Upper Dauphin Area High School

Student/Parent Handbook

2020 - 2021

UPPER DAUPHIN AREA SCHOOL DISTRICT MISSION STATEMENT

Our mission is to empower our students to be lifelong learners in order to reach their greatest potential.

UPPER DAUPHIN AREA HIGH SCHOOL MISSION STATEMENT

The Upper Dauphin Area High School's mission is to empower students to use critical and creative thinking in order to pursue excellence and a love of learning and to become productive citizens.

SCHOOL BOARD MEMBERS

Price Buffington, President
Steve Welker Vice-President
David Barder
Mills Eure
Brian Henninger
Jack Laudenslager
Kathryn Talhelm
Kirk Wenrich
Heather Williard-Reed

DISTRICT ADMINISTRATION

Jared W. Shade, Acting Superintendent
Bob Miller, High School Principal
Heather M. Haupt, Director of Special Education and Student Services
Brent E. Bell, Director of Athletics and Administrative Services

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

SCHOOL COLORS	SCHOOL MASCOT
Orange, Black & White	Trojan

STUDENT/PARENT HANDBOOK AGREEMENT FORM

Parents and students please read the online handbook together. The signatures below indicate that you have read and understand the Upper Dauphin Area High School Student Handbook. Sign and date the form below **and return this sheet to the office.**

I acknowledge that I have read this student handbook online, including the Extracurricular Code of Conduct Policy #227.2 in Appendix C, and that I will abide by the rules and regulations contained within. I also understand the School District's Internet Use Guidelines and agree to comply with the "Terms and Conditions" and the "Code of Responsibility." I further understand that any infringement of these regulations is unethical and a direct violation of school rules and policies that could result in disciplinary action and/or criminal proceedings. However, I recognize it is impossible for the Upper Dauphin Area School District and its internet provider to restrict access to all inappropriate material, and I will not hold the school district responsible for material acquired on the network or any consequences thereof.

_____ _____

PLEASE PRINT Student's Name Grade/Section

_____ _____

Student's Signature **(in ink)** Date

_____

PLEASE PRINT Parent's Name

_____ _____

Parent's Signature **(in ink)** Date

UDASD Pledge for iPad Use/Insurance Form

- I will use and care for my iPad responsibly as described in the iPad Acceptable Use Policy while at school and at home.
- I understand that a District iPad is subject to inspection at any time without notice and remains the property of the Upper Dauphin Area School District.
- I will never leave the iPad unsecured and unattended, and I am responsible for knowing the location of my iPad at all times.
- I understand that if I want to purchase my own iPad case, the District administration reserves the right to disapprove a case.
- I will not use stickers, markers, etc.,on a District iPad/iPad cover or do anything to permanently alter the iPad.
- I will contain my District iPad in a protective case at all times.
- I will password protect my iPad and never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my teachers, administrators, or parents/guardians.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will clean the iPad's screen with a soft, anti-static cloth only, using no cleaners.
- I will not disassemble any part of my District iPad or attempt any repairs.
- I will not remove or deface the serial number or other identification on any District iPad.
- I will cooperate in the filing of a police report in case of theft, vandalism, or other acts covered by insurance and inform my building administrators.
- I will be responsible for all damage to, or loss of the iPad, caused by neglect or abuse.
- I agree to return the District iPad, case, and power cords in good working condition.

Select One

____ iPAD Insurance: $25.00 - Checks payable to UDASD

____ Opt Out - I have reviewed the iPad Acceptable Use Policy(Available on UDASD web site). I choose to opt OUT of the District's insurance. Since insurance is not being purchased, I understand that I will be financially liable for the full replacement or repair cost as determined by the Technology Department and building principal.

_____	_____	_____
Date	**Signature of Student**	**Printed Name of Student**

_____	_____	_____
Date	**Signature of Parent/Guardian**	**Printed Name of Parent/Guardian**

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

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.

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.

_____ _____
Student's Name **Date**

_____ _____
Parent/Guardian's Signature **Date**

TABLE OF CONTENTS

1. Student Handbook Information Pages
    a. Identification Page……....1
    b. UDASD Mission Statement…….....2
    c. UDAHS Mission Statement…….....2
    d. School Board Members & District Administration……...2
2. Agreement Form – Students and Parents……..3
3. iPad Policy From……...4
4. Photo/Video Refusal Form…….…...5
5. Table of Contents……...6,7
6. From the Principal……....8
7. ESL……..…8
8. Student/Parent Handbook Procedures……..8
9. Attendance Information……....8
    a. Excused Absences…….....9
    b. Unexcused or Unlawful Absences……9
    c. Truancy……..9
    d. Excessive Absences……...9
    e. Ten or More Absences……...9
    f. Tardiness……..10
    e. Arrival at School……..10-11
    f. Early Dismissals……11
    g. Educational Trips……..11-12
    h. College Visitations or Job Shadow Requests……12
10. Academic Information…….…..13
    a. Plagiarism……..13
    b. Cheating……13-14
    c. Grading/Progress Reports……..14
    d. Grade Point Average……14-15
    e. Homework……..15
    f. Parent Access to Student Information……....16
    g. Honor Roll Determination…….…16
    h. Graduation with Honors……....16
    i. National Honor Society……16-17
11. Conduct and Discipline Information……..18
    a. Code of Student Conduct……...18
    b. Bullying/Cyberbullying Policy……..…18
    c. Student Rights and Responsibilities……..…19
    d. Student Rights/Free Education……..…19
    e. Rights of Homeless Students…….....19
    f. Due Process……..…20
    g. Freedom of Expression…….…21
    h. Protection from Sexual Abuse and Harassment…….…...21
    i. Searches and Seizures…….……..21
    j. Student Privacy……...21-22
    k. Flag Salute and the Pledge of Allegiance…….…….22
    l. UDASD Secondary School Dress Code…….……..22-23
    m. Disciplinary Action Schedule……...24-28
12. Extra-curricular Information…….28
    a. Participation in Extra-curricular and Co-Curricular Activities…….28
    b. Academic Eligibility…….29
13. School Related Information…….…29
    a. Announcements…….....29
    b. Assemblies…….…29
    c. Bookbags…….…....30
    d. Breakfast…….….....30
    e. Change of Address/Telephone Numbers…….…..30
    f. Dances…….…...30
    g. Deliveries…….……..30
    h. Detention…….…..30-31
    i. Distribution of Literature…….….…31

j. Drug/Alcohol/Tobacco/Inhalant Use……..…...31
k. Eating/Drinking in the School Building……...……..31
l. Electronic Devices and Cell Phones……..…….32
m. Email Addresses…….…...32
n. Fundraising……...……..…32
o. Graduation Regalia ..……..……33
p. Hall Passes ……...…….33
q. iPad Policy Information……..……33
r. In the Building Before/After School Hours……..……..34
s. Keystone Exams……...……..34
t. Lavatory Use……...……...34
u. Locker Use……...……..34
v. Nursing Services……...……34-37
w. Parking……...…...37-38
x. School Property…….……38
y. School Library…….…...39
z. Security Cameras/Recording…….……39
aa. Student Conduct Procedures & Regulations …….…….39
bb. Athletic/Musical/Field Trip Conduct……...….……..39
cc. Bus Conduct…….....39
dd. Cafeteria Conduct……. 39-40
ee. Study Hall Expectations …….40
ff. Office Telephone Use……...…...40
gg. Physical Education (Wellness Course) Requirements…….……....40
hh. Student Assistance Program (SAP)……...…..40
ii. Student Disciplinary Withdrawal…….……...……40
jj. Textbooks……...…41
kk. Tutoring/Homework Help……...……41
ll. Visitor and Volunteer Policies……...…..41
mm. Working Papers……..……41

21. Appendix A – 2020-21 School Calendar

22. Appendix B - Bell Schedules

23. Appendix C - Related District Policies

Visit http://www.boarddocs.com/pa/udasd/Board.nsf/Public for a complete list.

Bullying/Cyberbullying Policy #249

Alcohol, Controlled Substances, and Paraphernalia Policy #227

Student Code of Conduct for Extracurricular Activities Policy #227.2

Electronic and Personal Communication Devices #237

Tobacco Use Policy #222

School Visitors Policy #907

Weapons Policy #218.1

iPad Acceptable Use Policy #815.3

24. Appendix D – Related District Notices
Equal Opportunity Notice

Annual Public Notice of Special Education Services and Programs

GENERAL INFORMATION

From the Principal

The purpose of the Student/Parent Handbook is to give 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. It has been designed to provide students with a tool that will promote success in all academic and extracurricular activities. The handbook is available online to students at all times. Paper copies are also available in the main office and Guidance Office. In case of conflict between a board policy and the provisions of this handbook, the board policy most recently adopted will prevail. The goal of Upper Dauphin Area High School is to empower students to use critical and creative thinking in order to pursue excellence and a love of learning and to become productive citizens.

English as a Second Language (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. The instruction will be delivered utilizing classroom pull-out and co-teaching ESL instruction in core-academic areas. The ESL Program Plan is available for review in the office.

Student/Parent Handbook Procedures

The Handbook Agreement Form from page 3 must be completed, signed in ink by students and parents, and returned to the office. Page 4 may be signed and turned into the office if a parent does not want to have their student's photos released, published or on the school's website. Forms will be made available in homeroom and the office at the start of the school year.

ATTENDANCE INFORMATION

Permissible excused absences per Pennsylvania School Code are: (1) personal illness, (2) doctor/dental appointments, (3) quarantine, (4) death in the immediate family, (5) religious holidays, (6) approved educational travel, (7) court appearances and (8) other urgent reasons as approved by the Principal which directly affect the student like a family emergency or impassable roads. Any other absences, even with the knowledge and permission of the parent or guardian, shall be classified as illegal.

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 school days.

Excused Absences

Any student who is absent for the excusable reasons referenced above 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 amount of time from the date of absence (one additional day for each day of excused absence under usual circumstances). 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. Teachers will review procedures for their classes at the beginning of the year.

Unexcused or Unlawful Absences

Students who are illegally absent, unexcused, or who cut class are not permitted to make up class assignments, projects, labs, or examinations missed during their absence. Six unlawful absences may subject the parents or guardians and the student to a hearing before the District Magistrate and the penalties imposed by law.

Truancy

Act 138 of 2016 recently revised truancy law in Pennsylvania. Truancy is defined as a child subject to compulsory school attendance laws who has three or more unexcused absences during the current school year. Habitual truancy is defined as a child subject to compulsory school attendance laws who has six or more unexcused absences during the current school year. The District will proactively utilize school attendance improvement conferences, individualized plans, and community agency programs like Check and Connect. Habitually truant students may be referred to the District Magistrate and/or Children and Youth Services. The District Magistrate may impose fines, jail time for parents, community service, and the suspension of driving privileges for convictions.

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. School officials have the right to insist upon a doctor's excuse for each day of absence beyond 10 (see below). Such absences without a doctor’s excuse will be recorded as illegal. Students with six unlawful days of absence may be referred to the District Magistrate to be cited.

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. curricular field trips, academic competitions, athletics, etc.);
5. Other exceptionally urgent reasons that are authorized by the High School Principal
6. 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.

Tardiness

The regular school day begins at 7:25 AM and ends at 2:35 PM. Students should be in their first period classrooms by 7:25 AM. 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.

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. Automated messages will be used to notify parents of absentees.
5. Automated messages will be used to notify parents of absentees.
6. Emergency information sheets are kept on file in each office.

Plan:

If a parent calls to report that their child should be in school or believes they received an automated attendance notice in error on a given day, the following steps will be taken:

1. Building attendance secretary calls the teacher to check for the student.
2. If the student is present, a follow up call will be made to the parent to confirm the student is in school.
3. If the student's attendance is not initially confirmed, reasonable attempts will be made to locate him or her by searching the immediate grounds and contacting the transportation department. The parent will be kept informed of the status of the search.

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

Educational Trips

The district administration may excuse a student from school attendance to participate in an educational 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 Principal and Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians, Principal, and the Superintendent.

4. The requirements of the Student Code of Conduct for Extracurricular Activities Policy #227.2 have been met, including those related to attendance and academic performance (see Appendix C).

Students who are going to be absent from school due to a planned trip must fill out a Request for Educational Trip form 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, a Request for 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 the advance notice rule are subject to the Principal's discretion as certain trips do not allow for two weeks advance notice. Educational trips are limited to five days per school year. The student is also responsible for all work missed during his/her absence and for getting assignments from his/her teachers before leaving. No educational trips will be approved during the Keystone Exam administration window.

Students wishing to attend non-regular season extracurricular competitions during the school day for the purpose of supporting student participants may do so if they meet the Academic Eligibility guidelines contained in the Student Code of Conduct for Extracurricular Activities Policy #227.2, meet applicable attendance requirements, complete a Request for Educational Trip Form in advance, and return a ticket stub from an event (if tickets are used) immediately upon return. The Request for Educational Trip Form must be submitted at least one day prior to the day of the event.

College Visitations or Job Shadow Requests

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 five (5) school days prior to the scheduled college visit. Job shadow requests may also be approved using the same process. A maximum of three (3) school days combined will be granted for college visitations and/or job shadow requests during any academic year. A college visitation/job shadowing verification sheet should be completed and returned to the main office immediately upon return, but no later than the third day following the visit, to be deemed "excused."

ACADEMIC INFORMATION

Plagiarism

Every writer, whether a student or not, *must* give credit to his or her sources. Credit must be given whenever he/she writes something that is not his/her own work, or when information is used that has been derived from another's ideas or words. Plagiarism is not limited to research papers. Students can also 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 and may receive discipline consistent with a Level I infraction for a first offense. 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 at the beginning of the school year. Cheating will result in a grade of a zero for that assignment/test, and disciplinary action consistent with a Level I infraction for a first offense. 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:

1. The student receives a 0% for the work in question.
2. No retests or makeup will be allowed.
3. The student receives disciplinary action consistent with a Level 1 offense and record of the incident will be kept in the student's file in the office.
4. 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.
5. In the case of plagiarism, any existing school policy supersedes the cheating policy.
6. 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.

Grading/Progress Reports

At the midpoint of each marking period, progress reports may be issued to those students who are doing unsatisfactory or marginal work. The grading system used at Upper Dauphin Area High School is outlined below:

Grade Point Average

The grading system used at Upper Dauphin Area High School is outlined below: A student's Grade Point Average is determined by a student's cumulative average of all courses taken in grades 9 through 12.

The mechanics of calculating grade point average involve multiplying each course numerical points (see below) by its credit value (1 credit, ½ credit, or ¼ credit) and dividing the sum of all the quality points by the sum of all credits attempted.

In order to challenge our students, a select number of AP, Honors, and Dual Enrollment courses will be designated for an alternative system of grade point average calculations. Specifically, courses designated "AP", "Honors" or "Dual Enrollment" will use the following grade equivalents when determining a student's grade point average.

Please Note: A grade lower than a ‘B-‘ (85%) will not be weighted.

Letter Grade	Percentage	Regular Course	Dual Enrollment/ Honors Course	AP Course
A+	99 – 100	4.00	4.25	4.50
A	95 – 98	4.00	4.25	4.50
A-	93 – 94	3.67	3.92	4.17
B+	91 – 92	3.33	3.58	3.83
B	87 – 90	3.00	3.25	3.50
B-	85 – 86	2.67	2.92	3.17
C+	83 – 84	2.33	2.33	2.33
C	77 – 82	2.00	2.00	2.00
C-	75 – 76	1.67	1.67	1.67
D+	73 – 74	1.33	1.33	1.33
D	67 – 72	1.00	1.00	1.00
D-	65 – 66	0.67	0.67	0.67
F	0 – 64	0.00	0.00	0.00
*I – used when a student has not completed work	0.00	0.00	0.00	0.00

*Incomplete grades must be finalized no later than the middle of the following marking period.

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 part of the learning process. 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, attention 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 Sapphire Student Information System Parent Portal. To access these resources, you must be registered. Please visit the District's website at www.udasd.org and click on the Parent Resources tab at the top of the page. Then click on the Parent Portal link under School-Home Connection to access the registration process. After clicking on "Create a Web Portal account," you will be prompted for a keyword which is "udatrojans." Read through the Sapphire Community Web Portal Agreement, select "Parent Account" from the drop down menu, and choose "yes" to agree and continue the application process. 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.

Honor Roll Determination

The school year is divided into four report periods or quarters, each of which is nine weeks in length. Each quarter, the Upper Dauphin Area High School issues an honor roll of students who have met the established requirements. The purpose of the honor roll is to recognize student efforts and encourage better grades. A grade of 'D' or 'F' during any quarter eliminates the possibility of honor roll status for that grading period. Incomplete work in any subject will keep a student off the honor roll. The honor roll requirements are as follows:

Distinguished Honor Roll: All 'A's (no 'B's).

Honor Roll: Grades All 'A's and 'B's (no 'C's or lower).

Graduation with Honors

Overall graduation with honors is attained when a student earns a cumulative (weighted) GPA of at least 3.50 or higher. In addition, National Honor Society members are recognized at graduation by maintaining a cumulative (weighted) GPA of at least 3.50 or higher.

National Honor Society

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 weighted grade point average of 3.50 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 weighted GPA of 3.50.
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.

CONDUCT AND DISCIPLINE INFORMATION

Code of Student Conduct

The Upper Dauphin Area School District Board of Education has the authority to make reasonable and necessary rules governing the conduct of students in school, as provided by section 1317 of the School Code of the Commonwealth of Pennsylvania. The public schools shall have the right to exercise the same authority as to the conduct and behavior over the pupils attending his school during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them. This authority is the responsibility of the total school community and this authority should be used to develop an atmosphere throughout the school community that is conducive to teaching, learning, and living. Everyone in the educational process has the right to expect that the environment be safe, pleasant and well organized. The climate should be one of security and consistency through the establishment of reasonable rules and guidelines. These rules and guidelines should emphasize that the student conform to reasonable standards of socially acceptable behavior, respect the rights and person and property of others, preserve the degree of order necessary to the educational program in which they are engaged, and obey constituted authority and respond to those who hold that authority. Discipline should, as a minimum, have three objectives in mind:

1. To provide the optimum environment in which to deliver instructional services.

2. To respond to disruptive students with corrective measures in a firm and consistent manner while attempting to provide a continuing education for all students.

3. To remove, as a last resort, the disruptive student from the school in order that the majority may pursue their educational goals in a peaceful environment.

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. The administration has the authority to make modifications to the discipline policy due to circumstances that maintain the safety, welfare, and well being of students and staff.

Bullying/Cyberbullying Policy

The District recognizes that the bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying. Please see the entire Bullying Policy #249 in Appendix C.

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 online for review.

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).

Rights of Homeless Students

UDASD's McKinney-Vento Homeless Education Assistance Program is a federally funded program for children in the Upper Dauphin Area School District who are "in transition" in their housing situation. The McKinney-Vento Homeless Education Assistance Act protects homeless children and youth by providing additional rights and educational support services beyond that offered in the regular classroom setting. UDASD students, preschool-12th grade, may qualify for certain rights and protections under the federal McKinney-Vento Act if they live in any of the following situations:
In a shelter
In a motel or campground due to the lack of an alternative adequate accommodation
In a car, park, abandoned building, or bus or train station
Doubled up with other people in someone else's home due to loss of housing or economic hardship
Children living with non-custodial relatives or friends
Families who live in substandard housing without access to running water or adequate heating

According to the McKinney-Vento Homeless Act, eligible students have rights to:
Receive a free, appropriate public education.
Enroll in school immediately, even if lacking documents normally required for enrollment. Schools cannot refuse to enroll a homeless student for lack of records (e.g., school records, transcript, IEP, birth certificate or immunization records) or proof of a home address.
Enroll in school and attend classes while the school gathers needed documents.
Enroll in the local school; or continue attending their school of origin, if that is your preference and is feasible.
Receive transportation to and from the school of origin, if you request this.
Receive educational services comparable to those provided to other students, according to your children's needs.

If you have any questions, please contact the Homeless Liaison, Heather Haupt, at 717-362-6573.

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 wrongdoing 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 emancipated minor, without the prior written consent of the parent. Such survey, analysis, or evaluation may, however, be conducted on a wholly voluntary basis, provided that the student and parents have been notified of their rights.

Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his country and its flag. Each school day begins with the Pledge of Allegiance to the flag of the United States of America by every student and staff member. Students may decline to stand during the Salute to the Flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights/interest of classmates who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another. The parents or guardian of any student who declines to recite the pledge of allegiance or who refrains from saluting the flag will be notified.

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, backpacks 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

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. Having an open container of food or drink (other than water) outside of the cafeteria during the instructional day
13. Violation of electronic device use policy
14. Dress code violations
15. Minor incidence of throwing objects
16. Minor incidence of computer usage violations
17. Late to school or class
18. 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
3. having a hall pass; leaving class or assigned area without permission
4. Insubordination
5. Forgery
6. Use of abusive language, obscene or profane gestures including
7. school group photos; possession of pornography; visiting
8. pornographic websites on school computers
9. Disruptive behavior during the serving of detention
10. Major disruptive behavior in class
11. Disrespect to staff
12. Excessive tardiness to school (7 or more occurrences)
13. Driving violations on school property
14. Defacing school property such as books, posters, or classroom materials
15. Pushing, hitting, tripping or any other minor form of physical offenses toward others
16. Hostile or intimidating behavior toward others; making threats
17. Failure to serve detention
18. Cutting class
19. Leaving school without permission
20. Entering an unauthorized area
21. More serious incidences of computer usage violations
22. Harassment—physical or verbal
23. Actions that may cause harm to others
24. 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
25. Possession of lighter, matches, or any other materials that create a flame

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, vape/JUUL 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 vape/JUUL violation will result in a $50 fine, 3 days of in-school suspension, 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 incidents 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 (SAP) 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. Assignments or examinations not made up due to suspension shall be recorded as zeros and will be averaged with the grades earned to determine the quarterly mark.

EXTRA-CURRICULAR INFORMATION

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 11:00 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. Please see the Student Code of Conduct for Extracurricular Activities Policy #227.2 contained in Appendix C.

SCHOOL RELATED INFORMATION

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 via the Trojan News Network. 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. Many times, important announcements are posted on the District website and Facebook pages. Parents are encouraged to sign up for automated District phone messages by completing a form available in the office.

Assemblies

Students should sit with their Discovery group for school assemblies. 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. All teachers should escort their students to the auditorium or the gymnasium in a quiet and orderly fashion. Each teacher should make sure his/her students are seated in the proper area according to the prescribed chart and remain with their students. No bags, food, or drinks should be taken to any assembly. Attending assemblies is a privilege and any disruptive behavior by any student will not be tolerated. Any behavior that is not acceptable in a classroom will not be acceptable during an assembly. Students behaving improperly will be subject to disciplinary action, including possible detention or suspension for

each offense. Any student removed from an assembly for improper behavior will be detained in the office for the remainder of the assembly. Removal a second time from an assembly will result in the student's privilege of attending assemblies being revoked. That student will spend the time for all future assemblies in an alternate area.

Bookbags

Bookbags are defined as bags with shoulder straps large enough to hold textbooks. Bookbags may be carried to/from school, but must be stowed in students' lockers during the day for security reasons. Bookbags should not be carried during the school day.

Breakfast

The cafeteria serves breakfast from 6:50 AM to 7:15 AM daily. Breakfast is a service provided by the District to ensure students have a healthy start to their day. Free and reduced service is available.

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 Guidance Office. Records will then be forwarded to the new school district after all school property has been returned & financial obligations are met.

Dances & Prom

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 1 week prior to the event (dance forms are located in the high school office).
   **No persons over the age of 20 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 enforced.
7. Chaperones will exercise their authority in maintaining proper standards of conduct.

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

In most cases, 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 usually held on Wednesdays, but any day may be utilized as

circumstances require. 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.

Distribution of Literature

No pamphlets, posters, flyers or literature of any kind may be distributed or posted in the High School without the direct approval of the Principal in advance.

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/vaping devices, 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.

The Board recognizes that tobacco use and use of electronic cigarettes/vaping devices by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form. Electronic cigarette/vaping device use shall be defined as use and/or possession of a functioning or non-functioning electronic cigarette or vaping device.

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.

Eating/Drinking in the School Building

Students are encouraged to assist in maintaining the appearance and cleanliness of our building. All litter must be placed in the appropriate collection containers. As a general rule, food and drinks should be consumed in the cafeteria. Throughout the day, students may carry water in clear plastic bottles with caps. Teachers determine if students are permitted to drink water in the classrooms. Food and drinks may not be consumed in the hallways. Food and drinks may not be consumed in the classrooms without prior teacher permission and advance approval from the Principal.

Electronic Devices and Cell Phones
Please take time to review Upper Dauphin Area School District's Electronic Communication Devices Policy #237, which outlines the appropriate use of electronic devices in school.

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. During instructional time, cell phones should be turned off and be placed in the designated pocket holder in each classroom at the discretion of the classroom teacher and unless otherwise being used as an instructional tool. 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 workplace. Each student is assigned his/her own iPad for the length of the school year. We want to promote 21st Century skill development, 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.

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.

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.

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.

Graduation Regalia:
Upper Dauphin Area High School graduation ceremony has traditionally been a dignified and formal event. High School graduation is a ceremony to recognize the young men and women who have met the requirements established by the Commonwealth of Pennsylvania and the Upper Dauphin Area Board of Directors for the awarding of a high school diploma. In an effort to continue the tradition, graduating seniors will be permitted to only wear the following regalia during the graduation ceremony:

1. Medal signifying graduation with honors
2. National Honor Society sash
3. Class officer sash

Remaining student accomplishments are recognized and celebrated during class night.

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.

iPad Acceptable Use Policy: 815.3
The Upper Dauphin Area School District has purchased Apple iPads for selected students of the Upper Dauphin Area School District. These students will be issued iPads with predetermined applications installed.

Students and parents/guardians are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at the Upper Dauphin Area School District are provided for the purpose of supporting the educational mission of the district. The district's objective in providing the iPad is to provide an alternative mode of academic content delivery, consistent with advances in technology that facilitates resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Student/Parent School Handbooks. It is understood that members of the Upper Dauphin Area School District will use all types of computing devices and the district's network in a responsible, ethical, and legal manner at all times.

The Upper Dauphin Area School District retains sole right of ownership of the iPad and related equipment. Apple iPads will be issued to students according to the guidelines set forth in this document. The Upper Dauphin Area School District retains the right to collect and/or inspect the iPad at any time, and to alter, add or delete installed software or hardware.

In the Building Before/After School Hours
Students must be supervised by staff at all times. Students arriving before 7:15 AM must report to and remain in the cafeteria until the bell sounds. Students may not be in the halls or classrooms without prior teacher permission and advance approval from the Principal.

Keystone Exams
The Keystone Exams are end-of-course assessments designed to measure proficiency in the subject areas of Algebra I, Literature, and Biology. There are four established performance levels which include Advanced, Proficient, Basic, and Below Basic. The scores determine the school's rating on the PA Future Ready Index website. An Advanced or Proficient exam score for each student is used as one method to determine graduation requirements as defined by ACT 158. Assessment scores represent a snapshot in time of student performance, and should not be considered the sole indicator of student achievement. Standardized assessments help Pennsylvania meet federal and state requirements, as well as provide educators, stakeholders, and policymakers with important information about the Commonwealth's students and schools, and inform instructional practices. The Upper Dauphin Area School District reserves the right to modify student schedules based on past performance on these types of assessments, and other measures, in order to provide academic intervention and support growth and achievement.

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.
3. As a general rule, lockers should be accessed before school, during pass time, and at the end of the day to minimize disruptions to instruction. Lockers should not be accessed during lunch. Exceptions may be made with staff permission.

Nursing Services

The School Health Program has, as its primary goal, the protection, maintenance, and improvement of the health status of the school age child. Its intention is to assist the student and his/her family to obtain maximum good health primarily through preventive service (first aid, emergency care, counseling, early identification, referral, education, problem management and follow-up). The School Health Program is not a medical care service. The School Nurse assists the teacher and other school employees with the management of students with physical limitations and establishes a positive approach to good health practices. The District recognizes that parents/guardians have the primary responsibility for the healthcare of their children.

Any student, who needs to be excused from any school activity, including Physical Education, will be required to have an excuse written by a licensed prescriber, which must be presented to the nurse. Students should not possess prescription or non-prescription medication on school property. Student possession of an inhaler on school property requires proper documentation. Please see below for additional information.

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. The nurse may excuse a student to go home only if a parent or guardian can be contacted by phone to come to pick up the student, or can give permission or consent for a student to drive/walk home. If a parent/guardian cannot be reached, only authorized persons designated by the parent/guardian on the Emergency Card will be called. In emergency situations, the student will be transferred to the hospital and the parent/guardian will be notified.
6. Arrangements to leave school made prior to the consent of the school nurse will be recorded as unexcused.

PRESCRIPTION MEDICATION

The district recommends that medication be given in the home; although, it realizes that the health of some students requires that they receive medication while in school. Parents/guardians should confer with their child's primary care provider to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures need to be followed. Unless guidelines are followed, your child will not receive the prescribed medication. In accordance with the recommendation of the Pennsylvania Department of Health, the student will be given medication only on the DIRECT WRITTEN ORDER OF A LICENSED PRESCRIBER (physician, physician assistant, nurse practitioner, dentist, etc.). A new order must be obtained each school year as a written order expires at the end of the school year in which the order was written. Forms are available from the school nurse.

Any medication brought to school by a parent or student is to be brought directly 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.

NON-PRESCRIPTION MEDICATION

1. Acetaminophen (Tylenol), Tums, and Caladryl will only be given in accordance with the non-prescription medication protocol established by the school's health care provider and written

consent from the parent/guardian obtained from the student's emergency card. Nursing discretion will be used to determine the need versus risk of administering Acetaminophen.
2. Students requiring inhalers during school hours must follow all guidelines for prescription medications.
3. The request to carry an inhaler must be specifically written on the prescription order form by the licensed prescriber and the self-administration of medication protocol must be completed.
4. Parents/guardians will be requested to pick up unused/expired medication.
5. If the parent/guardian does not pick up unused/expired medication by the last day of school, the school nurse will destroy/discarded any unused/expired medication. A school district employee will witness this act if the medication to be discarded is a controlled substance.

IMMUNIZATIONS

New revisions to the regulations regarding school immunizations require a certificate of proof prior to attendance unless a physician or the physician's designee provides a written statement that immunization may be detrimental to the health of the child or the parent objects in writing on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.

SCREENINGS

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. Hearing tests are also required for 11th graders. All students in grades K through 12 will have a vision, height, and weight screening. Height and weight will be used to calculate a student's Body Mass Index (BMI). BMI is a measurement that helps determine whether your child is within a normal growth pattern, overweight, at risk of becoming overweight or underweight. A letter informing you of your child's BMI will be sent home after the completion of his/her height/weight screening. NOTE: The school physical examinations will be done in a private exam room. Each physical performed by a qualified licensed prescriber will include a review of previous medical records and a review of the current health history. A physical examination will monitor each student's growth and development, auditory, and skeletal areas. No genital evaluation will be performed. Each student and/or parent/guardian has the right to assume responsibility for this physical to be completed by his/her own private health care provider. We recommend your family health care provider do this examination since he/she can best evaluate your child's health and assist you in obtaining necessary treatments and/or corrections. Any parent/guardian may participate in his/her child's evaluation with advance notice. Physical exams done at the school require the parent/guardian to sign a consent form that will be sent home prior to their administration. If the form is not signed and not returned to the school, no exam will be administered.

PEDICULOSIS (HEAD LICE AND/OR NITS)

Head lice are tiny wingless parasitic insects that can live on the head and scalp of people, especially children. They are about the same size as a sesame seed. The nits or eggs are very tiny, half the size of a pin head and very difficult to see. The nits vary in color from yellowish brown to pearly white and are tear drop shaped. Head lice are usually transmitted through close, personal contact. Lice respect no one and no one is immune from them, no matter how clean.

The following procedures will be followed:

1. Any student suspected of head lice or nits will have his/her head inspected by the school nurse. The parent/guardian or authorized party will be contacted if the student needs to be taken home. Instructions for treatment will be given to the parent/guardian at the time of exclusion.

2. After the student's hair is properly treated and every nit removed from the hair, the parent/guardian will notify the nurse and return to the school with the student. The nurse will inspect the hair in the presence of the parent/guardian and determine if the child may be permitted to resume school activity. If the child is not able to return, the procedure for re-entry will be repeated.

3. There will not be a general notification when lice are found on a student.

RECOMMENDATIONS REGARDING ATTENDANCE

Keep your child home from school when:

1. His/her temperature is 100 degrees or more prior to school in the morning, or higher temperature associated with cold like symptoms. They should be fever-free for at least 24 hours (without the use of fever reducing medication like Tylenol or Ibuprofen) before returning to school.
2. They vomited the evening/morning before school.
3. They have persistent diarrhea or diarrhea not contained.
4. They have red eye(s) accompanied with drainage or matting.
5. They have been diagnosed with an infection (such as "pink eye", strep throat, MRSA, impetigo).
6. They should be on an antibiotic for at least 24 hours before returning to school. Please feel free to call us for any questions or concerns. Always contact your child's health care provider if your child's illness is prolonged or if you are uncertain about sending them to school or keeping them home.

Parking

In compliance with policy, students driving to and from school must have a signed permission slip by their parents or guardian and consent to random drug testing. School authorities may revoke the privilege of driving at any time when students fail to exercise good conduct and judgment or exhibit a lack of responsibility, so as to endanger property or persons. Price of an original parking tag is $50.00, replacement of a lost tag is $5.00 and this will invalidate any previous tags.

GENERAL REQUIREMENTS

1. Maximum speed limit on school property is 15 mph.
2. Motor vehicles shall be locked and inaccessible to students during school hours except by permission of the school office.
3. 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.

4. 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.
5. The school is not held responsible should any damage or theft occur while the car is on school property.
6. Any person found doing damage or vandalizing any car would be subject to school disciplinary action, possible referral to law enforcement, and payment of any and all damages caused.
7. Students are not to loiter in automobiles before school.
8. Students are to park only on the main lot in their assigned spots.
9. Speeding, burning tires, reckless driving, etc., are violations of motor vehicle laws which may be reported to the State Police.

PARKING AREAS

The UDAHS parking lot is permit parking only. Students are required to register their vehicles with the high school each year. All students operating vehicles are subject to search whenever district officials feel there is reasonable suspicion of wrongdoing. Student drivers must park in their assigned spaces in the student parking area. Student drivers may not park on grass areas or areas not marked as a parking space. Underclassmen will be granted parking privileges if and only if spaces remain after the seniors have received their tags. Students must proceed directly into the building to their assigned location upon arrival on school property.

TAG IDENTIFICATION

Each student driver shall identify the vehicle(s) that he normally drives to school and school activities. An identification tag will be issued and must be placed on the vehicle's rear view mirror; tags can only be used on registered vehicles. Tags are not transferable between students.

SPECIFIC DISCIPLINARY ACTION

1. Failure to register and/or properly place registration tag on motor vehicle and failure to park in assigned parking spot:
   - 1st violation – Warning
   - 2nd violation – (1) Detention, Parents notified
   - 3rd violation – Vehicle towed (at owner's expense)
2. Failure to allow other motor vehicles enough room to get out of parking areas:
   - Violators will be processed as in item #1
3. Driving to school and/or having vehicle on school property when driving privileges have been suspended:
   - Violators in this category are subject to the Principal's discipline action
4. Unsafe operation of vehicle on school property:
   - Violators in this category are subject to the Principal's discretion dependent upon severity.
5. Students are responsible for getting to school on time.

<u>School Property</u>

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.

Security Cameras/Recording
The Upper Dauphin Area High School is under 24-hour video surveillance. Students, staff, and guests may be subject to video and audio recording. In addition, 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.

Student Conduct Procedures & Regulations
For additional details, please see Conduct and Discipline Information above.

ATHLETIC/MUSICAL/FIELD TRIP CONDUCT
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.

Field Trips continued:
There are also times when students are invited to attend field trips sponsored by the district. Students must likewise meet the Academic Eligibility guidelines contained in the Student Code of Conduct for Extracurricular Activities Policy #227.2 and the associated attendance requirements to participate in field trips. Students on the high school 10-day absentee list will not be eligible to participate in school sponsored field trips that occur on a school day.

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. To eliminate distractions to teaching and learning, such requests and approvals should be kept to a minimum.

Study Hall 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.

Office Telephone Use

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

Physical Education (Wellness Course) Requirements

All students scheduled for Physical Education courses are required to participate. Only a written excuse from a physician will be recognized as a legitimate reason for not participating in Physical Education classes. Participation requires being properly dressed for each class. Valuables should not be stored in an unlocked gym locker and any valuables placed in an unsecured locker is placed at the student's own risk.

Student Assistance Program (SAP)

The Upper Dauphin Area School District has established a Student Assistance Program to provide appropriate counseling and support services for the students experiencing problems with drugs, alcohol, and other dangerous substances, as well as issues relating to mental health. The Student Assistance Program is designed to identify issues, including alcohol and other drugs, which pose barriers to student learning and school achievement. Student Assistance is not a treatment program, but rather a systematic process whereby effective professional techniques are used to mobilize school resources in order to eliminate such barriers. When the problem is beyond the scope of the school, the student and the family will be provided with information so they may access services within the community. The Student Assistance team members do not diagnose, treat, or determine appropriate services. The District encourages the involvement of parents in all phases of the Student Assistance Program and recognizes the primary role of the family to make decisions affecting their child's education and the successful resolution of such problems. Students referred to SAP 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.

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.

Textbooks
In most instances, your textbook represents the basic tool of your trade. We urge you to guard your textbooks carefully and keep them covered at all times and to use it daily. The student to whom the book was issued must pay for damaged or lost books. If you lose or damage your book, you will be expected to pay for it. Write your name and the teacher's name on the inside cover of the book.

Tutoring/Homework Help
After school tutoring is available three days per week. Please look for a schedule at the start of the new school year.

Visitor and Volunteer Policies
In order to ensure student safety, the school board has approved ~~a~~ visitor and volunteer policies. Persons wishing to visit a school should make arrangements in advance with the school office in that building. Upon arrival at the school, visitors must register at the main office. Individuals found in violation of this process may be asked to leave and their access limited or denied in the future. All staff members shall be responsible for requiring a visitor to demonstrate that she has registered at the school office and received authorization to be present for the purpose of conducting business.

Per current policy, a visitor is a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer. A volunteer is an adult, whose role is more than that of a visitor, who offers a service to the district without receiving compensation. A volunteer is not a school employee. The two (2) classifications of volunteers are:

1. Position Volunteer - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. Guest Volunteer - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

All position and guest volunteers must be approved by the Board and provide criminal background checks, undergo a tuberculosis test, and be under the supervision of a staff member as required by current law and policy.

Working Papers
The Pennsylvania Department of Labor and Industry requires all employed minors (under age 18) to be covered by an employment certificate. These certificates are issued at the high school office. A parent must apply for the application and present proof of student's birth date. It is illegal to work before receiving the employment certificate from the school.

Appendix A - 2020-21 School Calendar

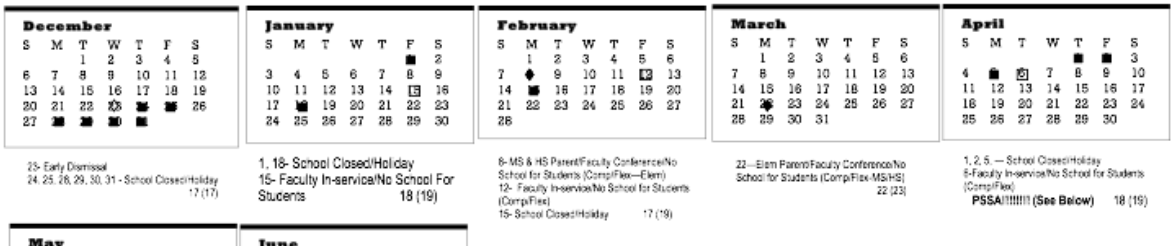
UPPER DAUPHIN AREA SCHOOL DISTRICT
2020-2021 (Approved January 15, 2020)

17, 18 - New Teacher Orientation
19, 20- Faculty In-service
24 -1st Day for Students 6 (8)

7 - School Closed Holiday
25 - Early Dismissal
21 (21)

12—Act 80
22 (22)

5- Parent Faculty Conference/No School For Students
6- Act 80
25 - Early Dismissal
26, 27, 30 School Closed Holiday 17(18)



23- Early Dismissal
24, 25, 28, 29, 30, 31 - School Closed/Holiday
17 (17)

1, 18- School Closed/Holiday
15- Faculty In-service/No School For Students 18 (19)

6- MS & HS Parent/Faculty Conference/No School for Students (Comp/Flex—Elem)
12- Faculty In-service/No School for Students (Comp/Flex)
15- School Closed/Holiday 17 (19)

22—Elem Parent/Faculty Conference/No School for Students (Comp/Flex-MS/HS)
22 (23)

1, 2, 5. — School Closed/Holiday
8-Faculty In-service/No School for Students (Comp/Flex)
PSSA!!!!!!! (See Below) 18 (19)

7 - Faculty In-service/No School for Students (Comp/Flex)
31 - School Closed/Holiday
19(20)

3—Last Day for Students/Early Dismissal/Graduation
4—Faculty In-service/No School for Students
3 (4)

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 ★

Month	Student Days	Teacher Days
Aug	6	8
Sept	21	21
Oct	22	22
Nov	17	18
Dec	17	17
Jan	18	19
Feb	17	19
March	22	23
April	18	19
May	19	20
June	3	4
	180	190

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

Dates for Testing are as follows:

PSSA Testing **April 19-23, 2021 (English Language Arts)**
April 26-May 7, 2021 (Math & Science)

Emergency Make-Up Days
January 18, 2021 February 12, 2021
February 15, 2021, April 1, 2021, April 6, 2021 **(In-service would be April 5, 2021).**

Note: Days may be added if necessary
Act 80 or In-service Make-Up Days
February 12, 2021
(Comp Flex will be moved to June 7, 2021)

Students are not in session these days

Appendix B - Bell Schedules

2020-21 Bell Schedule

	7:15	
Period 1	7:25	8:08
Period 2	8:11	8:53
Period 3	8:56	9:38
Period 4	9:41	10:23
Period 5	10:26	11:08
Discovery or 1st LUNCH	11:11	11:41
2nd LUNCH or Discovery	11:46	12:16
Period 6	12:19	1:01
Period 7	1:04	1:46
Period 8	1:49	2:35

Two Hour Delay

	9:15	
Period 1	9:25	9:54
Period 2	9:57	10:24
Period 3	10:27	10:54
Period 4	10:57	11:24
Period 5	11:27	11:54
Discovery or 1st Lunch	11:59	12:29
2nd Lunch or Discovery	12:32	1:02
Period 6	1:05	1:32
Period 7	1:35	2:02
Period 8	2:05	2:35

Early Dismissal

	7:25	
Period 1	7:25	7:49
Period 2	7:52	8:16
Period 3	8:19	8:43
Period 4	8:46	9:10
Period 5	9:13	9:37
Period 6	9:40	10:04
Period 7	10:07	10:31
Period 8	10:34	11:00

Appendix C - Related District Policies

APPENDIX D - RELATED DISTRICT NOTICES

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, and 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.

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

NOTICE TO PARENTS

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Upper Dauphin Area School District provides the following Special Education services through programs in district, consortium classrooms, and the local Intermediate Unit classrooms or private schools:

- Learning Support
- Emotional Support
- Blind and Visually Impaired Support
- Deaf and Hearing Impaired Support
- Autistic Support
- Speech and Language Support
- Multiple Disabilities Support

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and 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. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact Montgomery County Intermediate Unit, Early Intervention Services, 2 West Lafayette Street, Norristown, PA 19401. The telephone number for the Early Intervention Program is (484) 685-1856.

EVALUATION PROCESS

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff at Montgomery County Intermediate Unit, Early Intervention Services, 2 West Lafayette Street, Norristown, PA 19401. The telephone number for the Early Intervention Program is (484) 685-1856.

CONSENT

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

PROGRAM DEVELOPMENT

Once the evaluation process is completed, a team of qualified professional and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

CONFIDENTIALITY OF INFORMATION

The SDs, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the responsible school entity listed below.

Upper Dauphin Area School District
Special Education Office
5668 State Route 209
Lykens, PA 17048
(717) 362-6573

For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

Capital Area Intermediate Unit (IU #15)
55 Miller St
Summerdale, PA 17093
(717) 732-8400