



**STUDENT HANDBOOK  
2023-2024**

**Dover Area High School  
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## PRINCIPAL'S MESSAGE

On behalf of the faculty and staff of Dover Area High School, welcome to the 2023-2024 school year. This is an exciting time at our high school as we begin to implement the PBIS program and continue our focus of high expectations for all students. Every student at Dover Area High School will graduate on time and life ready.

As a school, we will achieve this by:

- Ensuring that each student is **college and career ready**: ensuring that each student is ready for whichever pathway he/she chooses after high school.
- Supporting **personalized learning**: providing opportunities for students to individualize and take ownership in the learning process.
- Promoting **digital citizenship**: providing students an opportunity to engage in the purposeful use of technology and understand their roles as digital citizens.
- Fostering **community**: connecting our school community, promoting a sense of service, developing student leadership, and facilitating a positive school culture.

As students, we ask the same of you that we ask of ourselves. Dover Area High School is **your** school. The future of DAHS is what you build it to be. Your legacy is what you do in your time here as well as what school you leave behind. My challenge to you is to leave DAHS better than you found it. Challenge yourself. Build your community. Be heard. Most importantly of all - be creators, connectors, and leaders. I am excited for the work we are undertaking as a school community and to see your legacy as we work to ensure each of you graduates on time and life ready.

Dover Proud,  
Jennifer Fasick  
*Principal*

The Dover Area School District is an equal opportunity institution. It will not discriminate based on race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in the treatment of individuals, or any aspect of its operations, including its employment practices, as required by Title VI, Title IX, and Section 504. The lack of English skills shall not be a barrier to admission or participation in the district's activities and programs. The district offers CTE programs in Business, STEM, Visual Communications, and Agriculture. For information regarding civil rights or grievance procedure, contact Dr. Troy Wiesting, Title IX Coordinator, [twiestling@doversd.org](mailto:twiestling@doversd.org) or 717-292-8066. For information regarding Section 504, contact Mrs. Katherine Guyer, Director of Exceptional Children, [kguyer@doversd.org](mailto:kguyer@doversd.org), or 717-292-3671.

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## DISTRICT POLICY REFERENCES

Many policies and procedures that apply to the high school are approved by the Dover Area School District Board of Directors and are recognized as district level policies. In order to streamline the handbook, some of those policies are listed below and the detailed version of those policies will not be duplicated in the handbook. All district policies can be found on the district website at [www.doversd.org](http://www.doversd.org).

- ACCEPTABLE USE OF COMPUTER TECHNOLOGY ([POLICY 815](#))
- ATTENDANCE PROCEDURES ([POLICIES 204/240](#))
- BULLYING/CYBERBULLYING ([POLICY 249](#))
- CARE OF SCHOOL PROPERTY ([POLICY 224](#))
- CHILD/STUDENT ABUSE ([POLICY 806](#))
- CONTROLLED SUBSTANCES/PARAPHERNALIA ([POLICY 227](#))
- CURRICULUM REVIEW ([POLICY 105.1](#))
- DANGEROUS WEAPONS AND INSTRUMENTS ([POLICY 218.1](#))
- DATING VIOLENCE ([POLICY 252](#))
- DISTRIBUTION OF MATERIALS BY STUDENTS ([POLICY 220](#))
- ELECTRONIC DEVICES ([POLICY 237](#))
- ENROLLMENT/PLACEMENT OF STUDENTS ([POLICIES 200/201/206](#))
- EXEMPTION FROM INSTRUCTION ([POLICY 105.2](#))
- EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES ([POLICY 122](#))
- FIELD TRIPS ([POLICY 121](#))
- FREE/REDUCED PRICE LUNCH AND/OR BREAKFAST ([POLICY 246](#))
- HAZING ([POLICY 247](#))
- HOMEWORK ([POLICY 130](#))
- HOMELESS STUDENTS (McKinney-Vento) ([Board Policy #251](#))
- HOMELESS (Basic Education Circular -BEC) ( [Homeless BEC](#))
- IMMUNIZATIONS ([POLICY 203](#))
- NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES ([POLICY 103](#))
- PROMOTION, RETENTION, AND GRADING ([POLICY 215](#))
- SEARCHES ([POLICY 226](#))
- SPECIAL EDUCATION ([POLICY 113](#))
- STUDENT ACCIDENT INSURANCE ([POLICY 211](#))
- STUDENT DISCIPLINE ([POLICY 218](#))
- STUDENT EXCUSAL POLICY ([POLICY 204](#))
- STUDENT EXPRESSION ([POLICY 220](#))
- STUDENT RECORDS ([POLICY 216](#))
- STUDENT RIGHTS AND RESPONSIBILITIES ([POLICY 235](#))
  - o More information can be found in the [ACLU Student Rights Handbook](#)
- STUDENT WELLNESS ([POLICY 246](#))
- SUSPENSION AND EXPULSION ([POLICY 233](#))
- TOBACCO USE ([POLICY 222](#))
- UNLAWFUL HARASSMENT ([POLICY 103](#))
- WITHDRAWALS AND TRANSFERS ([POLICY 208](#))

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# ACADEMICS

## GRADUATION REQUIREMENTS

Classes of 2024 - 2027

Subject Area	Credits
English	4
Social Studies	3
Mathematics	3
Science	3
A fourth credit in Math, Science or Social Studies	1
Health	0.5
Physical Education	0.5
Humanities (Foreign Language, Art, Music, Theater, Photo, Intro to Graphics, MultiMedia)	2
Electives(2 broad based and 5 within your Career Academy)	7
<b>Total Required</b>	<b>24</b>

Completed Pathway for Graduation in compliance with Act 158  
**24 total credits**

Students will be promoted to each grade level based on the number of credits earned at the end of each school year.

- 5 credits must be earned for promotion to 10<sup>th</sup> grade
- 11 credits must be earned for promotion to 11<sup>th</sup> grade
- 16 credits must be earned for promotion to 12<sup>th</sup> grade

\*\*\*If a student doesn't meet those credits, they can take summer credit recovery.

### **11th grade promotion requirements:**

Completion of minimum of 8 artifacts/activities on Smart Futures.

Completion of Keystone administration in Algebra, Literature, and Biology

Successful completion of Keystone Remediation if proficiency is not achieved.

Additional graduation requirements include successful completion of the Community Service Project, a Senior Graduation Portfolio, satisfaction of any monetary obligations to the district, and any remediation of state standards that may be deemed as a requirement by local district policy.

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure. However, a student may be denied participation in the graduation ceremony when personal conduct warrants as determined by the building principal.

Graduation requirements include satisfactory work done in grades nine, ten, eleven and twelve. Students who have not satisfactorily completed requirements for graduation by the date of the graduation practice, will not be permitted to participate in the commencement ceremony.

**GRADES**

Courses begin and are completed in a single semester. Electronic report cards will be uploaded to each student's portfolio on Skyward twice per semester - at the end of each marking period. A student's final grade is calculated using the grades from each of the two marking periods and a final exam grade. Grades for courses are calculated using the following formulas:

**Semester Courses**

$$\text{Quarter Grade 1 (40\%)} + \text{Quarter Grade 2 (40\%)} + \text{Final Exam (20\%)} = \text{Final Course Grade}$$

**Yearlong Courses**

$$\text{Q1 (20\%)} + \text{Q2 (20\%)} + \text{Q3 (20\%)} + \text{Q4 (20\%)} + \text{Final Exam (20\%)} = \text{Final Course Grade}$$

All courses will have a culminating final exam. Any student who fails to take a final examination due to unexcused or unlawful absence will receive a grade of 0 for the final exam.

A	90 - 100
B	80 - 89
C	70 - 79
D	65 - 69
F	0 – 64
N	Not Graded
I	Incomplete

Any student who withdraws from a course after 10 days of instruction will receive either a "withdrawal passing" or "withdrawal failing" based on cumulative course grade. A "WP" or "WF" will be noted on the transcript. The "WF" will be treated as a failing course grade for eligibility concerns.

**CHALLENGING A COURSE PLACEMENT**

The purpose for challenging a course is for higher course placement. The classroom teacher or guidance counselor may recommend a student be afforded the opportunity to challenge a course within the first six (6) days of the semester with approval by the principal. Course challenges may be permitted should the student have the prerequisite knowledge to successfully move to another course level as demonstrated by achieving an 80% or higher on the course final exam. A student may not challenge a course for which he/she has previously failed. No credit will be awarded for courses successfully challenged.



## INCOMPLETE GRADES

Students have a period of **ten school days** to make up work for the purpose of removing an incomplete grade that has been recorded on a report card. The ten school days are counted from the day that the marking period ends. After ten school days, incomplete grades will be changed to reflect a computed grade based on all work that has been completed.

Parents may request teachers to prepare assignments for students who have been absent at least three (3) consecutive days. Parents must allow a minimum of 48 hours for teachers to prepare assignments for students who are absent before picking up assignments and books at the counter in the Main Office.

It is the responsibility of the student to make arrangements for work missed due to an absence. Students must see their teacher to discuss missed work within 3 days of the absence.

## CHEATING/PLAGIARISM

Cheating/Plagiarism is defined as the willful intent to copy or look at work created by a source other than yourself, copying work that is produced by another individual (with or without their knowledge), or copying work created by an artificial intelligence (AI) platform. This includes a student willfully allowing another student to use their work as their own.

### **The initial penalty for plagiarism is:**

1. A zero for the project or assignment.
2. A parent phone call must be made by the teacher explaining the occurrence and a thorough explanation of the work in question.
3. An after school detention will be assigned.

### **The second penalty for plagiarism is:**

1. A zero for the project or assignment.
2. A parent phone call must be made by the teacher explaining the occurrence and a thorough explanation of the work in question.
3. A meeting with the assigned assistant principal, the student, and the student's parent(s) to discuss the student's repeated actions.
4. A Saturday morning detention will be assigned.

Should an offense of plagiarism occur for **the third time**, a building level hearing will be held to determine consequences. The hearing could include a building principal, the student, the student's parent(s), the student's guidance counselor, and the teacher where the offense occurred. The building level hearing could result in zero for the course and/or possible relocation for the duration of the course, as well as Administrative Probation.

## EARLY GRADUATION

A student who has met the requirements for graduation may request early graduation. Early graduation should only be considered in unique circumstances. Early Graduation can be for students who want to graduate at the end of 11th grade and/or at the end of the first semester of 12th grade year. These requests must be made in writing using the *Early Graduation* form. A student wishing to explore early graduation must...

- Meet with his/her Guidance Counselor to start the process and receive the form
- Complete the form and submit to his/her Guidance Counselor
- Guidance Counselor must submit this to the appropriate Administrator for approval

- Students graduating early from district schools will receive a school district diploma and will be eligible to participate in graduation and commencement ceremonies with their class.
- Any student granted early graduation and not enrolled in any courses may not participate in any school activities except for graduation ceremonies and prom.

### INDEPENDENT STUDY

Students wishing to complete courses outside the *Program of Studies* may consider independent study courses. These courses are limited to students who have exhausted course options within a career preparatory area and wish to continue their studies. Courses must be approved by the DASD Board of Directors. A student who wishes to complete an independent study must...

- Meet with his/her Guidance Counselor to start the process and receive the form
- Get the signature of a sponsoring staff member (this signature **does not** constitute course approval)
- Submit the completed form to his/her Guidance Counselor
- Be approved by the building administration and district administration
  - Each course(previously approved/not previously approved) must be submitted to the School Board for approval the Friday before the board meeting to be on the agenda.
- Meet with Guidance Counselor to complete scheduling process (**Note: courses may not be scheduled during a teacher's preparation period**)

Independent study courses must follow an approved course of study and are graded as an elective course. GPA multipliers or weights are not applied to independent study courses, and all independent study course are Pass/Fail.

### INTERNSHIPS

Internships provide students an opportunity to participate in career-based learning experiences prior to graduation. A student who wishes to complete an internship must...

- Meet with his/her Guidance Counselor to start the process and receive the form
- Complete the form and submit to his/her Guidance Counselor
- Meet with Guidance Counselor to complete scheduling process

Students participating in a career internship will be required to submit weekly reflection logs and complete a presentation to a faculty committee at the conclusion of the internship. Students will also receive site visits for their internship from building staff.

### EXCEPTIONAL STUDENT SERVICES

The Dover Area School District provides a free appropriate public education to all students identified with an educational disability and determined to be in need of specially designed instruction. Each school building has a student concern team that reviews student data on a regular basis. The team analyzes data and identifies concerns and then develops, implements, and evaluates the effectiveness of strategies on student growth and achievement. If the student has shown little improvement after strategic implementation, the school team or parent may refer the student for a psycho-educational evaluation.

The psycho-educational evaluation is conducted by a certified school psychologist and may include the following: cognitive assessments, achievement assessments, behavioral assessments, classroom observation, input from parents and staff, a review of academic and/or behavioral performance history, and any other assessments deemed appropriate by the certified school psychologist.

A multidisciplinary team meeting is held with the parents and school team to discuss the results of the evaluation, which is compiled in an Evaluation Report. If the team determines the student is eligible and in need of special education services and supports, the parents are asked to participate in an Individualized Education Program (IEP) team meeting. This team typically includes parent, student (if fourteen years old or older), regular education teacher(s), principal or Director of Exceptional Children, special education teacher, and any other individuals deemed necessary to developing the IEP. [A range of educational placements, services, and supports are considered and are available to meet the student's needs.](#)

During the IEP meeting, a Notice of Recommended Educational Placement (NOREP) will be presented to the parent to reflect the program outlined in the IEP. This legal document gives permission to implement the program developed at the meeting.

Dover Area School District welcomes parental involvement in the planning and implementation of special education supports and services. If you have any questions regarding special education or the process, please contact the Director of Exceptional Children at 292-3671, ext. 80114.

### **GIFTED SUPPORT**

Gifted support services are available for students who are identified as mentally gifted and in need of specially designed instruction beyond what is typically provided in the regular classroom or through the general education curriculum, as per Chapter 16 of the Pennsylvania State Board of Education Regulations. These services include enrichment and/or acceleration of the Core in a student's identified area(s) of strength. Parents who feel their child may be in need of gifted support services should contact the school counselor to begin the screening process.

### **LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM**

The Dover Area School District will provide a Language Instruction Educational Program (LIEP) for each student whose dominant language is not English. The District will administer a Home Language Survey to all students as required by the Office of Civil Rights. For those students whose primary language is other than English, the District will determine the student's English language proficiency through the administration of appropriate English proficiency assessments. English language instruction will be provided for the English Learner (EL) student, and parents will be notified of LIEP placement. The goal of language instruction educational programs (LIEPs) is to facilitate the development and attainment of English proficiency and academic achievement of students whose native or first language is not English. LIEP programs will include appropriate English language instruction for all identified students until English proficiency and meaningful participation in subject area instruction are achieved. These goals reflect the educational goals for all students.

### **CHAPTER 15/SECTION 504 SERVICE AGREEMENT ANNUAL NOTICE TO PARENTS**

In compliance with state and federal law, the Dover Area School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, service 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 which substantially limits or prohibits participation in or access to an aspect of the school program.

The services and protections for "protected handicapped students," or Chapter 15/Section 504 students, are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Director of Exceptional Children at (717) 292-3671, ext. 80114.

## ACADEMIC AWARDS

### HONOR AND DISTINGUISHED HONOR ROLLS

#### Distinguished Honors:

Students must have a marking period GPA of 93% with no subject grade below 85%.

#### Honors:

Students must have a marking period GPA of 85% with no subject below 80%.

NOTE: Students enrolled in AP courses will be weighted 1.20 in determining class rank. Students enrolled in honors and college in the high school courses will be weighted 1.10 in determining class rank. Course weighting is used in the calculation of class rank.

### GRADUATION HONORS

Graduation speeches will be given by students and will be selected by a panel of teachers, classmates, and administrators.

*Latin Honors* will be awarded to students according to their cumulative GPA

- o Summa Cum Laude – 97% or higher (Multicolor Honor Cord - Red + Gray)
- o Magna Cum Laude – 92% or higher (Gray Honor Cord)
- o Cum Laude – 87% or higher (Red Honor Cord)

### NATIONAL HONOR SOCIETY

#### GEORGE M. LEADER CHAPTER

The Dover Area High School George M. Leader Chapter of the National Honor Society is a fully registered organization that is one of the many local chapters found in secondary schools around our nation. While locally governed, the By-Laws of the George M. Leader Chapter of the National Honor Society have been written in accordance with the national Constitution that has been established by the National Association of Secondary School Principals in Reston, Virginia.

To be considered eligible for membership, a junior or senior student must have been in attendance at Dover Area High School for at least one complete semester and must have achieved a cumulative unrounded grade point average of 93. In addition, all students achieve eligibility only upon completion of all courses and independent projects as defined by current and applicable graduation requirements.

Students who strive for NHS membership need to be aware that membership in our chapter is based on outstanding personal attributes in four essential areas: Scholarship, Leadership, Character and Service. The National Honor Society is a school organization and membership is primarily dependent on establishment and exemplification of these attributes in the classroom, on our campus, and at school-related functions.

Full requirements are available on the school webpage.

#### **Process**

Eligibility: A student is considered eligible for consideration of membership based on the academic criteria identified above.

**Nomination Process:** A student who is deemed eligible will be notified in the Junior or Senior year. At that time, the student will be provided a nomination packet to be completed and submitted for consideration. Failure to complete and/or submit this packet will result in termination of the student's nomination process.

**Selection Process:** Students who complete the packet are reviewed by a selected group of faculty and staff. This review is based on the four pillars of the National Honor Society. The Faculty Council will hold a blind vote for each student based on the information submitted. Those students who advance from this process will be invited to the Interview portion of the process. The interview will be conducted in front of a group of available faculty and staff, and will be focused on questions identified by the Faculty Council during their review. Upon completion of the interview process, selected students will be invited for induction into the National Honor Society.

As a part of the selection process, all of the disciplinary and attendance records of each candidate will be checked by the principal or his or her administrative designee. Both attendance and disciplinary records may be used as selection criteria by the Faculty Council to determine NHS membership. Please note, a candidate does not, however, become a member until he or she has been officially inducted at a ceremony that is conducted during the spring semester of the school year.

To maintain membership in the NHS, a student must maintain an unrounded minimum cumulative grade point average of 87, must attend all monthly meetings, participate in the chapter's annual community service project, and complete at least five additional hours of community service. All members are expected to maintain respect and strict adherence to all school rules and policies.

## ACCEPTABLE USE OF COMPUTER NETWORKS/INTERNET

Any damage to district technology requiring the repair or replacement of equipment will result in restitution. Students are cautioned to not consume food or beverage while using district technology. For information, please refer to Board [Policy 815](#).

During the 2023-2024 school year, Dover Area High School will continue to participate in a 1:1 technology initiative. Parents and students will be provided detailed information about the initiative and will sign an agreement regarding the acceptable use of the 1:1 devices.

## AMNESTY

If a student discovers that he/she accidentally brought a prohibited item to school, he/she may give it to the nearest administrator as soon as it is discovered. Amnesty **may** be provided depending upon the circumstances.

## ATHLETICS

Participation in athletics can be dangerous. Injuries, possibly life-threatening, may occur in both practices and contests. Our intent is to inform you of the risks involved in all athletic programs.

### ATHLETIC ELIGIBILITY

#### HEALTH AND PARENT CONSENT

The written consent of the student's parent or guardian is necessary before the pupil can take part in any team practice sessions or contests.

A physical examination by a physician is necessary before the pupil can take part in any team practice session or contest. The physical **MUST** be completed on the proper PIAA issued form. No other forms will be accepted.

#### PERIOD OF PARTICIPATION

A pupil shall not represent his school in interscholastic athletics if he has:

- More than 8 consecutive semesters beyond the 8th grade.
- Played 4 seasons beyond the 8th grade in any one sport.
- Completed the work of grades 9, 10, 11 and 12 inclusive.

#### ELIGIBILITY

To be eligible, participants in grades 9 through 12 must be passing ALL classes in which they are enrolled. Participants who do not meet the academic standards on a weekly basis will be ineligible to participate in practices, contests, or performances for a minimum of one week. Participants who do not meet the academic standards at the end of a marking period/semester will be ineligible to participate in practices, contests, or performances for a minimum of fifteen (15) school days the next marking period/semester. Students have the option to complete a credit recovery class during the summer to make up for a failed spring semester course. Prior to the start of any new P.I.A.A./Y.A.I.A.A. athletic season, participants must be passing all courses in which they are enrolled from the beginning of the semester to the date of the start of the new season to be eligible for participation. Any student who has failed to successfully



complete any project that is required for graduation and is advised in a course in which the student has been previously enrolled is not eligible to participate in any extra-curricular or co-curricular activity until such project has been successfully completed. Eligibility will be restored immediately upon successful completion of a failed project. Fall participants must have passed all courses in which they were enrolled during the previous spring semester in order to be eligible to participate in competitions or performance activities but they may participate in practices prior to the start of Fall semester classes.

Once fall classes have begun, the student may not participate in practices, contests, or performances for a minimum of fifteen (15) school days. If, after this period of ineligibility, the student has established a record of passing grades in accordance with eligibility requirements, he or she will have athletic eligibility restored.

### **HOW ABSENCE AFFECTS ELIGIBILITY**

Participants must be in school by 7:55 AM on regular school days to participate in contests or practices, or by the end of the HR period on adapted schedule days. A student must be in attendance the entire day on Friday to participate in any contest or practice that weekend. A dentist or doctor's note is an acceptable excuse for participants who miss a portion of the school day. A participant who is on a school-sponsored field trip is considered in attendance. A participant who leaves school during regularly scheduled hours to go home or to a doctor cannot participate in a practice, contest, or performance that is scheduled on the same day unless a doctor's note is presented to the coach or activity director prior to the event, but he or she may participate in a practice, contest, or performance on the following day.

### **INSURANCE**

All athletes will be required to carry accident insurance. This may be handled personally or through the school insurance program.

### **EXTRA-CURRICULAR AND CO-CURRICULAR GUIDELINES**

All students participating in extra-curricular or co-curricular activities, as well as their parent(s)/guardian(s) will be required to sign an extra-curricular/co-curricular guideline form prior to participating in any individual activity. Copies of the extra-curricular and co-curricular guidelines are available in the athletic office or the main office.

### **ATHLETIC AWARDS**

1. A senior high athlete will receive an 8-inch chenille "D" upon the completion of the first year of varsity competition. A pin, representing the sport will be attached to the letter. A senior high athlete will be awarded one letter during the years of high school competition.
2. An athlete competing on a recognized J.V. team with a league schedule will receive a 5-inch chenille "D", provided the same requirements as for a varsity letter are fulfilled. A pin, representing the sport, will be attached to the letter.
3. Upon completion of the second and/or third year of varsity competition in the same sport, a senior high athlete will be given a bar to be worn under the pin.
4. Upon completion of a fourth year of competition, an athlete will be awarded a star, which will be placed under the two previously earned bars.
5. To earn an award, an athlete must meet the requirements of the sport being played and must complete the season as a member of the team.
6. The coach has the option of presenting a letter to any athlete, if he/she has been a credit to the team but has not met the requirement of playing time.



7. Coaches may make discretionary awards in cases of extraordinary injury or illness, provided that the student was a member of the team at the time of injury or illness.
8. Managers will receive a letter after one year of service. A suitable pin will be attached to the letter.
9. A championship pin will be awarded to an athlete who was a member of a team, which won a league championship.

### **TRANSPORTATION**

All student participants will travel to school-sponsored events using district transportation and will return to the school using the same transportation. Any exceptions must be approved through the high school athletic office and must be requested in writing on a Travel Release Form to the Director of Student Activities at least 24 hours prior to the date of the event. When returning from an event or performance, participants are expected to leave school premises as soon as possible.

### **VARSITY CLUB**

The Dover Area High School Varsity Club is a service organization composed of athletes who have become eligible for membership by participating for one (1) full season on a varsity level. For details of purchasing a varsity club jacket, please see the Athletic Office. Varsity jackets may be purchased through the Varsity Club advisor after earning one (1) varsity letter.

# ATTENDANCE

## GENERAL PROCEDURES

1. **It is the responsibility of the parents** to contact the attendance secretary (717-292-8066 ext. 10112) to report anticipated absences. If possible, such calls should be made between 7:00 A.M. and 8:30 A.M. **Note: A phone call does not take the place of an excuse card upon the student's return.** Parents may submit an electronic excuse card, located on the high school website under Attendance, in place of the phone call and paper card. [Excuse Card](#)
2. **Key times of day for attendance (High):**
  - Tardy- arrival between 7:46-8:46 AM
  - ½ Day Absence- arrivals/releases between 8:47 AM-1:39 PM
  - Leaving Early- release between 1:40-2:40 PM
3. If a student needs to leave the school for an appointment, parent(s)/guardian(s) should write a physical paper note containing the student's name, time of dismissal, type of appointment, and parent/guardian signature. The paper note should be submitted to the HS Main Office (Attendance Secretary) upon arrival so the student can receive a pass to leave the building. Students will need to come to the main office and sign out to leave. **Please DO NOT submit an online excuse for appointments.**
  - Students will be released from school only with the permission of authorized persons.
  - We will not accept emails and/or phone calls to release students for an appointment, as we can not verify the validity of the source. In addition, we need the parent/guardian signature to release a student without a parent present.
  - A student who becomes ill during the school day must report to the nurse to be dismissed. A written parent excuse will not be accepted. The dismissal will be unexcused unless the parent provides a medical excuse.
  - Requests for release time for dental and medical appointments shall be honored when impossible to arrange them on non-school time. A written request from the student's parents or guardians is necessary. The request should be turned into the Attendance Office at least one day in advance of the dismissal. The early dismissal will be considered unexcused unless the student submits a doctor's note from the appointment.
4. If a child is to be absent or suspended for an extended period of time, the guidance office should be contacted for assignments and books, and the parents should pick them up at the school. Parents must allow a minimum of 48 hours for teachers to prepare assignments for students who are absent or suspended before picking up assignments and books on the counter in the Main Office.
4. A student who misses 50% or more of the school day will be considered absent for one-half day. A student who misses 75% or more of the school day will be considered absent for a full day.
5. Students who arrive after the start of the school day are considered to be tardy to school. Students who accumulate unexcused tardies will be subject to disciplinary action as stated in the code of conduct.

- It is a requirement of each student to appear at the school premises at the time assigned for arrival. It is a violation of this expectation for a student to arrive at the school premises later than the time assigned for arrival.
  - Every time a student is unexcused tardy (late), late minutes will be tallied and when the total number of minutes reach 360 minutes the student will be marked as a full-day Unexcused/Unlawful.
  - In order for a tardy to be considered excused, a written explanation signed by the parent or guardian must be presented upon arrival. A tardy may be classified as excused for reasons supported by the state attendance law which provides that personal illness, health care therapy by licensed physician, quarantine, family emergency, recovery from accident, required court attendance, death in the family, and impassable roads constitute legitimate reasons for absence to be excused.
  - **Only parent/guardian/emergency contacts listed on skyward have the permission to pick up the child from school for appointments. No one else is permitted to pick up without proper permissions listed on skyward.**
6. Students reporting to school after an absence must submit their excuse card to the Attendance Box by the Main Office, prior to reporting to homeroom. Blank excuse cards are available to students in the Main Office. Students who fail to provide an excuse card within **three school days of the absence** will have the absence recorded as unlawful/unexcused. Electronic excuse cards may also be submitted by parents on the DAHS website under “Attendance” within **three school days**.
7. **EXCUSED ABSENCE (coded as E) — PER STATE LAW, Absence from school is excusable according to the state law for personal illness, health or therapy by licensed physician, quarantine, family emergency, recovery from accident, required court attendance, death in family, religious holiday, and non school sponsored educational tours and trips(SERF)**. Other absences are classified as unexcused or unlawful.
8. **UNEXCUSED/UNLAWFUL ABSENCES(coded as U)** — If a student is less than 18 years of age, unexcused absences are classified as unlawful. If a student is 18 or older, he or she is beyond compulsory attendance age and unexcused absences are classified as unexcused but are not unlawful. Parents will receive a letter from the district after each unlawful absence. After the 4th unlawful absence, the administration will request that the Student Attendance Improvement Plan (SAIP) meeting be held. Future unlawful absences could result in a citation filed with the district magistrate and an imposed fine. Additionally, notice of the accumulation of such unlawful absences may be forwarded to York County Children and Youth Services. According to Act 29 of 1995, a fine of up to \$300 plus court costs may result once a sixth unlawful absence occurs. In addition to a fine, the District Magistrate may require community service and/or suspension of driving privileges. Continuing truancy may lead to an administrative or Board hearing.
9. **After ten total days of absence, unless unusual circumstances can be substantiated, a student will be required to submit a doctor’s excuse for each absence in order for that absence to be marked excused.** Students who are required to have a physician’s note must present this statement immediately upon return to school. This note shall be specific as to the dates it was necessary for the student to be absent and when a return to school should be expected. Failure to present this will result in the absence being marked unexcused.

9. Students who are on field trips, senior privilege, early dismissal, or late arrival(senior privilege) are coded as **O - Other**.
10. Any student 18 years of age or older who **accumulates** 10 days of absence shall be given verbal and written notification that the Board deems this to be in excess. Such students and their parents in this notification will be warned that future absences could result in being dropped from the roster.
11. Students who have unexcused absences or are truant, cut classes, leave an assigned area, or leave school property may be permitted to make up work missed during absence. Any make up work must be submitted within two days of the absence and will be subject to reduction in grade.
12. Issues pertaining to student attendance and student discipline may require written contact between the school and the student and/or parent. The student or the parent of the student is required to notify an administrator or the attendance secretary immediately when the student changes place of residence, mailing address, phone number, and email address.
13. The Board shall assume no responsibility for making its regular education program available to district residents who are high school graduates or who have attained the age of twenty-one (21) years; nor shall the Board be responsible for continuing education for such residents in the schools of any other district. ([Policy 205](#))
14. Students missing school in excess(10% or more, except for medical reasons) can/will be excluded from all extra curricular activities and field trips unless medically excused.

## STUDENT EXCUSAL POLICY

It is a premise of the Board of Education of the Dover Area School District and its staff that the basic, long-term educational needs of students are best met through the student's conscientious, enthusiastic and highly consistent attendance in the classroom. However, the Board also recognizes that acquiring an education can involve attendance and/or participation in activities and events that are educational in nature and take place outside typically available school facilities. ([Policy 204](#))

All completed Student Excusal Request Forms (SERF) must be submitted **to the front office, not less than five (5) school days prior to attendance at the event.** The student is responsible for making up work missed in the manner of any other excused absence. The building principal retains the authority for final approval for each and all requests. SERF forms are available in the main office and on the district website. [SERF Form Link](#)

College Visits approval form must be submitted to **the front office, not less than five (5) school days prior to attendance at the event.** College visit forms are available in the guidance office and must have guidance counselor approval. [College Visit form Link](#)

## **BUILDING AND GROUNDS**

### **DISPLAYS**

Students must have permission from the Principal or an Assistant Principal to hang displays such as posters, flyers, etc. in the school building in designated areas.

### **LOCKERS**

If a student wishes to have a locker for the year, they must go to the main office to request one. Lockers are the property of the school and loaned to students for their use. Locks have been installed to protect your property. If a student loses a locker key, she/he is to report it to the Main Office. The student will be responsible for paying a \$3 replacement fee for the lost key. Lockers are only assigned upon request by the student.

### **ANIMALS**

Animals, with the exception of service animals, are not to be brought into the school building unless approved by an administrator.

### **INTEGRATED PEST MANAGEMENT PLAN (IPM)**

Act 35 and Act 36 of 2002 requires all schools in Pennsylvania to have an Integrated Pest Management Plan (IPM) in place by January 1, 2003. The goal of this new legislation is to provide notification to parents, students and teachers in advance of pesticide applications and requires schools to adopt an integrated pest management plan. Integrated pest management plans will rely heavily on prevention, sanitation, maintenance and monitoring to reduce the reliance on pesticides.

Pesticides are used on an as-needed basis as determined by monitoring. When a pesticide is needed, it is applied in an enclosed trap or on a spot treatment basis whenever possible and targeted to the specific pest. The least toxic, shortest duration effective material will be used. Pesticides will not be applied when students, teachers or other personnel are present in the affected area to assure the safety of the school-learning environment.

A notice of plans to apply pesticides at least 72 hours in advance and for two days afterwards will be posted at the specific building. In addition, the new legislation requires schools to give advance notice to parents who request it of plans to spray pesticides. Mr. Tom Fluke, Facilities Manager, 717-292-3671, ext. 80203, will coordinate the activities required of these Acts. Inquiries can be directed to Mr. Fluke.

## BULLYING

The school will not tolerate actions by students that could fall under the classification of bullying, intimidation, or extortion. These acts often lead to greater violence and not only harm the intended victims, but they also affect the climate of the schools and the opportunities for all students to learn and achieve in school.

The Board prohibits all forms of bullying by students and encourages students who have been bullied to promptly report such incidents. Bullying concerns can be reported using the [DAHS Bullying Report Form](#). You can also report bullying to classroom teachers, guidance counselors, and/or administrators. If a student or parent is uncertain whether a situation constitutes bullying, the school encourages the student or parent to report the situation and allow the school to assist in determining if it meets the definition of bullying.

**Bullying** is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. Key defining components of bullying behavior are: that the behavior involves aggression, typically involves a pattern of behavior repeated over time, and that there is an imbalance of power or strength.

This includes intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying may include, but is not limited to:

- **Physical Bullying:** Punching, poking, hair pulling, biting, or excessive tickling
- **Verbal/Written Bullying:** Hurtful name-calling, teasing, gossiping
- **Emotional Bullying:** Extorting, defaming, humiliating, blackmailing, making fun of personal characteristics such as race, disability, ethnicity or perceived sexual orientation, manipulating friendship and ostracizing
- **Cyber Bullying:** Any defamatory statements made through the internet that is available to view by audience of the school, derogatory statements that threaten, harass, or disrupt students' ability to learn.

## CAFETERIA

Lunches are 30 minutes in length. Students have the choice of buying lunch in the cafeteria or bringing a packed lunch. Packed lunches should be brought with the student at the start of the school day. **Fast food or other deliveries (Door Dash, UBER Eats, etc.) are not considered a packed lunch and are not permitted.** Students are expected to report directly and promptly to the cafeteria. Students who are buying lunch should report to the back of the serving line to enter the food court. The entrance to the food court is to the right of the food court in the gymnasium hallway. Trash must be disposed of using the proper receptacles. Students will remain in the cafeteria during their lunch period unless using the lavatory in the cafeteria lobby. All school rules and regulations remain in effect while students are using the cafeteria. Students who show disregard for cafeteria rules may be given an assigned seat.

# CODE OF CONDUCT

## DISCIPLINE AUTHORITY

The complex interaction of the U.S. Constitution, the statutes of the General Assembly, the regulations of the State Board of Education, the policies of school directors, the rules of individual buildings and court decisions governing public schools.

The laws of the Commonwealth give the State Board of Education authority to establish regulations governing student discipline. These regulations recognize the need to maintain a safe and orderly learning environment and balance the comprehensive authority of school officials against the rights of students. School officials' general authority stems from the School Code and is reiterated in the regulations. Section 510 of the School Code states in part: *The board of school directors in any school district may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of school affairs and the conduct and deportment of...all pupils attending the public schools in the district, during such time as they are under the supervision of school directors and teachers, including the time necessarily spent in coming to and reporting to school. Further, designated professional employees are given "in loco parentis" status by Section 1317 of the Code. It states: Every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them. In addition, the courts have ruled that students may be held responsible for their actions towards school personnel and property during non-school hours.*

**The administrative staff reserves the right to review video surveillance when deemed applicable.**

## DISCIPLINE

### ***Discipline Philosophy***

Dover Area High School, in conjunction with the School Board of Directors, is committed to providing a positive, safe learning environment for all students. We achieve this goal by implementing **Positive Behavior Interventions and Supports (PBIS)** for all students and staff. These strategies are directly aligned with clear, measurable, and stated behavioral expectations. When students fail to meet these expectations or engage in inappropriate behaviors, behavioral interventions and/or consequences will be initiated through progressive discipline. These actions are outlined within our *Code of Conduct* and are tiered to provide progressive responses to address inappropriate behaviors.

The Dover Area High School *Code of Conduct* is based on the following beliefs:

- All students can learn and demonstrate appropriate behaviors
- Effective behavioral intervention requires clear and consistent consequences for inappropriate behavior based on a multi-tiered system of support
- Disciplinary interventions/consequences must be timely
- Communication with parents/guardians and the student is essential in the behavioral intervention process

### ***Student Responsibilities***

Pennsylvania Code (12.2) outlines student responsibilities for maintaining a safe and supportive learning environment. These responsibilities include:



1. Demonstrating regular school attendance, conscientious effort in classroom work and homework, conformance to school rules and regulations, and a shared responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. Respecting the rights of teachers, students, administrators and all others who are involved in the educational process.
3. Expressing their ideas and opinions in a respectful manner.
4. Conforming to the following:
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
  - b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - c. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
  - d. Assist the school staff in operating a safe school for the students enrolled therein.
  - e. Comply with Commonwealth and local laws.
  - f. Exercise proper care when using public facilities and equipment.
  - g. Attend school daily and be on time at all classes and other school functions.
  - h. Make up work when absent from school.
  - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
  - j. Report accurately in student media.
  - k. Not use obscene language in student media or on school premises.

### ***Progressive Discipline***

When it is necessary to impose disciplinary consequences, school administrators and teachers will follow a progressive discipline model. The degree of discipline to be imposed will be in proportion to the severity of the incident and other relevant factors. Disciplinary actions are intended to teach students self-discipline and following a progressive model (multiple tiers of support).

### ***Disciplinary Consequences***

It is not possible to list every offense or consequence. Offenses that, in the opinion of the staff and administration, pose a threat to the health, safety, and/or welfare of students and staff, will be addressed at the appropriate level.

### ***Failure to Serve Disciplinary Consequences***

If a student fails to serve an after-school detention, he/she will be offered a one-time opportunity to reschedule. If a student fails to serve the rescheduled after-school detention, he/she will be assigned a Saturday detention. Any student who misses a Saturday detention will be assigned an in-school or out-of-school suspension, at the discretion of an administrator.

### ***Administrative Probation***

Students who have policy violations and/or have repeated violations may be placed on Administrative Probation. Administrative Probation consists of ensuring the student is in good academic standing, present in school, and refrains from further disciplinary consequences. It may also involve community service hours, participation in the Student Assistance Program, and/or completion of a learning project. While on Administrative Probation, students may not participate in extracurricular activities (dances, athletics, etc.) or walk in graduation ceremonies.



The following tables provide a general guideline for progressive consequences based on the number of times a behavior occurs. Please note, *administration may deviate from tables below dependent on severity of the behavior.*

## Tier 1

The following infractions should be immediately addressed by the building staff and entered as a discipline referral in Skyward.

<b>BUS MISCONDUCT</b>	<b>Definition</b> Acting in a manner on school transportation that is unsafe or inappropriate.
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Admin/Parent phone call; Admin/Student Reteaching [DO: Admin]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching After School Detention and/or 1-3 day(s) suspended from bus [DO: Admin]
Third	Two-Way Admin/Parent phone call. Admin/Student Conference; Saturday Detention and/or 1-3 day(s) suspended from bus [DO: Admin]
Additional	Admin/Student/Parent Conference; Admin/Student Reteaching; ISS and/or 3+ days suspended from bus [DO: Admin]

<b>CELL PHONE/ PERSONAL ELECTRONIC DEVICE</b>	<b>Definition</b> Use of a cell phone or other personal electronic device during class or other inappropriate times.
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching [DO: Teacher]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching After School Detention [DO: Admin]
Third	Two-Way Teacher/Parent phone call. Teacher/Student Conference; Saturday Detention [DO: Admin]
Additional	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Admin/Student/Parent Conference; ISS [DO: Admin]

<b>DISRUPTIVE BEHAVIOR</b>	<b>Definition</b> Behavior which impedes the learning of others or keeps teachers from teaching in a classroom or other learning environment, i.e. eating, drinking, being too loud, standing, running, loitering, throwing objects, talking out of turn
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching [DO: Teacher]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; After School Detention [DO: Admin]
Third	Two-Way Teacher/Parent phone call. Teacher/Student Conference; Saturday Detention [DO: Admin]
Additional	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Admin/Student/Parent Conference; ISS [DO: Admin]

<b>DRESS CODE VIOLATION</b>	<b>Definition</b> Dressing in a manner that violates the approved <a href="#">dress code's Basic Principles</a> and/or: <ul style="list-style-type: none"> <li>○ Hats, hoods or any item that obscures the face or a person's identity</li> <li>○ Violent language or images</li> <li>○ Images or language depicting drugs or alcohol (or any illegal item or activity)</li> <li>○ Hate speech, profanity or pornography (including logos or images)</li> <li>○ Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups</li> <li>○ Any clothing that reveals visible undergarments (waistbands and straps excluded)</li> <li>○ Halter and strapless tops or shirts that do not touch the waistband</li> <li>○ Swimsuits (except as required in field trips or athletic practice, or other approved event)</li> <li>○ Sunglasses (unless required by a physician)</li> <li>○ Accessories that could be considered dangerous or could be used as a weapon or violate this section</li> </ul>
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>

First	Two-Way Admin/Parent phone call; Admin/Student Reteaching; Correction of Violation [DO: Admin]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; After School Detention; Correction of Violation [DO: Admin]
Third	Two-Way Admin/Parent phone call; Admin/Student Reteaching; Saturday Detention; Correction of Violation [DO: Admin]
Additional	Two-Way Admin/Parent phone call; Mandatory Parent/Student Conference; In-School-Suspension; Correction of Violation [DO: Admin]

<b>INAPPROPRIATE BEHAVIOR</b>	<b>Definition</b> Activities that are unsafe or unacceptable in a school environment such as sleeping during class, failure to follow cafeteria expectations, littering, running in the halls; horseplay; play fighting, forgery/fraud, etc.
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching [DO: Teacher]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; After School Detention [DO: Admin]
Third	Two-Way Teacher/Parent phone call. Teacher/Student Conference; Saturday Detention [DO: Admin]
Additional	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Admin/Student/Parent Conference; ISS [DO: Admin]

<b>INAPPROPRIATE DISPLAY OF AFFECTION</b>	<b>Definition</b> Displaying affection toward one another such as kissing or long embraces of a personal nature
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching [DO: Teacher]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; After School Detention [DO: Admin]
Third	Two-Way Teacher/Parent phone call. Teacher/Student Conference; Saturday Detention [DO: Admin]
Additional	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Admin/Student/Parent Conference; ISS [DO: Admin]

<b>INAPPROPRIATE LANGUAGE</b>	<b>Definition</b> Use of language that is offensive to other students and/or school personnel
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching [DO: Teacher]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; After School Detention [DO: Admin]
Third	Two-Way Teacher/Parent phone call. Teacher/Student Conference; Saturday Detention [DO: Admin]
Additional	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Admin/Student/Parent Conference; ISS [DO: Admin]

<b>OUT OF ASSIGNED AREA</b>	<b>Definition</b> Student is not in the assigned area; the student does not have an excuse to be out of the assigned area. Any student who is repeatedly out of his/her assigned area will be subject to a search.
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching [DO: Teacher]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; After School Detention [DO: Admin]
Third	Two-Way Teacher/Parent phone call. Teacher/Student Conference; Saturday Detention [DO: Admin]
Additional	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Admin/Student/Parent Conference; ISS [DO: Admin]

<b>TARDY TO CLASS</b>	<b>Definition</b> Arriving to a class after the bell
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching [DO: Teacher]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching [DO: Teacher]
Third	Two-Way Teacher/Parent phone call. Teacher/Student Conference; After School Detention [DO: Admin]

Additional	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Admin/Student/Parent Conference; Saturday Detention [DO: Admin]
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<b>TARDY TO SCHOOL</b>	<b>Definition</b> Arriving to school after the opening bell with no excuse note.
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First (5X)	Admin/Student/Parent phone call; Admin/Student Conference; After School Detention[DO:Admin]
Second (5X)	Admin/Student/Parent phone call; Admin/Student Conference; Saturday Detention, loss of parking permit for 5 days for student drivers[DO:Admin]
Third (5X)	Admin/Student/Parent phone call; Admin/Student Conference; Two Saturday Detentions; , loss of parking permit for 10 days for student drivers [DO:Admin]
Additional	Admin/Student/Parent phone call; Admin/Student/Parent meeting; ISS, loss of parking permit for 20 days for student drivers [DO:Admin]

## Tier 2

**The following infractions should be immediately addressed by the building staff or Administrator, per the progressive discipline listed below, and entered as a discipline referral in Skyward.**

<b>PICTURES/ RECORDINGS OF OTHERS IN SCHOOL</b>	<b>Definition</b> Taking or distributing non-school/curricular related pictures or video recording of others without their consent/knowledge. Including the use of these recordings in an inappropriate manner and/or violates other District policies.
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Admin/Parent phone call; Teacher/Student Reteaching; After School Detention [DO:Admin]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Saturday Detention [DO:Admin]
Third	Mandatory Admin/Teacher/Student Conference; Two-Way Admin/Parent phone call; 1-3 days ISS [DO:Admin]
Additional	Building-Level Hearing; Behavior Intervention Plan; 1-3 days OSS and possible Administrative Probation [DO:Admin]

<b>CHEATING/ PLAGIARISM</b>	<b>Definition</b> Willful intent to copy or look at work created by a source other than yourself or copying work that is produced by another individual (with or without their knowledge), or copying work created by an artificial intelligence (AI) platform. This includes a student willfully allowing another student to use their work as their own.
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-way Teacher/Parent phone call; Teacher-student conference to reteach/model behavior; automatic '0' on project/assignment; after-school detention [DO:Admin]
Second	Two-way Teacher/Parent phone call; Conference including teacher, student, parent, and administrator; automatic '0' on project/assignment; Saturday detention [DO:Admin]
Third/Additional	Building-Level Hearing possibly resulting in a zero for the course and/or relocation for the duration of the course, as well as Administrative Probation. [DO:Admin]

<b>CLASS CUT</b>	<b>Definition</b> Failure to attend a class, or an extended portion of a class accumulating to 20 minutes or more, without an excused reason
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; After School Detention [DO:Admin]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Saturday Detention [DO:Admin]
Third	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; 1 day ISS [DO:Admin]
Additional	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; 1-3 days ISS; Building Level Hearing; Behavior Intervention Plan [DO:Admin]

<b>DEFIANCE/ INSUBORDINATION</b>	<b>Definition</b> Refusal to follow the directions of teachers, staff, and other school personnel
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; After School Detention [DO:Admin]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Saturday Detention [DO:Admin]
Third	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Mandatory Admin/Teacher/Student/Parent Conference; 1-3 days ISS [DO:Admin]
Additional	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Building-Level Hearing; Behavior Intervention Plan; 1-3 days OSS and possible Administrative Probation [DO:Admin]

<b>DISRESPECT</b>	<b>Definition</b> Failure to show respect or courtesy to students or staff, including the use of profanity directed toward another person.
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; After School Detention [DO:Admin]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Saturday Detention [DO:Admin]
Third	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Mandatory Admin/Teacher/Student/Parent Conference; 1-3 days ISS [DO:Admin]
Additional	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Building-Level Hearing; Behavior Intervention Plan; 1-3 days OSS and possible Administrative Probation [DO:Admin]

<b>HATE SPEECH</b>	<b>Definition</b> Speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation.
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>

First	Two-Way Admin/Parent phone call; Admin/Student Reteaching; Saturday Detention [DO:Admin]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; 1-3 days ISS [DO:Admin]
Third	Two-Way Admin/Parent phone call; Mandatory Admin/Teacher/Student Conference; 3-5 days OSS [DO:Admin]
Additional	Two-Way Admin/Parent phone call; Building-Level Hearing; Behavior Intervention Plan; 5-10 days OSS and possible Administrative Probation [DO:Admin]

<b>INAPPROPRIATE USE OF TECHNOLOGY OR VIOLATION OF AUP</b>	<b>Definition</b> Acting in violation of the district's acceptance use policy, misusing district owned technology, resetting iPad without permission
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; After School Detention [DO: Admin]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Saturday Detention [DO: Admin]
Third	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Mandatory Parent/Student Conference; 1 day ISS; Revocation of technology privileges [DO: Admin]
Additional	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Building-Level Hearing; ISS; Revocation of technology privileges [DO: Admin]

<b>VERBAL ALTERCATION</b>	<b>Definition</b> A verbal confrontation between individuals that is hostile or aggressive in nature.
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Saturday Detention [DO:Admin]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; ISS [DO: Admin]
Third	Two-Way Teacher/Parent phone call; Admin/Parent/Student Reteaching; Building Level Hearing, OSS [DO: Admin]



<b>PHYSICAL CONTACT</b>	<b>Definition</b> Any contact between two or more individuals which is harassing in nature
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Saturday Detention [DO:Admin]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; ISS [DO: Admin]
Third	Two-Way Admin/Parent phone call; Admin/Parent/Student Reteaching; Building Level Hearing, OSS [DO: Admin]

<b>UNSAFE BEHAVIOR</b>	<b>Definition</b> Behaving in a manner that is unsafe for the student, other students, staff, and/or the property of the school district or an individual.
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Saturday Detention [DO: Admin]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; ISS [DO: Admin]
Third	Mandatory Admin/Student/Parent Conference; OSS [DO: Admin]
Additional	Building-Level Hearing; Behavior Intervention Plan; OSS [DO: Admin]

### Tier 3 - Disruptive/Dangerous Behaviors

The following infractions should be immediately addressed by the Assistant Principal(s) and/or Building Principal, per the progressive discipline listed below, and entered as a discipline (Office) referral in Skyward.

<b>ASSAULT, Simple</b>	<b>Definition</b> attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another student or staff member; negligently causes bodily injury to another with a deadly weapon; attempts by physical menace to put another in fear of imminent serious bodily injury
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Mandatory Parent/Student Conference; Police Notification; OSS (Following investigation) [DO:Admin]
Second	Building Level Hearing; Police Notification; (Following investigation) and Administrative Probation [DO: Admin]
Third	Superintendent Hearing (Following investigation) [DO: Admin]

<b>ASSAULT, Aggravated</b>	<b>Definition</b> attempts to cause serious bodily injury to another student or staff member, or causes such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Mandatory Parent/Student Conference; Police Notification; OSS (Following investigation) [DO:Admin]
Second	Building Level Hearing; Police Notification (Following investigation) and Administrative Probation [DO: Admin]
Third	Superintendent Hearing (Following investigation) [DO: Admin]

<b>BULLYING/ CYBER- BULLYING</b>	<b>Definition</b> When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. Key defining components of bullying behavior are: that the behavior involves aggression, typically involves a pattern of behavior repeated over time, and that there is an imbalance of power or strength. This also includes any acts of hazing.  This includes intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or has the effect of doing any of the following: <ol style="list-style-type: none"> <li>1. Substantially interfering with a student's education.</li> <li>2. Creating a threatening environment.</li> <li>3. Substantially disrupting the orderly operation of the school.</li> </ol>
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Student Conference with counselor/administrator and parent; completion of bullying contract; Detention, Saturday Detention, or Suspension (as deemed appropriate following investigation) [DO: Admin]
Second	Building Level Hearing; Suspension (Following investigation; could be deemed harassment) and Administrative Probation [DO: Admin]
Third	Superintendent Hearing; Suspension or Expulsion (Following investigation; could be deemed harassment) [DO: Admin]

<b>CONTRABAND</b>	<b>Definition</b> Possession of materials that are banned from school property ex. lighters, OTC medication, pornography
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Admin/Parent Communication; Saturday Detention; Confiscation of item [DO: Admin]
Second	Two-Way Admin/Parent Communication; ISS; Confiscation of item [DO: Admin]
Third	Mandatory Student/Parent Conference; Confiscation of item; OSS [DO: Admin]
Additional	Building Level Hearing [DO: Admin]

<b>DESTRUCTION OF PROPERTY</b>	<b>Definition</b> Damage to or destruction of the personal or school property of another student or staff member
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Admin/Parent Communication; Police Notification if necessary; Monetary Restitution; Saturday Detention (Following investigation) [DO: Admin]
Second	Mandatory Parent/Student Conference; Police Notification, Monetary Restitution; Suspension (Following investigation) [DO: Admin]
Additional	Building Level Hearing (Following investigation) and possible Administrative Probation [DO: Admin]

<b>FIGHTING</b>	<b>Definition</b> Mutual aggression in which both parties have contributed to the situation by physical action
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Mandatory Parent/Student Conference, Police Notification; 3-5 Days OSS [DO: Admin]
Second	Building Level Hearing (Following investigation); 5-10 Days OSS [DO: Admin] and possible Administrative Probation
Third	Superintendent Level Hearing (Following investigation) [DO: Admin]

<b>HARASSMENT</b>	<p><b>Definition</b></p> <p>Unwelcome conduct, directed toward or about another individual, such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:</p> <ol style="list-style-type: none"> <li>1. Sufficiently severe, persistent or pervasive; and</li> <li>2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.</li> </ol> <p>Harassment could include but is not limited to discrimination based on protected classifications. See <a href="#">policy 103</a>.</p>
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<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Mandatory Parent/Student Conference; Police Notification; 3 Days OSS [DO: Admin]
Second	Building Level Hearing (Following investigation); 5 Days OSS and possible Administrative Probation [DO: Admin]
Third	Superintendent Level Hearing (Following investigation) [DO: Admin]

<b>HARASSMENT, Sexual</b>	<p><b>Definition</b></p> <p>Unwanted sexual advances from peers, teachers, administrators, or anyone involved in school activities; requests for sexual favors; other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when submission to such conduct is to make explicitly or implicitly a term or condition of a student's academic status; submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual; such conduct deprives a students or educational aid, benefits, services or treatment; or such conduct is:</p> <ol style="list-style-type: none"> <li>1. Sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or</li> <li>2. Creating an intimidating, hostile or offensive educational environment</li> </ol>
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Mandatory Parent/Student Conference; Police Notification; 3-5 Days OSS (Following investigation) [DO: Admin]
Second	Building Level Hearing (Following investigation); 5-10 Days OSS and possible Administrative Probation [DO: Admin]
Third	Superintendent Level Hearing (Following investigation) [DO: Admin]

<b>LEAVING SCHOOL PROPERTY W/O PERMISSION</b>	<b>Definition</b> Leaving school property without permission from the HS main office
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Admin/Parent Communication; Police Notification; Saturday Detention (Following investigation) [DO: Admin]
Second	Mandatory Parent/Student/admin Conference; Police Notification, ISS (Following investigation) [DO: Admin]
Third	Building Level Hearing (Following investigation), Police Notification, 1-3 days OSS [DO: Admin]
Additional	Superintendent Level Hearing (Following investigation) [DO: Admin]

<b>POSSESSION, USE, DISTRIBUTION, SALE, OR BEING UNDER THE INFLUENCE OF A LOOK-ALIKE DRUG, CONTROLLED SUBSTANCE, ALCOHOL, OR DRUG PARAPHERNALIA</b>	<b>Definition</b> Using, possessing, distributing, selling and/or being under the influence of any controlled substance during school hours, on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities <ul style="list-style-type: none"> <li>controlled substances shall include but not be limited to all dangerous controlled substances prohibited by federal and state law; all look-alike drugs; all alcoholic beverages; all anabolic steroids; all drug paraphernalia; any volatile solvents or inhalants, such as but not limited to glue and aerosol products; and any prescription or patent drugs, except those for which permission to use in school has been granted pursuant to Board policy.</li> <li>under the influence shall include any consumption or ingestion by a student of controlled substances or any chemical or substance that may mimic the effects of a controlled substance.</li> </ul>
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	10 Days OSS(Following investigation); Building Level Hearing; Administrative Probation; Recommendations for Superintendent Level Hearing [DO: Admin]
Additional	Based on the results of Building and Superintendent Level Hearings [DO: Admin]

<b>RECKLESS DRIVING</b>	<b>Definition</b> Driving on school property in such a manner as to endanger school persons or property
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>

First	Two-Way Admin/Parent Communication; Admin/Student Reteaching, Saturday Detention [DO:Admin]
Second	Two-Way Admin/Parent Communication; Admin/Student Reteaching; 5 school day Suspension of School Parking Privileges [DO: Admin]
Third	Two-Way Parent Communication; Admin/Student Reteaching; 45 school day Suspension of School Parking Privileges [DO: Admin]
Additional	Two-Way Parent Communication, Permanent Removal of School Parking Privileges for School Year [DO: Admin]

<b>RECKLESS ENDANGERING</b>	<b>Definition</b> Acting in a manner that puts another student or staff member in danger of bodily harm and/or injury ex: having knowledge of a potential fight and participating by being present at or recording the planned event
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Mandatory Parent/Student Conference; Admin/Student Reteaching; ISS; Police Notification [DO: Admin]
Second	Mandatory Parent/Student Conference; Admin/Student Reteaching; OSS; Police Notification [DO: Admin]
Additional	Recommendation for Building Level Hearing [DO: Admin]

<b>SEXTING</b>	<b>Definition</b> possession, sending, receiving, or forwarding sexually explicit material on school property
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Mandatory Parent/Student Conference; OSS; Police Notification (Following investigation) [DO: Admin]
Second	Building Level Hearing (Following investigation); Police Notification [DO: Admin]
Third	Superintendent Hearing (Following investigation); Police Notification [DO: Admin]

<b>SEXUAL MISCONDUCT</b>	<b>Definition</b> Sexual acts in the school
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Mandatory Parent/Student Conference; OSS; Police Notification (Following investigation) [DO: Admin]
Second	Building Level Hearing (Following investigation); Police Notification [DO: Admin]
Third	Superintendent Hearing (Following investigation); Police Notification [DO: Admin]

<b>SEXUAL ASSAULT</b>	<b>Definition</b> Physical sexual attack on school staff or another student
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Building Level Hearing; Superintendent Hearing; Police Notification ; 10 Days OSS (Following investigation);; Administrative Probation [DO: Admin]
Additional	Dependent on the results of Building and Superintendent Level Hearing [DO: Admin]

<b>TERRORISTIC THREATS/ ACTS</b>	<b>Definition</b> communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school facility, property or school supervised facility or property a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience; an offense against property or involving danger to another person; includes, but is not limited to, illegally activating a fire alarm or issuing a false fire alarm; the false notification of impending explosion or presence of a bomb; willfully and maliciously activating the fire sprinkler system.
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Building Level Hearing; Superintendent Hearing; Police Notification, 10 Days OSS (Following investigation; Administrative Probation [DO: Admin]
Additional	Dependent on the results of Building and Superintendent Level Hearing [DO: Admin]

<b>THEFT</b>	<b>Definition</b> Unlawful taking of property or obtaining property by false pretense
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Admin/Parent Communication; Police Notification; ISS 1-3 Days (Following investigation) [DO: Admin]
Second	Mandatory Parent/Student Conference; Police Notification, OSS 1-10 Days (Following investigation) [DO: Admin]
Third	Building Level Hearing (Following investigation) [DO: Admin]
Additional	Superintendent Level Hearing (Following investigation) [DO: Admin]

<b>THREATENING SCHOOL OFFICIALS/ STUDENTS</b>	<b>Definition</b> Making statements or visible actions towards a staff member or students that are intended to intimidate
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Mandatory Parent/Student Conference; Police Notification, 3-5 Days OSS (Following investigation) [DO: Admin]
Second	Building Level Hearing, Police Notification; 5-10 Days OSS (Following investigation; possible Administrative Probation [DO: Admin]
Third	Superintendent Level Hearing; Police Notification (Following investigation) [DO: Admin]
Additional	Based on the Results of Superintendent Level Hearing [DO: Admin]

<b>TOBACCO OR VAPE USE/ POSSESSION</b>	<b>Definition</b> Tobacco use or possession by students at any time in a school building or on any property, buses, vans and vehicles that are owned, leased or controlled by the school district or at school-sponsored activities that are held off school property. <ul style="list-style-type: none"> <li>• A lighted or unlighted cigarette, cigar or pipe; other lighted or unlit smoking products; any products that resemble those above; or smokeless tobacco, in any form.</li> <li>• Any vaping device or articles including, but not limited to: Vape pens/MODS, electronic cigarettes, JUUL, and any e-liquids, filled or empty pods, or cartridges (regardless of contents)</li> </ul>
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Parent communication; \$50 fine in accordance with Act 145, ISS , SAP Referral (Following investigation) [DO: Admin]
Second	Parent communication; \$50 fine in accordance with Act 145, OSS (Following investigation), Mandatory Vaping Cessation Training [DO: Admin]
Third	Building Level Hearing (Following investigation) [DO: Admin]

<b>VANDALISM</b>	<b>Definition</b> Intentional destruction or defacement of any school property, property of another student or staff, including tampering with property or intentionally defaces property
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Two-Way Admin/Parent Communication; Police Notification; Monetary Restitution; Saturday Detention (Following investigation) [DO: Admin]
Second	Mandatory Parent/Student Conference; Police Notification; Monetary Restitution; OSS (Following investigation) [DO: Admin]



Third	Building Level Hearing (Following investigation) and possible Administrative Probation [DO: Admin]
Additional	Superintendent Level Hearing (Following investigation) [DO: Admin]

<b>WEAPON</b>	<b>Definition</b> Possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity <ul style="list-style-type: none"> <li>• A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school</li> <li>• The term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon. This also includes any other tool, instrument or implement capable of inflicting serious bodily injury being used in a fashion to inflict bodily injury</li> </ul>
<b>INCIDENT</b>	<b>RESPONSE TO BEHAVIOR</b>
First	Police Notification; 10 Days OSS; Superintendent Notification; Board Hearing (Following investigation) [DO: Admin]
Additional	Based on results of Board Hearing [DO: Admin]

### ***After School Detention***

- Detention is held every Tuesday and Thursday after school from 2:40-3:30pm
- Students will not be permitted to use personal electronic devices, sleep, or talk.
- Students should use this time constructively, doing school-related work.
- Students must follow all school rules.
- Students are responsible for their own transportation.
- Students who fail to report to an assigned detention without a valid excuse will have the detention rescheduled one time. If the student fails to attend again, the student will be assigned a Saturday detention.

### ***Saturday Detention Program***

The Saturday detention program operates at the discretion of the administration and the group of teachers who monitor it. A Saturday detention may be assigned for several specific offenses. This program operates on select Saturdays each month. Students will be given the rules and guidelines when it is assigned.

- Saturday Detention will be held on designated Saturdays from 8:00-11:00 am in the LGI.
- Any student who is assigned Saturday Detention must arrive on time and comply with the written rules.

- Students will be assigned to a specific Saturday morning. Only excuses for failing to serve are pre-arranged appointments (excuse required), illness, or family emergency. Students must report to the next scheduled Saturday Detention.
- Students who fail to report to Saturday Detention without a valid excuse will be assigned ISS or OSS, at the discretion of administration.
- Students are responsible for their own transportation.

### ***In-School Suspension (ISS)***

This administrative discipline option is used when after-school detention and/or Saturday detention have been ineffective in correcting a student's behavior. Credit will be given for classroom work completed during this assignment.

#### ***Responsibilities:***

1. Students who are assigned ISS should report to the main office immediately upon arriving to school and will be escorted to the ISS room by a staff member.
2. Students will be responsible for completing all work assigned by classroom teachers for the day(s) served in ISS.
3. Students are expected to follow all school rules while in ISS, as well as the rules specific to the ISS room.
4. Students may not participate in or attend any extracurricular activities during the term assigned to in-school suspension.

### ***Out of School Suspension (OSS)***

This administrative discipline option is used only when other forms of discipline have been ineffective in correcting a student's behavior or the offense is severe enough to warrant this course of action. Credit will be given for classroom work completed during this assignment.

#### ***Responsibilities:***

1. Students are not permitted on school property (day or night) during the period of suspension. Students will be charged with trespassing.
2. A parent or guardian may pick up assignments in the Main Office or have them electronically communicated.
3. Students have the same number of days to complete assignments as they were suspended. Ex: A student who was suspended for 5 days will have 5 days following their return to school to complete assignments for full credit.
4. Students may not participate in, or attend, any extracurricular activities during the term assigned to out of school suspension.
5. Failure to abide by these rules may result in further disciplinary consequences, including recommendation for a Superintendent Level hearing.

## **ACTIVITIES AND SUSPENSION**

When a student is suspended, he/she is not permitted to attend any extracurricular school functions/activities until he/she is considered in "good standing". A student is considered to be in good standing upon the first full school day of his/her return from suspension, the suspension ends at the beginning of the first full day of return. These suspensions include all out of school suspensions as well as in school suspensions. A student that has suspension on a Friday, or the last full school day before the weekend, is not permitted to attend any weekend functions.

## DRESS AND GROOMING

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the rights of students and their parents to make decisions regarding their appearance except when their choices disrupt the educational program of the school or affect the health and safety of others. The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student him/herself or to others in the school;
- B. Materially interfere with school work, create disorder, or disrupt the educational program;
- C. Cause excessive wear or damage to school property or;
- D. Prevent the student from achieving his/her educational objectives because of blocked vision or restricted movement.

The Board authorizes the building principal or his/her designee to monitor student dress and grooming and enforce school rules. The Superintendent or his/her designee shall ensure that all rules implementing the policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality. Students will be directed to comply with the standards adopted by the School Board or face disciplinary action.

Guidelines:

1. **Basic Principles:** All students are expected to be neatly dressed and well groomed. Certain body parts must be covered for all students at all times.
  - Clothes must be worn in such a way that abdomen, genitals, buttocks and breasts are fully covered at all times with opaque fabric.
  - All items listed in the "must wear" and "may wear" categories below must meet these basic principles.
2. **Students Must Wear**, while following the basic principles of Section 1 above:
  - A shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms), AND
  - Pants/jeans or the equivalent (Ex. skirt, sweatpants, leggings, dress, shorts), AND
  - Shoes
3. **Students May Wear**, as long as these items do not violate Section 1 above:
  - Religious headwear
  - Ripped shorts/jeans, as long as underwear, buttocks, and genitals are not exposed
  - Tanks tops
4. **Students Cannot Wear:**
  - Hats, hoods or any item that obscures the face or a person's identity
  - Violent language or images
  - Images or language depicting drugs or alcohol (or any illegal item or activity)
  - Hate speech, profanity or pornography (including logos or images)
  - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
  - Any clothing that reveals visible undergarments (waistbands and straps excluded)
  - Halter and strapless tops
  - Swimsuits (except as required in field trips or athletic practice, or other approved event)
  - Sunglasses (unless required by a physician)

- Accessories that could be considered dangerous or could be used as a weapon or violate this section

The district recognizes the right of students to wear jewelry and other adornment. However, some items and the manner in which they are worn or displayed may not be appropriate under certain circumstances. Some items may pose a danger to the safety or welfare of the student or other students or staff, and may pose a threat to, or interruption of the educational process.

In the case of physical education or other programs which involve or which present the opportunity for physical contact between students or physical contact by a student with physical objects, the administration and/or teaching staff will require that students remove all jewelry and adornment that might reasonably be considered as posing a threat to the safety of the student, other students or staff.

In the case of the day-to-day school environment, the administration and/or teaching staff may require that students remove all jewelry and adornment that might reasonably be considered as posing a threat to the safety of the student, other students or staff, or as posing a threat to, or interruption of, the educational process.

Examples of jewelry and adornment that may be considered inappropriate include, but are not limited to, the following:

1. The piercing of body parts at school by the insertion of jewelry or other objects performed by the student or others not properly licensed or authorized to do so.
2. The piercing of body parts at school and the insertion of jewelry or other objects which results in bleeding, oozing of bodily fluids or other physical condition which may pose a danger to the student or others.
3. The connection between two body parts, by piercing, attachment or otherwise, by means of a chain, string or other physical means.
4. The use of any jewelry or adornment, whether by piercing, attachment or otherwise, which might reasonably affect the educational process.

## SEARCHES

All lockers and storage areas are the property of the school district. No student may use a locker for a depository for a substance or object that is prohibited by law or poses a threat to the health safety or welfare of the occupants of the school building or the building itself.

The Board has authorized the building administration to conduct a search, or random searches, for the purpose of determining whether the locker or storage area is being used for the proper purpose. Students who flee from a legal search are subject to disciplinary procedures. **School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, board policy, or school rules or poses a threat to the health, safety or welfare of the school population and/or school property.** Details regarding searches can be found in [Policy 226](#) or via the [ACLU Student Rights Handbook](#).

## TOBACCO USE

Tobacco/Nicotine use is defined as use and/or possession of a lighted or unlighted cigarette, cigar, pipe, other lighted smoking products, smokeless tobacco in any form, and any vaping device or product regardless of contents or volume.

The Board prohibits tobacco use or possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board also prohibits tobacco use or possession by students at school-sponsored activities that are held off school property.

A pupil found to be possessing, using or selling tobacco in school buildings, on school property, school buses or at school events shall be prosecuted in accordance with Act 145 of 1996, and if convicted, will pay a fine of not more than \$50.00 for the benefit of the school district in which the offending pupil resides, plus court costs, or be admitted to an alternative adjudication program. For such an offense, a discipline report will be completed for the building principal or designee who will then initiate the process of completing the Private Criminal Complaint form.

Additionally, for such an infraction, parents should be notified. As a disciplinary response, a period of in-school or out-of-school suspension could result. ([Policy 222](#))

### **LEAVING BUILDING OR SCHOOL PROPERTY WITHOUT PERMISSION**

Students are not permitted to leave the building at any time during the school day without express permission from a building administrator. When students arrive, they are expected to enter the building immediately. Students are not permitted to loiter in the parking lot or in cars, and at no time are allowed to leave school grounds. Students may not leave school property and then return for the bus.

### **THEFT**

Students are advised to report all cases of theft and complete the Theft Report Form and submit to the Main Office. To minimize the risk of theft, students are advised to not bring valuables or large sums of money to school.

### **WEAPONS**

Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law. A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while she/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The Superintendent or his/her designees shall report the discovery of any weapon prohibited by this policy to the student's parents and to local law enforcement officials. Students found to be in violation of this policy shall be immediately suspended for a period not to exceed ten school days or until such a time as the Board of School Directors conducts a hearing on the matter, whichever period is shorter. The school district shall expel for a period of not less than one year any student who violates this weapons policy unless recommended otherwise by the Superintendent on a case-by-case basis. ([Policy 218.1](#))

### **CODE OF CONDUCT KEY TERMINOLOGY**

#### **1. Alcoholic Beverage**

- An alcoholic beverage is an intoxicating liquid, wine or brewed or malt beverage regulated under the Liquor Code of The Commonwealth of Pennsylvania, Act of April 12, 1951, P.L. 90, Art. 1, Section 101, Et. Seq. as amended.

- The use, possession, or distribution of any alcoholic product on school property, or at any school-sponsored event is strictly prohibited. Possession does not require ownership.
- 2. **Assault, Sexual.** Physical contact of a sexual nature where there is no consent.
- 3. **Attack on Staff/Student.** Any willful and unlawful use of force or violence upon staff or upon a student.
- 4. **Bullying.** An aggressive intentional behavior, which is carried out repeatedly over time. It may be physical or verbal.
- 5. **Cheating.** Willful intent to copy or look at work created by a source other than yourself or copying work that is produced by another individual (with or without their knowledge), or copying work created by an artificial intelligence (AI) platform. This includes a student willfully allowing another student to use their work as their own.
- 6. **Class cutting/skipping.** Absence from class for the majority of the period without permission.
- 7. **Classroom disruptions/disruptive behavior.** Repeated actions that interfere with the effective operations of the classroom or school.
- 8. **Computer Issues.** As defined by school district policy and in the AUP.
- 9. **Defiance of Authority/ Insubordination.** Willful refusal or failure to follow a reasonable directive given by staff.
- 10. **Disrespect.** Any intimidating, insulting, or verbally abusive behavior directed toward a member of the school staff.
- 11. **Drugs**
  - Drugs are defined as all controlled substances prohibited by law; all “look alike” drugs; all alcoholic beverages; tobacco and tobacco products; any drug paraphernalia; and any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.
  - Use, possession, or distribution of any substances which are or have the appearance of narcotics, controlled dangerous substances, or drugs (prescription or nonprescription) used outside their legal medical purposes; possession of drug paraphernalia is strictly prohibited on school property or at any school sponsored function. Possession does not require ownership.
  - Use, possession, distribution or sale of “look-alike” drugs such as caffeine, which are non-controlled substances but which are, in finished container, packaged in a container which, bears markings or printed material similar to that accompanying or containing a specific controlled substance, or which are represented, implied, or thought by the involved parties to be a controlled substance shall be treated as an infraction in the same way as possession, use, distribution or sale of the controlled substance would be treated.
  - Distribution. Dispensing or conspiring to dispense with or without the exchange of money, drugs, narcotics, controlled dangerous substances, paraphernalia, inhalants, alcohol, or any substance having the appearance of these items.
- 12. **Electronic Devices.** Cell phones, smart watches, pagers/beepers, music players, radios, lasers and laser pens, laptop computers, games, and any other electronic device in nature.
- 13. **Fighting/Physical Altercation.** Mutual aggression in which both parties have contributed to the situation by physical action. In cases when it is impossible to determine the identity of the aggressor, the responsibility for the fight will be shared by the participants involved. In keeping with PA Crime Code Statues # 2709 & 5503 and the existing Memorandum of Understanding between the Dover Area School District and police authorities, **aggressor participants in fighting and harassment incidents will be referred to local police authorities whereupon charges of assault, harassment or disorderly conduct may result.** If a student requires medical attention, liability for payment of expenses shall not be the responsibility of the district.
- 14. **Forgery/Fraud.** Falsifying signatures or data on official records.



- 15. Harassment.** Unwelcome conduct, directed toward or about another individual, such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:
3. Sufficiently severe, persistent or pervasive; and
  4. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.
- 16. Harassment, Sexual.** Any unwelcome sexual advance, request for sexual favor, and other inappropriate verbal, written, or physical conduct of a sexual nature that unreasonably interferes with the learning environment. Sexual harassment may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; suggestion or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- 17. Inappropriate Behavior.** Activities that are unsafe or unacceptable in a school environment such as littering; failure to return forms, books, or equipment; throwing snowballs; running in the halls; horseplay; play fighting; etc.
- 18. Leaving the cafeteria without permission.** Walking out of the cafeteria before the lunch period ends without obtaining permission from the cafeteria monitor.
- 19. Leaving school property without permission.** Leaving the school property without administrative permission.
- 20. Leaving class without permission.** Walking out of class without the teacher's permission.
- 21. Parking, illegal or inappropriate.** Parking on school property without proper authorization, parking in an unauthorized area, including visitor spaces, on school property, or parking so as to take up more than one parking space at a time.
- 22. Public Display of Affection (PDA).** Displaying affection toward one another on school property, other than hand holding.
- 23. Racial/Ethnic Slur.** Slurs against any individual for any reason will not be tolerated.
- 24. Reckless driving.** Driving on school property in such a manner as to endanger persons or property.
- 25. Sexting.** Possession of Explicit Material Electronic or Otherwise.
- 26. Tardy to class/school.** Describes a student who is late to class/school without an approved excuse. Tardiness to class could result in an office discipline referral. Tardiness to school could result in unlawful absences per the attendance policy.
- 27. Theft.** Unlawful taking of property or obtaining property by false pretense.
- 28. Threat on Staff/Student.** Any unlawful attempt, coupled with a present ability to commit a violent physical attack upon staff or upon a student. This includes threatening language or gestures with actually touching staff or touching another student.
- 29. Terroristic Threats.** Terroristic threats shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic threats include, but are not limited to, illegally activating a fire alarm or issuing a false fire alarm; the false notification of impending explosion or presence of a bomb; willfully and maliciously activating the fire sprinkler system.
- 30. Tobacco.** Possession or use of tobacco products and tobacco paraphernalia, including smokeless tobacco, electronic cigarettes, vaping devices and paraphernalia, e-cigarettes or similar devices, and/or

matches/lighters by students in a school building, on a school bus, or on property owned by, leased by or under the control of the school district is prohibited and considered a summary offense.

31. **Truancy.** Absence from school without permission. Habitual truancy is absent for more than six (6) school days or their equivalent, without lawful excuse.
32. **Vandalism.** Intentional destruction or defacement of any school property, property of another student, or staff member.
33. **Violation of Suspension/Trespassing.** Present on a school campus or at a school activity while on suspension.
34. **Vulgarity/Profanity.** Language that is inappropriate, disgusting, or repulsive to the senses.
35. **Weapons,** as listed in PA Crimes Code Chapters 9, 55, and 61.
  - Possession or use of weapons, “look-a-likes”, toys, replicas of weapons is forbidden on school property and/or during any school function.
  - The term use shall include, but not be limited to, displaying, handling, loading, operating, pointing, selling, distributing, discharging or threatening to do one or more of these actions.
  - Weapons shall include, but not be limited to, firearms; knives; metal knuckles; rifles; shotguns; pistols; revolvers; daggers; cutting instruments or tools; noxious, irritating, or poisonous gasses; poisonous drugs or other items fashioned with the intent to use or sell or to harm, threaten or harass students, staff members, parents, or other persons within or on school property

## CONTROLLED SUBSTANCES/PARAPHERNALIA

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As the educational institution, the schools shall strive to prevent abuse of controlled substances. For purposes of this policy, controlled substances shall include but not be limited to all dangerous controlled substances prohibited by federal and state law; all look-alike drugs; all alcoholic beverages; all anabolic steroids; all drug paraphernalia; any volatile solvents or inhalants, such as but not limited to glue and aerosol products; and any prescription or patent drugs, except those for which permission to use in school has been granted pursuant to Board policy. For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits all students from using, possessing, distributing and being under the influence of any controlled substance during school hours, on school property, and at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The Board reserves the right to require random drug testing of any student involved in any co-curricular and extra-curricular activities.

The Board may require participation in drug counseling, rehabilitation, testing, or other programs as a condition of reinstatement into the schools' educational, extra-curricular, co-curricular and/or athletic programs resulting from violations of this policy.

The privileged confidentiality between students and guidance counselors, school nurses and school psychologists shall be respected. No confidential communication made to such an employee shall be required to be revealed without the consent of the student or parent/guardian, unless the best interests of the student can be served only by such release. ([Policy 227](#))



# **EMERGENCY PROCEDURES**

## **FIRE DRILLS**

Periodic fire drills are a necessary part of school safety routine. The object of these drills is to practice leaving the building as quickly as possible.

When the fire alarm is sounded, all classroom windows and doors are to be closed and all lights extinguished. Each pupil is to go swiftly and quietly to the exit designated for each room. Once outside the building students are to move 100 feet from the nearest exterior wall. A recall bell will be sounded.

## **EVACUATION PROCEDURE FOR GYMNASIUM**

1. All persons seated on the home side of bleachers (closest to natatorium) or in the upper bleachers will exit the gym through the gym lobby doors and exit via the main entrance.
2. All persons seated at the visitor's side (toward the parking lot) and student section (middle sections) will exit using the rear gym doors and exit the building via the athletic wing.

## **EVACUATION PROCEDURE FOR CAFETERIA**

All persons in the cafeteria should exit using the Main Entrance door and locate their 4th period teacher.

## **EVACUATION PROCEDURE FOR AUDITORIUM**

1. All persons on the stage should exit using the side entrance to the music hallway.
2. All other persons will exit by moving to the rear of the auditorium and using the main entrance, which is located in the auditorium lobby.

## **TMI ALERT**

In the event of a nuclear alert or accident at Three Mile Island (TMI), the school district will implement emergency plans that have been developed for the protection of the students. Parents/guardians of students who live north of Nursery Road within the 10-mile emergency radius of TMI will receive a letter with details of an evacuation plan. All parents/guardians are urged not to call the school, as this would only hinder school personnel from implementing the emergency plan.

## **SAFE 2 SAY**

Safe2Say is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late.

Submit a tip online: <https://www.safe2saypa.org/tip/>  
Call in a tip: 1-844-SAF2SAY

## **SUICIDE AND CRISIS HOTLINE 988**

# GUIDANCE & STUDENT SERVICES

## GUIDANCE DEPARTMENT

Educational, personal, and vocational counseling is offered to every pupil in Dover Area High School. Tests to determine student interests, aptitudes, and achievement are administered at appropriate intervals. Group guidance is scheduled at appropriate times throughout the year for the purpose of testing and discussing problems of mutual concern to students. The major purpose of the Guidance Department is to help the student help himself/herself.

College, scholarship, nursing-school, trade school, technical-school, and occupational information are available in the Guidance Office and the Career Center. This material will aid students in making decisions and plans concerning education, training, and work beyond high school.

### **Students should keep the following information in mind:**

- Students should plan a comprehensive schedule with their counselor that will prepare them for success in life.
- Testing information is available in the Guidance Office. Check which tests you will need to take. SAT, and ACT test registration forms are available.
- Consult with your counselor before sending applications to any post-secondary school. Send an application to two or three schools by December of your senior year.
- Consult your counselor for scholarship information beginning in September of your senior year. Financial Aid Nights are scheduled for parents and students to attend during the school year.
- There is a college or school for every student who wants to further his/her education. Surrounding high schools host college nights each year.
- Information is available in the Guidance Office concerning the use of the career resource center.
- Students desiring full or part time employment should consult their counselor. Job openings are posted in Guidance and the Cafeteria Lobby.

## STUDENT SCHEDULES

On the basis of the tabulations of the student course request forms we employ staff, buy books and equipment, and arrange schedules. We do our best to see that each student gets the courses which he/she indicated that he/she wanted. THE COMPLEX NATURE OF THE SCHEDULING PROCESS DOES NOT ALLOW UNNECESSARY SCHEDULE CHANGES. NO CHANGE IN SCHEDULE WILL BE CONSIDERED WITHOUT ADMINISTRATIVE APPROVAL AND VERIFICATION THAT THE CHANGE MEETS ONE OF THE IDENTIFIED REQUIREMENTS ON THE SCHEDULE CHANGE FORM.

**New Schedule format will have new period numbers. An example is below:**

Period 0- Homeroom

Period 1- Academic Period

Period 2- Academic Period

Period 3- Mid Morning Academy (MMA)

Period 4- Academic Period

Period 5- Academic Period

The Guidance Department and the administration reserve the right to make necessary changes because of failure to meet prerequisites, or because of unusually low or high enrollment in a particular subject.

## SOCIAL WORK DEPARTMENT

School social work services are specialized services that provide systematic interventions to remove barriers to student learning and success. Services may be either prevention or intervention approaches, and both district wide or student specific. The school social worker holds a primary focus in providing clinical counseling to students that supports progress in the educational setting. School social workers are licensed professionals that adhere to the code of ethics regarding confidentiality and the delivery of professional services.

Social workers seek to facilitate connections between home and school environments to promote student success. Social workers regularly conduct individualized assessments with students and their families. These assessments focus on social history, developmental history, family dynamics, student behavior, and learning ability, and are used to advocate for students, as well as connect students and their families with available support and resources.

## BEHAVIORAL HEALTH SUPPORTS

### *Behavioral Health Screening*

The physical and mental health of young people plays a key role in their ability to succeed in school. Dover Area School District is committed to working with you, not only in the academic education of your child, but also to ensure that students reach their full potential outside of the classroom.

High School is a period of time during which students are presented with greater responsibilities. Because of expanding independence at home, developing social relationships, obligations at work, commitment to extracurricular activities, and academic challenges, students must confront many trials. Although most students can successfully deal with the pressures of high school, many resort to drugs and alcohol as an escape; others may become discouraged and can develop depression. Students who have difficulty handling the responsibilities presented to them during high school need support, encouragement, and understanding.

It is in this spirit that we are offering parents of secondary students the opportunity to have their youth participate in a behavioral health screening. The Behavioral Health Screen is a validated screening tool developed by Children's Hospital of Philadelphia to identify risk for behavioral health challenges that are common in adolescence, including anxiety, depression, high risk behaviors such as substance use, suicide and other factors associated with mental health concerns. The program is free and confidential.

It is our hope that the screening will reassure you that your teenager is just experiencing typical "growing pains." However, the Behavioral Health Screen may pinpoint a concern in the early stages, offering you the ability to secure additional assistance for your child, if you so desire.

All screening results will be kept confidential and will not be shared with our teaching staff. There are four steps to the screening procedure:

**Step 1:** Students will complete a 10-minute, web-based questionnaire answering questions that focus on the following topics: depression, anxiety, thinking and behavior, and the use of drugs and alcohol.

**Step 2:** Students whose answers indicate they are likely **not** in need of additional assistance will briefly meet with school counseling staff of Dover Area School District to answer any questions they may have about the screening, and return to class.

**Step 3:** Students whose answers reveal a potential concern will individually meet with a school counselor or mental health professional from Dover Area School District to debrief the results and discuss options:

- School Counselor may place your student on a list of students to have a follow up with their school counselor.
- School Counselor may see areas of risk, but feel further assessment is warranted. This student may be referred to the Student Assistance Program, and parent consent for this process will be requested.
- School Counselor may see clinically significant mental health concerns. If this is the case your permission will be sought to pursue additional support for your student.
- If screening results indicate imminent risk, the counselor will contact the parent with the anticipated outcome of taking students to Crisis Intervention as soon as possible.

**Step 4:** Program staff from Dover Area School District will contact you if there are any concerns whatsoever noted within the screener. At this time, they will discuss professional recommendations for further support for your child.

Dover Area School District provides the screening at no cost. School counseling staff can provide additional support to your child within the school setting if the results of the screen indicate that would be appropriate. It is up to you to decide if you want to obtain any additional services for your child once the results of that screen are available, and school counseling staff can assist you in accessing those services if you choose.

***Please note that all students will participate in the Behavioral Health Screening, similarly to vision, hearing, or other health screens. If you have any concerns with your student participating please make contact with the Director of Social Work services, Kirsten Johnson, at [kjohnson@doversd.org](mailto:kjohnson@doversd.org). For your student to be exempt, you must OPT OUT of this screening.***

### **Satchel Pulse**

Satchel Pulse is a student screening tool being used at both our middle and high school to help classroom teachers, school counselors, and school administrators assess the climate and needs of our students. This screener uses teacher impressions as well as student self ratings to identify how our students are doing in the areas of self-awareness, self-management, relationship skills, social awareness, and decision making. These areas are critical to student success as secondary education requires focus, organization, stamina, motivation, collaboration, and the ability to make difficult decisions at times. The results are used to guide universal lessons provided to students, as well as help to identify students that may benefit from additional support. Students who may receive additional support from the district would always have parents notified if something additional was being offered.

### **Student Assistance Program**

The Student Assistance Program Team (SAP) is a team of trained faculty from the district as well as substance use specialists from True North Wellness. This team is the entity within the building who receives notice of students of concern. Referrals can be made to this team from students, parents, staff, or community members. Once a referral has been made, the team will seek parent consent to gather

information and identify opportunities to provide any needed support. All secondary schools in PA are required to have a Student Assistance Program.

### ***Group Counseling Services***

Peer support and connection have proven to be an especially effective method of addressing challenges in adolescents. To this end, the Children's Home of York and True North Wellness partner with the High School in providing group counseling options. These groups are need specific, and may focus on nicotine cessation, relationship skills, motivation, self-discipline, communication skills, or any other variety of needs that we see arising in our students. Parents and guardians will be notified if their student has been identified as a student who may benefit from a group, and parents will need to **OPT OUT** their child if they do not wish for their student to participate.

### ***School-Based Individual Counseling services***

Dover Area School District has contracted with Pennsylvania Comprehensive Behavioral Health to provide outpatient therapy services within each building in the district. This partnership has permitted families and students access to counseling services by limiting barriers such as transportation and limited evening hours. If you or your student is interested in accessing services, please reach out to your school counselor.

# HARASSMENT

## UNLAWFUL HARASSMENT POLICY

This policy is available in the office along with full size versions of the attachments. ([Policy 103](#))

The Board strives to provide a safe, positive learning climate for students in the schools and is committed to maintaining an educational environment free from harassment in any form or of any kind including sexual, ethnic or racial. All employees and students are to be treated with dignity, respect and courtesy, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. Any violation of this may also violate local, state and/or federal law.

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

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

**Harassment**, as defined above, may include, but not be limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with demeaning implications.
3. Verbal or physical conduct or written communication of an intimidating, hostile or offensive nature.

**Racial harassment**, as defined above, may include, but not be limited to the following:

1. Spitting.
2. Abusive language and racist "jokes."
3. Offensive behavior.
4. Racist name-calling.
5. Damage to your house or property.
6. Racially offensive written or visual material including graffiti/vandalism.
7. Open hostility to minority ethnic workers.
8. Unfair allocation of work and responsibilities.
9. Exclusion from normal educational conversation or social events.
10. Attempted assault.
11. Threatening behavior.
12. Threatening letters or threatening electronic correspondence

For the purpose of this policy **sexual harassment** shall consist of unwanted sexual advances from peers, teachers, administrators, or anyone you must interact with in order to pursue school activities; requests for sexual favors; and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when submission to such conduct is made explicitly or implicitly a term or condition of a student's academic

status, submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual, such conduct deprives a student of educational aid, benefits, services or treatment, such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

**Sexual harassment, as defined above, may include, but not be limited to the following:**

1. Display or circulation of written materials or pictures derogatory to a gender or sexual orientation.
2. Writings placed on school property, graffiti.
3. Graphic or suggestive comments about an individual's class or body.
4. Sexually degrading words to describe an individual.
5. Uninvited remarks and gestures.
6. Jokes.
7. Pinups; calendars; objects.
8. Unwanted sexual comments; verbal abuse of a sexual nature.
9. Abusive language: vulgar statements.
10. Spreading sexual gossip; innuendos.
11. References to sexual activities.
12. Pressure for sexual activity.
13. Overt sexual conduct.
14. Sexual flirtations, advances, propositions or unwanted physical contact such as touching, pinching, patting, rubbing, etc.
15. Homophobic behavior i.e. gay and lesbian harassment.
16. Any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report to the designated employees such incidents.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

The Superintendent shall develop procedures outlining the chain of command through which incidents of harassment shall be reported. In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates Dr. Troy Wiestling as the district's Compliance Officer.

**Complaints of harassment will be promptly investigated and immediate action will be taken to resolve complaints. No individual will suffer reprisals for good faith reporting of incidents of harassment or making good faith complaints.** The Dover Area School District prohibits retaliation by an employee or student against a person who has made allegations of harassment.



An individual who is found to be responsible for harassment will be subject to appropriate action up to and including exclusion from school. The severity of the disciplinary action will be based upon the circumstances of the infraction.

#### Notification Procedure:

Anyone who feels that he or she is the victim of racial/sexual harassment, racial/sexual discrimination or racial slurs has the right to seek a solution without prejudice. Remedies may follow the procedures as stated below:

- A complainant may wish to resolve the problem through discussion. For example, he/she may believe that the harasser is unaware that the behavior is offensive or unacceptable.
- A complainant may seek legal action and be supported by local school district personnel when applicable.

If a student or third party believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or the Compliance Officer. The individual may initiate or terminate this procedure at his/her discretion.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

The individual will be given a packet listing, and made aware of, various options to address the concerns. The packet contains an unlawful harassment complaint form, an unlawful harassment report form, as well as a list of advocates to assist the individual through the process. Packets will be available in each building office as well as in the Superintendent's office.

If the building principal is the subject of a complaint, the student, third party, or employee shall report the incident directly to the Compliance Officer.

### INVESTIGATION

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Superintendent and/or the Compliance Officer. The building principal shall then be authorized to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

### INVESTIGATIVE REPORT

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer.



## DISCIPLINARY PROCEDURES/DISTRICT ACTIONS

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. The disciplinary action for the offender will be in proportion to the severity of the misconduct.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and State and Federal laws.

## APPEAL PROCEDURE

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective actions recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written report to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused, and the building principal who conducted the initial investigation.

## HEALTH/NURSE

### STUDENT ILLNESS

If an illness occurs during the school day, students should report to the school nurse. The parent/guardian or contact person listed on the emergency card will be notified if the illness requires absence from school.

**If students need to see the school nurse, they should report to their class and secure a pass.** In cases where students must be detained longer than one period, the nurse will usually notify the teacher(s) involved. Injuries received at school that do not require absence from school will be treated with first aid procedures as ordered by the school physician.

**If a student leaves the school without recommendation from the school nurse, the missed time will be marked as an unlawful/unexcused absence.**

When students return to school after an illness or injury, it is assumed they are ready to participate in the total school program. Requests for exceptions due to a physical problem requires a written report from a physician.

When students have an injury or illness that occurs outside of school hours, the family physician should be consulted for medical attention. The school health rooms are not designed for the diagnosis and treatment for these types of problems.

Parents are urged to notify the school nurse about any allergies (such as bee stings) and health concerns of their child. This information will be recorded on the school health record.

## MEDICATION

Medication will be administered at school to students only if the school has a written order from a physician and written consent from the parent. This includes over-the-counter, nonprescription medication. Medication will be kept in the health room with the exception of emergency medication.

A written physician's order and parental consent must be on file in the Nurse's Office. The student must take medication in the presence of the person administering the medication.

Procedure for administering above medication:

1. A written order from the physician is necessary. The order must include:
  - a. Name of student
  - b. Name of medication
  - c. Dosage and frequency of administration
  - d. Reason for medication
  - e. Any special instructions
2. Written parental consent is required. The consent shall include:
  - a. Name of medication
  - b. Dosage and time of administration
  - c. Name of physician
3. The original container must be labeled with the following:
  - a. Name of student
  - b. Name of medication
  - c. Dosage and frequency of administration
  - d. Where medication is to be stored
  - e. Please ask the pharmacist to dispense an additional container for school use.
4. Parents may not send any medication to school with a child. An adult must deliver all medication to a school nurse; however, a student may carry an asthma inhaler or EpiPen to school if a medical order and written parent permission is on file in the nurse's office.

**Inhalers:** Students wishing to carry their asthma inhaler must demonstrate the ability to self-administer by meeting criteria established by the school district. The school nursing staff will verify in writing that the student has met the required criteria. The parent/guardian of the student will sign the school district's release of liability. The student must inform the nurse immediately following each use of asthma inhaler. Student agrees to school district's self-administration criteria and medication policy. If inhaler usage is abused, the inhaler will be confiscated and self-medication privileges will be revoked.

## HEALTH EXAMINATIONS

The School Health Law of Pennsylvania requires a medical examination in grade 11. If your child is in grade 11, a physical examination form was sent home with him/her several times during the preceding school year.

Your family physician or school physician may give the physical examination. The completed report form is to be returned to the school nurse within the first week of school if your family physician will be examining your child. The school physician will be scheduled to examine students who have not returned completed forms.

The school nurse will administer vision-screening tests to all students throughout the school year. Eleventh grade students will be given a hearing-screening test during the school year. Parents will be notified by mail if students do not pass these screenings. All students will have their height and weight measured each year. A body mass index (BMI) calculation will be completed and parents will be notified of this data by mail.

## IMMUNIZATIONS

No student shall be admitted to school for the first time who has not been immunized against such diseases as are enumerated by the Pennsylvania Department of Health.

A child whose parent or guardian objects in writing to such immunization for religious grounds or strong moral convictions or whose physician certifies that the child's physical condition contraindicates immunization shall be exempt from the requirements for immunization. A child with incomplete immunizations will be excluded in accordance with the Pennsylvania Department of Health guidelines. Failure to comply with these guidelines will result in exclusion until they are met. ([Policy 203](#))

## Communicable Disease Regulations

Guidelines for readmission of students, staff, and volunteers absent from school with infectious diseases or conditions:

1. **Rubeola** (Measles) - Four days from the onset of rash.
2. **Mumps** - Nine days from onset or until swelling subsides.
3. **Pertussis** (Whooping Cough) -Exclude 5 days of appropriate treatment when symptomatic. If not symptomatic and taking prophylaxis, may attend school while taking prophylaxis. If symptomatic and refuse treatment and there is an outbreak, exclude 21 days. In an outbreak, any child coughing for 2 weeks or more is considered a case.
4. **Rubella** (German Measles) – Seven days from onset of rash.
5. **Chickenpox** - Five to seven days from onset of vesicles, or until scabbed over.
6. **Respiratory streptococcal infection** (including scarlet fever) - 24 hours after initiation of medical treatment and afebrile for 24 hours.
7. **Acute contagious conjunctivitis** (Pink eye) - May return on written recommendation of family physician/healthcare provider, and/or school physician after 24 hours following initiation of treatment.
8. **Fungus infection** (Ringworm) – Cover the lesion. Must see family physician/healthcare provider within 48 hours for treatment and provide school nurse with written documentation of treatment protocol of family physician/healthcare provider, and/or school physician. Failure to comply will result in exclusion from school until seen by family physician/healthcare provider.
9. **Impetigo** - May return on written recommendation of family physician, and/or school physician.

10. **Scabies** - May return after initiation of medical treatment. May return on written recommendation of family physician/healthcare provider, and/or school physician.
11. **Erythema Infectiosum** (Fifth Disease) - Notify school nurse. Exclusion from school is not necessary.
12. **Other diseases** (Diphtheria, Hepatitis, Mononucleosis, Polio, MRSA, and Sexually Transmitted Diseases, etc.) - May return on written recommendation of physician, and/or school physician naming treatment and restrictions, if applicable.
13. **Febrile illness** (temperature greater than 100F.) - May return after afebrile for 24 hours without the use of Acetaminophen, Ibuprofen, or other fever-reducing medications.
14. **Pediculosis corporis and Pediculosis pubis** - Until judged non-infectious by the nurse in school or a physician.
15. **Pediculosis capitis** -The AAP (American Academy of Pediatrics) recommends that a healthy child should not be restricted from attending school because of head lice or nits (eggs). Children can finish the school day, be treated, and return to school. Lice sprays are not advisable for use.

Approved by school physician: UPMC Primary Care Rodney Road - 717-846-8791

\_\_\_\_\_  
Signature of School Physician                      Date

\_\_\_\_\_  
Signature of School Physician                      Date

\*Contact the PA Department of Health for Communicable Disease questions or concerns. #717-771-4505

### **PREGNANT STUDENTS**

The Board reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the schools that each pregnant student present to the Superintendent or his/her designee her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy. ([Policy 234](#))

# **RELEASE OF INFORMATION**

## **STUDENT RECORDS**

Regulations approved by the Dover Area Board of Education regarding student records can be obtained in the office of the Principal in each public school within the Dover Area School District for 99 years.

## **PUBLIC RELATIONS RELEASE OF INFORMATION**

The Dover Area School District has numerous opportunities throughout the school year to release pictures and/or news information about our students to the local newspapers, radio and television stations. This information is also used in district-wide internal publications and promotes our educational programs and goals.

If the opportunity arises for your child to be a part of a particular news release, we shall assume we have your permission unless we receive a letter from you indicating that your child may not appear in these publications. All students will be given a 'Media Release' form at the beginning of the year that will be filed, in the office, for that school year. Thank you for your attention to this matter.

## **MILITARY RECRUITMENT**

A Federal law requires school districts that receive federal funding to provide student directory information and campus access to various branches of the United States military for recruiting purposes. Specifically, the law requires that schools provide, upon request, a list of student names, addresses and phone numbers. The law requires that schools give students and parents the option of not participating in this program. Students, as well as their parents, can choose to withhold their contact information from recruiters without prior parental consent. If either a student or a parent wishes to withhold such information from military recruiters, either the student or parent should put the request in writing and turn the request into the guidance office.

# SCHOOL DANCES

## ATTENDANCE

In order to participate in a school-sponsored dance, a student must be in school the entire school day on the day of the dance. For a dance that is scheduled to take place on a non-school day, a student must attend the entire school day immediately preceding the event. The exception is a doctor's note, a SERF form, or school approved shadowing. Dances are held between the hours of 7:00 and 10:00 P.M. unless otherwise approved by the school administration.

## QUALIFICATIONS

In order to be eligible to attend a school-sponsored dances, students must:

- Be Conduct eligible
  - **No Tier 3 disciplinary infractions in the prior three months**
  - **Not have an excessive referral count -**
    - **Semester 1 - 5 or more referrals for the school year**
    - **Semester 2 - 10 or more referrals for the school year**
- Be Attendance eligible
  - **Absent for no more than 10% of school days to date, including excused and unexcused absences.**

Students who believe that an exceptional circumstance exists may request a waiver of these qualifications. The request must be submitted in writing to the school principal prior to the conclusion of ticket sales.

## EXPECTATIONS

It is expected that all school rules and regulations will be followed at school dances. Failure to follow school rules and regulations could result in dismissal from the dance and/or other appropriate disciplinary action, including police contact if necessary. Misconduct could result in suspension of dance or other social activity privileges for the remainder of the school year. If a student leaves the dance, he/she will not be readmitted.

## GUESTS

Only high school students are permitted to attend high school dances. Students are permitted to bring one guest. All guests must be at least in 9<sup>th</sup> grade. If the guest is no longer in high school, she/he will be no older than age 20. All participants must show valid picture identification such as school ID, driver's license. Students are responsible for the conduct of their guests. All guests must follow all school rules and policies. All guests and their sponsoring students must register and obtain and present a completed guest form prior to entering the dance.

## HOMECOMING AND PROM COURT

A student who is elected Homecoming King or Queen may not be elected Prom King or Queen but may be a part of the Prom Court.

# SCHOOL DAY

## Regular Bell Schedule

Period	Times	Instructional Minutes	
0- HR	7:45-7:55	10	
1	7:59-9:19	80	
2	9:23-10:43	80	
3- MMA	10:47-11:17	30	
4	11:21-1:16	Class Times 11:55-1:16 (81) 11:21-12:00/12:38-1:16(77) 11:21-12:42 (81)	Lunch Times A- 11:21-11:51 B- 12:04-12:34 C- 12:46-1:16
5	1:20-2:40	80	

## 2 Hour Delay Schedule

Period	Times	Instructional Minutes	
0- HR	9:45-9:54	9	
1	9:58-10:58	60	
2	11:02-12:32	Class Times 11:36-12:32(56) 11:02-11:32/12:06-12:32(56) 11:03-12:02(59)	Lunch Times A- 11:02-11:32 B- 11:32-12:02 C- 12:02-12:32
4	12:36-1:36	60	
5	1:40-2:40	60	

## 3 Hour Delay Schedule

Period	Times	Instructional Minutes	
0 - HR	10:45-10:54	9	
1	10:58-11:38	40	
2	11:42-1:12	Class Times 12:16-1:12(56) 11:42-12:08/12:46-1:12(52) 11:42-12:38 (56)	Lunch Times A- 11:42-12:12 B- 12:12-12:42 C- 12:42-1:12
4	1:16-1:56	40	
5	2:00-2:40	40	

## FLAG SALUTE AND MOMENT OF SILENT REFLECTION

Section 771 of the School Code requires that the Pledge of Allegiance or the National Anthem be recited at the beginning of the school day and requires a United States flag to be displayed in each classroom. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of religious conviction or personal belief. **Students must refrain from being disruptive.**

## STUDENT HALLWAY PASSES

Any student who leaves his or her assigned location within the school is required to have a pass from a staff member identifying the change in location. Students using the restroom must use sign-out sheet and take lanyard while in the hall. Lanyards will be color-coded to identify the bathroom(s) permitted based on classroom location (example: if your classroom is located on the first floor academic wing, you will have a blue lanyard which identifies you can use either of the two 1st floor student bathrooms in the academic wing). Students found in the hall without a pass or using another restroom from another zone will be subject to being written up for being out of assigned area.

## LOST AND FOUND

Articles that have been lost and found will be placed in the Main Office. All articles, which you find, that do not belong to you are to be turned in immediately. You may claim lost articles by identifying them. **The district is not responsible for lost/stolen personal property brought to school.**

## VISITORS

All visitors must receive permission from an administrator and the teachers of classes being visited prior to the visit. The parents of both resident and visiting students must grant permission in writing for the visitation to be approved. All visitors must present identification upon entering the building, sign in, and receive a visitor's badge. Visitors must sign out upon leaving.



# STUDENT OBLIGATIONS

## TEXTBOOKS

As soon as you are issued a textbook, write your name, the year, and your teacher's name on the page specified by your teacher. This must be done in ink. Caring for the textbook is a responsibility of the student. Students will be charged 100% replacement cost for lost and damaged books.

If all books have been issued and a replacement book has to be purchased, the individual who lost or damaged books will be assessed the full value of a replacement copy. Failure to pay will result in a suspension of Junior/Senior Release privileges until this obligation is met.

## PAYMENT FOR PROJECT MATERIALS

Students in art, manufacturing, and graphic arts, vocational agriculture, or family and consumer sciences will be required to furnish their own materials or pay the school for the cost of materials used. The payment of the fee by marking period will be determined by the individual instructor. It is understood that such projects become the property of the student.

**Failure to pay will result in a suspension of Junior/Senior Release privileges until this obligation is met. The teacher may also suspend a student's work and issue alternative assignments.**

## PHYSICAL EDUCATION UNIFORMS

To ensure the safety, modesty, personal hygiene, and educational experience for our students, the students will be required to wear the school district approved uniform or its equivalent for physical education. Since the uniform was designed for utmost safety and comfort, the shorts will have no buttons, zippers, belt loops, or other attachments, which could possibly injure the student or others in the class. The shirt will not have any buttons, zippers, pockets, collar or other attachments, which could possibly injure the student or others in class. In addition, a pair of athletic socks and court sneakers is required. The uniform will consist of black shorts and white or gray t-shirt.

No jewelry of any type may be worn during physical education. This includes earrings (\*), bracelets, watches, rings, or any articles worn in the hair other than elastic bands. (\*)Students with piercings of any body part will be prohibited from participation in physical education class unless removed. Body piercing constitutes a serious threat of injury to the student who has undergone piercing and there exists a further threat to other students in a class who may become exposed to blood or other fluids that result from accidental injury during class activities.

## LIBRARY BOOKS/MATERIALS

All materials borrowed from the ILC must be returned before the completion of the school year. Failure to turn in library materials will result in a fine equal to the replacement cost of the item. Should a student wish to turn in a replacement copy they purchased themselves they may do so provided the condition of the book matches the condition they originally borrowed it in.

# TECHNOLOGY

## PERSONAL ELECTRONIC DEVICES

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. Devices that have the capability to take photographs or to record audio or video shall not be used for such purposes while on district property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or his/her designee. ([Policy 237](#))

## CELL PHONES/HEADPHONES

Personal technology can be a distraction to the learning environment. With the introduction of a 1:1 program at DAHS, there is minimal reason for students to need a personal device for instruction.

- Cell phones must be **off and away** during instructional time
- Cell phones may not be used for personal use during the instructional day, except during hall changes and lunch
- Any student who does not keep his/her phone **off and away** in the classroom and/or in the hallways during non-transition time may be asked to put the cell phone in a secure location in the main office. Those students may pick up their cell phones from the main office at the end of the school day.
- Headphones may not be worn during instructional periods, unless express permission is given for instructional necessity (to be used with school-issued iPad).

## IPADS

iPads are a part of the instructional program at DAHS and are expected to be utilized daily. Therefore, students are expected to bring their charged iPad to school every day. The iPad is to be sufficiently charged at the start of the school day. Students may only use the iPad for instructional purposes and must adhere to all policies as communicated in annual documentation.

The iPads are protected by a sturdy case that is not to be removed at any time. Students who have issues with their iPad and believe the case may be part of the problem should visit either the ILC or the Tech Office. Removing the case is a violation of the Acceptable Use Policy. Students should keep their keyboard on their iPads when they are transporting it, especially in backpacks, to prevent putting too much pressure on or cracking the screen. Students are not to write or draw on their iPads, chargers, or cases nor are they permitted to affix stickers to their iPads, chargers, or cases.

One genuine iPad gen 6 Apple charger (cable and brick) is provided to each student when they enter DAHS. This charger is the responsibility of the student. If a charger is lost, stolen, or damaged it is the student's responsibility to replace it with a genuine iPad gen 6 Apple charger. Any other chargers will not efficiently charge the iPads. A fully functional, a genuine iPad gen 6 Apple charger must be turned in with the iPad when a student leaves Dover. iPhone, Android, and lookalike Apple chargers will not be accepted. Failure to turn in any of the component parts will result in a fine.

iPad issues can be resolved by visiting the ILC, the Student Tech Team, or the Technology Office. Should an iPad suffer damage resulting in any sort of crack to the screen, the incident must be taken care of promptly to prevent injury. Any iPads that go missing, are lost, or are stolen, should be reported to the ILC or the Technology Office as soon as possible. Any delay in reporting the incident minimizes the chances that the iPad will be located. Lost, missing, or stolen iPads are the responsibility of the student. **Damage to the iPad could result in repair charges. Vandalism to the case or iPad is considered damage and will be assessed accordingly. Students are not to write on or affix stickers to their iPads or the case. Payment**

**for a lost cube and charger is \$40 and payment for lost ipad is \$428.** Should an iPad be stolen, the theft must be reported to the Technology Office and Officer Allen.

Students are to use the profile on the iPad that they are assigned. All of the following are violations of the Acceptable Use Policy and will result in disciplinary action: sideloading apps, installing custom profiles, jailbreaking the iPad, or in any way modifying the iOS. Students are expected to keep their iPads updated, all updates must be completed within two weeks unless otherwise specified by the Technology Department. Under no circumstances should students install beta iOS updates on their iPads.

### **APPS & ACCOUNTS**

Certain apps are required for instructional use. At all times, students must be signed into the following apps: Schoology, Skyward, the Google Suite, and Mail. If you have trouble signing into any of the required apps you can visit the Student Tech Team, the ILC, or submit a tech request. Students are expected to check their school email regularly. Important communication is sent via email and the school is not responsible for any deadlines or important information missed due to a failure to check the email account.

**Students are not allowed to reset their iPads without the supervision of Student Tech Team or Tech supervision.**

### **PERSONAL HOTSPOTS**

Personal hotspots are expressly prohibited. Students may not create their own network using their personal device for use with school-provided technology.

### **PERSONAL LAPTOPS**

Students are not permitted to bring their own laptops to school for use during the school day. Students may not access school-provided networks utilizing personal devices, including laptops, nor may use their own laptop during the school day using a personal hotspot.

# TERRORISTIC THREATS AND ACTS

A terroristic threat shall mean a threat to commit violence that is communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience. A terroristic act shall mean an offense against property or involving danger to another person. The School Board prohibits students from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member or school facility. According to district policy, any student who makes such a threat or commits such an act shall receive disciplinary action. Based on the results of the investigation, disciplinary action may include parent notification, loss of privileges, in-school/out-of-school suspension, expulsion and/or referral to the police. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student may be subject to random searches. ([Policy 218.2](#))

## TRANSPORTATION

### BUS REGULATIONS/CONDUCT

School transportation is a privilege. All school rules and regulations are in effect while students are at the bus stop or riding the bus. Unacceptable behavior or attitudes will not be tolerated, as these actions create an unsafe environment. **Misconduct on the bus will be reported to the appropriate administration and will result in disciplinary consequences based on the student code of conduct and may result in loss of bus privileges.** The school bus driver carries a burden of responsibility for safety which dictates that his/her authority be respected in matters relative to the operation of the school bus.

A student should report to their designated bus stop 10 (ten) minutes before and after their scheduled pick up time. A student must ride the same school bus and get off at the same bus stop every day. Questions regarding transportation should be directed to the Director of Transportation at the district office.

While riding on a school bus, students are expected to:

2. Follow the driver's directions the first time they are given.
3. Stay in assigned seats, keeping all body parts and objects inside the bus.
4. Refrain from littering, pushing, shoving, fighting, smoking, chewing, and/or spitting. Stick candy, such as lollipops, which may cause injury or choking is prohibited. Eating and drinking shall be at the discretion of the driver.

Students are not to invite friends to ride the bus. Students shall be assigned to ONE regular bus run. Students shall pass in front of the bus to cross the highway. Objects, such as band instruments, must be manageable in size, as to fit onto the student's lap or under his seat. Large, unwieldy objects are considered a safety hazard and not permitted on a school bus. No animals of any kind are permitted on school buses, as well as potentially harmful objects (for example, glass containers, sharp metal objects, long sticks, etc.). If unwieldy objects need to be brought into school, parents/guardians should transport them in their own vehicles.

According to PA State School Code, students may be assigned seats, and in cases of flagrant or chronic misbehavior, may be deprived of school transportation. A driver check system will be the first course of disciplinary action. Persistent misconduct in this category will be referred to the administration. Violators should expect disciplinary action in one or more of the following forms: warning, parent notification, detention, and/or suspension from the bus. If this system fails to produce acceptable bus conduct, the student will be suspended from the bus pending an administrative hearing.

If severe misconduct occurs, the student shall be referred to the principal immediately. Fighting, tobacco use, or lighting matches/lighters will result in immediate suspension from the bus.

Video cameras are assigned to buses on a random basis. The primary purpose for video monitors on our school buses is to promote safety. Cameras will be used as a tool in preventing discipline problems from occurring. The cameras will also provide a checks and balances system for student behavior.

All students that are bus riders are expected to wait on the sidewalk loading area outside of the school entrance. Students are not to leave school property and return to board the bus. Students are to wait on the paved sidewalk only. A student that is not riding the bus is not permitted to wait with those students that do ride the bus.

### **DRIVING PRIVILEGES**

Parking applications/permits are available in the high school main office. The permit fee is \$20.00 for the full year and \$10.00 for only one semester. If paying by check, the check should be made payable to Dover Area School District. The fee is non-refundable if the parking permit is revoked. The opportunity for students to drive to school is a privilege, not a right. Administration may revoke driving privileges if guidelines are not followed.

## ALMA MATER

Hail to thee, my Alma Mater  
May your colors ever fly,  
Bringing memories together  
Of our dear old Dover High.

May we honor and adore thee,  
Live to fight for the right,  
We will love, obey the colors  
Of the red and the white.

Softly as the evening shadows  
Veil the scenes of Dover High  
Come we loyal students ever,  
With a song of praise so high.

We must never mar your pureness,  
No, never till we die,  
But always love and honor  
Faithful dear old Dover High.

- Franklin Hege, '38

School Colors: Cherry and Steel  
School Nickname: Eagles

NOTE: When the *Alma Mater* is played or sung, students should rise.

\*\*\*\*\*  
\*\*\*\*\*

## STUDENT AND PARENT ACKNOWLEDGEMENT

I \_\_\_\_\_ (Student Full Name) have read the entire handbook along with my parents/guardians and understand the procedures listed here in this handbook. These policies and procedures are as follows but not limited to the Attendance procedures, discipline procedures, academic expectations, athletic eligibility, dance information, etc. I also acknowledge that failure to follow policies/procedures could result in consequences listed here.

\_\_\_\_\_ Student Full Name \_\_\_\_\_ Student Signature

\_\_\_\_\_ Parent/Guardian Full Name

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Today's Date