



Student Handbook

Why?

This handbook is designed to provide students and parents the necessary information about Lower Dauphin High School and what it means to be a Falcon. Becoming familiar with the contents will help you better understand the opportunities available to you and your responsibilities as a school citizen.

Mission Statement

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

We Are An Equal Opportunity Employer

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

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About the School...

Alma Mater

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

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

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

School Colors: Royal Blue and White
School Mascot: "Falcon"

Important Phone Numbers

High School Contact Information	
High School Main Office	(717) 566-5330
Attendance Office - Scotti Warble	(717) 566-5328
Counseling Office - Stacey Schwartz	(717) 566-5331
Nurse's Office - Mary Smith	(717) 566-5351
Athletic Office - Marcy Baker	(717) 566-5338
Transportation Office - Davina Haponski	(717) 566-5340
Home School Visitor/SAP Coordinator - Trish Moody	(717) 566-5332
9th Grade Counselor - Nate Espenshade	(717) 566-5336

10th Grade Counselor - Tanya Dreon	(717) 566-5335
11th Grade Counselor - Farren Schmidt	(717) 566-5347
12th Grade Counselor - Lori Beaver	(717) 566-5337

Office Hours

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

Daily Schedules

<u>Regular Schedule</u>		<u>Modified Schedule</u>	
1	7:34-8:24	Homeroom	7:34-7:56
ANNOUNCEMENTS 7:34-7:40		1	8:00-8:41
2	8:28-9:12	2	8:45-9:26
3	9:16-10:00	3	9:30-10:11
4	10:04-10:48	4	10:15-10:56
Lunch A	10:48-11:18	Lunch A	10:56-11:26
6/7	11:18-12:02	6/7	11:26-12:08
8/9	12:06-12:50	8/9	12:12-12:54
5/6	10:52-11:36	5/6	11:00-11:42
Lunch B	11:36-12:06	Lunch B	11:42-12:12
8/9	12:06-12:50	8/9	12:12-12:54
5/6	10:52-11:36	5/6	11:00-11:42
7/8	11:40-12:24	7/8	11:46-12:28
Lunch C	12:24-12:54	Lunch C	12:28-12:58
10	12:54-1:38	10	12:58-1:40
11	1:42-2:26	11	1:44-2:26

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

School will be dismissed at 2:26 PM each day. Students utilizing district buses will board outside in the vicinity of the bus loading areas located at the front of the building and are prohibited from loitering. All students must board their assigned bus at the high

school and are prohibited from walking to the middle school for boarding. Students are requested to remain on the buses at the middle school except for changing to their assigned bus.

Delays & Closings

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

<u>1 Hour Delay</u>		<u>2 Hour Delay</u>	
1	8:34-9:13	1	9:34-10:02
2	9:17-9:54	2	10:06-10:36
3	9:58-10:35	3	10:40-11:10
4	10:39-11:16	4	11:14-11:44
Lunch A	11:16-11:46	Lunch A	11:44-12:14
6/7	11:46-12:23	6/7	12:14-12:44
8/9	12:27-1:04	8/9	12:48-1:18
5/6	11:20-11:57	5/6	11:48-12:18
Lunch B	11:57-12:27	Lunch B	12:18-12:48
8/9	12:27-1:04	8/9	12:48-1:18
5/6	11:20-11:57	5/6	11:48-12:18
7/8	12:01-12:38	7/8	12:22-12:52
Lunch C	12:38-1:08	Lunch C	12:52-1:22
10	1:08-1:45	10	1:22-1:52
11	1:49-2:26	11	1:56-2:26

Flexible Instructional Days (FIDs)

The Lower Dauphin School District has been approved to use up to five (5) Flexible Instructional Days during the 2024-2025 school year. **These days are to be used for inclement weather only.**

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

Academics...

CAOLA

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

Class Ranking

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

Class Standing

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

Final Examinations

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

Final exams will be May 30th through June 4th for seniors and June 3rd-6th, 2025 for underclassmen. Students must take their final exams according to this schedule. The only acceptable excuse for missing a final exam is illness and a doctor's excuse must be presented to the Principal's office in order to make-up the missed exam(s). All arrangements to make up final exams must be made through the office of the Principal. No final exam may be taken before the assigned test date without the Principal's approval.

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

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

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

Grades

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

Report Card Grade	Numerical Score
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Graduation Credit Requirements

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

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

Homebound Instruction

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

Honor Roll

The Honor Roll consists of two levels: Distinguished Honors and First Honors. Requirements for the Honor Rolls are:

Distinguished Honors: All grades 90% or above.

First Honors: All grades above 80%.

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

PowerSchool

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

Report Cards

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

Tutoring

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

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

Lower Dauphin High School also offers in person as well as virtual academic assistance by subject area four nights a week, Monday through Thursday from 5pm-8pm. Please see the counseling site on the district webpage for more information.

Athletics...

The Athletic Department of the Lower Dauphin School District makes available to students a wide variety of opportunities to develop athletic skills and to become involved as members of interscholastic athletic teams.

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

Athletic Code

- No student shall be eligible to represent this high school in any athletic contest or practice unless he or she has been carefully examined by a physician and his/her condition pronounced satisfactory. A certificate to that effect, together with his/her parent or guardian's consent form, shall be filed with the Athletic Director.
- No student shall be allowed to participate in any school sponsored sport or to practice for such sport without either enrolling in the school accident insurance program or having on file with the school nurse certification to the effect that the student is covered by insurance outside of school for any injury that might be incurred while participating in a high school athletic event.
- A student's academics must be prioritized over athletic participation.
- To be eligible for participation in any interscholastic sport or cheerleading, a student must pursue and maintain a passing grade of a minimum of five credits. The student's academic status shall be confirmed at intervals of one week. Certification of eligibility shall be made on Friday for all athletic contests during the following week. Students who do not pass five credits at the end of the marking period shall be ineligible for fifteen school days of the next marking period.
- Students being disciplined by in-school or out-of-school suspension or alternative education may not participate in any activity, either practice or competition, for the calendar day/days of the suspension.
- A student who is absent from school during a semester for a total of twenty or more days shall not be eligible to participate in any athletic contest until he or she has been in attendance for a total of forty-five consecutive school days following his or her twentieth day of absence.
- In order to participate in school sponsored athletics a student must be in attendance at school prior to 11:00 AM on the day of the competition or practice.

- If a student athlete wishes to leave the team he or she should consult with the coach. A player who merely quits without notifying the coach and discussing the situation may make him/her ineligible for athletic awards in any sport.
- Students may be subject to random drug testing.
- All athletic equipment issued to a student is his or her responsibility and must be given the best of care. All equipment issued must be returned. Equipment lost or damaged must be paid for.
- All athletes must travel to and from all athletic contests with their team unless permission is granted by the coach to do otherwise. This permission will be granted only in the case of a parent or guardian providing the transportation.
- It is expected that athletes will dress in a manner representative of the school and community. Expectations for student dress will be provided and enforced by the coach.
- Students must conduct themselves at all times, including after school and on days school is not in session, as good citizens and representatives of their school; they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. Students are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of an extracurricular activity.
- A student participating in an extracurricular activity will be subject to disciplinary action if s/he violates the school and team codes of conduct. Each coach is required to develop the team code of conduct and distribute it to participants and the athletic director prior to the start of the season.
- All students remain subject to the Board's student discipline policies, administrative regulations and/or the school's student handbook and the disciplinary measures listed in them.
- The Code of Conduct describes the expectations and goals of the extracurricular activities program. This Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities. This Code of Conduct will be enforced 365 days a year, twenty-four (24) hours a day. A student may be excluded from activities or competition while the school is conducting an investigation regarding that student's conduct.
- Student athletes are subject to disciplinary consequences associated with violating the rules and guidelines provided by both the district code of conduct as well as the team code of conduct provided by their coach.

Interscholastic Sports

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

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

Attendance...

Absences

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

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

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

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

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

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

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

Alternative Assignment, Educational or Family Trip

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

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

A written request for permission must be received by the principal at least five (5) days prior to the departure date on the appropriate request form. Educational trip excuse form from the main office or download the form online.. Trips taken without prior approval will be considered unexcused. Each request will be considered individually. In arriving at a decision, the principal will consider the student's educational program, current academic standing, and attendance record.

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

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

Note: Hunting may be considered a family/educational trip.

Chronic Absenteeism

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

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

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

his/her care for the period of the absence and must include all dates for which the student is to be excused.

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

Early Dismissals

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

Students who request an early dismissal must secure the early dismissal slip at the attendance office before 7:25 AM. In order for students to leave the school premises during the school day they must have written permission from their parent or legal guardian. Questionable requests will be checked. The desired procedure is for the student to submit a doctor's note immediately upon return to school following his or her appointment. However, the student does have a total of five days to submit the doctor's note before the absence will be permanently recorded as unexcused.

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

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

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

Late Arrivals

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

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

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

Nonresident Tuition

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

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

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

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

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

Children of employees of the United States armed forces who have resided in the District for a minimum of three (3) years and are transferred to a military base within the

Commonwealth of Pennsylvania may continue to attend schools in the district until graduation without tuition charges, conditioned upon the family providing transportation to and from school.

Withdrawal from School

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification in accordance with the school code. See [policy 208](#) for more information.

Work Permits

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

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

General Expectations...

Announcements

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

Assemblies

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

Bus Conduct (bus passes & late bus)

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

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

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

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

Cafeteria

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

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

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

Breakfast is free for students.

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

The complete Type A lunch costs \$2.80. Students who qualify for free or reduced school lunch will receive a no cost lunch.

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

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

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

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

Care of School Property

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

Classroom Rules

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

DRESS CODE

Lower Dauphin School District recognizes that each student and their parent/guardian hold the primary responsibility for determining the student's personal attire, hairstyle, jewelry, and personal items (e.g., backpacks, book bags). The District and its schools are responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and does not contribute to disrupting the learning environment for any student.

Students have the right to be treated equitably. Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of discipline. Enforcement of the Dress Code will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced because of race, racial identity, ethnicity, gender, gender identity, gender expression, gender

nonconformity, sexual orientation, cultural or religious identity, socio-economic status, body size/type, or body maturity.

Students **must** wear (see illustration below):

- Top (shirt, blouse, sweater, sweatshirt, etc.) extending to the bottom (defined below) with shoulder straps (no spaghetti straps). The top must cover the entire area from armpit to armpit and extend down, in one continuous piece, to the top of the bottom (see illustration below); Undergarments should not be visible.
- Bottom (pants, shorts, skirt, dress, etc.) that cover all private parts at all times; Undergarments should not be visible.
- Footwear; and
- Any additional student attire, when necessary, to ensure safety in certain academic settings (e.g., physical activity, science, or Career and Technical Education courses).

Students are **not permitted** to wear clothing, headwear, glasses, jewelry, or personal items that:

- Displays vulgar, lewd, pornographic, profane or sexually suggestive content.
- Displays racist references, threats, unlawful activity, violent conduct, gang membership or affiliation, weapons, drugs, alcohol, tobacco, or drug paraphernalia.
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.
- Have spikes or chains of any length for safety reasons.
- Conceal the identity of the student (including but not limited to hoods, hats/head coverings, sunglasses)

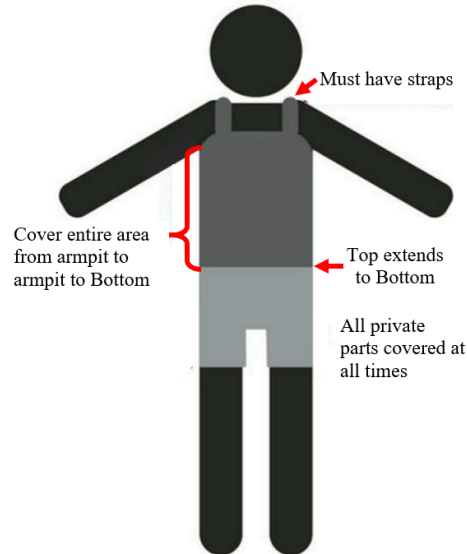
Attire worn in observance of a student's religion is not subject to this Student Dress Code.

Enforcement:

- Though initially not disciplinary in nature, a student may be taken aside and instructed to leave their classroom briefly to change clothes and return promptly to minimize loss of instructional time. Staff and administration will use

reasonable efforts to avoid a discussion concerning dress code violations in front of other students. Further, no student shall be referred to as “a distraction” due to their appearance or attire.

- Dress Code violations may result in a Level One violation.



Electronic Devices

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

Pictures and Video

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

Flag Salute

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

Freedom of Speech

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

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

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

Hall Passes

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

Library (databases/ebooks)

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

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

Students wishing to use the library during their study hall must check in with their study hall teacher and have their pass signed to come to the library. Once the student arrives at the library, they will need to sign in at the circulation desk. Signing in must

include name, study hall teacher, reason for being in the library and the time signed in. Students are strongly encouraged to use the library for research, studying or homework.

Library rules:

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

The following services are offered by the library staff:

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

Instructions on accessing Destiny Library Catalog:

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

Instructions on accessing Ebooks and Databases:

1. Go to MyLD.
2. Click on LDHS Library.
3. Click on the rainbow pinwheel MackinVia icon.
4. Make sure that the center of the page (above the username and password ovals) says Lower Dauphin High School. If it doesn't click the arrow to the right or the "not your location" link and change it to Lower Dauphin High School.
5. Username and password are the same as the ones you use to log in to your laptop
6. Databases and eBook options are listed alphabetically on the opening screen.

Lockers

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

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

Lost and Found

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

Phone Calls

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

Respect of Persons

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

Searches

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search students shall be notified and given an opportunity to be present. However, as indicated above, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

When a search conducted by a handheld security device, such as a wand or other similar device, indicates that an item is in a student's pocket, undergarment area or other concealed location, the student will be asked to produce the item. If the student refuses to produce the item, it will be presumed that the item is the contraband being sought, and the student will be disciplined for both possession of said contraband and insubordination.

Student Organizations

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

Curriculum Related Activities

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

Non-Curriculum Related Activities

Believers in Gospel (BIG)	Best Buddies
Chess Club	Creative Writing
Debate Team	Diversity Club
Educators Rising	Envirothon
Four Diamonds Mini-THON	Future Nurses Club
Grey Hawk Adventurer Club (D&D)	Guiding Falcons
LD Agriculture and Gardening Club	LD Youth Advisory Committee
MLS Mental Health Awareness Club	Nanoline Team
Quiz Bowl Team	NOSB Team
Science Olympiad	Set Construction
Spring musical Production	Ski Club
STEM Club	Student Ambassadors
Student Council	Technical Crew
Teen Republicans	Thespian Society
Volunteer	Youth and Government

National Honor Societies

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

Tardiness to Class

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

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

Textbooks

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

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

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

General Information...

Car Registration & Operation

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

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

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

Commencement

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

Counseling Services

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

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

Dances

Guest Procedure

- Any student in good standing (as demonstrated through a completed guest permission form) from another high school may be admitted as a guest of a current Lower Dauphin Student.
- Any High School graduate under the age of 21 may be admitted as a guest of a current Lower Dauphin Student under the following conditions:

1. Submission of a completed PA State Police Criminal Record Check (Act 34) during an interview with a High School Administrator. Online at: <https://epatch.state.pa.us/Home.jsp> (Allow for 1 month turn around)
 2. Completed Guest Permission form with appropriate signatures.
- Admittance of guests will be at the discretion of the Lower Dauphin Administration, and can be denied at any time.

Policy Rationale

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

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

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

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

Health Services

The health room is located adjacent to the cafeteria in the 500 wing of the high school. If a student becomes ill or injured during school hours, he or she should report to the nurse with a signed pass from the classroom teacher. Student cell phones will be held by the nurse during any time the student rests in the health room. The nurse or their designee will call parents, a doctor, or emergency medical services, when necessary. In the event the school nurse determines a student should be sent home due to an illness or injury, a parent or guardian will be contacted to come to the school or to approve another form of transportation home for the student. Any student leaving school for illness without the approval of the nurse shall be subject to the discipline code for leaving the building without permission. Students are not to contact parents directly to pick them up due to illness. This communication will come from the nurse after an evaluation is completed.

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

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

Insurance

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

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

Parent Conferences

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

Policies...

Bullying Policy

The Lower Dauphin School District recognizes that bullying, cyberbullying, and extortion have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Every student has the right to an education and to be safe in and around the school and at school activities. Bullying shall mean an intentional electronic, written, verbal, or physical act, or a series of acts by one student or a group of students that is directed at another student or students, can occur both inside and outside of a school setting, is severe, persistent or pervasive and has the effect of doing any of the following; substantially interfering with a student's education, creating a threatening environment, or substantially disrupts the orderly operation of the school. See full board [policy 249](#) here.

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 (On Next Page)

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

First offense: 3 days out of school suspension.

Second offense: 5 days out of school suspension.

Third offense: Recommendation for alternative education placement and expulsion agreement with the Lower Dauphin School Board.

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

Drug & Alcohol Policy

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

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

Education Rights of Homeless Children and Youth

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

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

Who is Considered Homeless?

Any child or youth who lacks a fixed, regular and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. Also included in the definition are children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, abandoned in hospitals, awaiting foster care placement, living as migratory children in conditions described in previous examples, living as run-away children, abandoned or forced out of homes by parents or caretakers, or similar settings.

What are the Education Rights of Homeless Children?

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

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

Hazing Policy

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

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

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

Possession/Use of Tobacco Policy

The possession or use of tobacco or tobacco paraphernalia on school buses, in or on school property, to or from school, and on school-sponsored events and trips is prohibited. The term “tobacco” also includes electronic cigarettes, and other devices designed to replace traditional tobacco products or to deliver nicotine, flavor, and other chemicals. Students in violation of this policy will be subject to disciplinary action and/or prosecution under Act 145 of 1996 when applicable.

Under Act 145 of 1996, a student who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense. The school district may initiate prosecution and, if convicted, the student may be sentenced by the court to pay a fine or may be admitted to an adjudication alternative. See [Policy 222](#) for more information.

Prescription Medication

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

Professional Adult/Student Boundaries Policy (Policy 824)

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

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

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

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

Visitor Policy

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Parents are always welcome. Students are discouraged from bringing visiting relatives or friends to school during normal school hours. All visitors must make arrangements in advance by contacting the building's main office. Upon arrival, visitors are required to enter through the school's main entrance, sign in, and receive a visitors badge which must be visibly worn for the duration of the visit. Visitors are expected to leave promptly when their business is completed and return their badge. Please see [Board Policy 907](#) for more information on Visitors.

Volunteer Policy

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

Weapons Policy

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

Safety...

Evacuation Drills

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

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

False Fire Alarms

Causing a false fire alarm is not only a violation of school rules but also a criminal offense. It is mandatory that the school reports the individual to the police and the result may be a fine, imprisonment, or both. Additionally, the student will be suspended from school and may be recommended to the Superintendent for further disciplinary action.

Safe2Say Something

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

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

Student Assistance Program (SAP)

The Student Assistance Program (SAP) is a program to help students who are experiencing any barriers to learning. Barriers to learning can include: depression, anxiety, the use of drugs and/or alcohol, relationship problems, emotional disorders, grief due to separation or death and disruptive life changes. SAP is an intervention program, not a treatment program or disciplinary alternative. The heart of the program, the Student Assistance Team, is a core group of school personnel who are specially trained to work with referred students. In addition, two outside consultants from Dauphin County Department of Drugs and Alcohol and Keystone Mental Health Services provide free

in-school confidential assessments. Referrals may be made by any member of the school community, including parents, guardians and self-referrals. Referrals for these services may be made through a principal, school counselor or school nurse. These referrals will remain strictly confidential. Parents may contact the Student Assistance Team Coordinator at (717) 566-5332.

Technology...

Acceptable Use

Purpose

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

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

Conditions and Rules for Use

a. Acceptable Use

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

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

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

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

b. Student Responsibility for Damages to District Owned Devices and Networks

Consequences for Inappropriate Use

1. Vandalism may result in cancellation of user privileges and may result in legal and/or disciplinary action by the District. Vandalism includes, but is not limited to, the uploading or creating of computer viruses or the physical destruction of property.
2. Users shall be held responsible for any damage that is caused by deliberate or willful acts to computer and network facilities, including equipment, systems, and software.[\[11\]](#)
3. Illegal use of network facilities, intentional deletion or damage to files or data belonging to others; intentional copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.
4. User shall be held responsible for inappropriate use of Social Media, as per Policy 815.2.[\[5\]](#)
5. In addition to the standards and prohibitions set forth in this policy, general rules of behavior and communications apply when using the Internet. Inappropriate use of the Internet by users may result in loss of access and/or other disciplinary actions as set forth in Board policy, the Student Code of Conduct, and/or the Student Handbook.

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.

Discipline...

Student Code of Conduct

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

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

Alternative Education Program

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

Due Process

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

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

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

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

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

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

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

Lunch Detention

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

Detention

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

In-School Suspension

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

Exclusion from School

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

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

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

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

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

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

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

Please see attached student code of conduct for more information on expected student behavior.

LOWER DAUPHIN SCHOOL DISTRICT

Code of Conduct Manual



2024-2025

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Code of Conduct

Student conduct is closely related to learning. An effective educational program requires a safe and orderly learning environment. Our mission is to create a learning environment that respects all students, provides them with opportunities to access our educational environment and prepares them to be responsible, contributing members of society. For this reason, students are responsible for understanding and complying with our Code of Conduct during academic, extra-curricular, athletic activities, and other school sponsored events.

Students who do not uphold the guidelines of the Code of Conduct will be subject to disciplinary consequences. These consequences may include detention, suspension, and possibly expulsion from school when students are guilty of infractions. Further, students who do not conform to these expectations may be excluded from any school function including extra-curricular activities, athletics, or school trips.

The school code of conduct will be reviewed with all students at the beginning of the year and periodically throughout the school year as needed. New entrants will meet with their School Counselor and review school guidelines upon enrollment.

Progression of Disciplinary Actions

The intention of progressive disciplinary actions (listed in the table below) is to promote meaningful reflection and responsible ownership in order to affect positive change and prevent future infractions. These guidelines and the examples listed in the chart below, may not address all possible issues. Therefore, it may be necessary for the Administration or faculty to make a determination of additional support and/or consequences in some instances (e.g., SAP referral). As for responding to student conduct, the Administration reserves the right to modify disciplinary action based on individual circumstances and investigation. Multiple violations of behavior at each level will demonstrate a pattern of behavior, therefore students will be held accountable for the next progressive level.

Any offense that is suspected to be a violation of law will be referred to the School Resource Officer and/or local law enforcement.

The student handbook and related consequences will be adjusted periodically to align with changes made to school board policy.

Offense Progression

	Level 1	Level 2	Level 3	Level 4	Level 5
1st Offense	Verbal Warning	Admin Assigned Detention	1-3 Days of In School suspension (ISS)	1-3 Days of Out of School suspension (OSS)	3-10 Days of OSS Pending Results of Informal Hearing (Alternative Education for Disruptive Youth (AEDY)/Expulsion)
2nd Offense	Teacher Detention or Lunch Detention or Loss of Privilege	Multiple Admin Assigned Detentions	3-5 Days of ISS	3-5 Days of OSS (Informal Hearing)	3-10 Days of OSS Pending Results of Informal Hearing (AEDY/Expulsion)
3rd Offense	Referral to Admin or Admin Assigned Detention	Multiple Admin Assigned Detentions or 1 Day of ISS	5+ Days of ISS or 1-3 Days of OSS	3-10 Days of OSS (Informal Hearing)	3-10 Days of OSS Pending Results of Informal Hearing (Expulsion)

Violation Levels

Level	1	2	3	4	5
Description	Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.	Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.	Acts against persons or property whose consequences do not seriously endanger the health or safety of others.	Acts which are unmodified and/or result in violence to another's person or property or which pose a direct threat to the safety of others. These acts always require administrative actions which result in the immediate removal of the student from school and may include intervention of law enforcement authorities and action.	Acts which result in a violation of the PA Criminal Code and/or necessitate notification of law enforcement
	Dress Code Public Display of Affection (Except Holding Hands) Minor Disruption/Uncooperative Tardy to Class/School Failure to Follow Classroom Rules/Procedures Unauthorized Cell Phone Use	Unmodified Level 1 Behavior Cheating Dishonesty Disruptive Behavior Class Cuts Student Outside of Assigned Area Failure to Serve Teacher Detention Obscene Gesture/Language	Unmodified Level 2 Behaviors Leaving School Property without Permission Forgery Minor Theft (Less than \$50) Insubordination Possession or Use of Tobacco or Vaping Product Failure to Serve Admin Detention Indecent Conduct Push/Shove/Hit	Unmodified Level 3 Behaviors Discrimination/Harassment Bullying Discriminatory Speech Fighting Major Theft (Over \$50) Violation of Pennsylvania's Criminal Code Hazing	Unmodified Level 4 Behaviors Weapons Violation of Pennsylvania's Criminal Code Terroristic Threats Possession, Sale or Use of a Controlled Substance Assault

Violations

<u>VIOLATION</u>	<u>DEFINITION</u>	<u>Level</u>
Acceptable Use Policy	Refer to Policies 815, 815.1, 815.2 - Acceptable Use (Appendix U).	2-5
Affection	Physical displays of affection including, but not limited to inappropriate touching, kissing or hugging.	1-2
Alcohol, Drugs	Use, possession, or distribution of alcohol, drugs, or drug paraphernalia while in or upon any school-owned property, during any activity sponsored by the school, during off-campus activities as defined in Policy 227 (Appendix O), while traveling to or from school and school-sponsored activities, and/or any student reporting to school having used drugs or who has consumed alcohol elsewhere is in violation of policy.	5
Arson	The criminal act of deliberately setting fire to property. Law enforcement will be notified.	5
Assault	Assault is to inflict or attempt to inflict personal injury on another person. Assaults against other persons are considered to be a very serious offense. NOTE: Law enforcement will be notified.	5
Bathroom Misconduct	More than one student is in a stall at one time. Loitering in the bathroom; students should only be in the bathroom for its intended use. (If a student enters the bathroom and it is full, the student should wait in the hallway until the needed receptacle becomes available.)	2-3
Bullying	Bullying is an intentional electronic, written, verbal, or physical act, or a series of acts by one student or a group of students:[1] 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: a. Substantially interfering with a student's education; b. Creating a threatening environment; or c. Substantially disrupting the orderly operation of the school. Refer to Policy 249 - Bullying, Cyberbullying and Extortion (Appendix R).	4
Bus Behavior	Students must maintain self-discipline while utilizing transportation facilities. Those students who fail to do so will forfeit their privilege to use/ride the bus. Application of consequences will be aligned with the school code of conduct.	See corresponding Violation.
Cell Phones	High School: The Board does allow for the use of personal electronic devices (PED's) before school, during hallway passing time (door to door), during lunch, and during study halls and classes at the teacher's discretion. All teachers will have their PED rules clearly posted. All violations will result in a defiance infraction.	1-2

	Middle Schools: Cell phone use is prohibited during school hours unless specific permission is granted by a teacher or administrator.	
Cheating/Plagiarism	Cheating is to act dishonestly or unfairly in order to gain an advantage. Plagiarism is the uncredited use (both intentional and unintentional) of someone else's words, images or ideas. Refer to the Plagiarism Chart (Appendix A).	1-4
Class Cuts	A student is not present in their assigned class for an amount of time that is not justifiable through medical excuse or an approved activity. Students will be asked to show documentation proving their whereabouts during the time in question.	2
Controlled Substance/ Paraphernalia/Drugs (possession, use or distribution)	Any substance defined as a drug or controlled substance in the Controlled Substance, Drug, Device and Cosmetic Act for which a prescription is required under the law. Controlled substances, including drug residue found in drug paraphernalia shall be deemed drugs for the purposes of this policy. Examples of the above include but are not limited to anabolic steroids, marijuana, hashish, cocaine, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record, and/or taken in accordance with Board policy for the administration of medication to students in school. Alcohol - Alcoholic beverages including, but not limited to, beer, wine, liquor and any beverage subject to the control and jurisdiction of the Pennsylvania Liquor Control Board. Refer to policy 227 - Drug Awareness (Appendix O)	5
Criminal Trespass	Non-licensed or privileged entry to a district-owned building or structure or unauthorized attendance at a district-sponsored or district-run event. Law enforcement involvement may result.	4
Cyberbullying	An intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, and/or outside the school setting, that is severe, persistent, or pervasive, and has the effect of doing any of the following: 1. Substantially interfering with a student's education; 2. Creating a threatening environment; or 3. Substantially disrupting the orderly operation of the school. Refer to Policy 249 - Bullying, Cyberbullying, Extortion (Appendix R).	4
Discrimination	To treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. Refer to Policy 103 (Appendix C).	4
Discriminatory (Hate) Speech	Any form of expression through which speakers may or may not intend to vilify, humiliate or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability or national origin.	4
Disrespect	To say or do something that shows a lack of respect or contempt for someone or something.	1-3

Disturbance/Disruption	Any activity which disrupts the normal routine in the educational process.	1-3
Disorderly Conduct	Any student who communicates by any means, whether in school or out of school, in a manner whereby the communication transmitted causes a disruption to the normal operation of a school, or materially disrupts a class or classroom work, or threatens or intimidates or harasses an employee of the school district or another student in the school district, or interferes with the rights of an employee of the school district or another student, may be disciplined by the Lower Dauphin School District.	4
Dress Code	The climate and culture, along with the reputation of Lower Dauphin School District, 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. 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 specific guidelines please refer to the LDSO Secondary Dress Code	1
Driving Violation	Students violating guidelines established on the student parking application. Violations may result in the loss of parking privileges and/or referral to School Resource Officer.	See administrative consequences in parking guidelines (Appendix B).
Failure to Attend Detention	Not attending a teacher- or administration-assigned detention.	2-3
Fighting	The act where two or more students engage in physical aggression with the intent to harm.	4
Fire Alarm	Deliberate pulling of a fire alarm when no emergency exists will be considered disorderly conduct and local law enforcement will be notified.	4
Forgery/Falsifying Documents	The act of falsely and fraudulently making or altering a document such as a parent excuse/note.	2-3
Harassment	A form of discrimination based on the protected classifications listed in this 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: <ul style="list-style-type: none"> • Sufficiently severe, persistent or pervasive; and • 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 	4

	<p>an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.</p> <p>Refer to Policy 103 - Discrimination/Title IX Sexual Harassment (Appendix C).</p>	
Hazing	<p>For purposes of this policy, 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 affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:[1]</p> <ul style="list-style-type: none"> • Any brutality of a physical nature, such as whipping, beating, branding; • Forced calisthenics; • Exposure to the elements; • Forced consumption of any food, liquor, drug or other substance; • Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or • Any willful destruction or removal of public or private property. <p>Refer to Policy 247 - Hazing (Appendix Q).</p>	4
Indecent Exposure	Intentionally exposing one's private parts in public.	5
Insubordination	Defiance of authority, failure to obey verbal redirection from an authority.	3
Leaving the Building	A student will not be permitted to leave the property without permission. This includes any school-sponsored event (including athletic events) in which the student is a participant.	3
Lying/False Statements	A student who is deliberately untruthful. This includes false reports toward staff and/or faculty members.	2
Off-Campus Behavior	Students are required to follow the behavior guidelines outlined within the Code of Conduct when participating in and or attending a school-sponsored event (to include athletic events) that is not held on school district property.	See corresponding violation.
Out of Assigned Area	Not having a hall pass during class time, leaving a specifically-assigned area and/or being in a non-designated area.	2
Photos/Video	Students are not permitted to take pictures and/or videos of anyone without their permission. In addition, posting, forwarding, or otherwise publishing these will result in the assignment of the appropriate disciplinary consequences. It is a violation to video, photograph, forward, post, or publish a fight or another physical altercation. Consequences may be waived for videos/photos made for the sole purpose of public safety.	1-3
Profanity	The use of obscene language (e.g., swearing and cursing).	1-2

Push/Shove/Hit	Rough play that could heighten the risk of injury to self or others with no intent to harm may be subject to disciplinary action.	2-4
Refusal to Identify	A student who, when asked to identify himself, refuses to do so.	2-3
Sexual Contact/Acts	Any consensual sexual contact between two or more persons.	4
Sexual Assault	<p>Sexual assault – means, for purposes of this policy only, any of the following offenses:</p> <ol style="list-style-type: none"> 1. Rape 2. Statutory sexual assault 3. Involuntary deviate sexual intercourse 4. Sexual assault 5. Aggravated indecent assault 6. Indecent assault <p>Refer to Policy 218.3 -Discipline of Student Convicted/Adjudicated of Sexual Assault (Appendix I).</p>	5
Tardy/Late to Class	<p>Student is late to class or the start of the school day.</p> <p>Refer to Policy 204 - Attendance (Appendix D).</p>	1-3
Terroristic Threats	<p>Shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. A terroristic threat may be issued by verbal or written word, action, or electronic media, including the Internet, electronic mail, or other electronic means.</p> <p>A terroristic threat could include: threats in writing or artwork, verbal threats directed to another, notes between students that threaten violence, overheard statements made by one (1) person speaking of harming someone else, or previous aggression coupled with current threats.</p> <p>Refer to Policy 218.2 - Terroristic Threats/Acts (Appendix H).</p>	5
Theft	The taking of another person's personal property with the intent of depriving that person of the use of their property.	3-4
Tobacco/Smoking	<p>Students are prohibited from using and/or possessing tobacco, electronic cigarettes, hookah pens or vapor pens and/or liquids on school-owned property, or within one block of a school building, while traveling on school-provided transport vehicles, or while in any school-owned building. The term “tobacco” also includes electronic cigarettes, and other devices designed to replace traditional tobacco products or to deliver nicotine, flavor, and other chemicals. Tobacco is defined by Pennsylvania State Law as “Tobacco – a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.”</p> <p>Referral to School Resource Officer.</p> <p>Refer to Policy 222 - Possession/Use of Tobacco (Appendix L).</p>	3
Unexcused/Unlawful Absence	If a student is absent he/she must hand in a written parent or doctor’s excuse within 5 days or the absence will be marked as illegal or unexcused. After a student has accumulated 10 absences, a doctor’s	

	<p>excuse is required. An unexcused/unlawful absence is the absence of a pupil for one of the following reasons:</p> <ol style="list-style-type: none"> 1. Parental Neglect 2. Illegal Employment 3. Truancy <p>Refer to Policy 204 - Attendance (Appendix D).</p>	
Vandalism	Damaging or defacing the property of another. refer to policy 224 - Care of School Property (Appendix M)	3-4
Vaping	<p>Students are prohibited from using and/or possessing tobacco, electronic cigarettes, hookah pens or vapor pens and/or liquids on school-owned property, or within one block of a school building, while traveling on school-provided transport vehicles, or while in any school-owned building. Tobacco is defined by Pennsylvania State Law as “Tobacco – a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.”</p> <p>Referral to School Resource Officer.</p> <p>Refer to Policy 222 - Possession/Use of Tobacco (Appendix L).</p>	3
Warning/Lookout	A student who warns another student who is violating a school policy of the approach of an adult, teacher, monitor or building administrator.	1-2
Weapons	<p>Carrying, bringing, using or possessing any weapons or replicas of weapons on school property, at any school-sponsored activity, or on any implement of school transportation is prohibited.</p> <p>Weapon is defined to include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.</p> <p>Refer to Policy 218.1 - Weapons (Appendix G).</p>	5

Appendices

Appendix A - Plagiarism Chart
Appendix B - Parking Guidelines
Appendix C - Board Policy 103 - Discrimination/Title IX Sexual Harassment Affecting Students
Appendix D - Board Policy 204 - Attendance
Appendix E - Board Policy 210 - Use of Medication
Appendix F - Board Policy 218 - Student Discipline
Appendix G - Board Policy 218.1 - Weapons
Appendix H - Board Policy 218.2 - Terroristic Threats/Acts
Appendix I - Board Policy 218.3 - Discipline of Student Convicted/Adjudicated of Sexual Assault
Appendix J - Board Policy 220 - Student Expression
Appendix K - Board Policy 221 - Dress and Grooming
Appendix L - Board Policy 222 - Possession/Use of Tobacco
Appendix M - Board Policy 224 - Care of School Property
Appendix N - Board Policy 226, 226.1 - Searches/Locker Searches
Appendix O - Board Policy 227 - Drug Awareness
Appendix P - Board Policy 233 - Suspension and Expulsion
Appendix Q - Board Policy 247 - Hazing
Appendix R - Board Policy 249 - Bullying, Cyberbullying and Extortion
Appendix S - Board Policy 251 - Students Experiencing Homelessness, Foster Care and Other Educational Instability
Appendix T - Board Policy 810 - Transportation
Appendix U - Board Policies 815, 815.1, 815.2 - Acceptable Use