

# **BIGLERVILLE HIGH SCHOOL**

## **STUDENT HANDBOOK**



**2023-2024**

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## **UPPER ADAMS SCHOOL DISTRICT MISSION STATEMENT:**

*The Upper Adams School District provides challenging and inspiring educational opportunities, empowering each student to be a responsible and productive individual.*

## **UPPER ADAMS SCHOOL DISTRICT VISION STATEMENT:**

*All students college and career ready*



*Revised 7/15/2022*

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## ACADEMIC GUIDELINES AND INFORMATION

### ACADEMIC DISHONESTY

- Cheating
- Plagiarism
- Forgery

Infractions of Academic dishonesty will result in disciplinary action and a written report will be placed in the student's disciplinary file. Status in the National Honor Society and the student's grade point average may also be affected. For first time offenders, the teacher has the following options:

1. The student may be asked to re-do the assignment with no or partial credit
2. Alternative assignment given with partial or no credit
3. Zero on the given assignment
4. After school detention.

The second offense will be referred to the Dean of Students and the Principal. The student may be assigned detention, suspension, and the student's grade may be lowered.

### GRADUATION REQUIREMENTS- [POLICY #217](#)

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the District's prescribed instructional program appropriate to the student's interests and needs by the awarding of a diploma or certificate at Upper Adams School District graduation ceremonies. The minimum credit and graduation requirements are presented in UASD Board [Policy #217](#), titled "Graduation Requirements."

### HONOR ROLL

All major and minor subjects are given equal value in computing the Honor Roll.

1. Distinguished Honor Roll - Students earning 92% or above in every subject in the 9-week term are eligible for the distinguished honor roll.
2. First Honor Roll - Students earning an 83% or above in every subject in the 9-week term are eligible for the first honor roll.
3. Second Honor Roll - Students earning an 83% average with no grade lower than a 73% in the 9-week term are eligible for the second honor roll.
4. For the purpose of class rank as computed by G.P.A. and selection for Honor Roll, a factor of 1.15 will be used to compute the weighted grade for college level courses. A factor of 1.1 will be used to compute the weighted grade for advanced level courses. ([Policy #214.1](#))

### NATIONAL HONOR SOCIETY

One of the highest awards obtainable in high school is membership in the National Honor Society. In order to qualify for the honor, students must be superior in scholarship, service, leadership, and character. Students must maintain a good discipline record.

Guidance will determine those students who have, at the end of the third marking period, attained scholastic eligibility for the National Honor Society. Students who are eligible must have either a "B" average with no grade lower than a "B" or have an "A" average overall. Weighted grades will be used in determining eligibility.

An appointed faculty committee evaluates the qualifications of each student along with the teachers' review and makes the final selections for the National Honor Society.

## REPORT CARDS

Report cards are issued four times during the school year. In addition, progress reports are given out midway through each report period. We are able to provide access to your current grades and attendance through a web-based internet program PowerSchool. Please contact the Guidance Department or the Deans of Students for access information.

### Grading Scale

A= 92 - 100

B= 83 – 91

C= 73 - 82

D= 65 - 72

F= Below 65

## ACCEPTABLE USE - [POLICY #815](#)

*Note: read the following carefully before signing this document: this is a legally binding document.*

The Upper Adams School District Board of Directors has adopted [Policy #815](#), Acceptable Use of the Internet, to provide guidelines for the appropriate use of Upper Adams technology resources and oversight of these resources. Users of school technology and resources have a responsibility not to abuse

those resources and to respect the rights of others who use school technology. This Acceptable Use Policy applies to all students, all faculty and staff members, and all visitors to campus (both adults and minors) including parents and sub-contractors. All children and teens visiting our campus are also subject to the terms and conditions of this Acceptable Use Policy.

The use of all school-owned technologies including the school network and its Internet connection is intended for educational purposes. Educational purposes include classroom activities, career development, communication with experts, homework, and limited high quality self-discovery activities.

The District is not responsible for any damages, injuries, and/or claims resulting from violations of responsible use of technology.

***NOTE: References to “parent(s)” throughout this Handbook refer to “guardian(s)” as well.***

## APPROPRIATE USE OF INFORMATION TECHNOLOGY (IT) SYSTEMS PRIVILEGES

To access school related applications/software, network, or Internet resources to meet the requirements of instruction or classroom assignments.

1. To participate in news groups and chat sessions provided these sessions have a direct relationship to an educational endeavor or assignment. To engage in online purchasing of school property or supplies that support the educational mission of the school

2. Users may utilize school technologies for some recreational uses, keeping in mind that school technology resources are both shared and finite.
3. Students who are engaged in fund-raising campaigns for school-sponsored events and causes must seek permission from their advisor before using technology resources to solicit funds for their event.
4. Users are expected to act responsibly and thoughtfully when it comes to using technology. Technology is a finite, shared resource offered by the school to all users. Users bear the burden of responsibility to inquire with a teacher or school administrator when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.
- d. Students may not utilize any technology to harass, demean, humiliate, intimidate, or embarrass their classmates or others in their community. This is unacceptable student behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of the school is subject to disciplinary action. (UASD Board [Policy #249](#))

2. Damaging the integrity of School District IT Systems. This category includes, but is not limited to the following activities:
  - a. Attempts to defeat system security
  - b. Unauthorized access or use
  - c. Using another user's password for IT system use
  - d. Distributing computer viruses
  - e. Modification or removal of data or equipment,
  - f. Use of unauthorized devices. Users must not physically or electrically attach any additional devices to IT Systems.
3. Engaging in commercial activities on the Internet strictly for personal reasons. Commercial use of school technology resources is prohibited. Users may not utilize school technology to sell, purchase, or barter any products or services.

#### **SPECIFIC INAPPROPRIATE USE**

1. Harassing or threatening use, including:
  - a. The display or distribution of harassing/threatening material
  - b. If you are told by another person to stop sending communications, you must stop. Failure to stop may constitute harassment. (For a more detailed definition of "inappropriate communication", please refer to [Policy #815.](#))
  - c. Creating postings that materially and substantially disrupt the educational mission of the Upper Adams School District

The District reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. The district

also reserves the right to investigate any reports of inappropriate actions related to any technology used at school. All e-mails and messages sent through the school's network or accessed on a school computer can be inspected. Any files saved onto a school computer can also be inspected. Personally Owned Device Users have a limited expectation of privacy when using their own technology on school property or at school events so long as no activity violates policy, law, and/or compromises the safety and well-being of the school community.

### **CAMERAS**

Cameras, recording devices or similar data capturing devices cannot be used on campus unless they are used as part of the photography, yearbook, or newspaper program or for other instructional purposes as authorized by the school administration.

### **DATA AND GAMING DEVICES**

Students are allowed to bring their personal video game systems as well as their personal handheld devices, such as phones, iPods, MP3 players, CD players, DVD players, or other similar data-accessing devices onto campus, but are not allowed to utilize these devices during academic hours unless authorized by a school administrator. The District is not responsible for safe keeping of these devices or the content stored on them. Misuse of such items could result in confiscation and punishment in accordance with policy and school rules.

## **ATHLETICS - POLICY #213**

### **ATHLETIC ELIGIBILITY**

Upper Adams School District requirements are as follows: All athletes -

1. Must be amateurs
  - a. cannot receive money or valuable awards
  - b. cannot play under an assumed name
  - c. cannot sign contracts to play for a professional team
2. Must not have reached his/her 19th birthday before July 1 of the current school year
3. Must be passing at least five (5) full credit courses or their equivalent
4. Are ineligible after the class in which they entered the 9th grade has graduated
5. Are ineligible if they transfer to Upper Adams School District from either a public or parochial high school without a change of residence.
6. Must be present in school by 8:00 AM on the day of the game or practice in order to participate. Any exception to this rule must have the prior approval of the director of athletics and the principal.
7. Must be a student in good academic and behavioral standing. Behavior unbecoming an athlete could result in the principal revoking the privilege of the student to participate on an athletic team temporarily or permanently.
8. Must have satisfactorily passed the physical examination given by the school physician or family physician.



9. An athlete who does not attend school during the afternoon school session due to illness, injury, oversleeping, etc., may not participate that day. If it is a night game, he/she may not dress or participate in the event. If he/she is unable to come to school due to injury, illness, etc., he/she should not be fit to be present at practice or game sessions. An athlete who is injured in a practice session or game and it is necessary for him/her to see a doctor the next day, morning and/or afternoon, may be permitted to attend practice if prior approval by the Athletic Director or coach, but he/she should bring a slip from his doctor showing he/she was being treated. This slip must be turned into the head coach, who will, in turn send the form to the Athletic Director. He will file the excuse for reference.
10. If a student-athlete is found to have used, possessed or distributed drugs and/or alcohol which is in violation of our Upper Adams School District policy, he/she will be subject to sanctions as outlined in [Policy #227](#). These sanctions may include suspension or dismissal from the team.

### **ATHLETE AND SPECTATOR BEHAVIOR**

Spectators play an important part in our athletic program. Verbal and physical behaviors along with a general level of program support demonstrate the level and quality of sportsmanship in our community.

“The PIAA requires all registered sports’ officials to enforce the sportsmanship rules for coaches and contestants. Actions meant to demean opposing players, teams, spectators, and officials are not in the highest ideals of interscholastic education and will not be tolerated. The participants are to reflect mutual respect.” Participants, coaches, and spectators may be required to leave the school property.

The student code of conduct regarding all levels of infractions and consequential disciplinary action, as outlined in this handbook apply to all Biglerville High School students while on school property, representing the school, participating in a school-sponsored activity, or traveling to and from such activity.

### **EXTRA- CURRICULAR ACTIVITIES AND SUSPENSION**

Students who are suspended (ISS/OSS) are ineligible to participate in extra or co-curricular activities during the length of the suspension. Suspensions will be served regardless of extracurricular or co-curricular participation. Suspension over a weekend/holiday makes the student ineligible for participation during that time. Students may begin participation in extra or co-curricular activities at the end of the school day on the final day of suspension, provided the suspension is completed.

### **SCHOOL INSURANCE**

School insurance is available to any student wishing to purchase it. All athletes must have some form of insurance.

## **ATTENDANCE - [POLICY #204](#)**

School Law of Pennsylvania requires every school-aged student to attend school regularly until graduation or the age of 18.

### **[PUBLIC SCHOOL CODE 24 PS 13-1326](#)**

#### **ABSENCE- STUDENT AND PARENT RESPONSIBILITIES**

1. When a student is absent, parents should call the school and report the absentee's name and grade. 677-7191 ext. 2120.
2. School personnel will attempt to contact all homes of students who have not been reported absent by their parents via Blackboard.
3. When a student is absent, upon return to school must bring a written excuse from the parent stating the reason for the absence. If a note is not received within 3 school days of the absence, the absence will be marked unexcused/illegal according the District's truancy policy, UASD [Board Policy #204](#).
4. If a student is absent for 3 or more consecutive days, a doctor's note or professional excuse is required upon the students return.
5. Once a student reaches 10 days of cumulative absences for medical reasons, he or she will be required to provide a doctor's excuse for each subsequence medically-related absence in order to the absence to be excused.

#### **ARRIVAL AT SCHOOL**

1. Students are expected to arrive at school and be present in Advisory prior to 7:50 AM each day.

2. Students who arrive after 7:50 AM are late to school and must report to the office (with an excuse from a parent) to acquire a pass in order to be admitted into Advisory or class.
3. During Advisory, there will be opening exercises each morning over the public address system.

#### **ASSIGNMENT REQUESTS WHEN ABSENT**

It is the student's responsibility to consult with each teacher to find out what was missed and to make up work that was missed because of absence. A standard gauge for days to complete make-up work is one day for each day absent.

Students whose absence is unexcused, may not be eligible to make-up work or tests that they missed while out of school.

#### **COMPULSORY SCHOOL ATTENDANCE - [POLICY #204](#)**

School Law of Pennsylvania states that when a child enters first grade, he/she comes under the compulsory attendance laws.

#### **EXCUSED ABSENCES**

This policy stipulates the **EXCUSED** absences include the following:

- Illness
- Family Emergencies
- Medical appointments.
- Pre-Approved educational trips
- Authorized school activities
- College visitations
- A maximum of ten (10) days of lawful absences verified by parental notification may be permitted during a school year. All absences beyond 10 days, will require a professional excuse.

## **UNEXCUSED ABSENCES**

This policy stipulates the **UNEXCUSED** absences include the following:

- Absences from school with parents' consent for reasons other than those considered excusable.
- Leaving school without permission.
- Absences without permission from parent.
- Failure to provide a written excuse within 3 days of the absence.

## **CREDIT ATTENDANCE REQUIREMENT**

Academic success is directly related to good attendance. A student's final grade in class may be based on participation, homework, quizzes, exams, etc. **Due to the importance of class participation, students must meet a minimum standard of attendance in order to be eligible for course credit.**

**The Administration and Faculty at Biglerville High School are committed to the following:**

- Providing a structure where students can gain the maximum benefits of education and increasing academic success
- Providing an intervention process to assist students and their families in improving attendance
- Fostering good attendance habits
- Preparing students for life after BHS by encouraging responsibility
- Promoting the safety of our students throughout the school day.

**A student will not earn course credit where he or she has:**

- 18 or more cumulative absences for a full year course
- 9 or more cumulative absences for a half year course
- 6 or more cumulative absences for a quarter course.

## **CUMULATIVE ABSENCES**

**Cumulative** absences are those that disqualify a student from earning course credit.

The following absences will impact a student's ability to earn course credit:

- Illness covered by a parent note or contact.
- Absence from class due to missing the bus or lack of transportation.
- Family vacation that has not been pre-approved.
- Activities not related to school that take place while school is in session.
- Truancy/cutting class.
- Late to school or class- 3 unexcused late to class= 1 class absence.

## **NON-CUMULATIVE ABSENCES**

**Non-Cumulative** absences that will not impact the earning of course credit

The following absences will not impact the earning of course credit

- Pre-Approved absences
- Doctor's Excuse or other professional excuse

- Death in the family
- Religious Holiday
- College Visits
- School trips or school sponsored activities.

## **NOTIFICATION PROCEDURES**

### ***Full year course:***

1. After 6 cumulative absences, a letter will be sent to parents.
2. After 12 cumulative absences, a conference will be held with parents, teacher(s), dean of students, and guidance counselor in order to develop an "action plan."
3. After 15 cumulative absences a certified letter will be sent to parents.
4. Once a student reaches 18 cumulative absences, a letter will be sent home stating that the student will not be eligible to receive credit for the course(s).
5. Parents may schedule an appeal hearing through the High School Principal

### ***Semester and Quarter Courses***

After 6 cumulative absences, a letter will be sent explaining the implications of additional absences. At this time, the student will be notified that 3 additional cumulative absences during the semester will result in the loss of credit for half-year courses.

### ***Appeal Procedure***

It is possible that in the calculation and identification of excessive absences resulting in credit denial, an error could be made or extenuating circumstances would need to be considered.

It is the responsibility of the parent to schedule this hearing by calling the principal's office. The meeting will include the teacher(s), principal, dean of students, and guidance counselor.

## **EARLY DISMISSAL FOR PROFESSIONAL APPOINTMENTS OR ILLNESS**

1. Students will only be released from school to authorized person(s).
2. A student who becomes ill through the school day must report to the nurse to be dismissed. Students making their own arrangements will not be excused. Students who are scheduled for a professional appointment need:
  - a. An excuse from their parent indicating the doctor's name and the time of the appointment.
  - b. To turn the note in prior to homeroom.
  - c. Upon return to school, to submit to the office documentation from their appointment.

## **EDUCATIONAL TRIPS - POLICY** **#204.1**

Students may be excused from school for family educational trips. Each student is permitted a maximum of ten school days per school year to be used for family

educational trips. A pre-approval request form must be completed and submitted to the office three school days prior to the anticipated absence. Students will be excused and permitted to make-up missed work **ONLY** if the pre-approval form is signed by the administration before the absence. If a pre-approval has not been approved by administration, the absences will be unexcused. In order to secure a pre-approval absence, students must be in good academic standing, possess an appropriate discipline record, and have a satisfactory attendance record. Educational trips will not be approved during Keystone Testing.

#### **LATE TO SCHOOL**

1. Students who are late must report to the office for a late slip indicating the reason for being late.
2. Excused lates will include: illness, medical appointment, and authorized school activities.
3. Students who are late without a valid excuse will be considered tardy. Students who accumulate more than 3 tardies will be subject to disciplinary action.
4. Students who arrive after 11:00 AM will receive a half-day absence.

#### **ILLEGAL ABSENCE**

Unexcused absences for **students 17 and under** will be considered illegal. When a student is charged with 3 days illegal absence, the parents shall be notified that they, or the student, will be liable to legal action at the sixth unlawful absence, under the laws of the Commonwealth of Pennsylvania. Parents and students will be

required to participate in a School Attendance Improvement Conference to draft, as a team, a Student Attendance Improvement Plan to resolve truant behavior. Illegal absences may be referred to children and youth services and /or the local magistrate, depending on the student's age, which could result in a \$300 fine. In addition, illegal absences could impact the earning of course credit.

Students who are **18 years of age and over** and accumulate 3 days of unexcused absences shall receive a written notification that the next unexcused absence will result in a suspension and conference. Unexcused absences will disqualify a student from earning course credit and could result in expulsion from school.

#### **TRUANCY**

A student is truant from school when he or she is absent without lawful excuse for three or more days; a student is habitually truant from school when he or she is absent without lawful excuse for six or more days. Leaving school without lawful excuse is a truancy violation. A student who is truant may be assigned detention. Truancy violations will be documented as unexcused. If the student leaves for 2 periods or less, the violation will incur a half-day unexcused absence. If the student leaves school for 3 or more periods, the violation will incur a full-day unexcused absence.

## **WITHDRAWING FROM SCHOOL - POLICY #208**

Students planning to leave Upper Adams School District must notify the guidance office one week in advance of their departure in order to fill out the necessary forms and papers.

## **BEHAVIOR AND CONDUCT GUIDELINES**

Students are always expected to conduct themselves in school as would be required in society. Unmannerly, rude, loud, or offensive behavior will not be accepted. We are pleased to have each student in our building. Every student is entitled to all of his or her individual rights and privileges. However, if a student fails to meet their responsibilities, they will be in danger of losing those privileges. We ask each student to become familiar with the contents of this manual.

Students are expected to be where they are assigned at all times. We urge all students to take responsibility for and be proud of their school. In order to do this, we must have good conduct and cooperation for the betterment of all.

## **BULLYING/CYBER BULLYING - POLICY #249**

**Bullying** means an intentional electronic, written or verbal or physical act (or series of acts) directed at another student or students, which occurs in a school setting and/or outside a school setting, that is

severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school
4. Bullying, as defined in this policy, includes cyber bullying

**Cyber bullying** shall mean forms of verbal and psychological bullying that occur on the Internet through e-mail, instant messaging, or personal profile web sites such as Facebook, Snapchat, Instagram, Twitter, and/or Instant Messenger. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the District by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline. See "*Student Discipline Sequence*" pg. 19

## **CELL PHONES**

Cell phone use is permitted during the following times: passing time (between classes), at lunch, and after dismissal. The school is not responsible for cell phones that are damaged, lost or stolen on District property.

The following conditions apply:

1. At no time should students use cell phones to capture images (camera or video) unless with specific permission from a teacher or administrator.
2. At no time should cell phones be seen, heard, or used during academic classes, unless for instructional purposes with specific permission by the teacher.
  - a. Phones should be set to silent (not vibrate) or turned off during all classes and study halls
  - b. Checking the time is not an acceptable reason to access a phone during class time.
3. Cell phone use is not allowed in Study Hall, ISS, Detention, lunch detention, or in other disciplinary settings.
  - a. Cell phones must be turned off and stored when students are in restrooms, locker rooms, and in other areas where individuals would have similar expectations of privacy.
  - b. Cell phones may not be used to conduct any activities which violate state and/or federal law, Board policy or school rules.

#### 4. Consequences

- a. Violations of the above conditions will result in the cell phone being confiscated.
- b. Confiscated phones will be kept in the high school office for the duration of the school day. The Dean of Students will conference with student at the end of the day and return the phone to the student. Any subsequent violations will result in the phone being confiscated until a parent can pick device up from Dean of Student's office.
- c. If asked by an adult to turn over a phone, students are expected to comply respectfully and discuss any concerns with the Deans of Students or Principal.
- d. Failure to relinquish the phone, disrespectful interactions, and/or repeated violations will result in additional and progressive disciplinary consequences, including suspension.



## DISCIPLINE CODE AND CONSEQUENCES - [POLICY #218](#)

The Board acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly and safe school environment; the efficacy of the educational program is, in part, reflected in the behavior of students and employees. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students are expected to conduct themselves in school as would be required in society. Unmannerly, rude, loud, or offensive behavior will not be accepted.

Any student disciplined by an employee of the District shall have the right to notice of the infraction and a hearing before the building principal prior to being disciplined, and may appeal the determination thereof to the Superintendent.

Student responsibilities include: regular school attendance, conscientious effort in the classroom, and following school rules and regulations. More importantly, students share a responsibility with the administration and faculty to develop a climate within the school that is conducive to wholesome learning and living.

### **Student responsibilities also include:**

1. Awareness of all rules and regulations for student conduct and behavior
2. Dress and groom in accordance with the student dress code
3. Protect and take care of the school's property. It is also each person's responsibility to respect the property of all the other members of the school community
4. Make all necessary arrangements for making up work when absent from school
5. Avoid lewd, vulgar, or obscene language. Such conduct may result in a report to the local police

The Code of Student Conduct, and associated [Policy #218](#) (Student Discipline) shall apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation ("on-campus"). This Code of Student Conduct and [Policy #218](#) also apply to student behavior that occurs at other times and places ("off-campus") when the conduct:

1. Involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment
2. Interferes with, or threatens to interfere with, the rights of students or school staff or the safe and orderly operation



- of the schools and their programs
3. Materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions
  4. Involves the theft or vandalism of school property
  5. Relative to its proximity, timing, motive, or other factors pertaining to the conduct, otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school, that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, schoolwork, discipline, safety, and order on school property or at school functions; threatens serious harm to the school or school community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it:

1. Violates federal, state or local laws, Board policy or district rules or procedures
2. Is defamatory, obscene, lewd, vulgar or profane
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs
4. Incites violence, advocates use of force or threatens serious harm to the school or community
5. Materially and substantially disrupts or interferes with the educational process, such as school activities, schoolwork, discipline, safety and order on school property or at school functions
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs
7. Violates written district procedures on time, place and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided

equipment, email, websites or other technological resources, is subject to [Policy #220](#) (Student Expression). The limitations, prohibitions and requirements of [Policy #220](#) shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, schoolwork, discipline, safety and order on school property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

Consequences for violation of the student code of conduct may include (not exclusive):

#### **DETENTION**

Detention is served from 2:40 PM - 3:10 PM and is assigned by an administrator. Students assigned to detention are to be prompt and prepared to do school work. Misconduct during detention will result in additional detentions or in-school

suspension. Supervised detention will not be changed without prior written or phone permission from a parent. Work release or athletic participation does not excuse a student from detention.

#### **IN-SCHOOL SUSPENSION (ISS)**

IN SCHOOL SUSPENSION (ISS) is a program where students are assigned for having committed a serious violation or having continually violated school rules. ISS provides an isolated but structured and supervised atmosphere that minimizes the amount of academic work missed while suspended. The ISS placement will be extended until all assignments are completed.

#### **OUT-OF-SCHOOL SUSPENSION (OSS)**

OUT -OF -SCHOOL SUSPENSION (OSS) removes the student from school for a minimal time period as a result of very serious rule violations by the student. Parents will be notified by phone, as well as letter, as to the violations and procedures for re-admittance to school. While in any suspension, the student may make up any work missed. Upon return to school, students will be given the same number of days to complete missed assignments as the number of days suspended.

ISS and OSS as listed in the Discipline Sequence could be an assignment of 1 - 3 days minimum. Guidance services will be used at any time deemed helpful.

## **EXPULSION**

EXPULSION Students who commit serious or multiple disciplinary infractions such as those listed in the *Student Handbook* – Discipline Sequence – Code of Conduct (Board [Policy 218](#)) may be subject to expulsion.

## DISCIPLINE SEQUENCE – [CODE-OF CONDUCT POLICY # 218](#)

CATEGORY	OFFENCE	FIRST INFRACTION	SECOND INFRACTION	THIRD INFRACTION
1	Late to Class	Recorded	Warning	Detention
1	Late to School	Recorded	Warning	Detention
1	Not Attending Class	1 detention per class not attended	ISS 1 day	ISS 3 days
1	Not Attending Detention	Reassign plus 1 detention	ISS 1 day	ISS 3 days and conference
1	Class Disruption	Warning/Detention	ISS1day	ISS 3 days
1	Cheating	See Academic Honor Code		
1	Dress Code Violation	Warning/Compliance	Detention	ISS/Conference
1	Physical display of affection (PDA)	Warning	Detention	ISS
2	Truancy	Detention	Detention	ISS/Conference
2	Actions/Comments that offend public sensibilities (Obscene Language)	Incidents may result in detention, ISS, OSS, and report to authorities		
2	Insubordination/Defiance/ Disrespect	ISS 3 days	ISS 5 days	OSS/Conference
2	Harassment of another student	ISS 3 days	Beyond the first incident may be ISS, OSS, or Administration hearing and/or report to authorities	
2	Forgery/Gambling	ISS 3 days	Beyond the first incident may be ISS, OSS, or Administration hearing and/or report to authorities	
2	Possession or use of Tobacco products including vaporizing devices (Subject to PA law and fines)	ISS 3 days and report to authorities	ISS 5 days and report to authorities	Administration hearing and report to authorities
3	Assaulting, Fighting, Threatening another student	ISS/OSS 3 days	Even the 1 <sup>st</sup> incident may be ISS, OSS, or Administration hearing and/or report to authorities	
3	Assaulting, Harassing, Threatening a staff member	10 days OSS, authorities notified, Board hearing		
3	Arson, False Alarm, Terroristic Threats, Fireworks/ Pyrotechnics	10 days OSS, authorities notified, Board hearing		
3	Stealing/Theft/Vandalism	ISS 3 days and remuneration	Even the first incident may be OSS or Administration hearing and/or report to authorities	
3	Possession, distribution, or under the influence of drugs or alcohol	Involvement with and follow the guidelines of the Student Assistance Team and UASD Board Policy #227, see Alcohol and Drug Violation Policy		
3	Possession of a weapon	According to current PA School Law and UASD Board Policy, possible expulsion from school (UASD Board Policy #218.1)		

The disciplinary consequences listed in the Code of Conduct chart are guidelines. Discipline will be determined based on the situation at the discretion of the administration. The categories reflect the seriousness of the infraction. Students who accumulate multiple disciplinary infractions such as those listed above may be subject to suspension and/or expulsion.

## **DUE PROCESS**

All students have the right to speak to the building administrator concerning discipline procedures and actions. These actions may be appealed to a higher authority if the student, parent so chooses. An informal hearing will be offered for any suspension of more than 3 days.

## **HARASSMENT - [POLICY #103](#)**

The Upper Adams School District strives to provide a safe positive learning environment for students. Therefore, the District will not tolerate harassment in any form.

### ***Delegation of Responsibility:***

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or his/her designee as the Compliance Officer. The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The Superintendent shall develop procedures outlining the chain of command through which incidents of harassment shall be reported and investigated.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Students shall be responsible to respect the rights of their fellow student and District employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure
2. Notify the complainant and the accused of the progress at appropriate stages of the procedure
3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

If harassment takes place outside of school, including, but not limited to internet use, and these issues cause a disruption to the school environment, this harassment will be subject to Biglerville High School's discipline policies. School personnel shall investigate complaints of harassment promptly and corrective action will be taken when allegations are substantiated.

## **HARASSMENT**

**Harassment** is a form of discrimination based on protected classifications listed in policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

### **SEXUAL HARASSMENT - POLICY #103**

It is the policy of the Upper Adams School District to maintain a learning environment that is free from sexual harassment toward students, faculty, or staff.

#### **Title IX - Sexual Harassment**

**Title IX**, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or District service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a District education program or activity
3. Sexual assault, dating violence, domestic violence or stalking.

#### **Complaint Procedure:**

A student who believes he or she has been subject to conduct that constitutes a violation of the harassment policy should immediately report the incident to any school staff member. The principal or dean of students will assist the student in filing a "student complaint" in order to provide the details related to the incidents.

An investigation of the incident will be conducted and will determine the appropriateness of imposing consequences as outlined in the Student Code of Conduct as a result of the investigation.

School officials will cooperate with police authorities in investigating the incident should the student and/or the student's parent decide to file a criminal complaint regarding the incident(s).

If it is concluded that a student has knowingly made a false complaint under this policy, the student shall be subject to the same disciplinary actions applicable to one found guilty of harassment.

#### **HAZING - POLICY #247**

**Hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual. "Endanger the mental health" shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

All complaints of hazing will be investigated and the District will:

1. Administer appropriate discipline to any individual who violates this policy.
2. Disciplinary action can take the form of detention, suspension, and/or expulsion.
3. The sanctions imposed will be determined on a case-by-case basis.
4. In addition to District sanction, charges may be filed with the police department and/or the Local Magistrate.
5. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

#### **LATE TO CLASS**

Students who arrive late to class must have a pass from the office or from the teacher who caused the student to be late. Teachers will notify the Dean of Students when a student arrives late to class without a pass. Students who accumulate beyond three (3) unexcused late to class incidences will be assigned detention. Students who are chronically late to class may also be assigned in-school suspension.

#### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

We recognize that caring for others and showing affections are important. Public

displays of affection are not wrong; they simply are inappropriate in a school setting. A simple show of affection such as holding hands is acceptable; however, kissing and close physical contact in school is inappropriate. In order to avoid offending or embarrassing others, students are to confine displays of affection to holding hands while on school property. Violations of this policy may result in detentions and parent conferences.

#### **SEARCHES - [POLICY #226](#)**

Upon reasonable suspicion, school authorities may search a student's locker, desk, school issued computer, or other personal possessions and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Where school authorities have a reasonable suspicion that the locker contains materials, which pose a threat to the health, welfare and safety of students in the school, student lockers can be searched at any time without prior warning.

Upon reasonable suspicion, any vehicle, while parked on school property, is subject to an individualized search by the administration or staff.

#### **WEAPONS ON SCHOOL PROPERTY - [POLICY #218.1](#)**

According to [Act 26 of 1995](#) and UASD Board Policy [#218.1](#), any student who possesses a weapon, look-alike weapon,

or hazardous substance will be subject to strict disciplinary measures. Students and parents need to be aware that those items that are not permitted on District property include but are not limited to:

- Any knife, cutting instrument, cutting tool or lasers
- Nunchaku
- Firearm, shotgun, or rifle
- Any realistic replica of a weapon
- Noxious, irritating, or poisonous gases
- Accelerants, poisons, or drugs
- Any other tool, implement, instrument, material, or substance capable of inflicting serious bodily injury

Any student who is determined to have brought a weapon onto District property or who is in possession of a weapon on District property shall be expelled for not less than one year, unless the Superintendent recommends discipline short of expulsion on a case-by-case basis. Any student who brings look-alike weapons or hazardous substances onto District property will be subject to disciplinary actions that may include expulsion. Any student who assists another student in any actions related to Policy [#218.1](#) will also be subject to disciplinary action, which may include expulsion. Whenever a weapon, prohibited by law from being carried onto District property, is discovered, school officials will notify the local law enforcement officials.



A student may request prior approval from his/her building principal to bring a weapon onto District property for classroom purposes or a District function. In asking approval, the student shall make arrangements with the principal for the safe storage and transportation of the weapon. After the weapon is used for the approved purpose, the student shall remove it from District property by the conclusion of the school day or after the district function in question.

A student turning in a weapon upon discovery will not necessarily result in disciplinary action.

## BELL SCHEDULES

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### REGULAR

ADVISORY	07:50 AM	08:00 AM
Pd. 1	07:50 AM	08:49 AM
Pd. 2	08:52 AM	09:38 AM
Pd. 3	09:41 AM	10:27 AM
Pd. 4	10:30 AM	11:15 AM
FLEX	11:17 AM	11:36 AM
Pd. 5	11:36 AM	01:02 PM
WAVE 1	11:36 AM	12:06 PM
WAVE 2	12:04 PM	12:34 PM
Wave 3	12:32 PM	01:02 PM
Pd. 6	01:04 PM	01:49 PM
Pd. 7	01:52 PM	02:36 PM

### 9TH GRADE

ADVISORY	07:50 AM	08:03 AM
Pd. 1	07:50 AM	08:49 AM
Pd. 2	08:52 AM	09:38 AM
Pd. 3	09:41 AM	10:39 AM
Pd. 4	10:39 AM	11:36 AM
Pd. 5	11:36 AM	01:02 PM
WAVE 1	11:36 AM	12:06 PM
WAVE 2	12:04 PM	12:34 PM
WAVE 3	12:32 PM	01:02 PM
Pd. 6	01:04 PM	01:49 PM
Pd. 7	01:52 PM	02:36 PM

*Schedules can also be found on the school website.*

## DRESS CODE - [POLICY #221](#)

Biglerville High School's student dress code supports equitable educational access.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology, or PE, vocational education, or childcare.
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

### DRESS CODE

Biglerville High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event.

Student dress choices should respect the District's intent to sustain a learning community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

### **Allowable Dress & Grooming**

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, back and on the sides.
- Clothing must cover undergarments (bra straps and waistbands excluded).
- Fabric covering all private parts must not be see through.
- Hats including religious headwear. Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, childcare, shop, and other activities where unique hazards and requirements exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

### **Non-Allowable Dress & Grooming**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- Hoodies
- Swim attire
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
- Sunglasses are not to be worn to cover eyes in the building during the school day unless medically necessary.

### **DRUG AWARENESS - [POLICY #227](#)**

The use, possession, and/or sale of illegal drugs or alcoholic beverages on school property or while engaged in any school-sponsored activity, is prohibited. **It shall also be prohibited to use, possess, buy, sell, or otherwise distribute the following substances: (1) all over-the-counter medications not cleared through school medical personnel or their designee; (2) all substances which are considered “look-alike” drugs; (3) all beverages that are comparable or similar to beer with low or non-alcohol content labeling.** This behavior could result in student expulsion.

### **TOBACCO/VAPE USE - [POLICY #222](#)**

The sale or use of tobacco or nicotine in any form is prohibited in school buildings, on school grounds, in all school system vehicles, and in all school buses at any time or day of the year. Students will face disciplinary and civil actions if policy is

violated. Any student in violation of District policy or [Act 145 of Pennsylvania](#) is subject to a fine and court costs which may range from \$50 to \$300.

## **EMERGENCY CLOSURES & DELAYS**

In the event that school must be closed, families will receive phone notification through Global Connect Parent Notification System. In addition, closings and delays will be posted on the District website: [www.upperadams.org](http://www.upperadams.org) and local news and radio station will be notified.

## **FOOD SERVICES**

### **CAFETERIA/FOOD SERVICE**

All foods available in District schools during the school day will be offered to students with consideration for promoting student health and reducing childhood obesity. Foods provided through the National School Lunch or School Breakfast Programs will comply with federal nutrition standards under the School Meals Initiative. All competitive foods and beverages available to student in District schools during the school day will comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools.

The cafeteria operates under strict state and federal regulations governing the preparation and serving of foods. The current price for breakfast and lunch is noted below. Some students may qualify for free and reduced meals based upon family size and income. Information on

this program is available at [www.upperadams.org](http://www.upperadams.org) or by contacting (717)677-7191 extension 2740.

## 2023 – 2024 SCHOOL YEAR

Building	Breakfast	Reduced Breakfast	Lunch	Reduced Lunch
Biglerville Elementary	\$1.50	\$0.30	\$2.95	\$0.40
Upper Adams Intermediate School	\$1.50	\$0.30	\$2.95	\$0.40
Upper Adams Middle School	\$1.75	\$0.30	\$3.20	\$0.40
Biglerville High School	\$1.75	\$0.30	\$3.20	\$0.40

**[MYSCHOOLBUCKS.COM](http://MYSCHOOLBUCKS.COM):** The Upper Adams School District is pleased to offer an online option for families to pay for student lunches. Our Food Service Department accepts payments for school meals through [MySchoolBucks.com](http://MySchoolBucks.com) – an online payment service.

[MySchoolBucks.com](http://MySchoolBucks.com) offer a secure transaction gateway that accepts all major credit cards/debit cards as a means of adding money to your child’s meal account. Note: there is a service fee to use this service.

***(IMPORTANT: The District participated with MySchoolBucks.com to provide parents the opportunity to view their child’s account 24/7. Setting up and viewing the account is free. Making a payment to their account online is optional)***

If a student’s cafeteria account has a **negative** balance, the student will be offered a standard breakfast or lunch, as defined by the National School Lunch/Breakfast Program (NSLP,

NSBP). No charges will be allowed for extra items, such as a-la-carte options, drinks, or second meals.

The initial collection of negative balances will be communicated to the parents by the 15th of every month. If at the end of the school year, June 1, 2023, the student continues to have a negative balance, the negative balance may be referred to a collection agency. If a payment by personal check is returned to the School District, marked “Non-Sufficient Funds” (NSF), the School District will reverse the credit to the student’s account in the amount of the original check. A \$25 fee will be assessed for NSF checks returned to the School District. This may result in a negative balance in the account and the procedures listed above will be followed for charging meals and paying the overdue balance.

## HEALTH SERVICES

A student who becomes ill through the school day must report to the nurse to be dismissed. Students making their own arrangements will not be excused.

### **MEDICATIONS - [POLICY #210](#)**

Students who are under the care of a physician and are required to take medication during the school day must bring the medication to the nurse in the health room during homeroom. The medication must be stored and administered by the school nurse.

The following information must be included with any medication to be administered by the nurse:

1. Student's name
2. Name of the physician
3. The date of the prescription
4. The name and telephone number of the pharmacy
5. The name of the medication, dosage, and frequency of administration

An "Administration of Medication" form is available in the nurse's office for both prescription and nonprescription medication. This form and the accompanying waiver must be completed and approved before any medication can be given. Prescription medication may not be kept by the student, at any time, without the knowledge of the nurse and building principal.

### **NALOXONE - [POLICY #823](#)**

As a means of enhancing the health and safety of its students, staff and visitors, the District may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdoses.

### **Administration of Naloxone:**

When responding to a suspected drug overdose, designated District employees shall follow the steps outlined below:

1. Call for medical help immediately (Dial 9-1-1).
2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Administer naloxone, as instructed in training.
5. Continue rescue breathing (or CPR if needed), as instructed in training.
6. Administer second dose of naloxone if needed, as instructed in training.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.
11. Refer to law enforcement and
12. Notify Parents
13. The Superintendent or designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local policy department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

14. The Superintendent or designee shall notify the parent of any student directly involved in an incident involving use of controlled substances as soon as practicable. The Superintendent or designee shall inform the parent regardless of whether the local police department with jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent.
15. Referral to Student Assistance Program (SAP).

Any student who experiences a drug overdose shall be referred to the District's SAP.

#### **EMERGENCY EPINEPHRINE (UASD BOARD [POLICY #210.1](#))**

Emergency epinephrine is used to counteract anaphylaxis, a rapid, severe, life-threatening allergic reaction that can cause skin itching and hives, throat tightness, wheezing, and inability to breathe, and may result in death. Common allergens that can cause anaphylaxis include food, bee sting venom, medications, and latex. A life-threatening reaction can occur within minutes or hours after exposure to an allergen. The treatment for anaphylaxis is prompt administration of epinephrine and transport by emergency medical services (EMS) to the nearest hospital emergency department.

Per Pennsylvania Law, emergency epinephrine may be administered to students who have a known history of severe life-threatening allergies and have a prescription for an epinephrine auto-injector, students who have

their first life-threatening allergic reaction to an unknown or undiagnosed allergy while at school. Persons who may administer emergency epinephrine include a nurse working in the school building or a trained unlicensed school employee (auto-injector only)

Emergency epinephrine is administered by either auto-injector or drawing medication from a vial into a syringe and injecting intramuscular. epinephrine is stored in a secured location on school premises.

*“The Pennsylvania Public School Code, Section 1414.2 (g) allows parents to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact your school nurse to make an appointment to discuss this decision, review and sign the opt-out form.”*

## **STUDENT INFORMATION**

### **STUDENT COMPLAINT PROCESS - [POLICY #219](#)**

When a student has a complaint about a teacher, staff member, volunteer or another student, the complaint will be recognized provided that such complaints are made according to the following procedures.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly.



If the issue cannot be resolved informally, then the student shall prepare a written statement of his/her complaint, which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes he/she has been adversely affected.
3. Relief sought by the student.
4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the building principal, the superintendent, and the board and with a suitable period of time allowed at each level for the hearing of the complaint and the preparation of a response. At each level, the student shall be afforded the opportunity to be heard personally by the school authority. At each step beyond the first, the school authority hearing the complaint may call in the student's parent. The student may seek the help of a parent at any step.

Complaints submitted anonymously will be thoroughly investigated and forwarded to the school authority as outlined above.

### **LOCKERS - [POLICY #226](#)**

Each student will be assigned an individual locker for storage of books and clothing. That assignment will remain the same each year until graduation. All lockers are and shall remain the property of the District. As such, students shall have no expectations of privacy in their lockers. The Board reserves the right to authorize its employees to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object in which the possession of is illegal or any material that poses a hazard

to the safety and good order of the school. Students shall be required to sign a waiver in order to have the use of a locker. Be sure your locker is closed at all times. Students are responsible for the security of their own lockers. The lockers must remain locked between periods. Lockers shall not be propped open. Students will be responsible for any fees incurred for damaged lockers.

Do not share this locker with anyone. Students are not permitted to use any locker other than the one assigned them. Stickers, tape, and other adhesives may not be used on any of the lockers. No food or beverage may be stored in the lockers unless sealed or closed and to be consumed in the cafeteria over lunch. Lockers may not be decorated with pictures, items or language depicting nudity, violence, racism, alcohol, tobacco, or illegal substances.

Students who disturb other students' lockers will face disciplinary action and possible action from the police.

## **STUDENT ORGANIZATIONS**

Student Organizations/Co-curricular Activities are those activities that are sponsored or approved by the Board but are not offered for credit toward graduation. These activities may be conducted wholly or partly outside the regular school day and made available to all students who voluntarily elect to participate in such activities.

The District shall provide secondary students the opportunity for voluntary, non-curriculum related student groups to meet on school premises during non-instructional time before the start time of a school day or after the ending time of a school day according to the [Equal Access Act \(P.L. 98-377\)](#). These meetings cannot materially and substantially interfere with the orderly conduct of the educational

activities of the school. The superintendent (or superintendent designee) shall establish the length of sessions, number per week, and other such limitations as believed to be reasonably necessary.

### **STUDENT PARKING**

Students who wish to utilize school parking must register their vehicle in the high school office at a cost of \$20 and properly display a BHS parking permit. Parking permits will be issued on a first-come basis. Please note that violators without current parking permits will be towed away at the owner's expense.

Students who drive in a reckless manner will lose their driving privileges. The speed limit on Upper Adams School District property is 5 MPH. Students must obey all PA traffic laws while driving or parking on school property.

Violations could result not only in loss of parking privileges but also could subject the driver to traffic citations, fines, and school suspensions.

### **WORK RELEASE**

In order to be eligible for work release, students and a parent must complete the necessary forms provided by the Guidance Department. In order to maintain eligibility, the student must be in good academic standing. Each student will be evaluated individually for academic eligibility. All detentions and in-school suspensions must be served regardless of work.

### **SENIOR PRIVILEGES**

Senior Study Hall: When scheduled for study hall, seniors may report to the lobby area directly outside the auditorium. Seniors must remain in this area during the entire period. Senior Privileges do not apply during Resource Period unless the student is scheduled for study hall during 4th period. In order for seniors to maintain this privilege, they must have a 65% or higher in each course and limited discipline referrals. Seniors who are placed in In-School-Suspension will have these privileges revoked for a period of time.

### **BUILDING CAMERAS - POLICY #713**

The Upper Adams School District believes that schools and District property should be safe and secure to protect individuals and their property from harm. To this end, the Board supports the controlled use of video surveillance systems in the District. The Board also believes that the privacy of individuals should be protected, and therefore, the use of video surveillance must be strictly monitored and controlled to ensure protection of individual rights and compliance with federal and state laws addressing the privacy and disclosure of student records.

### **CAMERA LOCATION, OPERATION AND CONTROL:**

Cameras shall not be positioned in areas where individuals have a legitimate right to expect privacy, i.e., washrooms, locker rooms, and staff rooms. Additionally, outside cameras shall avoid being directed towards private, non-District property.

## Student Records - [POLICY #216](#)

The purpose of the Upper Adams School District Policy on student records is to state current federal, Pennsylvania school law and District policy regulating the collection, maintenance, confidentiality, and release of information in student records that are kept in whatever form by the District. Included in this policy are parental and student rights and access to records, disclosure and nondisclosure requirements, and procedures for requesting corrections to student records. Copies of this [Policy #216](#) are maintained in the District offices as well as online and in the offices of each building.

Upper Adams School District is required, by law, to inform parents and students, annually, of their right to:

1. Inspect the student's records
2. Ask that the District correct information in a student record if misleading or factually inaccurate, or violates the student's privacy or other rights
3. Consent to the disclosure of the record's identifiable information to non-privileged persons
4. File a complaint with the U.S. Dept. of Education, Family Policy, Compliance in Washington, D. C. if the District has failed to comply with Family Education Rights and Privacy Act and, (e) obtain a copy of [Policy #216](#).

Upon request, Upper Adams School District will forward student records to post-secondary institutions, Districts, or schools in which a student seeks to enroll or has enrolled.

## TRANSPORTATION GUIDELINES - [POLICY #810](#)

### **BUS CONDUCT**

Students must realize that their safety depends on good conduct while waiting for the bus, as well as riding on the bus. Students should be at their designated bus stop five minutes before their scheduled pick-up time. Stay back from the bus until the bus reaches a complete stop when boarding. The same rules apply when exiting the bus. No unnecessary noise or misbehavior will be tolerated. Never throw anything in the bus or out of the bus. Continued misbehavior or severe safety violations may result in suspension of bus privileges. The bus driver has full control of student behavior.

### **CAMERAS ON BUSES**

PHILOSOPHY - The use of video cameras on school buses is aimed at increasing overall bus safety. Video cameras will function to prevent discipline problems from occurring, but are not to serve as a threat to normally acceptable behavior. Video cameras will not replace the responsibility of the driver to control the students riding his/her bus. All bus discipline policies and procedures remain in effect, and the driver must continue to monitor the behavior of riders as has been done in the past.

#### ***Procedures for Camera Use***

1. Cameras will be assigned to all buses in the Upper Adams School District.
2. Tapes recorded by the camera will not be used on a routine basis as a means of identifying discipline problems. As with

monitors used in banks, the tapes would be used only on an as needed basis to determine violations.

3. Tapes will be reviewed by appropriate school personnel as determined by building principals.
4. Tapes will not be used for “after-the-fact” discipline unless the driver reports a problem and needs the tape to sort out the necessary facts.
5. Cameras should not be placed on buses where students may change clothes (Buses transporting band members, for example).

### **REQUEST FOR BUS CHANGES**

All requests for long term or permanent transportation changes must be made to the office of the Director of Transportation. Day to day emergency changes may only be done through the building principal in the main office if the request is made in writing by the parent at least 24 hours in advance. All day-to-day requests will depend on seating availability and driver’s discretion.

For information regarding civil rights or grievance procedures, contact Dr. Wesley Doll, Superintendent and [Title VI](#), [Title VII](#), [Title IX](#), and ADA Coordinator at 717-677-7181 ext. 2751, by email at [w.doll@upperadams.org](mailto:w.doll@upperadams.org), or by mail at 161 N. Main Street, Biglerville, PA 17307.

If you would like to file a Title IX Complaint, you can do so by contacting the above person at any of the above listed ways.

## Links to other important UASD policies:

<u>Policy</u>	<u>Topic</u>
<a href="#"><u>806</u></a>	<a href="#"><u>Child/Student Abuse</u></a>
<a href="#"><u>220</u></a>	<a href="#"><u>Student Expression/Distribution and Posting of Materials</u></a>
<a href="#"><u>805</u></a>	<a href="#"><u>Emergency Preparedness</u></a>
<a href="#"><u>200</u></a>	<a href="#"><u>Enrollment of Students</u></a>
<a href="#"><u>105.2</u></a>	<a href="#"><u>Exemption from Instruction</u></a>
<a href="#"><u>121</u></a>	<a href="#"><u>Field Trips</u></a>
<a href="#"><u>103</u></a>	<a href="#"><u>Discrimination/Title IX</u></a>
<a href="#"><u>212</u></a>	<a href="#"><u>Reporting Pupil Progress</u></a>
<a href="#"><u>215</u></a>	<a href="#"><u>Promotion and Retention</u></a>
<a href="#"><u>113</u></a>	<a href="#"><u>Special Education</u></a>
<a href="#"><u>112.1</u></a>	<a href="#"><u>Mental Health Intervention</u></a>
<a href="#"><u>223</u></a>	<a href="#"><u>Use of Bicycles and Motor Vehicles</u></a>
<a href="#"><u>246</u></a>	<a href="#"><u>Student Wellness</u></a>
<a href="#"><u>224</u></a>	<a href="#"><u>Care of School Property</u></a>
<a href="#"><u>907</u></a>	<a href="#"><u>School Visitors</u></a>