



## Attendance

### Board Policy 204 Attendance

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Please reference the website [www.cdschools.org](http://www.cdschools.org) for the complete attendance policy or contact a school or the district office for a paper copy.

### Absences: Excused and Unlawful/Unexcused

Parents are encouraged to call the school office when their child will be absent from school but you must still send a written note as well.

**Excused** absence includes the absence of a pupil for any one of the following reasons: illness, quarantine, death in immediate family or a prior approved educational trip.

**Unlawful/Unexcused** (unlawful are for 16 years or younger based on compulsory school age per School Code and unexcused are for 17 years or older) absence is the absence of a pupil for any reason other than those classified above or failure to turn in a written excuse in a timely manner (see Required Notes below). Students will not receive credit for any school work assigned on unlawful/unexcused absences, unless within 3 school days that student voluntarily attends a staff determined make-up session and completes and submits the assignment at the end of the make-up session for a class they missed. In addition to measure taken based on district attendance policy and the PA School Code, other punitive measures will result for when unexcused/unlawful absences accumulate.

**An accumulation of 18 unlawful/unexcused absences may result in a loss of credit for the year.**

**Required Notes** - After each absence a student is given three (3) days to turn in a written excuse to the office upon their return. If note(s) are submitted after three days, the absence becomes unexcused or unlawful. Although a phone call is encouraged to the school for each absence, a written excuse within 3 school days is still required. A doctor's certificate shall be required for absence due to illness, for three (3) or more consecutive days, or for a shorter period if requested by the school.

After three (3) days of unexcused/unlawful absence, an official three (3) day notice as required by Pennsylvania law,

is served to the parents/guardians. This constitutes a first offense. This first offense notice is considered a warning.

After the first offense, any half (.5) days or more constitutes an additional offense. If additional offenses occur, the parent/guardian is subject to a fine or imprisonment in accordance with the compulsory attendance laws of Pennsylvania. An accumulation of unexcused/unlawful absences may also result in other disciplinary measures.

Students shall be required to submit a doctor's note should they accumulate a number of absences that equal or exceed 10 school days for the current school year. A doctor's certificate shall be required for absences due to illness, for three (3) consecutive days, or for a shorter period if required by the school. Any absences from school (tardy or early dismissal) that are not accounted for by an appropriate note are accumulated as unlawful/unexcused attendance.

### Tardiness

A pupil is tardy if not in the homeroom/classroom when the bell signal for the opening of school session is given. In case of tardiness, the pupil must report to the office before going to homeroom or class. Any early dismissal that is unexcused will be recorded as a p.m. tardy.

At both the secondary and elementary levels, unexcused tardy time is considered unlawful absence time from school. Therefore, accumulated tardy time may be pursued in Truancy Court under compulsory education violations.

**At the Elementary Level** – After the third (3rd) unexcused tardy, a "Building Principal's Letter" will be sent to the parents/guardians. After the fifth (5th) unexcused tardy, a "District Official Tardy Letter" will be sent to the parents/guardians and a parent/guardian meeting will be scheduled with the school counselor. After the eighth (8th) unexcused tardy, parent contact will be made through a tardy letter, a parent/guardian meeting will be scheduled with the school principal to discuss possible interventions to address the tardy situation, and a counselor-student meeting will be scheduled.

**At the Secondary Level** – After the fourth (4th) unexcused tardy, a detention is issued. After the fifth (5th) unexcused tardy, an information letter is sent to the parents/guardians. Continued unexcused tardies will result in further disciplinary action.

### Early Dismissal Requests

**At the Elementary Level** – Physician/dental appointments may be considered an excused absence. Written notice from parent/guardian is required to permit the early dismissal. A written excuse is required upon the return of the student. This excuse may be provided by the physician/dentist or the parent/guardian. If a student has been placed on doctor's

notice, a parent note will not be accepted.

**At the Secondary Level** – Physician/dentist appointments, college placement and job interviews may be considered an excused absence provided a written parent/guardian request, prior to the appointment, is approved by building principal or designee. The request should state the reason for the visit, the name of the physician, dentist, college representative or potential employer, date and time of the appointment and how and by whom the pupil will be transported. A written excuse is required upon the return of the student. This excuse may be provided by the physician/dentist or the parent/guardian, college representative or prospective employer. If a student has been placed on doctor's notice, a parent note will not be accepted.

Early dismissal for any other reason other than those listed above will be considered a tardy unless special arrangements are made and approved by the building principal.

### Observance of Religious Holidays

Pupils may be excused from school to observe major religious holidays. For the full or part-time excusal of a pupil from school or a session of school to observe a religious holiday, it is necessary that the pupil present a written request by the parent/guardian to the school office prior to the date of the absence.

### Educational Trips/Activities

**Policy** – Pupils will be permitted to take an educational trip and/or participate in educational activities, in accordance with district procedures. Parents must obtain and submit the proper district request form to the school office prior to the planned trip or activity.

Students must submit an educational trip form prior to "Take Your Child to Work Day" in order for the day to be excused. If students have already utilized their educational trip days then it will be an unexcused absence.

**TRIPS:** No educational trips will be approved the days PSSA tests are scheduled. Educational Trips must be educational in nature and the student must be supervised by one or more adult family members. Total number of days will not exceed more than five (5) days total for the year.

**ACTIVITIES:** No educational activities will be approved the days PSSA tests are scheduled. Three (3) excused absences (occasions) will be permitted for educational experiences

that are through a district program or a district recognized educational program that provide enrichment, placement opportunities or acceleration in those areas identified within the school curriculum and/or encourage or reward individual achievement or special skills. The pupil must be an **active participant** in the event and provide documentation of his/her involvement upon returning to school. Parents must submit the appropriate documentation before the trip and receive approval from the principal prior to attending the educational activity.

**REQUEST:** Request for Educational Trips or Activities forms must be submitted prior to the trip. A total number of days missed cannot exceed 5 days total, separately or in combination for both Educational Trips or Educational Activities in any one school year.

### Leaving School Property

No pupil will be permitted to leave the school property during the school day without the permission of either the school principal or the school nurse. Leaving school property without permission may result in severe disciplinary measures.

### Public Announcements

Public announcements of school closings, delayed school openings or early school dismissals will be made over the following stations. **Television:** WHP 21, UPN 15. **AM Radio:** WHP 580. **FM Radio:** WRBT 94.9, WHKF 99.3, WRVW 97.3. Announcements also will be made using Global Connect, posted on the district website ([www.cdschools.org](http://www.cdschools.org)) or by calling the *Patriot-News Inside Line* at 255-1201, mail box #2901.

### School Closing

Should there be an occasion when weather or some other emergency necessitates a school closing, School Messenger will be activated and the guidelines below will be followed:

1. Notice of a school closing will be announced over local radio and television stations (see “Public Announcements” section) and posted on the district’s website.
2. It is important in an emergency situation to keep telephone lines open.

Please do not call the school office, homes of school officials or the Transportation Center.

### Delayed School Opening

Should there be an occasion when weather or some other emergency necessitates a delayed opening of school, Global Connect will be activated and the following procedures will be used:

1. Notice of a delayed school opening will be announced over local radio and television stations (see “Public Announcements” section) and posted on the district’s website.

2. The announcement that “the opening of Central Dauphin School District will be delayed two (2) hours” indicates that the school staff and all pupils (both transported and walkers) are to arrive at school two (2) hours later than the usual time. On such a day, afternoon dismissal will occur at the regular time.
3. In the event of a two (2)-hour delay, the following Modified Kindergarten Schedule will be in effect:  
AM Kindergarten – Arrive 10:45-11 a.m.  
Dismissed 12:45 p.m.  
PM Kindergarten – Arrive 1:45-2 p.m.  
Dismissed 3:45 p.m.

*No lunches will be served to kindergarten students. Please do not call the school office or the Transportation Center.*

### Early Dismissal from School

Should there be an occasion when weather or some other emergency necessitates an early dismissal from school, School Messenger will be activated and the following guidelines will be followed:

1. Notice of an early dismissal from school will be announced over local radio and television stations (see “Public Announcements” section) and posted on the district’s website.
2. The announcement that “the Central Dauphin School District will have an early dismissal” indicates that your child’s dismissal will be earlier than normal, and that he/she could be arriving home early. The actual time of arrival may vary due to weather conditions.
3. “Bus riders” will be taken to their regular designated bus stops.
4. If parents or guardians are not at home at the time of an early dismissal, they are responsible to make provisions for the care of their children with friends or neighbors.
5. Latchkey programs do not operate in the event of an early dismissal.

### After-School Activity Cancellations

In the event of an early dismissal, or if schools are closed due to inclement weather, or any other emergency, it is the normal procedure to cancel all evening activities. There may occasionally be an exception to this rule, however, it is safe to assume that after-school activities will be cancelled.

# Registration

### General Registration

Parents or legal guardians may register a child. Registration is completed in the Administration Building, central registration office. Parents/legal guardians are required to furnish a birth certificate, immunization records, a copy of their real estate tax bill or lease as proof of residence and photo identification. Parents/legal guardians moving into the district after July 1 may substitute a copy of their rental lease or residential deed for the tax bill.

Transfers from other districts also should present a transfer card or report card from their former district at the time of registration, if one has been furnished.

Registration for first graders who have not attended kindergarten are encouraged to do so in the spring to facilitate assignments for the next school term.

Registration and enrollment can be made at any time in the Administration Building. Parents should call to schedule an appointment.

### Kindergarten Registration

Kindergarten classes are held in each elementary building for eligible children of the district. Enrollment is limited to the first ten (10) days of school.

Kindergarten pupils must be five (5) years old before September 1. Children entering first grade must be six (6) years old before September 1.

Registration will be conducted for kindergarten in March and April (see the March and April calendars for specific dates).

Advance notice will be given to parents via the school menu, news release notices from the buildings and the district website. Assignment to a kindergarten session shall be based on geographical area depending upon the needs or peculiarities as determined by the school principal.

### Pupils Moving Within the District

Pupils whose parents move from one attendance area to another within the district will be permitted to finish the school year in which the move takes place in the building to which they were originally assigned. If in the following year the pupil would be in the highest grade in the building, he/she would be permitted to remain for that one additional year. Parents would be responsible for providing transportation.

### Withdrawal Procedure

**Elementary** – Pupils moving from Central Dauphin School District should inform their teacher and the school office at least three (3) days in advance. On the last day of attendance, the pupil will be given a transfer card. Test data, report cards and other information kept by the school system will be mailed to the pupil’s new school when a request for the release of these records (which includes the parent’s signature) is received from the school to which the pupil transferred.

**Secondary** – Any pupil who plans to withdraw from school shall discuss this matter with a School Counselor as soon as possible.

The last day a pupil plans to be in school, he or she shall report to the School Counselor to secure a withdrawal form. Pupils should then observe the following procedure:

1. Submit all books, money owed, equipment, etc., to each teacher concerned and secure teacher's initials to signify that clearance has been completed. Money owed must be submitted to the sponsor of the organization involved.
2. Go to a School Counselor for a final interview.
3. Return completed form to the office secretary who will obtain principal's signature indicating that permission is granted for the pupil to withdraw from school on the date indicated. Final obligations shall be transacted at this time.

# School Health Programs

## Introduction

Health services are provided by certified school nurses, health room aides, dentists and physicians. These services include:

- Health education/counseling.
- Annual screenings.
- Referral service.
- Emergency care.

The school health program consists of certain required screenings such as vision, hearing, growth and weight measurements of all students. The nurse maintains the student's permanent health record, recording the results of all screening and medical information. Interpretation of the results is made to both parent and teacher, as necessary. Other services, including emergency care of students and medical guidance for students and parents, are available during school hours.

## Medication Policy and Procedure

Parents may request that the school district administer medication to their children WHEN IT IS NECESSARY for the medication to be administered during the school day:

1. A written physician's order listing medical diagnosis must accompany each medication to be dispensed. NO MEDICATION IS ADMINISTERED BY SCHOOL PERSONNEL WITHOUT SPECIFIC WRITTEN INSTRUCTIONS FROM A PHYSICIAN.
2. Parent/guardian must sign a Parental Authorization Form requesting the administration of medication.
3. Medications must be delivered in pharmacy containers clearly labeled with the student's name, name of

physician, date of prescription, name and telephone number of the pharmacy, name of medication, dosage and frequency of administration.

## Emergency Care and Illness

There is a health room in each school. The school nurse or the health room aide provides emergency care for illness and injuries occurring in school while the pupil is under jurisdiction of the school.

Treatment of injuries or illnesses occurring at home is not the responsibility of the teacher or school nurse.

**Please do not send a child to school if he/she is ill.** If he/she has had a fever, he/she should remain at home until his/ her temperature has been normal for twenty-four (24) hours.

The school should always be notified of any change in home or work telephone numbers. If an emergency situation should arise, valuable time can be lost in trying to locate a parent. It is highly recommended that you have a family physician and list his/her telephone number as well.

Automated External Defibrillators are available in all elementary and secondary buildings, the Administration Building and the Transportation Center. School nurses and selected staff are trained in the administration of the defibrillators and in cardio pulmonary resuscitation (CPR) at each of these locations.

## Required Medical Examinations

A medical examination is required for all students upon original entry to school (kindergarten or first grade), sixth grade and eleventh grade. Parents are encouraged to have the physical done by their family physician because he/she is familiar with the student's medical history. Private physician report forms are provided at the appropriate times.

Pupils not examined by the family physician will be scheduled for an examination by the school physician. Times for these examinations will be scheduled in advance and parents are welcome to be present during the examination.

Physical problems discovered or suspected by the examining physician or a private physician are reported to the parents. Fees incurred for examinations by private physicians are the responsibility of the parent/guardian.

School physicians are provided for examination of candidates for athletic squads. According to school district policy, each student must have a physical examination by the school physician or a private physician for each sport in which he/she wishes to participate. The physical examination must be done before the student may attend practice. Fees incurred for examinations by private physicians are the responsibility of the athlete.

## Communicable Diseases

The policy for recommended length of absence for specific diseases and infectious conditions is as follows:

1. **Acute contagious conjunctivitis (pink eye):** Twenty-four (24) hours from institution of appropriate therapy.

2. **Chickenpox:** Six (6) days from the last crop of vesicles.
3. **Impetigo:** Until judged noninfective by the nurse in school, or by child's physician.
4. **Measles:** Four (4) days from the onset of rash.
5. **Mumps:** Nine (9) days from the onset or until subsidence of swelling.
6. **Pediculosis capitis:** Until judged noninfective and nit free by the nurse in school, or by a child's physician.
7. **Pediculosis corpora:** Until judged noninfective by the nurse in school, or by child's physician.
8. **Respiratory streptococcal infections, including scarlet fever:** Not less than seven (7) days from the onset if no physician is in attendance or twenty-four (24) hours from institution of appropriate therapy.
9. **Ringworm (all types):** Until judged noninfective by the nurse in school, or child's physician.
10. **Rubella (German measles):** Four (4) days from the onset of rash.
11. **Scabies:** Until judged noninfective by the nurse in school, or by child's physician.
12. **Tonsillitis:** Twenty-four (24) hours from institution of appropriate therapy.

Written excuses by parents are acceptable following uncomplicated childhood illnesses. A doctor's excuse will be required in unusual cases.

Children showing symptoms of a communicable disease or condition transmissible to others (red eyes, unusual skin eruptions, head lice, etc.) are not permitted to attend school and will be excluded. No child shall be readmitted until the nurse in the school is satisfied that the condition for which he/she was excluded is not communicable or until the child presents a physician's certificate of recovery or noninfectiousness.

## AIDS

To safeguard the school community from the spread of certain communicable diseases, including Acquired Immune Deficiency Syndrome (AIDS), the school district has adopted procedures consistent with those recommended by the Department of Education and guidelines promulgated by the Centers for Disease Control. Cases reported/suspected as being HIV positive or having AIDS will be referred to the director of pupil services who shall refer to a medical advisor named by the superintendent.

Attendance at school shall be considered on an individual basis and in accordance with medical and legal practice and findings.

Instruction about the AIDS disease is a part of the district's health curriculum in grades 5, 6, 7 and 11. Parents of students in those grades will receive information about the program prior to the instruction.

## Annual Screening

Every pupil is weighed, measured and screened for visual acuity once each year. All students in kindergarten, grades 1, 2, 3, 7 and 11 are given a hearing test. Pupils in other grades who are known to have hearing loss or show evidence of hearing difficulty will be tested. Pupils who demonstrate vision or hearing problems are referred for further follow-up.

All sixth and seventh grade students are screened for scoliosis by the school nurse. A second screening of students identified by the school nurse is performed by the school physician. Parents are notified if the school physician detects a curvature of the spine.

Physical examinations are provided for students in kindergarten, and grades 6 and 11 by a school physician for students who do not have one performed by their family physician.

Parents of children who do not meet or exceed the Department of Health guidelines for the Basal Metabolic Index (BMI) will receive notification from the school nurse.

## Parent-Nurse Conference

Parents are urged to report any health problem to the school nurse. Every consideration will be given to the health needs of each child. Certain information may be shared with other staff members when the school nurse deems it necessary for the health and safety of the pupil. Otherwise, information shared with the school nurse will be considered confidential.

## Counseling and Health Teaching

The school nurse provides counseling for pupils on matters of health. The school nurse also serves as a health resource person in the classroom.

## Immunizations

Pennsylvania law requires that every child attending any school kindergarten through twelfth grade must be properly immunized. **For attendance in all grades in 2011/2012 children need the following:**

- 4 doses of Tetanus\* (1 dose on or after the 4th birthday)
- 4 doses of Diphtheria\* (1 dose on or after the 4th birthday)
- 3 doses of Polio
- 2 doses of Measles\*\*
- 2 doses of Mumps\*\*
- 1 dose of Rubella\*\* (German Measles)
- 3 doses of Hepatitis B
- 2 doses of Varicella (Chicken Pox) vaccine or history of disease

\* Usually given as DTP or DTaP or DT or Td

\*\* Usually given as MMR

**Children attending 7th grade in 2011/2012 need the following:**

- 1 dose of Tetanus, Diphtheria, Acellular Pertussis (Tdap) if 5 years has elapsed since last Tetanus immunization
- 1 dose of Meningococcal Conjugate Vaccine (MCV)

These requirements allow for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

## Dental Health Program

Dental examinations are state mandated for students upon original entry to school, in third grade and seventh grade. Dental records are maintained on students every year they are in attendance in the public school system. The dental health program is coordinated by the office of pupil services and is directed by the school nurse in each building.

# Student Services

## Protected Handicapped Services (Section 504 Compliance)

In compliance with state and federal law, the Central Dauphin School District provides to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs protected by Individualities with Disabilities Education Act. Students eligible as protected handicapped students require accommodations or interventions only. IDEA-eligible students require specially designed instruction.

## Bullying Policy

The Central Dauphin School District recognizes that bullying has a negative effect on the educational environment and overall climate of its schools. The district administration is committed to providing staff development opportunities to all professional and support staff enabling them to recognize acts of bullying and the proper procedure to report an incident. The school district strives to offer to all students an enriched educational experience free from bullying or acts of harassment. The Bullying Policy (218.3) may be found on the district web site.

## Directory Information

Directory information includes a pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and

sports, weights and heights of the members of athletic teams, dates of attendance, degrees and awards received, the most recent or previous educational agency or institution attended by the pupil and other similar information.

Directory information **may** be made available to authorized representatives of governmental agencies, health and safety officials, and other school officials responsible for obtaining such information in the performance of their duty. The purpose of providing directory information is to help the pupil or protect others. Requests for such information by the general public may be granted if, in the opinion of the school official in charge of maintaining records, there is a clear indication that the information requested is to be used to serve the general welfare of the pupil. Under no circumstances will directory information of this type be released or made available for the purpose of creating lists for any other purpose than those deemed necessary for the operation of school business. Two federal laws require local educational agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. Parents not desiring directory information of this type released to the public, should submit their request in writing to the building principal at the beginning of each school year, but no later than September 15.

Under the conditions and intent listed above, directory information concerning former pupils may be released by the school official or his/her designee in charge of the security of records.

## Pupil Records

Pupil records are an inherent part of one's education. Reasons for collecting information vary from pupil identification and accounting purposes required by state laws for reimbursement and tax purposes, to providing parents, pupils and professionals appropriate data in which to monitor and/or, when necessary, define more clearly causes for individual problems.

Therefore, the pupil's record may include, but is not limited to, personally identifiable information (such as name, address, phone numbers of parents), pupil's school grades, date of birth, attendance record, test results and evaluation reports, progress reports, health and dental records. All information is collected and maintained under such confinements of privacy as may be obtained through informed consent, verification of accuracy, limited access and appropriate use.

Should your child transfer to another school district, his/her permanent record, cumulative folder information, testing record and health record will be

forwarded to the new school district upon receipt of written notification of admission. Upon written authorization from the parent or eligible pupil, a high school transcript will be released to persons having a legitimate educational interest, such as postsecondary educational institutions and/or prospective employers.

Should you have concern or reason to believe some portion of the record is in error, or handled in a way that may violate the pupil's privacy, you should discuss the matter with the building principal. If the matter is not resolved, a request in writing stating intent and reason for contesting the record should be directed to the director of pupil services. A decision will be made and you will be notified of your rights should you desire to appeal further.

Once a student graduates the cumulative record will be purged. Records maintained for 99 years will be demographic information, standardized test scores, transcript, final report card and special education records. A parent may submit a written request to the building principal to collect additional records to be purged from the file.

A copy of the District Records Policy and Procedures is on file in the school principal's office.

## Transfer of Disciplinary Records

The *Family Educational Rights and Privacy Act (FERPA)* provides specifically that Central Dauphin School District as an educational agency may disclose education records, without parent consent, to a school in which the student intends to enroll, subject to conditions in FERPA. FERPA allows disclosure of appropriate information regarding specified disciplinary actions to teachers and school officials, including those in other schools, who have legitimate educational interests in the behavior of the student.

Central Dauphin School District has procedures in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by Central Dauphin School District, to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends or is instructed to enroll, on a full or part-time basis in the school.

## Employment Certificates (Working Papers)

General/vacation employment certificates may be obtained from the school principal. Parents must apply in person for Promise of Employment papers. No employment certificates may be issued until the pupil has furnished: legal proof of age, written promise of employment and certificate of physical fitness signed by a physician.

General/vacation employment certificates will be secured from the administration office only in unusual circumstances.

Any minor of the age of seventeen (17) who is a high school graduate need not apply for an employment certificate upon furnishing proof of graduation to his/her employer.

## Guidance and Counseling

**Elementary** – Counselors assist pupils, teachers, other related support staff and parents by helping to identify and provide appropriate programs designed to meet individual pupil needs. This is accomplished through developmental programs, assessment, intervention, consultation and coordination of services.

Counselors work with parents and teachers to help children acquire behavior patterns and social/personal skills necessary for developing to his/her potential. The counselor's efforts are directed toward helping pupils be successful in school by developing decision-making skills and assisting the pupils in dealing with everyday problems that are part of human growth and development.

**Secondary** – Guidance and counseling services are an integral part of the school program. The goal of guidance and counseling is to provide support services that afford each pupil the opportunity to achieve maximum growth and development in obtaining self-realization, social/personal skills, economic efficiency, academic excellence and civic responsibility. Counselors assist pupils in identifying and implementing educational and vocational decision making. Information services, scheduling and placement, individual and group evaluations, orientation programs, pupil/parent consultation, and group guidance activities are available at appropriate times throughout the school year. Middle and high pupils are assigned to counselors by grade level and/or alphabetically.

Services include:

- Individual counseling
- Group counseling
- Classroom guidance
- Career development and planning
- Parent/teacher liaison
- Referrals to outside agencies

## Home Schooling

Central Dauphin School District authorizes a Home Education Program after the district superintendent or his/her designee receives appropriate documentation and assurance that a Home Education Program will occur/is occurring in accordance with the Public School Code 1949, 24 P.S. Section 13-1327.1 (Act 169 of 1988).

## Homebound Instruction

In the event your child needs to be out of school because of illness or physical incapacitation for an extended period [twenty (20) consecutive school days], arrangements can be made for homebound instruction at no expense to the parents. Instructors will be provided for only those subjects required for graduation and/or promotion. Homebound instruction is only provided on the favorable recommendation of the attending physician. Students requesting homebound instruction for more than four (4) consecutive weeks are required to submit an additional request from the attending physician. The maximum hours of homebound instruction are three (3)-five (5) hours/week.

## Home and School Visitors

Home and school visitors are employed by the Central Dauphin School District to work with pupils, parents and agency personnel in areas of attendance, employment, homebound instruction and residency requirements.

Home and school visitors are responsible for verifying residency regulations, notifying and addressing poor attendance patterns that disrupt a child's educational progress. This will include notification of unlawful unexcused absence to the District Justice.

## Instructional Support Team

The purpose of the Instructional Support Team is to provide each student with the opportunity for a successful school experience. The IST utilizes the Response To Intervention (RTI) model of service delivery. This process is being implemented throughout the elementary schools in the district.

Through progress monitoring data, the team is constantly checking to ensure that students are reaching benchmark levels of performance in reading and math. When students do not make benchmark, the IST works to provide additional levels of intervention services to meet the student's need. The IST utilizes research-based interventions to meet the needs of the student. An increase in the frequency or intensity level of intervention may occur if a child does not make expected progress. Once a student meets their expected progress goal, they are dismissed from the IST process.

The team also receives requests for assistance for academic, emotional and/or behavioral concerns. This request can be made by parents, classroom or itinerant teachers, the counselor, the principal, or the nurse. Parents may also request a special education evaluation at any time.

## Student Assistance Program

The Student Assistance Program is a statewide initiative operating in all secondary schools and is administered by the Department of Education in collaboration with the departments of Health and Public Welfare. Student assistance is designed to help educators identify students who show signs of experiencing mental health or drug and/or alcohol problems which interfere with the student's learning and school success. Through a systematic process, students are identified, interviewed, and, if appropriate, referred for an informal assessment by an outside agency.

It is the parent's right to be involved in the student assistance process. Involvement of parents in all phases of the Student Assistance Program emphasizes the parent's role and responsibility in the decision-making process affecting their student's education and a successful resolution of problems.

The program is an identification and referral process, not a treatment program. The core of the program is the Student Assistance Team comprised of school and agency personnel specially trained to work with at-risk students. Student

assistance team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school, and make recommendations to assist the student and the parent. There are presently teams operating in both high schools and all four middle schools.

## Standardized Testing Program

1. The Central Dauphin School District shall provide a testing program that meets both student and district needs, in accordance with the following design:

### **Pennsylvania State System of Assessment (PSSA)**

Pennsylvania school districts are required to administer the PSSA in grades 3 through 8 (Reading and Math), grades 5, 8 and 11 (Writing) and grades 4, 8, and 11 (Science) and grade 12 (retake of Reading, Math, Science and Writing) for eligible students.

### **Pennsylvania Alternate System of Assessment (PASA)**

The PASA, or Pennsylvania Alternate System of Assessment, measures the attainment of knowledge and skills of children with significant cognitive disabilities. Like the state-wide standardized test (the Pennsylvania System of School Assessment or PSSA), the purpose of the PASA is to provide information to school districts and other educational service providers that will aid them in improving instruction. The PASA was developed in response to the 1997 amendments to the Individuals with Disabilities Education Act (IDEA '97). States are required by IDEA '97 to develop alternate assessment systems for students who cannot participate in the regular state assessment, either with or without accommodations.

2. The results of these tests are considered part of the student's school record.
3. Additional tests may be given by designated school personnel to assist students and staff in making appropriate educational decisions.
4. Policy and procedures governing the collection, maintenance, dissemination and destruction of data is outlined in the Central Dauphin School District Student's Records Policy.
5. **No educational trips will be approved during the scheduled testing days.**

## Wellness Policy

The Central Dauphin School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

# Special Education Services

## Introduction

Central Dauphin School District provides a variety of programs to students who meet the criteria to be identified as eligible and in need of special education and related services. Eligibility is determined through an evaluation conducted by a Multidisciplinary Evaluation Team. This team prepares an Evaluation Report (ER) which is based on a student's strengths and needs as shown by educational performance levels, rate of acquisition and retention, interpretation of assessment results, classroom observations and information from parents and teachers.

If the Multidisciplinary Evaluation Team recommends the student is in need of special education services an Individual Education Program (IEP) team is developed. The IEP is a written plan that describes the student's present levels of functioning, goals and objectives, specially designed instruction and resources necessary for the student to experience success within the education environment.

Once the IEP is developed, specific educational programs are available in the district to meet the unique need of students.

Central Dauphin School District provides the following supports for students:

### **Learning Support**

### **Supplemental/Full Time Learning Support**

### **Life Skills Support**

### **Emotional Support**

### **Deaf or Hearing-Impaired Support**

### **Blind or Visually Impaired Support**

### **Autistic Support**

### **Speech and Language Support**

### **Multidisabilities Support**

## Psychological Services

The decision to refer for a psychological or psychoeducational evaluation is usually made when considerable evidence exists that the pupil has an emotional or academic exceptionality.

Initial referrals for psychological testing require written and informed parental consent. Findings are shared with parents and appropriate staff members. Individual reports called Evaluation Reports are retained at the Administration Building, office of special education services and in the pupil's cumulative folder.

Evaluations administered are:

- Cognitive ability
- Achievement
- Educational and medical history
- Social/emotional
- Vocational
- Perceptual/motor
- Psychiatric

## Behavior Specialist

The district employs full-time certified applied behavior analysts whose primary role is to provide support to educational staff through both consultative services and educational/training opportunities. The behavior specialists are available to assist staff with the functional behavioral assessment process, the development and implementation of targeted interventions, and school-wide utilization of effective behavioral management strategies.

## Occupational/Physical Therapy Services

Occupational/physical therapists are professionals who may provide services to children receiving special education. In some instances, children in regular education may also require occupational/physical therapy assistance if they are in some way health impaired. This service will be provided as a 504 Service Plan when children qualify for this service. Services provided by the school therapist are:

- Evaluation
- Direct treatment
- Integrated therapeutic programming
- Consultation
- Training

## Social Work Services

The primary role of the school social worker is to assist eligible students in resolving personal, social and/or emotional problems that interfere with their adjustment to school and their capacity to enjoy and experience the fullest benefits of the educational process. The school social worker's role and function encompass a range of duties and responsibilities to the overall education, health and welfare of exceptional students.

Services may be provided to parents or guardians of eligible students to increase their knowledge and utilization of community resources. The school social worker can facilitate the referral of exceptional students to outside agencies, i.e., Children and Youth, MH/MR, Juvenile Probation, residential treatment facilities, etc. The responsibility of tracking all students who are hospitalized or residentially placed for mental health and/or drug and alcohol issues, students placed into foster care, and court-ordered placements is also part of the school social worker's role.

# Academic Information

## Grading System

1. The Central Dauphin schools use a 100-point system of evaluation with 60 as the lowest passing grade.
2. Numerical grades may be equated to performance level in accordance with the following criteria:
  - a. **90-100/SUPERIOR** – Awarded for exceptional achievement to those pupils who:
    - (1) Display a high degree of originality in the application of what has been achieved and who have a thorough mastery of essentials.
    - (2) Produce distinguished, outstanding work characterized by accuracy, neatness, promptness, organization and undertaking.
    - (3) Accept responsibility, are attentive, and make the best use of their time.
    - (4) Are regular and systematic in the preparation of assignments.
    - (5) Are able to work without supervision in the preparation of assignments.
  - b. **80-89/ABOVE AVERAGE** – Awarded to pupils who have:
    - (1) A mastery of essentials.
    - (2) Initiative and originality in the application of principles and skills.
    - (3) Carefully and regularly prepared assignments.
    - (4) Excellent record of class participation.
  - c. **70-79/AVERAGE** – Awarded to pupils who:
    - (1) Have required work completed on time.
    - (2) Show honest effort.
    - (3) Are able to grasp main ideas.
    - (4) Apply skills and basic knowledge.
    - (5) Can follow direction and leadership.
    - (6) Make steady progress.
  - d. **60-69/BELOW AVERAGE** – Awarded to pupils who:
    - (1) Make only minimum preparation.
    - (2) Are ineffective in the mastery and application of basic skills.
    - (3) Are poor in organization of work and the use of time, even under the direction of teachers.
    - (4) Make erratic and very slow progress.
    - (5) Follow directions poorly.
  - e. **0-59/FAILURE** – Awarded to pupils who:
    - (1) Have little understanding of basic ideas.

- (2) Show little or no progress.
- (3) Fail to follow instructions.
- (4) Fail to prepare required work.
- (5) Are unwilling to cooperate and to accept responsibility.
- (6) Fail to participate in class discussions.
- (7) Waste time.
- (8) Have poor work habits.

### f. TEMPORARY INCOMPLETE GRADE (I)

- (1) Any pupil who fails to meet a major requirement for a subject will receive a temporary incomplete grade (I).
- (2) The major requirement must be acceptably completed within a period of twenty-five (25) school days from the time the assignment was originally due.

The foregoing characteristics are to be considered as a guide in awarding grades. Any one or group of these descriptive statements may enter into the determination of a grade. These characteristics are not necessarily listed in the order of their importance, nor should it be mandatory that each one be satisfied in order to award a particular grade.

## Graduation Requirements

Pupils must obtain a total credit of 24 credits in the following subjects in grades 9-12.

English .....	4.0
Mathematics .....	4.0
Science .....	3.0
Social Studies .....	3.0
Health .....	0.5
Physical Education .....	2.0
Arts and/or Humanities .....	1.0
Electives .....	6.0
Graduation Project .....	.5
TOTAL .....	24.0

## Early Admission to College

Pupils granted early admission to college and who successfully complete the year may substitute college freshman credits earned in a degree program for high school senior year credits and graduate with their class. Twenty-four (24) college credits (or equivalent) including a minimum of three (3) credits in English, three (3) credits in Math, and the equivalent of one-half (0.5) credit in Phys. Ed. shall be considered successful completion of the freshman year. Approval for early admission to college and graduation from high school shall be received from the building principal. An official transcript from the college must be filed with the building principal as evidence the freshman year was successfully completed.

## Semester Examinations

Semester examinations shall be administered to high school students 9-12, in English, Mathematics, Science and Social Studies. The content of the examination shall include a representative summary of materials taught during the semester as required by the course of study.

## High School Weighted Grade Point Average

Certain subjects in the high school program require more specialization, preparation and skill than others. Because of these factors and the degree of difficulty for certain subjects, weighted point value for class ranking has been assigned to selected subjects.

The weight assigned to individual subjects on each student's schedule will be indicated on the report card. Also, the current year weighted grade point average and the accumulated weighted grade point average will appear on the student's report card.

## Explanation of Honor Grades

**D – Distinguished Honors** – No grade less than 90 in any major subject. No grade lower than 70 in any minor subject.

**H – Honors** – No grade less than 80 in any major subject. No grade lower than 70 in any minor subject.

A major subject will be any course meeting a minimum of six (6) times during the six (6)-day cycle. Students must take a minimum of 4 credits to be considered for the honor roll.

## National Honor Society

The National Honor Society creates enthusiasm for scholarship, stimulates a desire to render service, promotes worthy leadership, and encourages the development of character in pupils of the Central Dauphin and Central Dauphin East high schools.

Candidates eligible for election to this Chapter must have at least an 89 average, and at least two (2) semesters in high school. In addition, membership is based upon further evidences of service and leadership rendered to the school as well as good character traits displayed in the past.

The election of members is made by a teachers' council which includes principals and School Counselors. After induction into the organization, members are expected to maintain the minimum standards to continue affiliation in the National Honor Society.

## National Junior Honor Society

The purpose of this society shall be to create an enthusiasm for superior scholarship; to develop loyal pupil citizenship; to stimulate a desire to serve faithfully one's school, community and country; to promote trustworthy leadership; and to instill exemplary qualities of character in the pupils of seventh and eighth grades. Membership shall be based upon scholarship, school citizenship, service, leadership and character.

To be eligible for membership in middle school, the pupil must have attended at least one (1) semester in the Central Dauphin School District schools. All pupils in the seventh and eighth grades who have a scholarship average of 89 or better shall be eligible candidates. Their further eligibility shall then be considered on their school citizenship, service, leadership and character. Nomination of members in this society shall be by a teachers' council which includes principals and School Counselors. After induction into the organization, members are expected to maintain the minimum standards to continue affiliation in the National Honor Society.

## Homework

Homework is considered a fundamental part of the learning activities for students in the Central Dauphin School District.

Homework assignments should be related in a meaningful way to the classroom instruction and reasonable in time requirements. A minimum of homework should be assigned in primary grades with increased amounts, as necessary, up through the grades. The purpose of homework assignments should be clearly understood by the students. The teacher is responsible for carefully planning assignments and clearly presenting them to students. Homework standards should take into consideration individual differences of students, normal home resources and the time impact on students.

1. All pupils will be expected to do a reasonable amount of homework.
2. Homework should be assigned with a definite purpose and reason for its assignment.
3. Homework may be given to reinforce a learning experience or concept developed in school. The amount should be no greater than that needed to fix a concept.
4. Positively no homework or in-class assignments shall be made as a form of punishment.
5. All homework should be carefully reviewed by the teacher and the student following its completion.
6. Homework assignments should be readily completed with resource materials the students normally possess or which are easily available.

## Time Allotted for Make-Up Work

Upon returning to school from an excused or unexcused absence, pupils are expected to meet with their respective teachers and plan completion of the assignments missed during the period of absence. The following time guideline shall be observed when scheduling deadline dates for completion of make-up work. Students have one school day to make up work for every day they are absent.

- a. Unusual circumstances may require special consideration and adjustment of the time allowed for completion of make-up work.
- b. Failure to complete assignments accurately in accordance

with the above schedule may result in pupils receiving a failing grade for minor requirements or grade of "I" for major requirements.

- c. Pupils who are absent from school at the end of the fourth grading period are required to make up work in accordance with the schedule above except that "week days" (excluding holidays) shall replace "school days."
- d. Secondary students absent for one (1)-two (2) days should contact a classmate or teacher at their school email address to secure assignments.
- e. Secondary students absent three (3) or more consecutive days may phone the guidance office to request homework assignments.

## Reports to Parents

**Elementary** – Sharing the progress of pupils with parents is done each nine (9) weeks with a report card. Letter symbols are used and reflect the many variables that are considered to reach the grade given. In addition, teachers may use checklists and narratives to reflect students' progress.

Parent-teacher conferences often assist in better understanding of a child's progress. Conferences can be requested by parents by calling the school office. Teachers often arrange conferences with parents. In either case, the understanding that results will be in the best interest of the child.

Conferences must be held at a time that will not interfere with the instructional program of the class.

In addition to the regular report card, parent-teacher conferences will be scheduled by the school for all pupils.

**Secondary** – The school year is divided into four (4) report periods. Report cards will be issued within two (2) weeks after the report period closes. Duplicate report cards will only be issued to pupils upon written request by the parents, only if a report card is lost or destroyed.

Counselors may be contacted about report cards. Appointments may be made at your convenience to review student progress, test scores and educational plans.

Pupils will be expected to satisfy all financial and other obligations before report cards are issued and pupil records are cleared.

Progress reports to parents shall be prepared by the teacher for those pupils who are making unsatisfactory progress at the end of the fifth week in each grade period.

## Secondary Summer School

The district participates in the CAOLA summer program which provides high school pupils with an opportunity to make up credit deficiencies. For pupils in grades 7 and 8, a summer school program is provided in the Central Dauphin School District. Registration forms, subjects offered and other information regarding summer school procedures, rules and regulations may be obtained from the pupil's School Counselor. It is strongly recommended that students make up deficiencies in summer school immediately following failure.

## High School Schedule Changes

1. All schedule changes will be subject to master schedule limitations and class-size considerations.
2. Course changes are to be made during the summer. A copy of the schedule will be mailed to each student in early August. Contact the school immediately for changes.
3. Schedule changes after the start of school will be reviewed by the counselors/administration. No schedule changes will be made after the first two (2) cycles of school.
4. Exception to any one of the above stated guidelines will be permitted only with approval of the building principal.

## English as a Second Language

The Central Dauphin School District provides services to identified non-English dominant pupils. Supplementary English instruction is provided to the students in need of assistance.

## Gifted Program

Educational programs are available in the Central Dauphin School District for students found to be exceptional according to the Pennsylvania State Department of Education guidelines.

### Gifted Support

For exceptional students identified as mentally gifted as defined by the Pennsylvania State Department of Education.

*Mentally gifted* – Outstanding intellectual and creative ability the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program.

Classroom teachers at all grade levels provide experiences and support services needed to enhance intellectual growth and development for the gifted student. In grades kindergarten through 12, teachers of the gifted student may provide enrichment-type activities on an itinerant basis or assist classroom teachers with program modifications. Accelerated students meeting the criteria of their program of studies as outlined by the district will have the opportunity to take advanced placement courses as appropriate.

Annual screenings to determine gifted eligibility are conducted by the school district.

Parents are notified by letter if their child is referred by teacher(s) for screening.

Parents may request evaluation if they believe their child is gifted (one [1] per school year).



## Independent Study

Pupils meet with teachers and available community resource persons to work on contracted projects. Areas of pupil interest pertinent to their educational advancement are selected and scheduled. Teachers facilitate and monitor student progress. All such study must be cleared through the building principal. Specific guidelines must be followed.

## Reading Specialists

The district employs reading specialists who assist with inservice education, curriculum development, evaluation of reading programs and tests, corrective and remedial teaching, and serve as advisors to the teaching staff and administrators.

## Student Council

**Middle School** – The purpose of the student council is to work toward the betterment of the school by improving cooperation between pupils, faculty and the principal. The council makes suggestions to the principal on ways to improve the school. They also are in charge of certain all-school activities such as dances, parties, hall patrol, etc. All decisions of the council are subject to the final approval of the principal.

**High School** – The main purposes of the organization are as follows:

- a. To serve as liaison agency between the pupil and the administration.
- b. To receive suggestions from pupils for changes within the school.
- c. To promote an opportunity for participation in democratic processes.
- d. To share with the administration the responsibility of handling assemblies.
- e. To organize and promote the homecoming activities.
- f. To assist in organizing clubs, dances, concerts and other social activities during the school year.

## Instrumental Music

Music, as well as other forms of art, is an important component of each child's education. The district begins instrumental instruction in grade 4 and continues through grade 12. Instruction is provided in both band and string instruments.

## Library Service

The secondary level library program is under the direction of a certified librarian in each school. Library materials are selected for the use of pupils in connection with curriculum and for leisure reading. Collections include Reference materials, fiction and non-fiction books, magazines, newspapers, as well as up-to-date internet resources. Books may be checked out at any time and are expected to be returned by the date due.

Daily, secondary libraries are busy places as teachers and librarians actively engage students in their learning. Projects

that coincide with classroom instruction are completed in a variety of ways. Students are permitted to use the library during class periods as long as they follow proper procedure by obtaining a pass from their respective classroom teacher or by accompanying their entire class.

Elementary libraries are also staffed by a certified librarian who actively engages the students during their weekly instruction in library activities and procedures. Our elementary libraries offer an age appropriate collection of fiction and non-fiction books. These books may be selected on a weekly basis when the students come for library instruction.

## Payment for Industrial Technology Material

Shop projects become the property of the pupils upon payment of the cost of the materials. Pupils, who are making special projects for themselves, shall pay for the materials as it is removed from stock. The cost of all supplies will be the same as the cost to the school district.

## Student Transcripts

Upon request of parents/students, student transcripts will be sent free while the student is registered within the district and/or being transferred to another unit outside the district. Once the record has been transferred to the central office, a two dollar (\$2.00) fee will be charged for each transcript. The transcript request form is located online at [www.cdschools.org](http://www.cdschools.org).

## Miscellaneous Information

Any pupil caught cheating on tests or plagiarizing papers will receive no credit for the work. In determining averages, zero (0) will be used as the numerical grade.

In elective sequences: Algebra I to Algebra II, Foreign Language I to V, Accounting I to II; pupils with a final average of less than 70 are urged not to take the next level subjects.

Pupils who fail a subject can remove the failure only by going to an accredited summer school or repeating the course during the regular school year. If they are successful in passing the course, they will then receive credit.

Accelerated courses are presently offered in English, French, American History, European History, Physics, Biology, Chemistry, Latin, Spanish and Calculus. The district also provides students the opportunity to take advanced placement examinations offered by the College Entrance Examination Board. Qualified students may receive advanced standing on the basis of these results.

The Central Dauphin School District philosophy is based on the continuous progress model in kindergarten through grade 8.

# Transportation

## Regular Transportation

The Central Dauphin School District provides transportation for students through Durham School Services as determined by the School Board. The building assignment of all pupils in grades kindergarten through twelve shall be according to the legal residence of the parent or legal guardian and transportation shall be provided accordingly. If the legal residence is located within a designated walking area, transportation will not be provided, unless the pupil attends a latchkey program recognized by the school district and whose facilities are located in the area that qualifies for transportation service.

## Transportation Changes

One change in transportation, for reason(s) other than a residence change, shall be permitted in a school term providing the change is permanent, seating space is available, the new stop lies within the same building attendance area and no additional mileage is added to the bus route. The permanent change will be for transportation to and from the same location a.m. and/or p.m., Monday through Friday; provided, however, that the a.m. location need not be the same as the p.m. location.

## Delays

There will be times due to adverse weather conditions and traffic delays that school buses will not arrive at their stops at the designated time. Please inform your child to wait a reasonable amount of time for the bus to arrive.

## Parking Regulations

1. Parking areas and access roads to parking areas are for the exclusive use of Central Dauphin School District employees, authorized pupils, parents and visitors on school business. Unauthorized persons are subject to arrest for trespass violations.
2. Parents and other visitors on school business shall park in the designated visitor's parking area.
3. Parking areas are school property and the smoking policy, weapons policy, controlled substance policy and all student regulations shall be strictly enforced.
4. Pupils' automobiles must be registered in the school office.
  - a. A parking permit may be purchased by authorized pupils.
  - b. The parking permit must be displayed.
5. Vehicles must be parked within the lined parking spaces assigned to the pupil parking area. Parking diagonal or perpendicular to the lined space is prohibited.

## Bus-Riding Conduct

Any pupils involved in an act of misconduct which may be detrimental to the health or safety of other pupils, bus driver, vehicle or person(s) outside the vehicle shall have their riding privilege suspended or removed permanently. Please refer to the Student Code of Conduct for specific penalties with respect to school bus misconduct.

All students who ride the school bus shall, in addition to complying with all rules in the Student Code of Conduct, comply with the following rules:

### *Prior to Loading*

1. Be on time at the designated school bus stop, arriving five (5) minutes before the bus is due.
2. Wait for your bus at a safe place, well off the highway, on the side of the street on which you live. Cross the street to enter the bus, if necessary, only when the bus is stopped and the red flashing signals are on.
3. Respect the property rights of people who reside at or near the bus stop.
4. Do not get into private vehicles with strangers. All Central Dauphin School District or Durham School Services vehicles are clearly marked with the designation "Central Dauphin School District" or "Durham School Services."
5. Enter the bus in an orderly manner and take your seat. Bus drivers may assign seats.

### *While on the Bus*

1. Observe regular classroom conduct except for ordinary conversation and follow your bus driver's instructions. The bus driver has the same authority on the bus as a teacher has in the classroom.
2. Remain in your seat at all times, except when boarding and unloading. Do not change seats at bus stops.
3. Keep your hands, head and feet inside the bus at all times.
4. Loud talking, laughter and other similar conduct diverts the driver's attention and may result in a serious accident.

6. Pupils authorized to use the school parking area shall promptly park their vehicle and immediately leave the area. Permission must be secured at the office to return to the parking area during school hours.
7. The speed limit in the parking area is fifteen (15) miles per hour and cautious driving techniques must be observed at all times.

5. Do not damage or tamper with any parts of the bus. In addition to disciplinary actions from violating this rule, you or your parents will be responsible for the payment of the cost of the repair.
6. Keep the aisle clear, except when entering or exiting.
7. Do not throw anything in the bus or out of the bus window.
8. Horseplay, fighting, eating and drinking are strictly forbidden, as is all other conduct prohibited by the Student Code of Conduct.
9. Be courteous to fellow pupils and the bus driver.
10. The following items are not permitted in any school vehicle: live animals, weapons, drugs, alcohol or tobacco, flammable liquids (gasoline, propane, fuel), fireworks, firecrackers, smoke bombs, tape recorders, radios, balls (except for team buses), water pistols, spray bottles, pea shooters, sling shots, any item too large for students to hold on their laps.

### *Transportation Video Recordings with Audio*

1. Video recorders with audio are placed on school buses to be a deterrent against acts of misconduct, thus providing a safer environment for students, drivers and the motoring public.
2. Videotapes with audio capturing misbehavior may be used at conferences with parents and as evidence for disciplinary action. All cameras in buses, when equipped, will be activated by the drivers when the ignition is activated.

### *After Leaving the Bus*

1. When necessary, cross the road at least ten (10) feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. Go directly to your school building in the morning and directly home in the afternoon.

**Call (717) 541-0680, ext. 281, 243, 245 or 287  
for bus stops, schedules  
or any transportation questions.**

8. The driver of the vehicle is responsible for the conduct of pupil passengers in the vehicle.
9. School buses have priority at dismissal time. Drivers may not break into the line as buses depart.
10. Disregarding these regulations may result in suspension of driving privileges and/or arrest.

# Three Mile Island Nuclear Station

## Emergency Plan for Incidents at TMI

In July 1982, the Pennsylvania Emergency Planning Agency verbally approved the Central Dauphin School District's Radiological Emergency Response Plan for Incidents at TMI Nuclear Station. This outline summarizes concepts and action that will be taken by the Central Dauphin School District should an incident occur at the facility.

The following summarizes concepts and action that will be taken by the Central Dauphin School District should an incident occur at the nuclear facility, Three Mile Island.

The Emergency Planning Zone (EPZ) consists of an area of about ten (10) miles in radius around the fixed nuclear facility at TMI. This area includes: Conewago Township, Derry Township, Highspire Borough, Hummelstown Borough, Londonderry Township, Lower Swatara Township, Middletown Borough, Paxtang Borough, Royalton Borough, South Hanover Township, Steelton Borough, Swatara Township and the city of Harrisburg south of I-83, Lower Paxton Township as far north as Union Deposit Road and Nyes Road to and including Red Top Road to the township line.

Public and nonpublic schools within the Emergency Planning Zone included in the Central Dauphin School District Response Plan are: Chambers Hill Elementary, Lawnton Elementary, Paxtang Elementary, Rutherford Elementary, South Side Elementary, Swatara Middle School, Tri-Community Elementary, Circle School, Phase 4, and St. Catherine's Laboure. It is the responsibility of the Central Dauphin School District to evacuate each of these buildings to a location outside of the ten (10) mile EPZ.

All students attending the above schools will be evacuated to Central Dauphin Middle School, 4600 Locust Lane, Harrisburg, except for students from St. Catherine's who will be evacuated to E. H. Phillips Elementary School, 100 Oakmont Road, Harrisburg. Students will remain at these two host schools until released to their parents/guardians through proper release procedures as established by their respective schools. All students attending Central Dauphin East Middle and Central Dauphin East High School will remain sheltered in their school until released to their parents/guardians. Students that drive to school will remain in the building until released to their parents/guardians.; they will not be permitted to leave in their cars.

Parents are urged to listen for public announcements released through the Emergency Broadcast System by the Dauphin County Emergency Management Agency. In the event of a Three Mile Island incident, parents should turn their radios to The Cumulus Media and The Clear Channel Stations and television stations 8, 21, 27, Fox 43 and WITF. Additionally, the district will use the parent notification system to provide information on the status of the incident and the steps being taken to comply with the directives from the Dauphin County Emergency Management Agency or the Pennsylvania Emergency Management Agency.

### Incident

An incident is an event for a condition at a nuclear power plant which could result in impact on public health and safety. Five incident classes have been identified from the least serious to the most serious:

**Event of Potential Public Interest-** An event that occurs that may be of significance to the public such as medical emergencies and other non-radiological related events.

**Unusual Event-** Unusual events are in process or have occurred which indicate a potential degradation of the level of safety of the plant or indicate a security threat to facility protection. No releases of radioactive material requiring off-site response or monitoring are expected unless further degradation of safety system occurs.

**Alert-** Events are in process or have occurred which involve an actual or potential substantial degradation of the level of safety of the plant or a security event that involves probable life threatening risk to site personnel or damage to site equipment because of HOSTILE ACTION. Any releases are expected to be limited to small fractions of the Environmental Protection Agency (EPA) Protective Action Guide exposure levels.

**Site Area Emergency-** Events are in process or have occurred which involve actual or likely major failures of plant functions needed for protection of the public or HOSTILE ACTION that results in intentional damage or malicious acts; 1) toward site personnel or equipment that could lead to the likely failure of, or 2) prevents effective access to equipment needed for the protection of the public. Any releases are not expected to exceed EPA Protective Action Guide exposure levels beyond the site boundary.

**General Emergency-** Events are in process or have occurred which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity or Hostile Action that results in an actual loss of containment integrity or HOSTILE

ACTION that results in an actual loss of physical control of the facility. Releases can be reasonably expected to exceed EPA Protective Action Guide exposure levels offsite for more than the immediate site area.

### Parents/Guardians

Please cooperate with school administration by following these recommendations:

- a. Do not try to enter schools within the ten (10)-mile EPZ once an evacuation has been ordered.
- b. Upon entering a school building outside the ten (10)-mile EPZ, please abide by the regulations established by school officials. Remain calm. Properly identify yourself. Before leaving with your son/daughter be certain his/her name has been taken off the class register.
- c. Each building principal will have a plan of action pertaining to incidents at TMI. Review the plan of operation at PTO/PTA meetings, so that you are familiar with the procedures that will be followed. If you have a question, please ask the building principal.
- d. Should an incident at TMI be announced, two of the most critical problems will be communications and transportation. Parents are urged to listen carefully to public announcements over the Emergency Broadcast System and those received through the parent notification system. It is extremely important that you keep the school informed of any change in phone numbers or address. Avoid calling or driving to schools located in the ten (10)-mile EPZ. Your cooperation in implementing this plan will be absolutely necessary if we are to protect the health and safety of our children.
- e. Remember to take time to establish a family communications plan and personal response plan. Review your plans of action with each member of your family. Should an order to evacuate be issued, you will not be allowed back into the 10-mile EPZ. Prepare an emergency kit that can be taken with you once you leave your home. There are many websites that offer suggestions to the contents of such kits:

<http://www.ready.gov/>  
<http://www.americanfamilysafety.com>  
<http://www.readypa.org/>  
<http://www.redcross.org/>

# General Information

## A Message to Parents

Education comes only from personal effort. The school can provide opportunity and assistance. The school cannot do its best work without the cooperation of the home. Parental cooperation involves:

1. Checking on the pupil's home study, providing a quiet place for it, and seeing that it is done well.
2. Giving attention to report cards. Report cards are distributed every nine (9) weeks.
3. Visiting the school.
4. Seeing that social functions do not interfere with the pupil's studies and rest.
5. Assisting in impressing the fact that school is the most serious business of any child and demands the best effort of the pupil.
6. Trying to discover interests and capacities of the child. Help make plans for the future.
7. Taking an interest in his/her progress throughout the year.
8. Discussing school programs with the child.
9. Seeing that he/she gets enough sleep.
10. Watching the health of the child. The adolescent period is one in which careful attention should be paid to health, mental and physical.
11. Reporting to the school any physical or mental handicaps under which the pupil may be laboring. Poor hearing, bad eyesight, nervousness, etc., should be reported.
12. Assisting in maintenance of regular attendance. Parents sometimes unthinkingly keep pupils out of school for trivial reasons.
13. Encouraging habits of promptness, obedience, courtesy and respect for authority and property.

## Accident Insurance

There is no reduction of premium for coverage during part of the year. While it is recommended that all pupils be protected by this accident coverage, it is a school requirement that a pupil must have purchased this protection, be covered by equivalent insurance, or sign a waiver before he/she may participate in any extracurricular activity.

The Central Dauphin School District Board has approved the following policy regarding school insurance and participation in extracurricular activities.

"All pupils, in order to participate in any of the extra-curricular activities of the school program, must be covered by pupil insurance or parents must certify to equivalent coverage under private insurance policies, or sign a waiver." A form will be provided upon request to certify this coverage.

Coverage includes the regular school sessions, going to and from school and all school-sponsored and school-supervised activities except interscholastic football on the high school level.

The Central Dauphin School District will not be responsible for medical or dental expenses incurred by pupils participating in extracurricular activities, including athletics, that are in excess of the coverage provided by the required school insurance.

In the event of an accident, the pupil is responsible to notify the teacher in charge, so that an accident form may be completed and submitted to the school nurse. Failure to do so may result in loss of benefits.

## Appearance and Dress

1. Standards for personal grooming and dress shall respect the following requirements:
  - a. Accessories or items of apparel which distract from the educational program shall not be worn.
  - b. Clothing and hair shall never be worn in a fashion that presents a hazard to the safety of any pupil or groups of pupils.
2. It shall be the responsibility of the building principal to exercise fair and consistent judgment in determining when violations of Items 1, (a) and (b) have occurred.

## Athletics

Athletics are valuable only insofar as they contribute to the growth of the individual. This growth need not be entirely physical. It frequently is mental and moral as well.

Central Dauphin School District sports schedules can be found by following this process, click on [www.cdschools.org](http://www.cdschools.org):

- Administration
- Athletics
- Sports schedules
- The high school name (middle schools are listed under the high schools)
- Click on Schedule Star

For physical information and documentation click on [www.cdschools.org](http://www.cdschools.org):

- Administration
- Athletics
- Sports physicals

## Admission to the Elementary School Building

Children are admitted to the school building fifteen (15) minutes prior to the beginning of classes. Parents are asked to cooperate in having their children arrive during this fifteen (15)-minute period. Pupils transported by school bus will be admitted to the building upon arrival. Kindergarten children who ride in private cars should be picked up promptly at dismissal time.

## Asbestos Hazard Emergency Response Act (AHERA) Notification

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, the Central Dauphin School District (CDS) conducts a reinspection by a Pennsylvania Department of Labor and Industry licensed asbestos inspector to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. The last full inspection was done on July 22, 2013. Periodic surveillance of all asbestos containing materials occurs every six months.

The law further requires an asbestos management plan to be in place by July 1989. CDS developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of CDS to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office (600 Rutherford Road, Harrisburg, Pennsylvania 17109) or administrative office of the school during regular business hours. Mr. Gilbert Tunney (Director of Building and Grounds) is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at (717)545-4703.

## Cafeteria Services Information

A nutritious breakfast and lunch are served daily. A la carte food items also are available for purchase. Monthly menus are available from your school office, homerooms, cafeteria or on the website at [www.cdschools.org](http://www.cdschools.org).

It is the responsibility of all pupils and teachers to keep the cafeteria area clean and neat. To maintain these high standards, the following general rules should be followed:

1. Books should be placed on the racks or along the walls when available, not on heating units, tables or chairs.
2. All pupils must eat their lunch in the cafeteria and no food is to be taken from the cafeteria area.
3. Trays, plates, utensils, milk cartons and leftover food must be returned to the dishwashing room.
4. Pupils are not permitted to leave the school property during the lunch period without a lunch pass issued from the office. Violations may result in suspension.
5. Visitors are not permitted to enter the building for the purpose of visitation during the pupil lunch period.
6. Delivery of food by outside vendors during the lunch periods is not permitted. Delivery of food by outside vendors at times other than during the lunch periods must have prior approval by the building principal and the food must be eaten in the cafeteria.
7. No lunches may be eaten in cars or in any area of the school other than the cafeteria dining area.
8. Lunch period rule violations may result in suspension or expulsion.

## Student Meal Prices

The Central Dauphin School District provides nutritious meals at nominal prices which are as follows:

### Elementary Schools

Breakfast (served daily):	Paid Breakfast .....	\$1.15
	Reduced Breakfast* ....	\$0.30
Lunch:	Paid Lunch .....	\$2.25
	Reduced Lunch* .....	\$0.40

### Secondary Schools

Breakfast (served daily):	Paid Breakfast .....	\$1.15
	Reduced Breakfast* ....	\$0.30
Lunch:	Paid Lunch .....	\$2.50
	Reduced Lunch* .....	\$0.40

\* Meal Benefit Applications must be completed every year for free or reduced meals. Applications are included in new student packets and can be picked up at each school's office, cafeteria manager's office or at the Administration Building, cafeteria services office.

## Point-of-Sale Accounts

All schools have Point-of-Sale cash registers allowing students to deposit money into their own account for daily food purchases. Cashiers can provide balance information to students or parents as requested. Cash or checks made payable to the school your child attends are accepted.

Students will be assigned a PIN (Personal Identification Number). Students may not share their PIN numbers with other students.

## Student Charge Policy

**High Schools** - No charges permitted. Parents, guardians and students should place funds on the student's account to protect against any emergency.

**Middle Schools** - Allowed one (1) lunch charge. This will allow the student to receive a reimbursable meal for the day. After the charge, the student will receive a verbal reminder. The student will be denied any further meals after one (1) charge until the charge is paid in full.

**Elementary Schools** - Allowed three (3) lunch charges. After each charge, the student will receive a verbal reminder. The student will receive a replacement meal which constitutes a reimbursable meal. The payment of the replacement meals will be the responsibility of the parent or guardian.

In accordance with Federal Guidelines, meals will be provided to first through third grade students and any student with disabilities who may be unable to manage their money.

Students are not permitted to charge breakfast or la carte menu items. No student will be allowed to charge another student's breakfast or lunch to their account.

Students having an over-drawn meal account will receive an automated School Messenger telephone notification two times per week.

## COMPASS

Families that have children attending a public school district can apply for free or reduced price school meals through the National School Lunch Program online using the Internet. This can be done using COMPASS. COMPASS allows Pennsylvanian's to apply for social service programs, such as Food Stamps (FS), Temporary Assistance For Needy Families (TANF), Low Income Home Energy Assistance (LIHEAP), Children's Health Insurance Program (CHIP), etc. online. Families can use COMPASS to apply for free or reduced price school meals only, or they can apply for other services at the same time (FS, TANF, LIHEAP, etc.).

Since your child attends the Central Dauphin School District, which is a public school district, you can apply for free or reduced price school meals online by going to the COMPASS website at [www.compass.state.pa.us](http://www.compass.state.pa.us) or you can continue to use the paper "Household Meal Benefit Application" if you prefer. If you apply for free or reduced price school meals through COMPASS, you do not need to submit a paper application.

## Copyright/Recording

Copyright law prohibits individual use of recording devices during musical or theatrical performances.

## Daily Time Schedules

**Elementary Time Schedule** - All elementary schools will begin at 9 a.m. and dismiss at 3:45 p.m. Morning kindergarten will begin at 9 a.m. and dismiss at 11:45 a.m. Afternoon kindergarten will begin at 1 p.m. and dismiss at 3:45 p.m. Elementary schools operate on a five (5)-day cycle.

**Secondary Time Schedule** - All middle and high schools will begin at 7:45 a.m. and dismiss at 2:30 p.m. Secondary schools operate on a six (6)-day cycle.

## Dauphin County Technical School

Career and technical education is offered through the Dauphin County Technical School program. The school offers a one (1)-year exploratory experience followed by a

three (3)-year approved program. Approximately fifty percent (50%) of the time is spent in vocational shops or laboratories; the remainder in general education and related trade courses.

Interested students may secure more information and/or an application form from their school counselor. Students identified as special education may attend Dauphin County Technical School with all services and programs provided.

## Dress for Physical Education Classes

Your child will be involved in a physical education program with planned activities for his/her education and physical development. Students should wear solid white t-shirts, dark-colored shorts and white socks and sneakers that allow free movement for active play. Athletic shoes are required and must have adequate shoe laces and be sturdy to avoid accidents. Students are not permitted to wear the same clothing they wore to school on P.E. day. Students who must wear glasses for class are asked to wear elastic guards to hold their glasses secure during activity.

Physical education classes missed for unexcused reasons may be made up as per the policy of the school.

## Drug and Alcohol Policy

In an effort to provide a safe environment for our students, the Board has adopted a comprehensive Drug and Alcohol Policy. In conjunction with this policy, the district will conduct random K-9 searches in our middle and high schools. Please refer to the Student Code of Conduct booklet for the complete policy.

## Equal Opportunity School District

Central Dauphin School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

- Should any individual require the services of interpreter for the deaf or braille translation for the blind to access information regarding this statement, contact the office of special education services at (717) 545-4703 (ext. 269).
- Should any individual require language translation, contact the office of pupil services at (717) 545-4703 (ext. 207).
- Should any individual have need of access facilities due to physical disability, contact the director of buildings and grounds at (717) 545-4703 (ext. 274).
- Should any individual allege discrimination by access to district athletic activities, contact the district athletic director at (717) 545-4703 (ext. 265).
- Should any employee or applicant for employment have a concern regarding discrimination of the above in relation to employment, contact the office of human resources at (717) 545-4703 (ext. 259 or 262).
- Should there be any additional concerns, contact the assistant superintendent at (717) 545-4703 (ext. 206).

## Gifts

Class gifts presented to the schools must be approved by the administrative team. We discourage individual pupils giving gifts to teachers.

## Gold Card

Any district resident who has reached their sixty-second (62th) birthday may apply for a "Gold Card" pass to all district-sponsored events.

All members of the "Gold Card" club are entitled to free admission to Central Dauphin home athletic events (except PIAA playoffs), to selected plays and musical productions. "Gold Card" applicants may visit the Administration Building to apply for a "Gold Card."

## Harrisburg Area Community College

Central Dauphin School District is a sponsoring district of the Harrisburg Area Community College (HACC), a two (2)-year community college located in Harrisburg. The district assumes responsibility for one-third (1/3) of the tuition of district residents. If you have been a district resident for six (6) months or more, you may qualify for the reduced tuition rate. For additional information and/or to apply for a certificate of residency, please visit the District's website at [www.cdschools.org](http://www.cdschools.org).

## Internet Usage Policy

The district recognizes the value of the Internet to support and enrich the curriculum and the learning process. At the same time, the district wishes to prevent misuses or abuses of the Internet in the schools. The Internet Acceptable Usage Policy details what constitutes acceptable use of the Internet. This policy is **included in the Student Code of Conduct Booklet and must be signed by the student and his/her parent or guardian**. If a student violates any of the provisions outlined in the Internet Acceptable Usage Policy, his/her account will be terminated and future access could possibly be denied.

## Lockers (Secondary)

Each pupil is provided with two (2) lockers, one (1) for street clothing, books, etc. and the other for gymnasium equipment. Combinations for hall lockers will be supplied by homeroom teachers. It is the responsibility of the student to properly secure the gymnasium locker.

Lockers must be kept in order and locked at all times. Under no circumstances should a pupil give the combination of his/her locks to others. If pupils have trouble with locks, they may be exchanged for locks in good working order. Damaged or bent locks will not be replaced. Schools will not be responsible for losses from lockers.

## Lost and Found

Any article that is found and judged to have value should be turned in to the office and an effort will be made to have lost and found items returned to the owner. The district is not responsible for items brought to school.

## No Smoking Policy

The Board prohibits tobacco use by students, employees and visitors on all school district property which includes; school buildings, buses, vans, and vehicles that are owned, leased or controlled by the school district as well as in/on all athletic facilities, and school district grounds.

## Parent-Teacher Association/Organization

These organizations are composed of parents and teachers interested in promoting the welfare of the youth of this community. The bylaws of these associations list further objectives as raising the standards of home life, securing adequate laws for the care and protection of youth, bringing about closer relations of the home and school, and uniting the general public and educators to secure the highest advantages in physical, mental and spiritual education for every child. Contact your school for more information.

## Return Check Charge

By using a check for payment, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount, plus any applicable fees as permitted by state law.

## Safety and Security/Crisis Management

The Central Dauphin School District has been focusing and will continue to take steps and actions which will prepare an effective response to the types and levels of crisis which can effect our schools. We are taking a pro-active stance both to lessen the likelihood of a crisis and to prepare our administrators, staff and students for managing a crisis effectively.

As a part of its commitment to enhance school safety for students and faculty, the district has initiated a picture identification system. Each of the district's 1,600 employees has received an IDenticard photo badge, allowing for easier identification of employees by students, parents, co-workers and emergency services personnel.

Students who threaten harm to others will be assessed by a school-based team. If the threat is determined to be a danger to others, the student and parent/guardian will be notified and a Crisis Intervention Plan will be required.

## Safety Patrol

The safety patrol is composed of responsible children on duty in sufficient time before and after school to help insure your child will arrive safely at school or home. All pupils are expected to obey the school patrol to help insure their own safety. Parents should plan for their children to arrive at school during the time patrols are on duty.

## Secondary Athletic Awards

High School (Grades 9-12) sports

All athletes who participate and complete a sport season will be issued a certificate for that sport. The only exception will be illness or injury that would limit participation.

An athlete who participates on a varsity team will receive the following awards:

First year – Varsity Letter

Second, third and fourth year – Varsity Service Pin

## Middle School (Grades 7 & 8) sports

All athletes who participate and complete a sport season will be issued a certificate for that sport. The only exception will be illness or injury that would limit participation.

## Study Trips

The school district will be taking students on study trips from time to time as part of the curriculum and will not be seeking specific parental authorization for those trips. Parents will be informed of these trips.

## Telephone

School office telephones are intended for school business only. Where a public telephone is installed pupils shall use that telephone, during lunch only, for personal calls. Pupils will not be called to the phone. Messages, if important, will be taken and delivered to the pupil. Pupils must report to the office for permission to use the phone.

## Visitation

Upon entering any district building, all visitors must register in the office and obtain a visitor's badge.

## Parent/Guardian Visitation

The administration and faculty of the Central Dauphin schools wish to support home/school cooperation. In order to make your visit to school more profitable to you and to us, and safe for all students, we ask:

1. Please schedule your visit in advance. A phone call to the principal's office will alert all staff of your presence.
2. Special education classroom visits are scheduled through the respective special education supervisor.
3. If you desire a conference with a teacher, make an appointment through the office. Classes will not be interrupted for this purpose.

## Pupil Visitation

1. Pupils from other school districts are not encouraged to visit the Central Dauphin schools.
2. Pupils from the Central Dauphin School District are not encouraged to visit other schools or schools within the district.
3. Younger brothers or sisters shall not be brought to school to visit.

## Website [www.cdschools.org](http://www.cdschools.org)

Stay up-to-date on current information about Central Dauphin Schools, programs and initiatives. You can find us at [www.cdschools.org](http://www.cdschools.org). Each school has its own website that can be accessed from the district site.