# LOWER DAUPHIN SCHOOL DISTRICT

## Elementary Handbook

## 2025-2026

# Building Directories

**Conewago Elementary**
Principal - Dr. David Wuestner, Sr.
Secretary - Mrs. Mariann DeNotaris
2809 Hershey Road
Elizabethtown, PA 17022
Phone: 717-367-7233

**East Hanover Elementary**
Principal – Mr. Bryan MacLeod
Secretary – Mrs. Melissa Haldeman
2673 Sandbeach Road
Grantville, PA 17028
Phone: 717-469-2686

**Londonderry Elementary**
Principal – Dr. Jared Wastler
Secretary - Mrs. Billie Reigle
260 Schoolhouse Road
Middletown, PA 17057
Phone: 717-944-9462

**Nye Elementary**
Principal – Mrs. Lindsey Adams
Secretary – Mrs. Terri Book
200 S. John Street
Hummelstown, PA 17036
Phone: 717-566-0300

**South Hanover Elementary**
Principal – Mrs. Stephanie Bruno
Secretary –
15 W. Third Street
Hershey, PA 17033
Phone: 717-566-2564

**District Admin Center**
291 East Main Street
Hummelstown, PA 17036
Phone: 717-566-5300
Office Hours: 7:30 am - 4:30 pm
Website: www.ldsd.org

**District Personnel**
Dr. Gregory Milbrand
*Superintendent*
Mr. Todd Neuhard
*Asst to the Superintendent*
Mrs. Michelle Shuler
*Business Manager*
Dr. Daniel Berra
*Director of Pupil Services*
Dr. Charlie Trovato
*Director of Curriculum*
Mrs. Katie Jeffries
*Director of Human Resources*
Mr. Evan Brooks
*Community Relations Coordinator*
Dr. Kevin White
*Director of IT Services*
vacant
*Transportation Coordinator*

**Elementary School Times:** 9 am - 3:30pm
**Office Hours:** 8 am - 4:30pm

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# Attendance & Enrollment

Regular school attendance is not only a prerequisite for a successful experience, but it is also mandated by the Pennsylvania Public School Code. It should be viewed as an inherent responsibility on the part of the student, parent, and school because of its relationship to the academic and social realms of the learning process.

## Absence from School

Although we encourage good school attendance habits, we also stress that children who are ill be kept at home. An online excuse form is available on each school's website that can be submitted to the attendance office. As an alternative, a blue excuse card can be provided by the school district. The child should bring the blue excuse card to school on the day that he/she returns from an absence. If your child is absent from school with a communicable disease or is absent for five or more consecutive days due to any other type of illness, he/she shall see the school nurse upon returning to school. If the absence was for five or more consecutive days, a doctor's excuse is required.

If a student fails to bring in an excuse signed by his/her parent or guardian within five days of their absence, the absence will remain "unexcused" for the remainder of the year.

## Excusable Absences

### (School Board Policy 204)

The following conditions constitute reasonable cause for absence from school according to School Board Policy 204:

- Illness, including if a student is dismissed by district staff during school hours for health-related reasons.
- Obtaining professional health care or therapy service rendered by a licensed health practitioner in any state, commonwealth or territory.
- Quarantine.
- Family emergency.
- Recovery from accident.
- Required court attendance.
- Death in the family.
- Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
- Observance of a religious holiday observed by bona fide religious group, upon prior written request from the person in parental relation.
- Nonschool-sponsored educational tours or trips (under certain conditions)
- Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness or foster care.

- Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.

**ALL OTHER ABSENCES ARE UNEXCUSED**

## Procedures When Absent

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

1. When a student returns to school from an absence, he/she must always present a Lower Dauphin excuse signed by a parent or guardian. Written excuses consist of a blue excuse card or handwritten note provided by parent or guardian. Failure to bring a written excuse will result in an unexcused absence. If a student fails to bring in an excuse signed by his/her parent or guardian within five days of their absence, the absence will remain "unexcused" for the remainder of the year.

2. When a student returns to school after an absence of five or more consecutive days, he/she must present a Lower Dauphin School District Absence Report signed by the family doctor or a note from the physician before re-entering the classroom.

3. A note from the doctor, dentist, etc., must accompany all requests for early dismissals or be shown when the student returns to school in order for the tardy to be an excused tardy. Students with records of continued absences will be required to have a doctor's certificate verifying that their absence was a result of illness.

4. Any child who has been absent with a communicable disease should have a doctor's note to return to school and must be seen by the school nurse.

5. Parents should call the school when their child will be absent.
6. When a child is absent for 10 cumulative days, the principal may require a doctor's note for all future absences.

## Unexcused Absences – Parental Notice of Absence

### (School Board Policy 204)

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence. The notice to parents/guardians of the student's third unexcused absence may include an offer of a School Attendance Improvement Conference.

## Chronic Absenteeism

Parents of students who are excessively absent during the year will be notified by letter that the school is concerned with the number of absences. If attendance does not improve after this notification, the student may be required to present a doctor's verification of illness after each successive absence.

Failure to provide the required doctor's excuse will result in the absence being recorded as unexcused. A doctor's excuse indicates that the physician certifies that the student was under their care for the period of the absence and must include all dates for which the student was excused.

The district considers excessive absences in Elementary Schools as follows:

1st semester 11 days

2nd semester 17 days

If attendance does not improve after notification, the student may be placed on Doctor's Excuse Required, 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 referral to Dauphin County Children and Youth for students age 14 or younger*** or a citation submitted to the local district magistrate's office. See School Board Policy 204 for more information.

## Educational Tours and Trips

### (School Board Policy 204.1)

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

Prior to the trip you should obtain a request form for approval of the educational tour or trip. These forms are available in the school office. The request form must be received by the school principal at least five (5) days prior to the departure date of the tour or trip. The student is then responsible for obtaining all course work that will be missed during the departure and for completing such work within a timeframe specified by the teacher. Upon receipt of a written request from the parent/guardian of a student, the building principal may excuse a student from school attendance to participate in a trip. The principal may approve a family educational tour or trip not to exceed seven (7) consecutive school days in length, or a combination of several trips which do not exceed a total of seven (7) school days during any one (1) school year.

**No trips are to be excused during state testing dates, April 20 – May 1, 2026.**

## Missing Recess

If a child has been ill or injured and should not go outside at recess, he/she must present a doctor's note excusing him/her from outdoor recess. Otherwise, your child is required to go outside for fresh air and exercise (weather permitting).

## Entering Kindergarten or First Grade

### (School Board Policy 201)

1. A child is eligible for admission to kindergarten if the child has attained the age of five (5) years and zero (0) months before the first day of September. Additional exceptions may be found in

   School Board Policy 201.

2. A birth certificate must be presented to the school before a child can be registered into school for the first time.

3. All health considerations must be met as mandated by law.

4. Families who have an eligible kindergarten child listed on the school district census roster will receive information about registration procedures from the school in the spring of the year preceding the child's entry into kindergarten.

## Nonresident Tuition

### (School Board Policy 202)

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.

Other Nonresident Students

A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship of the student or presents a

sworn statement in accordance with the School Code or the student is visiting this country as an exchange student and lives in the district.

Students who desire to attend this district because of vocational or other programs not available in their home school shall be admitted. In such cases where the School Code requires tuition payment by the resident district, the business manager is authorized to make a tuition claim. This provision shall be applied only when and after the district has received confirmation that the program is not provided for in the resident district.

## Cafeteria

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

The school provides the service of a hot lunch every day.

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

Free and reduced meals are available for families who may qualify. The Free and Reduced Meal online application for the 2025 - 26 school year is available at www.schoolcafe.com. If you have already received notification of Direct Certification for the 2025 - 26 school year, you do not need to apply again. **Please note that your child(ren) will be able to participate in these meal programs without paying a fee or submitting an application.** Information on the Free & Reduced Program is also sent home at the beginning of the school year and is available in every school office. Children are permitted to bring a packed lunch if they wish.

The cost of an elementary meal is:

| | |
|---|---|
| Student breakfast | free to all students |
| Student meal | $2.75 |
| Student carton of milk | $0.60 |
| Adult meals | $4.95 |

The district uses a computerized account system for food purchases. It is requested that students pay in advance for a week or more of their lunches and/or breakfasts. Students are assigned PIN numbers that track purchases against their available balances. The PIN numbers and advance payments reduce the time students spend in the cafeteria line. If we can be of any further assistance, please contact your Child's School office.

## School Lunch Charges
(School Board Policy 808.1)

No student who requests a meal will be denied a main lunch option, unless the student's parent/guardian has provided written notification to withhold a lunch. A-la-carte items are not part of the main lunch and can only be purchased with positive lunch account funds or cash. Parents/Guardians are solely responsible for providing their children with money for breakfast and/or lunch.

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

# Other Information for Parents

## Maintaining Professional Adult/Student Boundaries
(School Board Policy 824)

The school board adopted this policy to maintain a safe and positive learning environment for all students. The policy is meant to address a range of behaviors that include obviously unlawful or improper interactions with students, and grooming and other boundary-blurring behaviors that can lead to unlawful or improper interactions.

All adults are expected to maintain professional, moral and ethical relationships with students and further the board's goal of providing a safe and positive learning environment. At the same time, the board does not want to discourage legitimate, student-teacher interactions. The board recognizes that professional relationships with students help nurture and increase a student's connection to the school and his/her learning.

The policy also prohibits actions and behaviors that may give the appearance that an adult is deliberately attempting to blur the boundaries between adult and student. This includes meeting behind closed doors alone with a student or sitting in a car with a student while waiting for a parent to pick-up the child rather than waiting in the hallway of the school. Even if the intent is innocent, it protects both the student and adult from the appearance of improper behavior.

Another area of emphasis will be on communications. Under the policy, adults should only be communicating with students using district resources (LD email or Canvas account) and this communication should be for legitimate, school-related reasons. In addition, a supervisor like a principal or athletic director should be copied on communications with students. Again, even if the intent is innocent, these provisions protect both the student and the adult from the appearance of improper behavior.

The policy continues to allow for staff members to serve in community roles in non-district organizations like Scouts, youth sports, and church groups. However, staff are strongly encouraged to maintain professional boundaries in those roles as they would in the classroom. The school board recognizes that this policy will reflect a change in some practices and circumstances. However, it is important that students are safe from boundary-blurring behaviors.

For more information, please visit the LD website at www.ldsd.org/policies or contact your child's school office.

## Student Pictures

Individual student pictures are taken each year and made available to parents who wish to purchase them. Pictures are taken in the fall and in the spring.

## Conferences

Conferences are conducted for parents of all students during the fall and early spring. Individual conferences with your child's teacher or the principal are encouraged. If you have a problem, concern or desire for information, simply call the school to set up an appointment time.

## Parental Access to Curriculum Documents

The Lower Dauphin School District has a comprehensive written curriculum that outlines what students need to learn to be successful in school content.

Parents, guardians and students are afforded access to information about the curriculum including academic standards to be achieved, instructional materials, assessment techniques, planning documents and courses of study.

For access to this information, parents may contact the school principal or the district office at 717-566-5300.

## Progress Reports

The Report Cards for Grades K-5 are identified as Progress Reports. There are different Progress Reports for students in kindergarten, grades 1-2 and grades 3-5.

- A grade is one form of communication between the teacher and parent. It is your responsibility as a parent to communicate with your child's teacher as to the meaning and value of the grade and also to learn of your child's progress.
- Parents keep the Progress Report and return the envelope to school. The envelope is to be signed by the parent, indicating to us that the parents have seen the Progress Report. The parent's signature on the envelope does not necessarily mean that you approve of the grade, but only that you have seen the report.
- Progress Reports will be issued three times yearly. Parent/teacher conferences will be held for elementary students at the end of the first and second trimester.

## Opportunities for Parent Involvement

To ensure the best interests of the child, a strong program of communication and involvement between home and school must be maintained.

Numerous opportunities for parent involvement include parent-teacher conferences, open houses, meetings with school personnel, special education IEP meetings, special events and activities highlighting district initiatives, and participation in committees, booster clubs, and parent groups.

The district calendar and website contains many opportunities for parent support and involvement. **Clearances are required for all school volunteers. Please see the district website for more information**.
Please contact the building principal if you have any additional questions.

### Parent Organizations

Lower Dauphin's five elementary schools have parent-teacher groups (PTO) that organizes for the purpose of furthering communication between the school and the parents of children in the school. Programs and projects vary from school-to-school and from year-to-year. The year's program is the responsibility of the program committee and/or executive committee of the group in conjunction with the school administration.

### Community Notices

In an effort to reduce the number of flyers our students bring home, Lower Dauphin has created a space on the district website where parents/guardians can find notices from school-sponsored activities, school-related organizations and other community groups.

If you have any questions about the online postings, please contact the school office or the community relations coordinator, at 717-566-5307.

## Student Services

### School Counselor

Elementary school counselors are specialists who help students overcome problems that impede learning and assist them in making plans that hold promise for their personal fulfillment as mature and responsible individuals in society. The counselor possesses a knowledge of the elementary school program which includes the curriculum, the learning process and the school. The school counselor focuses upon the preventive aspects of guidance. The school counselor is concerned with the application of developmental principles in the school through counseling, consultation and coordination.

### Psychologist

Parents and teachers can request the services of the school district psychologist to administer specialized tests and to give guidance when exceptional problems develop. No testing will be done without first receiving parents' permission.

### Reading Specialists

Although these individuals are mainly involved in working with teachers, the school may occasionally recommend a conference with the parent and reading personnel.

### Speech & Language Therapist

A trained speech therapist is available to aid children who have speech difficulties. Parents and teachers may recommend children for work with the speech therapist. All children who are recommended are screened by the therapist so that therapy is not given to children who do not have a need for it.

### English Learners Program

The Lower Dauphin School District offers an English Learners (ELs) program designed to help eligible children learn the English language to be successful in the classroom. The overall goal is to provide

academic instruction and social experiences that will provide students with skills that will assist them in becoming self-sufficient, self-supporting, contributing members of society.

Students are identified through the district's Home Language Survey and are assessed using two tests specifically designed for English Language Learners. The amount and type of English language instruction is dependent upon each student's level of language proficiency and the student's proficiency toward the reading, writing, listening and speaking academic standards. ELs instruction is based on individual needs, varies for each student, and is taught by a certified ELs instructor. Additional instruction is given in the classroom by the classroom teacher.

### Gifted Program

The Lower Dauphin School District provides gifted educational opportunities for qualifying students. At the elementary level, the district provides both enrichment and acceleration opportunities for students identified as gifted. During enrichment opportunities, students explore in-depth themes, work on independent projects, practice higher order thinking skills and discuss social issues.

## Health Program

Parents have the primary responsibility for the health of their children including the establishment of good personal health habits. Parents should see that their children get sufficient rest, attend to personal cleanliness, and eat wholesome food to ensure regular attendance at school. Inform your child's teacher and the school nurse of any health condition that might affect your child's school work.

### School Health Services

The school health services are under the supervision of a physician, a dentist and a school nurse. The following services are part of the state approved school health program:

- Yearly vision screening for every student in kindergarten through twelfth grade.
- Yearly hearing screening for children in kindergarten through third grade and in seventh grade. All students with known hearing problems are screened yearly.
- Height and weight measurement for every student in kindergarten through twelfth grade.
- Body Mass Index screenings will be given for every student as required by state regulations.
- Scoliosis (curvature of the spine) screening is conducted for students in sixth and seventh grades.

The state Department of Health requires a physical examination of children when they enter school for the first time, before entering sixth grade, and before entering eleventh grade. A dental examination is required when students enter school for the first time, and in third grade and in seventh grade. Parents are encouraged to have these examinations conducted by their family physician and dentist.
The school physician and school dentist may complete examinations of these students who do not have a family doctor or dentist; however, they can only examine students; they cannot treat or prescribe medication. Parents will be contacted if a problem is identified.

The school district requires parents to complete Power School Enrollment annually which is an online student registration/verification form. Power School Enrollment requests information about the student's health history as well as parent/guardian contact information and contact information of a friend or relative who could be contacted in case the school is unable to contact the parent in the event of an emergency.

## School Medical Care

The school's role in the medical care of your child is summarized below: In case a student becomes ill or injured in school or if any other emergency occurs which would require the child to be returned to the home, the parent will be contacted promptly. Each parent should carefully complete the Annual Student Enrollment Information Update form provided by the school, including the phone number of a relative or friend who could be contacted in case the school is unable to contact the parent.

First aid treatment is the only treatment which will be given to the student. In case of accidents in the school, the child is given first aid by the health personnel/teacher. In cases requiring more than first aid treatment, the parents will be called to take the child to the family doctor. If we are unable to contact the parents (or your alternate emergency contact) the nurse will make arrangements to have the child transported to the nearest most appropriate medical facility.

## Administration of Medications

The school nurse must have written permission from the child's parent/guardian and a written order from the family physician to administer prescribed medication at school. This medication must be accompanied by a Lower Dauphin School District "Authorization for Medication during School Hours" form. Authorized prescribed medication is to be brought to the school nurse by a parent/guardian. A request for a long-term presented medication must be resubmitted at the beginning of each school year.

Several over-the-counter medications may only be administered by the school nurse. Only those medications approved by a parent will be administered to students.

Students shall be permitted to possess asthma inhalers and to self-administer the prescribed medication to treat asthma when such use is parent-authorized and in accordance with state law and board policy. Certain other rescue medications are also permitted to be self-administered by students in accordance with state law and board policy. Please contact your school nurse for more information.

## Communicable Diseases

Parents of a child who is suspected of having a communicable disease should notify their physician and the school nurse for procedures to follow.

Common Communicable Diseases include: COVID-19, conjunctivitis; tonsillitis; impetigo; ringworm; mumps; head lice; whooping cough; tuberculosis; German measles; chicken pox; and respiratory strep.

## Immunizations

No student shall be admitted to school for the first time who has not been immunized against diseases enumerated by the state Department of Health. The Department of Health, requires all children to have a certificate of immunization from their family physician or state health center. These requirements allow exemptions for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

Children in ALL GRADES (K-12) need the following vaccines:

•4 doses of tetanus, diphtheria, and acellular pertussis (one dose on or after the 4th birthday)*

•4 doses of Polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) **

•2 doses of measles, mumps, rubella ***

•3 doses of hepatitis B

•2 doses of varicella (chickenpox) or evidence of immunity

## School-Based ACCESS Program

The Lower Dauphin School District can access federal dollars through the Medical Assistance Program (MA) to help us meet the increasing cost of providing therapeutic services to our students.

Parents of eligible children will be provided a notice by the school district of its intent to bill MA for Individual Education Plan (IEP) services. The receipt of the additional federal funds will enable us to increase special education services in our district. Please note however, that school claims for MA payment of health-related services will not affect your child's receipt of health services from your family physician or health facility.

### Assessments

The purpose of the District Assessment Plan is to provide a process to verify student proficiency of the Pennsylvania Core Standards. The district shall utilize multiple assessment techniques to measure student progress toward the standards. The three types of assessments included in this plan are classroom-based assessments, district-based assessments and external assessments.

## Classroom-Based Assessments

Classroom-based assessments are integrated into the curriculum and provide teachers with ongoing information regarding the level of a student's progress and the extent of their understanding. Classroom based assessments include a variety of measures such as tests, performance tasks, products, written work, and observation checklists.

## District-Based Assessments

District-based assessments are evaluative measures that have been created at the district level. These assessments are common across the grade-level and provide valuable information for both individual students and groups of students on their performance of the PA Core Standards. District-based assessments include a variety of measures such as final exams, writing samples, and performance tasks. Teachers receive training regarding the assessments and use them consistently across the district.

## External Assessments

The Lower Dauphin School District participates in the administration of the Pennsylvania System of School Assessment (PSSA's). The PSSA's are administered to all students in grades three, four and five for the subjects of English/Language Arts and Mathematics. These assessments are used as a tool to measure the proficiency of our students in accordance to the Pennsylvania Core Standards in these subject areas. PSSA testing is also conducted in the subject area Science for fourth grade students. Information gleaned from the state assessments will be analyzed and used with other district measures

and data to determine both student academic growth as well as school and district progress toward meeting the standards outlined by the Commonwealth of Pennsylvania.

The results of the PSSA tests will be used for the purposes of evaluating instruction, both within the classroom and across the district. The tool will serve as a screen for both advanced and remedial assistance and in ensuring accountability to the standards for all stakeholders. The PSSA English/Language Arts will be given April 20-24; the PSSA Math test; PSSA Science test; and make-up tests (if necessary) will be given April 27 - May 1.

***Educational tours and trips will not be approved during the testing window dates.***

## Future Ready PA Index

The Commonwealth of Pennsylvania and the state Department of Education uses the Future Ready PA Index to serve as Pennsylvania's one-stop location for comprehensive information about school success. The index is a collection of school progress measures related to school and student success. It includes a range of assessment, on-track, and readiness indicators to more accurately report student learning, growth, and success in the classroom and beyond.

The Future Ready PA Index uses a dashboard approach for ease of understanding which is be divided into three main categories, as listed below.

- State Assessment Measures which include standardized test scores and annual growth toward full proficiency.
- On-Track Measures which shows English language proficiency among non-native speakers, chronic absenteeism rates and standardized test scores in third-grade reading and seventh grade math.
- College and Career Measures which includes graduation rates, career readiness benchmarks, rigorous courses of study (AP courses and college course offerings), industry-based learning and associated credentials and post-secondary transition to school, military or work.

The Department of Education's Future Ready PA Index can be found online at futurereadypa.org. On that site, users can navigate to find school districts, individual schools and other educational entities.

# Emergency Situations / Delays & Closings

In consultation with state, county and local emergency responders, the school district has developed an emergency operations plan which outlines the district's approach to emergency management and operations. It has been developed to assist in protecting students, staff and visitors during their time on campus and within the facilities of the district during an emergency situation. This plan takes an all-hazard approach to emergency management and plans for mitigation/prevention, preparedness, response and recovery.

The school district is exposed to many hazards, all of which have the potential for disrupting the school community. Proper mitigation actions, such as creating a positive school environment and routine inspections can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other building personnel, along with conducting periodic emergency drills and exercises can improve this school's readiness to deal with emergency situations.

To raise student awareness of safe school issues and to ensure that all students will respond appropriately in a real emergency situation, fire drills, intruder drills, severe weather drills, etc. will be conducted on a regular basis. Students are to view all drills as important. During a drill, students should remain calm and follow the instructions of the teacher or other adult in charge just as they would in a real emergency. Each school building has its own evacuation plan for general emergencies.

## Emergency Contact Person

When changes in contact persons, telephone numbers, residence or mailing address are made, the school office must be notified immediately.

## Emergency School Closing & Delays

No school or grade may be dismissed before the regular hour for dismissal except with the approval of the Superintendent of Schools.

During inclement weather (ice, snow, flood) the school will be closed if radio or TV reports indicate that the Lower Dauphin School District is closed. Individual school buildings are not generally mentioned.

This information will also be posted on the district's **Informaline** (717566-5320) and on the Lower Dauphin School District website at www.ldsd.org and social media channels.

The district also utilizes the **School Messenger** emergency alert system. Similar to a reverse 911 system, the autodialer allows the school to contact parents in an emergency through land line phones, mobile phones, text messages and emails.

At the start of the school year, parents will receive a letter to go to the SchoolMessenger website to set-up their account.

As this system is used for inclement weather calls and emergency information, it is critically important that the information you enter is accurate and up-to-date. Should your contact details change during the school year, please update the information in this system as the school office cannot access your preferences to update them on your behalf.

Parents/guardians are responsible for making sure that their contact information in the School Messenger system is up-to-date and correct.

If you have questions about updating your information, please contact your school office.

## Flexible Instructional Days (FIDs)

The Lower Dauphin School District has been approved to use up to five (5) Flexible Instructional Days during the 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.

## Safe & Supportive Schools Program

Lower Dauphin's Comprehensive Plan seeks to promote a safe and supportive school environment in which all students can learn. An important factor in this is to promote a positive school environment free of "mean" behaviors.

As a district, we recognize that:

- Students do not always treat each other well;
- Inappropriate behaviors will occur in areas where adults are not present;
- Bystanders do not readily stand up for students being victimized; and
- Students want to react to inappropriate behavior but are unsure how.

Helping to create a safe and supportive school environment is everyone's responsibility – students, teachers and staff, parents and the entire Lower Dauphin community.

Lower Dauphin has a very positive school climate and culture of acceptance already, but we plan to enhance and accentuate many of the good things that we're already doing in the coming school year and moving forward for years to come.

# Transportation / Bus Behavior

Transportation services in the Lower Dauphin School District are provided by an independent contractor, Rohrer Bus Services Inc., of Duncannon. **For more information about transportation services in the Lower Dauphin School District, please contact the Transportation office at 717-566-5340.** The following are some rules and regulations for pupil passengers on Lower Dauphin School District transportation.

## General Guidelines

**School Bus Stops -** Stops are approved by the Lower Dauphin School Board at the start of the school year. These approved stops will be changed only by the board, the superintendent of schools or the transportation coordinator. The driver may not change stops.

**Walking to Bus Stops -** By law, students may be required to walk up to a mile to their school bus stop. However, the district will try to keep the walking distance to a bus stop under a half mile whenever possible.

**Kindergarten Drop-off -** A parent or responsible adult MUST be at all drop-off bus stops for kindergarten students.

**Childcare/Transportation Changes -** Transportation to a childcare provider must be within the child's attendance area and along an established school bus route. New bus stops may be added for a childcare provider. One change in transportation, for reasons other than a residence change, shall be permitted in a school year. The district is unable to provide split-week transportation.

**Video Recording/Audio -** The district will use video and audio recorders on school buses as a deterrent against acts of misconduct in order to provide a safer environment for students, drivers and the public. Misbehavior captured on video/audio may be used as evidence for disciplinary action and at conferences with parents.

**Prohibited Items -** The following items are not permitted in any school vehicle (please note that this is a partial list and other items may be added as necessary): live animals, weapons, flammable liquids, water pistols, drugs, alcohol, tobacco, or other large items (as a general rule, an item is too large if a student cannot hold an item on their lap or place it under their seat).

**Personal Electronic Devices -** These devices are permitted as long as they are for personal use only. Recording others, both video and audio, is not permitted. Listening to these devices must be done with headphones or earbuds.

**Student Conduct -** A student's school day begins when they leave their property to board the bus. From that time until the student returns to their post-school destination at the end of the day, they are under the rules and regulations of Lower Dauphin School District. All rules and regulations apply while being transported to and from school. According to law, the driver has the right to enforce bus rules and discipline students when necessary.

Students should always exercise caution, good manners and consideration for other people. Students are expected to obey the driver; their first concern is student safety.

## Waiting for the Bus

- Students should be at their stop five minutes ahead of time.
- The bus driver has a schedule to keep. If students are not at the bus stop, the driver will not wait.

## Boarding the Bus

- Students are expected to go directly to their seat. The bus will not move until all passengers are seated. Regulations do not permit passengers to stand in a moving school bus.

## Conduct on the Bus

- Students should remain quiet at railroad tracks so the bus driver can listen for approaching trains.
- The emergency door and exit controls may be used only during supervised drills or actual emergencies.
- Students are expected to remain seated until the bus has come to a complete stop.

**Procedures and Disciplinary Actions for Student Bus Misconduct** The driver of any school bus shall be held responsible for the orderly conduct and safety of the pupils transported. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for the pupil to be denied transportation in accordance with regulations of the district.
These guidelines are provided for your information but may be modified by the building principal in accordance with individual circumstances.

**First Offense –** Building principal shall call the offending pupil to the office and discuss the problem or infraction and verbally warn the pupil that they may lose their riding privilege if the misconduct continues.

**Second Offense –** Building principal shall notify the student's parents or guardians informing them of the second offense and warning them that another offense may mean withdrawal of riding privileges.

**Third Offense –** Building principal shall notify parents or guardians informing them that the student's riding privilege has been withdrawn for a minimum of three (3) days; maximum five (5) days. The student's parents may be asked to come to the school for a conference with the building principal before the student's riding privileges are reinstated.

**Fourth Offense –** Building principal shall report the student to the superintendent who will inform the parents that the student has lost the privilege of riding the bus for a maximum of one (1) year.

# Student 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 verbal warnings, loss of privileges to include recess or lunch detention, suspension, and possibly expulsion. Further, students who do not conform to these expectations may be excluded from any school function including extra-curricular activities 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. Guidelines will also be shared with new students 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. 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 |
|---|---|---|---|---|---|
| **Possible Consequences to Behaviors May Include** | Verbal Warning<br><br>Parent Phone Call<br><br>Teacher Detention<br><br>Recess Detention<br><br>Lunch Detention<br><br>Loss of Privilege | Admin Assigned Detention<br><br>Multiple Admin Assigned Detentions | 1-3 Days of In School suspension (ISS)<br><br>3-5 Days of ISS | 1-3 Days of Out of School suspension (OSS)<br><br>3-5 Days of OSS (Informal Hearing) | 3-10 Days of OSS Pending Results of Informal Hearing (Alternative Placement or Expulsion) |
| **Unmodified Behavior** | Referral to Admin<br><br>Admin Assigned Detention | Multiple Admin Assigned Detentions<br><br>1 Day of ISS | 5+ Days of ISS<br><br>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 may 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** |

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| | Dress Code<br><br>Minor Disruption/Uncooperative<br><br>Failure to Follow Rules/Procedures<br><br>General Misconduct<br><br>Bathroom Misconduct<br><br>Unauthorized Cell Phone Use<br><br>Inappropriate Display of Affection<br><br>Inappropriate Language/Profanity | Unmodified Level 1 Behavior<br><br>Cheating<br><br>Dishonesty<br><br>Disruptive Behavior<br><br>Outside of Assigned Area<br><br>Unsafe Behavior<br><br>Obscene Gesture/Language | Unmodified Level 2 Behaviors<br><br>Push/Shove/Hit<br><br>Leaving School Property without Permission<br><br>Minor Theft (Less than $50)<br><br>Insubordination<br><br>Possession or Use of Tobacco or Vaping Product<br><br>Indecent Conduct | Unmodified Level 3 Behaviors<br><br>Discrimination/Harassment<br><br>Bullying<br><br>Discriminatory Speech<br><br>Fighting<br><br>Major Theft (Over $50)<br><br>Violation of Pennsylvania's Criminal Code<br><br>Hazing | Unmodified Level 4 Behaviors<br><br>Weapons<br><br>Violation of Pennsylvania's Criminal Code<br><br>Terroristic Threats<br><br>Possession, Sale or Use of a Controlled Substance<br><br>Assault |

## Violations

| VIOLATION | DEFINITION | Level |
|---|---|---|
| Acceptable Use Policy | Refer to Policies 815, 815.1, 815.2 - Acceptable Use (Appendix S). | 2-5 |
| Inappropriate Display of 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 M), 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 |

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| 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.<br>**NOTE**: Law enforcement will be notified. | 5 |
| Bathroom Misconduct | More than one student is in a stall at one time. Horseplay (ex. playing in the water, climbing under/over stalls, swinging on doors) 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.) | 1-3 |
| 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]<br>1. Directed at another student or students;<br>2. Which can occur both inside and outside of a school setting;<br>3. That is severe, persistent or pervasive and has the effect of doing any of the following:<br>a. Substantially interfering with a student's education;<br>b. Creating a threatening environment; or<br>c. Substantially disrupting the orderly operation of the school.<br>Refer to Policy 249 - Bullying, Cyberbullying and Extortion (Appendix P). | 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 | Cell phone use is prohibited during school hours unless specific permission is granted by a teacher or administrator. | 1-2 |
| 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. | 1-4 |
| 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 | 5 |

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| | 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.<br>**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.<br>Refer to policy 227 - Drug Awareness (Appendix M) | |
| 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:<br>1. Substantially interfering with a student's education;<br>2. Creating a threatening environment; or<br>3. Substantially disrupting the orderly operation of the school.<br>Refer to Policy 249 - Bullying, Cyberbullying, Extortion (Appendix P) | 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 A). | 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 |

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| 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 LDSD Elementary Dress Code. | 1 |
| 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:<br>• Sufficiently severe, persistent or pervasive; and<br>• A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school. | 4 |

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| | Refer to Policy 103 - Discrimination/Title IX Sexual Harassment (Appendix A). | |
| Hazing | 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]<br>• Any brutality of a physical nature, such as whipping, beating, branding;<br>• Forced calisthenics;<br>• Exposure to the elements;<br>• Forced consumption of any food, liquor, drug or other substance;<br>• 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<br>• Any willful destruction or removal of public or private property.<br>Refer to Policy 247 - Hazing (Appendix N). | 4 |
| Inappropriate Language | Language (written or spoken) which is unacceptable in a school environment. | 1-2 |
| Indecent Exposure | Knowingly and intentionally exposing one's private parts in public. | 3-5 |
| 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. | 1-2 |
| 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 | See corresponding violation. |

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| | event (to include athletic events) that is not held on school district property. | |
| Outside of Assigned Area | 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. | 1-2 |
| 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 | Sexual assault – means, for purposes of this policy only, any of the following offenses:<br>1. Rape<br>2. Statutory sexual assault<br>3. Involuntary deviate sexual intercourse<br>4. Sexual assault<br>5. Aggravated indecent assault<br>6. Indecent assault<br>Refer to Policy 218.3 -Discipline of Student Convicted/Adjudicated of Sexual Assault (Appendix G). | 5 |
| Terroristic Threats | 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. | 5 |

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| | 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.<br>Refer to Policy 218.2 - Terroristic Threats/Acts (Appendix F). | |
| Theft | The taking of another person's personal property with the intent of depriving that person of the use of their property. | 1-4 |
| Tobacco/Smoking | 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."<br>Referral to School Resource Officer.<br>Refer to Policy 222 - Possession/Use of Tobacco (Appendix J). | 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 excuse is required. An unexcused/unlawful absence is the absence of a pupil for one of the following reasons:<br>1. Parental Neglect<br>2. Illegal Employment<br>3. Truancy<br>Refer to Policy 204 - Attendance (Appendix B). | |
| Unsafe Behavior | Behavior that is reckless and poses a danger to self or others. | |
| Vandalism | Damaging or defacing the property of another. Refer to policy 224 - Care of School Property (Appendix K) | 2-4 |
| Vaping | 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." | 3 |

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| | Referral to School Resource Officer.<br>Refer to Policy 222 - Possession/Use of Tobacco (Appendix J). | |
| 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 | 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.<br><br>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.<br>Refer to Policy 218.1 - Weapons (Appendix E). | 5 |

## Appendices

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| Appendix A - Board Policy 103 - Discrimination/Title IX Sexual Harassment Affecting Students |
| Appendix B - Board Policy 204 - Attendance |
| Appendix C - Board Policy 210 - Use of Medication |
| Appendix D - Board Policy 218 - Student Discipline |
| Appendix E - Board Policy 218.1 - Weapons |
| Appendix F- Board Policy 218.2 - Terroristic Threats/Acts |
| Appendix G - Board Policy 218.3 - Discipline of Student Convicted/Adjudicated of Sexual Assault |
| Appendix H - Board Policy 220 - Student Expression |
| Appendix I - Board Policy 221 - Dress and Grooming |
| Appendix J - Board Policy 222 - Possession/Use of Tobacco |
| Appendix K - Board Policy 224 - Care of School Property |
| Appendix L - Board Policy 226, 226.1 - Searches/Locker Searches |
| Appendix M - Board Policy 227 - Drug Awareness |
| Appendix N - Board Policy 233 - Suspension and Expulsion |
| Appendix O - Board Policy 247 - Hazing |
| Appendix P - Board Policy 249 - Bullying, Cyberbullying and Extortion |

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| Appendix Q - Board Policy 251 - Students Experiencing Homelessness, Foster Care and Other Educational Instability |
| Appendix R - Board Policy 810 - Transportation |
| Appendix S - Board Policies 815, 815.1, 815.2 - Acceptable Use |

## Personal Electronic Devices

### (School Board Policy 244.1)

Students should have the opportunity to access personally owned electronic devices, for educational purposes or to conduct school district business, while within the district. Such access, however, must not create unnecessary disruptions, distractions, or threats to others' right to an education or security and proper functioning of the district and its resources, including transportation to and from school.

## Communication Device Usage

Should a student need to use a telephone during the school day, a phone is available in the school office or in the classrooms. Students can secure permission from any secretary or a teacher to make a call; however, calls deemed by an administrator, secretary or teacher as being unnecessary will not be permitted. Students are not permitted to use personal communication devices.

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

All PEDs that are connected to the District's network must be registered and approved prior to their use on School District property. As part of the registration process, the district may record identifying information, such as make, model, serial number, device host name where such a name exists, and Media Access Control (MAC) addresses for each device. Any changes to registered information must be reported to the school district before using the PED on school district property. PEDs are the sole responsibility of its owner. Lower Dauphin School District shall not be liable for the loss, damage, or theft of any PED that is brought to or used at school, athletic events, extracurricular activities, or school-sponsored trips. Access to PEDs is a privilege, not a right. The Lower Dauphin School District may revoke, suspend, or limit access to PEDs for any reason and at any time.

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

## Student Dress Code

Students are expected to dress responsibly for school. Since elementary school students are not always sure what comprises responsible dress, parents are requested to assist their child in making decisions about school attire. Cleanliness of person and apparel as well as decent coverage of the body is expected of all students at all times as a matter of health and aesthetics.

A dress code has been established to ensure an atmosphere that encourages learning and fosters self-esteem. Any dress or grooming practice which the school administration determines to be disruptive to teaching and learning will be prohibited. Violators of the dress code will be asked to change, sent home, and/or assigned another consequence.

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

- Students are urged to emphasize cleanliness, neatness, and generally acceptable good taste in their dress and grooming habits.
- Appropriate dress is that which is not offensive, distracting, nor does it present a safety hazard or disruption to the learning environment.
- Clothes should not be revealing nor call particular attention to the body of the wearer because of design or cut.
- Shorts or skirts must provide appropriate coverage of the body.
- Any holes in pants must provide appropriate coverage of the body.
- Low-cut tops and crop tops that are revealing are not acceptable school attire.
- Boxer shorts or other undergarments may not be visible under pants. Pants should not be worn below the hip.
- Clothing which advertises or promotes the use of drugs, alcohol, tobacco products, sexual innuendos, or violence is not considered appropriate.
- Hats, sunglasses and coats may not be worn during the school day. Religious head coverings are allowed. Hats and outerwear worn to school must be kept in lockers or backpacks. “Hats” is interpreted to include any and all headgear that covers the head.

## Bullying

### (School Board Policy 249)

Lower Dauphin School District will not tolerate actions by students that could fall under the classification of bullying or extortion as outlined in board policy. Not only do these actions harm the intended victims, but they also affect the climate of the schools and the opportunities for all students to learn and achieve in school. Students must be taught that individual rights of other students will be safeguarded. Bullying is a pattern of abuse or aggressive behavior by one person or a group targeted towards someone less powerful. Bullying behavior includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks; gestures or actions; cruel rumors; false accusations and social isolation that is persistent and pervasive.

## Discrimination/Title IX Sexual Harassment Affecting Students *(school board policy 103)*

Lower Dauphin provides 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.

## Weapons Policy

### (School Board Policy 218.1)

In accordance with federal and state legislation, the Lower Dauphin School District has a weapons policy that helps ensure a safe school environment. We are asking for the help of parents and the community to keep guns, knives and other weapons out of our schools.

No pupil shall possess a weapon or knowingly and voluntarily assist or accompany any other pupil who possesses any weapon on school property.

For purposes of this policy, school property shall include, but not be limited to, all school grounds, buildings, and all locations where school- related activities of any kind are taking place; all school vehicles, or vehicles employed by the school, used to transport pupils to and from any school or school-related activities; and all locations where students wait to board or exit such vehicles. Violation of this policy shall subject any violator to an immediate suspension, pending a full hearing before the Board of Directors. A determination of guilt by the Board shall subject any violator to further suspension and/or expulsion, when deemed appropriate.

Also, Pennsylvania state law provides for a mandatory one calendar year expulsion from all public schools in the state. In special circumstances, the Superintendent, in conjunction with the principal, may waive this process in favor of some other more appropriate remedy. Any incident involving the administration of this policy shall be immediately reported to the Board of Directors and the parents/guardians of the involved student. The Code of Student Conduct outlines specific consequences for violations of the district's weapons policy.

The term "weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument device, or implement capable of inflicting serious bodily injury and replicas of any of the foregoing.

## Drug and Alcohol Policy

In accordance with state and federal legislation, the Board of School Directors enforces a code of conduct that recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, social, and emotional implications.

This policy is a multi-faceted program of drug and alcohol abuse education, prevention, and intervention. A "drug" includes any illicit substance such as marijuana, heroin, LSD, and any narcotic or other controlled substance; any liquor, malt, or brewed beverages; any lookalike substance; and any other potentially endangering or mood-altering chemical. The Board prohibits use, possession, sale, or transfer and intent to sell or transfer any drug or drug paraphernalia on school property or at other school-related activities. The only exceptions to this policy are medical prescriptions or over-the-counter medications which are registered with and administered by the school nurse.

Students having a drug or alcohol problem can voluntarily seek help from the student assistance program coordinator, SAP Team members and/or guidance personnel.

## Computers, Internet & Network Acceptable Use

The use of the internet through school district accounts or through school district hardware is a privilege, not a right. 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 district account must be in support of and consistent with the educational objectives of the district.

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 Policy 815.1.

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

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

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

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

## Skateboards

The use of mini-bikes, skateboards, scooters, rollerblades and heelys on school property is prohibited.