

**2023-2024**



# **Lower Dauphin Middle School**

## **Parent-Student Handbook**

**Ms. Angela Love, Principal**  
**Mrs. Lauren Doyle, Assistant Principal**  
**Mr. Kenneth Kulina, Dean of Students**

### **Lower Dauphin 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.

### **Vision:**

Lower Dauphin will collaboratively cultivate a rigorous learning community where kindness, acceptance, and resiliency are pervasive.

**The purpose of this handbook is to provide you with information you will need to better understand procedures and expectations of Lower Dauphin Middle School. Although this handbook is fairly comprehensive, it may not answer all questions you may have during the school year. Therefore, never hesitate to ask us if you need additional information.**

## **STUDENT CODE OF CONDUCT** **(Board Policy #218)**

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.

**STUDENT RESPONSIBILITIES**  
**22 PA CODE CHAPTER 12 – STUDENT AND**  
**STUDENT SERVICES 12.2 STUDENT RESPONSIBILITIES**

1. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the education process.
3. Student should express their ideas and opinions in a respectful manner.
4. It is the responsibility of students to conform to the following:
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - c. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.
  - d. Assist the school staff in operating a safe school for students enrolled therein.
  - e. Comply with Commonwealth and local laws.
  - f. Exercise proper care when using public facilities and equipment.
  - g. Attend school daily and be on time at all classes and other school functions.
  - h. Make up work when absent from school.
  - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
  - j. Report accurately in student media.
  - k. Not use obscene language in student media or on school premises.

# TABLE OF CONTENTS

## **ABOUT THE SCHOOL** **1**

---

IMPORTANT PHONE NUMBERS	1
OFFICE HOURS	1
DAILY SCHEDULE	1
SIX DAY CYCLE	1
SCHOOL DELAYS AND CLOSINGS	1
FLEXIBLE INSTRUCTION DAYS (FIDS)	1
SCHOOL SAFETY	1
EMERGENCY EVACUATION PROCEDURES	2
PHILOSOPHY	2
ACADEMIC TEAMS	2
PARENT VISITS	2
PARENT TEACHER ORGANIZATION (PTO)	2

## **ABOUT ACADEMICS** **2**

---

INTRODUCTION TO CURRICULUM	2
ENGLISH AND LANGUAGE ARTS	3
FOREIGN LANGUAGE	3
HEALTH	3
MATHEMATICS	3
PHYSICAL EDUCATION, DRESS FOR PE, GYM LOCKERS	3
PRACTICAL AND FINE ARTS	4
READING	4
SCIENCE	4
SOCIAL STUDIES	4
HONORS	4
GRADING AND REPORT CARD SYSTEM	4
CANVAS	5
ACADEMIC DETENTION	5
HOMEROOM	5
ANNOUNCEMENTS	5
ACTIVITY AND RESOURCE PERIOD	5
HOMEBOUND INSTRUCTION	5
HOMEWORK	5
HONOR CODE	5
HONOR ROLL	6
INTERSCHOLASTIC SPORTS ELIGIBILITY	6
MAKING UP MISSED ACADEMIC WORK	6
PROMOTION AND RETENTION	6
STUDENT RECORDS	6
TEXTBOOKS AND EQUIPMENT (COMPUTERS)	6
TUTORING	7
VOLUNTEERS/CHAPERONES FOR LDSD	7

<b>ABOUT ATTENDANCE</b>	<b>7</b>
ATTENDANCE & ENROLLMENT	7
CATEGORIES OF ABSENCE	7
EARLY DISMISSAL FOR APPOINTMENTS	7
CHRONIC ABSENTEEISM	8
EDUCATIONAL TOURS AND TRIPS	8
TARDY TO SCHOOL	9
CHANGE OF ADDRESS	9
NON-RESIDENT TUITION	9
WITHDRAWAL FROM SCHOOL	9
<b>ABOUT DISCIPLINE</b>	<b>9</b>
PHILOSOPHY	9
SCHOOL RULES	10
GENERAL GUIDELINES	10
CATEGORIES/LEVELS OF DISCIPLINARY INFRACTIONS	11
COMMON CONSEQUENCES FOR LEVELS 2, 3, 4	11
<b>ABOUT GENERAL EXPECTATIONS</b>	<b>13</b>
ASSEMBLY CONDUCT	13
BUS CONDUCT	13
CAFETERIUM CONDUCT	13
CORRIDOR CONDUCT	14
DRESS AND APPEARANCE	14
STUDENT CELL PHONES	15
PICTURES AND VIDEO	15
<b>ABOUT POLICIES</b>	<b>15</b>
DRUG AND ALCOHOL POLICY	15
RANDOM DRUG TESTING FOR STUDENT ATHLETES	15
DISCRIMINATION/TITLE XI SEXUAL HARASSMENT AFFECTING STUDENTS	16
BULLYING AND EXTORTION	16
HAZING POLICY	17
TOBACCO (ELECTRONIC CIGARETTES) POLICY	17
WEAPONS POLICY	17
TERRORISTIC THREAT POLICY	18
PROFESSIONAL ADULT/STUDENT BOUNDARIES	18

---

**ABOUT TECHNOLOGY** **18**

ONE TO ONE LAPTOP	18
STUDENT RESPONSIBILITY FOR DAMAGES TO DISTRICT OWNED DEVICES	19
INTERNET ACCEPTABLE USE	19
PROCEDURES FOR USE	19
ENCOUNTER OF CONTROVERSIAL MATERIAL	19
PENALTIES FOR IMPROPER USE	20
PERSONAL ELECTRONIC DEVICES (PED)	20
REGISTRATION OF PERSONAL ELECTRONIC DEVICES	20

---

**GENERAL INFORMATION** **20**

BICYCLES	20
COMMUNICATIONS	20
FIRE, SEVER WEATHER, AND INTRUDER DRILL CONDUCT	20
FOOD SERVICES	21
SCHOOL LUNCH CHARGES	21
BREAKFAST/LUNCH PROGRAM	21
FUNDRAISING	22
INSURANCE	22
LOCKERS	22
TELEPHONE USE BY STUDENTS	22
TRANSPORTATION SERVICES	23
WORKING PAPERS	23

---

**ABOUT STUDENT SERVICES** **23**

GUIDANCE PROGRAM	23
STUDENT ASSISTANCE PROGRAM (SAP)	24
SAFE2SAY SOMETHING	24
HEALTH SERVICES	24
MEDICATION POLICY	24
LIBRARY/MEDIA CENTER	25
EDUCATION RIGHTS OF HOMELESS CHILDREN AND YOUTH	26

## About the School . . .

### Important Phone Numbers

School Office.....	566-5310
Athletic Director.....	566-5339
Attendance/Guidance Offices.....	566-5345
Nurse's Office.....	566-5349
Transportation Office.....	566-5340

### Office Hours

The middle school office is open from 7:00 AM until 3:30 PM during the school year. The Guidance Office is open from 7:30 AM until 3:00 PM during the school year. If you wish to speak with a counselor or principal in person, call to make an appointment.

### Daily Schedule

Homeroom	7:30	7:40
Period 1	7:43 -	8:28
Period 2	8:31 -	9:16
Period 3	9:19 -	10:04
Period 4	10:07 -	10:52
6th Grade Lunch A	10:55 -	11:25
Period 6 7	11:28 -	12:13
Period 8 9	12:16 -	1:01
Period 5 6	10:55 -	11:40
7 <sup>th</sup> /8 <sup>th</sup> Grade Lunch B	11:43 -	12:13
Period 8 9	12:16 -	1:01
Period 5 6	10:55 -	11:40
Period 7 8	11:43 -	12:28
7 <sup>th</sup> /8 <sup>th</sup> Grade Lunch C	12:31 -	1:01
Period 10	1:04 -	1:49
Period 11	1:52 -	2:37

### Student Arrival

Students may enter the building at 7:00 AM and should enter through the cafeteria doors. Between 7:00 and 7:20 all students will be directed to a designated waiting area. At 7:20 students will be excused to their homerooms.

The cafeteria doors will close promptly at the 7:35 bell. All students who are arriving to school after this time will need to enter through the main office and be given a late arrival pass.

### Student Dismissal

Upon dismissal (2:37), all students should exit the building unless they are staying after school for a supervised activity. Students **must** communicate to their parents/guardian any changes in their afterschool activities.

Parents who bring their child to/from school by cars should utilize the drop-off circle, which is the first right turn upon entering the school complex, or the sidewalks by the field house. Students must be picked up along the sidewalk / outer perimeter to avoid crossing in front of vehicles. Parents, please pull ahead along the outer lane as you wait for your child.

### Six-Day Cycle

The school operates on a six-day cycle rather than using days of the week. The first day of school is Day 1 of the first cycle. Each school day thereafter is numbered 2 through 6, with the cycle starting over after Day 6. Holidays and vacations do not interrupt the days of the cycle. For instance, if the last day before a vacation is Day 3, the day students return from that vacation is Day 4.

### School Delays and 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, notifications will be made on the district website ([www.ldsd.org](http://www.ldsd.org)), informline (566-5320), and on the school messenger notification system.

### 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 with online instruction. Flexible Instructional Days can be used in lieu of using a scheduled Make-Up Day on the school calendar.

### School Safety

Regardless of its size and location, no school is immune from emergencies or crises. Lower Dauphin School District has been committed to developing and implementing school safety measures throughout the district. In addition to having a district Crisis Response & Communication Plan, the middle school has its own safety program and emergency plans.

Consistent with their proactive approach to safety, all district employees wear security badges. All entrances to the school from the outside are locked at the start of homeroom each day. Once the building is secured, visitors must ring a bell located outside the

door to the main office in order to enter the secured office area. After admitting the visitor, a secretary will ask the visitor to sign in and to pick up a visitor's badge.

To prepare teachers and students to react appropriately in an emergency, fire drills, severe weather drills, and intruder drills are conducted regularly.

### **Emergency Evacuation Procedures**

Under certain emergency circumstances, the middle school may be instructed to evacuate its students to either Lower Dauphin High School or another off site location.

Should evacuation be necessary, parents may pick up their students at the evacuation site using the normal sign-out procedures.

### **Philosophy**

The Lower Dauphin Middle School program is an exploratory one where students, as young adolescents, are introduced to many unique programs and opportunities.

LDMS offers a comprehensive education that includes a balance of academic and co-curricular offerings.

### **Academic Teams**

In keeping with the philosophy, Sixth grade is grouped into academic teams, whereas seventh and eighth grade are not due to scheduling options that exist. \_\_\_\_\_

### **Parent Visits**

The middle school faculty and administrative staff welcome parents to visit the school on a regular basis. To ensure that their visits are worthwhile, parents are encouraged to call the school to schedule their visit in advance. Like all visitors to the school, parents must register at the office and must wear a visitor's badge prior to visiting a classroom. Parent volunteers are required to obtain clearances pursuant Board Policy #916.

Parents who want to schedule a conference with a specific teacher or a team should email the specific teacher or team.

### **Parent-Teacher Organization (P.T.O.)**

The P.T.O. endeavors to improve communication between school and home, assist the faculty, and

provide additional opportunities for middle school students above and beyond those funded by the school budget. Parents are encouraged to take an active part in P.T.O. by attending meetings and helping on one or more committees. These meetings occur the first Thursday of every month. Reminders are posted.

## ***About Academics . . .***

### **Introduction to Curriculum**

Comprised of both "core" and "encore" courses, the middle school curriculum is intended to provide the foundation students will need for more specific study in senior high school. Core courses for all students include English, mathematics, science, and social studies. Core courses may include foreign language classes and reading classes. Encore courses for all students include art, family and consumer science, music, and technology education.

All students are required to take physical education every year. Sixth and eighth grade students also take health. Sixth, seventh, and eighth grade students may elect band, chorus, and/or orchestra.

Specific courses by grade are as follows:

#### Grade 6

Math 6  
Science  
Social Studies  
Language Arts and Reading  
Physical Education  
Health/D.A.R.E.  
Music\*  
Technology Education\*  
Family and Consumer Science\*  
Art\*

(\* students will be in each class for 1 MP)

#### Grade 7

Pre-Algebra 7 or Algebra  
Life Science/Honors Life Science  
Geography and Early Civilizations  
English/Honors English  
Computer Safety, STEM, and  
Exploratory Spanish Rotation  
Physical Education  
21<sup>st</sup> Century Skills  
\*Music

\*Art  
\*Technology Education  
\*Family and Consumer Science



(\*Students will be randomly assigned 2 of these classes)

### Grade 8

Pre-Algebra, Algebra, or Geometry  
Physical Science/ Honors Physical Science  
American History  
English/Honors English  
MS Spanish,  
Level I Foreign Language or Reading  
Physical Education and Health  
Health  
\*Music  
\*Art  
\*Technology Education  
\*Family and Consumer Science  
(\*Students are assigned to the two of these classes they did not take in 7th grade)

Each student is given a course syllabus by each teacher during the first week of school. The purpose of the syllabus is to provide both students and parents with an outline of course content and course requirements.

Following is a synopsis of curriculum offerings by discipline:

#### **English and Language Arts**

Sixth grade language arts integrates the fundamentals of reading, composition, literature, grammar, and speech. This will be accomplished through 2 separate periods. One period will be working on reading while the other period will be working on writing and parts of speech.

The seventh and eighth grade English curriculum is designed to provide a basic program for all students on their level. Students are taught the fundamentals of grammar, composition, speech, and literature.

#### **Foreign Language**

The Exploratory Spanish course is an exploratory approach to foreign language utilized to familiarize students with the language prior to their electing a language for further study. In 8<sup>th</sup> grade, all Level I Foreign Languages are high school level courses but do not count for HS credit.

#### **Health**

With a focus on daily living, the sixth grade course of study includes the Drug Abuse Resistance Education program (D.A.R.E.). Taught by an officer of the Hummelstown Borough Police Department, D.A.R.E.

helps students to recognize and resist the pressures to experiment with drugs, gangs, or violent activity.

The eighth grade curriculum emphasizes wellness and the development of a healthy lifestyle.

A co-educational approach is taken with both sixth and eighth grade health courses.

#### **Mathematics**

In sixth grade, students take Sixth Grade Mathematics. In seventh grade, students take Pre-Algebra 7 or Algebra. In eighth grade, students take Pre-Algebra 8, Algebra, or Geometry.

#### **Physical Education, Dress for Physical Education, and Gym Lockers**

Sixth grade physical education is designed to aid in students becoming healthy, and physically fit, through a variety of activities. Activities will include team sports, as well as various fitness activities in order for students to develop leadership, cooperation and teamwork skills.

Seventh and eighth grade physical education continues to build upon the skills that are developed in sixth grade physical education, with more of an emphasis placed on lifetime activities. Through team sports, individual sports, as well as fitness activities, students will be introduced to activities they can carry with them throughout their lives. Students will also learn to dance styles from around the world and the different cultures those dances represent.

Dress for Physical Education: All students must bring a change of clothing for physical education class. The dress for physical education is a white shirt, dark shorts, socks, and non-marking sneakers. A physical education uniform is available for purchase from the school store.

It is strongly recommended that all items of clothing worn in physical education and other personal items needed for hygiene be marked with the student's name using a permanent marker. All personal hygiene products must be of a non-aerosol variety.

Gym Lockers: Lockers are provided in the locker room for student use; however, they do not have locks and therefore it is the responsibility of each student to secure his or her gym locker. Students may keep clothes in gym lockers only during physical education class. The rest of the day, clothes should be kept in students' pod lockers or backpacks.

**The school will assume no responsibility for articles stolen from or misplaced in the locker room.**

**Practical and Fine Arts**

Students are provided with nine weeks of instruction in Art, Family and Consumer Science (FACS), Technology Education, and Music during their 6<sup>th</sup> grade year. Students will be assigned 2 of these courses during their 7<sup>th</sup> and 8<sup>th</sup> grade years based on scheduling availability. Emphasis in all fine and practical arts courses use hands-on activities and creativity.

**Reading**

Reading in sixth grade is an integral part of the Language Arts Program.

Reading in 7<sup>th</sup> and 8<sup>th</sup> grade concentrates on developing basic reading skills using a content area approach. Additionally, students are encouraged to read for pleasure.

**Science**

The sixth grade science curriculum is comprised Of six units: Introduction to Science, Geology, Meteorology, Natural Resources, Structure of the Universe, and Water.

In seventh grade, Life Science is taught. The emphasis in life science is on helping students to understand their relationship to the environment.

Physical Science, a study of chemistry and physics, is the course offered in eighth grade.

Emphasis in all science courses is on hands-on activities, including labs, to reinforce scientific concepts.

**Social Studies**

Sixth grade social studies cover aspects of economics, through JA BIZTOWN, geography and the study of the Americas.

Seventh grade social studies covers geography and the study of Early Civilizations. The curriculum travels through history and culminates during the Renaissance time period.

Eighth grade social studies continue after the Renaissance with expansion into the New World. Emphasis is on American history up through the Civil War.

**Honors**

Additional information related to LDMS Honors courses can be found on the school website.

**Grading and Report Card System**

At the beginning of the school year, each teacher will explain the grading procedures to each of their classes. Those procedures will also be a part of the course syllabus.

Report cards for the first and third marking period will be able to be accessed via PowerSchool. These grades should be finalized one week after the close of the nine-week marking period.

Physical report cards will be provided to students after the second marking period and then again at the end of the school year. These report cards will be issued within two weeks after the close of the nine-week marking period. Parents should be expecting their child to be bringing an envelope home with the report card and sharing it with them.

Report cards will be mailed home at the end of the fourth marking period, coinciding with the end of the school year. All fines and other obligations must be satisfied before the final report card is mailed.

The middle school courses use the grading system that appears below:

<u>Numerical Score</u>	<u>Report Card Grade</u>
100-98.1	A+
97-93	A
92-90	A-
89-88	B+
87-83	B
82-80	B-
79-78	C+
77-73	C
72-70	C-
69-68	D+
67-63	D
62-60	D-
59-0	F

Lower Dauphin School District uses PowerSchool for its student information management system. As a component of PowerSchool, parents can access real time information regarding their child's academic records, including grades and attendance records, via the internet. The website location is <http://powerschool.ldsd.k12.pa.us>. All parents are issued a confidential ID and password to access their child's records from the PowerSchool Parent Portal. It is recommended to choose the weekly updates and not daily. Each student is also given a unique log-in. For further information, please contact your child's guidance counselor or the middle school office.

### **Canvas**

In addition to Powerschool, teachers use Canvas as their classroom management system. This is a great resource for classroom information such as syllabus, classroom policies and procedures, homework, assignments and resources.

Parents are able to create an account to have access to view their student's courses.

For further information on how to do this please refer to the references on the LDS website.

### **After School Detention**

When students engaged in disruption behaviors that affect the learning environment.

After school detention provides an opportunity for students to catch up on work under supervision. If a student chooses not to attend academic detention, additional consequences will be assigned.

After school detention will be held on Monday and Wednesday from 2:37 till 4:30 and activity busses are available for transportation home.

### **Homeroom**

At 7:20 AM, students are excused from the cafetorium to their homeroom. All students are expected to be in their homerooms by 7:34 AM. At the start of homeroom period, the teacher will take attendance.

Students' "homebase" for Activity/Resource Period is also their homeroom.

### **Announcements**

Announcements are posted daily on Canvas for all students to access. Daily announcements will also be made via the PA system.

### **Activity and Resource Period**

Period 11 of each day is utilized either for study hall or activities such as clubs, remediation, or enrichment. Performing music groups including the band, choir, and orchestra rehearse during this period.

### **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.

### **Homework**

The purpose of homework is to provide students with an opportunity to practice new learning independent of the teacher. Homework is developmental in nature, and increases in scope and difficulty with the maturity of the student.

Each middle school student is given a planner at the beginning of the year in which to record assignments for each class. Students are also encouraged to actively use their Canvas account for homework as well. Parents can be very helpful in seeing that homework is completed each evening.

Some projects are long-term and require students to budget time over an extended number of days in order to complete the project successfully. These assignments should also be recorded in a student's planner.

Students who lose their planners may purchase replacement copies in the office.

### **Honor Code**

Honesty in the completion of school work is expected of all students. Every student has an obligation to do his/her own work on tests and other classroom assignments. Plagiarism violates the honor code. Therefore, students who plagiarize work will be subject to disciplinary action just as they would with more obvious forms of cheating. Should a student break the honor code, he/she may receive a modified grade for the test or assignment in question and be subject to other disciplinary consequences as appropriate.

**First Offense:** This includes, but is not limited to, cheating on homework, quizzes, tests, projects, papers, exams and any other school assignments, plagiarism and collusion. Cheating as a first offense, shall be classified as an academic problem, to be handled by each individual teacher. Teachers will handle proven cases of first offense cheating by allowing the student a retake with or without an average of the two scores based on the situation. The teacher is required to communicate with the parent/guardian all cases of first offense cheating. All cases of first offense cheating shall be conveyed, in writing, via the discipline referral form. Copies of all information and materials utilized by the teacher should be placed in the administrator's mailbox.

**Second Offense:** Cheating involving more than one course of study (or a repeat of the same course) shall be handled by administration as repetitive cheating and will be classified as a disciplinary problem. The second offense of cheating could result in a “zero” for that particular activity, assignment, quiz or examination, discipline, or retaking without an average. Continued cheating will result in progressive discipline. The student and parent/guardian will be informed. Cheating on a test includes copying from another student’s test paper; using material during a test which is not authorized by the person giving the test; collaborating (including text messaging) with another student during the test without authority; knowingly using, buying, selling or stealing, transporting or soliciting in whole or in part the contents of an unadministered test; substituting for another student or permitting another student to substitute for oneself to take a test; bribing another person to obtain a test that is to be administered; or securing copies of a test or answers to that test in advance of the test; doing another person's work via the computer/technology. Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work for credit. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

### **Honor Roll**

Honor Roll recognizes individual student achievement. Comprised of two levels, Distinguished Honors and Honors, the Honor Roll is compiled every nine weeks.

To achieve Distinguished Honors status, a student must earn all grades of A- (90%) or above. To achieve Honors status, he/she must earn all grades of B- (80%) or above.

In the courses that utilize a pass/fail system, a grade of “pass” is required for either honor roll.

Students who achieve Distinguished Honors from the first MP of 6<sup>th</sup> grade through the 3<sup>rd</sup> MP of 8<sup>th</sup> grade will be recognized by the school board for their outstanding academic achievement.

### **Interscholastic Sports Eligibility**

All student athletes must pass at least 4 full credit subjects or the equivalent in order to be eligible to compete. Students who are determined to be ineligible may participate in team practices, but may not play in scrimmages or games involving other schools. Students who do not pass at the end of the

marking period shall be ineligible for fifteen days of the next marking period.

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 sixty consecutive school days following his or her twentieth day of absence.

### **Making Up Missed Academic Work**

It is the student’s responsibility to contact teachers, and review each Teacher's Canvas course upon return to school concerning schoolwork missed because of absence. Students must communicate with their teachers within 3 days after returning to school. Work must be completed within a reasonable time period established by individual teachers.

### **Promotion and Retention**

When a student fails two of the core subjects (i.e., English, mathematics, science, social studies), he/she may be promoted only if the student makes up one of the courses in summer school.

When a student fails three core subjects, he/she may be promoted only if the student makes up two of those courses in summer school.

When a student fails more than three core subjects, he/she must repeat the year.

The principal will consider on a case-by-case basis, requests from students who have failed the year to attend summer school for make-up work.

To make arrangements to attend summer school, students should contact their school counselor.

### **Student Records**

Each student has a cumulative file that includes grades, test scores, and attendance records of his/her school career. Those records are available for review by parents with the assistance of the school counselor. To see a child’s records, parents should contact their child’s school counselor.

### **Textbooks and Equipment (Computers)**

Students are responsible for the safekeeping and care of all textbooks and equipment (computers) issued to them on loan at the opening of the school year or upon their enrollment. All textbooks must be kept covered. Students are expected to use the case provided for their computer as well.

At the end of the school year or upon a student's withdrawal from school, students are required to return all books and equipment. Students will be assessed an amount equivalent to the item's replacement value for anything not returned or damaged.

### **Tutoring**

Academic Academy, an after-school, teacher-staffed tutoring program is provided for students from 2:45 until 4:30 PM on Wednesdays. For additional information, contact the Guidance Office.

### **Volunteers/Chaperones for Lower Dauphin School District**

Lower Dauphin recognizes and encourages the selection and use of parents, community members, and others as volunteers to assist and supplement currently employed Lower Dauphin staff. The basic requirement of volunteer service shall be an interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to the learning process. As per School Board Policy #916, due to changes in state law, volunteers who have "direct contact" with Lower Dauphin students will be required to have updated background checks.

Volunteers need to be approved by officials at the District Administrative Center (291 E. Main Street, Hummelstown) in order to volunteer. This applies to all volunteers who have direct contact with children, which is defined as the care, supervision, guidance or control of children, or routine interaction with children.

Upon successfully presenting the required documents, volunteers will be issued a Lower Dauphin "Approved Volunteer" badge that is to be worn at all times while volunteering.

As required by the state's new Child Protective Services Law, all individuals who do not provide the district with up-to-date clearances will not be permitted to volunteer.

## ***About Attendance...***

### **Attendance & Enrollment**

Regular school attendance is not only a prerequisite for a successful experience, but it is also mandated by the Pennsylvania Public School Code. It should be viewed as an inherent responsibility on the part of the

student, parent, and school because of its relationship to the academic and social realms of the learning process.

### **Excusable Absences**

*(School Board Policy 204)*

The following conditions constitute reasonable cause for absence from school according to School Board Policy 204: Illness, including if a student is dismissed by district staff during school hours for health-related reasons; Obtaining professional health care or therapy service rendered by a licensed health practitioner in any state, commonwealth or territory; Quarantine; Family emergency; Recovery from accident; Required court attendance; Death in the family; Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request; Observance of a religious holiday observed by bona fide religious group, upon prior written request from the person in parental relation; Nonschool-sponsored educational tours or trips (under certain conditions); Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness or foster care; Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.

### **ALL OTHER ABSENCES ARE UNEXCUSED.**

### **Unexcused Absences – Parental Notice of Absence** *(School Board Policy 204)*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence. The notice to parents/guardians of the student's third unexcused absence may include an offer of a School Attendance Improvement Conference. If attendance does not improve after notification, the student may be placed on doctor's excuse required. This means that every absence thereafter will require a doctor's verification of illness.

If the student incurs additional unexcused absences after issuance of the notice of the student's third unexcused absence, and a School Attendance Improvement Conference was not previously held, District staff shall offer a School Attendance

Improvement Conference. The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan (The Plan). The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student, and appropriate District staff.

When a student under fifteen (15) years of age is habitually truant, District staff shall refer the student to a school-based or community-based attendance improvement program; or the local children and youth agency; and may file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

### **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<sup>st</sup> marking period.....10 days
- 2<sup>nd</sup> marking period.....12 days
- 3<sup>rd</sup> marking period.....16 days
- 4<sup>th</sup> 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 will require a doctor's verification of illness. Failure to produce the required doctor's 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, one who prescribes medications, must certify that a 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 and 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 policy 204 for more information.

### **Procedures When Absent**

The following procedures are set forth to promote and encourage understanding concerning absences from school.

- When a student returns to school from an absence, they must always present an excuse signed by a parent or guardian or parents can email [MSAttend@ldsd.org](mailto:MSAttend@ldsd.org) to submit an electronic excuse note. Failure to bring a written excuse will result in an unexcused absence. If a student fails to bring in an excuse signed by his/her parent or guardian within five days of their absence, the absence will remain "unexcused" for the remainder of the year.
- When a student returns to school after an absence of five or more consecutive days, he/she must present a signed note from the physician before re-entering the classroom.
- A note and a parent signature at time of sign-out must accompany all requests for early dismissals/late arrivals. A note from the doctor, dentist, etc., may be required if there are excessive requests for early dismissals/late arrivals
- Any child who has been absent with a communicable disease should have a doctor's note to return to school and must be seen by the school nurse.

### **Educational Tours and Trips**

*(School Board Policy 204.1)*

The educational program offered by the Lower Dauphin School District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The School District also recognizes that there will be times that families will want to participate in educational tours and trips independent from the School District during the school year. We ask that any family planning a trip during the school year follow these guidelines for approval for the sole purpose of obtaining an excused absence from the educational program.

Prior to the trip you should obtain a request form for approval of the educational tour or trip. These forms are available in the school office. The request form must be received by the building representative at least five (5) days prior to the departure date of the tour or trip. The student is then responsible for obtaining all course work that will be missed during the departure and for completing such work within a

timeframe specified by the teacher. The building representative may approve a family educational tour or trip not to exceed seven (7) consecutive school days in length, or a combination of several trips which do not exceed a total of seven (7) school days during any one (1) school year.

**No trips are to be excused during state testing dates.**

### **Tardy to School**

Arriving late to school is a serious matter. Any student who arrives late for the homeroom attendance check must report immediately to the main office. Students who are habitually tardy may be subject to truancy guidelines stated above. In order for the tardy to be excused, a note must accompany the student.

### **Change of Address**

Any student who has a change of address, telephone number, or other information which should be known by the school must report the change immediately to the middle school office. In the event that the school needs to contact the parent by phone or letter, it is critical that the school's information on each student be accurate and up to date.

### **Non-Resident Tuition**

Parents must pay special attention to moving dates to avoid non-resident tuition.

Parents who are planning to move into or out of Lower Dauphin School District during the school year need to be aware of the school board policy #202 that requires tuition for students whose families live outside the district for a certain portion of the school year.

The tuition applies to parents who are relocating **during** a school year but want their child enrolled at Lower Dauphin for that **entire** year.

If your child is currently enrolled at Lower Dauphin Middle School and you are planning to move out of the district during the school year, you must move out on or after April 1 in order to avoid paying tuition for the remainder of the school year. Resident students who move out of the district prior to April 1 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 your family is planning to move into Lower Dauphin School District after the start of the school year but want to enroll your child in Lower Dauphin Middle School from the beginning of the school year, you must move into the district before or on November 1 of the current school year. If your family moves in any day after November 1 but your child already has been enrolled and attending Lower Dauphin Middle School, you will be charged tuition costs per child from the first day of attendance.

It is the parent's sole responsibility to notify the principal of any intended move and to discuss other requirements of the move, such as transportation. Any custodial parent moving into or out of the District is required to demonstrate proof of their anticipated move when tuition costs become an issue.

### **Withdrawal from School**

Parents who need to withdraw their child from Lower Dauphin Middle School should contact the attendance secretary at least **two** days in advance of the actual withdrawal from school. The parent or guardian must come in to the school to sign the withdrawal form.

Students will follow the steps below in withdrawing from school:

- 1) Return all textbooks, money owed, computer and components, equipment borrowed, etc., to each teacher/advisor, and secure the teacher/advisor's initials on the withdrawal form given to them by the attendance secretary.
- 2) Secure their school counselor's signature on the withdrawal form. At that time, the counselor will conduct an exit interview.
- 3) Return the completed form to the attendance secretary who will obtain the principal's signature, indicating his permission for the student to withdraw from school.

## ***About Discipline . . .***

### **Philosophy**

An orderly environment in the classroom and in the school as a whole is imperative so that each student may live and learn to their full potential. Ideally, discipline is self-directed. When self-discipline breaks down in the school setting, forces outside the student must be imposed to protect the others' rights. At Lower Dauphin Middle School, those forces in the form of consequences are intended to help a student to modify his/her behavior, thereby restoring his/her capacity to be self-disciplined.

Consequences are administered that, whenever possible, are related to the offense and are assigned in a manner that preserves student dignity.

All members of the Lower Dauphin Community, i.e., parents, teachers, administrators, board members, neighbors, senior citizens, business leaders, and students, must share the responsibility for good discipline in the schools.

Parents must be the first to foster self-discipline within their child at home. The school's role is to build on self-discipline taught at home by establishing and enforcing an age-appropriate code of conduct.

#### **School Rules**

##### **All middle school students will:**

- Be Prepared.
- Be Courteous.
- Be Responsible.
- Use THINK & SHARE Approach to Peer

Interactions.

**T** - Is it true?

**H** - Is it helpful?

**I** - Is it inspiring?

**N** - Is it necessary?

**K** - Is it kind?

Size up the problem.

Help self and others.

Assert yourself.

Report responsibly.

Empower yourself and others.

#### **Show Your LD P.R.I.D.E. in the...**

##### **Hallways**

- Walk on the right.
- Keep hands, feet, belongings to self
- Use the correct stairwell
- Follow traffic patterns
- Use school-appropriate language and volume level
- Take direct route to and from destinations that follows traffic patterns
- Report to class before the bell rings
- Have a planner: it's your pass
- Stand against the wall when waiting to go into a classroom

##### **Cafeteria**

- Enter quietly and sit down with your belongings
- 6 seats per table
- Remain seated at all times unless throwing away trash (once)
- Clean up around your table and area

- Use school appropriate language
- Food & drink remain in the cafeteria
- Sign-out & take a pass
- Keep food on your tray
- Be kind to students and staff

##### **Bathroom**

- Ask permission and have a pass
- Report problems to an adult
- Place trash in the appropriate area
- Flush after use
- Give privacy to others
- Wash your hands
- NO phones in bathroom

##### **Technology**

- Use only for school purposes
- Charge it every night
- Bring your charger every day
- Use your carrying case
- Report issues to the help nest
- Canvas messenger for school use only
- Only appropriate searches and language
- Use only the technology assigned to you
- Cell phones must remain away at all times

##### **Respect**

- Work cooperatively and kindly with others
- Follow directions
- Talk to others appropriately
- Use school appropriate language
- Clean up after yourself
- Use appropriate volume levels
- Keep hands, feet, belongings to self
- Have pride in your school & environment
- Be accepting of everyone

#### **General Guidelines**

A discipline concern, as defined for the purpose of these guidelines, refers to any interruption to the educational process.

Teachers have the responsibility of handling most discipline concerns either individually or with the support of the academic team. Most times, concerns can be resolved effectively when parents are informed in the early stages of the problem. When the student continues to disrupt the learning environment even after parents have intervened, then one of the school administrators becomes involved. When a behavior occurs with a substitute teacher and/or guest of the school, the consequences will be increased.

There are certain circumstances in which a behavior is so severe that, with the approval of the superintendent, the student is assigned to the



Alternative Education Program located at the High School.

### **Categories/Levels of Disciplinary Infractions**

Infractions of school rules are organized in four levels ranging from least to most serious. The levels, examples of infractions, procedures followed by the school staff, and possible consequences follow but are not limited to:

#### **Level 1**

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

Examples: public display of affection, dress code violation, tardy to school or class, general classroom misconduct, food or drink outside the cafeteria, excluding water, non-defiant failure to follow directions

Procedure: The individual teacher or academic team will usually address Level I offenses. A proper, accurate record of the offense and the disciplinary action taken will be maintained by the teacher or team. Parental contact is made.

Consequences: Teachers/teams will assign a consequence or consequences that may include a verbal reprimand, special assignment, teacher assigned lunch detention, counseling, withdrawal of privileges, loss of hall pass, or student contract.

#### **Level 2**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school

Examples: Unmodified Level I offenses, failure to serve teacher detention, lying, plagiarism or other forms of cheating, misconduct outside the classroom, i.e., in the hallway, cafetorium, or at school activities

Procedure: The academic team will usually address Level 2 offenses. A proper, accurate record of the offense and the disciplinary action taken will be maintained by the team. Parental contact is made.

Consequences: Teams will assign a consequence or consequences that may include a parent conference, student contract, loss of hall pass, loss of team privileges, team detention, activity restriction, work detention, or restitution.

#### **Level 3**

Acts against persons or property whose consequences

do not seriously endanger the health or safety of others

Examples: Unmodified Level 2 offenses, bus misconduct, possession of tobacco products, insubordination, disrespectful speech, open defiance of authority, theft (under \$10.00), minor vandalism (under \$10.00), fighting, violation of Internet Acceptable Use policy, vandalism to computer or computer files, leaving school without permission, forgery of notes or passes, excessive tardies to school, profanity, obscene gestures, possession of prohibited electronic devices, distribution of offensive materials, and harassment.

Procedures: The administrator initiates disciplinary action after investigating the infraction and, if necessary, conferring with staff on appropriate consequences. The administrator then meets with the student and contacts the parent/guardian by phone to explain the misconduct and the resulting consequence. Depending upon the severity of the incident, the administrator may make a referral to the Superintendent. A proper and accurate record of the offense and the disciplinary action taken will be maintained by the administrator. If property is damaged, restitution is required.

Consequences: Temporary removal from class, student schedule change, detention, withdrawal of Internet privileges, withdrawal of computer privileges, alternative education program, in-school suspension, out-of-school suspension, administrative hearing, board hearing, expulsion, law enforcement agency contact, referral to Student Assistance Program as appropriate, suspension of bus riding privileges for bus misconduct

#### **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 by the Board of School Directors

Examples: Unmodified Level 3 misconduct, possession, sale or use of controlled substance (alcohol, drugs, drug paraphernalia, look-alike drugs), arson, extortion, bomb/bomb threats, possession of weapons or replicas of weapons, false fire alarms, indecent exposure, criminal trespass, possession of fireworks or explosives, inappropriate touching,

striking an employee of the school district, theft (over \$10.00), major vandalism (over \$10.00), assault and battery, fighting (depending on severity), stealing, any violation of Pennsylvania's Criminal Code not previously covered.

Procedures: The administrator verifies the offense, confers with staff as necessary, and meets with the student. The parents/guardian are notified, and the student is removed from the school premises. School officials contact law enforcement agencies and assist in prosecuting the student as warranted. Referral of drug and alcohol policy violations are made to the Student Assistance Program. A complete and accurate report is submitted to the superintendent for board consideration.

Consequences: Board hearing, expulsion, Alternative Education Program, in-school suspension, out-of-school suspension, law enforcement officials' contacted, mandatory referral of controlled substance violators to Student Assistance Team. Drug and alcohol violators must agree to the recommendations of Student Assistance Team or be referred for expulsion from school. Any student who is suspended for more than three days out-of-school may not return to school without an in-school parent conference

#### **Common Consequences for Levels 2, 3, & 4**

Detention: An administrator or teacher may assign a student to detention to modify his/her behavior. Detentions are held after school on Monday and Wednesday from 2:37 until 4:30 PM. Students must bring academic work with them to detention. An activity bus is available after detention to transport students home. At least one day's notice will be given to the student assigned to detention.

Should the student be absent on the day of detention, he/she must make up that detention on the first available date upon his/her return to school.

Failure to attend an assigned detention will result in the assignment of an additional detention, for a total of two. Failure to serve either of these detentions may result in assignment to ISS in addition to reassignment of the detentions.

Often, students who commit Level 3 or 4 infractions are removed from the classroom. Following are descriptions of those consequences which are exclusionary in nature.

In-school suspension (ISS): A student assigned to ISS is placed in a restricted environment away from other students. The student works on assignments provided by the classroom teachers. Students who choose not to follow ISS rules are either assigned additional ISS time or are suspended out of school.

**Students who are assigned to in-school suspension may not participate in, or attend after-school, evening, or weekend activities until they have completed their ISS assignment.**

Out-of-school suspension (OSS): In the most serious cases of student misconduct, the administration assigns out-of-school suspension which means exclusion from school and school activities.

OSS is assigned for one to ten consecutive school days. No student shall be suspended without due process.

In those cases where the student is suspended out of school and where the parent/guardian cannot be notified or transportation is not available, the student is assigned to ISS for the remainder of the school day on which the OSS consequence is assigned.

During the period of OSS, parent/guardian are to assume responsibility for the student. For suspensions which exceed three days, a parent conference with the administrator will be required in order for the student to be reinstated in school.

**Students on OSS may not be on any school district property, and, therefore may not participate in or attend any after-school, evening, or weekend school-related events until they are reinstated in school.**

Upon reinstatement to school, students who have been on OSS have the responsibility of making up any work or tests missed while excluded from school.

Alternative Education Program: Students who are chronic disrupters of the learning environment or who have proven themselves to be dangerous to themselves or others may be assigned to the Alternative Education Program (AEP) contingent upon approval by the Assistant to the Superintendent. While attending the AEP, students work on assignments provided by the academic teaching team. Before returning to the middle school, students are evaluated on attendance, academic performance, behavior, and social interaction. An exit conference attended by the parent and school personnel is

required prior to a student's returning to the middle school.

If upon return to the middle school a student assumes the behavior which had led to his/her original assignment to the AEP, he/she will return to the AEP. Should a second return to the middle school result in still another recurrence of the unacceptable behavior, the student will be referred to the Board of School Directors for an expulsion hearing.

Expulsion: Any student who continually violates school rules, or is guilty of gross disobedience, or who does not modify 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. A formal 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 Board of School Directors is required to expel a student. The procedures of due process are following any formal hearing.

## ***About General Expectations...***

### **Assembly Conduct**

Assemblies and other special programs are held to enrich the middle school curriculum. Students are expected to treat assembly presenters as special guests of Lower Dauphin Middle School. Booming, jeering, whistling, shouting, or any other form of disrespect will not be permitted. School rules will be observed at all assemblies. Students who behave inappropriately at assembly programs will be subject to disciplinary action.

### **Bus Conduct**

Students have the privilege of utilizing the transportation services provided by the school district.

When students misbehave on a school bus, they create a dangerous situation for themselves and fellow passengers. School rules apply on the way to the bus stop, on the bus, and on the way home from the bus stop.

To further clarify what is expected of all students as passengers on school buses, following are rules

adopted by the district, which pertain specifically to student passengers:

- Observe same conduct as in the classroom.
- Be courteous. Use no profane language.
- Do not eat, drink, or smoke on the bus.
- Do not litter or be destructive.
- Cooperate with the driver.
- Stay in seat when bus is in motion.
- Keep hands, head, and feet inside the bus windows.
- No bare feet.
- Do not use rear bus exit unless emergency exists.
- When leaving the bus to cross the road, always cross in front of the bus.
- Always sit in your assigned seat.

Any student who chooses to violate a bus rule will be subject to disciplinary action as follows:

First Offense: Student is reported by bus driver. Upon investigation by an administrator consequences and further actions will be determined. Possible consequences could include but are not limited to: verbal warning, lunch detention, after school detention, assigned seat.

Suspension of riding privileges for first time offenses of a serious nature will be considered, as will more serious discipline responses such as In-School Suspension or Out of School Suspension.

Second Serious Offense: Suspension of riding privileges for up to five (5) days.

Third Serious Offense: Riding privileges suspended for up to ten (10) days.

Fourth Serious Offense: Riding privileges suspended for an indefinite period with a minimum being thirty (30) school days.

Serious acts of misconduct, which may be detrimental to the health or safety of other individuals, may result in the immediate suspension of riding privileges for indefinite periods of time. Repair costs for damages caused by vandalism or misconduct shall be paid by the student(s) causing the damage.

**Bus conduct may be monitored electronically in camera-equipped buses.**

### **Cafetorium Conduct**

Good manners and appropriate behavior are expected of all students during their time in the cafetorium.

Students are expected to help keep the tables and surrounding area neat and clean as well. Unacceptable behavior in the cafetorium may result in assigned seating or further disciplinary actions.

### **Breakfast Rules**

- Sit in rows 8, 9 & 10.
- If not eating, you should not be at breakfast
- Students will be asked to leave the cafetorium starting at 7:30AM to report to their homeroom

### **Lunch Rules**

- Students must remain in the cafetorium, or assigned areas for the entire lunch period.
- Enter the cafetorium and find a seat, sit quietly, and wait for announcement.
- Once announcements are made students may use a table talk voice.
- Cafeteria staff will dismiss students by row to go through the line. All rows should wait to be dismissed.
  - Students should get everything they need when going through the line.
- Students will raise their hand if they need something from the line, to use the bathroom, or to visit the school store and a staff member will grant permission when appropriate. (i.e. when the line length goes down or when a bathroom pass becomes available)
- Cafeteria bathroom passes are handed out by a staff member on stage. Students must come up to the staff member on stage, ask for a bathroom pass, use the bathroom, and return the pass to the staff on stage.
- Students may get up once to throw their trash away.
- All food and drink (excluding water in a sealable container) must be consumed in the cafetorium.
- Students who choose to disrupt the lunchroom by throwing food, etc. and/or not following this procedure are subject to disorderly conduct charges.
- Students will be dismissed by staff members to leave the cafeteria by rows.

### **Corridor Conduct**

For safety reasons, students are expected to **walk** wherever they go within the school. Additionally, students should move through the corridors quietly and in an orderly fashion staying to the right while walking.

Students are provided with adequate time to get from one class to the next. Loitering between classes at the locker pod, in the lavatories, or anywhere else is prohibited. Students may not leave the building when passing between classes in different pods. Students must have a signed hall pass when exiting their grade pod.

### **Dress and Appearance**

Lower Dauphin Board Policy #221. The climate and culture, along with the reputation of Lower Dauphin Middle 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 Middle 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, sunglasses, and coats may not be worn during the school day. Hats and outerwear worn to school must be kept in lockers/bookbags.

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 placed in 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 Middle 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 to the Lower Dauphin Middle School at 717-566-5310.

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

### **Student Cell Phones**

Students are not permitted to use their cell phone during the school day. The only exception to this would be for a teacher-approved academic situation. Students are asked to have cell phones turned off and put away by the 7:20 AM bell and may get them back out after the 2:37 PM bell.

Students who are unable to follow cell phone expectations will be subject to the following:

- verbal warning
- phone confiscated and returned at the end of the day (2 times, parent contact will be made on second time)
- Phone confiscated and the parent/guardian asked to come pick up the phone and discuss options moving forward.

*As with all situations the severity of consequences will be related to the severity of the offense. Certain situations such as video or audio recording of staff or students or inappropriate pictures will result in more significant consequences.*

### **Pictures and Video**

- Students are not permitted to take pictures and/or video of teachers or other students 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.

## ***About Policies...***

### **Drug and Alcohol Policy**

Lower Dauphin School District Board Policy #227 prohibits any student from possessing, using, distributing, or selling any drug including anabolic

steroids, alcohol, drug look-alike or drug paraphernalia on school district property, school vehicles, including school district contracted or chartered buses, at school activities or at any school sponsored function.

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

Additional sanctions will be imposed upon student athletes and students involved in extra-curricular and co-curricular activities who violate this policy as specified in Board Policy #227, #4 and #5. Students and parents may request a copy of Board Policy #227 in its entirety from the middle school office.

### **Random Drug Testing Program For Student Athletes**

Lower Dauphin Board Policy #123.2 requires that each student wishing to participate in any interscholastic sport and the student athlete's custodial parent or guardian sign a consent form authorizing the Lower Dauphin School District to conduct random drug testing through urine screening and urinalysis. No student shall be allowed to participate in any interscholastic sport or practice without such consent.

Random testing will be done throughout each sport season as determined by the athletic department on a schedule submitted to the Superintendent before each sport season begins. Each week, a maximum of six middle school athletes will be randomly selected by computer using a computer-generated random selection process. The initial screening will be conducted by the middle school nurse. A certified drug-testing laboratory will be used for the confirmation of all test results.

If the test results are positive, the Superintendent shall notify the parents to meet at the school with school personnel and the student to discuss the results and the penalty that will be imposed. In addition, procedures established in Board Policy #227 will be explained including referral to the Student Assistance Program, suspension from participation in extra-curricular activities as described in the policy and mandatory testing to be performed during the period of suspension.

Student athletes and parents may request a copy of Policy #123.2 in its entirety in the middle school office.

### **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

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.

2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

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.

A complete copy of Board Policy #103 and complaint form are available through the school district website under board policies.

### **Bullying and Extortion**

The Lower Dauphin School District strives to provide a safe, positive learning climate for students. It shall be the policy of the District to maintain an environment in which bullying, cyberbullying and extortion are not tolerated.

The Lower Dauphin School District recognizes that bullying 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. Therefore, according to Board Policy #249, bullying, cyberbullying, and extortion are not tolerated.

Bullying shall mean an intentional electronic, written, verbal, or physical act, or a series of acts by one student or a group of students:

1. Directed at another student or students.
2. Which can occur both inside and outside of a school setting.
3. That is severe, persistent or pervasive and has the effect of doing any of the following.
  - i. Substantially interfering with a student's education
  - ii. Creating a threatening environment; or
  - iii. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying via any form of electronic communication, including but not limited to, phone,

text messaging, internet, e-mail, social media sites, chats, and websites. Examples of cyberbullying include embarrassing pictures, videos, or fake profiles.

School Setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school on or off school property, including school-sponsored online learning environments.

Extortion is defined as the action of one student or a group of students to obtain or withhold the property of another student by force, threat of violence or other harm, or intimidation. It shall be a violation of Board Policy #249 for any student to bully or cyberbully another student or to extort property from another student, on District grounds, during the time traveling to and from school, or at any school activity on or off campus. Cyberbullying and bullying may also include actions that occur off of school campus that have the effect of substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school.

Consequences/Interventions will be dependent on the nature, frequency and severity of the threat and the seriousness of the interference or disruption. Bullying or extortion may be classified as a Level 2, 3, or 4 offense under the Level of Offense section of the Student Code of Conduct. Disciplinary options may include, but are not limited to, verbal or written reprimand, counseling, parent conference, detention, suspension, or other consequences as provided in the Student Code of Conduct.

The District expects students and parents who become aware of an act of bullying or extortion to report it to a teacher, guidance counselor, or the building principal for further investigation. The teacher or guidance counselor shall immediately notify the (assistant) principal. A complete copy of Board Policy #249 is available through the Middle School Office.

### **Hazing Policy**

As specified in Policy #247, the Board prohibits students or student organizations from conducting any activities that involve "hazing." Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person 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.

Violations of this policy may result in loss of recognition as a student organization or the individual's loss of privilege to participate as a student athlete or to be a member of the organization, disciplinary action by the principal or assistant principal up to and including suspension from school, or referral to local law enforcement agencies.

### **Tobacco (Electronic Cigarettes) Policy**

Under Act 145 of 1996, a Pennsylvania 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 term "tobacco" also includes electronic cigarettes, and other devices designed to replace traditional tobacco products or to deliver nicotine, flavor, and other chemicals.

The school district will initiate prosecution and, if convicted, the student will be sentenced by the court to pay a fine. You may obtain a copy of the Lower Dauphin School District Board Policy #222 through the middle school office. Any Lower Dauphin Middle School student found in violation of the tobacco policy will be guilty of a Level 3 offense and subject to corresponding disciplinary action which may include prosecution as specified above.

### **Weapons Policy**

Lower Dauphin School District Board Policy #218.1 prohibits the possession of weapons or look-alike 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 occurring, any vehicles used to transport students 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, mace, pepper spray or other tear gas device, chemicals, any knife, cutting instrument, cutting tool, nunchaku, B.B. gun, paint ball gun, air rifle, handgun, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Students who choose to violate this policy are subject to suspension as determined by the principal and may be subject to expulsion and intervention by police to enforce state law.

Students who inadvertently carry a dangerous object onto school property shall, immediately upon discovering that such an act has been committed, notify a school official, surrender the object in question to the school official, and suffer no penalty.

### **Terroristic Threat Policy**

The Lower Dauphin School District recognizes the dangers that terroristic threats and terroristic acts by students present to the safety and welfare of District students, staff, and the community.

Lower Dauphin School District Board Policy #218.2 prohibits any District student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

A terroristic threat is defined as a direct or indirect threat to commit violence communicated with the intent to terrorize, to cause evacuation of a building, or to cause serious public inconvenience, or in reckless disregard of such terror or inconvenience.

A terroristic threat may be issued by a verbal or written word, action, or electronic media, including the Internet, electronic mail, or other electronic means.

A terroristic act is defined as an offense against property or involving danger to another person, when such offense is committed with the purpose or intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, or in reckless disregard of such terror or inconvenience. Students who choose to violate this policy may be immediately removed to a secure, supervised location pending investigation. If the evidence shows that a terroristic threat or terroristic act has occurred, the student will be subject to suspension, expulsion, criminal charges, or placement into an Alternative Education Program. Participation in a clinical assessment of the student's emotional and mental health may be required before the student's return to school.

***Students who receive a terroristic threat should contact a principal or teacher immediately.***

### **Professional Adult/Student Boundaries**

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. Full access to District Policy 824 can be accessed on the District website.

## ***About Technology. . .***

### **One-to-One Laptop**

The LDMS One-to-One computer program provides every student access to the same computer throughout their school day. Incoming 6<sup>th</sup> graders will be issued a laptop and that laptop will remain with them throughout middle school or until the student withdraws from school. The student and his/her parent/guardian are responsible for this computer. The laptop and all accompanying accessories remain the property of the LDS. Starting in 6<sup>th</sup> grade the students will be allowed and encouraged to take their computers to and from school with them.

All students in the MS will be asked to review and sign a student agreement form as well as the acceptable use policy form when they are issued their computers in the beginning of the school year. Parents will be asked to sign a parent agreement form through Powerschool.



For more information in regards to the One-to-One laptop program please refer to the One-to-One Laptop Guidebook.

### **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

### **Internet Acceptable Use**

The following information is extracted from Board Policy #815, which addresses acceptable use of the Internet.

All students, after reading this extract, will be asked to sign and agree to the Internet Acceptable Use Agreement form before they will be given a computer. Parents will be asked to review and sign, in PowerSchool, in regards to the Internet Acceptable Use Agreement form.

The Lower Dauphin School District has actively pursued making advanced technology and increased access to learning opportunities available to students and staff. It is the Board's intent to offer access to students and staff to electronic information transfer and retrieval commonly referred to as the Internet. Students and staff must understand and practice proper and ethical use of this learning tool. The use of the Internet through District accounts or through District hardware is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules may result in disciplinary action and/or cancellation of the privilege. The Superintendent is delegated the authority to determine appropriate use and may deny, evoke, suspend or close any user account at any time based upon his or

her determination of inappropriate use by an account holder or user.

**Network Etiquette** – All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Use of profanity, vulgarities, or any other inappropriate language is strictly prohibited. Use of the district's user-accounts and file servers for access to pornographic material is strictly prohibited. Do not engage in activities which are prohibited under state or federal law.
- Do not reveal your own personal address or phone number or personal addresses or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. System Administrators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges and disciplinary action.
- Do not use the network in such a way that you would disrupt the use of the network by others.
- All communications and information accessed via the network should be assumed to be District property.

### **Procedures for Use**

- Student users must always have permission from an instructor before using the network or accessing any specific file or application. All students must follow all written and verbal classroom instructions and rules.
- All users have the same privilege to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper, printer cartridges, and CDs that are provided by the district.
- All users agree to behave in a manner that will not disturb other users.

### **Encounter of Controversial Material**

Users may encounter material which is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on

a global network, it is impossible to effectively control the content or data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Any decision by the District to restrict access to Internet material shall not be deemed to impose any duty on the District to regulate the content of material on the Internet.

### **Penalties for Improper Use**

Any user violating these rules, applicable state and federal laws, or posted classroom and district rules is subject to loss of network privileges and other disciplinary action. Pursuant to Commonwealth of Pennsylvania law, any unauthorized access, or attempted unauthorized access may be subject to criminal prosecution.

### **Personal Electronic Devices (PED)**

Lower Dauphin School District Board Policy #815.1 states that students should have the opportunity to access personally owned electronic devices, for educational purposes or to conduct school district business, while within the district. Such access, however, must not create unnecessary disruptions, distractions, or threats to others' right to an education or security and proper functioning of the district and its resources.

This policy establishes rules and regulations to authorize students to possess and use personal electronic devices in school for educational purposes or to conduct school business. Use of personal electronic devices shall be consistent with the policies and procedures of the school district, including the Acceptable Use Policy. Furthermore, use of personal electronic devices shall support the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Registration of Personal Electronic Devices**

All PEDs that are connected to the District's network must be registered and approved prior to their use on School District property. As part of the registration process, the district may record identifying information, such as make, model, serial number, device host name where such a name exists, and Media Access Control (MAC) addresses for each device. Any changes to registered information must be reported to the school district before using the PED on school district property.

PEDs are the sole responsibility of its owner. Lower Dauphin School District shall not be liable for the

loss, damage, or theft of any PED that is brought to or used at school, athletic events, extracurricular activities, or school-sponsored trips.

Access to PEDs is a privilege, not a right. The Lower Dauphin School district may revoke, suspend, or limit access to PEDs for any reason and at any time.

The full Board Policy for Personal Electronic Devices is available on the district website.

## ***General Information . . .***

### **Bicycles**

The Board shall permit the use of bicycles by students in accordance with district rules. A rack is provided for bicycles belonging to students who ride to school. All students who ride to school must park their bike in the bike rack and secure it with a bike lock.

The Board prohibits mini-bikes, skateboards, and rollerblades on school property.

Bikers who ride carelessly on school property will lose their bicycle riding privileges. The school will not be responsible for lost, stolen, or damaged bicycles.

### **Communications**

Individual teachers and academic teams make every effort to communicate with parents on a regular basis.

Parents who wish to speak with an individual teacher should leave a message with the school secretary. The teacher will return the call at their earliest opportunity.

Parents who wish to schedule a conference should call the office and leave a message for the teacher(s) to arrange for a meeting..

### **Fire, Severe Weather, And Intruder Drill Conduct**

To raise student awareness of safe school issues and to ensure that students will respond appropriately in a real emergency, fire, severe weather, and intruder drills will be conducted on a regular basis.

Students are to view all drills as important. During a drill, students should remain calm and follow the instructions of the teacher or other adult in charge just as they would in a real emergency.

**Special Note:** Improper use of fire alarm bells is not only a Level 4 offense, but also a criminal offense. Any student guilty of initiating a false fire alarm will be referred to the Hummelstown Borough Police Department and, if found guilty, will be subject to a fine, imprisonment, or both.

### **Food Services**

Food services in the Lower Dauphin School District are provided by an independent contractor, Chartwells, a division of the Compass Group-USA. For more information about cafeteria services in the Lower Dauphin School District, please contact our Food Service Director, Brad Mettle, at 717-566-5353 or via email at [bmettle@ldsd.org](mailto:bmettle@ldsd.org).

Meals are planned within the guidelines of the Type “A” lunch requirements established by the federal government. We encourage children to get the full value of a balanced meal by eating their complete lunch. However, we never force a child to eat everything on the plate.

### **\*\*\*For the 2023-2024 School Year\*\*\***

The U.S. Free Lunch program was ended by Congress in 2022. **Breakfast is no longer free to all.** Students will have to pay for breakfast and lunch or **complete necessary paperwork for free and reduced meals.**

A free and reduced meal application assists in the following areas:

- Help your family receive the Commonwealth funding through the p-EBT benefits
- Help your family receive free internet access
- Help the District receive federal funding

The Free and Reduced Meal online application for the 2023-2024 school year is available at [www.schoolcafe.com](http://www.schoolcafe.com).

The district uses a computerized account system for additional food purchases. It is requested that students pay in advance for additional purchases. Students are assigned PIN numbers that track purchases against their available balances. The PIN numbers and advance payments reduce the time students spend in the cafeteria line.

### **School Lunch Charges**

(School Board Policy 808.1)

No student who requests a meal will be denied a main lunch option, unless the student’s parent/guardian has

provided written permission to withhold a lunch. A-la-carte items are not part of the main lunch and can only be purchased with positive lunch account funds or cash. Parents/Guardians are solely responsible for providing their children with money for breakfast and/or lunch.

Parents will receive a letter from the school principal when the outstanding balance on the cafeteria account exceeds \$25. For accounts with a negative balance of more than \$75, parents will receive a letter from the district superintendent and a notice that if payment arrangements are not made within 14 days, the balance will be turned over to a collection agency.

### **Breakfast/Lunch Program**

**Breakfast Program:** The breakfast line opens each day at 7:00 AM. Students eat breakfast in the cafeteria in rows 8, 9 & 10.

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.

A cereal breakfast is offered every morning. Breakfasts that feature a hot entree such as French toast sticks or breakfast pizza will be offered a few mornings each week. A limited à la carte menu will be available every morning as well.

Cost for a complete breakfast is \$1.30. Students who qualify for reduced cost will pay 30 cents for a breakfast meal.

**Lunch Program:** The school lunch program offers a variety of Type A lunches by dispensing food in four distinct lines. To follow is a summary of the four menus:

**The Deli** – Sandwiches made to order with fresh made side salads, fruit and milk

**Baja Flats** – Home-style meal as listed on the school lunch menu

**Pizza** – Cheese, Pepperoni, Calzones, Stromboli’s and many more items that is supplemented with salad, fruit, and milk

**The Grill** – Hot sandwich meal of burgers or chicken patty sandwich, fries, salads, yogurt parfaits, fruit and milk.

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

Monthly menus are posted in the café as well as on Canvas for student and parent access. Seasonal changes, special school programs, or shifts in student preferences are all taken into consideration in menu preparation.

### **Fundraising**

All school-related fundraising is coordinated through the principal's office. Students may not sell items at school which have no connection with the middle school.

### **Insurance**

Parents may purchase a low-cost accident insurance plan by completing the insurance form at the beginning of the school year, which is available on the school website.

Parents whose child is participating in athletics must purchase this insurance or sign a statement indicating that the athlete is covered by a family insurance policy.

Two types of Student Accident Insurance will be available:

1. **School-time Protection** – This plan covers the student on the way to and from school as well as while school is in session. It also includes school-sponsored field trips and participation in school events (athletics, clubs) with the exception of interscholastic football.
2. **24-Hour Protection** – Under this plan, a student receives coverage whether or not school is in session. This policy extends until the Master Policy expires.

If a student has an accident at school, a report must be filed by a teacher or activity advisor with the principal on the same day, or as soon as possible thereafter. If there are any medical bills from a hospital, parents must be sure that the hospital completes the forms, which the school provides. The hospital must, in turn, send the insurance company an itemized listing of expenses so that payment can be made in a timely manner.

### **Lockers**

Each student will be offered a locker by his/her homeroom teacher. Students must use only the locker that is assigned to them and must keep their lockers

locked at all times. Placing stickers and 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. Students are prohibited from sharing lockers with fellow students or switching lockers without a teacher or administrator's permission.

Lower Dauphin Board Policy #226.1, the Board acknowledges the need for safe in-school storage for students' belongings. In addition, the Board recognizes that the storage of weapons, drugs, or unsanitary materials in lockers constitutes a health, safety, and welfare concern to the school community. Balancing these competing interests, the Board places students on notice that their lockers may be periodically and randomly inspected and searched by officers, agents, and employees of the school district, and illegal or prohibited materials shall be seized and may be used as evidence against the student in disciplinary, juvenile or criminal proceedings.

Lockers are and shall remain the sole and exclusive property of the school district. Lockers are not places of privacy for the belongings of the students, and students should not expect that their lockers or the contents thereof will be kept private from the district; they may be opened for a variety of administrative reasons. No student permission is necessary to enter a locker, and the locker is not to be considered private property of the student.

The Board authorizes designated administrators to inspect a student's locker when such administrator has reason to believe that the locker is improperly used for the storage of contraband, of a substance or object the possession of which is illegal, or of any material, that poses a hazard to the safety, health and good order of the schools. The Board further authorizes the use of canine "sniff" searches or other detection devices of lockers to identify lockers that should be opened to be searched. Students are expected to keep their lockers clean and the contents organized. They are also expected to keep their lockers locked at all times. The school will assume no responsibility for articles stolen or removed from students' lockers.

### **Telephone Use by Students**

Should a student need to use a telephone during the school day, a phone is available in the school office for that purpose. Students can secure permission from any secretary to make a call; however, calls deemed by administrator or secretaries as being unnecessary

will not be permitted. A reminder that cell phones must be away during the school day unless used for an academic purpose with teacher permission.

### **Transportation Services**

Lower Dauphin School District has contracted Rohrer Bus Services to provide transportation services for students.

Bus routes are established during the summer months and parents are notified prior to the start of school. Students may ride only the bus to which they are assigned and may use only the bus stop to which they are assigned.

Bus passes will be issued for 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. 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 being given to ride. Telephone requests will not be honored. The school office must verify that the request is legitimate and meets the acceptable guidelines. Weekly passes will not be permitted. Drivers will not accept notes from parents at any time.

Questions about transportation, bus routes, or bus stops should be directed the Lower Dauphin School District's transportation office by calling 566-5340.

Activity Bus: Late buses are available on Monday and Wednesdays for those students who participate in after-school activities. Late bus routes are established according to each day's riders. Drivers are instructed to take the most reasonable route possible in driving students home.

Activity bus stops are established within general areas. In the event of bad weather or absence of student demand, activity bus runs are cancelled.

Students must secure a bus pass from a teacher, coach, or advisor in order to ride an activity bus.

There are daily and permanent passes, both of which may be used only for the activity for which they are given, and only on the dates indicated.

Daily passes may be used only on the date issued and are collected by the driver. Permanent passes remain the property of the school and must be turned in at the conclusion of the activity for which they were issued.

### **Working Papers**

Working papers are not available at the middle school. You can only apply for working papers at the high school office. Any questions, please call (717)566-5327.

## ***About Student Services...***

A variety of support services are available to middle school students. Two of those services are directly related to academics. A description follows:

Gifted Program: Although gifted students are heterogeneously grouped with other students for regular instruction, they will receive enrichment and acceleration programming.

Learning Support Program: Direct instruction for learning support students occurs in learning support classrooms that are taught by certified learning support teachers. Instructional support is available to those students who need occasional help to complete assignments or take tests given by the regular education teachers. Learning support teachers are an integral part of each teaching team, for they advise and assist regular education teachers in helping learning support students be successful in every class in which they participate.

### **Guidance Program**

Three full-time, certified school counselors serve middle school students, parents, and teachers. Functioning as student advocates, the counselors provide both individual and group counseling.

The school counselors are available to help students with their problems, whether problems are school-related, vocational, social, or personal in nature. If a student's counselor is unavailable when a student asks to see him/her, the student should request a guidance pass from the secretary.

Counselors also are responsible for student orientation, scheduling, report cards, administration

of standardized tests, and new student-parent consultation.

An extension of the guidance office, Erin Kelly and \_\_\_\_\_ are the district's school psychologists. A counselor may involve the psychologist for diagnostic and prescriptive services, consultation, or securing a referral to the intermediate unit or community services.

### **Student Assistance Program (SAP)**

SAP is a program which identifies students who are having school-related difficulties because of either substance abuse issues or mental health issues. Comprised of a core team of trained school personnel, the student assistance team refers students and their families to those community agencies that can offer assistance and support. Referrals to the Student Assistance Program may be made by parents, teachers, or individual students by contacting any of the school guidance counselors or the school nurse.

### **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:

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

### **Health Services**

The school is staffed by a full-time, certified school nurse who administers first aid treatment, medications, emergency care, and referral. The Lower Dauphin School District maintains a comprehensive health program which integrates health and education.

The following health services are provided to students each year:

#### Grade 6

- Body Mass Index (BMI) Screening
- Scoliosis Screening
- Vision Screening

#### Grade 7

- Body Mass Index (BMI) Screening
- Scoliosis Screening
- Hearing & Vision Screening
- Dental Examination (It is recommended that students have their family dentist complete this exam, and bring the completed report to the nurse's office at the start of school.)
- PIAA Sports Physicals

#### Grade 8

- Body Mass Index (BMI) Screening
- Vision Screening
- PIAA Sports Physicals

Health Room Use: A student wishing to see the nurse must first obtain a pass from his/her teacher.

**7:30 to 7:45 AM:** Students should first report to homeroom for attendance and a pass.

Students who are ill and want to go home must report to the nurse's office. **It is the responsibility of health room personnel to notify parents and excuse an ill student from school. Students using their cell phone and leaving school for illness without the approval of the nurse will be subject to disciplinary action and their absence will not be school nurse excused but rather parent note required.**

Health-related emergencies: When a doctor's care is required, the school will contact the parent, who must arrange for transportation to a doctor or medical facility. When a parent cannot be reached, the school may arrange for ambulance transportation to the nearest hospital.

In the event of a life-threatening emergency, the student will be transported by ambulance to the nearest hospital.

**It is important that the computerized annual emergency health information in InfoSnap be completed so the necessary people can be contacted in the event of a medical emergency. Please keep the school informed of any new phone numbers throughout the school year.**

### **Medication Policy**

If possible, parents should ask their physician to schedule their child's medication administration so that it may be given at home. When it is necessary for your child to receive medication during school hours, please complete the "Authorization to Take

Medications During School Hours” form signed by your physician, and attach it to the medication. Forms are available on the LD website under school nurse, or by contacting the nurse directly.

Prescribed medication must be presented in a secure and properly labeled container. Any medication to be taken at school must be brought by the parent to the nurse’s office. Students are not permitted to transport medication to and from school. Individually prescribed inhalers and Epi-pens may be carried by student with proper authorization forms.

The nurse may also provide a few “over the counter” medications for the comfort of students during the school day. The use of these medications is very specifically directed by the school physician consultant, Dr. Glen S. Bartlett. The annual health update, in InfoSnap, lists these medications and requires parent permission for each medication the nurse can administer to their child.

Epinephrine (Adrenalin) is not listed and would only be used in a life or death situation for an allergic reaction or for an asthma attack. Aspirin will not be used as it could precipitate Reye’s Syndrome.


### **Library/Media Center**


Throughout the course of the year, students in all grades receive instruction on information literacy skills to help them complete research assigned in their subject classes. Students are encouraged to utilize the media center frequently and exercise their privilege to borrow materials. Out of consideration for others, materials should be promptly returned in good condition.

The following materials and services are also offered by the library staff: print material, audiobooks, eBooks, online databases, research assistance, recommended reading assistance, and classroom instruction as per teacher requests.

#### **Accessing Destiny Library Catalog**


1. Log onto Lower Dauphin’s website – ldsd.org
2. Select Schools, then Lower Dauphin Middle School
3. Select Our School, then School Library, and click on Destiny Library Catalog
4. Select on “click here” and go to Catalog tab to search for material

Printed books located in the library are identified with a book “” icon.

Audiobooks are identified with a speaker “” icon.

#### **eBooks**

(eBooks are print books available in electronic form): They may be accessed through Destiny Library Catalog and MackinVia.

1. Go to Destiny Library Catalog, and select “click here” to access Catalog
2. Select the Catalog tab to search for material
3. eBooks are identified with an “” icon
4. Click on the open button to access the eBook

MackinVia may be accessed through the student’s myLD account.

#### **Accessing Online Databases**

Online databases offer books, magazine articles, scholarly journal articles and primary sources on many topics:

1. Log onto Lower Dauphin’s website – ldsd.org,
2. Select Schools, then Lower Dauphin Middle School
3. Select Our School, then School Library, and click on Online Databases
4. Select the database that you would like to use  
ABC-CLIO username and password: *ldsd, ldsd*  
Biography Reference Bank username and password: *ldms1, ldms1*  
CultureGrams username and password: *ldms, ldms*  
Infobase Learning username and password: *ldms, ldms*  
Marshall Cavendish username and password: *ldms, ldms*  
Power Library: public library card  
Rosen Digital Literacy username and password: *ldms, ldms*  
World Book Online username and password: *ldmslibrary, falcons*

Students must have a pass to be admitted to the media center. Individual reference passes issued by subject teachers are honored throughout the school day. A student’s privilege to utilize the media center may be suspended if he/she alters a media center pass, creates a disturbance while in the media center, or fails to return overdue materials. Students in the media center are expected to adhere to the same rules as those of the building.

Guidelines for borrowing materials are:

- Students are responsible for all media center materials borrowed.
- Books and audiobooks may be borrowed for two weeks and may be renewed if more time is needed.
- Reference books may be borrowed on an overnight basis.
- The current list price for lost or damaged materials will be charged to the borrower before the close of the school year.

### **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.