

Student Handbook

Falcon Facts

Welcome to Falcon Facts—a parent-student handbook prepared to provide necessary information about Lower Dauphin High School. Becoming familiar with the contents will help you better understand the opportunities available to you and your responsibilities as a school citizen.

Mission Statement

The mission of the district is to provide students with a safe and supportive environment enabling them to engage in a quality education that empowers them to be successful in their next step in life.

We Are An Equal Opportunity Employer

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex, or national origin. P.L. 90-202 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age. Lower Dauphin School District abides by the regulations of the ADA.

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About the School...

Alma Mater

Lower Dauphin, onward Falcons, Victory over all;
Praises to thee, Alma Mater,
Echo through the hall.

Ever striving toward our goals,
Eager, brave, and true;
Help us keep our standards high for the white and blue.

Seeking friendships, gaining knowledge,
Honor is our aim;
We will proudly serve thee always, loyal hearts proclaim.
---P.M. Seitzinger
---Elaine Harris Sulkey, '63

School Colors: Royal Blue and White

School Mascot: "Falcon"

Important Phone Numbers

High School Contact Information

High School Switchboard	(717) 566-5330
Attendance Office - Valerie Stricker	(717) 566-5328
Counseling Office - Stacey Schwartz	(717) 566-5331
Nurse's Office - Mary Smith	(717) 566-5351
Athletic Office - Tammy Cogan	(717) 566-5338
Transportation Office - Martha Umberger	(717) 566-5340
Home School Visitor/SAP Coordinator -Trish Moody	(717) 566-5332
12th Grade Counselor - Nate Espenshade	(717) 566-5336
9th Grade Counselor - Tanya Dreon	(717) 566-5335
10th Grade Counselor - Farren Schmidt	(717) 566-5347
11th Grade Counselor - Lori Beaver	(717) 566-5337

Office Hours

The High School office is open from 7:00 AM until 3:30 PM during the school year. The counseling office is open from 7:00 AM until 3:30 PM during the school year. If you wish to speak with a counselor or principal in person, it is advisable for you to make an appointment. Summer hours are Mon-Thurs 7:30 AM until 3:30 PM.

Daily Schedules

Regular Schedule

1 7:34-8:24
ANNOUNCEMENTS 7:34-7:40
2 8:28-9:12
3 9:16-10:00
Lunch A 10:48-11:18
6/7 11:18-12:02
5/6 10:52-11:36
Lunch B 11:36-12:06
8/9 12:06-12:50
5/6 10:52-11:36
7/8 11:40-12:24
Lunch C 12:24-12:54
10 12:54-1:38
11 1:42-2:26

Modified Schedule

Homeroom 7:34-7:56
1 8:00-8:41
2 8:45-9:26
3 9:30-10:11
4 10:15-10:56
8/9 12:06-12:50
Lunch A 10:56-11:26
6/7 11:26-12:08
8/9 12:12-12:54
5/6 11:00-11:42
Lunch B 11:42-12:12
8/9 12:12-12:54
5/6 11:00-11:42
7/8 11:46-12:28
Lunch C 12:28-12:58
10 12:58-1:40
11 1:44-2:26

Students may enter the building beginning at 7:00 AM and should enter through doors #1, 10, 18 and/or 23. Students should report to the cafeteria or be under the supervision of a teacher until they are dismissed to their first period class at 7:30 AM. All students are to be in their first period class by 7:34 AM.

School will be dismissed at 2:26 PM each day. Students waiting for buses will wait outside in the vicinity of the bus loading areas and are prohibited from loitering in the building. All students must board buses at the high school and are prohibited from walking to the middle school for boarding. Students are requested to remain on the buses at the middle school except for changing to their assigned bus.

Delays & Closings

In the event it becomes necessary to cancel or delay school due to inclement weather or other emergency reasons, announcements will be made over television and radio stations. In addition, notification will be made on the district website (www.lds.org), Twitter, Informaline (717) 566-5320, and on the school messenger notification system.

1 Hour Delay

1	8:34-9:13
2	9:17-9:54
3	9:58-10:35
4	10:39-11:16
Lunch A	11:16-11:46
6/7	11:46-12:23
8/9	12:27-1:04
5/6	11:20-11:57
Lunch B	11:57-12:27
8/9	12:24-1:04
5/6	11:20-11:57
7/8	12:01-12:38
Lunch C	12:38-1:08
10	1:08-1:45
11	1:49-2:26

2 Hour Delay

1	9:34-10:02
2	10:06-10:36
3	10:40-11:10
4	11:14-11:44
Lunch A	11:44-12:14
6/7	12:14-12:44
8/9	12:48-1:18
5/6	11:48-12:18
Lunch B	12:18-12:48
8/9	12:27-1:04
5/6	11:48-12:18
7/8	12:22-12:52
Lunch C	12:52-1:22
10	1:22-1:52
11	1:56-2:26

Flexible Instructional Days (FIDs)

The Lower Dauphin School District has been approved to use up to five (5) Flexible Instructional Days during the 2023-2024 school year. **These days are to be used for inclement weather only.**

When the District designates a day as a Flexible Instructional Day, the students will be provided online instruction. Flexible Instructional Days can be used in lieu of using a scheduled Make-Up Day on the school calendar.

Academics...

CAOLA

Lower Dauphin High School is pleased to offer online learning as an option for your student. Students must apply for part-time or full-time CAOLA by filling out the necessary application and submitting it prior to the dates specified on the High School website. Please visit <https://www.ldsd.org/Page/6422> to view the CAOLA course catalog, application and submission dates.

Class Ranking

Class rankings are determined by arranging all students in order of their weighted grade point average. Students that repeat courses, due to previous low grades or other reasons, shall have both grades computed in their class rank. See [policy 214](#) for more information.

Class Standing

Class standing is based on the number of credits a student has earned toward graduation. For students to successfully complete high school, they must fulfill the requirements listed under Graduation Credit Requirements.

Final Examinations

Written final examinations are required in Science, Social Studies, English, Mathematics, and Foreign Language. The final examination grade will count as 11% (1/2 of 1 marking period) of the student's final average. Other courses may require final examinations at the discretion of the teacher and with administrative approval. Any senior student who has earned an average of 93% or above in a course for the entire year may opt out of the final exam without penalty.

Final exams will be May 31st through June 6th for seniors and June 4th-7th, 2024 for underclassmen. Students must take their final exams according to this schedule. The only acceptable excuse for missing a final exam is illness and a doctor's excuse must be presented to the Principal's office in order to make up the missed exam(s). All arrangements to make up final exams must be made through the office of the Principal. No final exam may be taken before the assigned test date without the Principal's approval.

Student attendance is not required during those periods when an exam is not scheduled.

Students who stay in the building and are not taking exams must stay in the cafeteria.

Students who have outstanding obligations to the school (ie. fines, detentions, suspensions) may be required to fulfill their obligations prior to distribution of their final exams or participating in graduation ceremonies.

Grades

Grades are earned on a numerical basis. Sixty percent (60%) is the minimum for awarding credit.

Report Card Grade Numerical Score

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Graduation Credit Requirements

A student's post-secondary pathway (college vs. technical school vs. full-time employment) partly determines the number of credits a student needs to earn for his/her diploma. Students are encouraged to work closely with their counselor to be sure they are on track for graduation and that their academic plan suits their career goals.

<u>Subject</u>	<u>Credit</u>
English	4.0
Math	3.0
Social Studies	4.0
Science	3.0-4.0
Health	0.5
PE	1.5
Career Exploration	.50
Electives	6-7
Total	23.50

Homebound Instruction

In cases where students are ill or recovering from injuries for a long period of time, the school will arrange for instruction in the home. Parents should call their child's school counselor for information on how to apply for this service should it be needed.

Honor Roll

The Honor Roll consists of two levels: Distinguished Honors and First Honors.

Requirements for the Honor Rolls are:

Distinguished Honors: All grades 90% or above.

First Honors: All grades above 80%.

The honor roll is compiled for each nine-week marking period. Students who achieve Distinguished Honors receive a Distinguished Honors Pass, which entitles them to free admission to all activities hosted by Lower Dauphin (with the exception of Prom, homecoming, and postseason athletic events).

PowerSchool

Parents/guardians have regular access to their students' progress by utilizing the PowerSchool website at: <https://powerschool.ldsd.k12.pa.us/public/>. Students and parents receive an access code at the beginning of each school year. These reports are also available through the grade level school counselor.

Report Cards

The school year is divided into four grading periods. Paper report cards are sent home twice each school year (2nd and 4th marking periods) to inform you of your child's academic progress. Should you wish to receive a report card for each marking period, please contact the Counseling Office to request a paper copy.

Tutoring

After school, teacher-staffed tutoring is available for students from 2:40 PM until 4:30 PM on Mondays, Tuesdays, Wednesdays & Thursdays that school is in session. For locations and other information, please contact the Counseling Office.

Activity buses are available Monday and Wednesday at 4:30 PM for transportation needs. Students must have a bus pass from the supervising faculty member to ride.

Athletics...

The objectives of the athletic program, to develop individual coordination and teamwork by active participation in and an appreciation of athletics as a part of life, are developed through the school's sports program of interscholastic and intramural sports.

Eligibility for participation in interscholastic activities is governed by the Pennsylvania Interscholastic Athletic Association (PIAA) and the Lower Dauphin High School. Eligibility is based on four prerequisites: scholastic progress, school citizenship, an acceptable health assessment and attendance.

To be eligible for participation in any interscholastic sport or cheerleading, a student must pursue and maintain a passing grade of a minimum of five credits. The student's academic status shall be confirmed at intervals of one week. Certification of eligibility shall be made on Friday for all athletic contests during the following week. Students who do not pass five credits at the end of the marking period shall be ineligible for fifteen school days of the next marking period.

Students must also be evaluated daily concerning school citizenship. Students assigned to Alternative Education or suspended from school are athletically ineligible for the period of the assignment.

A student who is absent from school during a semester for a total of twenty or more days shall not be eligible to participate in any athletic contest until he or she has been in attendance for a total of forty-five consecutive school days following his or her twentieth day of absence.

Athletic Code

No student shall be eligible to represent this high school in any athletic contest or practice unless he or she has been carefully examined by a physician and his/her condition pronounced satisfactory. A certificate to that effect, together with his/her parent or guardian's consent form, shall be filed with the Athletic Director.

- No student shall be allowed to participate in any school sponsored sport or to practice for such sport without either enrolling in the school accident insurance program or having on file with the school nurse certification to the effect that the student is covered by insurance outside of school for any injury that might be incurred while participating in a high school athletic event.
- A student must realize when he or she goes out for a sport that participation in that sport must not be used as an excuse to neglect schoolwork.
- Attendance rules will be decided by the coach.
- Profanity and obscene language have no place in athletics. Good athletes should realize that improper language accomplishes nothing.
- If a boy or girl wishes to leave the squad he or she should consult with the coach. A player who merely quits without notifying the coach and discussing the situation may make him/her ineligible for athletic awards in any sport.
- Students will be subject to random drug testing.
- All athletic equipment issued to a student is his or her responsibility and must be given the best of care. All equipment issued must be returned. Equipment lost must be paid for.

- All athletes must travel to and from all athletic contests with the squad unless permission is granted by the coach to do otherwise. This permission will be granted only in the case of a parent or guardian providing the transportation.
- On away games, remember that athletes are guests. Any misconduct on the part of any athlete is a reflection on the good reputation of the school, the team, and the coach.
- Officials are selected because of their training and experience. Respect their judgment and decisions.
- It is expected that athletes will dress in a manner representative of a school and community. Jeans, sneakers, T-shirts and sweat suits may not be worn when traveling to a competition.

Interscholastic Sports

Boys: baseball, basketball, cross-country, football, golf (co-ed), lacrosse, soccer, swimming, tennis, track & field, volleyball, winter track, wrestling.

Girls: basketball, cross-country, field hockey, lacrosse, soccer, softball, swimming, tennis, track & field, volleyball, winter track.

Attendance...

Absences

The School Board considers the following conditions to constitute reasonable cause for absence from school: Illness, quarantine, recovery from an accident, required court attendance, death in the family, approved family educational trips, approved educational tours, and college visits. See school board policy 204 for more information.

If a student is absent due to illness, his/her parent or guardian should contact the attendance office on the morning of the absence.

The student shall present a note signed by his/her parent or guardian to the attendance office within *five school days* of the absent date. Failure to do so will result in the absence being recorded as unexcused or truant. Notes must be signed by the parent or guardian regardless of the student's age. Students who are absent from school are not permitted to attend any school-sponsored events the day of the absence.

Absences due to illness longer than four consecutive school days require a Doctor's Excuse for readmittance to school. A Doctor's Excuse means that the physician must certify that the student was under his/her care for the period of the absence.

Excused Absences: The school will authorize absences due to illness, injury, or family emergency that cannot be prearranged or foreseen prior to the day of the absence. Students will be permitted to make up work missed during the day of an authorized absence. No student shall have his/her grade lowered due to an absence, which has been excused. For unforeseen absences, students shall have as many days to make up work as they were absent.

Unexcused Absences: Absences that are not approved by the school may be deemed unexcused. Students are required to arrange an agreeable timetable with their teachers to complete assignments and assessments.

Truant Absences: Absences not approved by the school for students subject to the compulsory education laws will be deemed truant. Students who are truant are subject to the discipline code, including but not limited to a school attendance improvement conference, and or referral for truancy to local children and youth agency, and or citation.

Alternative Assignment, Educational or Family Trip

It is preferred that students not miss school except for unavoidable circumstances. Should it become necessary for a student to miss school for an alternate assignment, college visit, educational or family trip, the following procedure is to be followed.

In accordance with School Board Policy 204.1 *Educational Tours and Trips*, the building principal has the authority to approve educational trips up to seven days. Each tour or trip will be impartially reviewed by the administration, and dependent upon the individual circumstances, a decision will be rendered as to the procedure to be followed by the student. The best interests of the student will be kept uppermost in mind when said decision is rendered. Therefore, approval of educational trips is based in part on the student's academic, discipline, and attendance record. *No trips will be excused during finals week.*

A written request for permission must be received by the principal at least five (5) days prior to the departure date on the appropriate request form. The Educational Trip Excuse Form is available on the high school website as well as in the main office.

The student is responsible for obtaining all course work, which will be missed prior to departure, and for completing such work in a time frame agreed upon with his/her teachers.

Application for educational trips, which extend beyond the above limits, must be made to the Superintendent of Schools.

Note: Hunting may be considered a family/educational trip. Trips taken without prior approval will be considered unexcused. Each request will be considered individually. In arriving at a decision, the principal will consider the student's educational program, current academic standing, and attendance record.

Chronic Absenteeism

Parents of students who are excessively absent during the year will be notified by letter that the school is concerned at the number of absences. The district considers excessive absences as follows:

1 st marking period	10 days
2 nd marking period	12 days
3 rd marking period	16 days
4 th marking period	18 days

If attendance does not improve after notification, the student may be placed on Doctor's Excuse, which means that every absence thereafter requires a verification of illness. Failure to provide the required Excuse will result in the absence being recorded as unexcused or truant, as appropriate. A Doctor's Excuse means that the Licensed Health Care Provider, who can prescribe medications, must certify that the student was under his/her care for the period of the absence and must include all dates for which the student is to be excused.

When a student accumulates one truant absence, parents will be sent what is termed a "First Absence Notice." Three or more truant absences will result in an "Official Notice of Truancy" notice sent to parents and/or guardians. The district's Home & School Visitor may meet with any student who accumulates four or more truant absences to discuss reason for absences. Six or more truant absences will result in a final "Official Notice of Truancy" and the scheduling of a School Attendance Improvement Conference. Subsequent truant absences will result in a citation submitted to the local district magistrate's office. See School Board Policy 204 for more information.

Early Dismissals

The school requests that all appointments be avoided during the school day. When this is not possible, requests for early dismissal will be considered. The School Board will recognize justifiable absences for part of the school day. These include, but are not limited to: medical or dental appointments, court appearances, and family emergencies.

Students who request an early dismissal must secure the early dismissal slip at the attendance office before 7:25 AM. In order for students to leave the school premises during the school day they must have written permission from their parent or legal

guardian. Questionable requests will be checked. The desired procedure is for the student to submit a doctor's note immediately upon return to school following his or her appointment. However, the student does have a total of five days to submit the doctor's note before the absence will be permanently recorded as unexcused.

In an emergency, as determined by the grade level principal, the parents will be contacted by phone for their verbal permission for the student to leave the school premises. This verbal permission must be followed up by written verification as soon as possible.

The penalty for unexcused late arrivals and early dismissals over three will be one detention for the first offense. The penalty for every three unexcused late arrivals or early dismissals thereafter will be two detentions for second offense, three detentions for third offense, etc. Students who are habitually late or who leave early may be suspended from school.

All requests for early dismissals to attend the car show, builder show, etc. will be denied unless accompanied by a parent or guardian.

Late Arrivals

A little late is too late. If you arrive to school after 7:34 AM, you should report to the attendance office for a tardy slip.

Late arrivals will be deemed as excused or unexcused. Such reasons as running out of gas, oversleeping, and having a flat tire will not normally be excused. Extremely bad weather or personal illness will be considered when a course of action is determined. The student shall present a note signed by his/her parent or guardian to the Principal's office within five days of the late arrival date. Failure to do so will result in the late arrival being recorded as unexcused.

The penalty for unexcused late arrivals and early dismissals over three will be one detention for the first offense. The penalty for every three unexcused late arrivals or early dismissals thereafter will be two detentions for second offense, three detentions for third offense, etc. Students who are habitually late or who leave early may be suspended from school.

Nonresident Tuition

Under board policy 202, if a student is currently enrolled in the district but is planning to move out of the District during the school year, the student must move out on or after April 1 in order to avoid paying the statutory tuition charge for the remainder of the school year.

Resident students who move out of the District prior to April 1st of a school year may be permitted, with superintendent approval, to complete the remainder of the school year in this district. If permission is granted, the parent/guardian shall be subject to the statutory tuition charge. This may be adjusted by the Board unless the district of residence offers to pay the tuition.

If the family moves out on or after April 1, the student may remain in this district for the remainder of that school year at no charge.

Senior students in good standing who have attended at least two (2) consecutive school years immediately prior to their senior year, as resident students, may be permitted with superintendent approval to complete their senior year.

If a student moves from the district as the result of a natural disaster or catastrophe forcing the family to find housing outside the district, then the student may attend for the remainder of the school term without any tuition charge and thereafter, for an additional school term, without any tuition charge, at the discretion of the superintendent.

Children of employees of the United States armed forces who have resided in the District for a minimum of three (3) years and are transferred to a military base within the Commonwealth of Pennsylvania may continue to attend schools in the district until graduation without tuition charges, conditioned upon the family providing transportation to and from school.

Withdrawal from School

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification in accordance with the school code. See School Board Policy 208 for more information.

Work Permits

Pennsylvania State law requires any minor between the ages of 14-18 to obtain a work permit. A parent or guardian must apply in person for their child's work permit and must provide a legal document showing proof of age. Acceptable documents are: Birth Certificate, Baptismal Certificate, Passport, or Driver's License/Permit.

During the school year, applications can be completed in the High School main office between the hours of 7:15 AM - 3:30 PM. During the summer, applications can be completed in the High School main office Mon-Thurs between 7:30 AM - 3:30 PM.

Discipline...

Student Code of Conduct

The Board shall require each student to adhere to Board policies and the rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules and Board policies shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school and school-sponsored activities.

Off-site or after-hours conduct may subject students to school discipline if the misconduct violates the Code of Conduct and is connected to the school because the conduct does or may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, or cause disruption within the school. Factors in determining whether school discipline will be imposed may include whether the conduct caused or is reasonably likely to cause disruption to school work or the school community; whether school property or equipment was used; and whether school activities or interactions were involved in the planning, organizing or promoting of the misconduct. See School Board Policy 218 for more information.

Alternative Education Program

Students who are chronic disrupters of the school environment or have reached a significant number of school days of in-school suspension, or display a pattern of serious offenses may be assigned to the Alternative Education Program. Students assigned to the Alternative Education Program will be evaluated on attendance and punctuality, academic performance in their core subjects, behavior and social interaction. There will be an exit conference required with the students and parents before the student resumes his/her regular program. Students will receive an incomplete in all non-core subjects that they cannot participate in while in Alternative Education.

Due Process

The handling of discipline cases at Lower Dauphin High School is directed to the end of developing the best possible solution for the individual pupil while at the same time protecting the rights of the total student body. Student behavior controls will always be compatible with the philosophy, beliefs, and objectives of the school and in no way will be detrimental to the total student body. Students will be assured due process according to the following procedures:

Notice: The principal, assistant principal, or superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice shall be given in person. If written, delivery may be by United States mail or by personal delivery. If mailed,

delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail, addressed to the last known address of the student or his/her parent/guardian.

Contents of Notice: The notice shall contain the following basic information:

- A statement of the charges.
- A statement of what the student is accused of doing.
- A statement of the basis of the allegation. Note: Specific names may be withheld if necessary to shield a witness.

Informal Hearing: The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may go further in allowing the student to present witnesses or may also call the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.

Timing: The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of hearing. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

Lunch Detention

All assigned lunch detentions must be served. Failure to do so may result in after School Detention. Lunch detentions are served during the students assigned lunch period.

Detention

All assigned detentions must be served. Failure to serve detention will result in assignment to In-school Suspension in addition to the detention. Students who do not complete their detentions by the end of the year may be required to fulfill their obligation prior to taking their final exams. Teachers are permitted to assign before or after school detentions under their own supervision in their classroom.

In-School Suspension

Student behaviors may require removal from the regular day program and into In-School Suspension. Students assigned to In-school suspension are required to complete academic assignments from their subject teachers while in the program.

Exclusion from School

Suspension is exclusion from school and school activities for a period of from one (1) to ten (10) consecutive school days. No student shall be suspended without due process.

Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

In cases where the student is suspended “out of school” and where the parents cannot be notified or transportation is not available, the student will remain in the office or in In-School Suspension for the completion of the current school day. In all cases of suspension, the parents are to assume the responsibility of the student during the suspension period and may be required to come to school with their son/daughter when applying for reinstatement. At this time, it will be necessary that commitments for correct behavior be made to school officials while the student is in the company of his/her parents or guardian.

Students under suspension are not permitted to participate in or attend any school-sponsored activities both on and off Lower Dauphin School District property.

Students shall have the responsibility to make up exams and work missed while under suspension.

Any student consistently violating school rules, guilty of gross disobedience, or who does not correct his/her behavior after suspensions have been administered will be recommended to the Superintendent for further disciplinary action, which may include expulsion from school.

A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly appointed committee of the Board. Where the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student. The procedures of Due Process will be followed.

Student Misconduct Response Structure

Level 1 - Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school.

Sleeping in class, public display of affection (except holding hands), arguing, failure to follow directions, classroom misconduct, failure to follow food restrictions, non-defiant failure to follow directions or complete assignments, unprepared for class, amplified music in public places.

PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior becomes a

level 2 violation. An accurate record of the offenses and disciplinary action is maintained by the teacher.

DISCIPLINARY OPTIONS/RESPONSES

Verbal reprimand, special assignment, conference, withdrawal of privileges, student contract, teacher detention, lunch detention. A parental contact is made. The classroom teacher will handle students misusing their hallway pass privileges. For example, for a first offense, the classroom teacher may revoke the student's hallway pass privileges for ten school days. Following the ten-day revocation, if the student repeats the behavior, the teacher reports the unmodified behavior using the normal disciplinary referral process.

Level 2 - Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

EXAMPLES

Unmodified level 1 misconduct, cheating and lying, plagiarism, failure to serve detention for a teacher, failure to correct improper dress, misconduct outside the classroom (hallway, cafeteria, and parking lot), defamation of character, student outside of assigned area, possession of offensive literature.

PROCEDURES

The student is referred to the grade level assistant principal with appropriate records. The assistant principal meets with the student and teacher and affects the most appropriate disciplinary option. The assistant principal keeps an accurate record of the offense and the disciplinary action is recorded in the student disciplinary file. Repeated misbehavior becomes a level 3 violation.

DISCIPLINARY OPTIONS/RESPONSES

Schedule change, parental conference, counseling, lunch detention, detention, referral to student assistance, referral to outside agency.

Level 3 - Acts against persons or property whose consequences do not seriously endanger the health or safety of others.

EXAMPLES

Unmodified level 2 misconduct, class cut, truancy, leaving school property without permission, possession of prohibited electronic devices, tardy to class, possession of laser pointers, bus misconduct, unauthorized use of parking facilities, disrespectful speech, racist comments, open defiance of authority,

forgery of notes or passes, unexcused absences, violation of state vehicle code, minor vandalism, fighting, late arrivals, threatening telephone calls, unlawful harassment, hazing, bullying, food fights, intimidation, profanity, obscene gestures, indecent conduct, downloading and deleting files, unauthorized computer use. Misconduct at school sponsored activities.

PROCEDURES

The administrator investigates the infraction and confers with staff on the extent of the consequences if necessary. The administrator meets with the student and communicates with the parent about the student's misconduct and the resulting disciplinary action. The administrator may make a referral to the District Superintendent. There is restitution of damages. An accurate record of offenses and disciplinary action is maintained. Repeated misbehavior becomes a level 4 violation.

DISCIPLINARY OPTIONS/RESPONSES

Temporary removal from class, written warning, student schedule change, community service, withdrawal of parking permit, lunch detention, detention, alternative education program, in-school suspension, out-of-school-suspension, administrative hearing, Board hearing, law enforcement agency contract, referral to the Student Assistance Program (SAP) team as appropriate, prosecution with the District Justice.

Level 4 - Acts which result in violence to another's person or property or which pose a direct threat to the safety of others. These acts are clearly criminal and always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action.

EXAMPLES

Disorderly conduct, possession, sale or use of a controlled substance (alcohol, drugs, drug paraphernalia, look-alike drugs) coming to school under the influence of drugs and alcohol, arson, extortion, bomb threats, possession of weapons, hate crimes, false fire alarms, indecent exposure, criminal trespass, possession/use of fireworks and explosives, possession/use of tobacco, assault, striking an employee of the school district, theft, major vandalism, assault and battery, terrorist threats, ethnic intimidation, any violation of Pennsylvania's Criminal Code not previously covered.

PROCEDURES

- The administrator verifies the offense, confers with staff and meets with the student.
- The parents are notified and the student is removed from the school premises, if appropriate.
- School officials contact law enforcement agencies and assist in prosecuting the offender where appropriate.
- Referral of drug and alcohol policy violations to SAP.
- A complete and accurate report is submitted to the superintendent for board consideration.

DISCIPLINARY OPTIONS/RESPONSES

Withdrawal of parking permit, Board hearing, expulsion, Alternative Education Program, in-school suspension, out-of-school suspension, law enforcement officials contacted, mandatory referral of controlled substance violators to SAP team. Drug and alcohol violators to SAP team, Drug and alcohol violators must agree to the recommendations of SAP team or be referred for expulsion from school.

Any student who is suspended out-of-school may not return without an in school parental conference.

Threats to Kill – In addition to the above-mentioned disciplinary actions, students found guilty of “threatening to kill another” will be subjected to: (a) psychiatric evaluation, (b) loss of locker privileges, and (c) daily searches for a period of time to be determined by the school principal.

General Expectations...

Announcements

Announcements to be made on the public address system should be submitted in a timely fashion to the High School main office secretary. Announcements should be short and specific due to time restraints and may need administrative approval. Daily announcements are listed on the High School webpage under “Daily Announcements”.

Assemblies

Assemblies may be held throughout the year. The purpose of the assemblies will be to expose the students to topics of interest and to develop within the student body good social habits as an audience. Students are expected to observe the rules of courtesy expected of an audience.

Bus Conduct (bus passes & late bus)

Students have the privilege of utilizing the transportation services of the school district. All school rules apply when on the bus, waiting for a bus, or walking to or from the bus stop. A student who fails to maintain appropriate conduct may be suspended from riding the bus and/or may be subject to other disciplinary action. Students are required to ride their assigned bus at all times. Any changes, temporary or otherwise, must be made by the assigning principal and may require parental consent. Students must adhere to all posted bus rules. Once a student arrives at school, he or she may not leave school property. Students who leave are subject to the Discipline Code. Bus conduct will be monitored in audio and video camera equipped buses.

Bus Passes - Bus passes are to be issued for occasional requests and emergency use only and are not to be used as a regular weekly event or convenience. Passes are not to be used for events such as but not limited to, play dates, school project work, study days, parents to go on vacation, etc. Occasional requests and emergency use is defined as things which could include a death in the family or unplanned hospitalizations that require alternate transportation arrangements with a friend or relative. Passes may not be written for students to ride different buses unless the school has cleared this through transportation to ensure space is available on the other bus.

All pass requests must be submitted to the school office by the parent in writing prior to permission be given to ride. The school office must verify that the request is legitimate and meets the acceptable guidelines. Weekly passes and split custody passes will not be permitted. Drivers will not accept notes from parents at any time.

Late / Activity Buses - Passes for activity buses are permitted. These should be written by the school or coach and must have the student's name and a specific date for riding. Long term passes may be issued but need to have a start and end date, student name and should be laminated.

Cafeteria

Lower Dauphin High School offers both a daily breakfast and lunch program.

Breakfast Program: The breakfast line opens each day at 7:00 AM. Students eat breakfast in the cafeteria prior to the start of 1st period at 7:34 AM.

Students may purchase breakfast as they do lunch using the computerized cash register system, or pay cash at the register on mornings they choose to buy breakfast.

Cost for a complete breakfast is free for the 2023-2024 school year.

Lunch Program: The school lunch program offers a variety of Type A lunches.

The complete Type A lunch costs \$2.80. Students who qualify for reduced cost will pay \$.40 for lunch.

Monthly menus are posted in the café. Seasonal changes, special school programs, or shifts in student preferences are all taken into consideration in menu preparation.

Using the Computerized Cash Register System: The Lower Dauphin High School

Cafeteria operates on a computerized debit system. This system allows you to pay in advance for meals by check or online at www.myschoolbucks.com by using the Students ID number. Students are still able to pay cash at the register. Students must enter their student ID number into a keypad to pay for lunch regardless of their meal status (paid, free, or reduced) or paying cash.

Students may deposit money into their established debit account by placing cash or check into a pre-printed envelope. Students/parents are expected to stay current on lunch payments. Failure to do so will result in administrative actions.

Care of School Property

Students are responsible for the proper care of all books, computers, supplies and furniture supplied by the school. Students who disfigure property or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Classroom Rules

Teachers will establish and provide each student with a copy of their rules at the beginning of the school year. Failure to follow these rules shall constitute a discipline code violation.

Dress Code

The climate and culture, along with the reputation of Lower Dauphin High School, is influenced by the appearance of not only the faculty and staff, but also of the students. Modest, neat, well-attired and clean appearance creates an atmosphere that is conducive for learning, and it is this expectation that will be upheld at Lower Dauphin High School. As such, the administration has developed a dress code that will be used as a guide to inform students and guardians of the expectations for appropriate dress.

For all students, the dress code includes, but is not limited to the following guidelines:

- Students are urged to emphasize cleanliness, neatness, and generally acceptable good taste in their dress and grooming habits.
- Appropriate dress is that which is not offensive, distracting, nor does it present a safety hazard or disruption to the learning environment.
- Clothes should not be revealing.
- Clothing which advertises or promotes the use of drugs, alcohol, tobacco products, sexual innuendos, or violence is not considered appropriate.
- Hats and hoods must be removed in order for the school camera system to be used for identification purposes.

Students violating the dress code will be asked to correct their dress immediately. This may include changing into clothes that the student has or changing into something that is provided by the school. If necessary, parents will be called to bring proper clothing so that the student may resume his or her regular schedule. If students do not correct their inappropriate dress, they will be sent to In School Suspension until a proper correction is made. Unmodified behavior as a result of multiple dress code violations may lead to additional disciplinary action. It is important to note that Lower Dauphin High School is a climate-controlled building; hence, student comfort does not necessitate inappropriate dress. Cooperation on the part of the students and guardians is appreciated. Any questions should be directed at Lower Dauphin High School at 717-566-5330.

The right of interpretation and enforcement of these basic guidelines is delegated to the high school principal or designee.

Electronic Devices

The Board recognizes the importance of a safe and orderly learning environment. Possession and/or use of certain electronic devices may detract from a safe and orderly learning environment. The board prohibits possession of laser pointers and attachments by students on school grounds, on buses and other vehicles provided by the district, and at school sponsored activities. The Board does allow for the use of personal electronic devices (PED's) before school, during hallway passing time (door to door), during lunch, and during study halls and classes at the teacher's discretion. All teachers will have their PED rules clearly posted. All violations will result in a defiance infraction.

Pictures and Video

- Students are not permitted to take pictures and/or video of anyone without their permission. In addition, posting, forwarding, or otherwise publishing these will result in the assignment of the appropriate disciplinary consequences.
- It is a violation to video, photograph, forward, post, or publish a fight or another physical altercation.

- Consequences for a violation of this nature may result in a suspension.

Flag Salute

It is the responsibility of every citizen to show proper respect for his or her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal beliefs or religious conviction. Students who refrain from such participation are encouraged to stand during the pledge out of respect for those who are participating. The pledge to the flag is not for homerooms only, all staff and students are expected to rise and recite the pledge to the flag regardless of where they are located.

Freedom of Speech

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school community, encourages unlawful activity, or interferes with another individual's rights.

The principal requires students to submit for prior approval, a copy of all materials to be displayed, posted or distributed on school property.

The principal requires that notices or other communications be dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. In addition, teachers will maintain a daily sign-out sheet for their room and students are required to sign in and out. Teachers have the authority to revoke hall pass privileges whenever a student misuses this privilege.

Laser Pointers

Laser pointers are not permitted on school property or at school sponsored events. Use or possession of laser pointers is a level 3 violation of the student code of conduct.

Library (databases/ebooks)

The library is available to students during study halls and/or before and after school. The library is open to students from 7:15 AM until 2:45 PM, Monday through Friday.

Books may be borrowed for a period of ten days. If an item is in high demand the borrowing period may be shortened.

Students wishing to use the library during their study hall must check in with their study hall teacher and have their pass signed to come to the library. Once the student arrives at the library, they will need to sign in at the circulation desk. Signing in must include name, study hall teacher, reason for being in the library and the time signed in. Students are strongly encouraged to use the library for research, studying or homework.

Library rules:

Students using the library will be required to adhere to the student conduct rules as outlined in the handbook.

Students who are unproductive while using the library or do not follow library rules will be given one verbal warning by the librarian. On the second infraction, the student will be sent back to their study hall. This may or may not include a suspension from the library. This suspension is at the discretion of the librarian.

The following services are offered by the library staff:

- EBooks and online databases
- Research assistance
- Recommended reading assistance
- Classroom instruction as per teacher requests.

Instructions on accessing Destiny Library Catalog:

1. Go to ldsd.org, High School, Our School and the Media Center.
2. Go to the card catalog page of the Media Center homepage.
3. Click on the highlighted link.
4. Select the Lower Dauphin High School link.
5. Select the Catalog tab.
6. You can search by Keyword, Title, Author, Subject or Series.

Instructions on accessing Ebooks and Databases:

1. Go to MyLD.
2. Click on LDHS Library.
3. Click on the rainbow pinwheel MackinVia icon.
4. Make sure that the center of the page (above the username and password ovals) says Lower Dauphin High School. If it doesn't click the arrow to the right or the "not your location" link and change it to Lower Dauphin High School.

5. Username and password are the same as the ones you use to log in to your laptop
6. Databases and eBook options are listed alphabetically on the opening screen.

Lockers

All students will be given an opportunity to request a locker. It is each student's responsibility to keep the locker orderly and clean. The school will assume no responsibility for articles stolen or removed from student's lockers. Students are expected to use the locks on their lockers. The lockers are the property of the school and are assigned for the use and convenience of the students. Lockers may be inspected at any time by school personnel. From time to time law enforcement agencies may be utilized including the use of "drug-sniffing dogs" to search lockers and other areas of the building for illegal substances.

Placing stickers or pictures on or in lockers is prohibited. "Rigging" the lock to keep it from locking damages the lock and is considered to be an act of vandalism as is removing identification numbers. Students are discouraged from sharing lockers with fellow students.

Lost and Found

Lost articles or unattended technologies should be turned in or reported to the main office. Articles must be claimed in a reasonable period of time to avoid loss.

Phone Calls

Student calls will not be accepted in the offices except on an emergency basis. Students shall not use classroom phones except for emergency calls (in life threatening situations). Calls may be made in the main office at the teacher's discretion.

Respect of Persons

Every person in the school should be treated with respect and dignity. A show of disrespect toward a staff member or a fellow student, harassment of staff or fellow students, or any insubordination on the part of the student will not, under any circumstances, be tolerated.

Searches

The Board authorizes its administrators to inspect a student's locker, desk, or personal property including but not limited to book bag, clothing, person and/or the vehicle and personal property contained therein at any time based on reasonable suspicion for the purpose of determining whether a substance or object, the possession of which is illegal or poses a hazard to the safety and order of the school, is being stored therein. Under all

circumstances where the threat is not immediate, the student shall be notified and be given an opportunity to be present at the inspection.

Searches conducted by the administration may include, but not be limited to, utilization of canine “sniff” dogs, metal detection units or any device used to protect the health, safety and welfare of the school population.

Student Organizations

Each club, team, and organization is open to new members and would welcome student participation. In some instances an advisor may not be available. Clubs without advisors may not meet. Student organizations change regularly and a full list of active organizations is available in the high school office.

Curriculum Related Activities

Chamber Singers	Mixed Chorus	Women’s Select Choir
Indoor Percussion Ensemble	Men’s a Cappella	Jazz Band
School Store	Falcon Flash	Yearbook
Falcon Broadcast Channel (FBC)	Orchestra	
Marching Band/Outdoor Color Guard		

Non-Curriculum Related Activities

Believers in the Gospel (BIG)	Connections Club	Educators Rising
Gay Straight Alliance	Meditation Club	NOSB Team
Spring Musical Backstage Crew	Student Council	Thespian Society
Best Buddies	Debate Team	Envirothon
LD Rugby Club	Nanoline Team	Ski Club
STEM Club	Students for Life	Volunteer
Chess Club	Diversity Club	Mini-THON
STEAM Greenhouse and Gardening Club		Quiz Bowl Team
Spring Musical Production	Technical Crew	
Students Against Destructive Decisions (SADD)		Young Republicans
Youth and Government		

National Honor Societies

National Art Honor Society	National French Honor Society
National History Honor Society	National Math Honor Society
National Spanish Honor Society	National English Honor Society
National German Honor Society	National Honor Society
Science National Honor Society	Tri-M National Music Honor Society

Tardiness to Class

A student will be considered tardy to class if not in his/her classroom when the tardy bell rings. A tardy may be excused if the student has a note or pass from a teacher, counselor, or office staff. If the student has such a note or pass, no tardy situation exists.

Teachers will record all tardies. After the fourth tardy, the student will be referred to an assistant principal for disciplinary action. The penalty for unexcused tardies to class over three will be one detention for the first offense. The penalty for every three tardies thereafter will be two detentions for second offense, three detentions for third offense, etc.

Textbooks

All textbooks should be covered and kept free of marks and unnecessary papers. Teachers should periodically check the condition of textbooks issued to their pupils. Students are responsible for lost or damaged books.

Theft/Property Damage/Threats/Unlawful Harassment, Etc.

Acts of theft, damage to property, assault, and unlawful harassment are violations of the law. Such behavior is cause for disciplinary action, suspension, and referral to the appropriate law enforcement authorities.

General Information...

Car Registration & Operation

The operation of motor vehicles by pupils on the school property is a privilege. A school bus ride is provided, at no charge, to students who live beyond walking distance of the high school.

Student parking is allowed only in designated areas. Any student parking on school grounds during school hours must display an approved parking permit. Student cars not displaying an approved parking permit or parked in other than the assigned areas may be fined \$10 or lose their parking privilege. The school district reserves the right to have access to all vehicles on property which it owns.

All motor traffic on school property shall proceed at a rate not to exceed 15 miles per hour. Upon entering the parking lot, cars are to be parked and are not to be moved until dismissal. Students are not permitted to go to their cars during the school day. At the close of each school day, school buses are to take precedence over all other traffic in leaving the school grounds.

Commencement

Attendance at Commencement is not required. However, to participate in the Commencement Ceremony, a student must have successfully completed all academic requirements as well as satisfying any and all obligations, and must not have any current disciplinary issues pending. Obligations may include library fines, book fines, unserved detentions and other financial matters relating to school district policy. Any senior suspended concurrently through commencement may not be permitted to participate. Finally, students not following the guidelines for dress and conduct at the practice or ceremony may be removed from participation in the ceremony and also face other consequences.

Counseling Services

School Counselors design, implement and maintain a developmental counseling program that focuses on the personal/social, academic and career development of ALL students in collaboration with parents, school staff and the Lower Dauphin Community. Each counselor works with a specific grade level and remains with that class of students throughout high school. This system gives counselors the opportunity to get to know students well and to observe their academic and personal growth over the course of their high school careers. Students are encouraged to seek out their counselors on a regular basis to explore careers, to plan their high school program of studies or to work through any personal issues that may arise throughout high school. School Counselors can help students get connected with in-school and out-of-school supports (such as mentoring, tutoring, therapeutic services, group counseling, mental health or drug and alcohol counseling, etc.).

School Counselors are available to students on a walk-in basis or by making an appointment during a study hall with the grade level counselor.

Dances

Guest Procedure

- Any student in good standing (as demonstrated through a completed guest permission form) from another high school may be admitted as a guest of a current Lower Dauphin Student.
- Any High School graduate under the age of 21 may be admitted as a guest of a current Lower Dauphin Student under the following conditions:
 - Submission of a completed PA State Police Criminal Record Check (Act 34) during an interview with a High School Administrator. Online at: <https://epatch.state.pa.us/Home.jsp> (Allow for 1 month turn around)
 - Completed Guest Permission form with appropriate signatures.
- Admittance of guests will be at the discretion of the Lower Dauphin Administration, and can be denied at any time.

Policy Rationale

The goal at Lower Dauphin High School is to ensure the continued safety and security of its students at all sponsored activities. In order to create a safer and more accountable environment for Lower Dauphin students, the administration has put in place a procedure which allows for Lower Dauphin students to attend social events with current Lower Dauphin students, High School graduates under the age of 21, as well as guests who are currently enrolled and in good standing at other high schools. Cyber or Homeschooled students under the age of 15 are not permitted to attend.

The emphasis of this procedure surrounds the school's goal to create an environment that is safe and secure. Lower Dauphin students and their guests are subject to recommendations that support their good citizenship and character. For post graduates, the Act 34 Criminal Record check will aid in the continued effort to provide a safe environment for our students.

It is important to note that school dances are considered social events and thus fall under the category of extracurricular. Participation in school social events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school. ([Board policy 231 section 510](#)) As such, each Lower Dauphin student who attends a social event has been and will continue to be appropriately approved by their assigned principal. The intention of this policy is to assure that guests of current Lower Dauphin students have also demonstrated, both in the present and in the past, the ability to abide by school rules and regulations and are of good character and standing in their respective communities.

The social event guest procedure requires a guest permission form to be filled out by any guest who wishes to attend a social event sponsored by Lower Dauphin High School. All appropriate signatures must be secured in order for the guest to be considered for admittance. Post graduates are also required to present, in person, a copy of an updated Act 34 clearance prior to the event. Upon receipt of all documents, the Lower Dauphin High School Administration will evaluate the request and make a determination as to whether or not the guest will be permitted to attend. Once approval has been given for a specified guest, tickets may be purchased through the designated seller.

Health Services

The health room is located adjacent to the cafeteria in the 500 wing of the high school. If a student becomes ill or injured during school hours, he or she should report to the nurse with a signed pass from the classroom teacher. Student cell phones will be held by the nurse during any time the student rests in the health room. The nurse or her designee will call parents, a doctor, or emergency medical services, when necessary. In the event the

school nurse determines a student should be sent home due to an illness or injury, a parent or guardian will be contacted to come to the school or to approve another form of transportation home for the student. Any student leaving school for illness without the approval of the nurse shall be subject to the discipline code. Students should not contact parents directly to pick them up due to illness. Students should always contact the nurse for an evaluation prior to leaving school.

Students are not permitted to carry any medication in the building, including over-the-counter or prescription medication, without clearance from the nurse. All medication will be kept in the health room and administered by the nurse, unless other arrangements have been made through the nurse. For more information on medications, please see School Board Policy 210.

Health screenings, including height, weight, vision and hearing screenings are completed for each student by the nurse, as mandated by the Department of Health. Parents are encouraged to contact the school nurse at 717-566-5351 to discuss health issues regarding their child.

Insurance

At the beginning of each school year, student insurance is offered to every student. This insurance is voluntary not mandatory.

Athletic insurance is also offered to everyone who is going out for a sport. Students participating in athletics must carry school athletic insurance or prove that they have adequate coverage. An athlete not carrying athletic insurance must have an Insurance Statement signed by his parents or guardian on file in the nurse's office before he or she will be allowed to participate or practice in athletics.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors or a principal by telephoning the school office at (717)566-5330.

Policies...

Bullying Policy

The Lower Dauphin School District recognizes that bullying, cyberbullying, and extortion have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Every student has the right to an education and to be safe in and around the school and at school activities. Bullying shall mean an intentional electronic, written, verbal, or physical act, or a series of acts by one student or a group of students that is directed at

another student or students, can occur both inside and outside of a school setting, is severe, persistent or pervasive and has the effect of doing any of the following; substantially interfering with a student's education, creating a threatening environment, or substantially disrupts the orderly operation of the school. See full school board policy 249 for more information

Discrimination/Title IX Sexual Harassment Affecting Students

Lower Dauphin School [Board Policy 103](#) declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Disciplinary Consequences

Lower Dauphin High School has adopted a zero tolerance policy in regards to behavior in violation of this policy and behavior related to creating a hostile learning environment for our students based on their race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. Students found to be in violation of these expectations will be subject to an accelerated disciplinary structure as follows:

First offense: 3 days out of school suspension.
Second offense: 5 days out of school suspension.
Third offense: Recommendation for alternative education placement and expulsion agreement with the Lower Dauphin School Board.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

Drug & Alcohol Policy

Lower Dauphin School District [Board Policy 227](#) strictly prohibits any student from possessing, using, distributing, or selling any drug (including anabolic steroids), alcohol, mood altering substance, drug look-alike or drug paraphernalia on school district property, school vehicles or at any school-sponsored function.

Any student found guilty of violating this policy shall be suspended from school, referred to the Student Assistance Program, and is subject to expulsion in compliance with [Board Policy 233](#) on suspension and expulsion.

Education Rights of Homeless Children and Youth

The Lower Dauphin School District encourages children and youth who are homeless to enroll in school. The district will make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulation.

If you are homeless or know of a child or youth that is homeless and not attending school, please contact the district director of pupil services, at 717-566-5318.

Who is Considered Homeless?

Any child or youth not attending school who lacks a fixed, regular and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. Also included in the definition are children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, abandoned in hospitals, awaiting foster care placement, living as migratory children in conditions described in previous examples, living as run-away children, abandoned or forced out of homes by parents or caretakers, or similar settings.

What are the Education Rights of Homeless Children?

Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:

- Immediate enrollment in school and, when desired or feasible, at the school of origin, and
- Prompt provision of necessary services such as transportation.
- Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, vocational education, preschool, meal programs and the federally funded Title I program.

Hazing Policy

Lower Dauphin School District [Board Policy 247](#) strictly prohibits students or student organizations from conducting any activities that involve “hazing.” For purpose of this policy, the board defines “hazing” as:

“Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into, or as a condition for continued membership in, or participation in any student organization or on an athletic team. The term shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which adversely affects physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.”

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or participation in an organization or team is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.

Possession/Use of Tobacco Policy

The possession or use of tobacco or tobacco paraphernalia on school buses, in or on school property, to or from school, and on school-sponsored events and trips is prohibited. *This would include any form of electronic cigarette or smoking device.* Students in violation of this policy will be subject to disciplinary action and/or prosecution under Act 145 of 1996 when applicable.

Under Act 145 of 1996, a student who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school

district commits a summary offense. The school district may initiate prosecution and, if convicted, the student may be sentenced by the court to pay a fine or may be admitted to an adjudication alternative. See School Board [Policy 222](#) for more information.

Prescription Medication

Prescribed medication must be brought to school in its original prescription bottle by the parent/guardian and given to the school nurse. If it is not possible for the parent to deliver the medication, the parent must call the school office and notify them that the student will be bringing in the prescribed medicine. In the nurse's absence, the medication should be given to the principal or the secretary. Please see [Board Policy 210](#) for more information on the Use of Medications.

Professional Adult/Student Boundaries Policy (Policy 824)

According to Lower Dauphin School District Board Policy #824 the district strives to maintain a safe, positive learning environment for all students that is free from discrimination, harassment, and behaviors inappropriate for the classroom. The district prohibits discrimination and harassment of students, employees and others in the school environment, and will respond to any behaviors inappropriate for our classrooms and the work place. The District will not tolerate retaliation for reporting discrimination, harassment, and inappropriate behavior, and will take steps to protect those who wish to report anonymously or confidentially.

The Board is committed to provide a respectful and professional learning environment that encourages mutual respect, collaborative relationships, and is free from negative, aggressive, and inappropriate behaviors.

A respectful learning environment is free from unlawful discrimination, harassment, inappropriate and/or unprofessional behaviors. The district promotes teamwork and a spirit of cooperation and collaboration regardless of differences and disagreements on personal, social or other issues.

Please see [Board Policy 824](#) for additional information.

Visitor Policy

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Parents are always welcome. Students are discouraged from bringing visiting relatives or friends to school during normal school hours. All visitors must make arrangements in advance by contacting the building's main office. Upon arrival, visitors are required to enter through the school's main entrance, sign in, and receive a visitor's badge which must be visibly worn for the duration of the visit. Visitors are expected to

leave promptly when their business is completed and return their badge. Please see [Board Policy 907](#) for more information on Visitors.

Volunteer Policy

The Lower Dauphin School District sees volunteers as a valuable asset to its educational, athletic, and extracurricular programs. The district looks for volunteers who have an interest in the educational program and a sincere belief that by volunteering, a contribution will be made to the learning process or program. All new volunteers must obtain the required clearances prior to volunteering. Clearances must be within one (1) year from the date of issuance. For the full list of volunteer requirements, please see [Board Policy 916](#).

Weapons Policy

Students may not possess any weapon(s) or replicas of weapons on school property or at any school sponsored activity. School property shall include, by way of example but not limitation, grounds, buildings, vehicles, locations at which activities of the school district are taking place, any vehicles used to transport pupils to and from school or school related activities, and locations where pupils await such vehicles. Weapons shall include, by way of example but not limitation, any knife, cutting instrument, cutting tool, nunchaku, B.B. gun, paintball gun, air rifle, handgun, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. See [Board Policy 218.1](#) for more information.

Safety...

Evacuation Drills

Efficient evacuation drills at regular intervals are not only required by law but are highly important in the preservation of life in the case of fire or emergency. Therefore, every student and teacher, as well as all other school personnel, should regard these drills as a necessary and serious exercise and adhere to the following rules:

- Close all windows and doors in the classroom before leaving.
- Exit according to the evacuation drill directions posted in the classroom.
- All persons are to leave the building and keep all roads clear for emergency vehicles.
- Exit from the building should be at a fast walk—do not run, but do not loiter.
- Teachers will be signaled to return to the building by an administrator following the drill.

False Fire Alarms

Causing a false fire alarm is not only a violation of school rules but also a criminal offense. It is mandatory that the school reports the individual to the police and the result

may be a fine, imprisonment, or both. Additionally, the student will be suspended from school and may be recommended to the Superintendent for further disciplinary action.

Safe2Say Something

Safe2Say Something (S2SS) is an anonymous reporting system for school-related concerns. The S2SS program enables students to report something to protect themselves, their classmates, and the community and to help prevent violence, suicides or threats. We strongly encourage students to talk to trusted adults about their concerns; however, if a student is not in school or does not have an adult they can tell, they can choose to report their concerns through the S2SS program. There are 3 ways to submit a tip in S2SS:

- The Mobile App (Safe2Say Something PA)
- Website – Safe2SayPA.org
- Hotline – 1-844-SAF2Say

Student Assistance Program (SAP)

The Student Assistance Program (SAP) is a program to help students who are experiencing any barriers to learning. Barriers to learning can include: depression, anxiety, the use of drugs and/or alcohol, relationship problems, emotional disorders, grief due to separation or death and disruptive life changes. SAP is an intervention program, not a treatment program or disciplinary alternative. The heart of the program, the Student Assistance Team, is a core group of school personnel who are specially trained to work with referred students. In addition, two outside consultants from Dauphin County Department of Drugs and Alcohol and Keystone Mental Health Services provide free in-school confidential assessments. Referrals may be made by any member of the school community, including parents, guardians and self-referrals. Referrals for these services may be made through a principal, school counselor or school nurse. These referrals will remain strictly confidential. Parents may contact the Student Assistance Team Coordinator at (717) 566-5332.

Technology...

Internet: Acceptable Use

Purpose

The Lower Dauphin School District (“District”) has actively pursued making advanced technology and increased access to learning opportunities available to students. The Board supports the use of the Internet, computers, networks, network resources, software, and other electronic systems in order to facilitate teaching, learning, and daily operations. As such, the district provides students with access to the district’s computers, electronic communication systems, and network, which includes Internet access, whether wired, wireless, cellular, or by any other means.

By implementing technology as a component of a well-balanced K-12 program, its use shall be consistent with the operational needs and mission of the school district. Use shall be consistent with the curriculum adopted by the Board, as well as to support the varied instructional needs, learning styles, abilities and developmental levels of students.

Authority

Effective operation of the District's programs requires the cooperation of all District staff in working together under a system of policies and rules. Each student who desires to use the system shall be instructed in the procedures, ethics, and security involved in using Internet services before receiving an account name and password or before being permitted to access this system.

The district intends to strictly protect its network against numerous outside and internal risks and vulnerabilities. Students are an important component in protecting the network. Students may only use the district electronic communications systems for educational learning purposes or to conduct district business and must comply with this policy and all other applicable Board policies; as well as Internet Service Provider terms; local, state and federal laws; and must not damage or cause disruption of its use by others.

For students, the school district's network and electronic communications systems are to be used for school business and educational purposes. Any use of the District, Internet, computers, networks, network resources, software, and other electronic systems must comply with this policy and all other applicable policies, procedures and rules; must not violate any of the rules contained in this policy; and must not damage the school's hardware, software, computer or electronic communication systems

As required by the Children's Internet Protection Act ("CIPA"), the Board defines as inappropriate for access by minors the following materials:

- a. Images, text, audio, electronic communications, and software that are obscene, pornographic (including child pornography), harmful to minors (as defined by CIPA) or sexually explicit;
- b. Images, text, audio, electronic communications, and software that portray extreme violence, aid in the construction of weapons (as defined in the Safe Schools Act) or advocate or incite violence;
- c. Images, text, audio, electronic communications, and software that advocate or permit gambling;
- d. Images, text, audio, electronic communications, and software that advocate, aid or facilitate hacking.

Delegation of Responsibility

Students shall understand and practice proper ethical and legal use of network facilities. Students have the responsibility to respect and protect the rights of every other District user of network facilities.

The District shall develop and implement curriculum and ensure students are educated on network etiquette and other appropriate online behavior, including:

- Interaction with other individuals including but not limited to social media/social networking web sites, chat rooms and texting.
- Cyberbullying awareness and response.

The Superintendent and building administrator are delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon his or her determination of inappropriate use by an account holder or user.

The superintendent or his/her designee shall be responsible for implementing technology and procedures to determine whether the network facilities are being used for purposes prohibited by law or District policy or for accessing materials to which the Board has prohibited access. The procedure shall include but not be limited to:

- Utilizing a technology protection measure that blocks or filters Internet and World Wide Web access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined by the Board to be inappropriate for use by minors.
- Maintaining and securing a usage log.
- Monitoring online activities of minors.

Conditions and Rules for Use

a. Acceptable Use

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of a staff, student, or school account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible through an appropriate provider to be designated by the Superintendent.

All users of the Internet must comply with existing rules and Acceptable Use Policies of the District and the provider. Communications on network facilities are governed both by the Acceptable Use Policy and general District policies, including but not limited to the Harassment Policy ([Policy 248](#)), Bullying ([Policy 249](#)), Personal Electronic Devices ([Policy 815.1](#)), and Social Media and Digital Communications ([Policy 815.2](#)).

All personal electronic devices that are connected to the district network must be registered and approved prior to use in accordance with the Personal Electronic Devices.

All uses of personal electronic devices on district property or connected to the district network must comply with this policy, and other applicable policies including but not limited to the Personal Electronic Devices Policy.

b. Access

Access to the district electronic communications systems and networks through school resources is provided to all students. Inappropriate, unauthorized and illegal use, including any violation of these conditions and rules, may result in disciplinary action and/or revocation of access.

c. Monitoring

The District reserves the right to review any material that is stored or accessed using the District's Internet, computing systems, or network in order to monitor or log the use of its electronic communications systems. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computer, or network resources, including personal files or any use of the district's Internet, computer, or network resources. Even if used for personal reasons, the electronic communications systems and network, the user accounts, and all communications and information accessible via the network are the private property of the district.

The District has the right, but not the duty, to monitor, track, log, access and report all aspects of its system use. The district may access media brought onto district premises, at district events, or connected to the district's network to ensure compliance with this policy and other district policies.

d. Copyright

Any data uploaded to or downloaded from network facilities shall be subject to fair use guidelines. The illegal use of copyrighted software or intellectual property by network users is prohibited. Students are expected to know and observe applicable intellectual property laws. Students shall be held personally responsible for any violations of copyright law.

e. Prohibitions

Students are expected to act in a responsible, ethical and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. These prohibitions are in effect any time district resources are accessed whether in school, directly from home, or indirectly through another Internet service provider. The following uses are specifically prohibited:

1. Use of network facilities to communicate with others via e-mail.
2. Communication mediums are limited to applications that are owned or operated by the District, such as officially designated social media sites, and applications approved by the Superintendent or his/her designee.
3. Using applications and systems that have been prohibited within the District.
4. Installation of computer hardware, peripheral devices, network hardware, or system hardware
5. Downloading, installing, loading or using non-educational games, programs, files or other electronic media.
6. Product advertisement or political lobbying except as approved by the Superintendent.
7. Commercial for-profit or gambling activities except as approved by the Superintendent.
8. Shopping and auctions except as approved by the Superintendent.
9. Non-school related work.
10. Disrupting the work of others.
11. Use of unapproved computers, networking equipment, or network storage devices.
12. Accessing district computers or network resources, or accessing the Internet through the district's network without authorization or with Personal Electronic Devices that have not been registered and approved.
13. Illegal activity, including attempting to disrupt or degrade system performance of the district.
14. Disabling or bypassing security and safety measures, including Internet blocking/filtering software.
15. Possession or use of hardware or software designed to test the security of the district's network, or otherwise compromise the security or privacy of the district's electronic information.
16. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted material.
17. Use to commit plagiarism.
18. Quoting personal communications in a public forum without the original author's consent.
19. Impersonating another user, maintaining anonymity, or using pseudonyms.
20. Intentionally obtaining or modifying files, passwords or data belonging to other users without their written consent.
21. Use of vulgar language, obscenities or profanity.
22. Transmission of hate mail, cyber bullying, harassment, discriminatory remarks, terroristic threats and offensive or inflammatory communications that disrupt the school community.
23. Accessing, sending, receiving, or transferring, viewing, sharing or downloading obscene, pornographic, lewd, terroristic, or otherwise illegal materials.

24. Accessing material that is harmful to minors/students
25. Unauthorized disclosure, use or distribution of personal identifying information.
26. Unauthorized access, interference, possession, or distribution of private information.

f. Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately report the communication to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including synchronous and asynchronous communication methods or social networking sites, including e-mail, chat rooms and the Internet. Network users shall not reveal their location through GPS locating services. Any District computer/server that accesses the Internet shall be equipped with Internet blocking/filtering software.

External Use of District Equipment

The district, at its discretion, may assign district-owned electronic devices to students, or otherwise permit students to borrow electronic devices for use outside the district. Any use of such equipment shall be consistent with School Board policies, including but not limited to this Acceptable Use Policy and the Social media and Digital Communications Policy. All student use of district owned electronic devices outside of the district shall be under the direct supervision of their parent/guardian or a district employee.

Students shall take appropriate measures to safeguard electronic devices from theft or damage. Students may be held liable for any such theft or damage that occurs. Failure to return electronic devices in a timely manner may result in legal action.

Students shall not repair, remove, replace or alter any internal components, nor install, upgrade or delete any operating system(s) from district owned electronic devices without authorization from the Superintendent or designee. Any such modifications may result in disciplinary action.

g. Consequences for Inappropriate Use

Vandalism will result in cancellation of user privileges and may result in legal and/or disciplinary action by the District. Vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, Internet, or other. This includes, but is not limited to, the uploading or creating of computer viruses, deleting files on mars p drive.

Users shall be responsible for damage to the network facilities, including equipment, systems, and software, that is caused by deliberate or willful acts.

Illegal use of network facilities, intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

h. Student Responsibility for Damages to District Owned Devices

In respect to the costs associated with providing every student with access to a personal computer as well as a protective case that is required to be kept on the device at all times, the district has established the following cost sharing guidelines when accidental damages occur.

1st incident: 25% of repair or replacement costs paid by students.

2nd incident: 75% of repair or replacement costs paid by students.

3rd incident: Student responsible for all repair or replacements costs.

Incidents that are not accidental and result from negligence or malicious intent on behalf of the student will result in the student being responsible for the full repair or replacement costs regardless of the amount of previous incidents incurred by the student.