-Up Days
 April 2, 2018
 (In-service will be moved to June 5, 2018)

PSSA Testing
 April 9-13, 2018
 (English Language Arts)
 April 16-20, 2018 (Math)
 April 23-27, 2018 (Science)





UDA Elementary School

ATTENDANCE

School Hours: 8:25 a.m. to 3:30 p.m.

Tardy

Arrive 8:26 - 9:10 a.m. (Tardy)

Arrive after 9:10 a.m. - 12:00 p.m. (½ Day Absence)

Arrive 12:01 p.m. or Thereafter (Full Day Absence)

Dismissal

Dismissed before 12:00 p.m. (Full Day Absence)

Dismissed 12:01 – 2:45 p.m. (½ day absence)

Dismissed 2:45 p.m. and after – No Charge (EDF) less than 45 minutes

***After 3 Tardies – Any further Tardies will be considered ½ day**

UL absence ... unless a doctor's note is provided.

***Any student absent from school 3 1/2 hours or more is considered
a Full Day Absence.**

***45 Minutes – 3 ½ Hours of school absence is considered ½ Day**

INTRODUCTION

In an effort to increase communication between the home and the Upper Dauphin Area Elementary School, the following handbook has been prepared for your son/daughter and you.

All parents should look over this handbook carefully. Answers to questions concerning an early dismissal, a snow delay, a bus change, or rules and regulations can be found in this handbook. This information has been carefully prepared and presented so that it will be of great value in helping you and your child adjust to school and become an integral part of it.

BOARD MEMBERS

President – David Barder	Jack Laudenslager	Kathryn Talhelm
Vice President – Mills Eure	Angela Mattern	Roni Mace
Treasurer – Brenda Bingaman	Rev. Nathan Minnich	Kirk Wenrich
Secretary – Mary Bateman	Steve Welker	

Superintendent	Evan Williams	362-6553
Principal	Jessica Megonnell	362-6615
Business Manager	Mary Bateman	362-6547
Supervisor of Special Education/Student Services	Leashay Leitzel	362-6478
Guidance Counselor	Barbara Baeckert	362-6622

Upper Dauphin Area School District Website – www.udasd.org

SCHOOL HOURS

Arrival 8:15 – 8:25 AM
No Students should be dropped off prior to 8:15 AM.
Dismissal Kindergarten – 4th - 3:30 PM

DELAYS/HALF DAY SESSIONS/EARLY DISMISSALS/CLOSINGS

ONE HOUR DELAY:

Classes begin one hour later. *BREAKFAST will be served to students when there is a one hour delay.

TWO HOUR DELAY:

Classes begin two hours later. *BREAKFAST will not be served to students when there is a two hour delay.

HALF DAY SESSIONS/EARLY DISMISSALS: Scheduled half days sessions – 12:00 noon dismissal. Early Dismissals due to inclement weather or other circumstances-- Elementary always leaves out one hour later that Middle & High School.

Information concerning delays, early dismissals, and/or cancellations will be broadcast by the following media outlets: radio stations WFYY(106.5), WCAT(102.3), WYGL-FM(100.5), WQLV(98.9), WRV(97.3), WRBT(94.9), WQKX(94.1), WJTL (90.3), WYGL-AM(1240), WKOK(1070), WHP(580) and TV stations WGAL8, WHP21, WHTM27, WITF33 and FOX43. In addition, the District will send this information to you via telephone utilizing the “Alert Now” notification service and it will also post this information on the District website at www.udasd.org. Please do not call the stations, school personnel, or the school. Flooding the station/school with calls ties up the phone lines and makes communication impossible.

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

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

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

ATTENDANCE

Attendance shall be required of all students enrolled in district schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of mental, physical, or other urgent conditions which may reasonably cause the student’s absence.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
2. Quarantine
3. Recovery from accident

4. Required court attendance
5. Death in family
6. Family educational trips
7. Educational tours and trips
8. Religious holidays
9. Other "urgent reasons" to be considered 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.

Family Education Trip

All absences that result from an approved family educational trip shall be excused. To be approved, a family educational trip must be under the direct supervision of a parent, guardian, or legal custodian. Parents must submit the "Request for a Family Educational Trip" to the building principal at least 2 weeks before the trip. Students may be excused by reason of family educational trips for ten (10) school days in any one year. Principals shall have the authority to limit such absences to a lesser number if the student's pattern of absences to that date appear to be detrimental to his/her educational progress. The principal shall indicate such limitation on the "Request for a Family Educational Trip" before it is filed with the Superintendent for final approval. Trips shall also be denied to a student with three (3) or more days of unexcused/illegal absence. Request forms are available in the elementary office.

REQUESTS FOR EDUCATIONAL TRIPS WILL NOT BE GRANTED ON DATES THAT THE REQUESTING STUDENT IS SCHEDULED TO TAKE STANDARDIZED TESTING. Please check with the elementary office for those specific dates before planning trips.

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 will insist upon a doctor's excuse for each absence in excess of 10 absences.** Failure to produce a doctor's excuse will result in the absence being classified unlawful.

Tardiness

Any student who arrives for school after the established starting time for students for the assigned building who does not have an approved absence shall be tardy. Students may accumulate three (3) tardies. Any additional tardy shall be classified as one-half (1/2) unlawful day absence.

Any student who arrives to school between 9:10 a.m. and 12:00 p.m. will be charged with a ½ day absence.

Any student who is dismissed from school between 12:01 p.m. and 2:45 p.m. will be charged a ½ day absence.

Any student that is absent from school more than 3 ½ hours will be charged with a full day's absence.

Excuses

When a student returns to school after an absence, temporary or otherwise, s/he must bring an excuse stating the specific reason for the absence and that excuse must be signed by a parent, guardian, legal custodian, or doctor. A doctor's excuse is required for 3 or more consecutive days. Absences for which no excuse is received may be termed unlawful after three days. Students with more than three unlawful absences will be referred to the District Justice for prosecution.

All excuses need to be received within 3 days of the child returning to school. If the excuse is received after this 3 day time period, the absence will remain unlawful. Please note: Even if you call or email the school that your child will be absent (which is greatly appreciated), you still need to send a written excuse signed by the student's parent/guardian.

BEHAVIOR PLAN (SCHOOL-WIDE)

Hanging in each classroom will be a seven color chart. On the seven color chart will be "clips" with a child's name on each clip. All students/clips will begin the day on Green which means "Ready to Learn". During the course of the day, the clips move up and down the chart based upon the behavioral choices each student makes. Good behavior/choices causes the clips to move up one level. Conversely, inappropriate behavior will cause the clips to move down one level. However, some behaviors warrant a clip being moved from one end of the chart to the other, e.g.: Physically causing harm to someone else, etc.

Each classroom may have different incentives for upward movement. This chart is fluid, meaning that students can move up and down throughout the day based on behavioral choices. A student that has had their clip moved to yellow, orange or red has the chance to move upward if they demonstrate appropriate behaviors (i.e. responding to interventions and consequences). Your child's classroom teacher may also provide you with information on their specific incentives/rewards and consequences for their classroom.

Please discuss this behavior plan with your child. We hope with the implementation of this plan and your support we can help each child make positive choices and be successful in the classroom. If you have any questions, please feel free to contact your child's teacher or Mrs. Megonnell.

BULLYING

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

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

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

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

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

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

BUS CONDUCT

Providing safe transportation for all students is our primary goal. Students who participate in any actions or activities which may have a negative impact on the safety of other children will be subject to the loss of bus privileges and/or other consequences.

BUS REGULATIONS

To assist bus drivers to carry out their responsibilities for the conduct and safety of their passengers, the district hereby gives bus drivers authority to apply the following uniform rules and regulations. Student bus passengers who refuse to respect the authority of a driver will be disciplined in accordance with district policy. By policy, students who commit serious or repeated infractions of bus rules and regulations will be suspended from riding district busses.

At all times:

1. *Students will be assigned only **ONE** permanent pick-up and **ONE** drop off point.* Ride only that bus to which you have been assigned. Exceptions must be approved by a school principal. On each bus will be a roster of the assigned students.

*Bus change will **ONLY** be approved for the following reasons:*

- Change of residence or change of permanent sitter. (permanent – one month or longer)
- Emergency situations (i.e. family illness, death or "extreme" circumstances)
 - Emergencies are non-recurring and must be approved by the building principal and documented with a note explaining the emergency situation. Notes must be forwarded the following day.

Bus Change Requests must be in writing and submitted at the child's school office forth-eight (**48**) *hours in advance* of the requested changes. Requests for changes under 48 hours advance notice will not be approved except in extreme emergencies.

2. Exercise caution, good manners, and consideration for other people.
3. The driver's first concern must be for safe operation of the bus; therefore, obey his/her directions.

Waiting for the bus:

4. Be at your stop **ten minutes** ahead of the scheduled pick up time.
5. Stay a safe distance from the roadway.
6. Respect the property of persons living near the bus stop.
7. Stay clear of the bus until it has come to a complete stop.
8. Wait at least one-half hour (30 minutes) beyond the posted time for the bus to arrive at your stop before returning to your home.

Boarding the bus:

9. Get on the bus only at your designated stop.
10. Do not push or crowd others.
11. Go directly to your assigned seat. The bus will not be moved until all passengers are seated.
12. Do not carry knives, firearms, or any other potentially dangerous items on the bus without written authorized permission of the building principal.
13. Do not place gym bags, band instruments, school projects, and other such items in the aisles. **ACCESS** to the front entrance and rear emergency doors must never be blocked.

Conduct on the bus:

14. Sit only on your assigned seat.
15. Avoid yelling, loud talking, and any other conduct which could distract your driver.

16. Playing radios or tape recorders is prohibited.
 17. Keep all parts of the body inside the bus.
 - *18. Use the emergency door and exit controls **ONLY** during supervised drills or actual emergencies.
 19. Smoking and eating on the bus is prohibited.
 - *20. Do not possess, sell, or consume drugs, alcohol or other controlled substances on the bus.
 21. Remain seated until the bus has come to a complete stop.
 22. Help keep the bus clean and in good condition. You will be responsible for paying any damages you cause.
- * Denotes Class B Violators

Getting off the bus:

23. Get off the bus only at your designated stop.
24. Stay clear of the bus until it has moved from stop.

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

CAFETERIA PROCEDURES

The Upper Dauphin Area School District cafeteria offers a point of sales system, which allows for either a prepaid student account or prepaying for as many meals as you desire.

BREAKFAST

Breakfast is served as soon as the students arrive in the morning until 8:25 AM.

LUNCH

Hot lunches are served to students in the Elementary School. All elementary students operate on a closed lunch period. Children who carry their lunch will eat in the cafeteria with those who buy hot lunches.

Teachers and lunch supervisors are responsible for maintaining an orderly and pleasant atmosphere in the cafeteria. Shouting, unnecessary moving around, and boisterous behavior which would interfere with a climate conducive to good eating habits and a pleasant atmosphere for all, will not be tolerated nor permitted!

CHANGE OF ADDRESS/TELEPHONE NUMBERS

If you have a change of address within Upper Dauphin School District or telephone number report it to the elementary office immediately so that it can be noted on your child's records. If you are moving to another district, contact our office immediately so that withdrawal procedures can be explained to you. The telephone number is 362-4511.

COMPUTER USAGE

As a means to comply with the federal Children's Internet Protection Act and to help insure the safety and well-being of our students, the district has developed a series of Internet Usage Agreements that pertain to students, parents, and staff. Because of the nature of these safeguards, your child will be able to use district computers only after the Student and Parent Computer Use Agreements are signed and returned to the school.

Misuse of computer facilities, hardware, or software, or any other violation as set forth in the above-referenced computer use policy consent forms can result in loss of computer privileges and/or disciplinary action.

DROPPING OFF STUDENTS

Cars are not permitted to follow buses into the main entrance to the elementary school to drop-off children in the morning from 8:10-8:25 AM.

NO CHILDREN SHOULD BE DROPPED OFF PRIOR TO 8:15 AM. Parents will be able to drop-off at MIDDLE SCHOOL BUS CIRCLE where a teacher will be on bus duty. Please do not drop off if the designated bus person is not there. Parents who have office business prior to 8:25 AM will need to park in the rear of the building. Visitor parking near the main entrance is available after 8:25 Am. If your child is arriving after 8/25, they should be brought to the Elementary School Entrance and a parent/guardian will have to come in with them to provide a note since they will be considered tardy as of 8:25.

PICKING UP STUDENTS

In the afternoon, car traffic is prohibited from 3:00-3:30 PM or until the last bus arrives. Parents picking up should send a note with your child in the morning if you know ahead of time that they will be picked up. **Any parent whose plans have changed after your child leaves on the bus, please make sure you call 362-4511 prior to 2:00 PM with the pick up change and also bring a note along with you for our records.**

Please park in the **MIDDLE SCHOOL BUS CIRCLE**. You will then wait on the sidewalk at the Middle School bus circle and will be required to sign your child out on a clip board that will be brought outside to you by the staff on duty. Always have your ID on you when you pick up. Students being picked up will be dismissed from the *Middle School bus circle at 3:30 PM.*

No children will be dismissed from the Elementary School entrance during dismissal time, so please make sure to follow these instructions. If your child has an appointment that requires them to be picked up between 3:00

and 3:30, you will have to park in the large parking lot (NOT the lot at the front of the elementary school) and walk in to sign out your child.

ELECTRONIC DEVICES

The use of mp3 players, handheld video games, cell phones, and all other electronic items is not permitted either in school or on buses. Too often these items interrupt the educational process or are the focal point of loss or theft. If these items are observed in the school, they will be confiscated by the teacher and delivered to the office. Parents may make arrangements to pick them up personally.

ELL INSTRUCTION

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

EVACUATION DRILLS

Evacuation drills will be conducted periodically according to the school code of Pennsylvania. Complete instructions are posted in each room of the school building. Upon sounding of the alarm, pupils will leave their respective classrooms and walk as quickly and calmly as possible to the appropriate exit. All students will report to the outside playground and assemble at their assigned area.

Because of the importance of being able to hear directions during a drill or actual emergency, you should not talk or make any noise. A quiet, orderly evacuation helps ensure the safety of everyone involved.

FIELD TRIPS

All trips shall be planned by the teacher(s) in cooperation with the elementary principal. Trips shall be planned around curriculum activities in the classroom with introductory activities before the trip and follow-up activities after the trip. Trips should remain within comfortable traveling distances for the children and shall not extend beyond the regular school day. The raising of money for field trips by parent groups is acceptable, but the planning of the trips should be done by the teacher(s) in cooperation with the principal. When taking an elementary field trip, adult helpers shall be used. The number of such persons may vary with the grade levels involved. All parents that will be chaperones are required to have their Child Abuse and Criminal Clearances and be approved by the UDA School Board. (See "Volunteer" section for more details.) The Teacher is always responsible for any decisions that must be made while away from the school on a field trip. Requests for field trips shall be made in compliance with district policy and on forms provided by the district administrative office. When taking a field trip, always remember that your children represent our entire school system.

GRADING SYSTEM

The letter grading system used in first through fourth grades is as follows:

A = 100-93	F = Less than 65	
B = 92-85	O = Outstanding	I = Incomplete
C = 84-75	S = Satisfactory	
D = 74-65	N = Needs Improvement	

Students in kindergarten and first grade use a numeric rubric which is outlined/explained on the student report card.

HEALTH SERVICES

The School Nurse provides health services for all pupils. The school nurse is available to students for minor illnesses or injuries. Students should receive permission from their teacher before coming to the nurse's office. ***It is important that emergency health information be kept current so those parents can be located in the event of a sudden illness or an accident occurring during school hours.*** Students will be permitted to go home due to illness when necessary. This will take place under the direction of the school nurse and decisions are individually based. Parents who wish to be contacted EACH and EVERY time their child is seen by the school nurse **must write a note early in September.** Otherwise parents will be contacted only if the nurse feels that the child needs to go home immediately or information/precautions need to be shared with the parent.

If medications are to be taken during the school hours, a physician's order is required. The medication for one day only is to be sent to school and placed in the possession of the school nurse in the original container clearly marked with the name of the student, physician, medication, and instruction for dosage/time of giving. Medications can also be placed in the overnight drop off box located by the District Office entrance.

All accidents occurring during school hours or during school-related activities must be reported to the nurse immediately so that a record can be maintained.

A dental fluoride program is available to all elementary students. With parental permission, students have an opportunity to receive one fluoride tablet per day.

Students in Kindergarten through Grade Three are weighed and measured and receive vision and hearing screenings as well. Grade Four receives height, weight and vision screening.

Dental examinations are given to students in Grades One and Three. Students in Kindergarten also receive a medical examination. If a private examination is not received from the student's family dentist or physician, the school physician and dentist will administer these examinations.

Guidelines for Head Lice

Students with lice, nits, or both lice and nits will be excluded from school as soon as possible. Parents of such students will be informed to properly care for the respective students. Excluded students may not re-enter classes or ride the school bus until students have been physically checked by the school nurse. In order to re-enter ALL SIGNS of lice and nits must be absent.

HOMEWORK

Homework shall be considered as part of the district curriculum. Homework is an integral part of the instructional process and in order for students to achieve at a proficiency level on the PA Academic Standards; homework assignments at the appropriate level are required.

- All pupils will be expected to do a reasonable amount of homework.
- Homework should have a definite purpose and reason for its assignment.
- Homework may be given to reinforce a learning experience or concept developed in school; the amount should be no longer than that needed to fix a concept.
- All homework should be carefully reviewed by the teacher and the students following its completion.
- Homework assignments should be readily completed with resource materials the students normally possess or which are easily available.

INTRUDER DRILLS

Intruder drills will be conducted periodically to ensure that everyone is prepared in case the need would ever arise.

LOST OR MISPLACED ITEMS

Parents must discourage their child from bringing any valuable objects such as jewelry, toys, phones, mp3 players, video games, etc. to school. **None of the above mentioned items will be permitted on the bus, in the classroom or on the playground. Upper Dauphin Elementary will not be responsible for any personal items that are lost, broken, misplaced, or stolen.** Lost & Found items are located in the lobby.

PARTNERSHIPS WITH LAW ENFORCEMENT AGENCIES

The Upper Dauphin Area School District has signed a Memorandum of Understanding with local law enforcement agencies that will help ensure the safety of our schools and community by enforcing local, state and federal laws.

PHOTOGRAPHING or VIDEO TAPING STUDENTS

Photography and video taping occur during certain classroom and school events. Children are photographed yearly for class pictures and the school yearbook. At times the news media provides special coverage of events. Many parents are always eager to film/photograph their child and his/her classmates. Parents who do not want their child/children photographed or video taped should stop by the elementary office during regular business hours and fill out an objection form.

PLACEMENT OF STUDENTS

Request for student placement with a specific teacher or classroom will not be honored. If you have a concern regarding next year's classroom placement, please contact the Elementary School Principal prior to May 1st of the current school year.

Decisions concerning student placement will be determined using the following criteria:

1. Matching teaching/learning styles
2. Concerns for special needs students
3. To ensure proper dispersion of:
 - Learning Disabled Students
 - Handicapped Students
 - Discipline Problems
 - Male/Female Percentages
 - Speech/Language Services
 - Remedial Support Services
4. To abide by Individualized Educational Plans
5. To abide by Multi-Disciplinary Decisions
6. To abide by Chapter 15 Agreements

PROGRESS REPORTS & REPORT CARDS

In order to inform parents of the educational progress of their child, report cards are sent home four times during the term every nine weeks. Every parent is given an opportunity to meet with the teacher in a regularly scheduled conference. This is done at approximately the end of the first and third marking periods. Grades are available through our online parent portal and parents are strongly encouraged to check their children's grades regularly, especially ½ way through the marking period.

PROMOTION POLICY PROCEDURE

Procedure:

School personnel will encourage parent involvement in all steps of the ongoing evaluation of pupils.

Teachers will inform the principal and the parents of pupils experiencing academic difficulty anytime after the 2nd marking period.

Teachers will identify no later than the 3rd marking period pupils who may be considered for retention.

Teacher and Principal will inform the parents of the potential retention via parent conference followed by written notification.

The building principal in consultation with the classroom teacher and other appropriate personnel will evaluate the record of the identified pupil and reach a full decision.

Parents will be informed in writing by the building principal of the district's final decision by the end of the school term.

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.

Guide lines for retention in Kindergarten – 4th Grade:

- A child could be retained if his/her behavior is deemed immature for the succeeding grade.
- Repeating kindergarten, first or second grade is more helpful than repeating a later grade
- A child who is failing two or more major subjects could be held in the same grade for another year; major subjects are Math, Reading and Written Language
- A child may be retained if he/she does not demonstrate adequate reading proficiency per grade level.

REFERRAL SERVICES

There are times in some people's lives when social and emotional problems get to a point where outside help may be needed. The guidance department of Upper Dauphin Area has a list of agencies who may be of assistance during these times.

If a student or a parent would need information or help in selecting an agency which could meet your needs, please contact our guidance counselor at 362-6622 between the hours of 8 am and 3 PM.

SCHOOL INSURANCE

The District makes available to students an insurance program each fall at a nominal fee. This insurance covers accidents on the way to and from school as well as activities taking place during school hours. This policy can also be purchased on a 24 hours, 12 month basis. For more information, please visit the District website.

SPEECH PROGRAM

A speech program is provided for children with speech problems under the direction of a trained speech consultant. The program provides diagnosis, evaluation, and speech therapy when applicable.

STUDENT RECORDS

Guidelines on student records for the Upper Dauphin Area School District are on file in the principal's office. These guidelines are available to parents for inspection and review. Included in these guidelines are a rationale for student records, classification of records, a description of records, consent procedures for the collection of data, a description of the maintenance and security of records, review procedures, longevity of records, and dissemination of information from records including release procedures and access policies.

SUPPORT SERVICES

a. ELEMENTARY STUDENT ASSISTANCE PROGRAM

The mission of the Upper Dauphin Area Elementary School Student Assistance Program is to ensure that our students' emotional and physical needs are met, enabling them to reach their full potential.

Our purpose is:

1. To identify students who are experiencing barriers to learning and school success.
2. To intervene and refer these students to appropriate school and community resources.
3. To monitor identified students and gather data necessary for assessment. The UDA Elementary Student Assistance Program team is comprised of the building principal, guidance counselor, response to intervention teacher/literacy coach, instructional support teacher, art teacher, classroom teachers, and a mental health professional. The support and involvement of parents is vital to the success of the program.

Referrals to the team may be made by the principal, teachers and other school staff, parents, other students, and by self-referral of a student experiencing difficulty.

b. CHILD STUDY TEAM

The Child Study Team is an innovative program based upon the belief that all students can learn and that all students matter. It is a program designed to maximize individual student success in the regular classroom. Child Study also serves as a screening process for students who may be in need of special education services. Child Study is a team approach to problem-solving, which provides for cohesiveness, coordination, and continuity of instruction.

Any elementary student experiencing academic, behavioral, or life skills difficulties may be referred to the Child Study Team. The student may be identified to Child Study by professional staff or a parent based on the student's records; i.e. grades, attendance, disciplinary records; or as indicated by the following screening: speech and language, vision, hearing or motor. More information about the Child Study Team is available by contacting the elementary school office at 362-4511 between the hours of 8:00 AM and 3:00 PM.

TITLE I

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

TOBACCO USE

The Board recognizes that the use of tobacco by students presents a health and safety hazard which can have serious consequences for both users and nonusers.

Tobacco shall be defined as a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form. Also, electronic cigarettes are treated as tobacco and are prohibited.

Students are prohibited from possessing and using tobacco at any time in a school building, on a school bus, and on school property. The school district will initiate prosecution of any student who violates the tobacco use policy.

Any student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined up to \$50 plus court costs or admitted to alternative adjudication.

TRANSFERS

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

VANDALISM

Students who destroy or damage school property will be required to clean up/fix the property that was damaged or pay for losses/damages. If a student willfully destroys school property, suspension and possible expulsion may be necessary. Accidental damage should be reported to a teacher or to the office immediately.

VISITOR AND SECURITY PROCEDURE

Parents are urged to visit the school. Please notify your child's teacher or office prior to visitation. All visitors must report to the office (ID is required); sign-in; and secure a pass if they plan to visit school personnel or a child's classroom. If you need to visit the nurse, please see the office for a special pass which will scan you through to the middle school side where the nurse is located.

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 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 I 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 CODE OF CONDUCT

The administration, faculty, and staff of the Upper Dauphin Area School District strive to provide a quality education for all students in a caring and safe environment. We are committed to a positive and active relationship with parents and community, and it is our goal that each student be prepared intellectually, physically, and emotionally for life in a global society.

This Code of Conduct establishes rules for maintaining an educational environment that allows the teacher to communicate effectively with all students in the class, allows all students in the class to learn, has consequences that are fair and developmentally appropriate, and considers the student and the circumstances of the situation.

This Code of Conduct meets the legal requirements of Section 12.3 of the Pennsylvania Code as this is disseminated to students and parents in the district's school's student handbooks, meets the requirements of Act 26 of 1995 as relates to the possession of weapons, establishes a rational standard of behavior for all students in achieving the objective of providing a safe environment for the pursuit of knowledge, helps prepare students for life in a democratic society where adopted laws govern and maintain a measure of protection and security for all citizens within the framework of freedom, and supports the school district's Mission Statement.

FREE EDUCATION

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

- Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:
 1. The student is married.
 2. The student is pregnant.
 3. The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
 4. The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

STUDENT RESPONSIBILITIES

- Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- Students should express their ideas and opinions in a respectful manner.
- It is the responsibility of the students to conform to the following:
 1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 4. Assist the school staff in operating a safe school for the students enrolled therein.

5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school premises.

DISCIPLINE

Most of our common discipline problems will be addressed using our Behavior Management Plan. However, if a positive reward approach should not be successful with an individual student, the following procedures may be used to ensure an environment necessary to provide educational value for all of our students.

In-school discipline at the Upper Dauphin Area School District is defined as a process which strengthens, molds, and corrects students through a program of teaching supervisory control, a system of essential rules, and when necessary, just and constructive management. Awareness of rules and responsibilities on the part of the participants minimizes discipline problems. We believe that no student should be allowed to interfere with a teacher's right to teach and no student be allowed to interfere with another student's right to learn.

If a disturbance poses a threat to the safety of other students, the student himself/herself, or any school property, emergency measures will be undertaken for protective purposes. This may include physical restraint and/or removal of the child from the situation. Where physical confrontation is required, only that which is necessary from a protective standpoint will be taken.

Disciplinary response will be determined by the professional in charge. The frequency and severity of the behavior will be taken into consideration. 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. With this viewpoint in mind, the following student guidelines for in-school behaviors have been established:

STUDENT GUIDELINES FOR IN-SCHOOL BEHAVIORS

No student will be allowed to leave the building without adult supervision during the school day.

If there are any restrictions as to who should be allowed to pick up a student, please fill out the appropriate form, or call the school office. NO VISITOR will be allowed to take a student from class without permission from the office and/or legal guardianship.

If a parent insists on taking the student, the teacher will contact the office via messenger.

If there is no proof of guardianship, a student will not be permitted to go with that person.

DISCIPLINE PROCEDURES

LEVEL I – Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the school operations.

EXAMPLES – Classroom/building disturbances, stealing, removal of food from cafeteria, school tardiness, cheating or lying, failure to complete assignments or carry out directions, bus disturbance, yelling, inappropriate toys, etc. Disrespect for others: teasing, calling names, abusive language, racial/ethnic slurs, and unauthorized equipment (remote control toys, jam boxes).

PROCEDURES – Immediate intervention is required by the staff member who is supervising the student or observing the misbehavior. Repeated misbehavior requires a parent/teacher conference; conference with the counselor and/or administrator. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.

DISCIPLINARY OPTION/RESPONSES – Cool-down time (time out), teacher counseling, behavioral contract, study corral, loss of recess, and natural and logical consequences.

LEVEL II – Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehavior, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

EXAMPLES – Continuation of Level I misbehavior—abusing school property (marking texts, walls, furniture, lockers, etc., cafeteria utensils, A.V. equipment, etc.), throwing objects (potentially dangerous), possession of tobacco, physical quarreling, pushing and shoving with possible intent to fight, disobedient behavior associated with all school staff (Principal, guidance counselor, teachers, secretaries, etc.).

PROCEDURES – Student is referred to the administrator for appropriate disciplinary action. Administrator meets with student and/or teacher and effects the most appropriate response, while keeping in mind due process. The teacher is informed of the administrator’s actions.

DISCIPLINARY OPTIONS/RESPONSES – Behavioral counseling, full out-of-school suspension, temporary removal from class, homebound instruction, referral to outside agency, alternate program, in-school suspension, or temporary out-of-school suspension.

LEVEL III –Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. The acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school’s resources for remedying the situation in the best interests of all students.

EXAMPLES – Continuation of unmodified Level II misbehavior, vandalism (unintentional), possession of unauthorized substance (drugs and alcohol), stealing, threats of others, smoking, fighting (bodily injury).

PROCEDURES – The administrator initiates disciplinary action by investigating the infraction and conferring with involved staff members concerning the extent of the incident.

The administrator meets with the student and notifies the parent or guardian about the student’s misconduct and the resulting disciplinary action.

Law enforcement officials are contacted when applicable.

Parental conference and proper/accurate record of offenses/disciplinary actions are maintained by the administrator.

Restitution of property and damages may be required in some instances.

DISCIPLINARY OPTIONS/RESPONSES – Behavioral counseling, full out-of-school suspension, temporary removal from class, homebound instruction, referral to outside agency, alternate program, in-school suspension, or temporary out-of-school suspension.

LEVEL IV – Acts which result in violence to another’s person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of Directors.

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

EXAMPLES – Unmodified Level III – While in school or going to or from school such as misbehavior; extortion; bomb threats; possession, use or transfer of weapon; assault/battery; vandalism; arson; furnishing / selling / possession of unauthorized substance; theft of property of others; unauthorized entry into a school building or facility; theft of school property; possession/sale of stolen school property, or knowing or having reason to believe that it was stolen.

PROCEDURES – Administrator verifies the offense and confers with the staff involved. Administrator meets with the student who is involved and immediately removes the student from the class and/or school environment. Parent/guardians are notified and a conference is scheduled.

Law enforcement officials are contacted. A complete and accurate report is submitted to the superintendent for possible school board action. The student is given a full due process hearing before the school board when applicable.

DISCIPLINARY OPTIONS/RESPONSE – Suspension, Expulsion (School Board Action), Alternative schools.

EXCLUSION FROM SCHOOL

Suspension: The reasons for which students may be excluded from school include, but are not necessarily limited to, the following:

1. Misbehavior on a school bus or other school vehicle
2. Use or possession of tobacco in school buildings, buses or on school grounds [Note: Tobacco violations will be referred to the District Magistrate for prosecution.] The Board recognizes that the use of tobacco by students presents a health and safety hazard which can have serious consequences for both users and nonusers. Tobacco shall be defined as a lighted or unlighted cigarette, cigar, and pipe; other lighted smoking product; and smokeless tobacco in any form. Students are prohibited from possessing and using tobacco at any time in a school building, on a school bus, and on school property. The school district will initiate prosecution of any student who violates the tobacco use policy. Any student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined up to \$50 plus court costs or admitted to alternative adjudication.
3. Failure to meet detention hall assignments
4. Flagrant violation of school rules
5. Repeated violation of school rules
6. Abusive behavior directed toward another student or a person in authority
7. Cheating or persistent lack of effort in classroom activities
8. Destruction or flagrant misuses of school property
9. Causing or threatening physical harm to another student or person in authority

10. Possession, use, or sale of drug paraphernalia and/or harmful drugs/alcohol in school buildings, buses, or on school grounds
11. Leaving school without authorization
12. Violation of the Criminal Code, Cosmetic Code and Harmful Drug Act
13. Possession of a weapon
14. Harassment/Sexual harassment
15. Making derogatory racial/ethnic comments
16. Theft of school property or the property of others
17. Persistent bullying or "picking on" peers

The following graduated suspension procedures will serve as a guideline:

- 1st Offense – 1-3 days
- 2nd Offense – 3-5 days
- 3rd Offense – 5-10 days
- 4th Offense – 10 days and Board Hearing

**OFFENSES RESULTING IN 10-DAY SUSPENSION AND HEARING
BEFORE THE BOARD OF SCHOOL DIRECTORS**

1. Drugs or Alcohol on school premises or school sponsored functions – possession, use, sale, or under the influence (this includes drug paraphernalia and look-alike drugs).
2. Possession of Weapons, as follows:
 - Any firearm (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - The frame or receiver of any weapon described above
 - Any firearm muffler or firearm silencer
 - Any destructive device which includes:
 - (a)Any explosive, incendiary, or poison gas
 - (1)Bomb or Grenade
 - (2)Rocket having a propellant charge of more than four ounces
 - (3)Missile having an explosive or incendiary charge of more than one quarter ounce,
 - (4)Mine or Similar device
 - (b) Any weapon which will or may be readily converted to expel a projectile by the action of an explosive or other propellant
 - (c)Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled
 - (d)Any knives, metal knuckles, straight razors, nunchakas or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, and patrons
3. Willful, malicious vandalism
4. Physical attack on employee
5. Arson, explosion of large firecrackers, etc.
6. Continued willful violations of school rules and regulations

NOTE: It is the school administration’s policy to file charges with the police in cases of drug and alcohol distribution, sale or use and possession or use of weapons, and/or any other offense serious enough to warrant a call to the authorities.

EXCLUSION FROM CLASSES

IN-SCHOOL SUSPENSION (ISS) – It will be held in an assigned area. Parents/Guardians will be notified as to the nature of the behavior problem and the number of days designated for ISS.

Rules for ISS

1. A notice will be issued to each student.
2. We will attempt to notify the Parents/Guardians in advance of any ISS periods.
3. ISS will be held Monday thru Friday.
4. There will be no talking in the ISS area.
5. Students will be assigned a seat by the monitor.
6. Students may do homework at this time. If the student has no “quiet work,” some will be assigned.

NONDISCRIMINATION STATEMENT

The Upper Dauphin Area School District is an equal opportunity education institution and will not discriminate in its educational programs, activities or employment practices on the basis of race, color, national origin, sex, age, religion ancestry, disability, union membership or other legally protected classification.

Upper Dauphin Area School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Superintendent of Upper Dauphin Area School District, at 717-362-8134.

The District Title IX Coordinator is the Business Manager and the District Section 504 Coordinator is the School Superintendent. Both may be reached at 717-362-8134. Citizens with impairments in vision and/or hearing need to contact the School Superintendent to obtain information as to existence and location of services, activities and facilities that are accessible.

CORPORAL PUNISHMENT

- Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
- Teachers and school authorities may use reasonable force under the following circumstances:
 1. To quell a disturbance.
 2. To obtain possession of weapons or other dangerous objects.
 3. For the purpose of self-defense.
 4. For the protection of persons or property.

WEAPONS

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions: Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchak, firearm, shotgun, rifle, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Expulsion - removal from the student's regular program. Care should be taken by school officials to ensure that a student who is determined to have brought a firearm to school is effectively removed from that setting.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any District buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity. The District shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

HEARINGS

- *General.* Education is a statutory right, and students shall be afforded 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.
- *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
 1. Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 2. At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 3. The hearing shall be held in private unless the student or parent requests a public hearing.
 4. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 6. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 7. The student has the right to testify and present witnesses on his own behalf.
 8. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 9. The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - i. Laboratory reports are needed from law enforcement agencies.
 - ii. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. § § 1400—1482).
 - iii. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
 10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- *Informal hearings.* 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 or to show why the student should not be suspended.
1. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
 2. The following due process requirements shall be observed in regard to the informal hearing:
 - i. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - ii. Sufficient notice of the time and place of the informal hearing shall be given.
 - iii. A student has the right to question any witnesses present at the hearing.
 - iv. A student has the right to speak and produce witnesses on his own behalf.
 - v. The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

FREEDOM OF EXPRESSION

- The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
1. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 2. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

- Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- Bulletin boards must conform to the following:
 1. School authorities may restrict the use of certain bulletin boards.
 2. Bulletin board space should be provided for the use of students and student organizations.
 3. School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- School newspapers and publications must conform to the following:
 1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
 4. Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
 5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non staff members shall be developed and distributed to all students.
- The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).
 1. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 - i. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
 - ii. The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

FLAG SALUTE AND THE PLEDGE OF ALLEGIANCE

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

- 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.
- Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

DRESS CODES FOR STUDENTS

1. No specific program as to type and style of dress should be made because of perpetual change in fashion.
2. Four basic guidelines to be considered are A) modesty, B) cleanliness, C) health of the wearer, and D) preservation of academic atmosphere.
3. The right of interpretation and enforcement of these basic guidelines is delegated to the school principal.
4. If a garment is considered inappropriate, consistent enforcement of the ban is to be carried out.
5. In no case shall the right of the individual as guaranteed by the Constitution of the United States be abridged in the implementation of the policy.

Policy Interpretations:

1. Clothing with obscene, profane, or suggestive language or illustrations is considered inappropriate. Suggestive double entendres fall in this category.
2. Clothing with printing across the lower backside is considered inappropriate.
3. Clothing advocating or advertising illegal acts or substances (such as drugs, tobacco, or alcohol) is considered inappropriate.
4. Tank tops, sleeveless tops, midriff blouses, tube or halter tops, and other stomach-bearing shirts are considered inappropriate.
5. Shorts or skirts that are **shorter than 3 inches above the knee** are considered inappropriate.
6. Pants, shorts, or skirts may not be worn so low as to expose undergarments or abdomens.
7. Clothes that are too revealing due to being torn or cut are considered inappropriate.
8. Coats, jackets, hats, bandanas, and kerchiefs may not be worn in the school.
9. Sleepwear (pajamas, slippers, etc.) or undergarments worn as outerwear are considered inappropriate.
10. Chains may not be worn on clothing.
11. **For safety reasons in the elementary school, no flip flops or sandals may be worn.**
12. For safety reasons in the middle school and high school, 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 to complete Industrial Arts written work if appropriate shoes are not worn.

CONFIDENTIAL COMMUNICATIONS

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

SEARCHES

- The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.
- Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

NOTIFICATION OF SPECIAL EDUCATION SERVICES AND PROGRAMS

CHILD FIND

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

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

Identification Activity

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

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

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

Each school district is required annually provide notice describing the identification activities and the procedures followed to ensure 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 and 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 social security number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child 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 provided 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 record, classes attended and 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 an 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 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 records is disclosed to anyone other than officials of the school district collecting or using the information for the purposes of identification for your child, locating your child, and evaluating your child for any other purpose of making available a free appropriate public education to your child. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which our child seeks or intends to enroll

When a child reaches age 18, the rights of the parent with regards to confidentiality of personally identifiable information is transferred to the student.

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

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

The Department of Education will investigate the matter, 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 Leitzel
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 districts 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 your 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 e 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 district from those applicable to exceptional or though-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.

The purpose of the Upper Dauphin Area Elementary 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 Elementary 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.