

UDAMS STUDENT HANDBOOK

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



2023 -
2024



www.udasd.org/uda-middle-school



DISTRICT ADMINISTRATION

Mr. Jared Shade
Superintendent
717-362-8134

Mrs. Amie Savidge
Business Manager
717-362-6547

Mrs. Heather Haupt
Director of Special Education
and Student Services
717-362-6478

Mr. Brent Bell
Director of Operations
717-362-6694

BOARD OF EDUCATION

Price Buffington, President

Steven Welker, Vice-President

David Barder
Brian Henninger

Grant Campbell
Joshua Stadheim
Kirk Wenrich

Mills Eure
Kimberly Welker

TABLE OF CONTENTS



• UDAMS Faculty	3
• Academic Information	4
• Attendance Information	6
• Student Conduct and Activities	9
• Student Support Services and District Notices Information	18
• UDASD Board Policies for Student Review	24
• Helpful Links	24

FACULTY

Name	Subject	Email
Adams, Justin	Geography 6	adamsj@udasd.org
Bohn, Heide	Music / Band	bohnh@udasd.org
Bohner, Maeann	Social Studies 5	bohnerm@udasd.org
Bowman, Danielle	Science 5	bowmand@udasd.org
Downing, Adam	Ancient Civilizations	downinga@udasd.org
Forney, Renee	Nurse	forneyr@udasd.org
Frey, Luke	Math 7	freyl@udasd.org
Geesey, Sue	Chorus	geeseys@udasd.org
Glunz-Wenner, Bridget	Special Education Teacher	glunzwennerb@udasd.org
Godsey, Alyssa	School Social Worker	godseya@udasd.org
Gundrum, Alexis	Principal	gundruma@udasd.org
Kerwin, Lora	Science 6	kerwinl@udasd.org
Lahr, Tara	Learning Support 6	lahrt@udasd.org
Kriley, Gabrielle	Ag/Technology Education	krileyg@udasd.org
Lebo, Jamie	Art	leboj@udasd.org
Leiter, Brian	Science 7	leiterb@udasd.org
Maldonado, Emily	Social-Emotional Learning	maldonadoe@udasd.org
Maldonado, Emily	Guidance counselor	maldonadoe@udasd.org
Peck, Kerry	Wellness	peckk@udasd.org
Raup, Lucinda	ELA 5	raupl@udasd.org
Rebuck, Mitchell	Social Studies 8	rebuckm@udasd.org
Reho, Kristina	English 6/Librarian	rehok@udasd.org
Reiner, Christina	Reading Specialist	reiner@udasd.org
Renn, Emily	Math 6	renne@udasd.org
Renn, Madison	Learning Support 5	rennm@udasd.org
Schaffner, Rian	Wellness	schaffnerr@udasd.org
Seig, Jordon	Science 8	seigj@udasd.org
Troutman, Taryn	Learning Support 7	troutmant@udasd.org
Wallisch, Megan	ELA 7	wallisch@udasd.org
Welker, April	ELA 8	welkera@udasd.org
Welsh, Chris	Math 5	welsh@udasd.org
Wiest, Denise	Pre-Algebra 8 / Algebra	wiestd@udasd.org
Zeigler, Leashay	Learning Support 7	zeiglerl@udasd.org
Zigner, Adam	Computers/Technology	zignera@udasd.org

ACADEMIC INFORMATION



GRADING SYSTEM

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

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

HOMEWORK

All teachers will distribute their homework/grading policy in the beginning of the school year. Student's are responsible for completing their homework on time. Failure to take the required materials home will not excuse a student from completing a homework assignment.

Students who need help with homework, may stay Work Session after school on Tuesday and Thursday until 4:15. Parent/guardians must sign-up their students prior to 11:00AM on the day they would like their child to attend Work Session. The sign-up form can be found on the UDAMS website (<https://udasd.org/uda-middle-school/>).

HONOR ROLL DETERMINATION

The school year is divided into four report periods, each of which is nine weeks (45 days) in length. The purpose of the report card is to provide information to the student and parent concerning the achievement over a nine-week period, performance as related to potential, work and study habits, and attendance records.

Distinguished Honor Roll:

- Grades for major subjects must be 93% or better.
- Grades for special subjects must be 85% or better.

Honor Roll:

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

PSSA EXAMS

The Pennsylvania System of School Assessment (PSSA) exams are administered every spring in grades 5-8. PSSA results provide students, parents/guardians, and schools with information regarding students and school performance. The Upper Dauphin Area Middle School will also routinely the Classroom Diagnostic Tool (CDT) to determine student

readiness for the PSSA exams. The school reserves the right to modify a student's schedule based on PSSA and CDT date, in order to best support the student.

REQUIREMENTS FOR PROMOTION

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

Retention

A middle school student may be retained if he or she fails:

1. Two (2) or more core subjects (ELA, Math, Science and Social Studies).
2. One (1) core subject and a failing average of specials.
3. Absent from school 25 or more days without an acceptable medical excuse.

Students who have failed two or three core classes may attend an summer school at their parent or guardian's expense to fulfill requirements for promotion, at a cost of \$25 per course. Students may attend summer school only if their final average is 50% or higher. Only two failures may be made up in summer school.

SAPPHIRE PORTAL

Students are expected to routinely monitor their grades via the Sapphire Portal. Parents/guardians may also access students' information through the Sapphire Parent Portal (see <https://udasd.org/community-web-portal/> for registration information).

TROJANS VIRTUAL ACADEMY

Upper Dauphin Area families who would like to have their student complete remote learning, may attend the Trojan Virtual Academy (TVA). TVA students will complete their courses online through the eBridge platform. Students attending TVA will still remain Upper Dauphin Area students and have to opportunity to participate in all extracurricular activities.

ATTENDANCE INFORMATION



See Board Policy 204 for more information regarding student attendance.

ARRIVAL

Official School Day: 7:25AM to 2:35PM

Doors will open at 7:05AM. Parents should drop off students at the designated drop off location. No vehicles should enter the bus circle. Students arriving prior to 7:20AM will report to the cafeteria (7th and 8th grade) or the auditorium (5th and 6th grade). Students may not be in the halls or classrooms without prior permission from the principal.

CHANGE OF ADDRESS/PHONE NUMBER

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 administration office at 717-362-6556, so that it can be changed in our records. Students transferring to another school district must secure the proper withdrawal papers from the district office. Records will then be forwarded to the new school district after all school property has been returned and financial obligations are met.

EARLY DISMISSALS

If a student must be dismissed early from school, they must bring a note from a parent or guardian to the office or a request through the Sapphire Portal should be submitted the morning of the early dismissal. In case of emergency or sudden illness, contact should be made with the school office. If a student leaves 45 minutes to 3.5 hours early that equals half day absence PM.

Early dismissals will be excused for the following reasons:

1. Physician's appointment (verification of physician required)
 2. Court appearances (official verification required)
 3. Death in the immediate family
 4. Religious observances
 5. School-related activities approved by administration
 6. Other urgent or emergency situations authorized by the 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 request via the UDASD parent portal prior to the scheduled trip.
 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 122.1 have been met, including those related to attendance and academic performance.
-

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 middle school determines the validity of educational absence requests for middle school students. 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 collecting assignments from his/her teachers before leaving. **No educational trips will be approved during the PSSA 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 122.1, 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.

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.

Once a student accumulates 10 absences, the student will be required to supply a medical excuse issued by a healthcare provider (written note from a doctor) for each additional absence for the remainder of the school year. The excuse must be submitted within 3 days of the absence. The only exceptions that will not count toward the 10 initial absence accumulations are:

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

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

EXCUSED ABSENCES

Any student who is absent for the excusable reasons listed below 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.

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
 8. Other urgent reasons as approved by the principal which directly affect the student like a family emergency or impassable roads
-

SCHOOL CLOSINGS

Information concerning delays, early dismissals, and/or cancellations will be shared via telephone utilizing the notification service, posted on www.udasd.org, UDASD Facebook page, and broadcasted on local media outlets. All extracurricular/after-school activities will be canceled if the school is closed or dismissed early for inclement weather, or for an emergency.

TARDINESS

Students should be in their Discoveries by 7:25AM. Students who arrive after 7:25AM are tardy for school. Students who arrive after 8:10 AM will be reported as half day absent (45 minutes to 3.5 hours late equals half day absence AM). 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 tardy slip. The tardy slip must be shown to the classroom teacher to gain entry to class.

- Tardiness to school—Students who report to school after 7:25 AM are to report to the middle school office. When a student is tardy three times, he/she will receive a detention. When a student is illegally absent for a portion of a day, such portions may be considered as cumulative and translated into equivalent days and may result in a referral to the District Magistrate.
 - Tardiness to class—If a student is late 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 referral to the office will be issued by the current period teacher.
-

UNEXCUSED/UNLAWFUL ABSENCES

Each unlawful or unexcused absence is subject to disciplinary action. Chronic truancy or class cutting can be grounds for failure for the marking period or denial of credit for the class for the year. Assignments or examinations not made up shall be recorded as a zero and will be averaged with the grades earned to determine the quarterly mark. In addition, if a student is unlawfully absent for three school days, a notice will be sent to the parents or guardians informing them of the absences. A doctor's note covering each day is required after 3 consecutive days of illness for all absences to be considered lawful. Additional unlawful absences subject the parents or guardians and the student to a hearing before a District Magistrate and the penalties imposed by law.

When a student is absent he/she must submit an excuse from a parent/guardian stating the reason for the absence within three days of their return to school. Absences will be classified as excused or unexcused by the office. Absences for which no written note is submitted will be classified as unlawful.

STUDENT CONDUCT AND ACTIVITIES



ACADEMIC DISHONESTY

All teachers will address cheating/plagiarism in their homework/grading policy which is distributed in the beginning of the school year. Cheating occurs when a student attempts to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy or unfair. Plagiarism is a form of dishonesty in which a student represents the work of another person as her or his own. Plagiarism is determined when there is no acknowledgment given to the original author for sentences, phrases, and thoughts in a paper or project. Examples of plagiarism include, but not limited to these are:

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

When it has been determined that a student has cheated or plagiarized on an assignment, the student will be denied credit for the assignment and will be subject to disciplinary action at the teacher's and/or administrator's discretion.

ASSEMBLIES

Student conduct at assemblies is expected to be as follows:

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

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

ATHLETIC / MUSICAL / FIELD TRIPS

All school rules and policies are in effect for school-sponsored and approved field/athletic/musical trips and/or competitions. Students violating the rules and policies will be subject to disciplinary action. 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 122.1](#) and the associated attendance requirements to participate in field trips. Students' behavior history will also be considered when determining if students will be allowed to participate in field trips.

BOOKBAG USE

Bookbags may be carried to and from school but must be stowed in students' lockers during the day. Students are not permitted to carry purses, tote or other types of bags throughout the day. Students are permitted to carry a small pouch type bag (no larger than a standard size sheet of paper) throughout the day.

BULLYING/CYBERBULLYING

The Upper Dauphin Area School District does not tolerate bullying. Please see [School Board Policy 249](#) for more information.

BUS CONDUCT

All busing and transportation questions or concerns should be directed to the Transportation Desk, 717-362-6556.

Students are expected to behavior in an appropriate manner while riding on school provided transportation. Students are expected to treat the drivers and the buses with respect. In cases of misbehavior, students will be assigned consequences as determined by the offense and number of offenses. The school district provides transportation as a courtesy to students and is considered a privilege. In the event of severe disciplinary offense, students may be deprived of transportation for a period of time determined by the school administration. Students are to only ride the bus to which they are assigned.

CAFETERIA CONDUCT

Failure to obey the established cafeteria rules may result in disciplinary action or removal from the cafeteria. Students should not take food or drinks from the cafeteria at any time. All students will eat in the cafeteria, even if they bring their own lunches. Any student wishing to leave the cafeteria during lunch must receive permission from a lunch monitor.

CELL PHONES & OTHER ELECTRONIC DEVICES

Students are permitted to bring cell phones to school. Students are advised to leave all other electronic devices (ie. gaming devices or tablets) at home. Students assume all responsibility for the security and protection of this personal property from damage, destruction or loss. All cell phones and electronic devices are to be stored in a students locker throughout the school day with the exception of their lunch period. Students are only permitted to use cell phones while in the cafeteria during their lunch period. Talking on the phone, taking pictures/video, or listening to music without headphones is not permitted and subject to discipline. Please see [School Board Policy 237 - Electronic Communication Devices](#) for more information.

CAR RIDES HOME BY STUDENTS

Any student who wishes to ride home in a vehicle other than their assigned bus must submit a note to the office that day a signed by a parent/guardian; the name of the driver of the vehicle must be included. If the student will be picked up EVERY DAY for the ENTIRE school year, he or she should submit a note to the office at the start of school. The only exception to the need for a note is if the parent/guardian comes into the middle school office to pick up the student. This procedure has been adopted in order to help ensure the safety of your child.

DANCES AND OTHER AFTER-SCHOOL SPECIAL EVENTS

Dances and other after-school special events are for Upper Dauphin Area students in grades 5-8 only (with the exception of Spring Fling). Students must be in attendance at school the day of the dance. Appropriate school attire and behavior are required. Any student who wishes to leave a school dance early may do so only with his/her parent/guardian and only if that parent/guardian comes into the dance to personally speak with the principal or principal's designee. Infractions may result in disciplinary action, which may include being excluded from future dances. This rule is in place to help assure the safety of your child.

DELIVERIES TO MIDDLE SCHOOL OFFICE

Parent/guardians should bring any student items to the middle school office. Students will be called down to the office to pick up items at a time when instruction will not be interrupted. The delivery of balloons, flowers, and other non-essential items to the middle school office will be distributed to students at the end of the school day. Students are not permitted to have food delivered to the middle school, any food deliveries brought to the office will not be accepted. Parent/guardians are also asked not to bring fast-food or take-out style food for delivery to their student.

DISCIPLINARY ACTION SCHEDULE

Disciplinary Action

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

Level I Offense

1. Minor incidence of insubordination
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. Academic misconduct—cheating, unprepared for class, plagiarism etc.
5. Failure to return a form which requires a signature
6. Defiance
7. Minor incidence of a bus disturbance
8. Infraction of library rules; Failure to follow class rules
9. Minor incidence of disrespectful behavior
10. Failure to have Student Agenda (Student Handbook)
11. Public displays of affection
12. Lying
13. Misconduct in the halls (roughness; horseplay; loitering)
14. Opening or entering another student's locker
15. Having an open container of food or drink outside of the cafeteria (other than water)
16. Use of electronic devices during school hours such as, but not limited to cell phones, tablets, beepers; possession of laser pointer devices
17. Dress code violations
18. Minor incidence of throwing objects
19. Minor incidence of computer usage violations
20. Late to class
21. 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 assignment of a warning, detention(s), or an in-school suspension (ISS).

Level II Offense

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

20. 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
21. Gambling

Level II Action

Disciplinary action for Level II offenses 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.

Level III Offense

1. Continuation of unmodified Level II misbehavior
2. Verbal or physical assault
3. Abusive, obscene, or profane language or gestures directed toward staff
4. *Fighting and disorderly conduct
5. *Vandalism; more serious destruction of school property; destruction of electronic equipment (computers, cameras, etc.)
6. Stealing
7. Use and/or possession of tobacco products, or 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

*Fighting, disorderly conduct, and vandalism may also be issued a citation which may result in a fine.

*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.

The first tobacco/vape violation will result in an automatic three-day in-school suspension and referral to the school Student Assistance Program (SAP). Failure to participate in SAP will result in a citation which may result in a fine or community service. Every subsequent violation will result in an automatic citation and further suspension.

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

Level IV Offense

1. Major physical assault
2. Major insubordination, rage and hostility, hitting, or threatening behavior toward the middle school faculty, staff or principal
3. *Possession and/or use of drugs and/or alcohol or any unauthorized substance; possession of drug paraphernalia; intent to sell and/or distribute drugs and/or alcohol or any unauthorized substance or synthetic or "look-alike" drugs
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; major racial comments/threats
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.
12. Commission of any other act punishable under the Pennsylvania Crimes Code
13. Other very serious misconduct

*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).

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 the school. These actions are often criminal and are so serious that they require administrative actions, which result in police involvement and in the immediate removal of the student from school.

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

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

Detention

Detention is held Tuesdays and Thursdays after school from 2:35 to 4:15 PM. When a student is assigned to detention, a notice will be sent home to the parents/guardians. If school closes early on a day a student is scheduled for detention or if, the detention will be rescheduled to the next detention day. If the student is absent on a day he or she has been assigned detention, it will be rescheduled to the next detention day.

Suspension

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

Students in ISS will be responsible for completing a Student Independent Learning Plan. Failure to complete assignments will be recorded as zeros and will be averaged with the grades earned to determine the quarterly mark. 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 proctor directs and supervises students in ISS. Failure to complete assignments and follow rules, may result in another day of ISS.

Students suspended OSS may not come onto school property or attend any after-school function during the time of their suspension. (Exceptions: Picking up schoolwork; an appointment approved by the principal.) Participation in all school-related activities may resume upon full completion of the suspension. Students shall be permitted to complete all assignments missed due to suspension from school. Failure to complete assignments will be recorded as zeros and will be averaged with the grades earned to determine the quarterly mark. If assignments are not received by the suspended student before departure from school, the parent or guardian may request the assignments by calling the middle school office.

DISCOVERY: CHARACTER EDUCATION

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

DRESS CODE

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 may result in the student being asked to change attire. Some examples may be, but are not limited to the following:

1. Clothing with obscene, profane, or suggestive language or illustrations is considered inappropriate.
2. Clothing advocating or advertising illegal acts or substances (such as drugs, tobacco, or alcohol) is considered inappropriate.
3. Clothes that are too revealing are considered inappropriate.
4. Hats, bandanas, kerchiefs, etc. may not be worn in the school.
5. Chains may not be worn on clothing.
6. For safety reasons, no flip-flops or other backless or toeless footwear may be worn in the Ag/Tech shop. Students will be sent to the work room to complete written work if appropriate shoes are not worn.
7. If students are not dressed appropriately for the weather, it is up to the teachers to decide if they are permitted to go outside for recess.

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 ensure 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.

DRUG / ALCOHOL / TOBACCO / INHALANT ABUSE

The School District prohibits students to use or possess tobacco products, alcoholic beverages, illegal drugs, 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 school.

Please see [School Board Policy 222 - Tobacco and Vaping Products](#) and [School Board Policy 227 - Alcohol, Controlled Substances, and Paraphernalia](#).

EXTRACURRICULAR ACTIVITIES

Please see [School Board Policy 122.1 - Student Code of Conduct for Extracurricular Activities](#), for complete information. For a student to be eligible to participate in extracurricular activities, practices, etc., he/she must be in attendance at school on the day of the activity. A student who is tardy and enters school by 8:10 AM will be eligible for that day. For students to be eligible for Saturday activities, he/she must be in school the preceding day. Coaches and teachers should communicate this procedure to the students and routinely check absentee reports.

Extracurricular Activities:

Boys Basketball

Girls Basketball

Student Council

Jr. High Cheerleading

Wrestling

Peer Helpers

Marching or Jazz Band

Odyssey of the Mind

National Junior Honor Society

HS Musical

Archery Club

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

Eligibility: Academic Requirements

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

FLAG SALUTE AND THE PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his country and its flag. In the United States of America, each school day begin with the Pledge of Allegiance by every student and staff member. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. The parents or guardians of students who decline to recite the pledge of allegiance or refrains from saluting will be notified.

FREEDOM OF EXPRESSION

Students have the right to express themselves freely 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.

FUNDRAISING

All fundraising activities must be approved by the middle school principal in advance. Soliciting or selling of goods of any kind by any student for personal profit is prohibited during the school day.

HALL PASSES

During class time, students are not to be in the halls without a pass. All passes in the middle school will be issued through e-Hallpass. If a student does not have their iPad, a pass can not be issued and the student will not be excused. If a student wishes to see a teacher during 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 resource. No student is to be excused from a scheduled class without administrative approval.

LIBRARY

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

LOCKERS

At the beginning of the school year, each student will be assigned a locker for his/her books, jacket, etc. All students are responsible for securing their property in these areas. All lockers are and shall remain the property of the school district.

As such, students shall have no expectation of privacy in their lockers and are subject to inspection. The lockers in the hallways have built-in combination locks. Students should not tell anyone their locker combinations or store any valuables in their lockers. Students are to use only the locker assigned to them; they are not to use another student, nor change lockers with anyone else. If a locker is broken or damaged, the student is to report it to the office.

LOST AND FOUND

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

NATIONAL JUNIOR HONOR SOCIETY MEMBERSHIP

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

Regarding leadership and service, students must provide a detailed list of their participation in school and community activities. Point values will be assigned to each of the activities listed, based on the type of activity, time and effort involved and the number of years of participation. A second semester 6th grader will need **9** leadership and service points; a 7th grade student will need **18 points**; and an 8th grade student will need **27 points**. Points **MUST** be obtained from BOTH school and community activities in order to achieve membership.

The entire faculty will participate in a Character/Citizenship evaluation of each student. They will rate each student on a 4, 3, 2, 1, 0 scale. Students must have an average of 3.0 or higher to qualify for NJHS membership. After having all student identification removed, each application will be reviewed by the Faculty Committee to determine if a student met the standards of admission. All qualifying applicants so reviewed will be recommended for approval. The principal will review the list of approved candidates to determine whether applicants have any disciplinary history. Students passing the above reviews will be formally invited to be inducted into the National Junior Honor Society in the spring.

PHYSICAL EDUCATION REGULATIONS

All students are required by state law to participate in the school physical education program. Only a written excuse from a licensed physician will be accepted to excuse a student from participating in physical education. Participation includes being dressed properly with appropriate footwear. Valuable should not be stored in unsecured gym lockers, any items placed in unsecured gym lockers are done so at the student's own risk.

SCHOOL PROPERTY

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

SEARCHES AND SEIZURES

[See School Board Policy 226](#)

STUDENT RIGHTS AND RESPONSIBILITIES

[See School Board Policy 235](#)

TECHNOLOGY

iPads

See School Board 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 the **CIS Acknowledgement and Consent**, as well as acknowledge the accompanying agreement to protect the hardware and software inherent with this technology (located on the Sapphire Portal).

Insurance is available and strongly recommend. If the parent/student chooses to pay the \$25 annual insurance fee, the \$25 fee would include a one-time replacement cost of the district iPad should it be lost, stolen or damaged beyond what is repairable. Any recurring damages beyond the initial coverage cycle, will be billed to the parents/guardians and students. The parent may also opt out of paying the \$25 insurance fee. If the insurance is not being purchased, the parent will be financially liable for the full replacement or repair cost as determined by the Technology Department if the iPad is lost, stolen, or damaged.

Internet

All students of the UDASD, must read, and understand **School Board Policy 815: Acceptable Use of CIS Systems**.

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

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

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

TEXTBOOKS

Students are responsible for all books issued to them. Students who lose or damage a book while it is checked out to them will be expected to pay for repairs/replacements. Teachers will keep a record of the number of the book that has been issued to each student. Please note that textbooks are very costly. It is in the family's best interest for the student to take care of them.

VIDEO & AUDIO RECORDING

Upper Dauphin Area Middle School uses video surveillance throughout the building. 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 while 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 board policy.

STUDENT SUPPORT SERVICES AND DISTRICT NOTICE INFORMATION



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.

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:
 - i. Notification of the reasons for the suspension in writing, given to the parents or guardian to the student.
 - ii. Sufficient notice of the time and place of the informal hearing.
 - iii. A student has the right to question any witnesses present at the hearing.
 - iv. A student has the right to speak and produce witnesses on his/her own behalf.
 - v. The district shall offer to hold the informal hearing within the first five days of suspension.

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:
 - i. Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
 - ii. Sufficient notice of the time and place of the hearing.
 - iii. The right to an impartial tribunal.
 - iv. The right to be represented by counsel.
 - v. The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
 - vi. The student's right to testify and produce witnesses on his/her own behalf.
 - vii. 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.

EQUAL EDUCATIONAL, EMPLOYMENT, AND NONDISCRIMINATION POLICY

The Upper Dauphin Area School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, employment practices on the basis of race, color, national origin, sex, age, religion,

ancestry, disability, union membership, or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, Section 504, and the Americans with Disabilities Act. For information regarding 1) civil rights, 2) grievance procedures, 3) service, activities, and facilities that are accessible to and usable by disabled persons, or 4) employee or participant complaints of harassment or discrimination, Title IX (Sex Equity) issues contact **Amie Savidge**, Upper Dauphin Area School District Business Manager, The Section 504 Compliance Office, 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 normally include dismissal.

ESL INSTRUCTION

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

NOTIFICATION OF SPECIAL EDUCATION SERVICES AND PROGRAMS

Each school district, along with other public agencies in the Commonwealth, much establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children to offer assistance to parents and to describe the parents' rights with regard to confidentiality of information that will be obtained during this process. The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district (See Special Education Contacts) and request an explanation.

Identification Activity

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

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

- 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.
- The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

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

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

Confidentiality

If after screening and a disability is identified, upon your permission your child will be evaluated. A written record of the results is called an education record, which is directly related to your child and is maintained by the school districts. These records are personally identifiable to your child. Personally identifiable information includes the child's name, the name of the child's parents or other family members, the address of the child or their family, a personal identifier such as social security number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child identity easily traceable.

The school district will gather information regarding your child's physical, mental, emotional, and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as daycare agencies. The school district protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records; training being provided to all persons using the information and maintaining for public inspection a current list of employees' names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at the request of the parent, except, general information such as your child's name, address, phone number, grades, attendance record, classes attended and grade level completed may be maintained without time limitation. As the parent of the child, you have a number of rights regarding the confidentiality of your child's records; for example; the right to inspect and review any education records related to your child that are collected, maintained or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay and before any meeting regarding planning for your child's special education program (called an IEP meeting), before a hearing should you and your school district disagree about how to educate your child who needs special education and in no case, take more than 45 days to furnish you the opportunity to inspect and review your child's records. You have the right to an explanation and interpretation of the records; to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records and the right to have a representative inspect and review the records. Upon your request, the school district will provide you a list of the types and locations of education records collected, maintained, or used by the agency. Additionally, the school district may charge a fee for copies, except it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. The district will not charge a fee to search or retrieve information. You have the right to request the amendment of your child's education records that you believe are inaccurate or misleading or violate the privacy or other rights of your child. The school district will decide whether to amend the records within a reasonable time of receipt of your request. If the school district refuses to amend the records you will be notified of the refusal and your right to a hearing. You will be given at the time, additional information regarding the hearing procedures and; upon request, the district will provide you a records hearing to challenge information in your child's education files. Parent consent is required before personally identifiable information contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for the purposes of identification for your child, locating your child, and evaluating your child for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which our child seeks or intends to enroll.

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

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

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

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

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

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

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

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

Early Intervention Identification

In Pennsylvania, a child between 3 years of age and the school districts age to begin school who has a developmental delay or one or more of the physical or mental conditions listed above is identified as an eligible your child. The parents of these children have the same rights described above. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System. At Screening for preschool children is available from the Capital Area Intermediate Unit (CAIU). To schedule an appointment for screening or for additional information, please call the CAIU Preschool Program Supervisor, at 717-732-8400 ext 8619.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore are protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for protected handicapped students may be different from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact listed above.

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.

NURSING SERVICES

Excusal from School Activities

Any student who needs to be excused from physical education or other school activities will be required to obtain an excuse from a physician, which needs to be submitted to the school nurse.

Illness/Accidents

Students who become ill during school hours:

1. Acquire a pass from their teacher in order to be admitted to the nurse's office.
2. The nurse will acknowledge the pass and record the time if the student is sent back to class.
3. Arrangements for students remaining in the nurse's office will be made by the nurse.
4. Arrangements for students sent home due to illness will be made by the nurse.

The nurse will only excuse a student to go home early if a parent/guardian can be contacted by phone to pick up the student. If a parent/guardian can not be contacted authorized persons on the Emergency Card will be contacted.

Arrangements to leave school made prior to the consent of the school nurse will be recorded as unexcused.

All accidents occurring during school hours or during school-related activities must be reported to the nurse immediately so that a record can be maintained. In emergency situations, the student will be transferred to the hospital and the parent/guardian will be contacted.

*Please Note: The district makes available to students an insurance program each fall at a nominal fee. This plan covers accidents to and from school as well as accidents that may occur during school hours. For more information, please contact the District Office.

Medication

1. Any medication brought to school by a parent or student is to be brought directly to the nurse's office.
2. All medication will be dispensed through the nurse's office. No student shall possess prescription or non-prescription medication.
 - a. student possession of an inhaler or medical device requires proper documentation.
3. All medication must be in the original container.
4. Medication will only be given when accompanied by a written order from the prescribing physician and a note from the parent/guardian authorizing the nurse to dispense the medication. A new order must be obtained each school year.
5. Students are to take home any remaining medication at the end of the school year. Any medication not taken home at that time will be disposed of.

Non-prescription Medication

Non-prescription medication will only be given in accordance with the protocols established by the school's health care provider and written consent from the parent/guardian. Nursing discretion will be used when administering non-prescription medication.

Screenings

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

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

PROTECTION FROM SEXUAL ABUSE AND HARASSMENT

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

STUDENT ASSISTANCE PROGRAM (SAP)

A group of teachers and other professional staff are available to help students who are experiencing serious problems. Students may refer themselves or peers to the SAP Team. Referrals may be made through the form on the middle school's website (www.udasd.org/uda-middle-school) or by contacting the middle school guidance office. Typical reasons for referral are depression, poor physical appearance, emotional problems, extremely poor academic performance, aberrant behavior, and chemical use/dependency. SAP Team members will treat all referrals in total confidence and concentrate on helping the student to become a productive member of the school community. The SAP team does this by connecting students with appropriate resources, the SAP team does not provide therapy or discipline. Students will not be disciplined as a result of SAP Team intervention; they will be helped.

STUDENT PRIVACY

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

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

TITLE I

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

UDASD BOARD POLICIES FOR STUDENT REVIEW



122.1	Student Code of Conduct for Extracurricular Activities
204	Attendance
222	Tobacco and Vaping Products
226	Searches
227	Alcohol, Controlled Substances, and Paraphernalia
227.1	Drug Testing
235	Student Rights and Responsibilities
237	Electronic and Personal Communication Devices
249	Bullying/Cyberbullying
815	Acceptable Use of CIS Systems
815.3	iPad Acceptable Use Policy

HELPFUL LINKS

UDAMS Website - <https://udasd.org/uda-middle-school/>

Sapphire Community Portal Instructions - <https://udasd.org/community-web-portal/>

UPPER DAUPHIN AREA SCHOOL DISTRICT 2023-2024 CALENDAR

Board Approved January 26, 2023



14 & 15 New Teacher
In-service
16 & 17 Faculty In-service
21 First Day for Students

Student Days 9
Teacher Days 11

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

5 MS & HS Parent
Faculty Conference
(Comp/Flex Elem)
19 School Closed Holiday

Student Days 19
Teacher Days 20

4 School Closed Holiday
22 Early Dismissal

Student Days 20
Teacher Days 20

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18 Elementary Parent
Faculty Conference
(Comp/Flex – MS/HS)
28, 29 School Closed
Holiday

Student Days 18
Teacher Days 19

9 Act 80

Student Days 22
Teacher Days 22

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 School Closed Holiday
2 Faculty In-service/ No
School for Students
(Comp/Flex)
22-26 PSSA Testing English
Language Arts
29, 30 PSSA Testing Math and
Science

Student Days 20
Teacher Days 21

2 Parent Faculty Conference
No School for Students
3 Act 80
22 Early Dismissal
23, 24, 27 School Closed
Holiday

Student Days 18
Teacher Days 19

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 PSSA Testing Math and
Science
24 Last Day for Students/
Early Dismissal/Graduation
27 Memorial Day
28 Faculty In-service/ No
School for Students
29, 30 Faculty In-service
(Comp/Flex)
Student Days 18
Teacher Days 21

22 Early Dismissal
25-29 School Closed
Holiday

Student Days 16
Teacher Days 16

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Student Days 0
Teacher Days 0

1-School Closed Holiday
12 – Faculty In-service/No
School for Students
15 – School Closed

Student Days 20
Teacher Days 21

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

Emergency Make-up Days

January 15, 2024, February 19, 2024, March 28, 2024, April 2, 2024
(In-service would be April 1, 2024)