

Student Handbook

Falcon Facts

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

Mission Statement

The mission of the Lower Dauphin School District is to ensure all students develop the knowledge, skills, and attitudes which enable them to reach their potential as productive and responsible citizens, family members, and lifelong learners.

This School Agenda belongs to:

Name _____

Address _____

City/Town _____ **Zip** _____

Phone _____

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.

TABLE OF CONTENTS

About the School	1
Absences	6
Academics.....	2
Alma Mater	1
Alternative Assignment, Educational, Family Trip	7
Alternative Education Program.....	10
Announcements	15
Assemblies	14
Athletic Code	5
Athletics	4
Attendance	6
Bus Conduct.....	15
Cafeteria.....	16
Card Playing	16
Care of School Property.....	16
Car Registration & Operation	16
Chronic Absenteeism	7

Class Rankings.....	2
Classroom Rules	17
Class Standing.....	2
College Prep/Honors.....	3
Commencement	17
Contents of Notice.....	10
Counseling Services.....	25
Counselors	25
Daily Bell Schedule	1
Dances.....	17
Delays & Closings	2
Detention.....	11
Discipline	10
Distinguished Honors.....	3
Dress Code (see Student Dress Code).....	22
Drug & Alcohol Policy	18
Due process.....	10
Early Dismissal	8
E-Books	27
Electronic Devices	18
Evacuation Drills	18
Exclusion from School.....	11
Excused Absences.....	6
False Fire Alarms	19
Final Examinations	3
First Honors	3
Flag Salute	19
Freedom of Speech	19
General Education.....	3
General Rules & Information.....	14
Grades	2
Graduation Credit Requirements	3
Hall Passes	19
Hazing.....	20
Health Services	25
Honor Roll	3

Informal Hearing.....	10
In-School Suspension.....	11
Insurance.....	20
Internet: Acceptable Use.....	28
Interscholastic Sports.....	6
Laser Pointers.....	20
Late Arrivals.....	8
Library.....	26
Lockers.....	20
Lost & Found.....	21
Non-Curriculum Related Activities.....	28
Nonresident Tuition.....	8
Parent Conferences.....	21
Phone Calls.....	21
Prescribed Medication.....	21
Progress Reports.....	4
Pupil Services.....	25
Report Cards.....	4
Respect of Persons.....	21
Searches.....	21
Student Assistance Services.....	27
Student Code of Conduct.....	9
Student Dress Code.....	22
Student Misconduct.....	12
Student Organization/Activities.....	27
Tardiness to Class.....	23
Textbooks.....	23
Theft/Property Damage/Threats, etc.....	23
Timing.....	10
Tobacco.....	23
Truant.....	6
Unexcused Absences.....	6
Unlawful Harassment.....	24
Visitors.....	24
Weapons.....	24
Withdrawal from School.....	9
Working Papers.....	9

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"

Time schedules

Regular Schedule

Modified Schedule

1	7:34-8:18	Homeroom	7:34-8:00
CHANNEL 1	8:18-8:28	1	8:04-8:42
2	8:32-9:16	2	8:46-9:28
3	9:20-10:04	3	9:32-10:14
4	10:08-10:52	4	10:18-11:00
Lunch A	10:52-11:22	Lunch A	11:00-11:30
6/7	11:22-12:06	6/7	11:30-12:12
8/9	12:10-12:54	8/9	12:16-12:58
5/6	10:56-11:40	5/6	11:04-11:46
Lunch B	11:40-12:10	Lunch B	11:46-12:16
8/9	12:10-12:54	8/9	12:16-12:58
5/6	10:56-11:40	5/6	11:04-11:46
7/8	11:44-12:28	7/8	11:50-12:32
Lunch C	12:28-12:58	Lunch C	12:32-1:02
10	12:58-1:42	10	1:02-1:44
11	1:46-2:30	11	1:48-2:30

School will be dismissed at 2:30 p.m. each day. Students waiting for buses will wait outside in the vicinity of the bus loading areas and are prohibited from loitering in the building. All students must board buses at the high school and are prohibited from walking to the middle school for boarding. Students are requested to remain on the buses at the middle school except for changing to their assigned bus.

School delays and closings

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

<u>1 Hour Delay</u>		<u>2 Hour Delay</u>	
1	8:34-9:17	1	9:34-10:05
2	9:21-9:58	2	10:09-10:36
3	10:02-10:39	3	10:40-11:07
4	10:43-11:20		
Lunch A	11:20-11:50	Lunch A	11:07-11:37
6/7	11:50-12:27	6/7	11:41-12:17
8/9	12:31-1:08	8/9	12:21-12:57
5/6	11:24-12:01	5/6	11:11-11:47
Lunch B	12:01-12:31	Lunch B	11:47-12:17
8/9	12:31-1:08	8/9	12:21-12:57
5/6	11:24-12:01	5/6	11:11-11:47
7/8	12:05-12:42	7/8	11:51-12:27
Lunch C	12:42-1:12	Lunch C	12:27-12:57
		4	1:01-1:28
10	1:12-1:49	10	1:32-1:59
11	1:53-2:30	11	2:03-2:30

Academics

Class Rankings

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. (policy 214)

Class Standing

Class standing is based on the number of credits a student has earned toward graduation. Sophomore standing requires a minimum of 5.5 earned credits, Junior standing requires 11.5 earned credits, and Senior standing requires a minimum of 17.5 earned credits.

Grades

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

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

Graduation Credit Requirements

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

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	.25-.50
Electives	6-7
Total	23.25-23.75

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) and allows the student to be excused from study hall to go to the library or cafeteria.

Final Examinations

Written final examinations are required in Science, Social Studies, English, Mathematics, Foreign Language, and Business. 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.

A final examination schedule will be announced. 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.

Student attendance is not required 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 obligations outstanding to the school (ie. Fines, detentions, suspensions) may be required to fulfill their obligations prior to distribution of their final exams.

Progress Reports

Progress reports are available at anytime by utilizing the PowerSchool web site at: <http://powerschool.lsd.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 guidance counselor.

Report Cards

The school year is divided into four grading periods. At the end of each grading period, report cards are made available to each student. This usually occurs within a week of the end of each grading period. The last report card of the school year includes the fourth quarter grade, the final exam grade, and the final average grade for each course.

Athletics

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

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

To be eligible for participation in any interscholastic sport or cheerleading, a student must pursue and maintain a passing grade of a minimum of five credits.

The student's academic status shall be confirmed at intervals of one week. Certification of eligibility shall be made on Friday for all athletic contests during the following week. Students who do not pass five credits at the end of the marking period shall be ineligible for fifteen school days of the next marking period.

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

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

The Athletic Code

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

- No student shall be allowed to participate in any school sponsored sport or to practice for such sport without either enrolling in the school accident insurance program or having on file with the school nurse certification to the effect that the student is covered by insurance outside of school for any injury that might be incurred while participating in a high school athletic event.
- A student must realize when he or she goes out for a sport that participation in that sport must not be used as an excuse to neglect schoolwork.
- Attendance rules will be decided by the coach.
- Profanity and obscene language have no place in athletics. Good athletes should realize that improper language accomplishes nothing.
- If a boy or girl wishes to leave the squad he or she should consult with the coach. A player who merely quits without notifying the coach and discussing the situation may make him/her ineligible for athletic awards in any sport.
- Students will be subject to random drug testing.
- All athletic equipment issued to a student is his or her responsibility and must be given the best of care. All equipment issued must be returned. Equipment lost must be paid for.
- All athletes must travel to and from all athletic contests with the squad unless permission is granted by the coach to do otherwise. This permission will be granted only in the case of a parent or guardian providing the transportation.
- On away games, remember that athletes are guests. Any misconduct on the part of any athlete is a reflection on the good reputation of the school, the team, and the coach.
- Officials are selected because of their training and experience. Respect their judgment and decisions.
- It is expected that athletes will dress in a manner representative of a school and community. Jeans, sneakers, T-shirts and sweat suits may not be worn when traveling to a competition.

Interscholastic Sports

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

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

Attendance (Mrs. Cogan 566-5328)

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. (policy 204)

If a student is absent due to illness, his/her parent or guardian should contact the attendance office (566-5328) 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 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

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 not approved by the school for students not subject to the compulsory education laws will be deemed unexcused. Students who are unexcused will not be permitted to make up work and are subject to the discipline code.

Truant

Absences not approved by the school for students subject to the compulsory education laws will be deemed truant. Students who are truant will not be permitted to make up work and are subject to the discipline code.

Alternate 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.

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

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

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

Chronic Absenteeism

Parents of students who are excessively absent during the year will be notified by letter that the school is concerned at the number of absences. If attendance does not improve after notification, the student may be placed on **Doctor's Excuse**, which means that **every absence thereafter requires a doctor's verification of illness**. Failure to provide the required **Doctor's Excuse** will result in the absence being recorded as unexcused or truant, as appropriate. **A Doctor's Excuse means that the physician 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 unlawful absence**, parents will be sent what is termed a "**First Notice**." Two or more unlawful absences will result in a meeting with the district's Attendance Coordinator. Three or more unlawful absences will result in a "**Third Notice**" and the scheduling of a truancy intervention meeting. Subsequent unlawful absences will result in a hearing before a District Justice. (policy 204)

Late Arrivals / Early Dismissals

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

Late arrivals will be deemed as excused or unexcused. Students will not be permitted to make up work missed due to an unexcused late arrival or early dismissals. 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 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: medical or dental appointments, court appearances, and family emergencies.

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

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

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

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

Nonresident Tuition

Parents must pay special attention to moving dates to avoid nonresident tuition charges.

If the 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 your family is planning to move into Lower Dauphin School District after the start of a school year, but want to enroll your child in Lower Dauphin High School from the beginning of that school year, you must move into the District before or on November 1 of that school year. If your family moves in any day after November 1, but your child already has been enrolled and attending Lower Dauphin High School, you will be charged tuition costs, per child, from the first day of attendance.

It is the parents' sole responsibility to notify their child's principal of any intended move and to discuss other requirements of the move, such as transportation. Any custodial parent moving into or out of the District is required to demonstrate proof of their anticipated move when tuition costs become an issue. (policy 202)

Withdrawal from School (Guidance Office 566-5329)

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. (policy208)

Working Papers (Main Office Mrs. Fry 566-5327) **On-line info. at: ldsd.org**

Pennsylvania State law requires a parent or guardian to apply in person for their child's Application for Employment and present evidence of age. One of the following documents is acceptable: Birth Certificate, Baptismal Certificate, Passport, or Driver's License/Permit. Application can be made between the hours of 7:15 a.m. and 3:15 p.m. in the high school office.

STUDENT CODE OF CONDUCT (policy 218)

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

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

Discipline (policy 218)

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.

Alternative Education Program

Students who are chronic disrupters of the school environment or have reached the maximum of (15) school days of in-school suspension, or display a pattern of serious offenses or are returning from expulsion or are placed by the courts due to delinquent behavior may be assigned to the Alternative Education Program for a minimum of (30) thirty school days.

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 until work is made up.

Detention

All assigned detentions must be served. Failure to serve detention may result in assignment to In-school Suspension until the detention is served. 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

Disruptive students may be removed from the regular day program and assigned to In-School Suspension. Students assigned to In-school suspension are required to complete academic assignments from their subject teachers while in the program.

In-school suspensions may normally not exceed fifteen (15) school days for the entire year. Any time beyond the fifteen days shall be an out-of-school suspension or a recommendation for assignment to the Alternative Education Program or expulsion.

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 must 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.

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

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

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

Student Misconduct/Disciplinary Response Structure

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

EXAMPLES

Sleeping in class, public display of affection (except holding hands), arguing, failure to follow directions, classroom misconduct, failure to follow food restrictions, hallway passport misuse, card playing, nondefiant failure to follow directions or complete assignments, unprepared for class.

PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior becomes a level 2 violation. An accurate record of the offenses and disciplinary action is maintained by the teacher. A copy of this report must be forwarded to the counselor and principal with the original being sent directly to the parent.

DISCIPLINARY OPTIONS/RESPONSES

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

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

EXAMPLES

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

PROCEDURES

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

DISCIPLINARY OPTIONS/RESPONSES

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

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

EXAMPLES

Unmodified level 2 misconduct, class cut, truancy, leaving school property without permission, possession of prohibited electronic devices, **tardy to class**, possession of laser pointers, bus misconduct, unauthorized use of parking facilities, disrespectful speech, racist comments, open defiance of authority, forgery of notes or passes, unexcused absences, violation of state vehicle code, minor vandalism, fighting, late arrivals, threatening telephone calls, unlawful harassment, hazing, bullying, food fights, intimidation, profanity, obscene gestures, indecent conduct, downloading and deleting files, unauthorized computer use. Misconduct at school sponsored activities.

PROCEDURES

The administrator investigates the infraction and confers with staff on the extent of the consequences if necessary. The administrator meets with the student and communicates with the parent about the student's misconduct and the resulting disciplinary action. The administrator may make referral to the District Superintendent. There is restitution of damages.

An accurate record of offenses and disciplinary action is maintained. Repeated misbehavior becomes a level 4 violation.

DISCIPLINARY OPTIONS/RESPONSES

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

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

EXAMPLES

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

PROCEDURES

The administrator verifies the offense, confers with staff and meets with the student.

The parents are notified and the student is removed from the school premises, if appropriate.

School officials contact law enforcement agencies and assist in prosecuting the offender where appropriate.

Referral of drug and alcohol policy violations to SAP.

A complete and accurate report is submitted to the superintendent for board consideration.

DISCIPLINARY OPTIONS/RESPONSES

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

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

Threats to Kill – In addition to the above-mentioned disciplinary actions, students found guilty of “threatening to kill another” will be subjected to:

(a) psychiatric evaluation, (b) loss of locker privileges, and (c) daily searches for a period of time to be determined by the school principal.

General Rules & Information

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. Students will sit with their assigned homerooms. The assembly committee will implement a regular schedule of assembly programs.

Announcements

Announcements to be made on the public address system should be submitted in a timely fashion to the appropriate staff member. All announcements must be approved by an administrator.

Bus Conduct

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 busses. Students may not get off the bus at the middle school without permission.

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

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

Late / Activity Buses - Passes for activity buses are permitted. These should be written by the school or coach and MUST have the students 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.

Card Playing

Use of cards during the school day is prohibited. This would include non-instructional periods such as study hall and lunch. Failure to follow this rule shall constitute a discipline code violation.

Cafeteria

The cafeteria is not just a place to eat. The cafeteria is a place where pupils can learn to live together by practicing good manners and by being courteous. The following rules pertain to the cafeteria:

Taking food without payment will be considered theft.

- Student line cutting is impolite and is not permitted.
- Tables are to be cleared and all trays and dishes returned to the designated area.
- Students are expected to remain in the cafeteria area during the lunch period. Students are not permitted to loiter in the main lobby during lunch.
- The gym and auditorium corridor is off-limits during lunch periods.

Care of school property

Students are responsible for the proper care of all books, 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.

Car registration and 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.

Classroom Rules

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

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 a culminating project, satisfied 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.

Dances**Guest Procedure**

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

Policy Rationale

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

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

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

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

Drug and Alcohol Policy

Lower Dauphin School District Board Policy No. 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 No. 233 on suspension and expulsion.

Electronic Devices

The Board recognizes the importance of a safe and orderly learning environment. Possession and/or use of certain electronic devices may detract from a safe and orderly learning environment. The board prohibits possession of laser pointers and attachments by students on school grounds, on buses and other vehicles provided by the district, and at school sponsored activities. The Board does allow for the use of personal electronic devices (PED's) before school, during hallway passing time (door to door), during lunch, and during study halls and classes at the teachers discretion. All teachers will have their PED rules clearly posted. All violations will result in a defiance infraction. PED's may not be used in bathrooms, and locker rooms. (Policy 244)

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.

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 requested 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. Students are not allowed to share their hall passes with other students. Hall passes must be inside the Agenda. Teachers have the authority to revoke hall pass privileges whenever a student misuses this privilege (see page 14).

Hazing

Lower Dauphin School District Board Policy No. 218.2 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.

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.

Laser Pointers

Laser pointers are not permitted on school property or at school sponsored events. Use or possession of laser pointers is a level 3 violation of the student code of conduct. (policy 237)

Lockers

All students will be assigned 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 anytime 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 are turned in or reported to the main office. Articles not claimed in a reasonable period of time will be disposed of or destroyed.

Parent Conferences

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

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.

Prescribed 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.

Respect of Persons

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

Searches

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

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

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

Student Dress Code

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

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

- Students are urged to emphasize cleanliness, neatness, and generally acceptable good taste in their dress and grooming habits.
- Appropriate dress is that which is not offensive, distracting, nor does it present a safety hazard or disruption to the learning environment.
- Clothes should not be revealing nor call particular attention to the body of the wearer because of design or cut.
- Shorts or skirts must be mid-thigh, closer in length to the knee than to the hip.
- Any holes in pants may not reveal skin above the knee.
- Low-cut tops that expose and are revealing are not acceptable school attire. **No visible line.**
- Boxer shorts or other undergarments may not be visible under pants. Pants should not be worn below the hip.
- Tank tops, muscle shirts, bare midriffs, biking pants, bandanas and similar attire are not permitted.
- Clothing which advertises or promotes the use of drugs, alcohol, tobacco products, sexual innuendos, or violence is not considered appropriate.
- Hats, sunglasses and coats may not be worn during the school day. Hats and outerwear worn to school must be kept in lockers. “Hats” is interpreted to include any and all headgear including headbands (males), visors, handkerchiefs, etc.

Students violating the dress code will be asked to correct their dress immediately. This may include changing into clothes that the student has or changing into something that is provided by the school. If necessary, parents

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

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

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 violation of the law. Such behavior is cause for disciplinary action, suspension, and referral to the appropriate law enforcement authorities.

Tobacco (electronic cigarettes)

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

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

Unlawful Harassment

The School Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment of protected categories is not tolerated.

The School Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the school. It shall be a violation of District policy to harass a student through conduct of a sexual nature, or regarding race, color, national origin/ethnicity, sexual orientation, religion or disability, as defined by this policy. It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities, under the auspices of the School District.

The Board encourages students and third parties who have been harassed to report promptly such incidents to the designated employee. The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

A copy of the complete unlawful harassment policy (no. 248) may be obtained at the school office.

Visitors

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. Visitors are expected to leave promptly when their business is completed. All visitors must register in the security office and display the visitor's badge provided.

Weapons

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,

paint ball gun, air rifle, handgun, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. (Policy 218)

Pupil Services

Counseling Services

Guidance services offered to the student may be divided into three categories: educational, vocational, and personal. Educational guidance assists the students in the scheduling of appropriate high school subjects and in the making of plans for further education.

Vocational guidance includes assistance in choosing a field or cluster of occupations as possible choices for future jobs and in knowing something of the requirements and offering of those job fields. Through orientation, testing and explanations of the test results to students and parents, and through individual conferences to discuss future high school courses, post-high school training and jobs, an attempt is made to assist the student to match his interests, abilities, and personality traits with available occupations. An extensive file of printed information about occupations and a computerized guidance information system, Expan, is available.

Personal guidance is available to a student with an individual problem who feels the need of a listening ear and a helping hand.

When emotional problems interfere with the student's academic achievement, individual and group counseling opportunities are available to students through parent, teacher or self-referral. Referral to our School Psychologist is also available.

Our group counseling program affords both developmental and self-help opportunities. An example of self-help groups is a support group for "Children of Divorce." The developmental groups are voluntarily requested by students for assistance with adolescent issues.

Counselors

Students are assigned to counselors as follows:

Freshman – Mrs. Dreon	566-5335
Sophomores – Mrs. Schmidt	566-5347
Juniors – Mrs. Beaver	566-5337
Seniors – Mr. Espenshade	566-5336
SAP/Attendance Coordinator – Mrs. Moody	566-5332

Health Services

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

determines a student should be sent home due to an illness or injury, a parent or guardian will be contacted to come to the school or to approve another form of transportation home for the student. Any student leaving school for illness without the approval of the nurse shall be subject to the discipline code.

Students 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.

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 566-5351 to discuss health issues regarding their child.

Library

The library is available to students during study halls and before and after school. The library is open to students from 7:15 AM until 3:45 PM, Monday through Friday.

Books and magazines may be borrowed for a period of ten days. Reference books may be borrowed overnight.

Students wishing to use the library during their study hall may stop in the library for a pass before school begins, after 2:30 PM of the previous day or between classes. Those that sign up between classes may not be late for the upcoming class. Students are strongly encouraged to use the library for reference work

Library rules: 1. Students using the library will be required to adhere to the student conduct rules as outlined in the agenda book. 2. In order to use the internet, you must have a signed computer use agreement on file in the office. Computers are for research and word processing. **NO CHAT ROOMS OR GAMES ARE PERMITTED.** 3. Students who do not follow the library rules will be given one verbal warning by the librarian. On the second infraction of the rules, 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 also offered in the library: EBooks and online databases, word processing, research assistance, recommended reading assistance and classroom instruction as per teacher requests.

Parents may contact the librarian, Mrs. Carolyn Patt, at 566-5366.

Instructions on accessing EBooks:

1. Log onto Lower Dauphin's website – ldsd.org
2. Select Schools, then Lower Dauphin High School
3. Select Our School, then Media Center
4. Select Destiny Library Catalog, and then click on the link supplied
5. Select Lower Dauphin High School
6. Select the Catalog tab

7. EBooks are identified with a blue “e” icon. Click on the title of the book, then click on the link supplied
 The username is: ldhslibrary
 The password is: library

Instructions on accessing Online Databases:

1. Log onto Lower Dauphin’s website – ldsd.org
2. Selects Schools, then Lower Dauphin High School
3. Select Our School, then Media Center
4. Select Online Databases
5. Select the database that you would like to use.
 Gale databases: the password is: humm10966
 Facts on File databases: the username is: ldauphs, the password is: library
 ABC-Clio databases: the password is: ldsd
 Salem Press databases: the password is: ldfalcons

Student Assistance Services

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 Executive Commission on Drugs & 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, guidance counselor or school nurse. These referrals will remain strictly confidential. Parents may contact the Student Assistance Team Coordinator at 566-5332.

Student Organizations

Each club, team, and organization is open to new members and would welcome student participation. In some instances an advisor may be not be available. Clubs without advisors may not meet.

STUDENT ACTIVITIES

Band	Falcon Flash
Yearbook	Media Magazine
Orchestra	Communications
Senior High Chorus	Senior High Concert Choir
Band Front & Winter Indoor Guard Units	

NON-CURRICULUM RELATED ACTIVITIES

Class Council	Spring Musical Production
Tech Crew	Stage Crew
Ecology	Students Against Destructive Decisions
Believers in the Gospel (BIG)	Student Council
Gay Straight Alliance	Thespian Society
Volunteer	Barbell Club
Ping Pong Club	Ski Club
Chess Club	Future Educators of America
Outdoor Club	Young Democrats
Young Republicans	Science Club
Diversity Club	Boys Rugby
Hemlock Society (Philosophy) Club	
National Honor Society	National Spanish Honor Society
National English Honor Society	National German Honor Society
National Math Honor Society	National French Honor Society
National Latin Honor Society	National Science Honor Society
National Art Honor Society	Tri-M National Music Honor Society

Computers, Internet & Network: Acceptable Use

1. 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.

2. Authority

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

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

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

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

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

3. Delegation of Responsibility

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

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

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

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

The superintendent or his/her designee shall be responsible for implementing technology and procedures to determine whether the network facilities are being used

for purposes prohibited by law or District policy or for accessing materials to which the Board has prohibited access. The procedure shall include but not be limited to:

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

4. Conditions and Rules for Use:

a. Acceptable Use

- 1) 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.
- 2) 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 241), Bullying (Policy 249), Personal Electronic Devices (Policy 244.1), and Social Media and Digital Communications (Policy 244.2).
3. 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 (Policy 244.1).
4. 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 (244.1)

b. Access

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

c. Monitoring

The District reserves the right to review any material that is stored or accessed using the District's Internet, computing systems, or network in order to monitor or log the use of its electronic

communications systems. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computer, or network resources, including personal files or any use of the district's Internet, computer, or network resources. Even if used for personal reasons, the electronic communications systems and network, the user accounts, and all communications and information accessible via the network are the private property of the district.

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

d. Copyright

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

e. Prohibitions

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

- 1) Use of network facilities to communicate with others via e-mail.
- 2) Communication mediums are limited to applications that are owned or operated by the District, such as officially designated social media sites, and applications approved by the Superintendent or his/her designee.
- 3) Using applications and systems that have been prohibited within the District.
- 4) Installation of computer hardware, peripheral devices, network hardware, or system hardware
- 5) Downloading, installing, loading or using non-educational games, programs, files or other electronic media.
- 6) Product advertisement or political lobbying except as approved by the Superintendent.

- 7) Commercial for-profit or gambling activities except as approved by the Superintendent.
- 8) Shopping and auctions except as approved by the Superintendent.
- 9) Non-school related work.
- 10) Disrupting the work of others.
- 11) Use of unapproved computers, networking equipment, or network storage devices.
- 12) Accessing district computers or network resources, or accessing the Internet through the district's network without authorization or with Personal Electronic Devices that have not been registered and approved.
- 13) Illegal activity, including attempting to disrupt or degrade system performance of the district.
- 14) Disabling or bypassing security and safety measures, including Internet blocking/filtering software.
- 15) Possession or use of hardware or software designed to test the security of the district's network, or otherwise compromise the security or privacy of the district's electronic information.
- 16) Unauthorized or illegal installation, distribution, reproduction or use of copyrighted material.
- 17) Use to commit plagiarism.
- 18) Quoting personal communications in a public forum without the original author's consent.
- 19) Impersonating another user, maintaining anonymity, or using pseudonyms.
- 20) Intentionally obtaining or modifying files, passwords or data belonging to other users without their written consent.
- 21) Use of vulgar language, obscenities or profanity.
- 22) Transmission of hate mail, cyber bullying, harassment, discriminatory remarks, terroristic threats and offensive or inflammatory communications that disrupt the school community.
- 23) Accessing, sending, receiving, or transferring, viewing, sharing or downloading obscene, pornographic, lewd, terroristic, or otherwise illegal materials.
- 24) Accessing material that is harmful to minors/students
- 25) Unauthorized disclosure, use or distribution of personal identifying information.
- 26) Unauthorized access, interference, possession, or distribution of private information.

f. Safety

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

External Use of District Equipment

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

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

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

g. Consequences for Inappropriate Use

- 1) Vandalism will result in cancellation of user privileges and may result in legal and/or disciplinary action by the District.
- 2) Vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, Internet, or other. This includes, but is not limited to, the uploading or creating of computer viruses, deleting files on hard drive.
- 3) Users shall be responsible for damage to the network facilities, including equipment, systems, and software, that is caused by deliberate or willful acts.
- 4) Illegal use of network facilities, intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.