



Derry Township School District

Information & Policy Summary

This document contains selected SUMMARIES of policies and procedures related to the operations of Derry Township School District and is provided as a courtesy to students and parents. It is not – nor is it intended to portray – a verbatim reproduction of the complete texts of district policy and procedure documents. Parents and students SHOULD NOT construe the following summaries as complete representations of all policies or procedures. The district’s policy manual is available for public inspection at the Derry Township School District Administrative Office, 30 East Granada Avenue, Hershey, PA. Copies of individual policies can also be viewed on the district’s web site: <http://www.hershey.k12.pa.us>. The summary information contained herein is believed to be accurate at the time of printing; users are advised that district policies are subject to changes, which, as made, are posted for public inspection prior to final adoption

2019-2020 School Year

ACCEPTABLE USE OF TECHNOLOGY

The district provides a district-wide connection to the Internet that enables approved users to provide and employ technology resources for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in Derry Township schools in order to facilitate resource sharing, introduce innovative educational practices, and enhance communication among stakeholders. The use of these technology resources is a privilege, not a right. The district's acceptable use of technology policy establishes the rules, conditions, and guidelines for proper use of district information resources.

The connection to the Internet enables approved users to be more productive, but it also introduces special concerns about security, productivity, and potential misuse of computer resources. With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. The district firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district. Proper behavior, as it relates to the use of computers, is not different than proper behavior in all other aspects of district activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner.

Any questions regarding this policy should be directed to the Assistant to the Superintendent. Because the Internet environment is a rapidly changing entity, this policy may be updated periodically. All use of technology via the district's internal networks and computer resources is governed by this policy. Use of these resources constitutes consent to the terms of this policy and to monitoring and logging of all Internet use.

ASBESTOS

There is no visible asbestos within buildings on the Derry Townships School District campus.

ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS

Before a student may possess or use an asthma inhaler or epinephrine auto-injector during school hours, the school board requires the following:

- A written request from the parent/guardian that the school complies with the order of the physician certified registered nurse practitioner or physician assistant.
- A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
- A written statement from the physician, certified registered nurse practitioner or physician assistant that states the name of the drug, prescribed dosage, times medication is to be taken, length of time medication is prescribed, diagnosis or reason medication is needed, potential serious reaction or side effects of medication, emergency response, and if child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler/epinephrine auto-injector is intended for his/her use only and may not be shared with other students. The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector. Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler or epinephrine auto-injector and medication and loss of privileges.

Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year. A student shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

ATTENDANCE REGULATIONS

The Derry Township School District strongly believes that regular school attendance plays a vital role in ensuring that your child receives a quality education during the school year. Research suggests a positive connection between attendance and academic success. The district encourages parents/guardians to reinforce good attendance with their child by talking about its importance.

Ways in which parents/guardians can help are as follows:

- Avoid taking family vacations during the school year.
- Schedule non-urgent medical and dental appointments outside of school hours.
- Establish good habits of attendance and punctuality.

In accordance with district policy (Policy 204-Attendance) and Pennsylvania School Code, the board considers the following conditions or situations to constitute reasonable cause for absence from school:
For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

- Illness, including if a student is dismissed by designated district staff during school hours for health related reasons.
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
- Quarantine.
- Family emergency.
- Recovery from accident.
- Required court attendance.
- Death in family.
- Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
- Observance of a religious holiday observed by bona fide religious group, upon written parental request.
- Nonschool-sponsored educational tours or trips, if the following conditions are met:
 - The parent/guardian submits a written request for excusal prior to the absence.
 - The student's participation has been approved by the Superintendent or designee.
 - The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
- College or postsecondary institution visit, with prior approval.
- Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Absences by students for religious reasons shall be excused. No such excused student shall be deprived of an award or eligibility to compete for an award or the opportunity to make up work given on the religious holiday.

When a child is absent from school, the parents/guardians are required to call the number listed below on the morning of the absence and report the student's name and grade. To report your child's absence, call the absentee hotline at 717-533-1815.

- For students in the **Hershey Early Childhood Center** (kindergarten and first grade), push 1
- For students in the **Hershey Primary Elementary School** (second and third grades), push 2
- For students in the **Hershey Intermediate Elementary School** (fourth and fifth grades), push 3
- For students in **Hershey Middle School** (sixth, seventh, and eighth grades), push 4
- For students in **Hershey High School** (ninth, tenth, eleventh, and twelfth grades), push 5

AUDIO AND VIDEO RECORDING DEVICES ON SCHOOL BUSES

All Derry Township School District school buses are equipped with active audio recording devices and cameras which record both video and audio of passengers and students when on the buses.

CHILD HEALTH INSURANCE PROGRAM (CHIP)

The Pennsylvania Children's Health Insurance Program (CHIP) is designed to provide health insurance to uninsured children and teens who are not eligible for or enrolled in Medical Assistance. Regardless of the reason for being uninsured, CHIP may be able to help. For many families, CHIP is free of charge. For more information, go online to www.chipcoverspakids.com or call 800-986-KIDS.

COMMENTS, CONCERNS, AND QUESTIONS

The Derry Township School District encourages parents and guardians to communicate with the district regarding their child or about any part of the district's operations. When a question or concern occurs, the parent or guardian should attempt to resolve it at the local school level if it is about their child or through the appropriate department if it is a general inquiry or question. Any questions or concerns initially directed to district administration or school directors shall be referred to local level for resolution.

If you would like to ask a question or share a concern about your child, speak to your child's teacher first. Additional contact can be made with your child's building principal after first speaking with your child's teacher. Building contact numbers are as follows:

- Hershey Early Childhood Center, 717-531-2211
- Primary Elementary School, 717-531-2277
- Hershey Intermediate Elementary School, 717-531-2277
- Hershey Middle School, 717-531-2222
- Hershey High School, 717-531-2244

For general questions or concerns about any part of the district's operations, please refer to the easy reference guide provided below:

- For matters relating to **ATHLETICS** including but not limited to team schedules, field locations, directions to games, Athletic Hall-of-Fame, All Sports Passes, and scheduling to use a Derry Township School District facility or field, contact the Director of Athletics at 717-531-2244.
- For matters relating to **BUILDINGS AND GROUNDS** including but not limited to the condition of the school buildings and campus grounds, student safety, parking, or campus roadways, contact the Director of Buildings and Grounds at 717-508-9616.
- For matters relating to the **BUSINESS OFFICE** including but not limited to the district's budget, contact the Business Manager at 717-534-2501.
- For matters relating to **COMMUNICATION** including but not limited to the district's website, local media coverage, publications, information on the district, contact the Director of School and Community Information at 717-534-2501
- For matters relating to **FOOD SERVICES** including but not limited to school lunch menus, free and reduced lunches, healthy alternatives, catering, or the School Nutrition Accountability Program (SNAP), contact the Director of Food Services at 717-531-2233.
- For matters relating to **GIFTED EDUCATION SERVICES** including but not limited to screening, evaluation, and Gifted Support, contact the Director of Psychological Services at 717-531-2277 x5436.
- For matters relating to **GUIDANCE SERVICES** including but not limited to course selection, college preparedness, and the educational, personal, or social growth of their child, contact your child's guidance counselor directly.
- For matters relating to **HEALTH SERVICES** including but not limited to physical and dental exams, health screenings, immunizations, dispensing of medication, or the wellness of students, contact your child's school nurse directly.
- For matters relating to **SAFE AND SUPPORTIVE SCHOOLS** including but not limited to the district's incident response plan, the Hershey Intervention and Prevention Program, or any Safe Schools initiatives, contact the Director of Safe and Supportive Schools at 717-534-2501.
- For matters relating to **SPECIAL EDUCATION** including but not limited to learning and emotional support programs, life skills support or students with multiple disabilities, contact the Director of Special Education, at 717-531-2312.
- For matters relating to **TECHNOLOGY** including but not limited to the acceptable use of technology policy and hardware and software concerns, contact the Director of Technology, at 717-534-2501.
- For matters relating to **TRANSPORTATION** including but not limited to bus stop locations and times, condition of the bus fleet, safety concerns relating to transportation, or other general transportation matters, contact the Director of Transportation, at 717-566-7422.

For unresolved questions or concerns about curriculum and instruction, contact the Assistant to the Superintendent for Curriculum, Instruction and Assessment at 717-534-2501. For unresolved questions or concerns about personnel and student support services, contact the Assistant to the Superintendent for Personnel and Student Services at 717-534-2501.

If the matter is still unresolved after a meeting with the appropriate administrator, the complainant should petition the Superintendent, for a review at 717-534-2501. If a satisfactory solution is not achieved by discussion with the superintendent, the matter should be forwarded to the board of school directors for a review, which may include a hearing before the board of school directors. If you are uncertain about whom you should speak to about a question or concern, contact the Director of School and Community Information, at 717-534-2501. Inquiries may also be directed to the appropriate parties using online forms found in the "Contact Us" section of the district web site at <http://www.hershey.k12.pa.us>

CURRICULUM REVIEW BY PARENTS/GUARDIANS AND STUDENTS

Upon request by a qualifying parent/guardian or student, the District will make available existing information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques.

DIABETES ALLERGY MANAGEMENT

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. Diabetes-related care shall be provided in a manner consistent with Board policy, district procedures and individualized student plans. In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.

DISCRIMINATORY HARASSMENT

It is the policy of the District to maintain an educational and working environment in which harassment in any form is not tolerated. Discriminatory harassment includes sexual harassment and any harassment that is based upon an individual's race, color, age, creed, religion, gender, sexual orientation, gender identity or expression, ancestry, nation of origin, ethnicity, marital status, pregnancy, handicap, disability, genetic information or any other trait protected by applicable law or ordinance.

Students, staff members and third parties who believe they or others have been subject to discriminatory harassment are encouraged to promptly report such incidents, even if some elements of the related incident took place away from school grounds, school activities or school conveyances. Confidentiality of all parties, witnesses, the allegations, the filing of a complaint, and the investigation will be handled in accordance with DTSD Board of School Directors Policies 248 and 348 (Discriminatory Harassment) and the District's legal and investigative obligations.

DO NOT PHOTOGRAPH LIST

Derry Township School District employs several communication strategies in its efforts to keep stakeholders informed of events and student achievements. Sample methods include newsletters, press releases, brochures, television news coverage and the district website. Many of the approaches target not only parents of students but also residents of Derry Township and surrounding communities.

Occasionally, the district uses photographs or video footage of students taking part in school events as a means of improving the effectiveness of its communication initiatives. Whenever possible, the district identifies by name students who are visible in published photographs or films (with the exception of the district website where student names are not associated with photos). Parents/guardians do have the right to prohibit the district from photographing or filming their child for use in school publicity releases for external release (i.e. community publications, press releases, website). The district has developed a Do Not Photograph list to help ensure that it complies with parent/guardian wishes.

To have a child placed on the Do Not Photograph list, parents/guardians must provide written documentation to that effect to the appropriate school office. If your child is placed on the Do Not Photograph list, they will remain on the list until a parent or guardian notifies the district in writing that they want their child removed from the Do Not Photograph list. Students on the Do Not Photograph list may still be photographed or filmed by classroom teachers for internal classroom bulletin boards, school/grade-level presentations, etc. The Do Not Photograph list only precludes the district from using pictures or video footage of listed students as part of external school publicity. Parents/guardians must notify classroom teachers directly to prohibit them from photographing or filming their child for use in classroom displays.

DO NOT USE STUDENT WORK LIST

Derry Township School District employs several communication strategies in its efforts to keep stakeholders informed of events and student achievements. Sample methods include newsletters, press releases, brochures, television news coverage and the district website. Many of the approaches target not only parents of students but also residents of Derry Township and surrounding communities.

Occasionally, the district uses student work including but not limited to artwork, essays, or science projects, as a means of improving the effectiveness of its communication initiatives. Whenever possible, the district identifies the student whose work it is by name. Parents/guardians do have the right to prohibit the district from using their child's

work for use in school publicity releases as a means of protecting their child's privacy and the property rights of their child's work. The district has developed a Do Not Use Student Work list to help ensure that it complies with parent/guardian wishes.

To have a child placed on the Do Not Use Student Work list, parents/guardians must provide written documentation to that effect to the appropriate school office. If your child is placed on the Do Not Use Student Work list, they will remain on the list until a parent or guardian notifies the district in writing that they want their child removed from the Do Not Use Student Work list. Students on the Do Not Use Student Work list may still have their work used by classroom teachers for internal classroom bulletin boards, presentations, etc. The Do Not Use Student Work list only precludes the district from using student work as part of external school publicity. Parents/guardians must notify classroom teachers directly to prohibit them from using their child's work in classroom displays.

DRUG AND ALCOHOL POLICY

The school board recognizes that the misuse of drugs or alcohol is a serious problem with legal, physical, and social implications for the whole school community. This policy and its associated guidelines are intended to protect the health, safety, and welfare of all students.

In keeping with the mission of the district, the role of the drug abuse prevention policy and programs is to build partnerships between faculty, administrators, coaches, parents/guardians and students in order to reduce alcohol and other drug-related barriers to academic, athletic and personal development. In this context, it is the district's goal to anticipate, plan for, and respond to the needs of the diverse and changing student body by providing services that create supportive environments in which students are empowered to make responsible and healthy lifestyle choices. It is the district's intent to promote nonuse behavior, provide policies which emphasize that the use of alcohol and other drugs shall not be tolerated, and provide educational programs to further those goals.

To ease fulfilling these responsibilities, the district has adopted a policy to address prohibitive behavior while students are under school supervision, whether on or off school property. Any student found in violation of this policy shall be subject to disciplinary action as contained in the policy procedures. The district's drug and alcohol policy also addresses the behavior of students who take part in extracurricular, co-curricular, or school-sponsored activities. Participation in these activities is a privilege and not a right. All students, and the parents/guardians thereof, participating in extracurricular, co-curricular and/or school-sponsored activities, clubs, and/or organizations shall be required to sign a Participation In Extracurricular, Co-Curricular and/or School Sponsored Activities, Clubs, and/or Organizations Agreement, which is to be developed by the superintendent or designee and reviewed yearly for appropriate changes. Students shall be required to sign this agreement in order to receive the privilege of participating in these activities.

EDUCATION FOR CHILDREN & YOUTH EXPERIENCING HOMELESSNESS

The Education for Children and Youth Experiencing Homelessness program (ECYEH) is an initiative of the Pennsylvania Department of Education, and is based on the federal McKinney-Vento Homeless Assistance Act. This federal legislation ensures homeless children and youth have access to a free, appropriate, public education.

Children and youth are eligible for services under the McKinney-Vento Act if they have been displaced from their homes and are living in a place that is not fixed, regular, or adequate, such as:

- Sharing the housing of others due to loss of housing, economic hardship, or similar reason
- In a place not designated as regular sleeping accommodation, such as a vehicle, park, hotel, or campground
- In a homeless or domestic violence shelter or transitional housing placement
- Outside of his/her home as an unaccompanied youth
- Awaiting foster care
- In any of the situations listed above as the child of a migrant family

Children and youth experiencing homelessness have the right to:

- Continue their education in their current school, and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required
- Participate in all applicable school programs, including supplemental services
- Receive free lunch
- Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.

For more information, please contact your child's school counselor or the Director of Safe and Supportive Schools.

ELECTRONIC DEVICES

The district forbids students from possessing laser pointers, including attachments, and telephone paging devices on school grounds, at school-sponsored events, and on buses or other vehicles provided by the district. Prohibition of paging devices shall, however, not apply to the following cases, provided the building principal approves in advance possession of the telephone pager:

- A student who is a member of a volunteer fire company, ambulance, or rescue squad.
- A student who needs a telephone pager because of the medical condition of an immediate family member.

The district's policy on electronic devices also governs the use of cellular telephones and personal digital assistants. Cellular telephones may be used by students at appropriate times, as determined by administration; during the school day, on school grounds, on school buses or other vehicles provided by the district. When brought to school, cellular telephones or other electronic devices should be utilized as per the "Bring Your Own Technology" guidelines and specific teachers permit. . Additionally, the student assumes full risk of loss or damage when possessing the cellular telephone on school property.

Utilization of cellular telephone cameras in school buildings, on school grounds, on school buses or other vehicles provided by the district is strictly forbidden. Unauthorized possession or use of telephone paging devices, cellular telephones, digital cameras, laser pointers, personal digital assistants, or electronic devices for playing music will result in the temporary or permanent confiscation of the item by the district.

EMERGENCY EVACUATION INFORMATION

Emergency evacuation information is developed by each county emergency management agency with the support of the PA Emergency Management Agency and in accordance with State law and federal regulations. In the event of a nuclear/radiological incident, the District will make every effort to dismiss students early to their homes. If school officials have been instructed to evacuate the area, the district will transport all students to the designated host site (Northern Lebanon School District). Please review this information as a family to develop plans to meet your children, if evacuated, at the location noted below. Destinations are as follows:

- **HERSHEY EARLY CHILDHOOD CENTER** (450 Rear Homestead Road Hershey, PA 17033) **AND PRIMARY/INTERMEDIATE ELEMENTARY SCHOOL** (450 Homestead Road Hershey, PA 17033)
Evacuates to:
Jonestown Elementary School (135 South King Street Jonestown, PA 17038).
- **HERSHEY MIDDLE SCHOOL** (500 Homestead Road Hershey, PA 17033) **AND HIGH SCHOOL** (550 Homestead Road Hershey, PA 17033)
Evacuates to:
Northern Lebanon High School (345 School Drive Fredericksburg, PA 17026).
- **ST JOAN OF ARC SCHOOL** (329 W. Areba Avenue Hershey, PA 17033)
Evacuates to:
Fredericksburg Elementary School (119 East Walnut Street Fredericksburg, PA 17026).
- **LANCASTER MENNONITE SCHOOL – HERSHEY CAMPUS** (1525 Sand Hill Road Hummelstown, PA 17036)
Evacuates to:
Lickdale Elementary School (40 Fisher Avenue, Jonestown, PA 17038).
- **THE VISTA SCHOOL** (1021 Springboard Drive Hershey, PA 17033)
Evacuates to:
Lickdale Elementary School (40 Fisher Avenue, Jonestown, PA 17038).
- **THE GODDARD SCHOOL** (1035 Middletown Road Hummelstown, PA 17036)
Evacuates to:
Northern Lebanon High School (345 School Drive Fredericksburg, PA 17026)

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (STUDENT RECORDS)

The Derry Township School District maintains educational records of its students pursuant to authority of federal and state statutes and regulations, most notably the Family Education Rights and Privacy Act ("FERPA"), which policy also addresses the collection, retention, use and distribution of data and information concerning its students and groups of students. The parents of students, and the eligible students themselves, as defined in the policy, have certain rights to inspect, review, and seek amendment to these educational records. The parents of students, and the eligible students themselves, furthermore have certain privacy rights regarding access to and distribution by the district of educational records as set forth in the policy.

However, portions of educational records, defined as directory information, can be disclosed by the School District without written consent or specific notice, unless the parents of the student, or the eligible student, has advised the school district to the contrary, in writing, in accordance with district procedures. In an effort to adequately protect student privacy in today's world of evolving technology and information use, the Derry Township School District has implemented a limited directory information policy. The following indicates the identifiable or directory information, on file within the District, which may be disclosed absent written consent of parents or eligible students, but may not be released upon written objection of parents or eligible students.

- a. The student's name, grade, and gender
- b. The name of the student's parent/guardian

Non-Permissible Disclosure - Prohibited Act - The school or any school personnel may not divulge, in any form, to any person other than those listed above, any information contained in school records, except:

- a. Personally Identifiable or Directory Information absent written objection of parents or student.
- b. With written consent from the student's parents specifying records to be released and to whom and with a copy of the records to be released to the student's parents and/or student, if desired by the parent.
- c. In compliance with judicial order, or orders of administrative agencies where those agencies have the power of subpoena. Parents and/or students must be timely notified of all such orders prior to the School District's compliance. Absent compelling circumstances, such notice shall be no less than five (5) business days from date of issuance of notification to parents and/or students.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students

annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Servicer or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

The district's Student Records Policy #216 provides specific definition for a number of important terms used in the interpretation and administration of the policy, to include: "Disciplinary Action", "Educational Records", "Personally Identifiable Information", and "Legitimate Educational Interest", to identify but a few.

The policy classifies Educational Records in distinct and descriptive categories, each category having separate requirements and criteria for maintenance, retention, and release of information. This policy furthermore discusses the concept of representative consent, which is consent given by not only the parent, but through the duly elected appointed officials (for example, the Board of Education) with regard to certain types of educational records. Consent is a material element of consideration, as described in the policy for collection of student information, through testing or otherwise, and not only distribution/release of Educational Records. The policy, in addition, establishes procedures for training and security of educational records, and a protocol to follow in the event of challenge of validity or accuracy of any information contained in any of the categories.

Maintenance of Records:

Records will be maintained on a child until no longer necessary and in accordance with District procedures. Permanent records will be kept for 100 years beyond the date of graduation. The permanent records may contain such information as the student's name, birth date, address, enrollment date, transcript, and academic and non-academic awards. These rights also apply to eligible students. For the purposes of this section as defined by FERPA, an eligible student is a student who is 18 years of age or is attending an institution of post-secondary education, unless the student is dependent upon the parent, as defined in Section 152 of the Internal Revenue Code of 1954. Should your primary language not be English, you may write for assistance in understanding the records policy and your child's records.

The school district will provide a copy of its confidentiality policy upon request. Should you feel the school district is not providing the rights as guaranteed by the Family Educational Rights and Privacy Act, 1974, you may file a letter with the U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20201.

Request to Access or Release Records:

Your child's records cannot be released without your written consent except for directory information and incidents specified in the policy. Directory information can be released without your consent.

The right of access includes the right to challenge the validity of information contained in the record through procedures to be developed by the school and involving a formal review process incorporating due process principles. Parents/Guardians wishing to access/review any part of their child's permanent cumulative record should provide such request in writing to the building administrator to include the specific records to be accessed/reviewed. The School District may charge a reasonable fee for the copying of records, but not the mere search and retrieval of the records. Access must be granted within a reasonable time, but in no circumstances more than thirty (30) days after receipt of proper complete written request.

FOOD ALLERGY MANAGEMENT

Prior to enrollment in the District or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, District or school nutrition staff, the student, if appropriate, and any other appropriate persons.

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the District shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care. The District must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

The District may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

FOOD SERVICE

Derry Township School District operates a food service program in compliance with all applicable state and federal laws and regulations. Food sold by the school may be purchased by students and District employees but only for consumption on school premises. Cafeterias are operated on a nonprofit basis.

To reinforce the District's nutrition education program, foods served in school cafeterias shall be carefully selected to contribute to students' nutritional well-being and health, meet the nutritional standards specified in laws and regulations and approved by the Board, be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits and be served in age-appropriate quantities, at reasonable prices.

To ensure the effective operation of the District's food service program and delivery of school food program meals to students, the District shall assign individual school meal accounts to each student for the purchase of meals served in school cafeterias which ensure that the identity of each student is protected, notify parents/guardians when the student's school meal account reaches a low balance, notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options and provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.

When a student owes money for five or more school food program meals, the district shall make at least two attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.

No student shall be denied a meal in the school lunch program because of disciplinary action; lost, stolen, or a misused lunch debit card or after prepaid funds have been used.

GIFTED EDUCATION SERVICES

The Derry Township School District provides gifted educational opportunities for qualifying students. Students who are evaluated and identified as gifted, according to Pennsylvania Chapter 16 Regulations, may require instruction and support that is matched to their unique abilities and needs. Specially designed instruction for gifted students is individualized and may take various forms both within and outside of the regular classroom. Through collaboration between the school, the parents, and the child, the district strives to develop instruction that will challenge and enrich all learners at an appropriate level.

Students may be screened or evaluated and identified as gifted at any time throughout their school career. The process begins with a referral from within the school or a written request from parents and follows with a screening by the school counselor. If students perform well on the screening, they are recommended to the school psychologist for further evaluation under a Gifted Multi-Disciplinary Evaluation (GMDE).

When a student moves into the Derry Township School District, the process of identification varies. Gifted Individualized Education Plans (GIEP's) written by other districts in Pennsylvania will be honored and either implemented or modified as needed to best meet the needs of the student in Derry Township. Students with identification as gifted in another state may need to undergo screening with the school counselor and/or evaluation with the school psychologist and will need to meet the criteria for identification as set by the Derry Township School District, in accordance with Pennsylvania's Chapter 16 Regulations.

Once a student is identified as gifted, a GIEP team will be convened to develop an individualized plan to address the student's needs. The team generally consists of the child's regular classroom teacher(s), the gifted support teacher, school psychologist, and a building administrator. Questions regarding screening, evaluation, eligibility, due process rights, or provision of gifted education services may be directed to the school principal or the Director of Psychological Services.

HAZING

Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times. DTSD School Board Policy 247 (Hazing) defines hazing as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. Hazing is prohibited in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, administrator, coach, sponsor, volunteer or District employee shall engage in, condone or ignore any form of hazing.

HERSHEY INTERVENTION & PREVENTION PROGRAM

The Hershey Intervention & Prevention Program (HIP), is a Student Assistance Program that provides a systematic means for identifying and referring students who are experiencing barriers to learning and school success. Student Assistance Programs are mandated by the PA Department of Education through Act 211 as an intervention and referral resource for all students K-12. HIP provides prevention, intervention, and referral to supports both in and out of school. HIP does not provide counseling, treatment, or discipline services. This voluntary program is available for all students in grades K through 12 pending written permission from a parent/guardian. Referrals can be made by any concerned person, by self-referral, or anonymously.

A core group of school personnel who have been trained through a Commonwealth approved program of drug, alcohol, and mental health awareness comprise the HIP Team. Ad hoc members from the Derry Township Police Department, Dauphin County Juvenile Probation and Parole, Keystone Service Systems, and Dauphin County Executive Commission on Drugs and Alcohol attend the meetings, provide assessment, and consult with the team as needed. The HIP Team accepts referrals from parents/guardians, teachers and school staff, students, or other concerned persons. The team collects information that focuses not only on at-risk issues or behaviors, but also on strengths and protective factors. Data is gathered from the student's teachers, attendance and discipline officers, school nurse, school counselor, and parents. A team member(s) also interviews the child. Confidentiality between the student, the HIP team, and the parents/guardians will be respected and maintained in the best interest of the student. Upon completion of fact finding, an appropriate referral is made to school or community resources.

IMMUNIZATION RECORDS

Under regulation of the Pennsylvania Department of Health, ALL children entering school are required to provide written proof of having received the following immunizations. For students entering Kindergarten through twelfth grades, the following immunizations are required:

- 4 doses of tetanus (1 dose on or after 4th birthday)
- 4 doses of diphtheria (1 dose on or after 4th birthday)
- 4 doses of polio (1 dose on or after the 4th birthday)
- 2 doses of measles mumps, rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or proof of immunity

For students entering Grade 7, an additional dose of Tdap is required on the first day of 7th grade and 1 dose of meningococcal conjugate vaccine (MCV).

For students entering Grade 12, 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the 12th grade dose.

If a child doesn't have all of the doses listed above and the next dose is medically appropriate, the child must receive that dose within the first 5 days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan within the first 5 days of school for obtaining the required immunizations or risk exclusion. Your child may attend school provisionally if you can provide evidence of at least one dose of each vaccine

and a medical plan within the first 5 days of school for completion of the remaining doses of vaccine. The medical plan must be followed or the student will risk exclusion from school.

If immunization is against your religious beliefs or you have a strong moral or ethical conviction similar to a religious belief, you must sign the reverse side of the "Certificate of Immunization" stating your reason. If immunization is not medically advisable at this time, a physician (M.D. or D.O.) must sign the medical exemption on the reverse side of the certificate.

MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by law, that creates the appearance of prohibited behavior and or violates DTSD School Board Policy 824 (Maintaining Professional Adult/Student Boundaries). Adults are prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the District, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

Electronic communication with students shall be for legitimate educational reasons only. As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students. All other aspects of this policy apply with equal force to electronic communications.

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the superintendent, principal or other administrator.

MEDICATION POLICY

The Derry Township School District recommends parents administer medications at home, but it realizes some children need to be medicated at school. In those instances, the following guidelines apply: The use of medications, both prescription and nonprescription (also known as over-the-counter), must be in strict accord with school district policy. The school nurse, another licensed person delegated by the nurse, or the student's parents, with no exceptions, must administer all medication, prescription or nonprescription.

For prescription medication, students must present to the school nurse a current written order from the licensed prescriber in advance. In some circumstances, the district will accept a verbal order by a licensed prescriber, to be followed by a written order within twenty-four (24) hours. This should include name of child, date of prescription, name of medication, dosage and route of administration, specific time or special circumstances under which the medication shall be administered, and signature of the prescriber. E-mails are not acceptable.

All prescription medicine must be in the original container and labeled with: the child's name, medication name, dosage, time and route of administration. Ask the pharmacist for a "school bottle" with a complete label and the amount of medication that will be needed at school. The child's parent must request in writing that the school district comply with the written medication order. A medication card will be sent home with the student and must be signed by the child's parent and returned to the school nurse the following day. No emails will be accepted as permission. Nonprescription medications will be permitted to be administered by the school nurse, or as otherwise specified by a current standing order by the school physician in writing, providing a permission form from the student's parents is on file for the current school year. Nonprescription or over-the-counter medication must be in the original, unopened bottle with a readable label.

No prescription or nonprescription medications may be in the child's possession at any time. The school district medication policy provides specific procedures for students to follow regarding delivery to school and storage of medications, both prescription and nonprescription. Immediately on arrival to school, students must bring all prescription or nonprescription medication to the school nurse. A verification of the medication and count will be completed and documented at that time. The parent will be notified if there is a discrepancy in the medication or count.

All prescription and nonprescription medication orders expire at the end of the school year and parents are asked to pick remaining portions up. Medications not picked up within one day of the end of the school year will be discarded and documented.

NONDISCRIMINATION POLICY

Derry Township School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities based on race, color, religion, national origin, gender, age, ancestry, physical handicap, or union membership. This policy of nondiscrimination extends to all legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws, including Title IX of the Educational Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. Inquiries should be directed to the Federal Programs Coordinator, District Office, 30 E. Granada Avenue, Hershey, PA 17033 (717-717-534-2501).

It is the policy of Derry Township School District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity or expression, ancestry, nation origin, ethnicity, marital status, pregnancy, handicap, disability, genetic information or any other trait protected by applicable law or ordinance.

PARKING INFORMATION

When visiting the Derry Township School District property, the district asks that you park your vehicle in authorized parking areas. The district has posted No Parking signs around the school buildings, parking lots, and athletic fields. The Derry Township Police Department will issue citations for vehicles parked in designated No Parking zones. In addition, it is critical that fire and emergency equipment have 24-hour access. The Township of Derry, under one of its ordinances, has designated the posted areas as fire lanes and loading/unloading zones for school buses. Further, the Department of Homeland Security has proclaimed that unattended vehicles may pose a safety and security risk. This means heeding the No Parking zones not only during school hours but also during non-school hours.

PESTICIDE REGISTRY

The Derry Township School District uses an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds. Its goal is to protect every student from pesticide exposure while making the school buildings and grounds an unfavorable habitat for pests. Through routine cleaning and maintenance, the district removes food and water sources thus eliminating hiding and breeding places. Sightings are immediately reported to our IPM coordinator who evaluates the "pest problem" to determine the appropriate pest management strategy. Increased sanitation, modifying storage practices, sealing entry points, and physically removing the pest are a few of the common tactics.

Periodically, it will be necessary to employ pesticides registered with the Environmental Protection Agency. As this occurs, the district will employ the least toxic product that is proven effective. Applications will be made only when students, staff, and visitors do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours in advance and for two days following.

To receive advanced notice of a specific pesticide application, you must be placed on the district's pesticide registry. To be placed on the registry, you must inform the district in writing of your desire. Please include your name, address, phone number and your child's name and grade level. Include your E-mail address if you would like to be alerted electronically.

If an emergency pesticide application arises, the district will contact any parent or guardian who is listed in the registry via telephone. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, gel-type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals. For more information or if you have any questions, contact the Director of Buildings and Grounds at 717-531-2202.

PROHIBITION OF TOBACCO

The district recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. A student who possesses or uses tobacco on school property owned, leased or controlled by the school district commits a summary offense as provided in the Pennsylvania Crimes Code. Tobacco use and possession is prohibited 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 district prohibits tobacco use and possession at school-sponsored activities that are held off school property. The school district may initiate prosecution of a person who possesses or uses tobacco in violation of this policy.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

REPORTING OF CHILD ABUSE

School employees, independent contractors and volunteers are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse. Any person who, in good faith, makes a report of suspected child abuse (regardless of whether the report is required), cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law has immunity from civil and criminal liability related to those actions. The District does not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution. Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution. Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.

SCHOOL CLOSING, DELAY AND EARLY DISMISSAL INFORMATION

The safety and well-being of our students is our highest priority. When conditions dictate unscheduled closings, delays, or early dismissals are in the best interest of student safety, the district will announce information via an automated messaging system, on its website and social media feeds. These district-operated notification tools are the primary mechanisms by which schedule change information will be communicated.

School schedule change information is also shared with a variety of local media outlets as a courtesy. All decisions on how this information is then used are at the sole discretion of each individual outlet. The manner by which this information is share (broadcast, web post, push notification, etc.) the frequency of publication and the accuracy of

the language used to do so is the responsibility of each media outlet. If questions arise, regarding the status of the school schedule please **do not** call the media outlets or individual school offices, but instead rely on the district-operated communications tools as the authoritative sources of information related to school closings, delays and early dismissals.

SCHOOL DRESS

The students of the Derry Township School District are expected to be aware of the importance of dressing appropriately and are urged to accept their responsibility to be well groomed and neat.

Students are expected to wear appropriate clothing and footwear that will be comfortable and, at the same time, be considered in good taste by the school population and its frequent visitors (this includes gym class attire as well). Judgment of this shall be at the discretion of school administration. Exceptions to the dress code can be made for safety, religious or medical reasons or on “special event” days or for students involved in school related organizations (athletics, band, cheerleading, etc.)

The administration reserves the right to remove a student from the school setting in the event that attire is deemed inappropriate, poses a concern for the health, safety or welfare of any student including himself/herself or is disruptive to the normal functions of the school. Examples of inappropriate attire for all students includes (but is not limited to):

- Any clothing or accessory (including chains, spikes, jewelry, shoes, etc.) that propose safety hazards or could cause possible disruptions in the normal functions of the school
- Any clothing or accessory that depicts slogans or pictures that suggest the use of drugs, alcohol, tobacco, weapons, violence, or that involves sexual connotations, or are degrading to any group on the basis of race, religion, gender, sexual orientation, etc.
- Halter tops, tube tops, tank tops, muscle shirts, dresses, or other tops with narrow shoulder straps (shoulder straps should be at least three fingers in width)
- Shirts or dresses that reveal one’s chest, back or midriff
- Short skirts, dresses or shorts (Students in grades 6-12 may only wear shorts, skirts, and dresses that fall closer to the knee than mid-thigh)
- Pants, shorts, skirts or dresses with holes or that show skin or undergarments
- Low cut pants that expose undergarments and midriffs (Students are expected to wear their pants so the belt loops or waist are at or close to the waistline. Sagging is prohibited.)
- Hats, hoods, bandannas, visors, or other head coverings
- Sunglasses
- Coats must be put in students' lockers or classroom. Sweatshirts or sweaters may be worn in their place.

Please note that all Middle and High School students are required to follow the District Dress Code at school dances (with the exception of Homecoming and Prom attire).

SCHOOL VISITORS AND CAMPUS ACCESS PROCEDURES

In an effort to further improve safety and provide a secure learning environment for all, the Derry Township School District has limited campus access and entry to the main front door of each building. Visits should be scheduled in advance so school staff can make the necessary arrangements for the visit. Parents, visitors, and volunteers will use a video monitor and buzzer system located outside the front entrances.

Upon arrival, individuals should stand in front of the video screen and depress the button once to request assistance. Individuals wishing to enter the school will be requested to share their name and purpose for the visit. The office staff will then allow access into the building via the buzzer system to unlock the door. All persons are required to make prior arrangements before visiting a teacher or classroom.

To maintain safety, individuals requesting entry should not allow others into the building without following the procedure.

School Gate Guardian Visitor Registry System

- All individuals requesting entry should report directly to the building office to register via the School Gate Guardian system and obtain a photo visitor badge.

- Visitors will be required to provide a driver's license or other photo identification to gain entry. The license will be scanned and instantly compares the identity of the visitor with a national database of over 704,000 registered sex offenders.
- The photo visitor badge provided must be worn at all times while in the building or on the campus.
- Upon completion of the purpose for visiting, all visitors must exit through the main office by returning their visitor badge and signing out. This procedure protects the students and staff, but also provides accountability of all individuals in the building should there be an emergency or need to evacuate.

In order to maintain a safe environment and in accordance with State and Federal laws, the following are prohibited:

- Unauthorized persons on school district property from 10:00 PM through 6:00 AM
- Unauthorized access to the school buildings and campus during school hours. To provide for the safety and security of all students, visitors to the campus and buildings must report to the main office of the school building, provide identification and reason for visit, and obtain a visitor's badge.
- Use of Playgrounds
- Alcoholic Beverages, Controlled Substances, and Tobacco Products
- Firearms or Weapons
- Pets
- Golfing and the use of skateboards, roller blades, roller skates, scooters, go-carts, mini bikes, dirt bikes, or other such similar wheeled objects.
- Reckless or Dangerous Operation of Vehicles
- Speed in excess of 15 mph

Each school holds special programs yearly to help familiarize parents with their child's teachers and courses of study. The district extends a cordial invitation to all parents to be present at all Parent-Teacher Organization and Building Advisory Team meetings. The district expects all visitors and volunteers to be respectful of the diverse student body at all Hershey schools while in the buildings.

SEARCHES

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

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

SPECIAL EDUCATION SERVICES

State and federal special education regulations require each school district to provide notice to the community by publishing an annual public notice to parents, in newspapers or by other media, regarding the school district's identification and screening activities, the location and time of the activities, and also any evaluation activity which takes place in the Derry Township School District.

The district is required to provide a free appropriate public education (FAPE) to children with disabilities who are determined, through the evaluation process, to need special education and related services under IDEA and 22 Pa. School Code §14. A school age child with a disability, who is determined to be in need of special education and related services, is identified as a child with a disability eligible for special education in need of specially designed instruction.

The following are disability categories under IDEA:

- Autism
- Emotional Disturbance
- Specific Learning Disability
- Other Health Impairment
- Visual Impairment including Blindness
- Deafness
- Traumatic Brain Injury
- Mental Retardation/Intellectual Disability
- Speech and Language Impairment
- Deaf/Blindness
- Hearing Impairment
- Multiple Disabilities
- Orthopedic Impairment

Gifted Education

Parents who suspect that their child is in need of specially designed instruction beyond that required in 22 Pa. School Code §4 (relating to academic standards and assessments) may request in writing that their child be evaluated under the criteria of 22 Pa. School Code §16.22.

Early Intervention

In Pennsylvania, any child between three years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental conditions listed above is identified as an "eligible young child." Children who are less than the age of beginners and at least three years of age are considered to have a developmental delay when one of the following exists: (i) the child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help.

Eligible young children are afforded the same rights under IDEA and 22 Pa. School Code §14 as school age children, in order to determine if they are eligible to receive special education services through the screening and evaluation process. Once a child is determined to be eligible to receive special education, an individualized education program will be developed for the child.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention System Act. Screening for preschool children is available through the Lancaster-Lebanon Intermediate Unit. For additional information please contact the Capitol Area Intermediate Unit 13 at 717-732-8400.

Screening

Screening activities are conducted on an on-going basis throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary. Parents can request screening in writing for their children by contacting the school that their child attends. When screening indicates that a student may be a child with a disability eligible for special education, the school district will seek parental consent to conduct an evaluation.

Screening activities cannot block the rights of a parent to request, at any time, including prior to or during instructional support activities, an evaluation for the purpose of determining if the student is a child with a disability and eligible for special education services.

Evaluation

"Evaluation" is the procedure used to determine whether a child has a disability and if the child's disability is of the nature and extent that the child would be eligible for special education and related services. Evaluation procedures used are determined on an individual basis by a Multi-disciplinary Evaluation team, which includes the parents. Parents are asked to provide permission to conduct the evaluation via a *Permission to Evaluate* form. The evaluation team takes into consideration cultural issues as they determine the assessment tools that will be administered for the student. A single test or procedure cannot be the sole factor in determining that a child is eligible for special education services. The initial evaluation shall be completed and a copy of the evaluation report shall be presented to the parents no later than 60 days after the agency receives written parental consent. Evaluation for the purpose of determining if a child is a child with a disability eligible for special education does not include the procedures or basic tests that are administered to all children.

Parents who think their child is a child with a disability may request, at any time, that the school district conduct an evaluation to determine if the child is eligible to receive special education and related services. This request must be made in writing to the Special Education Supervisor. If a parent makes an oral request for an evaluation, the school

district shall provide the parent with a *Permission to Evaluate - Evaluation Request Form* to complete.

Parent Initiated Evaluations

If the parent obtains an independent educational evaluation at private expense, the results of the evaluation must be considered by the district, if it meets the district's criteria, in any decision made with respect to the provision of FAPE to the child. In addition the independent educational evaluation may be presented as evidence at a Due Process hearing.

Educational Placement

If the evaluation team has determined that the student is eligible for special education, an IEP team develops an educational program, based on the evaluation, which identifies the type of services, the level of intervention, and the location of intervention. The IEP team must include:

- a school district representative (LEA),
- the general education teacher,
- the special education teacher,
- the child's parents and the student when 16 years of age.

An IEP describes a student's current educational levels, goals, and objectives, and the individualized programs and services necessary to provide the student with FAPE. These services may include:

- Learning Support
- Life Skills Support
- Emotional Support
- Sensory Support
- Deaf or Hard of Hearing Support
- Blind or Visually Impaired Support
- Speech and Language Support
- Physical Support
- Autistic Support
- Multiple Disabilities Support

A student's special education placement must be made in the least restrictive environment in which the student's educational needs can be addressed. All students with disabilities must be educated to the maximum extent appropriate with their non-disabled peers. A student's IEP is reviewed on at least an annual basis.

Services for Protected Handicapped Students

In compliance with state and federal law, and 22 Pa. School Code Chapter 15, the district will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide an equal opportunity to participate in and obtain the benefits of the school programs and participate in 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 one or more major life activities which prohibits participation in, or access to, an aspect of school programs. These services and protections for "protected handicapped students" are different from those applicable to all students eligible or thought to be eligible for special education services and must be designed to meet individual educational needs of the handicapped individual as adequately as the needs of non-handicapped persons are met.

The school district or parent may at any time initiate an evaluation of a student. Parents who wish to have a child evaluated should contact their building principal or guidance counselor for further information on the evaluation procedures and provision of services to protected handicapped students.

Confidentiality

The district protects the confidentiality of personally identifiable information regarding its students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable federal and state laws.

Parents have the right to inspect and review their child's educational record. The district will comply with a request to inspect and review educational records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but no later than 30 days after the written request has been made. Parents have the right to a

response from the school district to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the district cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parent from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any educational record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

For more information regarding any of the above services, please contact: Derry Township School District, Director of Special Education, 30 E Granada Avenue, P.O. Box 898, Hershey, PA 17033 717-534-2501

STUDENT RIGHTS & RESPONSIBILITIES

Student Rights

Students have rights. As persons and citizens they may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from invidious discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process. Minors are compelled by law to attend school until they are seventeen years of age.

Student Responsibilities

The students' responsibilities are as follows:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in disciplinary cases and cooperate with the school staff should they have knowledge of importance in relation to such cases.
- Dress and groom themselves so as to meet fair standards of safety and health, and common standards of decency.
- Assume that until a rule is waived, altered, or repealed it is in full effect.
- Assist the school staff in running a safe school for all students.
- Be aware of and comply with state and local laws.
- Protect and take care of school property.
- Attend school daily, except when excused, and be on time for all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete the course of study prescribed by state and local school authorities.
- Avoid inaccuracies in student newspapers or publications and indecent or obscene language.
- Refrain from using disrespectful, indecent, or obscene gestures or language in direct contact with other persons.
- Follow the Acceptable Use Policy for proper utilization of technology.

SURVEYS

All surveys and instruments used to collect information from students shall relate to the district's educational objectives. Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students. The district notifies parents/guardians and students of the specific or approximate dates during the school year when survey activities described above are scheduled, or expected to be scheduled, how to opt their child out of participation in activities as provided in this policy and how to request access to any survey.

The district protects student identity and privacy when a survey containing protected information, as addressed by the Protection of Pupil Rights Amendment.

WEAPONS POLICY

The Derry Township Board of School Directors recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

No student shall possess, handle, transport, use, discharge, manufacture, make, remake, assemble, sell, distribute, or transfer any weapon, destructive device, ammunition or look alike weapon while in any school building or on any school premises. This includes lockers, school buses or other conveyance providing transportation to or from any elementary or secondary school or activity of the Derry Township School District, at any school activity or function, whether sponsored by the school district or not, or while coming to or going from school or school activities.

Violation of this policy by any student may result in the following:

1. Immediate exclusion from class or activity
2. Notification of the Derry Township Police Department
3. Contact of custodial parent
4. Immediate exclusion from the school for a ten day out-of-school suspension will be imposed, whereupon a minimum of one-year expulsion will be recommended to the Superintendent and School Board for ratification.

WELLNESS OF STUDENTS

The Derry Township School District is concerned with the wellness and fitness of its students. The district is responsible to ensure that it does everything possible to maintain or improve the wellbeing of the children who attend its schools. Parents have the primary responsibility for the health of their children including the establishment of good personal health habits. Parents should see that their children get sufficient rest, attend to personal cleanliness and eat wholesome food to ensure regular attendance at school. Inform your child's teacher and the school nurse of any health condition that might affect your child's school work.

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

PLEASE DO NOT SEND A CHILD TO SCHOOL IF HE/SHE IS ILL.

Physical and Dental Examinations:

The Pennsylvania Department of Health requires that school students receive regular physical and dental examinations. The mandated grades are as follows:

- Physical Examinations-Kindergarten, grades 6, 11, and new entrants
- Dental Examinations-Kindergarten, grades 3 and 7

To provide continuity of care, it is recommended that your family physician/dentist complete these examinations. In lieu of a completed examination report by your physician/dentist, the school physician/dentist will complete the necessary examination in school.

Screenings:

- Vision screenings are completed once a year for every student from kindergarten to fifth grade inclusive and grades 7 and 9. Other students are screened on referral.
- Hearing screenings are completed every year for children from kindergarten to third grade inclusive. In addition, all children with known hearing problems are screened every year.
- Height and weight measurements are completed for every student in kindergarten through grade 12. The BMI (Body Mass Index) is also calculated from these measurements.
- Scoliosis (curvature of the spine) screening is done for students in 7th grade.

Dismissal due to illness:

In case a student becomes ill in school or any other emergency occurs which would require the child to be returned to the home, the parent will be contacted promptly by school staff. Students will report illnesses or injuries to the school nurse. Students who call parents for dismissal may not be given an excused absence. Students may be dismissed only to those persons listed on the emergency cards. Please update emergency contact information immediately should any change occur.

WORKING PERMITS

Students can apply for working papers in the Hershey High School office. Students must provide a copy of his or her birth certificate at the time of application. The routine types of certificates are as follows:

1. General Employment—issued to minors 16 to 17 years of age who wish to discontinue school.
2. Vacation Employment—issued to minors 14 to 17 years of age who desire to work after school hours and on Saturdays or holidays or at such times when they are not required to be in school.

Questions or Concerns? Contact Us!

Early Childhood Center	Question/Concern	1st Contact	2nd Contact	3rd Contact	4th Contact	5th Contact	6th Contact
450 Rear Homestead Road Hershey, PA 17033 Phone: (717) 531-2211 Office Hours: 7:45 a.m. - 4:15 p.m.	<i>Academics</i>	Classroom Teacher	Assistant Principal	Principal	Assist to Super, CI&A	Superintendent	School Board
	<i>Counseling</i>	School Counselor	Assistant Principal	Principal	Assist to Super, P&SS	Superintendent	School Board
	<i>Discipline</i>	Classroom Teacher	Assistant Principal	Principal	Assist to Super, P&SS	Superintendent	School Board
	<i>Special Education</i>	Classroom Teacher & Case Manager	Assistant Principal	Principal	Special Ed. Director	Superintendent	School Board
	<i>Transportation</i>	Bus Driver	Transportation Director	Assist to Super, P&SS	Superintendent	School Board	
Primary Elementary	Question/Concern	1st Contact	2nd Contact	3rd Contact	4th Contact	5th Contact	6th Contact
450 Homestead Road Hershey, PA 17033 Phone: (717) 531-2277 Office Hours: 7:45 a.m. - 4:15 p.m.	<i>Academics</i>	Classroom Teacher	Assistant Principal	Principal	Assist to Super, CI&A	Superintendent	School Board
	<i>Counseling</i>	School Counselor	Assistant Principal	Principal	Assist to Super, P&SS	Superintendent	School Board
	<i>Discipline</i>	Classroom Teacher	Assistant Principal	Principal	Assist to Super, P&SS	Superintendent	School Board
	<i>Special Education</i>	Classroom Teacher & Case Manager	Assistant Principal	Principal	Special Ed. Director	Superintendent	School Board
	<i>Transportation</i>	Bus Driver	Transportation Director	Assist to Super, P&SS	Superintendent	School Board	
Intermediate Elementary	Question/Concern	1st Contact	2nd Contact	3rd Contact	4th Contact	5th Contact	6th Contact
450 Homestead Road Hershey, PA 17033 Phone: (717) 531-2277 Office Hours: 7:45 a.m. - 4:15 p.m.	<i>Academics</i>	Classroom Teacher	Assistant Principal	Principal	Assist to Super, CI&A	Superintendent	School Board
	<i>Counseling</i>	School Counselor	Assistant Principal	Principal	Assist to Super, P&SS	Superintendent	School Board
	<i>Discipline</i>	Classroom Teacher	Assistant Principal	Principal	Assist to Super, P&SS	Superintendent	School Board
	<i>Special Education</i>	Classroom Teacher & Case Manager	Assistant Principal	Principal	Special Ed. Director	Superintendent	School Board
	<i>Transportation</i>	Bus Driver	Transportation Director	Assist to Super, P&SS	Superintendent	School Board	
Hershey Middle School	Question/Concern	1st Contact	2nd Contact	3rd Contact	4th Contact	5th Contact	6th Contact
500 Homestead Road Hershey, PA 17033 Phone: (717) 531-2222 Office Hours: 7 a.m. - 3:30 p.m.	<i>Academics</i>	Classroom Teacher	Assistant Principal	Principal	Assist to Super, CI&A	Superintendent	School Board
	<i>Counseling</i>	School Counselor	Assistant Principal	Principal	Assist to Super, P&SS	Superintendent	School Board
	<i>Discipline</i>	Classroom Teacher	Assistant Principal	Principal	Assist to Super, P&SS	Superintendent	School Board
	<i>Special Education</i>	Classroom Teacher & Case Manager	Assistant Principal	Principal	Special Ed. Director	Superintendent	School Board
	<i>Transportation</i>	Bus Driver	Transportation Director	Assist to Super, P&SS	Superintendent	School Board	
	<i>Athletics</i>	Head Coach	Athletic Director	Principal	Assist to Super, P&SS	Superintendent	School Board
Hershey High School	Question/Concern	1st Contact	2nd Contact	3rd Contact	4th Contact	5th Contact	6th Contact
550 Homestead Road Hershey, PA 17033 Phone: (717) 531-2244 Office Hours: 7 a.m. - 3:30 p.m.	<i>Academics</i>	Classroom Teacher	Assistant Principal	Principal	Assist to Super, CI&A	Superintendent	School Board
	<i>Counseling</i>	School Counselor	Assistant Principal	Principal	Assist to Super, P&SS	Superintendent	School Board
	<i>Discipline</i>	Classroom Teacher	Assistant Principal	Principal	Assist to Super, P&SS	Superintendent	School Board
	<i>Special Education</i>	Classroom Teacher & Case Manager	Assistant Principal	Principal	Special Ed. Director	Superintendent	School Board
	<i>Transportation</i>	Bus Driver	Transportation Director	Assist to Super, P&SS	Superintendent	School Board	
	<i>Athletics</i>	Head Coach	Athletic Director	Principal	Assist to Super, P&SS	Superintendent	School Board

Key

Assistant Principal - Early Childhood Center	Lindsey Schmidt	(717) 531-2211 x6208	lschmidt@hershey.k12.pa.us
Assistant Principal - Primary Elementary School	Jena Funck	(717) 531-2277 x5202	jfunck@hershey.k12.pa.us
Assistant Principal - Intermediate Elementary School	Anna Gawel	(717) 531-2277 x5302	agawel@hershey.k12.pa.us
Principal, Hershey Elementary Schools	Jacquelyn Castleman	(717) 531-2211 x5306	jcastleman@hershey.k12.pa.us
Assistant Principal, Hershey Middle School	Aaron Shuman, Ed.D.	(717) 531-2222 x4203	ashuman@hershey.k12.pa.us
Assistant Principal, Hershey Middle School	Jacqueline Fuentes-Gillespie	(717) 531-2222 x4163	jgillespie@hershey.k12.pa.us
Principal, Hershey Middle School	Erick Valentin	(717) 531-2222 x4202	evalentin@hershey.k12.pa.us
Assistant Principal, Hershey High School	Peter Ebert	(717) 531-2244 x2214	pebert@hershey.k12.pa.us
Assistant Principal, Hershey High School	Laurie Wade	(717) 531-2244 x2249	lwade@hershey.k12.pa.us
Principal, Hershey High School	Jeff Smith	(717) 531-2244 x2242	jsmith@hershey.k12.pa.us
Special Education Director	Kirsten Scheurich	(717) 534-2501 x3235	kscheurich@hershey.k12.pa.us
Athletic Director	Scott Govern	(717) 531-2244 x2277	sgovern@hershey.k12.pa.us
Director of Transportation	Steve Bell	(717) 566-7422 x7423	sbell@hershey.k12.pa.us
Assistant to the Superintendent, Curriculum, Instruction & Assessment	Stacy Winslow, Ed.D.	(717) 534-2501 x3206	swinslow@hershey.k12.pa.us
Assistant to the Superintendent, Personnel & Student Services	Jason Reifsnyder	(717) 534-2501 x3201	jreifsnyder@hershey.k12.pa.us
Superintendent	Joseph McFarland	(717) 534-2501 x3205	jmcfarland@hershey.k12.pa.us
Board of School Directors			http://www.hershey.k12.pa.us/ContactUs

Derry Township School District believes effective collaboration among home, community, and school is essential. The district encourages all constituents - parents and guardians, community members, and local businesses - to communicate with us regarding district operations. When a question or concern occurs, the first step is to communicate at the local school level or with the appropriate department. Inquiries initially directed to school board members or district office administration will be referred to the local level.