

# Upper Dauphin Area Elementary School

5668 State Route 209  
Lykens, Pennsylvania 17048  
Phone: 717-362-4511  
Fax: 717-362-0988



## Student Handbook Acknowledgement 2024-2025

*Both student and parent must sign below.*

*Remove this page and return it to the student's homeroom teacher or to the office **OR** complete this form electronically in the Sapphire Parent Portal.*

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

\_\_\_\_\_  
Grade

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# Upper Dauphin Area Elementary School Student Handbook

Through a combined effort of faculty, staff, parents, and community, the mission of the Upper Dauphin Area Elementary School is to provide a safe, supportive and respectful environment in which all students are challenged to reach their fullest potential.



## **PURPOSE**

In an effort to increase communication between the home and the Upper Dauphin Area Elementary School, the following handbook outlines the school policies and procedures for students and parents. Parents should read the handbook, discuss it with their child(ren), and refer to it as needed.

## **BOARD MEMBERS**

President – Price Buffington  
Vice President – Steve Welker  
Treasurer – Nancy Jury  
Secretary – Amie Savidge

Joshua Stadheim  
Dave Barder  
Kimberly Welker  
Kirk Wenrich

Grant Campbell  
Brian Henninger  
Mills Eure

## **ADMINISTRATION**

Superintendent- Jared Shade (717) 362-6553  
Business Manager- Amie Savidge (717) 362-6547  
Director of Special Education/Student Services- Heather Haupt (717) 362-6573  
Elementary Principal- Nicole Czaplicki (717) 362-6615  
Elementary Guidance Counselor- Cory Shade (717) 362-6642  
District Website – [www.udasd.org](http://www.udasd.org)

## **UDAES SCHOOL HOURS**

School hours are 8:00 a.m. - 2:45 p.m.  
Arrival time for parent drop-off is 7:30 - 7:55 a.m. at the UDA elementary school main office doors.  
\*\*\*NO STUDENTS SHOULD BE DROPPED OFF PRIOR TO 7:30 AM.\*\*\*  
Dismissal begins at 2:45 p.m.

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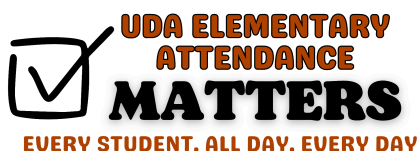
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## ATTENDANCE

Attendance ensures consistent learning, social development, and helps build a strong foundation for future academic success. Attendance shall be required of all students enrolled in district schools during the days and hours that the school is in session. Please refer to [School Board Policy 204](#) for additional information.

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

1. Illness
2. Quarantine
3. Doctor/Dentist Appointments
4. Required court attendance
5. Death in family
6. Approved Educational Travel
7. Religious holidays
8. Other "urgent reasons" to be considered only if it directly affects the student and is agreed to by the school principal such as a verified medical or dental appointment, family emergency, or impassable roads. Maximum of two (2) "family emergencies" per year unless the principal approves additional days under extreme circumstances.



### Absence Excuses

When a student returns to school after an absence, temporary or otherwise, s/he must bring an excuse stating the specific reason for the absence and that excuse must be signed by a parent, guardian, legal custodian, or doctor. Excuses may be completed in the Sapphire parent portal. A doctor's excuse is required for three (3) or more consecutive days. All excuses must be received by the school's attendance secretary within three (3) days of the child returning to school. Any student that is absent from school more than 3.5 hours will be charged with a full day's absence.

### Unexcused or Unlawful Absences

Absences for which no excuse is received after three (3) days will be termed **unlawful**. If a student is unlawfully absent, a notice will be sent to the parents or guardians informing them of each absence for the first six (6) unlawful absences. A doctor's note is required after 3 consecutive days of illness for all absences to be considered lawful. Students with **six (6) or more unlawful days** of absence may be referred to the District Magistrate to be cited.

### Early Dismissals

Students who need to leave school early are required to bring a note from a parent or guardian or submit a request through the Sapphire portal. All notes should be submitted by 8:00 a.m. the morning of the day requested. Parents/guardians should report to the elementary main office to pick up their students at the time specified on the note. Early dismissals will only be excused for the board-approved reasons listed previously.

- Dismissed before 11:30 a.m. - Full Day Absence
- Dismissal is between 11:31 a.m. - 2:00 p.m. - ½ Day Absence
- Dismissed at 2:01 p.m. or after - No Charge of Absence

### Tardiness

Students should be in school by 8:00 a.m. to be considered on time. Students who are late to school should report directly to the main office. They should present their excuse to office personnel. **Tardies will only be excused for the board-approved reasons listed previously.** When a student is illegally absent for a portion of a day, such portions may be considered as cumulative and translated into equivalent days. Students with **six (6) or more unlawful days** of absence may be referred to the District Magistrate to be cited.

- Arrival 8:01 a.m. to 8:44 a.m. - Tardy
- Arrival 8:45 a.m. to 11:30 a.m. - ½ Day Absence
- Arrival 11:31 a.m. or later - Full Day Absence

### Ten (10) or More Absences

School officials have the right to insist upon a doctor's excuse for each day of absence beyond 10 absences. Such absences without a doctor's excuse will be recorded as unlawful. Students with **six (6) or more unlawful days** of absence may be referred to the District Magistrate to be cited. 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.

## Family Educational Trip

All absences that result from an approved family educational trip shall be excused. "Request for a Family Educational Trip" form must be completed and submitted at least 2 weeks prior to the trip. This form is available in the elementary office or the request can be submitted on the Sapphire parent portal. Parents must submit the "Request for a Family Educational Trip" form at least 2 weeks before the trip. This form must be approved by the building principal and then is filed with the Superintendent for final approval. Students may be excused for family educational trips for a total of five (5) school days in any one school year.

Principals shall have the authority to limit or deny approval for an educational trip request if:

- a) Student's pattern of absences appear to be detrimental to his/her educational progress.
- b) Student has three (3) or more unexcused/illegal absences.
- c) The dates of the trip are during PSSA testing. Please check with the office for these dates before planning.

## Make-Up Work

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/parent'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 make-up assignment procedures for their classes at the beginning of the year.

## BEHAVIOR PLAN (SCHOOL-WIDE)

Upper Dauphin Elementary School utilizes a school-wide Positive Behavioral Interventions and Supports (PBIS) program. This program encourages students to make good choices and have positive behaviors, in order to help make our school a great place to learn and grow. We focus on three main rules for our students and by following these rules students can earn Trojan Tickets:

1. **Be Safe**
2. **Be Kind**
3. **Be a Learner**



### How Trojan Tickets Work

- **Earning Tickets:** When a student demonstrates a specific, positive behavior that shows they are being safe, kind, or focused on learning, they can earn a Trojan Ticket.
- **Using Tickets:** Students can use their tickets to get rewards in their classroom and participate in special school-wide activities and events each month.

### Handling Negative Behavior

If a student makes a poor choice or breaks a rule, we use a 3 step approach to help them improve:

1. **Warning:** The first time a student breaks a rule, they get a gentle reminder to help them correct their behavior.
2. **Consequence:** If the behavior continues, the student will have a consequence, such as losing a privilege or time to think about their actions.
3. **Parent Contact:** If the behavior still doesn't improve, we will contact parents to make them aware of the negative behaviors and discuss how we can work together to support your child.

For ongoing or serious issues, the student will be referred to the principal for disciplinary action or assistance. Please discuss this behavior plan with your child. We hope with the implementation of this plan and parent support, we can help each child make positive choices and be successful in the classroom. If you have any questions, please feel free to contact your child's teacher or the principal.

## BULLYING

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

which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the purpose and/or effect of doing any of the following:

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

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

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

Complaints of bullying shall be investigated promptly, and disciplinary and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Documented reports of bullying will be assigned appropriate disciplinary consequences and may include referral to the Pennsylvania State Police.

## **BUS CONDUCT & REGULATIONS**

Providing safe transportation for all students is our primary goal. **Students will be assigned only ONE permanent pick-up and ONE drop of point.** Ride only that bus to which you have been assigned. Exceptions must be approved by a school principal. On each bus will be a roster of the assigned students. **Bus change will ONLY be approved for the following reasons:**

- Change of residence or change of permanent sitter. (permanent – one month or longer)
- Emergency situations (i.e. family illness, death or “extreme” circumstances).
  - Emergencies are non-recurring and must be approved by the building principal and documented with a note explaining the emergency situation. Notes must be forwarded the following day.
- Bus Change Requests must be in writing and submitted to the child's school office **48 hours in advance** of the requested changes. Requests for changes under 48 hours advance notice will not be approved except in extreme emergencies.

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

### **At all times:**

1. Exercise caution, good manners, and consideration for other people.
2. The driver's first concern must be for safe operation of the bus; therefore, obey his/her directions.
3. While waiting for the bus:
  - a. Be at your stop **10 minutes** ahead of the scheduled pick up time.
  - b. Stay a safe distance from the roadway.
  - c. Respect the property of persons living near the bus stop.
  - d. Stay clear of the bus until it has come to a complete stop.
  - e. Wait at least 30 minutes beyond the posted time for the bus to arrive at your stop before returning to your home.
4. While boarding the bus:
  - a. Get on the bus only at your designated stop.
  - b. Do not push or crowd others.
  - c. Go directly to your assigned seat. The bus will not be moved until all passengers are seated.
  - d. Do not carry knives, firearms, or any other potentially dangerous items on the bus without written authorized permission of the building principal.
  - e. Do not place gym bags, band instruments, school projects, and other such items in the aisles.

Access to the front entrance and rear emergency doors must never be blocked.

5. Conduct on the bus:
  - a. Sit only on your assigned seat.
  - b. Avoid yelling, loud talking, and any other conduct which could distract your driver.
  - c. The use of electronic devices is prohibited.
  - d. Keep all parts of the body inside the bus.
  - e. Use the emergency door and exit controls ONLY during supervised drills or actual emergencies.
  - f. Eating on the bus is prohibited.
  - g. Do not possess, sell, or consume nicotine products, alcohol, drugs or other controlled substances on the bus.
  - h. Remain seated until the bus has come to a complete stop.
  - i. Help keep the bus clean and in good condition. You will be responsible for paying any damages you cause.
6. Getting off the bus:
  - a. Get off the bus only at your designated stop.
  - b. Stay clear of the bus until it has moved from stop.
  - c. **Kindergarten students must have an adult or HS sibling present to be dropped off.**



Video/Audio Recording - The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles. Each school bus and vehicle equipped with video and audio recording equipment is clearly marked. On the bus, students must expect that their conduct will be monitored and recorded both to and from school according to [School Board Policy 810.2](#).

### CAFETERIA PROCEDURES

Teachers and staff on lunch duty are responsible for maintaining an orderly and pleasant atmosphere in the cafeteria. Shouting, unnecessary moving around, and boisterous behavior which would interfere with a climate conducive to good eating habits and a pleasant atmosphere for all, will not be tolerated nor permitted. The Upper Dauphin Area School District cafeteria offers a point of sales system, which allows for either a prepaid student account or prepaying for as many meals as you desire. Menus are online at <https://udas.nutrislice.com/menu/upper-dauphin-elementary>.

**Breakfast-** Served from 7:30 a.m. - 7:55 a.m. daily. If students wish to eat breakfast at school, they must be in the building before 7:55 a.m.

**Lunch-** Hot lunches are served to students in the Elementary School daily.

### CHANGE OF ADDRESS/TELEPHONE NUMBER

If you have a change of address within the Upper Dauphin School District or change of telephone number, **please report it to the elementary office immediately so that it can be updated on your child's records.**

If you are moving to another district, contact our office immediately so that withdrawal procedures can be explained to you. The office phone number is (717) 362-4511.

### DELAYS/EARLY DISMISSALS/SCHOOL CLOSINGS

#### 2 Hour Delay:

Classes begin two hours later. Breakfast will still be served to students.

#### Early Dismissal:

Scheduled half days sessions – 11:30 a.m. dismissal.



Unscheduled early dismissal closings may occur due to inclement weather or other emergency circumstances. In the event of such emergencies, we wish to emphasize the importance of parents making advance arrangements for their children and communicating these arrangements to all parties involved.

### **Closing & Virtual Learning Day Information:**

In the event that school can not be held in-person due to inclement weather or other emergency circumstances, the district may choose to have students participate in a virtual learning day. Students must participate in and submit virtual learning day activities by the assigned due date in order to be marked present for that day.

Information concerning delays, early dismissals, closings, and/or cancellations will be broadcast on some local news/radio stations and the district's social media accounts. This information will be posted on the District website at [www.udasd.org](http://www.udasd.org). In addition, the District will send this information via telephone utilizing the notification service. **All extracurricular/after school activities will be canceled if the school is closed or dismissed early for inclement weather or emergency circumstances.**

### **DROP-OFF & PICK-UP PROCEDURES**

#### **Parent Drop-Off: 7:30 a.m.- 8:00 a.m.**

- Students can be dropped off at the Elementary Main Entrance. Any student who arrives at 8:01 a.m. or later is considered tardy and parents should escort them into the office and an excuse note is required.
- **No students should be dropped off prior to 7:30 a.m. as there will be no staff supervision before that time.** The Elementary Main Entrance will remain locked until 7:30 a.m.
- Multiple vehicles will be unloaded at a time by our school staff. Parents should not exit their vehicles. Please wait your turn for your elementary child(ren) to unload and refrain from pulling out and around other vehicles, unless directed by our staff, in order to keep all students safe.
- Parents who have office business prior to 8:00 AM will need to park in the rear of the building. Visitor parking near the main entrance may be available after 8:00 AM.

#### **Parent Pickup: 2:45 p.m.**

- Dismissal begins at 2:45 p.m. Students who are being picked up by a parent will be directed to the Elementary Main Entrance during the dismissal process.
- Due to Pre-K Pickup at an earlier time, **parents should not arrive before 2:15 p.m.** to avoid congestion at the Elementary Main Entrance.
- To expedite Parent Pickup, each Elementary Student is assigned a Parent Pickup number. Two (2) Parent Pickup number cards will be sent home with students on the first day of school. Please keep them handy in the vehicles that will most likely be used for pickup. Please display your Parent Pickup number card(s) on your dashboard during the pick-up process so our staff can easily view it.
  - If you intend for your elementary student to be a Parent Pickup, you must notify the elementary office **no later than 1:15 p.m.** by phone, email, or the Sapphire Parent Portal. Please include the name of the approved pickup person and their relation to the student.
- Multiple vehicles will be loaded at a time by our school staff. Please have your ID handy during pick up. Parents should not exit their vehicles while waiting for vehicles to load. Please wait your turn for your elementary child(ren) to load your vehicle and refrain from pulling out and around other vehicles, unless directed by our staff, in order to keep all students safe.

### **ELECTRONIC DEVICES**

The use of cell phones, handheld video games, and all other electronic items is not permitted either in school or on buses for elementary students. These items interrupt the educational process or are the focal point of loss or theft. If these items are observed in the school, they will be taken and delivered to the office. Parents may make arrangements to pick them up personally. Students who knowingly violate this policy may have disciplinary consequences.

### **ELL INSTRUCTION**

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

### **EVACUATION DRILLS**

Evacuation drills will be conducted periodically according to the school code of Pennsylvania. Complete instructions are posted in each room of the school building. Upon sounding of the alarm, staff and students will leave their respective classrooms and walk as quickly and calmly as possible to the appropriate exit. All students will report their assigned area. Because of the importance of being able to hear directions during a drill



or actual emergency, students must not talk or make any noise. A quiet, orderly evacuation helps ensure the safety of everyone involved.

## FIELD TRIPS

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

## GRADING SYSTEM

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

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



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

## HEALTH SERVICES

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

### Head Lice Guidelines

Students with lice, nits, or both lice and nits will be excluded from school as soon as possible. Parents will be informed to properly care for the student(s). Excluded students may not return to classes or ride the school bus until they have been physically checked and cleared to return by the school nurse. **ALL SIGNS** of lice and nits must be absent to return.


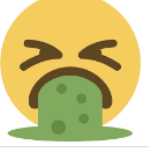

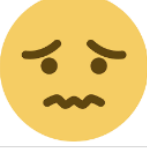

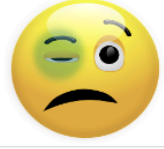
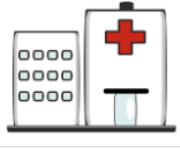
### Health Screenings

- Students in Kindergarten receive a medical examination.
- Students in Kindergarten, 1st, 2nd, & 3rd grade receive height, weight, vision, and hearing screenings.
- Students in 4th grade receive height, weight, and vision screenings.
- Dental examinations are given to students in 1st, 2nd, and 3rd grade.
- If a private examination is not received from the student's family dentist or physician, the school physician and dentist will administer these examinations.

### Medications

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

## Stay Home & Return to School Guidelines

I NEED TO STAY HOME IF...						
I have a <b>FEVER</b>	I am <b>VOMITING</b>	I have <b>DIARRHEA</b>	I have a <b>RASH</b>	I have <b>LICE</b>	I have an <b>EYE INFECTION</b>	I have been to the <b>DOCTOR or HOSPITAL</b>
						
I have a temp of 100.2 or higher	Within the last 24 hours	Within the last 24 hours	I am itching or have a fever	Itchy head, presence of nits/eggs or live lice	Redness, itchy or crusty drainage from eye	If doctor says to stay home for 24 hours or more
I MAY RETURN TO SCHOOL IF...						
Child has been fever free for 24 hours <b>without the use of medication, i.e., Tylenol, Motrin, etc.</b>	Free from vomiting for at least two solid meals	Free of diarrhea for at least 24 hours	Free from rash, fever, and have been evaluated by a doctor	Treated with appropriate lice shampoo, nit free, and have been evaluated by the school health office with parent or guardian present	Evaluated by a doctor and have a note to return to school	Released by a medical doctor to return to school

## HOMework



Homework is an integral part of the instructional process.

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

## INTRUDER DRILLS

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

## LOST OR MISPLACED ITEMS

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

## 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 <https://udasd.org/sapphire-community-portal/> for more information on how to register for an account.

## PARENT REQUEST FOR STUDENT PLACEMENT

Requests for a student to be placed with a specific teacher or classroom will not be honored. If you have a concern regarding next year's classroom placement, please contact the building principal or [complete this form](#) no later than May 1<sup>st</sup> of the current school year.

Decisions concerning student placement are determined using the following criteria: teaching/learning styles, needs/services that some students may require, behavioral concerns, proper dispersion of students (male/female percentages, etc.), and ability to abide by Individualized Education Plans, multi-disciplinary decisions, and Chapter 15 agreements.

## **PARTNERSHIPS WITH LAW ENFORCEMENT AGENCIES**

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

## **PHOTOGRAPHING & VIDEOTAPING STUDENTS**

Photography and videotaping occurs during certain classroom and school events. Children are photographed yearly for class pictures and the school yearbook. At times the news media provides special coverage of events. Many parents are eager to film/photograph their child and his/her classmates. Parents who do not want their child(ren) photographed or videotaped should stop by the elementary office and fill out an objection form.

## **PROMOTION POLICY PROCEDURES**

### **Procedure:**

- School personnel will encourage parent involvement in all steps of the ongoing evaluation of students. By the end of the 2nd marking period, teachers will inform the parents and complete a Student Success Team (SST) referral for any students experiencing academic difficulty.
- Teachers will identify, no later than the 3<sup>rd</sup> marking period, students who may be considered for retention.
- Teacher and/or principal will inform the parents of the potential retention via parent conference followed by written notification.
- The principal, in consultation with the classroom teacher and other appropriate personnel, will evaluate the record of the identified student and reach a full decision.
- Parents will be informed in writing by the building principal of the district's decision by the end of the school year. Parents may discuss and/or appeal the decision with the principal.
- The final decision about retention will be determined by the school's administration. If a parent disagrees with the school's recommendation they can appeal this decision with the Superintendent.
- **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.**

### **Retention Guidelines for Grades K-4:**

- A child may be considered for retention if his/her behavior is deemed immature for the succeeding grade.
- Repeating kindergarten, 1st, or 2nd grade is often more beneficial than repeating a later grade.
- A child who is failing two or more major subjects may be retained. Major subjects are Math, Reading, and Writing.
- A child may be retained if he/she does not demonstrate adequate reading proficiency per grade level.

## **REFERRAL SERVICES**

Families may experience situations where outside help would be beneficial. The guidance department at Upper Dauphin Area Elementary School has a list of agencies who may be of assistance during these times. If a student or a parent would like more information or help in contacting an agency for assistance, please contact our elementary school guidance counselor at (717) 362-6622.

## **REPORT CARDS**

In order to inform parents of the educational progress of their child, report cards are sent home four times per school year, after each marking period (every nine weeks). Every parent is given an opportunity to meet with the teacher during Parent Teacher Conferences. Parent Teacher Conferences are typically held at the end of the first and third marking periods. Progress reports are not distributed. Grades are available through our online Sapphire parent portal and parents are strongly encouraged to check their children's grades regularly, especially halfway through the marking period.

## **SCHOOL INSURANCE**

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

## **SPEECH PROGRAM**

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



## **SUPPORT SERVICES**

### **Elementary Student Assistance Program (ESAP)**

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

1. To identify students who are experiencing barriers to learning and school success.
2. To intervene and refer these students to appropriate school and community resources.
3. To monitor identified students and gather data necessary for assessment. The UDA Elementary Student Assistance Program team consists of the building principal, elementary guidance counselor, Coordinator of Mental Health and Psychological Services, school nurse, teachers, and other mental health professionals from local agencies. The support and involvement of parents is vital to the success of the program. Referrals to the team may be made by the principal, teachers and other school staff, parents, other students, and by self-referral of a student experiencing difficulty.

Please contact the elementary school counselor for additional information at (717) 362-6622.

### **Student Success Team (SST) Child Study**

The Student Success Team is an innovative program based upon the belief that all students can learn and that all students matter. It is a program designed to maximize individual student success in the regular classroom. The team includes the elementary principal, Director of Special Education & Student Services, Coordinator of Mental Health and Psychological Services, elementary guidance counselor, and interventionists. This team uses a group approach to problem-solving, which provides for cohesiveness, coordination, and continuity of instruction. The SSTChild Study serves as a screening process for students who may be in need of special education services or who are at risk of retention.

Any elementary student experiencing academic, behavioral, or life skills difficulties may be referred to the SST Child Study. The student may be referred by a professional staff or a parent based on the student's records (i.e., grades, attendance, disciplinary records; or as indicated by the following screening: speech and language, vision, hearing or motor development). More information about the Student Success Team is available by contacting the building principal at (717) 362-6615.

## **TECHNOLOGY USAGE**

As a means to comply with the federal Children's Internet Protection Act and to help insure the safety and well-being of our students, the district has developed a series of Internet Usage Agreements that pertain to students, parents, and staff. Because of the nature of these safeguards, your child will be able to use district computers or devices only after the Technology Acknowledgement is signed and submitted to the school. Misuse of technology facilities, hardware, or software, or any other violation as set forth in the above-referenced policy consent forms can result in loss of technology privileges and/or disciplinary action. In addition, the Upper Dauphin Area School District has purchased Apple iPads for students of the Upper Dauphin Area Elementary School. 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. All students will be issued an iPad.

Students agree to:

- Use and care for my iPad responsibly as described in the iPad Acceptable Use Policy while at school and at home.
- 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.
- Never leave the iPad unsecured and unattended, and I am responsible for knowing the location of my iPad at all times.
- Understand that if I want to purchase my own iPad case, the District administration reserves the right to disapprove a case.
- Never use stickers, markers, etc., on a District iPad/iPad cover or do anything to permanently alter the iPad.
- Contain my District iPad in a protective case at all times.
- Password protect my iPad and never loan out my iPad or give my password to other individuals.
- Never let anyone else use my iPad other than my teachers, administrators, or parents/guardians.
- Charge my iPad's battery daily and arrive at school with my device charged.
- Keep food and beverages away from my iPad since they may cause damage to the device.
- Clean the iPad's screen with a soft, anti-static cloth only, using no cleaners.
- Never disassemble any part of my District iPad or attempt any repairs.
- Never remove or deface the serial number or other identification on any District iPad.
- Cooperate in the filing of a police report in case of theft, vandalism, or other acts covered by insurance and inform my building administrators.
- Be responsible for all damage to, or loss of the iPad, caused by neglect or abuse.
- Return the District iPad, case, and power cords in good working condition.



Insurance is available and recommended to cover any accidental or incidental damage. The cost is \$25 per school year.

## **TITLE I**

Upper Dauphin Elementary School is considered a "Schoolwide Title I" school. 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 the annual Open House event at the beginning of the year and have Title I information available at all Parent/Teacher Conferences. If you have any questions about our Title I programming and/or funding, please contact the building principal at (717) 362-6615.

## **TOBACCO USE**

The Board recognizes that the use of tobacco by students presents a health and safety hazard which can have serious consequences for both users and nonusers. Tobacco shall be defined as a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form. Also, electronic cigarettes are treated as tobacco and are prohibited. Students are prohibited from possessing and using tobacco at any time in a school building, on a school bus, and on school property. The school district will initiate prosecution of any student who violates the tobacco use policy. Any student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined up to \$50 plus court costs or admitted to alternative adjudication.

## **TRANSFER PROCEDURES**

Students transferring to another school district must secure the proper papers from the office to complete. Please call the office at (717) 362-4511 for information on transferring records. Records will be forwarded to the new school district after all school property has been returned and financial obligations are met.

## **VANDALISM**

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

## **VISITOR AND SECURITY PROCEDURE**

Parents are urged to visit the school. Please notify your child's teacher or office prior to visitation. All visitors must report to the office (ID is required), sign-in, and secure a pass if they plan to visit school personnel or a child's classroom. If you need to visit the nurse, please let the office staff know and they will escort you to the nurse's office and back.

## **VOLUNTEER POLICY**

In order to ensure student safety, the school board has approved a [volunteer policy](#). To become a Program Volunteer for the school district, the required volunteer clearances need to be submitted to the District Office and all applicants must be approved by the school board. Approved program volunteers will be responsible for updating their clearances when they expire if they wish to continue as a program volunteer.

### **What is a Volunteer?**

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

### **What is a Visitor?**

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

### **Volunteer Requirements**

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

## **UPPER DAUPHIN AREA SCHOOL DISTRICT CODE OF CONDUCT**

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

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

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

### **FREE EDUCATION**

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

1. The student is married.
2. The student is pregnant.
3. The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
4. The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

### **STUDENT RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school for the students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school premises.

### **STUDENT GUIDELINES FOR IN-SCHOOL BEHAVIORS**

No student will be allowed to leave the building without adult supervision during the school day. If there are any restrictions as to who should be allowed to pick up a student, please fill out the appropriate form, or call the school office. **NO VISITOR** will be allowed to take a student from class without permission from the office and/or legal guardianship. If a parent insists on taking the student, the teacher will contact the office. If there is no proof of guardianship, a student will not be permitted to go with that person.

## **DISCIPLINE PROCEDURES**

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

### **Disciplinary Offenses**

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

### **Disciplinary Actions**

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. Possession of lighter, matches, or any other materials that create a flame
13. Lying
14. Misconduct in the halls (roughness; horseplay; loitering)
15. Opening or entering another student's locker
16. Having an open container of food or drink outside of the cafeteria
17. Use of electronic devices during school hours such as, but not limited to cell phones, tablets, beepers; possession of laser pointer devices
18. Dress code violations
19. Minor incidence of throwing objects
20. Minor incidence of computer usage violations
21. Late to class
22. Other minor infractions of unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard

#### **Level I Action**

Disciplinary action would include the assignment of a warning, time-out, 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**

ISS refers to In-school suspension. OSS refers to out-of-school suspension.

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.

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

### **Level III Offense**

1. Continuation of unmodified Level II misbehavior
2. Verbal or physical assault
3. Abusive, obscene, or profane language or gestures directed toward staff
4. \*Fighting and disorderly conduct
5. \*\*Vandalism; more serious destruction of school property; destruction of electronic equipment (computers, cameras, etc.)
6. Stealing
7. Use and/or possession of tobacco products, vapes and/or JUUL
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, vandalism, and tobacco violations may result in a Level III disciplinary action and 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.
4. 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 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-alikes
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).

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

## **Level IV Action**

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

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

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

## **Suspensions**

Students may be assigned to either in-school (ISS) or out-of-school suspension (OSS). Students in ISS will be responsible for completing assignments given by teachers. The student will be isolated from the rest of the student body and will be subject to certain restrictions.

Students receiving 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. If assignments are not received by the suspended student before departure from school, the parent or guardian may request the assignments by calling the school office.

## **Hearings/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:
  - 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.

### **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:

- 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.

## **NONDISCRIMINATION STATEMENT**

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

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

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

## **CORPORAL PUNISHMENT**

Corporal punishment is defined as *physically punishing a student for an infraction of the discipline policy*. Use of corporal punishment is prohibited. Teachers and school authorities may use reasonable force under the following circumstances:

- To quell a disturbance.
- To obtain possession of weapons or other dangerous objects.
- For the purpose of self-defense.
- For the protection of persons or property.

## **WEAPONS**

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

### **Definitions:**

- **Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchak, firearm, shotgun, rifle, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.
- **Possessing** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.
- **Expulsion** – removal from the student's regular program. Care should be taken by school officials to ensure that a student who is determined to have brought a firearm to school is effectively removed from that setting.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any District buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity. The District shall expel for a period of not less than one

(1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis. In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

## **FREEDOM OF EXPRESSION**

- The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
  1. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
  2. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- Bulletin boards must conform to the following:
  1. School authorities may restrict the use of certain bulletin boards.
  2. Bulletin board space should be provided for the use of students and student organizations.
  3. School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- School newspapers and publications must conform to the following:
  1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
  2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
  3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
  4. Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
  5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non staff members shall be developed and distributed to all students.
- The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).
  1. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
    - a. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
    - b. The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

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

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

1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the

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

### **DRESS CODES FOR STUDENTS**

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. Tank tops, sleeveless tops, midriff blouses, tube or halter tops, and other stomach-bearing shirts are considered inappropriate.
4. Shorts or skirts that are shorter than fingertip length are considered inappropriate.
5. Pants, shorts, or skirts may not be worn so low as to expose undergarments or abdomens.
6. Clothes that are too revealing due to being torn or cut are considered inappropriate.
7. Coats, jackets, hats, bandanas, and kerchiefs may not be worn in the school.
8. Sleepwear (pajamas, slippers, etc.) or undergarments worn as outerwear are considered inappropriate.
9. Chains may not be worn on clothing.
10. **For safety reasons in the elementary school, no flip flops or sandals may be worn.**
11. For safety reasons in the middle school and high school, no flip-flops or other backless or toeless footwear may be worn in the Industrial Arts room. Students will be sent to the time-out room to complete Industrial Arts written work if appropriate shoes are not worn.
12. 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.

### **CONFIDENTIAL COMMUNICATIONS**

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

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

### **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**

The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

Illegal or prohibited materials seized during a student search may be used as evidence against the student in a

school disciplinary proceeding.

Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

## **NOTIFICATION OF SPECIAL EDUCATION SERVICES AND PROGRAMS CHILD FIND**

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

### **Identification Activity**

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

(Developmental areas-Cognitive, communicative , physical, social/emotional and self-help) A Developmental delay is\*A child who is less than the age of beginners and at least 3 years of age is considered to have a developmental delay when one of the following exists:

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

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

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

### **Confidentiality**

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

The school district will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies.

The school district protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records; training being provided to all persons using the information and maintaining for public inspection a current list of employees' names and positions who may have access to the information. The school district will inform you when this information is no longer needed to 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 additional information regarding the hearing procedures and upon request, the district will provide you a records hearing to challenge information in your child's education files.

Parent consent is required before personally identifiable information contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for the purposes of identification for your child, locating your child, and evaluating your child for any other purpose of making available

a free appropriate public education to your child. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which our child seeks or intends to enroll

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

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

Pennsylvania Department of Education

Bureau of Special Education

Division of Compliance

333 Market Street

Harrisburg, PA 17126-0333

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



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

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

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

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

### **Early Intervention Identification**

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

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

### **Services for Protected Handicapped Students**

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

### **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.

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

**After reviewing this handbook, please sign the acknowledgement form (top page)  
and return it to the student's homeroom teacher or to the office  
OR  
complete this form electronically in the Sapphire Parent Portal.**

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