Board Meeting

Tuesday, July 21, 2026 7:00 PM
Administration Complex, 101 Edgeway Road, Dover, PA 17315

1. **OPENING**

1.A. Pledge of Allegiance

1.B. Roll Call

2. **PRESENTATIONS**

3. **COMMUNICATIONS**

4. **PUBLIC COMMENT**

5. **BOARD PRESIDENT'S COMMUNICATION**

5.A. Announcement of Executive Session

6. **Board Committee Reports**

6.A. Facilities/Safety Committee Report - Director Emig

6.B. Resource Oversight Committee Report - Director McKinney

7. **Staff Recognition - July 2026**

8. **ACTION/CONSENT: MINUTES**

8.A. June 16, 2026 Board Meeting Minutes

8.B. June 30, 2026 Special Board Meeting Minutes

8.C. July 9, 2026 Special Board Meeting Minutes

9. **ACTION/CONSENT: STUDENT ACTIVITY**

9.A. 2026-2027 Elementary Student Handbook

9.B. 2026-2027 Middle School Student Handbook

9.C. 2026-2027 High School Handbook

9.D. 2026-2027 Athletic Handbook

9.E. 2026-2027 Foreign Exchange Student — Alejandra Soto Mera from Spain

10. **ACTION/CONSENT: HUMAN RESOURCES**

10.A. Approval of updated job description Central Registrar and Homeless Liaison

10.B. Approved Driver Listing

10.C. Appointments

10.D. Transfers

10.E. Leaves

10.F. Resignations and Terminations

10.G. Retirements

11. **ACTION: CONTRACTS/AGREEMENTS**

11.A. 2026-2027 Contract for Reservation of Slots with River Rock

11.B. 2026-2027 Agreement for Alternative Education Services with River Rock Academy

11.C. 2026-2027 New Story (New Cumberland) Educational Services Agreement

11.D. Memorandum of Understanding with Northern York County Regional Police, June 2026 - June 2028

11.E. 2026-2027 Memorandum of Understanding with Head Start Community Progress Council

11.F. 2027-2029 Josten's Yearbook Agreement for Dover Area High School

11.G. 2026-2027 Standing Orders for Emergency Care and Communicable Disease Regulations

12. **ACTION: FINANCE**

12.A. Bills Paid June 2026

12.B. Treasurers Report

12.C. June 2026 YTD Budget to Actual Report

13. **ACTION**

13.A. Curriculum Revision Handbook

13.B. LIU Joint Authority Capital Project Resolution

13.C. Stricklers Signs Proposal for Scoreboard Install

13.D. 11400 LLC Quote for Leib Elementary Dishwasher

13.E. 11400 LLC Quote for North Salem Elementary Dishwasher

14. **REPORTS**

14.A. Dover Eagle Foundation Report - Director Hogan

14.B. York Adams Academy (YAA) Report - Director Emig

14.C. York County School of Technology (YCST) Report - Director Conley

14.D. LIU #12/YORK LEARNING CENTER - Director Miller

14.E. Legislative Liaison - Director McKinney

14.F. Dover Industrial & Commercial Development Committee (ICDC) Report - Director Wolverton

14.G. Pennsylvania School Boards Association (PSBA) Report - Director Lluberes

14.H. Superintendent's Report - Dr. Timothy Mitzel

15. **PUBLIC COMMENT**

16. **MISCELLANEOUS**

16.A. Comments/Observations from Board Members

17. **ADJOURNMENT**

17.A. Future Meeting Announcements

17.B. Adjourn Meeting

DOVER AREA SCHOOL DISTRICT

Educate, empower, and inspire all students

Dr. Catherine Houck
Superintendent

Dr. Timothy Mitzel
Assistant Superintendent

Mrs. Miranda Weaver
Chief Financial and Operations Officer

Staff Recognition - July 2026

Purpose: The Staff Recognition Board Report serves as a standing monthly agenda item to formally acknowledge employees who demonstrate excellence, leadership, innovation, service, and professional growth across the district.

This initiative reinforces the District's commitment to recognizing the contributions of those who strengthen student outcomes, operational effectiveness, and organizational culture.

Process: Building Principals and Department Leaders submit staff recognitions monthly using a standardized submission process. Submissions are reviewed and organized by recognition category for presentation to the Board of School Directors.

Recognition Categories:

- Recognitions may be presented in one or more of the following categories:
- Student Achievement Support
- Instructional Excellence
- Innovation
- Crisis Response
- Student Support
- Community Engagement
- Operational Excellence
- Safety Support
- Mentorship / Leadership
- Professional Growth
- Going Above & Beyond
- Longevity / Service Contribution

These categories reflect the District's comprehensive commitment to academic excellence, student well-being, operational strength, and community partnership.

Total Recognitions: 47 employees

Community Engagement

Marsha Hake, Central Registrar and Mckinney Vento Homeless Liaison - 23 years

Marsha consistently goes above and beyond to ensure new students and their families feel welcomed and supported as they join Dover Area School District. Through thoughtful communication and close collaboration with families and school administrators, she helps make every transition as smooth as possible, especially during the busy summer months. Thank you, Marsha, for the care and dedication you bring to every family you serve.

Operational Excellence

District Wide

Christine Brown (Custodial Supervisor) - 7 years

Lori Frate (Summer Custodian) - 13 years

Lindsey Homer (Summer Custodian) - 5 years

Stanley Pazdan Jr. (Summer Custodian) - 3 years

Dover Elementary

Austin Grimes (Head Custodian) - 1 year

Jeff Raffensberger (Day Custodian) - 5 years

Geeta Ale-Bhujel (Evening Custodian) - 2 years

Benjamin Forshey (Evening Custodian) - New Employee

Abby Shock (Evening Custodian) - 1 year

Leib Elementary

Shawn Fahs (Head Custodian) - 20 years

Michelle Richter (Day Custodian) - 13 years

Darlene Alloway (Evening Custodian) - 5 years

Dennis Benton Jr. (Evening Custodian) - 15 years

Weigelstown Elementary

Nathan Kushner (Head Custodian) - 4 years

Miranda Bennett (Day Custodian) - 2 years

Alex Mansberger (Evening Custodian) - 11 years

Erik McClane (Evening Custodian) - 3 years

North Salem Elementary

Sherry Fahs (Head Custodian) - 20 years

Heidi Swords (Day Custodian) - 13 years

Lidiia Budnyk (Evening Custodian) - 3 years

Austin Rule (Evening Custodian) - New Employee

Middle School

Erin Ferree (Head Custodian) - 5 years

Nathan Schiding (Day & Evening Custodian) - New Employee

Anne Himes (Evening Custodian) - 2 years

Manel Priyadarshani Samarasinghe (Evening Custodian) - 2 years

Adrian Weber (Evening Custodian) - 13 years

Dawn Wolf (Evening Custodian) - New Employee

High School

Aaron Tolbert (Head Custodian) - 18 years

Rachael Hoff (Day Custodian) - 8 years

Jacqueline Degenhardt (Evening Custodian) - 13 years

Christian Xavier Robles Perez (Evening Custodian) - 2 years

Eduardo Rodriguez Gonzalez (Evening Custodian) - 1 year

Eduardo Angel Rodriguez Perez (Evening Custodian) - 2 years

Elijah Santana (Evening Custodian) - 1 year

Hari Sanyasi (Evening Custodian) - New Employee

Throughout the summer, our custodial team has worked tirelessly behind the scenes to prepare every Dover building for the start of another school year. From deep cleaning classrooms and common spaces to tackling countless projects and unexpected challenges, their dedication, teamwork, and pride in their work ensure our students and staff return to clean, safe, and welcoming schools. Their efforts often happen when our buildings are quiet, but the impact of their work is seen and appreciated by everyone who walks through our doors. Thank you for everything you do to make Dover shine.

Summer Maintenance Support

Justin Danner - 1 year

Nena Menard - 1st Summer

Ryan Mitchell - 1 year

Our summer maintenance team has been a tremendous help in preparing our schools for the upcoming year, tackling projects across the district wherever an extra set of hands was needed. A special thank you to Justin and Ryan for returning for their second summer and once again jumping in to support the team with a positive attitude and strong work ethic. We also appreciate Nena for joining the team this summer and making an immediate impact through her willingness to help wherever needed.

Michael Heiland, District Courier - 1 year

Mike played an essential role in preparing for this year's Extended School Year (ESY) program by ensuring materials and resources were delivered to the right places before students arrived. His reliability, responsiveness, and willingness to go the extra mile helped make for a smooth and successful start, and we are grateful for the important role he plays in supporting our students, staff, and schools.

Jacqueline Becker, Computer Technician - 3 years

Jackie was independently nominated by two different departments this month, a reflection of the impact she has across our district. From ensuring new employees have the technology and access they need during onboarding to preparing devices well in advance for the Extended School Year (ESY) program,

she consistently goes above and beyond with responsiveness, organization, and a commitment to helping others succeed. Her behind-the-scenes work makes a lasting difference for our students, staff, and schools.

Russel Moon, Computer Technician - 9 years & **Michael Parks**, Computer Technician - 24 years

Russ and Michael played an important role in preparing and delivering student iPads ahead of the start of the Extended School Year (ESY) program, ensuring students and staff had the technology they needed from day one. Their reliability, teamwork, and commitment to supporting student learning helped create a seamless start to the program. Thank you both for going the extra mile to ensure our students have the tools they need to succeed.

Trista Morthland, Administrative Assistant - 5 years (Weigelstown Elementary)

Trista has worked tirelessly throughout the summer to prepare for the new school year, from coordinating student registration to ensuring the front office is organized and ready to welcome students, families, and staff. Her positive attitude, attention to detail, and dedication behind the scenes help set the stage for a successful year. Thank you, Trista, for everything you do to support the Dover community.

Heather Thomas, Payroll Coordinator - 21 years

Heather has dedicated countless extra hours to ensure our transition to Skyward has been successful while making certain every employee is paid accurately and on time despite the many challenges that come with implementing a new system. Her commitment to our employees isn't limited to major projects. She consistently goes above and beyond every day, always looking for ways to improve processes and create the best possible employee experience at Dover.

Rebekah Shoemaker, Accounts Receivable and Employee Onboarding - 10 years

Rebekah has been an incredible partner throughout one of our busiest hiring seasons, bringing a positive attitude and a willingness to help wherever needed during her first summer of onboarding. From double-checking paperwork and updating Skyward to connecting with new hires, she has helped ensure every employee begins their Dover journey feeling prepared, welcomed, and set up for success.

Going Above & Beyond

Kelly Funke - Exceptional Children Administrative Assistant - 27 years

Kelly went above and beyond to help ensure a successful start to the Extended School Year (ESY) program by coordinating transportation and purchasing student-specific reinforcers to meet individual needs. These important tasks require significant time and attention in addition to her regular responsibilities, but her dedication to removing barriers and supporting student success never wavers. Thank you, Kelly, for the care and commitment you bring to our students every day.

Lisa Wilt - Administrative Assistant - 18 years (Middle School)

Lisa has gone above and beyond this summer by stepping up to provide guidance and support for many of the Middle School's day-to-day operations during the principals absence. Her knowledge, flexibility, and willingness to expand her summer hours have helped ensure the building is well prepared to welcome students and staff back in August. Thank you, Lisa, for your dedication and leadership.

While the Hallways Were Quiet You Were Hard At Work

DOVER EAGLES

Thank You!

DOVER AREA SCHOOL DISTRICT
SCHOOL BOARD MEETING MINUTES
Tuesday, June 16, 2026

Administration Complex
101 Edgeway Road
Dover, PA 17315

Members present
David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

President Conley Called the Meeting called to order at 7:00 PM

1. OPENING/WELCOME

Procedural: 1.01 Pledge of Allegiance

Procedural: 1.02 Roll Call

2. PRESENTATION(S)

Presentation: 2.02 Post-Season Athlete Recognition - Dr. Wiestling

3. PUBLIC COMMENT

Public Comment: 3.01 Public Comment - The Board uses the public comment period as an opportunity to listen but not debate issues or enter into a question-and-answer session with the speaker. Public comment must be germane to school district business. The Board values civil, respectful statements and clear, concise communications that help to inform its deliberations.

- Maria Wertz - Resident, proud of all Dover students - kind, polite students- wish them good luck

4. BOARD PRESIDENT'S COMMUNICATION

Information: 4.01 Announcement of Executive Sessions

- 06/16/2026 prior to board meeting for personnel and legal
- 06/16/2026 following board meeting for personnel and legal

5. BOARD COMMITTEE REPORTS

Report: 5.01 Educational Excellence Committee Report - Director Miller

Report: 5.02 Facilities/Safety Committee Report - Director Emig

Report: 5.03 Resource Oversight Committee Report - Director McKinney

Report: 5.04 Policy Committee Report - Director Kindig

6. STAFF RECOGNITION

- Loretta Gray – Building Aide – Student Support
- Brian Deal – Assistant Principal – Student Support
- Jess Border – ELA Teacher – Operational Excellence
- Nicole Vance – Administrative Assistant – Operational Excellence
- Alison Mummert – Autistic Support Teacher – Mentorship / Leadership
- Sierra Adams-Fisher – Reading Specialist – Mentorship / Leadership
- Karen Holtzapple – Administrative Assistant – Going Above & Beyond
- Alex Barzydlo – Teacher – Going Above & Beyond
- Troy Wiestling – Athletic Director – Going Above & Beyond

7. CONSENT: HUMAN RESOURCES

Action: 7.01 Consent: Human Resources
Motion to approve all items listed under Consent: Human Resources

Motion by Terry Emig, second by Karen Miller.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

- Action/Consent: 7.02 Tenure

The following professionals have completed three-years of satisfactory service in the Dover Area School District and are being recommended for tenure:

Clites	Kayln	HS	Social Studies
Inners	Alyssa	DE	1
Jeszenka	Haley	NSE	3
Luster	Sara	LE	Learning Support Teacher
Nave	Annika	LE	3
Parker	Erin	DE/WE	Art
Runk	Riley	LE	Health/Phy. Ed. Teacher
Schaszberger	Dalia	NSE	Special Education - Autistic Support
Smith	Ashley	LE	3
Stoner	Lorelei	LE	1
Swan	Alexandra	NSE	Learning Support
Zimmerman	Heather	DE	5

- Action/Consent: 7.03 Appointments

Professional-pending receipt of all required paperwork				
Name	Building	Position	Effective Date	Salary
Wagman, Addyson	NSE	Teacher, Kindergarten	8/10/2026	$61204 bachelors step 1

Woods, Thomas	HS	Teacher, Business Education	8/10/2026	$80162 Masters step 5
Keys, Hayley	HS	Teacher, Learning Support	8/10/2026	$78246 Master step 3 - rate approved in May was incorrect

Support-pending receipt of all required paperwork

Name	Building	Position	Effective Date	Pay Rate
Smith, Heather	WE	PCA, AS	8/12/2026	$17.58 level 3 step 5
Overmiller, Charlotte	NSE	PCA, Life Skills	8/12/2026	$16.88 level 3 step 3
Feeheeley, Anastasia	WE	PCA, AS	8/12/2026	$16.53 level 3 step 2
Stickhouser, Jenna	WE	Building Aide	8/12/2026	$15.92 level 2 step 3
Negron, Yaileen	WE	Paraprofessional, AS	8/12/2026	$17.02 level 4 step 2
Reichert, Randi	NSE	PCA, AS	8/12/2026	$16.20 level 3 step 2
Martinez, Brittany	WE	Building Aide	8/12/2026	$15.30 level 2 step 1
Lehman, Kevin	HS	PCA, AS	8/12/2026	$16.53 level 3 step 2
Caba, Yanni	MS	PCA, Life Skills	8/12/2026	$16.53 level 3 step 2

Coaches/Advisors-pending receipt of all required paperwork

NAME	Year/Level	Position	Effective Date	Pay Rate
Dorr, Hannah	Year 1 level 1	Coach, Varsity Assistant Cheer	7/1/2026	$1371, season
Smith, Nolan	n/a	Department Chair, CTE	8/12/2026	$1400, year
Reichert, Randi	Year 1 level 1	Coach, JH Head Cheer	7/1/2026	$1077, season
Saxon, Adriene	Year 1 level 1	Coach, JH Assistant Cheer	7/1/2026	$979, season
Eshbach, Robert	n/a	Department Chair, Science	7/1/2026	$1000, year

Keesler, Matthew	Year 1 level 1	Coach, Varsity Assistant Football	7/1/2026	$2,742
Reider, Kelly	Year 1 level 1	Coach, Varsity Assistant Track	7/1/2026	$2,056
Becker, Andrew	Year 25 level 5	Coach, Co- Girls Tennis 50%	7/1/2026	$1905 50%

Summer Workers				
Name	Building	Position	Effective Date	Pay Rate
Langione, Tammy	DW	Summer Custodial	6/2/2026	$14.59/hr
Ferree, Sara	DW	Summer Custodial	6/2/2026	$14.59/hr

- Action/Consent: 7.04 Transfers

Transfers						
Name	Position Type	Prev Position	Effective Date	New Position	New Salary	For
Feliciano, Rebecca	Support	Para, AS	8/12/2026	Para, LS	No change	Vacancy
Dellinger, Marc	Coach	Volunteer Football Coach	7/1/2026	Coach, Varsity Assistant Football	$4570 level 5	Vacancy
Dolloff, Jessica	Support	PCA, AS	8/12/2026	PCA, AS	No change	Vacancy
Serrano, Yolanda	Support	PCA, AS	8/12/2026	PCA, 1:1 MS	No change	Vacancy
Morris, Lindsay	Support	Food Service Worker	8/12/2026	Building Aide	$16.25 level 2 step 4	Vacancy
Keesler, Matthew	Support	PCA	8/12/2026	Paraprofessional, Learning Support	$17.02 level 4 step 2	Vacancy
Homer, Lindsay	Support	Building Aide	8/12/2026	Reading Specialist Aide	$17.58 level 3 step 5	Vacancy
Murray, Shelby	Support	PCA, AS	8/12/2026	PCA, LS	No change	Vacancy

Becker, Anna	Coach	Coach, Tennis 100%	7/1/2026	Coach, Tennis 50%	$1,333 level 2 year 3 50%	Reduction request
Sheridan, Susan	Professional	Long-term sub, Emotional Support	8/12/2026	Teacher, Emotional Support	$72,665 b+24 step 2	Vacancy
Evans, Gerald	Confidential	IT Support	6/17/2026	Data Specialist	$29/hr	New position - vacancy

- Action/Consent: 7.05 Leaves

Unpaid Leave Request

#	Building	Position	Effective Date	Thru Date	Reason
1	NSE	PCA	10/13/2026	10/16/2026	Vacation - planned prior to hire
2	HS	Secretary, Attendance	7/27/2026	8/21/2026	Vacation

- Action/Consent: 7.06 Resignations/Terminations

Resignations & Terminations

Name	Position	Emp Type	Building	Effective Date	Reason
Zeranski, Catherine	Sub, day to day	Sub	DW	5/4/2026	Never started
Copp, Heather	Instructional Aide - Reading Aide	Support	DE	5/29/2026	Voluntary
Howard, Teresa	PCA, Life Skills	Support	MS	5/29/2026	Voluntary
Macias, Isabella	Paraprofessional, Autistic Support	Support	WE	5/29/2026	Voluntary
Burry, Josephine	Student Substitute	Sub	HS	5/11/2026	Voluntary
Balboni, Taylor	Teacher, Kindergarten	Professional	NSE	6/1/2026	Voluntary
Butler, Derice	Coach, Head Girls Varsity Volleyball	Coach	Ath	5/18/2026	Voluntary
Hoffman, Justin D	Coach, Varsity Assistant Wrestling	Coach	Ath	5/19/2026	Voluntary
Oswalt, Amanda	Teacher, Life Skills	Professional	HS	6/1/2026	Voluntary
Link, Kami	Secretary, Attendance	Support	LE	6/4/2026	Voluntary
Metz, Stephanie	Building Aide	Support	LE	5/29/2026	Voluntary

Davis, Brian	Coach, Head Girls Lacrosse	Coach	Ath	5/22/2026	Voluntary
Weakland, Christopher	Summer Custodial	Support	DW	6/1/2026	Voluntary
Singh, Muskant	Teacher, English 7th grade	Professional	MS	6/1/2026	Voluntary
Fritz, Rachel	Teacher, Math	Professional	HS	6/10/2026	Voluntary
Shearer, Amy	Teacher, Math	Professional	MS	6/15/2026	Voluntary
Shearer, Brittney	Substitute	Substitute	DW	6/15/2026	Voluntary

- Action/Consent: 7.07 Superintendent's Recommendation for Termination: Teressa Dacheux
- Action/Consent: 7.08 Superintendent's Recommendation for Termination: Jennifer Roberts
- Action/Consent: 7.09 Approved Driver Listing

Bonnie Billet - F&S - 6/9/26 hire date - sub van driver
Patricia Eaton - F&S - 6/9/26 hire date - sub van driver

8. CONSENT: STUDENT ACTIVITY

Action: 8.01 Consent: Student Activity
Motion to approve all items listed under Consent: Student Activity

Motion by Terry Emig, second by Tyler Wagner.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

- Action/Consent: 8.02 Field Trip Request - High School Skills USA State Officer and Central Region FLC Officer Training - June 22-24, 2026
- Action/Consent: 8.03 Field Trip Request - High School FFA National Convention, Indianapolis, IN - October 20-24, 2026

9. CONSENT: MINUTES

Action: 9.01 Consent: Minutes
Motion to approve all items listed under Consent: Minutes

Motion by Terry Emig, second by Miguel Lluberes.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

- Action/Consent, Minutes: 9.02 Minutes May 5, 2026 Board Planning Meeting

- Action/Consent, Minutes: 9.03 Minutes May 12, 2026 Board Meeting

10. ACTION: FINANCES

Action: 10.01 School Depositories
Motion to approve the following school depositories for the fiscal year July 1, 2026 - June 30, 2027
Pennsylvania School District Liquid Asset Fund (PSDLAF)
Members 1st Federal Credit Union

Motion by Terry Emig, second by Craig Kindig.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 10.02 Motion to grant authorization to Business Affairs to make the necessary budget transfers in accordance with the local auditor adjustments and fund balance designations for the fiscal year end June 30, 2026.
Motion to grant authorization to Business Affairs to make the necessary budget transfers in accordance with the local auditor adjustments and fund balance designations for the fiscal year end June 30, 2026.

Motion by Rob McKinney, second by Terry Emig.
Final Resolution: Motion Carried
Yes: Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton
No: David Conley

Action: 10.03 Homestead/Farmstead Resolution for 2026-2027
Motion to approve the 2026-2027 Homestead/Farmstead Exclusion Resolution.

Motion by Rob McKinney, second by Craig Kindig.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 10.04 Tax Rates and Budget Approval for the 2026-2027 Fiscal Year
Motion to approve the resolution of the Dover Area School District establishing the Tax Rates and approving the Budget for the 2026-2027 Fiscal Year.

Motion by Tyler Wagner, second by Rob McKinney.
Final Resolution: Motion Carried
Yes: Allen Hogan, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner
No: David Conley, Terry Emig, Craig Kindig, David Wolverton

Action: 10.05 Increase in adult lunch prices to $5.05 and adult breakfast prices to $3.05 for the 2026-2027 school year
Motion to approve increase adult lunch prices to $5.05 and adult breakfast prices to $3.05 for the 2026-2027 school year

Motion by Craig Kindig, second by Tyler Wagner.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Karen Miller, Tyler Wagner, David Wolverton
No: Rob McKinney

Action: 10.06 Donation - $250 from Beta Beta Chapter of Delta Kappa Gamma
Motion to accept donation in the amount of $250 from Beta Beta Chapter of Delta Kappa Gamma.

Motion by Terry Emig, second by Karen Miller.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 10.07 Treasurer's Reports for May 2026
Motion to approve Treasurer's Reports for May 2026

Motion by Rob McKinney, second by Terry Emig.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 10.08 Bills Paid - May 2026
Motion to approve Bills Paid - May 2026

Motion by Rob McKinney, second by Terry Emig.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 10.09 May 2026 YTD Budget To Actual Report
Motion to approve May 2026 YTD Budget To Actual Report

Motion by Rob McKinney, second by Terry Emig.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton
No: Craig Kindig

11. ACTION: CONTRACTS/AGREEMENTS

Action: 11.01 Arcadia University Affiliation Agreement for Field Experience and Student Teachers
Motion to approve Arcadia University Affiliation Agreement for Field Experience and Student Teachers

Motion by Terry Emig, second by Karen Miller.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 11.02 Saint Francis University Articulation Agreement for 2026-2027
Motion to approve Saint Francis University Articulation Agreement for 2026-2027

Motion by Terry Emig, second by Tyler Wagner.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 11.03 Harrisburg Area Community College Memorandum of Understanding for College in the High School/Dual Enrollment
Motion to approve Harrisburg Area Community College Memorandum of Understanding for College in the High School/Dual Enrollment

Motion by Terry Emig, second by Karen Miller.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 11.04 Wisehaven Event Center Contract for Dover Area High School 2027 Prom
Motion to approve Wisehaven Event Center Contract for Dover Area High School 2027 Prom

Motion by Terry Emig, second by Karen Miller.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 11.05 New Story Schools Educational Services Agreement for 2026-2027
Motion to approve New Story Schools Educational Services Agreement for 2026-2027

Motion by Tyler Wagner, second by Rob McKinney.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 11.06 Hoffman Academy Service Agreement for 2026-2027
Motion to approve Hoffman Academy Service Agreement for 2026-2027

Motion by Tyler Wagner, second by Karen Miller.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 11.07 Pyramid Healthcare, Inc. Soaring Heights School Agreement for 2026-2027
Motion to approve Pyramid Healthcare, Inc. Soaring Heights School Agreement for 2026-2027

Motion by Terry Emig, second by Miguel Lluberes.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 11.08 Every Student Succeeds Act (ESSA) Letter of Agreement with York County Children and Youth for 2026-2027
Motion to approve Every Student Succeeds Act (ESSA) Letter of Agreement with York County Children and Youth for 2026-2027

Motion by Terry Emig, second by Karen Miller.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 11.09 Business Associate Agreement with York County Children and Youth for 2026-2027
Motion to approve Business Associate Agreement with York County Children and Youth for 2026-2027

Motion by Rob McKinney, second by Miguel Lluberes.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 11.10 Kelly Education Substitute Service Agreement
Motion to approve Kelly Education Substitute Service Agreement

Motion by Rob McKinney, second by Terry Emig.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 11.11 Saxton and Stump 2026-2027 Terms of Engagement
Motion to approve Saxton and Stump 2026-2027 Terms of Engagement.

Motion by Terry Emig, second by Rob McKinney.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 11.12 Settlement Agreement and Release #06162026 between Dover Area School District and parents of a student
Motion to approve Settlement Agreement and Release #06162026 between Dover Area School District and parents of a student

Motion by Rob McKinney, second by Miguel Lluberes.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

12. ACTION

Action: 12.01 Motion to Add Agenda Item - Interim Middle School Principal Assignment and Stipend Agreement
Motion to add agenda item Interim Middle School Principal Assignment and Stipend Agreement.

Motion by Tyler Wagner, second by Rob McKinney.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 12.02 Curriculum Resource Request - High School Personal Finance Textbooks
Motion to approve Curriculum Resource Request - High School Personal Finance Textbooks

Motion by Rob McKinney, second by Miguel Lluberes.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 12.03 High School History Course - Research Capstone Independent Study
Motion to approve High School History Course - Research Capstone Independent Study

Motion by Karen Miller, second by Rob McKinney.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 12.04 Pool Water Heater Proposal
Motion to approve Pool Water Heater Proposal Option #3 McClure Co.

Motion by Terry Emig, second by Tyler Wagner.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 12.05 Insurance Package Renewal for July 1, 2026 through June 30, 2027
Motion to approve the District's Insurance Package Renewal.

Motion by Rob McKinney, second by Craig Kindig.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 12.06 Obsolete Listing - Leib Elementary
Motion to approve Obsolete Listing - Leib Elementary

Motion by Terry Emig, second by Tyler Wagner.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 12.07 Obsolete Listing - CTE
Motion to approve Obsolete Listing - CTE

Motion by Rob McKinney, second by Terry Emig.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

Action: 12.08 Interim Middle School Principal Assignment and Stipend Agreement.
Motion to approve Interim Middle School Principal Assignment and Stipend Agreement.

Motion by Tyler Wagner, second by Rob McKinney.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

13. DISCUSSION ITEMS

13.01 Policies (1st Reading)

- 123 – Interscholastic Athletics
- 236.1 – Threat Assessment
- 317 – Conduct/Disciplinary Procedures
- 317.1 – Educator Misconduct

14. SUPERINTENDENT'S REPORT

Report: 14.01 Superintendent's Report
Report by Assistant Superintendent, Dr. Timothy Mitzel

15. DOVER EAGLE FOUNDATION - Director Hogan

Report: 15.01 Dover Eagle Foundation (DEF) Report

16. YORK ADAMS ACADEMY (YAA) - Director Emig

Report: 16.01 York Adams Academy (YAA) Report

17. YORK COUNTY SCHOOL OF TECHNOLOGY (YCST) - Director Conley

Report: 17.01 York County School of Technology (YCST) Report

18. LIU#12/YORK LEARNING CENTER JOINT AUTHORITY - Director Miller

Report: 18.01 LIU#12/York Learning Center Joint Authority Report

19. LEGISLATIVE LIAISON - Director McKinney

Report: 19.01 Legislative Liaison Report

20. DOVER INDUSTRIAL & COMMERCIAL DEVELOPMENT COMMITTEE (ICDC) - Director Wolverton

Report: 20.01 Dover Industrial & Commercial Development Committee Report

21. PENNSYLVANIA SCHOOL BOARDS ASSOCIATION (PSBA) - Director Lluberes

Report: 21.01 Pennsylvania School Boards Association Report

22. PUBLIC COMMENT

Public Comment: 22.01 Public Comment - The Board uses the public comment period as an opportunity to listen but not debate issues or enter into a question-and-answer session with the speaker. Public comment must be germane to school district business. The Board values civil, respectful statements and clear, concise communications that

help to inform its deliberations.

- None

23. MISCELLANEOUS

Communication: 23.01 Comments/Observations from Board Members

24. ADJOURNMENT

Information: 24.01 Future Meeting Announcements

Action: 24.02 Adjourn Meeting
Motion to adjourn meeting at 9:23 PM.

Motion by Terry Emig, second by Tyler Wagner.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, Tyler Wagner, David Wolverton

DOVER AREA SCHOOL DISTRICT
SPECIAL SCHOOL BOARD MEETING MINUTES
Tuesday, June 30, 2026

Administration Complex
101 Edgeway Road
Dover, PA 17315

Members present
David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, David Wolverton

Members absent
Tyler Wagner

President Conley called the meeting called to order at 6:00 PM

1. OPENING

Procedural: 1.01 Pledge of Allegiance

Procedural: 1.02 Roll Call

2. PUBLIC COMMENT

Public Comment: 2.01 Public Comment

3. ACTION: PERSONNEL

Action: 3.01 Interim Superintendent Appointment and Contract
Motion to appoint Dr. Timothy Mitzel as Interim Superintendent, effective July 21, 2026 per attached contract.

Motion by Terry Emig, second by Rob McKinney.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, David Wolverton

4. PUBLIC COMMENT

Public Comment: 4.01 Public Comment

5. ADJOURNMENT

Action: 5.01 Adjourn Meeting
Motion to adjourn meeting at 6:04.

Motion by Terry Emig, second by Miguel Lluberes.
Final Resolution: Motion Carried
Yes: David Conley, Terry Emig, Allen Hogan, Craig Kindig, Miguel Lluberes, Rob McKinney, Karen Miller, David Wolverton

DOVER AREA SCHOOL DISTRICT
MINUTES - Special Board Meeting for General Purposes

Thursday, July 9, 2026 6:00 PM
Administration Complex, 101 Edgeway Road, Dover, PA 17315

David Conley:	Present
Terry Emig:	Present
Allen Hogan:	Present
Craig Kindig:	Present
Miguel Lluberes:	Present
Rob McKinney:	Present
Tyler Wagner:	Present
David Wolverton:	Present
Karen Miller:	Absent

Also in attendance: Dr. Timothy Mitzel, Assistant Superintendent; Amy Aumen, Assistant Board Secretary

1. **OPENING**
   Board President David Conley Called the meeting to order at 6:03 PM
   1.A. Pledge of Allegiance
   1.B. Roll Call

2. **PUBLIC COMMENT**

   - Mark Mummert, Resident –concerned with people driving through stop sign at the intersection of Fairview Drive where he lives

3. **ACTION**
   3.A. Appointment of McNees Wallace & Nurick LLC for Special Legal Counsel
   Motion to approve appointment of McNees Wallace & Nurick LLC for Special Legal Counsel.
   - Motion by Terry Emig
   - Seconded by David Wolverton
   - Motion Carried

David Conley:	Yes
Terry Emig:	Yes
Allen Hogan:	Yes
Craig Kindig:	Yes
Miguel Lluberes:	Yes
Rob McKinney:	Yes
Karen Miller:	Absent
Tyler Wagner:	Yes
David Wolverton:	Yes

Yes: 8, No: 0, Absent: 1

3.B. DAEA Memorandum of Agreement for Girls Wrestling Program
Motion to approve DAEA Memorandum of Agreement for Girls Wrestling Program.

- Motion by Rob McKinney
- Seconded by Allen Hogan
- Motion Carried

David Conley:	Yes
Terry Emig:	Yes
Allen Hogan:	Yes
Craig Kindig:	Yes
Miguel Lluberes:	Yes
Rob McKinney:	Yes
Karen Miller:	Absent
Tyler Wagner:	Yes
David Wolverton:	Yes

Yes: 8, No: 0, Absent: 1

4. **ADJOURNMENT**

Motion to adjourn meeting at 6:08 PM.

- Motion by Terry Emig
- Seconded by Rob McKinney
- Motion Carried

David Conley:	Yes
Terry Emig:	Yes
Allen Hogan:	Yes
Craig Kindig:	Yes
Miguel Lluberes:	Yes
Rob McKinney:	Yes
Karen Miller:	Absent
Tyler Wagner:	Yes
David Wolverton:	Yes

Yes: 8, No: 0, Absent: 1

_____

Board Secretary

DOVER AREA SCHOOL DISTRICT

2026-2027
ELEMENTARY SCHOOL HANDBOOK
GRADES K - 5

Dover Elementary

Leib Elementary

North Salem Elementary

Weigelstown Elementary

DOVER AREA SCHOOL DISTRICT

Elementary School Parent & Student Handbook

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[Download Calendar Here]

DOVER AREA SCHOOL DISTRICT

2026-2027 School Calendar

August 2026

S	M	T	W	Th	Fr	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Date	Event
10-11	New Teacher Induction
12-14	No School-Teacher Inservice/Clerical
17	First day **Grades K, 6, 9 only**
18	First Day **ALL** students

Student Days = 11

September 2026

S	M	T	W	Th	Fr	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Date	Event
4	No School/Teacher Inservice
7	School Closed/Labor Day
18	3 Hour Early Dismissal

Student Days = 20

October 2026

S	M	T	W	Th	Fr	S
				1	2	3
4	5	6	7	8	9	10
11	*12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Date	Event
9	3 Hour Early Dismissal/ Teacher Inservice
12	School Closed- 1st Snow Makeup day
22	End of Quarter 1

Student Days = 21

November 2026

S	M	T	W	Th	Fr	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Date	Event
3	No School/ Inservice Day- **Election Day**
11	3 Hour Early Dismissal/ Parent-Teacher Conferences
12	No School K-8/ Parent Teacher Conferences **(High School in Session)**
13	No School/Teacher Trade Day
25-30	No School/ Holiday

Student Days = 14 HS= 15

December 2026

S	M	T	W	Th	Fr	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Date	Event
23	No School for Students - Teacher Inservice Day AM/Teacher Trade Day PM
24-31	No School/Holiday

Student Days = 16

January 2027

S	M	T	W	Th	Fr	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Date	Event
1	No School/Holiday
4-15	Keystone Testing window- No SERFs
13	End of Quarter 2
14	No School for **High School Only**; K-8 In session
18	No School/ Holiday

Student Days = 19 HS= 18

February 2027

S	M	T	W	Th	Fr	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	*15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Date	Event
12	No School/Inservice day
15	No School/Holiday: Snow Make-up Day

Student Days = 18

March 2027

S	M	T	W	Th	Fr	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 *	30*	31			

Date	Event
22	End of Quarter 3
25	No School/ Inservice Day
26	No School/Holiday
29	No School/Snow Make-up Day
30	No School/Snow Make-up Day

Student Days = 19

April 2027

S	M	T	W	Th	Fr	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	*16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Date	Event
16	No School/ Snow Make-up Day
26-30	PSSA Testing Window- No SERFs

Student Days = 21

May 2027

S	M	T	W	Th	Fr	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Date	Event
3-7	PSSA Testing Window- No SERFs
17-28	Keystone Testing window- No SERFs
18	Remote learning for **Middle School only**- **Election Day**
27	3 Hour Early Dismissal
28	3 Hour Early Dismissal; Last Day of School; End of Quarter 4
31	Memorial Day; Schools Closed

Student Days = 20

Total Student Days 179

June 2027

S	M	T	W	Th	Fr	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Date	Event
1	Teacher Inservice Day - Clerical

Student Days = 0

- New Teacher Induction - No School for Students
- Inservice Day/Professional Development - No School for Students
- First/Last Student Day
- Professional Clerical Day - No School for Students
- 3 Hour Early Dismissal for Students (Inservice for Staff)
- Schools Cosed-No School for Students or Staff
- K-12 Conferences After Student Dismissal and 5:00-8:30 PM
- No School K-8 for Day and Evening parent conferences; **High School in Session**:
- No School for Students- Teacher Trade Day
- No School for Students- Teacher Inservice AM/ Trade Day PM
- High School ONLY Inservice Day- No school for High School Students. (This day will float to follow the last day of the 1st semester)
- Remote learning for **Middle School Only** - **Election Day**

Board Approved 04/21/2026

PRINCIPALS' MESSAGE

Welcome to the Dover Area School District Elementary Schools! We are here to provide the best possible educational experience for your child.

To accomplish this goal, the home and school need to cooperate fully in working toward the development of each student academically, emotionally, physically, and socially.

This handbook is a means to support a positive home-school relationship and to inform families of some of the procedures, expectations, and responsibilities we share in the program. We sincerely hope this handbook will help us work together toward the goal of effective communication among members of the learning team – teachers, students, parents, and administrators. It is important for us to cooperate in providing a safe and nurturing environment for your child to learn.

Please read the information contained in this handbook carefully and discuss it with your child. If you should ever have any questions or concerns, please don't hesitate to contact us. Best wishes for a successful school year!

Respectfully,

Dover Area School District Elementary School Principals

ELEMENTARY PHONE DIRECTORY

District Main Phone	(717) 292-3671	Switchboard
Dover Elementary	(717) 292-8068	Principal, Dr. Galen Rupp
Leib Elementary	(717) 292-8070	Principal, Mrs. Jody Wickenheiser
North Salem Elementary	(717) 292-8071	Principal, Mr. Christopher Young
Weigelstown Elementary	(717) 292-8072	Principal, Mrs. Rachel Evans

THE SCHOOL DAY

K-5 Elementary (Dover, Leib, North Salem, Weigelstown) Schools	8:40 AM - 3:35 PM
Middle School	7:30 AM - 2:30 PM
High School	7:50 AM - 2:40 PM

DISTRICT POLICY REFERENCES

Many policies and procedures that apply to the Dover Area Elementary Schools are approved by the Dover Area School District and are recognized as district level policies. In an attempt to streamline this handbook, some of the policies are listed below, and the detailed version of those policies will not be duplicated in this handbook. All district policies can be found on the district website at www.doversd.org.

Artificial Intelligence (Board Policy #815.1) **Pending Board Approval

Bullying/Cyberbullying (Board Policy #249)

Care of School Property (Board Policy #224)

Controlled Substances/Paraphernalia Board Policy #227)

Curriculum Review by Parents/Guardians and Students (Board Policy #105.1)

Harassment Affecting Students (Board Policy #103)

Dress and Grooming (Board Policy #221)

Electronic Devices (Board Policy #237)

Field Trips/Special Performances/Activities (Board Policy #121)

Homebound Instruction (Board Policy #117)

Immunizations (Board Policy #203)

Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors (Board Policy #210)

School Wellness (Board Policy #246)

Searches (Board Policy #226)

Student Expression/Dissemination of Materials (Board Policy #220)

Student Fundraising (Board Policy #229)

Student Records (Board Policy #216)

Student Rights and Responsibilities (Board Policy #235)

Students Experiencing Homelessness, Foster Care and Other Educational Instability (Board Policy #251) and (McKinney-Vento Act)

Suspension and Expulsion (Board Policy #233)

Terroristic Threats and Acts (Board Policy #218.2)

Tobacco Use and Vaping Products (Board Policy #222)

Use of Medications (Board Policy #210)

Volunteer Procedure (Board Policy #916)

Weapons (Board Policy #218.1)

GENERAL INFORMATION

Acceptable Use of Computer Technology and the Internet (Board Policy #815)

General Warning: Individual Responsibility of Parents/Guardians and Users - All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils under the age of 13. Every user must take responsibility for his/her use of the computer network and the Internet and stay away from these sites. If a user finds that other users are visiting offensive or harmful sites, s/he should report such use to his/her supervising teacher. For additional information, please refer to policy #815 on the district website.

Admission Requirements for Kindergarten and Grade 1 (Board Policy #201)

The admission of pupils to the kindergarten program is for those children who will be five (5) years old on or before August 31st of the upcoming school term.

The admission of pupils to first grade is limited to those children who will be six (6) years old before September 1st of the upcoming school term.

If a student meets the age requirements for compulsory attendance (six (6) years) and has not completed a formal kindergarten program, the student will be placed in kindergarten and upon successful completion of district academic and behavioral assessments, as determined by the school district, may be placed in first grade.

The registration process for new students takes place in the spring of the year. Registration information will be published in the newspaper, the school newsletter, or obtained by calling the school office. You should direct any questions concerning the entrance requirements to the school principal.

Affirmative Actions Statement

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 in 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 procedures, contact Dr. Troy Wiesting, Title IX Coordinator, twiestling@doversd.org, or 717-292-8066. For information regarding Section 504, contact Mrs. Jamie Snyder, Director of Exceptional Children, jksnyder@doversd.org or 717-292-3671.

Amnesty Procedure

If a child discovers that he/she accidentally brought a prohibited item to school, he/she may give it to the nearest adult as soon as it is discovered. Amnesty may be provided under such circumstances.

Artificial Intelligence (Board Policy #815.1) **Pending Board Approval

The Dover Area School District supports the appropriate use of Artificial Intelligence as defined by pending Board Policy #815.1. Staff and students will follow the policies and guidelines described in the district's Artificial Intelligence Handbook pending adoption.

Attendance (Board Policy #204)

The educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Attendance is an important factor in educational success. The following guidelines must be followed.

1. Valid reasons for absences are the illness of the pupil, a death in the pupil's immediate family, quarantine, and impassable roads. All other reasons for absences may be unlawful. Each school will take the necessary measures to work with parents/guardians. Parents will receive letters from the school indicating all unlawful absences. After three (3) unexcused absences, the principal will contact the parent/guardian. After four (4) unexcused absences, a School Attendance Improvement Plan will be developed. The plan could include accessing academic, social, and health supports from the school and community, an outline

of parent and student responsibilities, and levels of performance monitoring that include rewards and consequences. After six (6) unexcused absences, a citation may be filed with the local magistrate district court.

2. Failure to comply with the Compulsory School Attendance provisions of the school code subsequently may involve a fine imposed by the Courts as well as referral to the county Children and Youth agency.

3. District policy requires a written or electronic excuse for all school absences. Excuse cards may be sent home with the student on the first day of school, and **a signed card noting the reason for absence should be returned on the day a student returns following an absence.** If a doctor's visit was made, please return a doctor's note with the excuse card. **Absences will be marked unlawful and will only be changed upon receipt of a written excuse or electronic excuse received within three days upon the student's return to school. Absences for which cards are not returned within three (3) school days will be considered unlawful**. If a student is absent five (5) or more consecutive days a doctor's note may be requested by the school for the absence to be excused. Parents are encouraged to contact the school secretary if your child is going to be absent from school. Electronic excuses may be completed by going to the district website.

4. If a student's absence pattern appears excessive or questionable, the building administrator may require a doctor's note explaining the absence. As a guide, when a student accumulates ten (10) days of absence, including approved Educational Trips and excluding absences excused with a doctor's note, a letter will be sent to notify the parents/guardians of the requirement of a doctor's note. This requirement means a doctor's note is required for all subsequent absences to be excused. When a doctor's note is required, the student will remain on this requirement for the remainder of the school year.

5. If a K-5 elementary student arrives after the start of the school day (8:55 AM) or leaves before the end of the school day (3:35 PM), the minutes will be recorded. Once a student accumulates a full day of time, the student's accumulated minutes will count as an unexcused absence.

6. Students leaving or returning from doctor/dental appointments and/or certain urgent or emergency situations will be marked as an excused absence with proper documentation.

7. Students are expected to be in attendance the entire day of school. Students participating in extracurricular or co-curricular activities must be in school by 9:05 AM to be eligible for participation in practices, performances, or contests. Permitted exceptions are Doctor's appointments and dental appointments when accompanied by a valid excuse slip, field trips, and Pre-planned Educational Trip Form.

8. When a student's or parent's contact information is changed, please inform the school as soon as the changes are complete and make changes through your Skyward account access. Changes such as an address, phone number, parent's work phone number, and emergency contacts are vital information we need as soon as possible.

9. The School Board permits the release of students during the day only for serious reasons. Reasons include, but are not limited to, family funerals, sudden illness or injury, or medical or dental appointments that cannot be scheduled for after school hours. Release during the school day requires a written request from the parent/guardian. The request must include the date, time, and reason for the release.

10. Please note: If you are anticipating activities or events that would require your child to be absent from school, please contact the office and complete the Pre-planned Educational Trip Form.

11. Please call the school when your child is sick and will be absent from school.

Dentist and Doctor Appointments

Medical and dental appointments should be made at times when school is not in session. If this is not possible, parents are to report to the school office and sign their child out of school. Children will not be excused or released except in the care of parents or another authorized person listed in Skyward. Students should be returned to school following the appointment. Please send a note to your child's teacher the day he/she will be leaving school

for a medical or dental appointment and indicate who will pick up your child. Following the appointment, please ask the medical office to give your child a statement giving the time of the appointment. Parents should return the child to the office following the appointment, along with the appointment verification.

Non School-Sponsored Educational Tours and Trips (Board Policy #204)

The school district recognizes that, from time to time, students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school day. We recommend that you arrange trips when school is not in session.

Upon receipt of a written notice from the parents/guardians involved, students may be excused from school attendance for up to five (5) school days per year to participate in educational tours or trips when such trips are evaluated and approved by the school principal in advance. Student participants are subject to direction and supervision by school-approved adults.

Pre-approval forms are available in each school office and on the District webpage. The parent/guardian shall be responsible for completing and returning a complete pre-approval form before the educational tour or trip.

The determination will be made on each request using the following criteria: prior attendance records, previous requests and frequency of such requests, the weighted educational value of the requested experience, and academic performance.

Applications for educational tours or trips occurring during the first or last ten (10) days of school are strongly discouraged due to the negative academic impacts on the student. Applications for educational tours or trips during pre-established testing or examination periods, including midterms, final exams, PSSAs, and/or Keystone Exams, will not be approved. Absences during such periods will be considered unexcused. As a reminder, when a student accumulates ten (10) days of absence, including approved Educational Trips and excluding absences excused with a doctor's note, a letter will be sent to notify the parents/guardians of the requirement of a doctor's note.

The student will be required to secure and complete all classroom assignments which occur during the period of the educational tour or trip.

Parent/Guardian Attendance Guidelines

Parents/Guardians play an important part in developing a child's attitude toward attending school. The following are some guidelines on attendance.

1. Show that you have a positive attitude toward school attendance.
2. Allow your child plenty of time in the morning to get ready for school.
3. Make every effort to schedule a doctor, dentist, and other appointments before and after school hours.
4. Always send an excuse with the actual reason for the absence.
5. Refuse to view tardiness as acceptable behavior and discourage early checkouts.
6. Plan family vacations in accordance with the school calendar as much as possible.
7. If you know in advance that your child must be absent, notify the teacher and make sure your child understands his/her responsibility for making up missed work.
8. Talk to your child about responsibility and the need to develop good work habits and positive attitudes.
9. Use good judgment. Do not send an ill child to school.

For a student to benefit fully from any educational program, an established pattern of regular attendance is important. Establishing this pattern is essential if our students are to become successful as members of the workforce, in higher educational pursuits, or as fully contributing members of society.

Arriving Late to School / Leaving Early From School

1. 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.

2. A tardy may be classified as excused for reasons supported by the state attendance law which provides that personal illness, health care therapy by a licensed physician, quarantine, family emergency, recovery from an accident, required court attendance, death in the family, and impassable roads constitute legitimate reasons for absence to be excused.

Leaving Early from School (Appointments and Illness)

1. Students will be released from school only with the permission of authorized persons.
2. A student who becomes ill during the school day must report to the nurse to be dismissed. Students making their own arrangements will not be excused and will receive consequences for leaving campus without permission.
3. 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 in to the Attendance Office at least one day in advance of the dismissal. The early dismissal will not be excused unless the student returns with a doctor's note from the appointment.

**Excessive unexcused tardiness and leaving early from school will result in an unlawful absence notice being issued.

Bicycles, Skateboards, Rollerblades, and Scooters

Bicycles, skateboards, rollerblades, and scooters are not to be used or brought onto school property.

Cell Phone Use in Elementary Buildings

The use of cell phones by students is prohibited during school hours. Cell phones must be turned off during school hours and kept in a backpack or locker. With prior administrative approval, telephone prohibition shall not apply in the following cases:

1. A student who has a need for such a device due to a medical condition.
2. Other reasons determined appropriate by the building Principal on an individual case basis.

Checks Returned to the District for Insufficient Funds

Upon receipt of a check returned for insufficient funds, the Business Office will notify the signer via phone and/or certified mail of their responsibility to make restitution. The signer of the returned check will be given five (5) business days from the date of the registered or certified letter to make good the amount of the check plus a $25.00 insufficient fund fee in cash, money order, or a cashier's check to the Business Office. Failure to make restitution to the Business Office in the allotted five (5) business day time period may result in the filing of a private criminal complaint with the District Justice. Persons having more than two checks returned for insufficient funds and those convicted of a bad check offense by the District Justice may no longer be permitted to submit checks for any payments to the District for one full school year.

CAFETERIA - When a NSF check is returned to the District, that deposit will be removed from the child's cafeteria account and any related expenses will be charged against your account.

Code of Conduct (Grades K-5)

The Dover Area School District Board of Directors approved the Code of Conduct for students in Grades K-5.

Classroom Level Infractions

The teacher will evaluate and determine the appropriate disciplinary option(s)

P.R.O.U.D. Violation: as defined by the DASD Elementary PBIS matrix.	PBIS Matrix	Classroom referral, Warning, Possible Loss of privileges (including but not limited to recess, etc.)
	4th offense and beyond	Office Referral for **Repeated P.R.O.U.D. Violation**

Cheating/Plagiarism: Willful intent to copy or look at another individual's work during class time. This may include students asking peers questions during a quiz or test to look for answers. This also includes the inappropriate use of Artificial Intelligence as it relates to district guidelines.	All offenses	Parent contact, Loss of recess, Possible grade reduction
Disruptive Behavior: Any behavior that interferes with the regular operation and flow of the classroom.	1st - 3rd offenses	Parent contact, Verbal warning. Loss of privileges (including but not limited to recess, etc)
	4th offense and beyond	Office Referral for **Insubordination**
Forgery/Fraud: Falsifying signatures or data on official records.	All offenses	Parent contact, Loss of recess/privilege based on the offense, the Administrator and/or teacher will evaluate and determine the appropriate disciplinary options.
Inappropriate Behavior: Activities that are unsafe or unacceptable in a school environment, including misuse of technology, unless violating (Board Policy #815).	1st - 3rd offenses	Classroom referral, Loss of privileges (including but not limited to recess, etc)
	4th offense and beyond	Office Referral for **Insubordination** - Parent contact, Possible referral to School Student Concern Team; Referral to School Student Concern Team (possible behavior plan) Possible ISS/OSS
Inappropriate Language: Any form of language considered to be offensive, obscene, or otherwise deemed inappropriate for the school setting.	1st - 3rd offenses	Classroom referral, Loss of privileges (including but not limited to recess, etc)
	4th offense and beyond	Office Referral for **Repeated Inappropriate Language**
Leaving assigned area without permission/Out of Assigned Area: Walking out of class/assigned area without the permission of the teacher/adult in charge.	1st - 3rd offenses	Verbal warning, Parent contact, Loss of privileges (including but not limited to recess, etc)
	4th offense and beyond	Office Referral - Parent contact, Possible referral to School Student Concern Team; Referral to School Student Concern Team (possible behavior plan) Possible ISS/OSS
Physical Contact: The act of physically touching without the intent of causing harm, such as horseplay, roughhousing, and play fighting.	1st -3rd Offense	Verbal warning, Parent contact, Loss of privileges (including but not limited to recess, etc) Possible removal from classroom. Possible classroom behavior plan
	4th Offense	Office Referral for **Repeated Physical Contact**
Verbal Altercation: A verbal argument that reaches an escalated volume or becomes derogatory in tone.	1st - 3rd offenses	Classroom referral, Parent Contact. Loss of privileges (including but not limited to recess, etc)
	4th offense and beyond	Office Referral - Parent contact, Possible behavior plan, Possible ISS/OSS

Level 1 Infractions

The administrator or designee will evaluate each situation and determine the appropriate disciplinary option(s). The Code of Conduct represents guidelines. The administration will exercise discretion in applying these guidelines based on the severity and/or frequency of the infraction(s), age of the student, and any other extenuating circumstances.

Dress Code Violations: (Board Policy #221)	1st offense	Office referral, Give clothing to cover, Contact parent if necessary to bring clothing
	Repeat offense	Contact parent, Loss of privileges (including but not limited to recess, etc)
Leaving School Property: Leaving the school property without administrative permission	All offenses	Parent notification, Police notification, Possible removal from classroom, ISS or OSS.
Possession of Electronic Devices: Devices that can take photographs, record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the internet. (Board Policy #237)	1st offense	Warning, Parent contact
	2nd offense	Parent contact, confiscation of device
	3rd offense and beyond	Parent contact, Possible confiscation with parent retrieval
Public Display of Affection (PDA): Displaying affection toward one another on school property	1st offense	Parent notification, Counselor referral.
	2nd offense and beyond	Parent notification, Loss of privileges (including but not limited to recess, etc)
Repeated P.R.O.U.D. Violations As defined by the DASD Elementary PBIS matrix.	4th offense and beyond	Office referral, Conference with administrator, Loss of privileges (including but not limited to recess, etc.), Contact parent, possible removal from class, ISS, OSS
Repeated Inappropriate Language: Any form of language considered to be offensive, obscene, or otherwise deemed inappropriate for the school setting.	4th offense and beyond	Parent contact, Parent conference, Possible referral to School Student Concern Team, Possible ISS/OSS
Repeated Physical Contact: The act of physically touching without the intent of causing harm such as horseplay; roughhousing; play fighting.	4th and 5th offense	Conference with administrator. Parent contact, Loss of privileges (including but not limited to recess, etc) Possible removal from classroom. Possible classroom behavior plan
	6th offense and beyond	Conference with administrator. Parent contact, Possible referral to School Student Concern Team; Removal from class. Possible ISS/OSS
Theft: Unlawful taking of property or obtaining property by false pretense	Under $20 value	Parent contact, Return item, loss of recess, possible ISS
	Over $20 value and/or recurring incident	Parent contact, return item, possible 1 day of ISS or OSS, possible SRO involvement
Unsafe Behavior Behaving in a manner that is unsafe for the student, other students, staff, and/or the property of the school district or individual - ie, hitting, kicking, pushing,	1st offense	Office Referral, conference with administrator, parent contact, loss of privilege (including but not limited to recess, etc.), possible

throwing objects, destruction of property, etc.		removal from classroom
	2nd offense	Office Referral, conference with administrator, parent contact, loss of privilege (including but not limited to recess, etc.), possible removal from classroom, possible ISS depending on severity
	3rd offense and beyond	Office Referral, conference with administrator, parent contact, loss of privilege (including but not limited to recess, etc.), removal from classroom, possible ISS depending on severity, Possible classroom behavior plan.

Level 2 Infractions

The administrator or designee will evaluate each situation and determine the appropriate disciplinary option(s). The Code of Conduct represents guidelines. The administration will exercise discretion in applying these guidelines based on the severity and/or frequency of the infraction(s), age of the student, and any other extenuating circumstances.

Acceptable Use Policy Violation (Technology): Any violation of acceptable uses of technology, including, but not limited to, hardware devices, software, Artificial Intelligence, and Internet access in the Dover Area School District as outlined by (Board Policy #815, #815.1 **Pending Board Approval	Any offense	Administrator/Student/Teacher conference. Parent contact. Possible loss of tech privilege (progressive for each violation)
Bus Misconduct: Any violation of bus safety procedures or violation of expectations of appropriate conduct while on the bus or at the bus stop	1st offense	Warning. Parent notified; Loss of privileges (including but not limited to recess, etc)
	2nd offense	Possible 1 days off of bus and notification mailed to parents, Loss of privileges (including but not limited to recess, etc)
	3rd offense	Possible 2-3 days off of bus and notification mailed to parents, Loss of privileges (including but not limited to recess, etc)
	4th offense	Possibly suspended from the bus until an administrative hearing with the administrator and a parent is held
	5th offense and beyond	Superintendent involvement if deemed appropriate with possible permanent bus suspension for the remainder of the school year
Bullying: 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. An aggressive intentional behavior, which is carried out repeatedly over time. It may be physical or verbal. (Board Policy #249)	1st offense	Counseling within the school, Parent contact, Completion of bullying contract, student/administrator conference, Loss of privileges (including but not limited to recess, etc)
	2nd offense	Counseling within the school, Parent conferences, Loss of

		privileges (including but not limited to recess, etc), Possible ISS or OSS
	3rd offense and beyond	Parent conference, 1 or more days of ISS and/or OSS. Possible removal from educational environment (class change, etc.), Possible SRO/police involvement
Cyber Harassment of a Child: Ongoing electronic harassment with the intent to harass, annoy, or alarm. Including any of the following directly to a child or by publication through an electronic social media service: a seriously disparaging statement or opinion about the child's physical characteristics, sexuality, sexual activity or mental/physical health/condition; or threat to inflict harm (Board Policy #249)	1st offense	Parent contact, Verbal warning via student/administrator conference, Possible Police/SRO notification, Possible ISS/OSS
	2nd offense	Parent conferences, loss of privileges, possible ISS/OSS, Police/SRO notification
	3rd offense and beyond	Parent conference, possible ISS/OSS, Police/SRO notification
Defiance of Authority/Insubordination Any intimidating, insulting, or verbally abusive behavior directed toward a member of the school staff. This includes continuous refusal to follow a reasonable directive.	1st offense	Parent conference, Possible referral to School Student Concern Team; possible behavior plan, possible removal from class, ISS or OSS
	2nd offense	Parent conference, removal from class, possible ISS/OSS
	3rd offense and beyond	Parent conference, possible ISS/OSS
Harassment: 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 and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability. (Board Policy #103)	1st offense	Parent contact, Verbal warning via student/administrator conference, Loss of privileges (including but not limited to recess, etc), possible removal from assigned area
	2nd offense	Parent conferences, Loss of privileges (including but not limited to recess, etc), Removal from class/assigned area, possible ISS or OSS
	3rd offense and beyond	Parent conferences, Loss of privileges (including but not limited to recess, etc), Removal from class/assigned area, 1 or more days ISS or OSS, Possible police/SRO notification, possible Superintendent hearing
Harassment/Sexual: Unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature. (Board Policy #103)	1st offense	Administrator/student conference with a verbal warning; Parent contact, Loss of privileges (including but not limited to recess, etc), possible removal from assigned area, possible police notification
	2nd offense	Administrator/student conference, Parent contact, removal from class, possible ISS

		or OSS, Possible police notification
	3rd offense and beyond	Administrator/student conference, Parent contact, ISS or OSS, Possible police notification, possible Superintendent hearing
Look-Alike Weapons: A look-alike weapon is defined as a toy gun, a water gun, a non-working replica of a weapon, a cap gun, popper, war souvenir, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.	1st offense	Parent contact, Possible police contact, Time out in the office. Possible ISS or OSS.
	2nd offense and beyond	Parent contact, Possible police contact, possible ISS or OSS.

Level 3 Infractions

The administrator or designee will evaluate each situation and determine the appropriate disciplinary option(s). The Code of Conduct represents guidelines. The administration will exercise discretion in applying these guidelines based on the severity and/or frequency of the infraction(s), age of the student, and any other extenuating circumstances.

Controlled Substance (Alcohol, mood-altering substance or a look-alike drug)	Parent notified; Police notified, OSS, Superintendent or school board hearing	
Fighting/Mutual 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 Statutes # 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.	First offense	Parent notified; possible 1 day ISS or OSS
	Second offense	Parent notified, possible 1-3 days ISS or OSS, possible referral for evaluation
	Third offense	Parent notified; possible 3-5 days ISS or OSS, possible referral for evaluation
	Fourth offense and beyond	Refer to the superintendent for hearing
Fireworks: A small device that is ignited to display colors, produce noise, and/or smoke.	ISS / OSS, Parents notified, Police contact if necessary, Hearing, if necessary	
Minor Altercation: An incident that involves a single offender who commits a minor violent act against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault.	First offense	Parent notified; removal from assigned area, possible 1 day ISS or OSS
	Second offense	Parent notified, possible 1-3 days ISS or OSS, possible referral for evaluation
	Third offense	Parent notified; possible 3-5 days ISS or OSS, possible referral for evaluation
	Fourth offense	Refer to superintendent for hearing
Obscene and Other Sexual Materials and Performances:	The administrator will evaluate and determine the appropriate disciplinary option(s), OSS/ISS, Parents notified, Police contact if appropriate	

Possession or dissemination of sexually explicit material including drawings, electronic communications, photographs, etc.		
Racial/Ethnic Intimidation Malicious intent towards another's person or property based on race, color, religion, or national origin.	First offense	Administrator/student conference with possible 1 - 3 day(s) ISS; Parent contact
	Second offense	Administrator/student conference, Parent notification, possible 1-3 day OSS
	Third offense and beyond	Administrator/student conference, Parent notification, possible 3-5 day OSS, Possible police notification
Sale/Distribution of Controlled Substance, Mood-Altering Substance (look-alike drugs, alcohol or dangerous drugs or drug-related paraphernalia as defined in the "Dangerous Drugs, Device and Cosmetic Act")	Parent notified, Police notified, OSS, Superintendent or School Board hearing	
Use or Possession or Being Under the influence of a Non-prescribed Controlled Substance (Alcohol, mood-altering substance or a look-alike drug)	Parent notified, Police notified, OSS, Superintendent and/or School Board hearing	
Threat to Student/Staff: Physical, verbal, written, intimidating, or electronic (e.g., internet) statements that unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included. (Note: If a threat is deemed terroristic, there is the potential to go directly to School Board Expulsion. (Board Policy #218.2) Transient threats are statements that do not express a lasting intent to harm someone. They are statements intended as figures of speech or feelings that dissipate quickly when the student thinks about the meaning of what they have said. Transient threats may end in an apology or explanation that clarifies that the threat is over. The student may express regret and retract the anger response when the student has calmed down. Substantive threats are statements that express a continuing threat to harm someone. They indicate a desire to hurt someone beyond the immediate incident or argument of the initial threat. Factors to consider in the determination of a substantive threat: previous bullying history, denial of the threat, detail of the statement, or physical evidence to support the threat.	The administrator and threat assessment team will evaluate and determine the type of threat. The administrator will determine the appropriate disciplinary action based on the threat assessment.	
	Transient	Administrator/student conference, parent contact, removal from class/school, apology to victim, referral to student concern team, repeated offenses may result in more severe consequences (removal from class, ISS, OSS)
	Substantive	Administrator/student conference, parent contact, removal from class/school, apology to victim, referral to student concern team, repeated offenses may result in more severe consequences (removal from class, ISS, OSS) Police contacted, if appropriate. Inform the Superintendent.
Tobacco Usage/Possession: (Board Policy #222) Tobacco products include not only tobacco but also vaping products including Juuls, other electronic	The administrator will evaluate and determine the appropriate disciplinary option(s), such as: Removal from class, ISS, OSS, and/or Citation.	

cigarettes (e-cigarettes), any e-liquids, filled or empty pods, or cartridges (regardless of contents).	Parents notified. Possible parent conference. SRO notified.	
Vandalism: Intentional destruction or defacement of any school property, the property of another student, or staff member.	First offense	Loss of privileges, Parent contact, Corrective action taken by student or parent which may include cleaning or repairing property. Possible financial retribution.
	Second offense	Loss of privilege, Parent contact, Corrective action taken by student or parent, Financial retribution, Possible suspension and/or removal from class.
	Third offense and beyond	Loss of privileges, Parent contact. Corrective action taken by student or parent which may include cleaning or repairing property. Financial retribution, Suspension ISS/OSS
Weapons: 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.	<u>Administrative Actions in Elementary:</u> Parent contact. Inform the Superintendent and report to the police. The building administrator and Superintendent may make a recommendation for a Superintendent's hearing to include the child, parents, administrator, and Superintendent. A one (1) to three (3) day out-of-school day suspensions should be assigned, unless the situation or investigation warrants a more severe discipline.	

<u>Key Terminology</u>

Below is the list of terminology used in the above Code of Conduct.

1. **Acceptable Use Policy**: Major or repeated minor violations of acceptable uses of technology, including, but not limited to, hardware devices, software, and Internet access in the Dover Area School District as outlined by Policy 815
2. **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. Sec. 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.
3. **Assault, Sexual**: Physical contact of a sexual nature where there is no consent.
4. **Attack on Staff/Student**: Any willful and unlawful use of force or violence upon staff or upon a student.
5. **Bullying**: 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. An aggressive intentional behavior, which is carried out repeatedly over time. It may be physical or verbal.
6. **Bus Misconduct:** Any violation of bus safety procedures or violation of expectations of appropriate conduct while on the bus or at the bus stop
7. **Cheating:** Willful intent to copy or look at another individual's work during class time. This may include students asking questions during a quiz or test looking for answers. This does not include general talking during silent situations.
8. **Class cutting/skipping**: Absence from class without permission.
9. **Classroom disruptions/disruptive behavior**: Repeated actions that interfere with the effective operations of the classroom or school.
10. **Cyber Harassment of a Child**: Ongoing electronic harassment with the intent to harass, annoy or alarm. Including any of the following directly to a child or by publication through an electronic social media service: a

seriously disparaging statement or opinion about the child's physical characteristics, sexuality, sexual activity or mental/physical health/condition; or threat to inflict harm

11. **Defiance of Authority/ Insubordination**: Willful refusal or failure to follow a reasonable directive given by staff.
12. **Disrespect**: Any intimidating, insulting, or verbally abusive behavior directed toward a member of the school staff.
13. **Disruptive Behavior:** Any behavior that interferes with the regular operation and flow of the classroom.
14. **Drugs:** 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 non-prescription) 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 a 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.
15. **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.
16. **Electronic Devices**: Cellular phones, walkie talkies, pagers, beepers, compact disk or cassette players, iPod, radios, lasers and laser pens, laptop computers, games PDA's and any other device, electronic in nature.
17. **Fighting (Mutual 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 Statutes # 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.
18. **Fireworks:** A small device that is ignited to display colors, produce noise, and/or smoke.
19. **Forgery/Fraud**: Falsifying signatures or data on official records.
20. **Harassment**: 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 and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability
21. **Harassment, Sexual**: Unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature
22. **Inappropriate Behavior:** Activities that are unsafe or unacceptable in a school environment such as littering; failure to return forms, books, or equipment; minor misuse of technology; public displays of affection; running in the halls; etc.
23. **Inappropriate Language**: Language that can be considered, offensive, obscene, or otherwise deemed inappropriate for the school setting.
24. **Leaving the cafeteria without permission**: Walking out of the cafeteria before the lunch period ends without obtaining permission from the cafeteria monitor.
25. **Leaving school property without permission**: Leaving the school property without administrative permission.
26. **Leaving class without permission**: Walking out of class without the teacher's permission.
27. **Look-Alike Weapons**: A look-alike weapon is defined as a toy gun, a water gun, a non-working replica of a weapon, a cap gun, popper, war souvenir, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.
28. **Minor Altercation:** An incident that involves a single offender who commits a minor violent act against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault.
29. **Noxious Substance:** Noxious, irritating, or poisonous gasses. See "Weapons."

30. **Parking, illegal or inappropriate:** Parking on school property without proper authorization, parking in an unauthorized area on school property, or parking so as to take up more than one parking space at a time.
31. **Obscene and Other Sexual Materials and Performances**: Possession or dissemination of sexually explicit material including drawings, electronic communications, photographs, etc.
32. **Physical Contact**: The act of physically touching without the intent of causing harm such as horseplay; roughhousing; play fighting.
33. **P.R.O.U.D. Violation**: Violation of **P**erseverance, **R**espect, **O**wnership, **U**nity, and/or **D**edication as defined by the DASD Elementary PROUD matrix.
34. **Public Display of Affection (PDA)**: Displaying affection toward one another on school property.
35. **Racial/Ethnic Intimidation**: Malicious intent towards another's person or property based on race, color, religion or national origin.
36. **Racial/Ethnic Slur**: Slurs against any individual for any reason will not be tolerated.
37. **Reckless driving**: Driving on school property in such a manner as to endanger persons or property.
38. **Tardiness**: An unexcused tardy describes a student who is late to class or school without an approved excuse.
39. **Theft**: Unlawful taking of property or obtaining property by false pretense.
40. **Threat on Staff/Student**: Physical, verbal, written, intimidating or electronic statements (e.g., internet) that unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included.
    Transient threats: Statements that do not express a lasting intent to harm someone. They are statements intended as figures of speech or feelings that dissipate quickly when the student thinks about the meaning of what they have said. Transient threats may end in an apology or explanation that clarifies that the threat is over. The student may express regret and retract the anger response when the student has calmed down.
    Substantive threats: Statements that express a continuing threat to harm someone. They are statements that indicate a desire to hurt someone beyond the immediate incident or argument of the initial threat. Factors to consider in the determination of a substantive threat: previous bullying history, denial of the threat, detail of the statement, or physical evidence to support the threat.
41. **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.
42. **Tobacco**: Tobacco products include not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes).
43. **Truancy**: Absence from school without permission. Habitual truancy is absences for more than three (3) school days or their equivalent, without lawful excuse.
44. **Vandalism**: Intentional destruction or defacement of any school property, the property of another student, or staff member.
45. **Verbal Altercation:** A verbal argument that reaches an escalated volume or becomes derogatory in tone.
46. **Violation of Suspension/Trespassing**: Present on a school campus or at a school activity while on suspension.
47. **Vulgarity/Profanity**: Language that is inappropriate, disgusting, or repulsive to the senses.
48. **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.

College and Career Readiness

College and Career Readiness standards outline what students need to learn. College and Career Readiness standards are an opportunity to create a shared focus on instruction that helps all students, including students at risk for poor learning outcomes, to achieve college and career readiness. In today's challenging job environment, it is more critical than ever before that our young people complete their K-12 education with strong academic and technical skills, preparing them for college-level studies and successful careers. We believe this foundation will allow them to succeed personally and also make a valuable contribution to an innovative and competitive global

economy. College and Career Readiness/Career and Technical Education is designed to meet a dual mission -- developing students with College Readiness skills AND a Career Path. Career and Technical Education is no longer an either/or choice, but a “BOTH/AND” opportunity for student success. College and Career Readiness programs are built around high expectations for student learning. These expectations include the development of strong reading, writing, numeracy, problem-solving, and teamwork skills, in addition to the practical and tangible career skills that motivate students and help them develop a career path for future education and work.

Distribution of Materials (Board Policy #913)

The distribution of non-school materials in school is prohibited unless the principal approves. **Non-school materials** shall mean any printed, technological, or written materials prepared by non-school organizations, groups, or individuals for posting or general distribution not prepared as a part of the curricular or approved extracurricular programs of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, non-school organization websites and the like. For instance, sometimes, the principal is asked by families for permission to have students distribute birthday party invitations at school. Consideration for approval will only occur if all students in the classroom receive an invitation; exclusion of some students should not occur.

Dress and Grooming (Board Policy #221)

All students are required to be neatly dressed and well groomed. The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

Students are expected to exercise good judgment in the selection of appropriate clothing throughout the school year. If clothing is deemed inappropriate, the student will be asked to change into acceptable attire. Inappropriate attire includes, but is not limited to, the following:

- Ripped, torn, immodest or outlandish clothing which attracts undue attention; e.g., running shorts, short skirts, short shorts, or a display of undergarments.
- Muscle shirts, spaghetti straps, tops with enlarged arm holes, halter tops, bare midriff tops.
- Clothing advertising alcoholic beverages, drugs or displaying unacceptable language.
- Hats, hoods, or sunglasses unless for medical or religious reasons

The final judgment concerning dress code decisions is reserved for the administration.

Early Dismissal

There may be a time when all students in a building will need to be dismissed early because of an emergency such as a snowstorm or flooding. Please have a plan in place for your child for this type of unexpected situation.

If your child has to leave school early for any reason, please notify the **teacher in writing that day or before**. The teacher will, in turn, notify the office and send the child to the office at the proper time. Parents are to report to the office to pick up their child on these occasions so that we can verify who is taking the child and avoid potential problems.

Emergency Procedure Information

At the beginning of each school year, parents are to complete emergency information in Skyward for each child in their family attending school. **This emergency information must be kept up-to-date.**

Grading of Student Progress (Board Policy #212)

90% - 100%	A
80% - 89%	B
70% - 79%	C
65% - 69%	D
64% or lower	F
N	Not Graded
I	Incomplete
T	Taught not Graded
O	Outstanding - Exceeds expectations

S Satisfactory - Meets expectations
U Unsatisfactory - Does not meet expectations

Home/School Communication

When sending notes to school, please include the following information: Date, child's first and last name, and teacher's name.

Homework (Board Policy #130)

Homework provides reinforcement for the learning students are doing throughout the school day. In addition to completing homework, take time daily to read with your child and discuss their school day. In upper elementary grades, a half-hour should be set aside for studying and reviewing concepts.

Homework suggestions:

- Set a consistent time for students to complete homework.
- Designate a specific location for students to complete homework.
- Gather necessary supplies such as sharpened pencils and erasers.
- Read directions to your child or ask your child to read them to you to ensure directions are clearly understood.
- Check to see if your child is following the directions.
- Offer to review completed work and help your child correct any mistakes. Do not give the answer or do the work for the child.

If you don't understand an assignment your child is completing, contact the teacher or preferably, advise your child to ask their teacher for help.

Lost and Found

If your child is missing an item that may have been left at school, please call the office to inquire about the item or check with your child's teacher.

Multi-Tiered System of Supports (MTSS)

What is a Multi-Tiered System of Supports?

MTSS is a three-tier framework designed to provide high-quality instruction and intervention to address the needs of all learners. Data is collected and analyzed to develop effective academic and behavioral intervention strategies. The interventions are designed, implemented, and monitored by a multidisciplinary team of professionals. MTSS is a process that guides and informs instructional decisions, creating a well-integrated system of instruction/intervention guided by child outcome data.
Our goal is to create an educational system focusing on the success of all learners.

What is the purpose of MTSS?

- To identify at-risk students as early as possible and to provide students with the correct interventions in an effort to help the students become proficient.

- To provide high-quality, research-based instruction and intervention based on individual student needs (advanced and gifted learners, ELL, and students with behavioral concerns).

- To use assessment data to monitor student progress frequently to assess instructional strategies and materials being utilized.

Three Tier Process: Academic System
Tier I: **K – 5 Core Curriculum**
The purpose of the school-wide screening is to identify students who are not making satisfactory progress in general education and who need additional academic support in the areas of reading and math. The universal screening process is an effective, efficient and systematic method of acquiring and maintaining data on the

performance of all students to identify those students who may be in need of instructional intervention in grades K-5.

Based on the screening information, the general education teacher implements differentiated instructional strategies and continues to track progress. After tracking progress for a specific period of time, if a student fails to make satisfactory progress, the concern is communicated at the team meeting. Communication with the team should be based on a review of student performance data. This data should identify the students in need of Tier II intervention.

Tier II: Interventions Complementary to Core Curriculum
The purpose of Tier II interventions is to deliver research-based small group instruction supplemental to the core curriculum in general education. The instruction is delivered at the student's instructional level (flexible grouping). Parents receive written notification of Tier II placement.

Tier III: Intensive Individual Interventions
The purpose of Tier III intervention is to individualize and intensify the nature of the interventions delivered to the student.

What is the Role of the Parent?
Parents are an essential part of the MTSS process. Parents should participate in problem-solving discussions with their child's teacher about the child's specific strengths and areas of need. The school will update parents on the placement in various tier groups and inform the parents of intervention results. When possible, parents should be part of the problem-solving process and make suggestions about strategies and interventions.

What are the Benefits of a Multi-Tiered System of Supports?
Using the MTSS framework, school staff collaborate and problem-solve around defining and analyzing students' needs, developing and implementing a plan, setting progress monitoring schedules, and evaluating the response to the intervention. Everyone – including the classroom teacher, special education teacher, reading specialist, psychologist, school counselor, intervention specialist, principal, and others – all have a shared responsibility for helping each child succeed.

Obligations
All district owned materials must be returned to the district at the end of each school year, or upon withdrawal from the district. These items include, but are not limited to, textbooks, calculators, iPads, charging blocks and cords, library books and student meal debt. Parents will be required to pay the replacement cost of any items not returned at the end of the school year and/or pay off the negative balance due on meal accounts. The district will issue an invoice if payment is not received within two weeks of the close of the school year.

Parent Teacher Conferences
Parents are strongly encouraged to take advantage of the opportunity to discuss their child's progress with teacher(s). Conferences provide an opportunity for the teacher and family to collaborate on a student's progress. All families will be given the opportunity to participate in a scheduled conference at the time indicated on the district approved calendar. Families may request a conference with a teacher/team of teachers at any time during the school year.

Parent Teacher Organization (PTO)
Our school's Parent-Teacher group will meet on a scheduled basis throughout the school year. A program of scheduled events will be available, prepared by the Executive Committee of the organization. Family members and teachers are encouraged to join and support organizations.

Personal Communication Devices
Electronic 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, including school transportation, or while a student is engaged in school-sponsored activities unless expressly authorized in advance by the building Principal or his/her designee.

Electronic devices brought to school shall be restricted to the classroom or instructional-related activities with a professional educator or Principal's permission. Students shall comply with the guidelines set by the classroom teacher or school officials.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with the approval of the building principal or designee, or when use is provided for in a student's IEP, GIEP, 504 Service Agreement, or Protected Handicap Service Agreement.

Pledge of Allegiance

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 beliefs.

Positive Behavioral Intervention and Support (PBIS)

The purpose of PBIS is to create a positive and safe school climate and culture. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within our school is implemented in areas including the classroom and non-classroom settings (such as hallways, restrooms, cafeteria, etc.). Attention is focused on creating and sustaining primary (school-wide), secondary (targeted), and tertiary (individual) systems of support that improve behavioral results for all children. If a student requires more support to manage his/her behavior, an informal Functional Behavior Assessment (FBA) is performed. A specific behavior plan may be developed and data is collected and analyzed. If the student requires more intensive support, he/she may be referred for further evaluation.

In the past, a school-wide discipline focused mainly on reacting to specific student misbehavior by implementing punitive strategies, including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of PBIS is to establish a climate in which appropriate behavior is the norm. We still use consequences for misconduct; however, we are developing other systems.

Components of PBIS

All effective school-wide systems have six major components in common:

1. An agreed upon and common approach to discipline
2. A small number of positively stated expectations for all students and staff
3. Procedures for teaching these school-wide expectations to students
4. A continuum of procedures for encouraging displays and maintenance of these expectations
5. A continuum of procedures for discouraging displays of rule-violating behavior
6. Procedures for monitoring and evaluating the effectiveness of the discipline system on a regular and frequent basis

DOVER P.R.O.U.D.!

Be P.R.O.U.D. Our individual actions represent us all.	
Perseverance	**Persevere through embracing challenges!** * Push through obstacles; Always do our best; seek help; know our resources.
Respect	**Respect all people and all property!** * Value ourselves and others; follow rules and expectations.
Ownership	**Own individual choices!** * Be responsible for our own actions; be involved; demonstrate self-discipline.
Unity	**Be united by supporting others!** * Be tolerant and accepting of differences; deal peacefully with anger, insults, and disagreements; do our share to make our school and community better.
Dedication	**Be dedicated to learning!** * Be reliable; be engaged; commit to goals.

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. Per Dover Area School District Policy 216, photographs are considered directory information and therefore may be utilized unless the parent/guardian deems otherwise. Each year, parents have the opportunity to select that they do not want their student photographed during the Skyward data verification time at the start of the school year or, at any point, by contacting his/her student's school.

Recess

Recess is a time for exercise and socialization. Therefore, all children are expected to go outdoors for play at designated times during the day without school materials, including writing utensils, school technology, books, etc. unless deemed appropriate by the building Principal. Children are permitted to remain indoors if a note is received from the parent or guardian making the request and the reason and deemed appropriate by the building Principal. If a student misses recess for an extended period of time, a doctor's note may be required. At times, students will remain indoors under adult supervision. The decision for indoor or outdoor recess will be made daily by the Principal/designee. Children will remain indoors when the temperature is below 25°F, including wind chill. When the weather is cold and/or snow is on the ground, students should wear the proper clothing and footwear, enabling them to play.

Safe2Say Tip Line

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize 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.

Here's how it works:

- **Submit an anonymous tip report through the Safe2SaySomething system**
- **Crisis center reviews assess and process all submissions**

- **Crisis center sends all submissions to school administration and/or law enforcement for intervention**
- **If needed, the crisis center may contact tipster anonymously through the app**
- **GET THE APP**
- 1-844-SAF2SAY
- SAFE2SAY Something Website

School Arrival Time

Students who walk to school or are transported by cars at the K-5 Elementary buildings **are not to arrive at school prior to 8:40 AM**. This regulation is for the safety of the students. There will be no supervision before this time and no crossing guard protection on Route 74 crossings for students of the Weigelstown and Dover Elementary Schools, nor Oakland Road for students at Leib Elementary.

School Calendar (6-Day Cycle)

Our elementary schools operate on a 6-day cycle. The first student day will be Day A, the first day of the cycle. The second day will be Day B, and the third day will be Day C and on through the sixth day of the cycle. The cycle will then repeat itself beginning with Day A. The days will be identified as Day A, Day B, Day C, Day D, Day E, and Day F. Interruptions due to vacation/holidays scheduled in the school calendar, inclement weather or other emergencies will be accommodated by continuing in the order of the 6 days of the cycle. When school is in session on the secondary level that cycle day will be skipped at the elementary schools and vice versa.

School Closing

Throughout the school year, there are various reasons for schools to be closed for the day, to close early, or to delay opening in the morning. Inclement weather, icy or flooded roads, or breakdowns in the heating equipment are the most common causes of this action. The district superintendent is responsible for the final decision in these matters. This decision is made, and information is posted on our District homepage (www.doversd.org), Facebook page, local TV stations (WGAL News 8, WHP-CBS 21, ABC 27, and FOX 43 NEWS), and communicated directly to families using the **Skyward Communication System.** The system provides an automated telephone message informing families of school closings, delayed openings, and instructional expectations. This system will also communicate other important information from the district and individual school buildings throughout the school year.

Telephone lines must be kept open at these times**.** On occasions, it has been necessary to adjust a decision due to changes in the weather (a delayed opening changed to a school closing). Therefore, please check the District homepage, Facebook page, email, voice calls, and television. ***Please refrain from*** calling the school to ask if the school will be closed.

School Photographs

School pictures will take place in the Fall and the Spring. There will be a choice of picture packages, and information will be sent home with your child before picture day. Payment for the package selected is due to the photographer on the day of pictures if not purchased online.

School Wellness

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

The following are acceptable: Packed lunches and individual student snacks brought from home. Treats that meet the Smart Snacks in Schools nutritional guidelines may be purchased from the district's Food Service (School Nutrition Services) Program.

For additional information, please refer to the District Nutrition Services Site.

Searches

Dover Area School District follows Policy #226 involving any searches of students and their belongings.
A failure of the students or parents to cooperate will be considered an assumption that the student has the item(s) in his/her possession.

Student Illness

Please be sure your child is physically fit when you send him or her to school. If a child becomes ill at school, we will notify the contact person(s) listed in Skyward. If a child receives an injury at school that does not require that he or she be sent home, first-aid will be administered following procedures set up by the school physicians.

If your child has an illness or injury that may require medical attention, **please consult your family physician.** The health rooms are not set up for the diagnosis and treatment of these types of problems.

Parents are urged to notify the school regarding any allergies or reactions (i.e. bee stings) their child might possess. This information will be recorded on their health record.

It is suggested that any child absent for five (5) or more consecutive days, have a doctor's note to cover his/her time out of school. If your child is absent for several days, you are encouraged to call the school for any assignments that the child is physically able to do at home. Please allow ample time for the teacher to gather the student's assignments. Work may be picked up in the school office at a predetermined time arranged with the teacher/office staff.

When a child returns to school, it is assumed that he or she is ready to participate in the total school program. Requests for exceptions to this because of some physical problems should be substantiated by a written report from a doctor.

Title 1: Teacher/Paraprofessional Qualifications

As a parent of a student in the Dover Area School District, under the No Child Left Behind Act of 2001, you have the right to know the professional qualifications of the teachers who instruct your child. If you would like to receive any of this information, submit your request in writing to the District Administration Office.

Toys/Valuables

Parents are asked to refrain from allowing children to bring toys to school and on the bus. Examples include but are not limited to electronic devices, sports equipment, and trading cards. These items may not be brought to school unless permission has been granted by the building Principal. This is requested in the students' best interest to avoid accidental damage, loss or theft, or classroom distractions. Students should not bring valuable items, expensive articles, or large sums of money to school. The exchange of goods or the exchange of goods for money is not permitted. The school is not responsible for any of these items.

Traffic Flow

Dover Elementary School

Car riders will enter the car rider entrance along Edgeway Road and circle the parking lot counter-clockwise. A loop has been constructed to facilitate our car rider drop off in the morning, and our car rider pick-up at the end of the school day. We will have staff at these positions to help our students get into a routine at the start of the school year.

Students that live in the Delwood neighborhood will be permitted to walk to and from Dover Elementary School. We will have a staff member meet them at the Delwood Door every morning at 8:40 AM. We will also have staff members escort our students to the back entrance of the Delwood neighborhood at 3:35 PM.

Bus riders will be dropped off in the bus loading zone constructed in front of the building. We will have two dropoff locations. Once again, we will have staff members supervising arrival and dismissal daily.

Leib Elementary School

When dropping off/picking up students, use the parking lot in front of the Grades K & 1 Unit. Parents and/or caregivers should apply for a car rider permit to place on their rearview mirror. This makes our car rider line move more efficiently and protects the safety of our students. Car rider permits can be requested at the front office.

Enter the lane closest to Emig Mill Road, remain in a single file line, and make a quick right onto the macadam driveway. Follow the driveway to the rear of the building. Remain in line until the vehicles in front of you begin to pull forward or you are directed to pull forward by a staff member. Vehicles should not be passing each other. Once you advance toward the rear of the building, a marker will indicate the loading and unloading zone for students. Please do not exit your vehicles to assist your child(ren). For the safety of your child(ren), please have them exit the car using the door closest to the building. Staff members will be present to assist.. Once your child has left the car, continue to drive around the front of the building and exit the Leib property. Please drive slowly as school buses will be loading and unloading students. Be patient as you will be directed to stop as needed to ensure buses can exit school property. The main driveway is reserved for bus drop off/dismissal.

Students may begin to enter the building at 8:40 AM. For morning drop off, please do not arrive at the property before 8:30 AM as the fence gate will not be unlocked until 8:30 AM. All gates will be locked by 9:00 AM to allow students and staff to enjoy our playground and fenced areas safely. If you are bringing your child to school after 9:00 AM., you will need to park in the front or side parking lot, escort your child to the front entrance using the sidewalks, and sign your child in at the office.

Car pick up students will be dismissed at the end of the day at 3:35 PM. Pick up vehicles are not permitted to be on school property before 2:45 PM. The fence gate will not be unlocked until 3:15 PM.

North Salem Elementary School

Individuals driving students to and from school should enter the front-drive and bear right to the designated car rider line. Follow the marked signs for car rider drop off and pick-up. Parents and/or caregivers should apply for a car rider permit to place on their rearview mirror. This makes our car rider line move more efficiently and protects the safety of our students. Car rider permits can be requested at the front office.

The semi-circular driveways in front of the school are for buses and school vans only. Parents should not park in the parking lot located in front of the school or the designated fire lane area in front of the building. Parents and visitors should use the side parking lots at all times. Please properly yield to traffic when leaving the parking lot. Drivers must **maintain a speed of 5 MPH** when driving around the school.

For the safety of our students, the car rider line will be closed during the school day from 9:15 AM – 3:15 PM. If you are bringing your child to school after 9:00 AM., you will need to park in the side parking lot, escort your child to the front entrance using the sidewalks, and sign your child in at the office. The car rider line will open around 3:00 PM at the end of each student day.

Weigelstown Elementary School

The side parking lot entrance across from Fox Meadow Dr. will be closed during student drop-off and pick-up. Vehicles will access the car rider line by entering the school property via the main entrance on Fox Run Road. When entering the school property, stay to the right. You will then turn right into the side parking lot. The traffic pattern will follow the perimeter of the parking lot. Once your vehicle is next to the sidewalk, please have your child exit through the **passenger side door.** When students are safely on the sidewalk (on the far side of the yellow line), vehicles in the car rider line can move forward. You will turn left out of the car rider lot and then exit the school grounds via the main exit on Fox Run Road. We respect that everyone has time schedules to keep and do all we can to keep the process efficient, but our ultimate goal is safety; please be patient. There will be a crossing guard to help with traffic flow. Car rider permits can be requested at the front office or on the Weigelstown home page. Additional arrival/dismissal information is available on the Weigelstown home page.

Visitors

The U.S. Department of Education Guidelines for School Security recommends limiting school access points and implementing a visitor control system. ***When arriving at the school, please park in a designated parking space and not in front of the building. Do not leave the car running or any child unattended.*** For safety purposes, all

entrances are secured and monitored. Parents and guests will need to get approval from the office to enter the building. An intercom system has been placed in the lobby to facilitate conversations between our parents/guests and the office.

When arriving at the school, please park in a designated parking space and not in front of the building or in a fire lane. Northern York County Regional Police and/or the Dover Township Fire Marshall WILL ticket you. All visitors must report directly to the front office and check in to the visitor system. All visitors MUST present valid identification, which will be scanned into the visitor system.

If you wish to visit your child's classroom, please contact the teacher to schedule the visit.

FOR OUR CHILDREN'S SAFETY, we thank you for your cooperation and patience. Although our system may require you to wait in the lobby for a brief time, we will do our best to see that someone can respond to your arrival as soon as possible. **Please do not allow individuals to enter behind you.** The school must inquire as to the purpose of their visit. Remember, this is for **OUR CHILDREN'S SAFETY**, and your patience will be greatly appreciated. We ask that parents who bring books, gym shoes, lunch money, etc., to the school for their children, to leave the items in the school office or place in the designated area. School staff will deliver the items to your child's classroom. Adults picking up students **are required** to show photo identification.

Withdrawals from School

When a child is withdrawing from school, notify the school office. Parents may review their child's records prior to the records being mailed to the new school. The Dover Area School District will forward original academic records along with your child's complete health file. After the child is enrolled in the new school, we may be notified and student records will be mailed to the new school.

HEALTH SERVICES

Communicable Disease Regulations (Board Policy #203)

These regulations are for the health, welfare and protection of all students. They have been approved by the school physicians and the school board.

1. **Rubeola** (Measles) - Four days from the onset of rash.
2. **Mumps** - Nine days from the onset or until the 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** (Pinkeye) - May return on the 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 a family physician/healthcare provider within 48 hours for treatment and provide the school nurse with written documentation of the treatment protocol of family physician/healthcare provider, and/or school physician. Failure to comply will result in exclusion from school until seen by a family physician/healthcare provider.
9. **Impetigo** - May return on the written recommendation of a family physician, and/or school physician.
10. **Scabies** - May return after initiation of medical treatment. May return on the written recommendation of a 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.

Growth Screening

All students will have their height and weight measured each year. Their body mass index (BMI) will be calculated and charted on an age-appropriate chart. Parents will be notified of their child's height, weight, and BMI percentile by letter mailed home as per state mandate.

Health Examinations

The School Health Law of Pennsylvania requires medical examinations upon original entry into school (kindergarten or first grade) and in grades 6 and 11. Dental examinations are required upon original entry into school and in grades 3 and 7. If your child is in any of these grades, a medical or dental report form was sent home with them at the end of the preceding school year. These examinations may be given by your family physician and dentist or the school physician and dentist.

If your family physician or dentist will be examining your child, the completed report form is to be returned to the school nurse **within the first week of school in the fall.** The school physician and dentist will be scheduled to examine students that have not returned completed forms. Exams may be completed up to 1 year prior to the required grade.

Hearing Screening

All students in grades Kindergarten through Third are given a hearing test during the school year. Parents will be notified if testing indicates any hearing problems are suspected.

Medication Distribution for School Delays/Early Dismissals

Below is an explanation of how medication distribution is handled when bad weather or emergencies occur and a school delay or early school dismissal is necessary:

School Delays:

a. Two-hour delay - the school day starts at 11:00 AM. Lunch will be served at the normal time. We are requesting a **written note or telephone call from parents** regarding the time the morning medication was given.

Early School Dismissals:

a. If lunch **is** being served to the students **prior** to leaving school, medication **will be** given.
b. If **no lunch** is served, **NO medication** will be given.

If we do not receive verification from home as to when the morning dose was given, it is in the child's best interest not to risk over medication; therefore, the lunch dose will be held. If you have any questions, feel free to contact the School Nurse in your child's building. Your assistance in this matter is greatly appreciated.

Vision Screening

All students will be administered a vision screening test during the school year. Parents will be notified if the testing indicates a problem.

STUDENT SERVICES

Exceptional Children

Special Education 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 Services

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.

Chapter 15/Section 504 Agreements

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 school counselor.

Food Service (School Nutrition Services)

Food Services (Board Policy #808)

The Food Service (School Nutrition) department provides several breakfast and lunch options daily. Milk, 100% juice and 8 oz bottled water is also available to purchase for students who pack their lunch or want an additional beverage.

Every student is assigned an individual account number. Students enter the numbers in the point of sale system when they purchase their meal. Payments may be made to their accounts by cash or check (made payable to

DASD food services). Payments made by cash or check are processed in each school daily. You also have the option of paying by credit card by logging into your online account. Please create a School*Cafe* account by visiting the district's School Nutrition page on the district website and click the School*Cafe* button. Please note that the district no longer uses Skyward to access school meal accounts or payments.

The district permits students to incur charges for school meals. The student's parents will be responsible for the account balances accumulated at the end of the school year. Parents will however be notified as debt occurs using the district alert system, phone calls, emails and letters on a regular basis to collect any negative balance that is due to the Food Service (School Nutrition) Department. Meals will not be refused unless written notification is received from the parent.

Monthly menus will be posted on our district website and available in each school office for anyone without internet access. If you have any questions or concerns, please do not hesitate to contact the Food Service (School Nutrition Services) Office (717) 292-3671 x80204

Free or Reduced Price School Meals

All families are encouraged to apply for Free or Reduced Price Meals. Benefits of an approved application include discounted sports and activity fees, discounted standardized testing fees, additional funding for internet access and wireless service, discounted fees for college applications, increased school district funding and reduced prices for school meals. Applications are available on our web-site under School Nutrition Services or by request at the district office. If you feel you qualify, an application listing all children in your family attending Dover schools should be completed and returned to the school each year. Parents may fill out free/reduced applications online after July 1st of each year for the application to be current in the new school year. Questions regarding eligibility may be answered by contacting the Director of Food Services (School Nutrition Director) at 717- 292-3671, ext. 80204.

Homelessness

The Basic Education Circular: Education for Homeless Youth 42 U.S.C. 11431 dated 2016 along with Dover Area School District's Homeless Policy and the McKinney-Vento Assistance Act explains the categories of children who are "homeless" and entitled to protections by the federal law. Homeless children and youth mean individuals who lack a fixed, regular, and adequate night-time residence and include:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Living in motels, hotels, trailer parks, or camping grounds due to having no alternative adequate accommodations
- Living in emergency or transitional shelters are abandoned in hospitals.
- Individuals and/or families living with relatives or friends due to loss of housing.
- Primary nighttime residence that is a public or private place not designed for or ordinarily used for regular sleeping accommodations for human beings such as living in a vehicle, park, public space, or an abandoned building.
- Living in substandard housing
- Migratory children who qualify as homeless
- "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian" (42 U.S.C. 1143a (6)). This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any reason.

Dover Area School District is committed to facilitating immediate enrollment; eliminating barriers to attendance, education, and graduation; and providing additional support in compliance with federal and state laws. Protections afforded to students experiencing homelessness include, but are not limited to, timely and accurate identification, waiver of registration requirements for immediate enrollment, a right to attend school of origin, transportation arrangements, active engagement in the school placement process, access to expedited physical and mental health referrals, access to free meals and other comparable services, waiver of school-related fees, and assistance in meeting graduation requirements.

Student-centered factors related to the impact of achievement, health and safety, school of origin attendance, and proximity, as well as other factors listed in the Best Interest Determination (BID) form, will be considered in school placement decisions. If dispute arises over eligibility, enrollment, or school selection, persons of parental consent or unaccompanied youth have the right to appeal through our dispute resolution policy and/or by filing a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

For more information and resources, please look on the district website (https://www.doversd.org/departments/homelessmckinney-vento/) found under Departments and by selecting Homeless/McKinney Vento or contact Marsha Hake, District Homeless Liaison by calling: 717-292-3671 ext. 80113 or email: mhake@doversd.org

Language Instruction Educational Program (LIEP)

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.

School Counseling & Support Services

A **school counselor** is available to assist children with personal/social, academic, and career development issues. Counseling services are carried out in several ways including small group counseling, classroom guidance lessons, brief individual counseling sessions, school-wide programs, and consultation with parents and school staff. Elementary counseling services are available to all students, not just to those in crisis. Please keep in mind that an Elementary School Counselor is not a therapist and will refer children to outside counseling services if needed.

The district is committed to providing a continuum of support for the students we serve. To accomplish this, our school counselors partner with the district social work staff and community partners.

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 driving social emotional education, providing clinical consultation and counseling services, and resource coordination. School social workers are licensed professionals that adhere to the code of ethics regarding confidentiality and the delivery of professional services.

For students in need of longer-term therapeutic support, the district has partnered with Pennsylvania Comprehensive Behavioral Health (PCBH) to provide **school-based outpatient therapy**. This is traditional outpatient therapy; however, it is located within each school building to assure ease of access for Dover families. For students in need of treatment for substance use needs, the district has a thoroughly trained **Student Assistance Team** which partners with True North Wellness.

Family-Child Resources, Children's Aide Society, & Children's Home of York are community-based organizations that partner with the district to provide small-group psychoeducation sessions for our students. These groups utilize planned activities to enhance self-esteem, develop coping skills, and stimulate decision-making abilities and social skills. **Groups** are typically delivered in 8-10 weekly sessions and are available for the following topic areas: Identifying and Expressing Feelings, Establishing Friendships, Separations and Losses, Understanding and Preventing Substance Use, Body Safety, Internet Safety, and Coping Techniques. If you are interested in your child participating, please let your school counselor know. If your child is identified as a student who could benefit, the school counselor will notify you to seek parent permission.

The district also recognizes that approximately 45% of our students qualify for free and reduced breakfast/lunch. Our students will struggle to meet their academic potential if they are facing food insecurity, and as such, we have initiated a **Weekend Food Program.** This program is in conjunction with New Hope Ministries and provides all participating students with breakfast, lunch, and snack food for the weekends when they do not have access to meals through school. If you have any interest in participating, please know there are NO income requirements. Please notify your school counselor if interested.

Speech Therapy

Students in grades Kindergarten through First receive a general screening for developmentally appropriate speech and language skills. Screening is also provided in other grades as a recheck of children's developing skills, for children who are new to the district, or for those referred by teachers or parents. Parents will be notified only if a referral to the Instructional Intervention Team is recommended.

This Team may make a recommendation for a comprehensive evaluation based on the student's current communication skills. In order for this evaluation to occur, written parental consent must be obtained. If a student is in need of speech/language services, the speech pathologist and parents will develop an individual education plan (IEP) outlining the goals and objectives to be accomplished.

Transportation (Board Policy #810)

Expectations for Bus Stop Conduct

Students are expected to use appropriate behavior while at the bus stop.

1. Be respectful of other people's property.
2. Stand at an appropriate distance from roadways.
3. Keep your hands and feet to yourself.
4. Keep noise to a conversational level.
5. Be mindful of stranger danger.
6. Do not litter on or damage property at the bus stop.

Safety is of the utmost importance, and parents should speak with their children about bus stop behavior. Misconduct at the bus stop will be treated the same as misconduct on the school bus or at school. Students should arrive at their bus stop approximately 10 minutes prior to the scheduled bus arrival.

Expectations for School Bus Students

Be at the bus stop 10 minutes early.

1. Always cross in front of the bus.
2. Stay 10 feet away from the road.
3. Be courteous, no profanity.
4. Do not eat or drink on the bus (no chewing gum).
5. Keep the bus clean.
6. Cooperative with the driver.
7. Do not be destructive.
8. Stay seated in your assigned seat.
9. Keep head, hands, and feet inside the bus.
10. Keep all items in your backpack.
11. Toys are not permitted on the bus.
12. Do not open windows without the driver's permission.
13. Keep the aisle clear at all times.
14. Electronic equipment and games are permitted on the bus. Misuse of electronic equipment and games may result in disciplinary action.
15. Always look at the driver's hand signal when loading and unloading.
16. No large items, and/or musical instruments bigger than a trombone are permitted on the bus.
17. Observe the same conduct on the bus as in the classroom.

No pupil shall be permitted to board or leave the bus except at his assigned stop without written permission of the Principal or Transportation Office. New students or those moving within the District will be issued a "Student Busing Assignment" boarding pass.

Bus Discipline

The school bus driver shall be responsible for the discipline of students while they are being transported to and from school. A student may be suspended from bus transportation by the Principal for disciplinary reasons, in which case the parents/guardians are responsible for the student's transportation.

A driver check system will be the first course of disciplinary action.

1st Incident	Driver will verbally warn students.
2nd Incident	Conference with the driver on the bus after other students exit.
3rd Incident	At this point, the first Misconduct Report will be filed and discipline referred to the building principal and/or designee.

Building Principal/Interventionist Discipline:
The Building Principal/Interventionist will evaluate and determine the appropriate disciplinary option(s). Consequences may include, but not limited to, counseling within the school, conference with the Principal, parental notification and/or conference, loss of privilege, loss of recess, lunch in office, and bus suspension. If severe misconduct occurs, the pupil shall be referred to the Principal immediately. Fighting, smoking or lighting matches/lighters will result in immediate suspension from the bus. Audio/Video cameras are installed on all buses to promote safety. These recording devices will be used as a "tool" in preventing disciplinary problems from occurring. The cameras will also provide a check and balance system for student behavior.

You may contact the Transportation Office with any questions.

Phone: (717) 292-3671, ext. 80222
Email: kkohler@doversd.org

DOVER AREA SCHOOL DISTRICT

Dover Area School District Board of School Directors

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Dr. Timothy Mitzel, Assistant Superintendent

Mrs. Miranda Weaver, Chief Financial and Operations Officer

Ms. Kelly Renard, Director of School Nutrition Services

Mrs. Jamie Snyder, Director of Exceptional Children

Mr. Thomas Fluke, Director of Facilities

Mrs. Shannon Brodbeck, Director of Human Resources

Mr. Dustin Boyd, Director of Information Technology

Mrs. Kimberly Kohler, Transportation Coordinator

DOVER AREA SCHOOL DISTRICT

2026-2027
MIDDLE SCHOOL HANDBOOK
GRADES 6-8

46 West Canal Street
Dover, PA 17315
(717) 292-8067 Ext. 20111

Mrs. Tuesday Hufnagel, Principal
Mr. Antonio Riggins, Assistant Principal
Mrs. Ashten Gentzler, Assistant Principal

Dover Area Middle School Mission Statement

Create an environment & culture
of school pride & academic excellence.

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 in 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 procedures, contact Dr. Troy Weistling, Title IX Coordinator, twiestling@doversd.org, or 717-292-8066. For information regarding Section 504, contact Mrs. Jamie Snyder, Director of Exceptional Children, jksnyderdoversd.org, or 717-292-3671.

2026-2027 Bell Schedule

Regular Schedule
Dover Area Middle School 2026-2027

6th Grade		7th Grade		8th Grade	
HR/Flex 7:30-8:22	HR/Flex	**HR/Flex** 7:30-8:22	HR/Flex	**HR/Flex** 7:30-8:22	HR/Flex
1st 8:25-9:17	**Special 6**	**1st** 8:25-9:17	Core	**1st** 8:25-9:17	Core
2nd 9:20-10:12	Core	**2nd** 9:20-10:12	Core	**2nd** 9:20-10:12	**Special 8**
3rd 10:15-11:07	Core	**3rd** 10:15-11:07	**Special 7**	**3rd** 10:15-10:45	Lunch
4th 11:10-12:02	Core	**4th** 11:10-11:40	Lunch	**4th** 10:48-11:40	Core
5th 12:05-12:35	Lunch	**5th** 11:43-12:35	**Special 7**	**5th** 11:43-12:35	Core
6th 12:38-1:30	**Special 6**	**6th** 12:38-1:30	Core	**6th** 12:38-1:30	Core
7th 1:33-2:25	Core	**7th** 1:33-2:25	Core	**7th** 1:33-2:25	**Special 8**

THE SCHOOL DAY

The school day for students is from the time you leave home in the morning until you arrive back home in the evening.

- During school day time, ALL students are responsible for obeying the established school district policies and procedures. Once a student arrives on school property they must remain on school property unless granted permission. Students leaving early must be picked up in the main office by a parent or guardian listed on the bio sheets. *Visitors must have your ID for identification purposes.*
- Office phones are only for use in emergency situations.
- Walkers and car riders are encouraged to arrive at 7:15 AM. Before this time, there are no teachers or supervising staff to properly oversee the students. Bus riders usually arrive between 7:15 and 7:25 AM. Students are not permitted in the building before 7:15 AM.
- As students enter the building at 7:15 AM, they may receive breakfast and report to their homeroom by 7:30 AM. Students reporting late to homeroom must supply a late pass. Students without a pass may be subject to disciplinary action.
- Middle school students are not permitted to drive to school.
- The school will operate on Eastern Standard Time or Daylight Savings Time as required by law.

AMNESTY PROCEDURE

If a student discovers they have accidentally brought a prohibited item to school, they need to bring the item to the nearest adult immediately. Amnesty may be provided under such a circumstance.

PLEDGE OF ALLEGIANCE

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 based on religious conviction or personal belief.

PUBLIC RELATIONS RELEASE OF RECORDS

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 written documentation from you indicating that your child may not appear in these publications. Thank you for your attention to this matter.

VISITORS

All visitors will be given access to the building through the main entrance security system. Upon entering the office, please have your driver's license available to enter into the security system.

PASSES

In order for students to be in the halls at times other than the scheduled changing of classes, the students must have a SMART Pass completed. Any student without a pass may be considered to be cutting class and may be subject to disciplinary action. If a student needs to leave assigned class for any reason, teachers will be contacted by the main office and a pass will be issued.

LOCKER PROCEDURES

Lockers may be issued at the request of a student or a parent or at administrative directive. Students may use their lockers during the designated times below, unless given permission from a teacher. A pass to their locker is required.

TIMES:

- Before homeroom
- At the end of the day

- Students are not permitted to share, enter, damage, destroy, steal from, vandalize, or prank another student's locker.
- All lockers are supplied with a combination lock or key. Students are responsible for the lock they are issued. If the lock is broken or does not work properly, a new lock may be issued. If a student loses their lock, they will be issued another lock and required to pay for the lost lock or return the lock if found.
- All students must agree to the terms of the locker contract provided by building administration.
- Lockers are to be locked and as clean as possible. Periodically, cleaning out of lockers will occur.
- Students are responsible for cleaning out lockers at the end of the school year.

SEARCHES

All lockers and storage areas are the property of the school district. No student may use a locker as a storage space for substances or objects that are prohibited by law. Board policy or district rules dictate what is considered 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 administrator 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 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. A failure of the student or parents to cooperate will be considered an assumption that the student has the item(s) in their possession and will be subjected to disciplinary action(s) accordingly. Details regarding searches can be found in Policy 226 of the School Board Policy which is located in the main office or posted on the website.

CAFETERIA RULES & PAYMENT PROCEDURES

- Breakfast is offered each morning to students at a cost that is announced at the start of the school year.
- Regular lunch, as listed on the school menu, is available daily. The cost for lunch and milk is determined on a yearly basis. Snacks will be offered at an additional cost from the regular lunch menu.
- Seating assignments in the cafeteria are determined by building administration. ALL students are required to dispose of their garbage at the end of lunch. ANY student who makes a mess will be asked to clean up the mess and if they refuse could be subject to disciplinary action. Common courtesy is all that is expected.
- Lunch periods are 30 minutes in length, which may include a 10-minute recess/activity break. No student will be denied lunch or time to eat it.
- Students have the option to buy lunch in the cafeteria or bring 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 will remain in the cafeteria during their lunch period unless utilizing the restroom in the cafeteria lobby or providing a SMARTPASS to another location issued by a staff member.
- Students are not permitted to roam about in the cafeteria or table hop.
- School rules must be followed in the cafeteria setting.
- Electronic payments may be made via the online system on the district website: https://doverarea.revtrak.net/
- Cafeteria payments: Checks should be written to the Dover Area School District Cafeteria Fund
- CHECKS RETURNED TO THE DISTRICT FOR INSUFFICIENT FUNDS - Upon receipt of a check returned for insufficient funds, the Business Office will notify the signer via phone and/or certified mail of their responsibility to make restitution. The signer of the returned check will be given five (5) business days from the date of the registered or certified letter to make good the amount of the check plus a $25.00 insufficient fund fee in cash, money order, or a cashier's check to the Business Office. Failure to make restitution to the Business Office in the allotted five (5) business day time period may result in the filing of a private criminal complaint with the District Justice. Persons having more than two checks returned for insufficient funds and those convicted of a bad check offense by the District Justice may no longer be permitted to submit checks for any payments to the District for one full school year. CAFETERIA NSF CHECKS - When an NSF check is returned to the District, that deposit will be removed from the child's cafeteria account and any related expenses will be charged against your account.

ATTENDANCE PROCEDURES

- Parents are requested to contact the attendance secretary (292-8067 ext. 20112) to report anticipated absences. If possible, such calls should be made between 7:00 A.M. and 8:30 A.M. A phone call is also appreciated when a child will be late for school. Note: A phone call does not take the place of an excuse card upon the student's return. Parents may also submit an electronic excuse card, located on the middle school website under Attendance, in place of the phone call and paper card. If a student is absent for an extended period of time (2 days or more), contact the school so assignments can be put together for your child. These assignments can be picked up at school.

- Key times of day for attendance at the Middle School:

Tardy- arrival between 7:31-8:31 AM

½ Day Absence- arrivals/releases between 8:32 AM-1:29 PM

Leaving Early - release between 1:30-2:30 PM

- TARDY- Students not in the school by 7:30 AM will be considered tardy and must report to the main office. Written excuse is needed if a student reports to school late.
    1. 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.
    2. Every time a student is unexcused tardy (late), late minutes will be tallied and when the total number of minutes reach 180 minutes the student will be marked as a half-day Unexcused/Unlawful.
    3. 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 impossible roads constitute legitimate reasons or absence to be excused.
- HALF DAY/FULL DAY ABSENCES- 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.
- Leaving Early from School (Appointments and Illness)
    1. Students will be released from school only with the permission of authorized persons.
    2. A student who becomes ill during the school day must report to the nurse to be dismissed. Students making their own arrangements will not be excused and will receive consequences for leaving campus without permission.
    3. 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 not be excused unless the student returns with a doctor's note from the appointment.
- CHANGE OF STATUS - When a student's status is changed, i.e. address, phone number, parent work numbers, etc., please inform the school as soon as the changes are complete.
- EXCUSE CARDS FOR ABSENCES - All students are given three (3) school days to provide a written/online excuse signed by a parent/guardian to the school before the absence is considered Unlawful. Paper excuse cards are available in the main office or can be submitted online by going to the Dover Area Middle School Website and clicking on ATTENDANCE in the far left column. Excuse cards are subject to review by the Assistant Principal to determine if the reason for absence is in line with district guidelines. Examples of acceptable excuses are: death in family, personal illness, required court attendance, educational trips. Paper excuse cards should be submitted to the homeroom teacher daily.
- 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. *After ten total days of excused absences, 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.
- UNLAWFUL/UNEXCUSED ABSENCE (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.

- PERMITS TO LEAVE SCHOOL - Students must submit a request signed by parent/guardian to leave school before the end of the day. The request must state the day, time and reason for the dismissal. Students returning to school from appointments must report to the office with written documentation from the appointment. Students must be signed out from the main office and picked up from the office by parent/guardian. The student must sign in upon return with written documentation. Examples of reasons to leave early: dentist/doctor appointments that could not be scheduled outside of school hours, family emergencies, serious illness or injury.
- RELIGIOUS INSTRUCTION - Upon written request by parents/guardians, students may be released from school to participate in religious instruction acknowledged by the Board.
- PREGNANT STUDENTS - No student who is eligible to attend district schools shall be denied access to the school due to pregnancy or childbirth or pregnancy-related disabilities. Board Policy #234

STUDENT EXCUSAL POLICY

Board Policy # 204

Educational Trip or Tour Request Forms

The school district recognizes that, from time to time, students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school day. It is recommended that every effort be made to arrange trips during times when school is not in session. Upon receipt of a written notice from the parents/guardians of the students involved, students may be excused from school attendance for up to five (5) school days per year to participate in educational tours or trips when such trips are evaluated and approved by the school principal in advance. Student participants are subject to direction and supervision by school-approved adults. Pre-approval forms shall be available in each school office. The parent/guardian shall be responsible for completing and returning a full and complete pre-approval form prior to the educational tour or trip. The determination for each request will be made using the following criteria: prior attendance records, previous requests and frequency of such requests, the weighted educational value of the requested experience, and academic performance. Applications for educational tours or trips to occur during the first or last ten (10) days of school are strongly discouraged due to the negative academic impacts on the student. Applications for educational tours or trips to occur during any pre-established testing or examination periods, including midterms, final exams, PSSAs, and/or Keystone Exams will not be approved. Absences during such periods will be considered unexcused. The student will be required to secure and complete all classroom assignments which occur during the period of the educational tour or trip.

EXTRA-CURRICULAR/CO-CURRICULAR ATTENDANCE PROCEDURES

Participants in extracurricular or co-curricular activities must be in school in order to participate in the activity. If a student is returning to school after start time or needs to leave early, the student must have

a professional note to be allowed to participate. School sponsored field trips would also qualify the student as being in good standing to participate.

FIELD TRIPS/ENRICHMENT ACTIVITIES

Board Policy #121

HOMEBOUND INSTRUCTION

Board Policy #117

MEDICATION

Board Policy #210

Medication will only be administered to students if the school has written order from the physician and written consent from the parent. THIS INCLUDES OVER-THE-COUNTER-MEDICATIONS. Medication will be kept in the Health Room. A physician's order and parent's consent must be on file in the Health Room.

PROCEDURE FOR ADMINISTERING MEDICATION:

1. A written order from a physician is necessary. The order must include:
    a.) Name of student
    b.) Name of medication
    c.) Dosage and time of administration
    d.) Reason for the medication
    e.) Any special instructions
2. The original container must be labeled with the following:
    a.) Name of student
    b.) Name of medication
    c.) Name of physician
    d.) Time of administration
    e.) Amount of medicine to be given
    f.) Where medication is to be stored.
3. PARENTS ARE REQUIRED TO BRING THE MEDICATION TO SCHOOL. PARENTS MAY NOT SEND PRESCRIPTION OR OVER-THE-COUNTER MEDICATION TO SCHOOL WITH A CHILD. AN ADULT MUST DELIVER ALL PRESCRIPTION MEDICATION TO SCHOOL.

STUDENT SELF-ADMINISTRATION OF ASTHMA INHALERS:

1. Students wishing to carry their asthma inhaler must demonstrate the ability to self-administer the inhaler by meeting the criteria established by the school district.
2. The school nursing staff will verify in writing that the student has met the required criteria.
3. The parent/guardian of the student will sign the school district's release of liability.
4. The student must inform the school nurse immediately following each use of the asthma inhaler.
5. The student agrees to adhere to the school district's medication policy and self-administration criteria.
6. If the student abuses or ignores the school district's policy and criteria the inhaler will be confiscated and privileges for self-administration revoked.

IMMUNIZATIONS AND COMMUNICABLE DISEASE REGULATIONS

Board Policy 203

HEALTH EXAMINATIONS

In compliance with the School Code, the Board shall require that students of this district submit to health and dental examinations. Each student shall receive a comprehensive dental examination upon original entry (K or 1st grade), while in 3rd grade and while in 7th grade. These examinations may be conducted

by the school dentist, or by the private family dentist at the parent's expense. The district will accept reports of privately contracted dental examinations completed within one (1) year prior to a student's entry into the grade where the exam is required. Each student shall receive vision tests, hearing tests, height and weight measurements, blood pressure monitoring, scoliosis screenings and other tests from the school nurse or health room nurse as deemed advisable at intervals established by the district.

MULTI-TIERED SYSTEM OF SUPPORT: ACADEMIC-BEHAVIORAL-COLLEGE & CAREER READINESS

The Dover Area School District operates under the MTSS framework that organizes building- level resources that address individual student's academic and behavioral needs. Under the MTSS framework we use the RTII, PBIS and College and Career readiness standards to offer a continuum of support.

MTSS is a three tier framework designed to provide high-quality instruction and intervention to address the needs of all learners. Data are collected and analyzed to develop effective academic and behavioral intervention strategies. The interventions are designed, implemented and monitored by a multidisciplinary team of professionals. MTSS is a process that guides and informs instructional decisions creating a well-integrated system of instruction/intervention guided by child outcome data. Our goal is to create an education system that focuses on success for all learners by:

- Identifying at risk students early to intervene with the correct intervention to help the students become proficient
- Providing high-quality, research-based instruction and intervention based on individual student needs (including advanced and gifted learners, ELL and students with behavioral concerns)
- Using assessment data to monitor student progress frequently to make decisions about how and what to teach students

College and Career readiness standards outline what students need to learn. College and career readiness standards are an opportunity to create a shared focus on instruction that helps all students, including students at risk for poor learning outcomes, to achieve college and career readiness. In today's challenging job environment, it is more critical than ever before that our young people complete their secondary education with strong academic and technical skills that prepare them for college-level studies and successful careers. We believe this foundation will allow them to succeed personally and also make a valuable contribution to an innovative and competitive Global economy. College and career readiness/ Career and technical education is designed to meet a dual mission -- developing students with College Readiness skills AND a Career Path. Career and Technical education is no longer an either/or choice, but a "BOTH/AND" opportunity for student success.

Students in grades 6th-8th will have the opportunity to participate in electives that will expose them to different career pathways in the fields of art, music, Industrial Tech/Engineering, Computer Technology, and Human services through Family and Consumer Science. College and career readiness programs are built around high expectations for student learning. These expectations include the development of strong reading, writing, numeracy, problem solving, and teamwork skills, in addition to the practical and tangible career skills that motivate students and help them develop a career path for future education and work.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS) - P.R.O.U.D. PROGRAM

PBIS is designed to assist in advancing support and voice for all students, including students with disabilities, in the implementation of school or program-wide Positive Behavioral Interventions and Supports (PBIS). PBIS serves as a means to provide participants with information about establishing, maintaining and expanding PBIS through a three-tiered decision making framework that guides the selection, integration and implementation of evidence-based practices for improving behavior outcomes for learners.

The objective of P.R.O.U.D, our Positive Behavior Instructional Support Program, is to create and develop an environment of academic excellence, personal responsibility and social competence at school, as well as in society.

Perseverance	Persevere by embracing challenges! Never give up; always do our best; seek help; know our resources.
Respect	Respect all people and all property! Value ourselves and others; follow rules and expectations.
Ownership	Own individual choices! Be responsible for our own actions; be involved; demonstrate self-discipline.
Unity	Be united by supporting others! Be tolerant and accepting of differences; deal peacefully with anger, insults, and disagreements; do our share to make our school and community better.
Dedication	Be dedicated to learning! Be reliable; be engaged; commit to goals.

Dover Area Middle School Matrix

	Classroom	**Hallway/Common Areas (gym, outside)**	**Cafeteria**	**Restrooms**
Perseverance Persevere through embracing challenges	-Stay with the task and do not give up -Problem solve and then seek help -Be patient when waiting for assistance	- Walk patiently and quietly - Use designated exits and entrances - Maintain control over your body	-Move quickly and safely through the line -Choose seating wisely -Wait patiently	- Sign out to use the bathroom - Use nearest bathroom - Return to class quickly and quietly - Notify an adult of any restroom concerns
Respect Respect all people and all property	-Be friendly and courteous to others -Use appropriate language -Follow the rules and expectations of the classroom -Take care of personal and school property -Keep hands, feet, and objects to self -Raise hand to speak	- Walk quietly - Maintain personal space - Use school property as intended - Remove earbuds in the hallway & put away cell phones and hats as entering the building - Be friendly and courteous - Use appropriate language	- Be courteous (please, thank you, excuse me) - Clean up after yourself - Push in your chair - Keep hands, feet, and objects to self - Use appropriate language and volume - Leave only with adult permission	- Respect people's personal space and privacy (1 per stall/urinal) - Use appropriate language and volume - Take care of school property and personal routine (Keep floors, stalls, and walls clean) - Report unsafe or bullying behaviors
Ownership Own their own individual choices	-Be prepared for class + learning -Work hard on all assignments -Be honest -Set a good example for others -Manage your time	- Arrive to class on time - Admit and repair your mistakes - Take turns and show fairness - Have a pass with you in hallways when returning from office or nurse. - Clean up after yourself	-Clean up after yourself & others -Stay seated until directed otherwise -Stay in your assigned area -Follow the bathroom pass procedure -Keep food/drinks in the cafeteria	- Follow personal procedure and hygiene (appropriate use of soap dispenser and paper towel holders, flush toilet/urinal, wash and dry hands) - Be honest when accidents/incidents happen - Use appropriate language and volume
Unity Be united by supporting others	-Include others in class activities -Cooperate with others -Be kind -React appropriately to anger, insults, and disagreements -Be tolerant and accepting of differences -Do your part to maintain your school	- Use strategies to solve problems with others - Help others if needed - Show kindness at all times - Be tolerant of differences - Report unsafe or bullying behaviors	-Be inclusive -React appropriately to anger, insults, and disagreements -Be tolerant and accepting of differences -Work together to ensure areas are clean -Do your part to maintain your school	- Report unsafe or bullying behaviors - Do your part to maintain your school
Dedication Be dedicated to learning	-Stay on task -Be actively engaged in learning -Complete assignments on time -Follow directions -Take academic risks	- Move quickly to your destination - Arrive to class on time - Be aware of your surroundings	Remember your personal lunch -Enter quietly and sit in assigned area -Report for re-teaching as assigned -Only eat your food	- Use restroom in a timely manner - Return to classroom promptly - Be a positive example -Use quiet voice

	Assemblies/School Events/Field Trips	**Bus**	**Technology**	**Guests/Substitutes**
Perseverance Persevere through embracing challenges	- Maintain personal space - Work together toward common goals - Make good choices -Come with a positive attitude	-Remain seated at all times. -Hands and feet should stay in your area -Wait patiently to exit the bus -Report problems to the bus driver or adult -Know your emergency exits -Sit back with bottom on your seat	-Ask questions if you need help	-Ask questions if you need help -Report problems to an adult -Be helpful and flexible to guests new to our building
Respect Respect all people and all property	- Be friendly and courteous - Show self-control	-Talk quietly to seat partners (friendly, courteous, appropriate language) -Keep hands, feet, and objects to yourself -Follow rules and adult direction first time given -Stay in assigned seat -Put window up before exiting bus	-Put technology away during teacher instruction -Treat school-issued device appropriately -Stay on task -Use appropriate language	-Listen while the guest is talking -Continue to follow classroom/school rules and expectations
Ownership Own their own individual choices	- Clean up after yourself - Follow school rules - Use appropriate language and volume	-Follow all school rules (including at the bus stop) -Be honest: if you mess up, fess up -Be responsible for your own actions and belongings (pencils, pens, markers) -Set a good example for others -Keep the bus clean	-Be honest: if you mess up, fess up -Be responsible for your own actions and belongings -Follow the AUP agreement -Follow school rules regarding non-district technology (cell phones, earbuds, apple watch)	-Show PROUD behavior -Be honest -Follow the same rules and procedures as for the regular teacher -Be responsible for your own actions -Set a good example
Unity Be united by supporting others	- Welcome and show an example for guests - Set a good example for one another - Encourage and support your peers	-Be kind to everyone -Report unsafe or bullying behaviors -React appropriately to anger, insults, and disagreements -Accept others' differences -No eating or drinking on the bus	-Work appropriately with partners or groups -Offer help to peers -Maintain others' privacy	-Make guests feel welcome -Offer help and guidance
Dedication Be dedicated to learning	-Independently follow all expectations	-Arrive and dismiss to the bus on time -Set a positive example -Learn and adhere to the bus rules -Be aware of your surroundings at the bus stop -Keep track of your belongings	-Only use ipads for school related assignments -Only download apps from the app portal -Report any inappropriate use of technology	-Set a positive example -Continue to follow classroom/school rules and expectations -Be flexible with changes

EXCEPTIONAL STUDENTS

Special Education 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 support, the parents are asked to participate in an Individualized Education Program (IEP) team meeting. This team typically includes parents, 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 Services

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.

Chapter 15/Section 504 Agreements

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 school counselor.

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.

TITLE 1- TEACHER/PARAPROFESSIONAL QUALIFICATIONS

As a parent of a student in the Dover Area School District, under the No Child Left Behind Act of 2001, you have the right to know the professional qualifications of the teachers who instruct your child. If you would like to receive any of this information, submit your request in writing to the building principal.

COUNSELING DEPARTMENT/BEHAVIORAL HEALTH SUPPORTS

SCHOOL COUNSELORS: Students are encouraged to request an appointment with their school counselor when they are experiencing problems. Students requesting an appointment should see the attendance secretary or schedule an appointment using the link below or the counselor's QR code. Parents/guardian may contact the Guidance office at ext. 20112

Appointment requests for school counselors can be accessed through the district website:
Dover Area Middle School- School Counseling.

SUICIDE PREVENTION HOTLINE
1-800-273-8255

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 supports 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.

Middle 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 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 the student 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. All parents will be notified prior to administering this screening. If you have any concerns with your student participating please make contact with our district's Social Worker, Ameila Warntz, at amwarntz@doversd.org. For your student to be exempt, you must OPT OUT of this screening.

Student Assistance Program: The Student Assistance Program Team (SAP) is a team of trained faculty from the district & mental health/substance use agency staff 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.

School-Based 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.

HOMELESSNESS

The Basic Education Circular: Education for Homeless Youth 42 U.S.C. 11431 dated 2016 along with Dover Area School District's Homeless Policy and the McKinney-Vento Assistance Act explains the categories of children who are "homeless" and entitled to protections by the federal law. Homeless children and youth mean individuals who lack a fixed, regular, and adequate night-time residence and include:

- • Sharing the housing of other persons due to loss of housing, economic hardship, or a similar
- reason
- • Living in motels, hotels, trailer parks, or camping grounds due to having no alternative
- adequate
- accommodations
- • Living in emergency or transitional shelters are abandoned in hospitals.
- • Individuals and/or families living with relatives or friends due to loss of housing.
- • Primary nighttime residence that is a public or private place not designed for or ordinarily
- used for regular
- sleeping accommodations for human beings such as living in a vehicle, park, public space, or an
- abandoned building.
- • Living in substandard housing
- • Migratory children who qualify as homeless
- • "Unaccompanied homeless youth" including any child who is "not in the physical custody of a
- parent or guardian" (42 U.S.C. 1143a (6)). This includes youth who have run away from home,
- been thrown out of their home, been abandoned by parents or guardians, or separated from
- their parents for any reason.

Dover Area School District is committed to facilitating immediate enrollment; eliminating barriers to attendance, education, and graduation; and providing additional support in compliance with federal and state laws. Protections afforded to students experiencing homelessness include, but are not limited to, timely and accurate identification, waiver of registration requirements for immediate enrollment, a right to attend school of origin, transportation arrangements, active engagement in the school placement process, access to expedited physical and mental health referrals, access to free meals and other comparable services, waiver of school-related fees, and assistance in meeting graduation requirements.Student-centered factors related to the impact of achievement, health and safety, school of origin attendance, and proximity, as well as other factors listed in the Best Interest Determination (BID) form, will be considered in school placement decisions. If dispute arises over eligibility, enrollment, or school selection, persons of parental consent or unaccompanied youth have the right to appeal through our dispute resolution policy and/or by filing a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

For more information and resources, please look on the district website (https://www.doversd.org/departments/homelessmckinney-vento/) found under Departments and by selecting Homeless/McKinney Vento or contact Marsha Hake, District Homeless Liaison by calling: 717-292-3671 ext. 80113 or email: mhake@doversd.org

DISCIPLINE

Discipline Philosophy

Dover Area Middle 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 *school wide 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 Middle 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. Do 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). Please note, administration may apply discretion from tables below dependent on frequency and/or severity of the behavior.

In our progressive discipline, parent contact is defined as an attempt to contact parents via email, voicemail, or phone call. Parent Conference is defined as a face to face meeting, a phone conference, or a virtual meeting (Google Meet etc) between family, student and school team.

Tier 1 Code of Conduct Infractions

Bus Misconduct: 105	Definition: Any violation of bus safety procedures or violation of expectations of appropriate conduct while on the bus or at the bus stop.
INCIDENT	RESPONSE TO BEHAVIOR
Warning	Admin/Student Reteaching; Warning documented in skyward
First	Two-Way Admin/Parent contact ; Admin/Student Reteaching & lunch detention [DO:AP]
Second	Two-Way Admin/Parent contact; Admin/Student Reteaching; After School Detention with one day bus suspension [DO:AP]
Third	Two-Way Admin/Parent phone call. Admin/Student Conference; 1-3 day(s) bus suspension [DO:AP]
Additional	Admin/Student/Parent Conference; ISS and/or 3+ days bus suspension [DO:AP]

CELL PHONE/ PERSONAL ELECTRONIC DEVICE: 112	Definition: Use of a cell phone or other personal electronic device not owned by the school district (example: apple watch, wireless earbuds etc). during class or other inappropriate times.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent contact; Teacher/Student Reteaching; Student powers off phone and places in their backpack [DO:Teacher]
Second	Two-Way Teacher/Parent phone call; Staff Confiscation of device in sealed envelope (placed in front office) with students name on front; Lunch Detention [DO:Teacher]
Third	Two-Way Admin/Parent phone call; Staff Confiscation of device in sealed envelope (placed in front office) with students name on front; Admin/Student Reteaching; After School Detention [DO:AP]
Additional	Admin/Student/Parent Conference; Admin/Student Reteaching; ½ day- 2 days of ISS; possible phone plan (locker; phone stays home etc.) [DO:AP]

DISRUPTIVE BEHAVIOR: 106	Definition: 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, etc.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent contact; Teacher/Student Reteaching [DO:Teacher]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Lunch detention; [DO:AP]
Third	Two-Way Admin/Parent phone call; Admin/Student Reteaching; After School Detention; [DO:AP]
Additional	Admin/Student/Parent Conference; 1-3 days ISS [DO:AP]

DRESS CODE VIOLATION: 134	Definition: Dressing in a manner that violates the School Board approved dress code or is a danger to the student or a distraction in the school setting, including but not limited to:

	★ Hats, hoods or any item that obscures the face or a person's identity (except for religious or health reasons) ★ Shorts or pants that expose undergarments or one's buttock while standing, sitting, or bending ★ Costumes or pieces of costumes (ie tails, headbands, capes etc) , ★ Sunglasses ★ Halter or Strapless Shirts or shirts whose fabric does not touch the waistband ★ Any clothing that reveals visible undergarments ★ Slippers, pajamas, robes, or pajama pants ★ Items that carry images or messages that express or imply obscenity, violence, firearms, illegal use of any substance, tobacco, sexual/flirtatious content, or degrading messages ★ Accessories that could be dangerous or used as a weapon (ie- chains from clothing, studded necklace or collars) ★ Facepaint or body glitter

INCIDENT	RESPONSE TO BEHAVIOR
First	Two Way Teacher/Parent Contact; Teacher/Student Reteaching; Correction of Violation (student change of outfit) [DO:Teacher]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; Lunch Detention; Correction of Violation (student change of outfit) [DO:AP]
Third	Two-Way Admin/Parent Phone call; Admin/Student Reteaching; Correction of Violation(student change of outfit); After School Detention [DO:AP]
Additional	Admin/Student/Parent Conference; Correction of Violation(student change of outfit); ½ day- 2 days of ISS [DO: AP]

TIER 1: INAPPROPRIATE STUDENT BEHAVIORS		
INAPPROPRIATE BEHAVIOR: 113	INAPPROPRIATE DISPLAY OF AFFECTION: 123	INAPPROPRIATE LANGUAGE: 102
Definition: 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, selling food or candy, etc.	Definition: Displaying affection toward one another such as kissing or long embraces of a personal nature	Definition: Use of language that is offensive to other students and/or school personnel

INCIDENT(ANY COMBINATION OF OFFENSES W/IN CATEGORY)	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent contact; Teacher/Student Reteaching [DO:Teacher]
Second	Two-Way Admin/Parent contact; Admin/Student Reteaching; Lunch Detention [DO:AP]
Third	Two-Way Admin/Parent Phone call; Admin/Student Reteaching; After School Detention [DO:AP]
Additional	Mandatory Admin/Parent/Student Conference; ½ day- 2 days of ISS; Student Separation Plan if needed [DO: AP]

TIER 1: OUT OF CLASSROOM

TARDY TO CLASS: 108	OUT OF ASSIGNED AREA: 111
Definition: Arriving to a class after the bell without a pass.	Definition: Student is not in assigned area for under eight minutes; student does not have an excuse to be out of assigned area and does not return with a pass. Any student who is repeatedly out of his/her assigned area will be subject to a search.
INCIDENT (ANY COMBINATION OF OFFENSES W/IN CATEGORY)	RESPONSE TO BEHAVIOR INCIDENT
First	Teacher/Student Reteaching [DO:Teacher]
Second	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Lunch Detention[DO:Teacher]
Third	Two-Way Admin/Parent phone call, Admin/Student Reteaching; After School Detention [DO:AP]
Additional	Admin/Parent/Student Conference; ½ day- 2 days of ISS [DO:AP]

Tier 2 Code of Conduct Infractions

CHEATING/ PLAGIARISM: 116	Definition: Willful intent to copy or look at another individual's work or ideas other than yourself, or copying work that is produced by another individual (with or without their knowledge/consent), or copying work created by an artificial intelligence (AI) platform. This includes a student wilfully allowing another student to use their work as their own.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-way Teacher/Parent phone call; Teacher-student conference to reteach/model behavior; automatic '0' on project/assignment; Alternate assignment provided; Lunch Detention [DO:Teacher]
Second	Two-way Admin/Parent phone call; Automatic '0' on project/assignment; After School Detention [DO:AP]
Third/Additional	Admin/Teacher/Student/Parent Conference; Automatic '0' on project/assignment; ISS [DO:AP]
Additional Information	When a student accumulates three or more cheating/plagiarism occurrences in the same course, a building level hearing will be held to determine appropriate consequences. The hearing could include administration, the students, the student's parent(s), school counselor, and the teachers where the offenses occurred and may result in ISS, OSS, and/or After School Detention.

PICTURES/ RECORDINGS OF OTHERS IN SCHOOL: 149	Definition: The unauthorized taking, recording, sharing, posting, or distributing of photographs, videos, or audio recordings of students, staff, or other individuals during the school day or at school-sponsored activities when such recordings are not related to an approved educational or curricular purpose. This includes creating or using recordings without the knowledge or consent of those involved, as well as using, altering, or distributing recordings or photographs in a manner that is inappropriate, disruptive, harmful, or in violation of District policies.

INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent contact; Teacher/Student Reteaching, Lunch Detention [DO:AP]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; After-School Detention [DO:AP]
Third	Mandatory Admin/Teacher/Student Conference; Parent phone call; 1-3 days of ISS [DO:AP]
Additional	Building-Level Hearing; Behavior Intervention Plan; 1-3 days OSS [DO:AP]

DEFIANCE/ INSUBORDINATION: 104	Definition: Refusal to follow the directions of teachers, staff, and other school personnel.

INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent contact; Teacher/Student Reteaching; Lunch Detention [DO:Teacher]
Second	Two-Way Teacher/Parent phone call; Admin/Student Reteaching; After School Detention [DO:AP]
Third	Two-Way Admin/Parent phone call; Admin/Student Reteaching; ½ day ISS-2 days of ISS [DO:AP]
Additional	Admin/Student/Parent Conference; Behavior Intervention Plan; 1-3 days of OSS [DO:AP]

DISRESPECT: 101	Definition: Failure to show respect or courtesy to students or staff, including the use of profanity directed toward another person.

INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent Contact; Teacher/Student Reteaching [DO:Teacher]
Second	Two-Way Teacher/Parent Phone Call; Teacher/Student Reteaching; Lunch Detention [DO: AP]
Third	Two-Way Admin/Parent Phone Call; Admin/Student Reteaching; ½ day ISS-2 days of ISS [DO:AP]
Additional	Parent Conference; Behavior Intervention Plan; 1-3 days OSS [DO:AP]

INAPPROPRIATE USE OF TECHNOLOGY OR VIOLATION OF AUP: 122	Definition: Acting in violation of the district's acceptance use policy, misusing district owned technology, resetting iPad without permission, or not following teacher directions using the I-pad.
INCIDENT	RESPONSE TO BEHAVIOR
Warning	Two-Way Teacher/Parent Communication; Teacher/Student reteaching [DO:Teacher]
First	Two-Way Teacher/Parent Communication; Teacher/Student Reteaching; Lunch Detention [DO:Teacher]
Second	Two-Way Teacher/Parent phone call; Admin/Student Reteaching; After School Detention[DO:AP]
Third	Two-Way Admin/Parent phone call; Admin/Student Reteaching; ½ day ISS-2 days of ISS [DO:AP]
Additional	Building-Level Parent Meeting; Revocation of Technology Privileges [DO: Principal]

PHYSICAL CONTACT: 117	Definition: Any contact between two or more individuals which is harassing in nature
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Admin/Parent phone call, After School Detention [DO:AP]
Second	Two-Way Admin/Parent phone call, 1-2 days of ISS [DO:AP]
Third	Two-Way Admin/Parent phone call, 2-3 days of ISS [DO:AP]
Additional	Two-Way Admin/Parent phone call; Building Level Parent Meeting; Behavior Intervention Plan; 1-3 days of OSS [DO:AP]

CLASS CUT	Definition- Failure to attend a class, or miss an extended portion of a class accumulating to 9 minutes or more, without an excused reason
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent Contact; Teacher/Student Reteaching; Lunch Detention [DO:AP]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; After School Detention [DO:AP]
Third	Two-Way Admin/Parent phone call; Admin/Student Reteaching; 1 day ISS [DO:AP]
Additional	Two-Way Admin/Parent phone call; Admin/Student Reteaching; 1-3 days ISS; Building Level Hearing; Behavior Intervention Plan [DO:AP]

UNSAFE BEHAVIOR: 144	Definition: Behaving in a manner that is unsafe for the student, other students, staff, and/or the property of the school district or an individual.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent phone call; Admin/Student Reteaching, After School Detention [DO:AP]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; 1-3 days of ISS [DO:AP]
Third	Mandatory Admin/Student/Parent Conference; 1-3 days of OSS [DO:AP]
Additional	Two-Way Admin/Parent phone call; Building-Level Hearing; Behavior Intervention Plan; 3-5 days of OSS [DO:Admin]

HATE SPEECH: 148	Definition: Speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion or sexual orientation.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Admin/Parent phone call; Admin/Student Reteaching, After School Detention [DO:AP]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; 1-3 days of ISS [DO:AP]
Third	Two-Way Admin/Parent phone call; Mandatory Admin/Student/Parent Conference; 3-5 days OSS [DO:AP]
Additional	Two-Way Admin/Parent phone call; Building-Level Hearing; Behavior Intervention Plan; 5-10 days of OSS [DO:Admin]

VERBAL ALTERCATION: 142	Definition: A verbal confrontation between individuals that is hostile or aggressive in nature.
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Teacher/Parent phone call; Admin/Student Reteaching; After School Detention [DO:AP]
Second	Two-Way Admin/Parent phone call; Teacher/Student Reteaching; 1 day of ISS [DO:AP]
Third	Two-Way Admin/Parent phone call; Admin/Student/Parent Conference; 2-3 days ISS [DO:AP]
Additional	Building-Level Hearing; Behavior Intervention Plan; 1-3 days of OSS [DO:Admin]

BYSTANDER: 151	Definition: passive or active supporters of an unsafe or inappropriate situation. Does not remove oneself from the situation to seek help and report to an adult.
INCIDENT	RESPONSE TO BEHAVIOR
Response	Two-Way Admin/Parent communication; Admin/Student Reteaching, ISS or OSS [DO: AP]
Additional	Two-Way Teacher/Admin/Parent communication; Teacher/Admin/Student Reteaching, ISS or OSS, Building-Level Hearing; Behavior Intervention Plan [DO:AP]

LEAVING SCHOOL PROPERTY W/O PERMISSION: 133	Definition: Leaving school property without permission from the MS main office
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Admin/Parent Communication; Police Notification; I Day ISS (Following investigation) [DO:AP/Principal]
Second	Parent/Student/Admin Conference; Police Notification, 2+ Days of ISS (Following investigation) [DO:Principal]
Third	Building Level Hearing (Following investigation), Police Notification, 1-3 days OSS [DO:Principal]
Additional	Superintendent Level Hearing (Following investigation) [DO:Principal]

THEFT: 25	Definition: Unlawful taking of property or obtaining property by false pretense
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Two-Way Admin/Parent Phone Call; Police Notification; 1-3 Days of ISS (Following investigation) [DO:AP/Principal]
Second	Admin/Parent/Student Conference; Police Notification, 1-5 Days of OSS (Following investigation) [DO:Principal]
Third	Building Level Hearing (Following investigation); 3-5 Days OSS [DO:Principal]
Additional	Superintendent Level Hearing (Following investigation); 5-10 Days OSS [DO:Principal]

TOBACCO OR VAPE USE/ POSSESSION: 53	Definition: 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. ● 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. ● Any vaping device or articles including, but not limited to: Vape pens/MODS, Cig-a-likes, electronic cigarettes, JUUL, and any e-liquids, pods, or cartridges (regardless of content)
INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Admin/Parent phone call; Fine in accordance with Act 145; SAP referral (following investigation); 1Day of ISS [DO:AP]
Second	Two-Way Admin/Parent phone call; Fine in accordance with Act 145; 1-3 Days ISS; Anti-Vaping Course (Following investigation) [DO:AP]
Third	Two-Way Admin/Parent phone call; Fine in accordance with Act 145; 1-3 Days OSS; (Following investigation) [DO:AP]
Additional	Building Level Hearing (Following investigation); Fine in accordance with Act 145; 3-5 Days OSS; Possible restroom escort in place [DO:Principal]

POSSESSION, USE, DISTRIBUTION,	Definition: Using, possessing, distributing, selling and/or being under the influence of any controlled substance during school hours, on school property, at any school-sponsored

SALE, OR BEING UNDER THE INFLUENCE OF A LOOK-ALIKE DRUG, CONTROLLED SUBSTANCE, ALCOHOL, OR DRUG PARAPHERNALIA: 50	activity, and during the time spent traveling to and from school and school-sponsored activities ● 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. ● 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.

INCIDENT	RESPONSE TO BEHAVIOR
First	10 Days OSS(Following investigation); Building Level Hearing; Police Notification: Recommendation for Superintendent Level Hearing [DO:AP/Principal]
Additional	Based on the results of Building and Superintendent Level Hearings [DO:Principal]

CONTRABAND: 114	Definition: Possession of materials that are banned from school property ex. lighters, OTC medication, pornography, fireworks (and similar), chemicals, etc.

INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Admin/Parent Communication; One Day ISS; Confiscation of item [DO:APl]
Second	Two-Way Admin/Parent Communication; 1-2 Day(s) OSS; Confiscation of item [DO:Principal]
Third	Mandatory Admin/Student/Parent Conference; Confiscation of item; 3-5 Days OSS [DO:Principal]
Additional	Building Level Hearing [DO:Principal]; 3-5 Days OSS [DO:Principal]

DESTRUCTION OF PROPERTY: 119	Definition: Damage to or destruction of the personal or school property of another student or staff member (for example: bathroom destruction)

INCIDENT	RESPONSE TO BEHAVIOR
First	Two-Way Admin/Parent Communication; Police Notification if necessary; Monetary Restitution; 1-3 Day(s) ISS (Following investigation) [DO:AP/Principal]
Second	Mandatory Admin/Parent/Student Conference; Police Notification; Monetary Restitution; 1-3 Day(s) OSS(Following investigation) [DO:Principal]
Additional	Building Level Hearing (Following investigation); 3-5 Days OSS [DO:Principal]

VANDALISM: 32	Definition: Intentional destruction or defacement of any school property or property of another student or staff, including tampering with property or intentionally defacing property

INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim Freeform: type in DAMS	
First	Two-Way Admin/Parent Communication; Police Notification; Monetary Restitution; 1-3 Day(s) ISS (Following investigation) [DO:AP/Principal]
Second	Mandatory Admin/Student/Parent Conference; Police Notification; Monetary Restitution; 1-3 Day(s) OSS (Following investigation) [DO:Principal]
Third	Building Level Hearing (Following investigation); 3-5 Days OSS [DO:Principal]
Additional	Superintendent Level Hearing (Following investigation); 5-10 Days OSS [DO:Principal]

MINOR ALTERCATION: 18	Definition: An incident which involves a single offender who commits a minor violent act against another individual and the other individual does not physically respond, and the incident does not elevate to a more severe type of incident such as a fight or assault.
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Mandatory Admin/Student/Parent Conference, Police Notification if necessary; 3-5 Days of OSS [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); Police Notification; 5-10 Days OSS [DO:Principal]
Third	Superintendent Level Hearing (Following investigation) [DO:Principal]; 5-10 Days OSS [DO:Principal]

FIGHTING: 17	Definition: Mutual aggression in which both parties have contributed to the situation by physical action
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: No victim all participants are offenders	
First	Mandatory Admin/Student/Parent Conference; Police Notification; 3-5 Days OSS [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); Police Notification; 5-10 Days OSS [DO:Principal]
Third	Superintendent Level Hearing (Following investigation); Police Notification; 5-10 Days OSS [DO:Principal]

ASSAULT, Simple: 03	Definition: 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

INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Mandatory Admin/Student/Parent Conference; Police Notification; 3+Days OSS (Following investigation) [DO:AP/Principal]
Second	Building Level Hearing; Police Notification; 5+ Days OSS; (Following investigation) [DO:Principal]
Additional	Superintendent Hearing (Following investigation); 10 days OSS [DO:Principal]

ASSAULT, Aggravated: 02	Definition: 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
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Mandatory Admin/Student/Parent Conference; Police Notification; 5+ days of OSS (Following investigation) [DO:AP/Principal]
Additional	Superintendent Hearing; Police Notification; (Following investigation); 10 days of OSS [DO:Principal]

RACIAL/ETHNIC INTIMIDATION: 15	Definition: Verbal, written, graphic or physical conduct related to an individual's, race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability, when such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment; has the purpose or effect of substantially interfering with an individual's academic performance; or otherwise adversely affects an individual's learning opportunities
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Mandatory Parent/Student Conference; Police Notification; 3 Days of OSS [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); Police Notification; 5 Days of OSS [DO:Principal]
Third	Superintendent Level Hearing (Following investigation); Police Notification; 10 Days OSS [DO:Principal]

BULLYING/ CYBER-BULLYING: 27	Definition: Ongoing (repeated) acts intentionally committed to cause harm or to demonstrate an imbalance of power to an individual or group based upon race, national origin, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status or physical or mental ability or disability. This also includes any acts of hazing.

	Bullying includes intentional electronic, written, verbal, or physical act or series of acts directed at another student(s) 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
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Two-way Admin/Parent Communication; Student Conference with counselor/administrator; completion of bullying contract; 1-3 days of ISS or OSS (as deemed appropriate following investigation) [DO:AP/Principal]
Second	Building Level Hearing; 5 Days OSS (Following investigation; could be deemed harrassment) [DO:Principal];
Third	Superintendent Hearing; 5-10 days OSS or Expulsion (Following investigation); [DO: Principal]

ALL OTHER FORMS OF HARASSMENT: 16	Definition: With intent to harass, annoy or alarm another. The person strikes, shoves, kicks, or otherwise subjects the other person to physical contact, or attempts or threatens to do the same; follows the other person in or about a public place or places; engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose or unwanted conduct; communicates to or about such other persons any lewd, lascivious, threatening, or obscene words, slurs, language, drawings, or caricatures; communicates repeatedly in an anonymous manner; communicates repeatedly at extremely inconvenient hours; or communicates repeatedly in a manner other than specified above. Harassment could include but is not limited to discrimination based on protected classifications. See policy 103.
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Mandatory Admin/Student/Parent Conference; Police Notification; 3 Days OSS [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); Police Notification; 5 Days OSS [DO:Principal]
Third	Superintendent Level Hearing (Following investigation); Police Notification; 10 Days OSS [DO:Principal]

HARASSMENT, Sexual: 14	Definition: 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 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
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Mandatory Parent/Student Conference; Police Notification; Notification to district Title 9 coordinator; 3-5 Days OSS (Following investigation) [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); 5-10 Days OSS; Notification to district Title 9 coordinator; S [DO:Principal]
Third	Superintendent Level Hearing (Following investigation); Notification to district Title 9 coordinator; 10 Days OSS; [DO:Principal]

SEXTING: 147	Definition: Possession, sending, receiving, or forwarding sexually explicit material on school property.
INCIDENT	RESPONSE TO BEHAVIOR
First	Admin/Student/Parent Conference; 1-3 Days OSS; Police Notification (Following investigation) [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); 3-5 Days OSS; Police Notification [DO:Principal]
Third	Superintendent Hearing (Following investigation); 5-10 Days OSS; Police Notification [DO:Principal]

SEXUAL MISCONDUCT: 150	Definition: Sexual acts in the school May include: Rape: 5, Involuntary Sexual Deviate Intercourse: 6, Statutory Sexual Assault: 7, Sexual Assault: 8, Aggravated Indecent Assault: 9, Indecent Assault: 10, Indecent Exposure: 11, Open Lewdness: 12, Obscene and other sexual materials and performances: 13
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: add victim	
First	Admin/Student/Parent Conference; 5+ days of OSS; Police Notification (Following investigation) [DO:AP/Principal]
Second	Building Level Hearing (Following investigation); OSS; Police Notification [DO:Principal]
Third	Superintendent Hearing (Following investigation); OSS; Police Notification [DO:Principal]

SEXUAL ASSAULT: 08	Definition: Physical sexual attack on school staff or another student
INCIDENT	RESPONSE TO BEHAVIOR
First	Building Level Hearing (Following investigation); 10 Days OSS; Police Notification [DO:AP/Principal]
Additional	Dependent on the results of Building and Superintendent Level Hearing; Possible expulsion [DO:Principal]

RECKLESS ENDANGERING: 23	Definition: 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 or recording the planned event.
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Admin/Student/Parent Conference; Admin/Student Reteaching; ISS; Police Notification [DO: AP/Principal]
Second	Admin/Student/Parent Conference; Admin/Student Reteaching; OSS; Police Notification [DO:Principal]
Third	Recommendation for Building Level Hearing [DO: Principal]

TERRORISTIC THREATS/ ACTS: 36	Definition: 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.
INCIDENT	RESPONSE TO BEHAVIOR
Skyward: Add victim	
First	Building Level Hearing; Superintendent Hearing; Police Notification, 10 Days OSS (Following investigation) [DO:AP/Principal]
Additional	Dependent on the results of Building and Superintendent Level Hearing [DO:Principal]

WEAPONS: 46	Definition: 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 ● 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 ● 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
INCIDENT	RESPONSE TO BEHAVIOR
First	Police Notification; 10 Days OSS; Superintendent Notification; Board Hearing (Following investigation) [DO:AP/Principal]
Additional	Based on results of Board Hearing [DO:Principal]

THREATENING SCHOOL OFFICIALS/ STUDENTS: 22	Definition: Making statements or visible actions towards a staff member or students that are intended to intimidate Physical, verbal, written, or electronic threat (e.g., internet) or intimidation) is to unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily

	pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included. (Note: If a threat is deemed terroristic, there is the potential to go directly to board Expulsion. (Board Policy #218.2) Transient threats are statements that do not express a lasting intent to harm someone. They are statements intended as figures of speech or feelings that dissipate quickly when the student thinks about the meaning of what they have said. Transient threats may end in an apology or explanation that clarifies that the threat is over. The student may express regret and retract the anger response when the student has calmed down. Substantive threats are statements that express a continuing threat to harm someone. They indicate a desire to hurt someone beyond the immediate incident or argument of the initial threat. Things to consider in the determination of a substantive threat: previous bullying history, denial of the threat, detail of the statement, or physical evidence to support the threat.
INCIDENT	RESPONSE TO BEHAVIOR: The administrator and threat assessment team will evaluate and determine the type of threat. The administrator will determine the appropriate disciplinary action based on the threat assessment.
Skyward: Add victim	
First (Substantive)	Mandatory Parent/Student Conference; Police Notification, 3-5 Days OSS (Following investigation) [DO:AP/Principal]
Second (Substantive)	Building Level Hearing, Police Notification; 5-10 Days OSS (Following investigation) [DO:Principal]
Additional (Substantive)	Superintendent Level Hearing; Police Notification (Following investigation) [DO:Principal]; 10 Days OSS [DO:Principal]
Transient	Administrator/student conference, Additional consequences may include: parent contact, removal from class/school, apology to victim, possible police notification, possible referral to student concern team, ISS, OSS [AP:Principal]

After School Detention

- Detention is held after school from 2:35-3:30 pm as assigned by the building administration.
- 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.
- If a student fails to attend detention, the detention will be rescheduled one time.
    - If detention is missed again, it will result in 1 day of OSS.

SUSPENSION AND EXPULSION

Board Policy #233

In-School Suspension (ISS)

This administrative discipline option is used 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 who are assigned ISS should report to the main office for attendance. They will place their personal cell-phone or technology in a sealed envelope for the day.
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.

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 the out of school suspension.
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 may not participate in, or attend, any extracurricular activities during the term assigned to out of school suspension.
4. 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 function 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. These rules may result in further disciplinary consequences, including recommendation for a Superintendent Level hearing.

DRESS AND GROOMING

Board Policy #221

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:
All students are expected to be neatly dressed and well groomed.
Appropriate footwear such as shoes, sneakers, or sandals must be worn in the building at all times.
Students who wear or bring clothing, backpacks, accessories, jewelry with obscenities, suggestive remarks, negative comments about another's culture, drugs, vape, alcohol, tobacco or reference to illegal substances printed on their clothing will be asked to change clothes or cover the item in question

with another garment. If this is not possible, the parent will be notified and asked to come to the school with either a change of clothing, remove or cover the item in question, or take the student home.

Students may not wear the following:

- ★ Hats, hoods or any item that obscures the face or a person's identity (except for religious or health reasons)
- ★ Shorts or pants that expose undergarments or one's buttock while standing, sitting, or bending
- ★ Costumes or pieces of costumes (ie tails, headbands, capes etc) ,
- ★ Sunglasses (unless medically necessary)
- ★ Halter or Strapless Shirts or shirts whose fabric does not touch the waistband
- ★ Any clothing that reveals visible undergarments
- ★ Slippers, pajamas, robes, or pajama pants
- ★ Items that carry images or messages that express or imply obscenity, violence, firearms, illegal use of any substance, tobacco, sexual/flirtatious content, or degrading messages
- ★ Accessories that could be dangerous or used as a weapon (ie- chains from clothing, studded necklace or collars)
- ★ Facepaint or body glitter

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 conditions 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.

The final judgment concerning dress code decisions is reserved for the administration.

TERRORISTIC THREATS AND ACTS

Board Policy #218.2

STUDENT TIP HOTLINE/SAFE 2 SAY

Students having any concerns or information involving potential student threats upon individuals and/or property are strongly encouraged to contact school officials or local law-enforcement immediately. In the event the student would like to report the information and remain anonymous, they may then utilize the 911 Student Tip Line.

This line will not trace call numbers and the caller may choose to remain completely anonymous involving information provided. At the prompt the student may press the pound key and four if they prefer to speak directly to a 911 supervisor or the student may at the message prompt choose to press the number two key and leave a taped message.

When calling, it is extremely important the caller remember to provide the name of the school district and particular school building or location to be involved. The name or names of any students and individuals involved (if known), the exact nature of the threat, such as times, dates with a detailed description of all the information you are aware of relating to the threat and how you became aware.

If the threat is not school related, students are still encouraged to provide information involving potential criminal acts as well. The reporting hotline number is: 1-888-332-9283 (York County) or 292-8062 (district hotline). You may also use the following web address: dasdtipline@doversd.org

SAFE 2 SAY: Safe2Say Something 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

DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS

Board Policy 103

Bullying

Board Policy #249

Bullying is defined as an aggressive intentional behavior, which is carried out repeatedly over time. It may be physical or verbal. The following rules against bullying have been set at Dover Area Middle School.

Bullying is intentional electronic, written, verbal, or physical act or series of acts directed at another student or students in the school setting, outside the school setting, and/or via social media during school hours. School setting is defined as in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school. Bullying is a severe, persistent, or pervasive act that could result in any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school

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. Not only do they harm the intended victims, but they also affect the climate of the schools and the opportunities for all students to learn and achieve in school. Students must be taught that the individual rights of other students will be safeguarded.
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 are available to view by members of the school community, derogatory statements that threaten, harass, or disrupt students' ability to learn.

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 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.

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 the Assistant Superintendent 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.

Discipline, including parent notification, will be determined based on the severity and number of bullying incidents in which a student is involved.

Harassment/Discrimination 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, the complainant 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.
- A student or third party who believes s/he 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 made aware of and given a packet listing 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. Copies of Complaint Forms are available online under school board policies

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.

Care of School Property

Students are responsible for the proper care of school property, school supplies, and equipment provided for the students' use including but not limited to school issued calculators, I-Pads, I-pad cases. Fines may be assessed for lost or damaged books, supplies and technology equipment. Students who willfully cause damage to school property, equipment, or school supplies shall be subject to disciplinary measures. Deliberate damage or defacing of school property may be reported to the appropriate juvenile authorities.

STUDENT RIGHTS AND RESPONSIBILITIES

Board Policy #235

STUDENT EXPRESSION

Board Policy #220

PARTICIPATION IN SCHOOL AFFAIRS

Board Policy #232

STUDENT FUNDRAISING

Board Policy #229

TRANSPORTATION POLICY

Board Policy #810

BUS PROCEDURES

1. Students are to walk to their bus loading area and board the bus immediately upon dismissal.
2. Misconduct on the bus or at bus stops will result in disciplinary action by the administration and notification to parents that further misconduct may result in the parents having to meet with the principal, transportation department, or superintendent to determine whether the student may continue to ride the bus. The safety of every student is our main concern.
3. Bus riders are not permitted to get off the bus at the High School in order to walk to the Middle School or home.
4. Students may not walk to the High School and board their bus. All bus riders must load at the Middle School.
5. Upon arriving at the Middle School, bus riders (and walkers) are not permitted to leave school property until dismissal.
6. Students who miss their afternoon bus are to report immediately to the office.
7. All students for safety reasons must use sidewalks and crosswalks.

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 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.

The following rules will be posted on all buses:

a. Arrive at your bus stop 10 minutes prior to designated pick-up time
b. Follow the driver's directions the first time they are given.
c. Stay in assigned seats, keeping all body parts and objects inside the bus.
d. 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. In the case of a family emergency situation, the Transportation Director will issue a temporary bus pass. 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/audio cameras are assigned to buses. The primary purpose for video/audio 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. Neither drivers nor students shall be cognizant of the actual presence of a live camera on the bus at any particular time.

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

CAR RIDER/STUDENT DROP OFF PROCEDURES

When dropping off or picking up your child from Dover Area Middle School proceed to the rear gymnasium entrance. When you reach the door entrance, please be sure to pull up to exit 15. Please make sure to follow school start times by allowing enough time for drop off and by following drop off exit procedures. Car-rider drop off is from 7:15-7:30. After 7:30 (when the door is closed and there are no staff members present) the student is considered tardy, and you will need to pull around to the front of the building, sign your child in at the front desk and get a tardy slip from the office staff. Student drop-offs by car may not occur in the front of the building until after 7:30 AM. Please make sure to follow the car rider procedure so that all students can arrive at school on time.

USE OF BICYCLES AND MOTOR VEHICLES

Board Policy #223

For the convenience of bicyclists, a bike rack is located at the front of the building near the flagpole. Individuals who utilize the bike rack are responsible to provide their own lock and assume all liability in regards to the bicycle.

WITHDRAWAL FROM SCHOOL

Board Policy #208

When a child is withdrawing from school, notify the Middle School Attendance Secretary. No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification. The student's records will be sent to the new school when the student is officially withdrawn from Dover Area Middle School. For further information contact the Dover Area Middle School Main Office at 292-8067, Ext. 20112.

STUDENT RECORDS

Board Policy #216

GRADING AND REPORT CARDS

Board Policy #212

GRADING SYSTEM

- A (100-90)
- B (89-80
- C (79-70)
- D (69-65)
- F (64-0)
- N (Not Graded)

- I (Incomplete)

Extra Credit - Extra credit may only be given if all other assigned work is completed. It must be meaningful to the curriculum of the class in which it is assigned. Teacher discretion may be used in allowing extra credit. Extra credit is not intended to replace assigned projects that were not completed by a student. To this end, extra credit "should be in addition to, not in place of, assigned work." Extra credit may not raise the final marking period grade more than two (2) percentage points. These guidelines do not apply to bonus questions on tests or quizzes.

INCOMPLETE WORK- A student who has not had the opportunity to submit incomplete work due to medical, extenuating circumstances, and/or alternative placement at the end of a marking period may be given 15 school days following the last day of the marking period to complete these assignments. Teachers will be notified of the date by an administrative assistant.

Dover Middle School Late Work Practices

SWAT Classes Late Work Practices

- Students have 2 weeks from the original due date to submit late assignments.
- Teachers may assess late-point deductions if specified in the assignment rubric or assignment description.
- No assignments will be accepted after the 2 week window.
- Assignments not submitted within the 2-week window will stay a zero in the gradebook.

Grade 6 Late Work Practices

- Students have 2 weeks after the original due date to complete and submit assignments.
- Teachers may assess late-point deductions if specified in the assignment rubric or assignment description.
- Assignments not submitted within the 2-week window will stay a zero in the gradebook.

Grade 7 Late Work Practices

Students may submit assignments within 2 weeks of the original due date. The highest grade possible for late work will be:

- Marking Period 1: 100%
- Marking Period 2: 90%
- Marking Period 3: 80%
- Marking Period 4: 70%

Assignments not submitted within the 2-week window will stay a zero in the gradebook.

Grade 8 Late Work Practices

Students may submit assignments within 2 weeks of the original due date. The highest grade possible for late work will be:

- Marking Period 1: 90%

- Marking Period 2: 80%
- Marking Period 3: 70%
- Marking Period 4: 50%

Assignments not submitted within the 2-week window will stay a zero in the gradebook.

Note: For all grade levels, late work expectations may be adjusted based on accommodations outlined in a student's IEP, 504 Plan, or for extended absences.

AWARDS & HONORS

Distinguished Honor Roll: Students must have a marking period GPA average of 93% with no subject grade below 90%.

Honor Roll: Students must have a marking period GPA average of 85% or higher with no subject grade below 82%.

Soaring Eagle: Students selected as Soaring Eagles demonstrate PROUD behaviors and good morale character. Students are selected by their team of teachers. Two students per team are selected each quarter.

8th Grade Subject Area Awards- The following awards are presented to the eighth grade students having attained the highest grade point average per subject: Math, English Language Arts, Science and Social Studies.

Distinguished Honor Roll Achievement Award- This award is given to 8th grade students having earned Distinguished every marking period at Dover Area Middle School in grades 6-8.

Honor Roll Achievement Award- This award is given to 8th grade students having earned Honor Roll and/or Distinguished every marking period at Dover Area Middle School in grades 6-8.

American Legion Citizenship Award: This award is presented annually to two students in the eighth grade who best display in their daily lives the following character traits:

- Honor: Strength of character, high standards of conduct; keen sense of what is right, adherence to truth and conscience and devotion to duty.
- Scholarship: Scholastic attainment; evidence of industry and application in studies.
- Service: Kindness, unselfishness; willingness to lend a helping hand, protection to the weak, and preferment of the interests and welfare of associates, without hope of personal reward.
- Americanism: active interest in promotion of love and country, as may be expressed in formal exercises, respect to the flag, knowledge of national anthem, flag's salute, adherence to the country's highest ideals worthy citizenship.
- Leadership: ability to do well the duties of leadership assigned to one as exemplified in the holding of office, committees, etc., exhibition of good team play.
- Courage: show moral courage to stand up for the right; physical courage in games and play.

STUDENT PLACEMENT POLICY

Student placement on teaching teams is done through random selection in May of the preceding year. This encourages the greatest amount of interaction with different learning and teaching styles. Alternative student placement will be considered based on the student's educational needs, such as the placement of learning support students in an inclusion class. If such a need arises, administration, school counselors, teaching teams, and parents will meet to reach consensus on the appropriate placement.

We hope that communication and cooperation between school and home will help students achieve the greatest success.

PROMOTION AND RETENTION

Board Policy #215

WELLNESS CURRICULUM

All students will be taking wellness during the school year. Wellness comprises two components: health and physical education. All students will be given a class syllabus the first week of class. Attendance, uniform policy, and grading procedures will be covered thoroughly in this handout. *Please review this handout thoroughly with your son or daughter. After reviewing the syllabus, please sign and return the bottom half to their physical education teacher. All policies are School Board approved and supported by our Dover Area Middle School Administration.*

CHORUS/BAND

Students may choose to take chorus. A select choral group is available by audition to all students who wish to further their vocal talents. Middle School students may participate in Middle School Band and Jazz Band.

INTERSCHOLASTIC SPORTS

Board Policy #123

7th grade students may participate in interscholastic football, cheerleading, wrestling, co-ed cross-country, boy's and girl's soccer, boy's and girl's basketball and girl's volleyball.

8th grade students may participate in interscholastic football, cheerleading, wrestling, co-ed cross-country, boy's and girl's basketball and girl's volleyball.

Announcements will be made concerning dates for physicals and tryouts for the teams. Those who participate must receive a physical examination from a licensed physician, maintain weekly eligibility (must not be failing two or more subjects on a weekly basis), and show proof of insurance coverage (either school insurance or some other insurance their parents may have covering injury to them).

All students participating in extra-curricular activities will be required to sign an extra-curricular policy form prior to participating in any individual activity. For attendance requirements, please see the extra-curricular attendance procedures on page 4.

EMERGENCY SCHOOL CLOSING

Emergency school closings due to weather, etc., will be announced via school Skylerts, the district website and social media, as well as the following channels: WGAL Channel 8 Television, WSBA 910 AM Radio, WYCR 98.5, WRKZ 107 FM Radio.

Throughout the school year, there are various reasons for schools to be closed for the day, to close early, or to delay opening in the morning. Inclement weather, icy or flooded roads, or breakdowns in the heating equipment are the most common causes of this action. The district superintendent is responsible for the final decision in these matters. This decision is made, and information is posted on our District homepage (www.doversd.org), Facebook page, local TV stations (WGAL News 8, WHP-CBS 21, ABC 27, and FOX 43 NEWS), and communicated directly to families using the Skyward Communication System. The system provides an automated telephone message informing families of school closings, delayed openings, and instructional expectations. This system will also communicate other important information from the district and individual school buildings throughout the school year.

Telephone lines must be kept open at these times. On occasions, it has been necessary to reverse a decision due to changes in the weather (a delayed opening changed to a school closing). Therefore, please check the District homepage, Facebook page, email, voice calls, and television. *Do not* call the school to ask if the school will be closed.

FIRE EXIT INSTRUCTIONS

Instructions have been provided in each room indicating the appropriate exit route to be used in case of a fire or a fire drill. The teacher will give any additional information needed. During fire drills, walk quietly and without hesitation to the appropriate exit and to the designated area outside the building. Return directly to the room you left when the drill is over. Walkways into the building and driveways needed for emergency vehicles are to be kept clear at all times. Fire exit plans will be displayed in each instructional classroom.

TORNADO

When we receive the tornado warning, an announcement will be made over the PA system. All classes should quietly move out into the hallways under the teacher's directions to the designated area, sit on the floor facing a wall, placing their head between their knees, and their hands over their head for protection from flying glass and falling debris. Students should sit close together and away from overhanging objects like clocks and fire extinguishers.

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.

LIBRARY PROCEDURES

The Dover Area Middle School Library Media Center provides the members of our school community access to the ideas of the past, the concepts of the present, and the possibilities of the future, so that they will become lifelong learners and effective users of information.

General Procedures:

- All students must have a SMART Pass when they visit without their class.
- The library will be open for book exchange at specific set times for each grade level. Any student may visit the library to check out books, complete assignments, or participate in activities assigned by their teachers.
- Students are permitted to check out three items from the library. Books are signed out for two cycles. Overnight materials include encyclopedias and reference books.
- Students will follow the rules of their signed Dover Area School District Acceptable Usage Policy. Misuse of the Internet privileges could cause the student to lose his/her Internet privileges.
- Fines are charged for overdue materials. Students who do not return materials and pay fines will lose library privileges. All fines and restitution for lost books must be paid by the close of the school year.
- All materials are to be returned two weeks before school closes.
- Golden Rule of the Library: Leave the room the same or better than when you entered.
- Any questions or concerns, please contact Mrs. Stealey at jmstealey@doversd.org or 717-292-8067 ext. 25248.

ACCEPTABLE USE OF COMPUTER TECHNOLOGY

Board Policy #815

INTEGRATED PEST MANAGEMENT (IPM)

Board Policy #716

CURRICULUM REVIEW BY PARENTS AND STUDENTS- Policy 105.1

Board Policy #105.

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 5:30 P.M and 7:30 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: Students are not permitted to bring outside guests to a school dance. All participants must attend Dover Area Middle School.

AFTER SCHOOL TUTORING

After school tutoring will occur every Monday and Thursday from 2:35-2:55 PM, unless otherwise noted.

STUDENT HANDBOOK
2026-2027

Dover Area High School
4500 Intermediate Avenue
Dover, PA 17315
(717) 292-8066
@dasdhighschool

Jennifer Fasick
Principal

Dawn Strickland
Assistant Principal

Brian Deal
Assistant Principal

Emily Miller
CTE Director

PRINCIPAL'S MESSAGE

On behalf of the faculty and staff of Dover Area High School, welcome to the 2025-2026 school year. This is an exciting time at our high school as we continue to implement the PBIS program and maintain our focus of high expectations for all students. Upon graduation, every student at Dover Area High School will be enlisted, enrolled, or employed.

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 or 717-292-8066. For information regarding Section 504, contact Mrs. Jamie Snyder, Director of Exceptional Children, jksnyder@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.

- ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES (POLICY 815)
- ATTENDANCE PROCEDURES (POLICIES 204)
- BULLYING/CYBERBULLYING (POLICY 249)
- CARE OF SCHOOL PROPERTY (POLICY 224)
- CHILD/STUDENT ABUSE (POLICY 806)
- CONTROLLED SUBSTANCES/PARAPHERNALIA (POLICY 227)
- REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS AND STUDENTS (POLICY 105.1)
- WEAPONS (POLICY 218.1)
- DATING VIOLENCE (POLICY 252)
- STUDENT EXPRESSION/DISSEMINATION OF MATERIALS (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)
- HOMELESSNESS /FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY (McKinney-Vento) (POLICY 251)
- HOMELESS (Basic Education Circular -BEC) (Homeless BEC)
- IMMUNIZATIONS AND COMMUNICABLE DISEASES (POLICY 203)
- DISCRIMINATION/HARASSMENT AFFECTING STUDENTS (POLICY 103)
- PROMOTION AND RETENTION (POLICY 215)
- SEARCHES (POLICY 226)
- SPECIAL EDUCATION (POLICY 113)
- STUDENT DISCIPLINE (POLICY 218)
- ATTENDANCE (POLICY 204)
- STUDENT EXPRESSION/DISSEMINATION OF MATERIALS (POLICY 220)
- STUDENT RECORDS (POLICY 216)
- STUDENT RIGHTS AND RESPONSIBILITIES (POLICY 235)
    - More information can be found in the ACLU Student Rights Handbook
- SCHOOL WELLNESS (POLICY 246)
- SUSPENSION AND EXPULSION (POLICY 233)
- TOBACCO/AND VAPING PRODUCTS (POLICY 222)
- DISCRIMINATION/HARASSMENT AFFECTING STUDENTS (POLICY 103)
- WITHDRAWALS FROM SCHOOL (POLICY 208)

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ACADEMICS

GRADUATION REQUIREMENTS

Classes of 2026 - 2030

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 - Must include Financial Literacy	7
Total Required	**24**

- Starting with the class of 2029 are required to take Financial Literacy Course

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 10th grade
- 11 credits must be earned for promotion to 11th grade
- 16 credits must be earned for promotion to 12th 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
Students are encouraged to retest any Keystone Exam when a non-proficient score is received

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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

Quarter Grade 1 (40%) + Quarter Grade 2 (40%) + Final Exam (20%) = Final Course Grade

Yearlong Courses

Q1 (20%) + Q2 (20%) + Q3 (20%) + Q4 (20%) + Final Exam (20%) = 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.

ACADEMIC DEPARTMENT LATE POLICY

(for specific course assignments/projects)

* All IEP and 504 accommodations regarding extra time (extra time from original due date of assignment/project) must be followed regardless of Departmental Policy

AP & Honors level Courses	No late work will be accepted
CTE Courses ***CTE Department Policy***	Lab) Missing work- The instructor will set a deadline for when all students should have their project submitted. Students who do not complete their project by the deadline will receive a "0" Missing in the gradebook*. Students may submit past due projects for an additional 2 weeks for 80% credit. All students are expected to spend class time working on the current project before focusing on any missing/late projects. Any classroom-based assignments for a lab focused class will follow the classroom missing work policy. A "Unit" in a lab focused class will be based on a topic of instruction and/or the completion timeframe for a project in the lab area. (Classroom) Missing work- Only work that is submitted on time will be eligible to receive full credit*. Students who do not complete an assignment by the deadline will receive a "0" Missing in the gradebook. Students may submit past due assignments until the end of the Unit for 80% credit. The end of a Unit is indicated by a Unit Assessment or Unit Project. * Exceptions: The HS Policy for making up work following an absence will be followed. All grading notes for students with IEPs or 504 plans will be followed. The instructor may allow a student additional flexibility and provide an individual deadline for extenuating circumstances communicated appropriately to the instructor by the student.
English	Students will be allowed to submit late work up until two weeks from the due date, however, points will be deducted....10% off your grade the first week of the earned grade, then 20% the second week. Late work will not be accepted after that time. A zero will go into the grade book until complete and submit the assignment.
Fine Arts	Students have three days per absence to complete work. Performance Based Projects must be submitted on time. Students can have up to five days to complete after the due date for up to 50% credit. Students will receive a "0" until the project is completed.

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Math	Academic and regular level**:** Students have until the unit test to turn in any late work after the assigned due date will receive 50% of the earned grade. Can not submit for credit after the unit test is taken. Honors/AP**:** Will not accept any late work.
Science	Academic and regular level: Students have until the unit test to turn in any late work after the assigned due date will receive 50% of the earned grade. Can not submit for credit after the unit test is taken. Honors/AP: Will not accept any late work.
Social Studies	Work should be completed on time because new content builds on prior understanding. Emergencies and mistakes happen, so there is also room for grace. Projects will be accepted for full credit until the unit test date. Classwork and quizzes must be done the day they are assigned unless the student is absent. When sufficient time to complete work is provided in class, students cannot submit work late without prior permission from the teacher. Students are expected to take tests as scheduled unless there are extenuating circumstances such as extended absence.

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.

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The initial penalty for cheating/plagiarism per course 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 cheating/plagiarism per course 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.

The third penalty for cheating/plagiarism per course is:

1. A zero for the course
2. Building level hearing
3. Removal from the course and placed into alternative classroom setting
4. In-school suspension

NOTE: Three or more cumulative occurrences (cheating/plagiarism in different courses within a semester) will result in a building level hearing to determine appropriate consequences. The hearing could include a building principal, the student, the student's parent(s), school counselor, and the teachers where the offenses occurred and may result in placement onto 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. These requests must be made in writing using the *Early Graduation* form. A student wishing to explore early graduation must...

- Meet with his/her School Counselor to start the process and receive the form
- Complete the form and submit to his/her School Counselor
    - 11th Grade Deadline will be the first day of the school year.
    - 12th Grade Deadline will be the end of semester 1.
- School 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 School 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 School 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 School 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 courses 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 School Counselor to start the process and receive the form
- Complete the form and submit to his/her School Counselor
- Meet with School 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

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

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.

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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 submit an excuse card for a student's absence. A student's absence will be considered unexcused until an excused card is submitted through either the Skyward Family Access Portal or paper excuse card. If parents are unable to access Skyward Family Access Portal, parents can contact the High School main office (717) 292-8066 for further assistance. Blank excuse cards are available to students in the Main Office. **Skyward Family and Student Access Portal**

2. **Key Criteria for attendance (High School):**
    - Tardy - any arrival after 7:45 AM, the start of HR
    - ½ Day Absence - any absence of (3) periods of a school day
    - Full Day Absence - any absence of (4) or more periods of a school day
    - 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) must submit an electronic excuse card through **Skyward Family/Student Access Portal** or a physical paper note that is handwritten and contains the student's name, time of dismissal, type of appointment, and parent/guardian signature. The electronic excuse card or paper note should be submitted to the HS Main Office (Attendance Secretary) at the beginning of the school day, so the student can receive a pass to leave the building. Students must come to the main office and sign out to leave.
    - Students will be released from school only with the permission of authorized persons.
    - We will only accept electronic excuse cards submitted through Skyward and 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 early dismissal will be considered unexcused unless the student, upon returning to the building, submits an official note from the Doctor, Dentist, Therapy etc. with date, time of the appointment.
    - **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.**

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.

5. A student who misses three of the five periods of the school day will be considered absent for one-half day. A student who misses four periods or more of the school day will be considered absent for a full day.

6. 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.

    - 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.

7. 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. 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 in the **Skyward Family and Student Access Portal** located on the DAHS website within **three school days of the student's return to school.**

8. 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.

9. 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.

10. According to Pennsylvania's **Act 47 of 2025**, students classified as "habitually truant" (having 6 or more unexcused absences) are prohibited from transferring to a cyber charter school during the school year. The only exception is if a judge determines that the transfer is in the student's best interest.

11. ***AFTER TEN TOTAL DAYS OF ABSENCES, INCLUDING BOTH EXCUSED AND UNEXCUSED, 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.

12. Students who are on field trips, senior privilege, early dismissal, or late arrival(senior privilege) are coded as **O - Other**.

13. *Any student 18 years of age or older who **accumulates** 10 consecutive 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.

14. Students who are 18 years of age or older and reside with their parents may not write or sign their own absence or excusal forms.

15. 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.

16. 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)

17. 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. **Please note: SERF days are included in the (10) absences allowed by law**. SERF forms are available in the main office and on the district website. SERF Form Link

- The determination for each request will be made using the following criteria: prior attendance records, previous requests and frequency of such requests, the weighted educational value of the requested experience, and academic performance (passing all classes).

- **At the high school, SERFs that are turned in prior to the trip will be processed one week prior to the trip dates. At that time, the student's prior attendance and academic performance will be checked. If a student is past their 10 allotted absence days and/or failing a class, the SERF will be denied. A denied SERF will mean the days the student is absent for the trip will be unexcused.**

- Applications for educational tours or trips to occur during the first or last ten (10) days of school are strongly discouraged due to the negative academic impacts on the student. **Applications for educational tours or trips to occur during any pre-established testing or examination periods, including final exams and/or Keystone Exams will not be approved**. Absences during such periods will be considered unexcused.

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.

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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 are available to view by the audience of the school, derogatory statements that threaten, harass, or disrupt students' ability to learn.

CAFETERIA

Lunches are 30 minutes in length and all students are required to remain in the cafeteria for the entire lunch period unless special permission and a pass has been secured by a faculty/staff member. At the start of lunch, students are expected to report directly and promptly to the cafeteria. Students will remain in the cafeteria during their lunch period unless using the bathroom in the cafeteria lobby. No food should be consumed outside of the cafeteria, including open classrooms, hallways, bathrooms, gymnasium and ILC. 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. **No food deliveries will be permitted at any time during the school day. This includes fast food or other deliveries (DoorDash, UBER Eats, etc.).** Once inside the cafeteria, students who are buying lunch should report to the back of the serving line to enter the food court. Each student is responsible for clearing their trash into the proper receptacles and

returning their trays to the proper location. Again, all students will remain in the cafeteria until dismissed by Administration. 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. Do 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, faculty 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 involve 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 frequency or 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.

BUS MISCONDUCT	**Definition** Acting in a manner on school transportation that is unsafe or inappropriate.
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

CELL PHONE/ PERSONAL ELECTRONIC DEVICE	**Definition** Use of a cell phone or other personal electronic device during class or other inappropriate times.
INCIDENT	**RESPONSE TO BEHAVIOR**
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 and/or OSS [DO: Admin]

DISRUPTIVE BEHAVIOR	**Definition** 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, etc.
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

DRESS CODE VIOLATION	**Definition** Dressing in a manner that violates the approved dress code's Basic Principles and/or: ○ 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 or shirts that do not touch the waistband ○ 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 ○ Costumes (partial or full) of any type
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

INAPPROPRIATE BEHAVIOR	**Definition** 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.
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

INAPPROPRIATE LANGUAGE	**Definition** Use of language that is offensive to other students and/or school personnel
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

OUT OF ASSIGNED AREA	**Definition** 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.
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

TARDY TO CLASS	**Definition** Arriving to a class after the bell
INCIDENT	**RESPONSE TO BEHAVIOR** **NOTE:** referral(s) automatically generated in Skyward after every 3rd occurrence
First (3x)	Admin/Student/Parent phone call; Admin/Student Reteaching; Admin/Student Conference; Verbal Warning [DO:Admin]
Second (6x)	Admin/Student/Parent phone call; Admin/Student Conference; After School Detention [DO:Admin]
Third (9x)	Admin/Student/Parent phone call; Admin/Student Conference; Saturday Detention [DO:Admin]
Additional	Admin/Student/Parent phone call; Admin/Student Conference; 1-3 days ISS [DO: Admin]

TARDY TO SCHOOL	**Definition** Arriving to school after the opening bell with no excuse note.
INCIDENT	**RESPONSE TO BEHAVIOR** **NOTE:** referral(s) automatically generated in Skyward after every 5th occurrence
First (5X)	Admin/Student/Parent phone call; Admin/Student Conference; After School Detention[DO:Admin]

Second (10X)	Admin/Student/Parent phone call; Admin/Student Conference; Saturday Detention, potential loss of parking permit for 5 days for student drivers[DO:Admin]
Third (15X)	Admin/Student/Parent phone call; Admin/Student Conference; ISS; potential loss of parking permit for 10 days for student drivers [DO:Admin]
Additional	Admin/Student/Parent phone call; Admin/Student/Parent meeting; 1-3 days ISS, potential 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.

CHEATING/ PLAGIARISM	**Definition** 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.
INCIDENT	**RESPONSE TO BEHAVIOR**
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] **NOTE:** Progressive discipline detailed above pertains to plagiarism within the same course per semester
Additional Information	When a student accumulates three or more occurrences within the same semester but in different courses will result in a building level hearing to determine appropriate consequences. The hearing could include building administration, the student, the student's parent(s), school counselor, and

	the teachers where the offenses occurred and may result in ISS, OSS, Saturday Detention and/or Administrative Probation.

CLASS CUT	**Definition** Failure to attend a class, or miss an extended portion of a class accumulating to 20 minutes or more, without an excused reason
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

DEFIANCE/ INSUBORDINATION	**Definition** Refusal to follow the directions of teachers, staff, and other school personnel
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

DISRESPECT	**Definition** Failure to show respect or courtesy to students or staff, including the use of profanity directed toward another person.

INCIDENT	RESPONSE TO BEHAVIOR
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]

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

INAPPROPRIATE DISPLAY OF AFFECTION	**Definition** Displaying affection toward one another such as kissing, touching, or any physical contact that is sexual in nature.
INCIDENT	**RESPONSE TO BEHAVIOR**
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; After School Detention [DO: Admin]
Second	Two-Way Admin/Parent phone call; Admin/Student Reteaching; Saturday Detention [DO:Admin]

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Third	Two-Way Admin/Parent phone call; Admin/Student Reteaching; 1-3 day ISS [DO:Admin]
Additional	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Admin/Student/Parent Conference; OSS [DO: Admin]

INAPPROPRIATE USE OF TECHNOLOGY OR VIOLATION OF AUP	**Definition** Acting in violation of the district's acceptance use policy, misusing district owned technology, resetting iPad without permission
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

VERBAL ALTERCATION	**Definition** A verbal confrontation between individuals that is hostile or aggressive in nature.
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

PHYSICAL CONTACT	**Definition** Any contact between two or more individuals which is harassing in nature
INCIDENT	**RESPONSE TO BEHAVIOR**
First	Two-Way Teacher/Parent phone call; Teacher/Student Reteaching; Saturday Detention [DO:Admin]

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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]

PICTURES/ RECORDINGS OF OTHERS IN SCHOOL	**Definition** 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. (This includes the use of META glasses.)

INCIDENT	**RESPONSE TO BEHAVIOR**
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]

UNSAFE BEHAVIOR	**Definition** Behaving in a manner that is unsafe for the student, other students, staff, and/or the property of the school district or an individual.

INCIDENT	**RESPONSE TO BEHAVIOR**
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.

ASSAULT, Simple	**Definition** 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
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

ASSAULT, Aggravated	**Definition** 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
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

BULLYING/ CYBER-BULLYING	**Definition** 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: 1. Substantially interfering with a student's education. 2. Creating a threatening environment. 3. Substantially disrupting the orderly operation of the school.
INCIDENT	**RESPONSE TO BEHAVIOR**

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]

CONTRABAND	**Definition** Possession of materials that are banned from school property ex. lighters, OTC medication, pornography, fireworks (and similar), chemicals (smelling salts, iodine, and others) etc.
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

DESTRUCTION OF PROPERTY	**Definition** Damage to or destruction of the personal or school property of another student or staff member
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

FIGHTING	**Definition** Mutual aggression in which both parties have contributed to the situation by physical action

INCIDENT	RESPONSE TO BEHAVIOR
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]

HARASSMENT	**Definition** 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: 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 could include but is not limited to discrimination based on protected classifications. See policy 103.

INCIDENT	RESPONSE TO BEHAVIOR
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]

HARASSMENT, Sexual	**Definition** 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: 1. Sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or

	2. Creating an intimidating, hostile or offensive educational environment
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

LEAVING SCHOOL and/or PROPERTY W/O PERMISSION	**Definition** Leaving school property without permission from the HS main office
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

POSSESSION, USE, DISTRIBUTION, SALE, OR BEING UNDER THE INFLUENCE OF A LOOK-ALIKE DRUG, CONTROLLED SUBSTANCE, ALCOHOL, OR DRUG PARAPHERNALIA	**Definition** 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 ● 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. ● 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.
INCIDENT	**RESPONSE TO BEHAVIOR**
First	10 Days OSS(Following investigation); Building Level Hearing; Administrative Probation; Recommendations for Superintendent Level Hearing [DO: Admin]
Second	Superintendent or Board Hearing for expulsion

RECKLESS DRIVING	**Definition** Driving on school property in such a manner as to endanger school persons or property
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

RECKLESS ENDANGERING	**Definition** 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
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

SEXTING	**Definition** possession, sending, receiving, or forwarding sexually explicit material on school property
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

SEXUAL MISCONDUCT	**Definition** Sexual acts in the school
INCIDENT	**RESPONSE TO BEHAVIOR**

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]

SEXUAL ASSAULT	**Definition** Physical sexual attack on school staff or another student
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

TERRORISTIC THREATS/ ACTS	**Definition** 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.
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

THEFT	**Definition** Unlawful taking of property or obtaining property by false pretense
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

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Additional	Superintendent Level Hearing (Following investigation) [DO: Admin]

THREATENING SCHOOL OFFICIALS/ STUDENTS	**Definition** Making statements or visible actions towards a staff member or students that are intended to intimidate
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

TOBACCO OR VAPE USE/ POSSESSION	**Definition** 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. ● 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. ● 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)
INCIDENT	**RESPONSE TO BEHAVIOR**
First	Two-Way Parent communication; $50 fine in accordance with Act 145, 1 day ISS , SAP Referral (Following investigation) [DO: Admin]
Second	Two Way Parent communication; $50 fine in accordance with Act 145, 1-3 Days ISS (Following investigation), [DO: Admin]
Third	Two-Way Parent communication; $50 fine in accordance with Act 145, 1-3 Days OSS (Following investigation),[DO: Admin]
Additional	Two Way Parent Communication, $50 fine in accordance with Act 145, 3-5 Days OSS; Building Level Hearing/Administrative Probation (Following Investigation) [DO; Admin]

VANDALISM	**Definition**

	Intentional destruction or defacement of any school property, property of another student or staff, including tampering with property or intentionally defaces property
INCIDENT	**RESPONSE TO BEHAVIOR**
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]

WEAPON	**Definition** 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 ● 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 schoo l ● 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
INCIDENT	**RESPONSE TO BEHAVIOR**
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 are directed to report to the Main Office directly after dismissal (students arriving after 2:45pm will not be permitted in and will be rescheduled for another day)
- 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.
- Students and parents will be notified the week of the assigned detention

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 (including home sporting events) 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.
6. Upon their return from OSS, students are required to attend a re-entry meeting with a school administrator.

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 that fully cover buttocks (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
   - Costumes (full or partial) of any type
   - META style glasses that can record images and sound.

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 connection between two body parts, by piercing, attachment or otherwise, by means of a chain, string or other physical means.
3. 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. **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**. A failure of the student or parents to cooperate will be considered an assumption that the student has the item(s) in his/her possession and will be subjected to disciplinary action(s) accordingly. 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 student 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. If a student needs to go to their car during the school day, he/she must be escorted by an administrator.

THEFT

Students are advised to report all cases of theft to the Main Office and Administration. 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 Administration and/or 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 to 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 an 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 the 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.

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 school 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 school 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 school 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 school 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.

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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 Counselors may place your student on a list of students to have a follow up with their school counselor.
- School Counselors 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 Counselors 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 (All parents will be notified prior to administering this screening). If you have any concerns with your student participating please make contact with the school Social Worker, Amelia Warntz, at amwarntz@dasd.org. For your student to be exempt, you must OPT OUT of this screening.

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 be able to **OPT OUT** their child if they do not wish for their student to participate.

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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.

Homelessness

The Basic Education Circular: Education for Homeless Youth 42 U.S.C. 11431 dated 2016 along with Dover Area School District's Homeless Policy and the McKinney-Vento Assistance Act explains the categories of children who are "homeless" and entitled to protections by the federal law. Homeless children and youth mean individuals who lack a fixed, regular, and adequate night-time residence and include:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Living in motels, hotels, trailer parks, or camping grounds due to having no alternative adequate accommodations
- Living in emergency or transitional shelters are abandoned in hospitals.
- Individuals and/or families living with relatives or friends due to loss of housing.
- Primary nighttime residence that is a public or private place not designed for or ordinarily used for regular sleeping accommodations for human beings such as living in a vehicle, park, public space, or an abandoned building.
- Living in substandard housing
- Migratory children who qualify as homeless
- "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian" (42 U.S.C. 1143a (6)). This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any reason.

Dover Area School District is committed to facilitating immediate enrollment; eliminating barriers to attendance, education, and graduation; and providing additional support in compliance with federal and state laws.
Protections afforded to students experiencing homelessness include, but are not limited to, timely and accurate identification, waiver of registration requirements for immediate enrollment, a right to attend school of origin, transportation arrangements, active engagement in the school placement process, access to expedited physical and mental health referrals, access to free meals and other comparable services, waiver of school-related fees, and assistance in meeting graduation requirements.
Student-centered factors related to the impact of achievement, health and safety, school of origin attendance, and proximity, as well as other factors listed in the Best Interest Determination (BID) form, will be considered in school placement decisions. If dispute arises over eligibility, enrollment, or school selection, persons of parental consent or unaccompanied youth have the right to appeal through our dispute resolution policy and/or by filing a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

For more information and resources, please look on the district website (https://www.doversd.org/departments/homelessmckinney-vento/) found under Departments and by selecting Homeless/McKinney Vento or contact Marsha Hake, District Homeless Liaison by calling: 717-292-3671 ext. 80113 or email: mhake@doversd.org

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.
4. Spitting.
5. Abusive language and racist "jokes."
6. Offensive behavior.
7. Racist name-calling.
8. Racially offensive written or visual material including graffiti/vandalism.
9. Open hostility to minority ethnic workers.
10. Exclusion from normal educational conversation or social events.
11. Attempted assault.
12. Threatening behavior.
13. 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 Title IX Coordinator. 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 Title IX Coordinator.

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 require 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.

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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.

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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 9th 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	

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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 Smart Pass and permission from a staff member identifying the change in location. ~~Students using the restroom must use a sign-out sheet and take lanyards while in the hall. Lanyards will be color-coded to identify the bathroom(s) permitted based on classroom location~~ Students using the restroom must use the restroom closest to their assigned classroom. (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 a restroom from another zone will receive a disciplinary referral 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 immediately proceed to the Welcome Window to state the purpose of their visit. All visitors must present identification upon entering the main office. ~~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.

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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 class changes, lunch, and teacher approved times.
- Earbuds, 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, 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 Shaffer.

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.

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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

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DOVER AREA SCHOOL DISTRICT

ATHLETIC DEPARTMENT HANDBOOK

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ADMINISTRATION

Dr. Timothy W. Mitzel	Interim Superintendent of Schools
Dr. Timothy W. Mitzel	Assistant Superintendent
Mrs. Miranda Weaver, CPA, MBA	Chief Financial & Operations Officer
Mrs. Jennifer Fasick	High School Principal
Mr. Brian Deal	High School Assistant Principal
Mrs. Dawn Strickland	High School Assistant Principal
Mrs. Tuesday Hufnagel	Middle School Principal
Mrs. Ashten Gentzler	Middle School Assistant Principal
Mr. Antonio Riggins	Middle School Assistant Principal
Dr. Troy Wiestling, CAA	Director of Athletics
Mr. Dave App, MS, LAT, ATC, CAA	Athletic Trainer/Assistant Athletic Director
Ms. Kaitlyn Merritt, MS, LAT, ATC	WellSpan Assistant Athletic Trainer
Mrs. Kristie Harris	Athletic Department Secretary

PIAA SPORT OFFERINGS

The following interscholastic activities are offered to students in grades (9-12):

BOYS	GIRLS
Baseball	Basketball
Basketball	Competitive Cheer
Competitive Cheer	Cross Country
Cross Country	Field Hockey
Football	Golf
Golf	Lacrosse
Lacrosse	Soccer
Soccer	Softball
Swimming/Diving	Swimming/Diving
Tennis	Tennis
Track and Field	Track and Field
Wrestling	Wrestling
Volleyball	Volleyball
Coed Unified Bocce	Coed Unified Bocce

The following interscholastic activities are offered to students in grades (7-8):

BOYS	GIRLS
Basketball	Basketball
Cross Country	Cheerleading
Football	Cross Country
Soccer	Field Hockey
Track and Field	Soccer
Wrestling	Track and Field
	Volleyball
	Wrestling

LEAGUE AFFILIATION

The Dover Area School District is a proud member of the **South Central Athletic Conference (SCAC).** The league was established to encourage member schools to improve their extracurricular program in the area of athletics. The value of league membership is derived from arranging of schedules, equalizing competition, conducting league tournaments/meets, and administering the athletic policies of all member schools by adhering to league standards and goals. Membership implies abiding by the conference schedule, the SCAC Constitution & By-laws, policies, rules and regulations. The following schools are members of the SCAC:
Bermudian Springs, Big Spring, Biglerville, Central York, Dallastown, Delone Catholic, Dover, Eastern York, Fairfield, Hanover, James Buchanan, Kennard Dale, Littlestown, New Oxford, Northeastern, Red Lion, Shalom Christian, South Western, Spring Grove, Susquehannock, West York, William Penn, York Catholic, York County School of Technology, and York Suburban.

League information may be found at www.scacsports.org .

STATE AFFILIATION

As a member of the **Pennsylvania Interscholastic Athletic Association (PIAA),** the Dover Area School District agrees to abide by the PIAA Constitution & By-laws, the PIAA Policies & Procedures, and the PIAA Rules & Regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, residence, transfers, recruiting, amateurism, health, and the conduct, character, and discipline of athletes

PHILOSOPHY

The Dover Area School District believes that a dynamic program of student activities is vital to the entire development of our students.

The Dover Area School District believes that student activities/athletics are a vital part of the total educational program and, in fact, are an extension of the classroom. All participants are urged to strive for excellence in both the classroom and in the athletic arena. Good sportsmanship, commitment, skill/strategy development, positive human relations, positive self-esteem and attitudes are essential to any successful program. All students are invited to take part in as many activities as possible. However, participation in such activities is a privilege, not a right, and shall be on a voluntary basis. That privilege is earned by each participant through his/her adherence to the rules and policies set forth by the Dover Area School District, the South Central Athletic Conference (SCAC), District III, and the Pennsylvania Interscholastic Athletic Association (PIAA).

No student shall be discriminated against, excluded from participation in, denied the benefits of , or otherwise be subject to discrimination in any program or activity on the basis of sex, race, color, national origin, ancestry, creed, religion, or physical, mental, handicap or learning disability. The building Principal shall have ultimate authority over student eligibility to participate and the Board of Directors shall make final decisions regarding the selection of advisors/coaches for all activities.

COMMITMENT

When trying out for an activity/team and after being selected a member of such activity/team, Dover Area School District students are expected to attend all practices and games/events. In season practices will occur daily and weekend practices should be expected.

Every team member is expected to be present for all team practices and events/games. Because of scheduling parameters, many teams will practice and/or play during school scheduled vacations. Students who plan to be absent for an extended period of time, due to vacation or a planned extended absence, should discuss this situation with the head coach prior to tryouts or the start of the season. Each team is expected to establish written guidelines that will address attendance at practices and game/events, based on the discretion of the head coach and the Director of Athletics.

PLAYING TIME

One of the most emotional parts of a student athlete being involved in interscholastic athletics centers around playing time. There are many decisions made on a regular basis by our coaching staff. It is their responsibility to decide which athletes should start a contest, play each position, and the amount of time during the contest each athlete should play. These decisions, while often difficult, are made only by the coaching staff and are approached very seriously after having observed the athlete in practice sessions, game like situations, scrimmages, and games. Playing time will not be guaranteed.

DOVER ATHLETICS POINTS OF EMPHASIS

1. DOVER ATHLETICS WILL STRIVE TO MAINTAIN THE ACADEMIC INTEGRITY OF EACH STUDENT-ATHLETE AND THE SCHOOL DISTRICT.

2. DOVER ATHLETICS WILL STRIVE TO PROVIDE EACH STUDENT-ATHLETE WITH A POSITIVE LEARNING EXPERIENCE.

3. DOVER ATHLETICS WILL STRIVE TO WIN CHAMPIONSHIPS!!!

PERFECTION IS SOMETHING WE ALL STRIVE FOR AND MAY NEVER QUITE ACHIEVE!

DOVER ATHLETICS "LADDER OF COMMUNICATION"

The **FIRST RUNG** of communication should be between the player and the coach. This provides our student-athletes an opportunity to learn to speak for him or herself and can serve as a tremendous learning situation. If a problem still exists in the mind of the parent or athlete, the **SECOND RUNG** on the ladder is the parent contacting the coach. Please do not directly contact the Director of Athletics or any other building or district administrator without first addressing your concerns with the coach. The **THIRD RUNG** of the ladder consists of a meeting between the parent and the Director of Athletics. Initially, this meeting will generally occur without the athlete or coach being present. If the situation calls for a second meeting, this meeting will be scheduled for the coach to be present and the Director of Athletics and/or Building Principal will serve as the mediator. Finally, if the situation is unable to be resolved, the **FOURTH RUNG** will be reached and the concern can be addressed with the Building Principal.

SPORTSMANSHIP

The Dover Area School District believes **good sportsmanship** is an integral component of interscholastic competition and is an expectation of our student-athletes, coaches and fans. Respect, fairness, civility, honesty, and responsibility before, during and after all athletic contests shall be heeded. We encourage fans to enthusiastically support our teams, recognize outstanding performances, and always exhibit good sportsmanship in their words and actions.

REMEMBER, THE DOVER ATHLETIC DEPARTMENT BELIEVES:

SPORTSMANSHIP IS AN EXPECTATION

LET THE PLAYERS PLAY

LET THE COACHES COACH

LET THE OFFICIALS OFFICIATE

LET THE SPECTATORS BE POSITIVE

IF YOU CANNOT BE POSITIVE, BE SILENT

BE A FAN, NOT A FANATIC

*Profanity, derogatory comments, negative cheers, and other intimidating words or actions directed at officials, student-athletes, coaches, team representatives, or other spectators will not be tolerated and are grounds for removal from the site of competition.

*Standing in the bleachers is prohibited. Please be respectful of those sitting around you.

*Appropriate dress is expected — clothing with profanity, derogatory comments with words, pictures or symbols is prohibited. Shirts must be worn at all times. No facial coverings/masks will be permitted.

Conclusion: (excerpt from The Sport Parent's Manual by Tom Doyle, 2006)

"Sports are our children's opportunity to learn about themselves, to challenge themselves, to grow in physical and emotional maturity, to learn new skills, to develop sportsmanship, and to more clearly understand a lot of life's lessons. Parents need to allow their children the opportunity to succeed on their own merit and to learn to fail with grace and dignity and to pick themselves up and try it all again. We all need to be involved to a degree in our children's experiences. We need to support them and to encourage them. But, most importantly, we have to let them go — let them experience it for themselves. Kids play sports primarily to have fun. Let's all WORK TOGETHER to make sure that the experience is an

enjoyable one for all. Let the kids play, the coaches coach, and the referees ref. Be a good sport in all ways!"

Dover Area School District Athletics

Parental Code of Conduct and Participation Agreement

The Dover Area School District Athletic Department has implemented codes of conduct and participation agreements for all members of the school community who actively participate in or attend sporting events both on our campuses and at opponents' campuses. We are committed to offering our students a safe and enjoyable sports experience, and in this effort to promote sportsmanship and fair play, we ask for and expect the cooperation of all athletes, coaches, parents, and fans. Any violations of this policy will be handled in a manner appropriate with the violation, as described below.

It is important to understand that your child's participation in interscholastic athletics represents a competitive sports environment in which there are no guarantees of playing time. At no time is it acceptable for you, or any non-team member, to approach any coach in regards to playing time or in-game coaching duties and responsibilities. It also needs to be understood that any attendance at practices creates a distraction that may result in unwanted disruption of the team's activities and is therefore prohibited.

We therefore ask for you, the parents of Dover student-athletes, to read this code of conduct, become aware of our expectations, and agree to abide by all PIAA, District 3, SCAC, school, and athletic department policies. We know that together, we can ensure that all of our athletes and coaches are able to enjoy participation on our athletic teams, always representing Dover with dignity, pride, and respect.

I agree that:

1. I will remember that the game, meet, or match is being held for the children, and I will remain a positive source of encouragement for my child and all the other children competing, both on our team and the opposing team.
2. I will be a positive role model for my children and all the children by displaying sportsmanship, respect, and courtesy for all players, coaches, officials, and spectators at any and all events I attend.
3. I will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or spectator, such as booing, taunting, berating, using profane or inappropriate language or gestures, or becoming involved in any physical altercation.
4. I will not encourage or participate in any behaviors that can endanger the health and physical or mental well-being of athletes, coaches, officials, or spectators.
5. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
6. As I will model the behavior, I will demand that my child treat other players, coaches, officials, and spectators with respect, regardless of race, creed, color, sex, or ability.
7. I will praise my child and all other competitors for competing fairly and trying hard.
8. I will never ridicule, yell at, belittle, or berate my child, other children, coaches, officials, or spectators.
9. I will promote the emotional and physical well-being of the athletes ahead of my personal desire for my child to win.
10. I will accept the decisions of the coach regarding playing time, game strategies, and any other elements of the sports team.
11. I will respect the officials and their authority during games and will never question, discuss, or confront coaches or officials at the game venue, and will agree to speak with coaches in a respectful manner only at an agreed upon time and place.
12. I will refrain from coaching my child or other children during games and practices, unless I am officially appointed as a coach for the team.

Any violations of this agreement may result in removal from the event, suspension from attendance at future events, or any other penalties as deemed appropriate by athletic department leadership and/or school administration. I have read this code of conduct, understand the possible consequences of violations of this code, and agree to abide by the terms of this code and always act in an appropriate manner as I support my child's/children's team (s).

DASD EXTRA-CURRICULAR/CO-CURRICULAR PARTICIPATION GUIDELINES

The following guidelines governing student participation in extra-curricular/co-curricular activities are established in accordance with School Board Policy. The guidelines set forth on this document are applicable to all students who participate in school-sponsored activities that routinely meet beyond the regularly scheduled school day. These guidelines purposefully emphasize the importance for the student to recognize that academic success is their primary mission while attending schools within the Dover Area School District. Participation in extra-curricular/co-curricular activities at Dover Area School District is a privilege.

ATTENDANCE

Participants must be in school the entire day on regular school days to participate in contests or practices. A student must be in attendance the entire school 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 arrive late or are dismissed early. 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. He or she may participate in a practice, contest, or performance on the following day.

EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS

To be eligible, participants in grades 7 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 contests, or performances for a minimum of one week. Participants who do not meet the academic standards at the end of a marking period will be ineligible to participate in contests or performances for a minimum of fifteen (15) **school days**. Prior to the start of any new PIAA/SCAC 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. 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 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. 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 activity until such project has been successfully completed. Eligibility will be restored immediately upon successful completion of a failed project. Additionally, a student will be removed from their activity if they become ineligible for three (3) times during a season.

REGULATIONS

1. Any participant who intends to participate in an extra-curricular or co-curricular activity is prohibited from doing so until they have submitted a DASD Extra-Curricular/Co-Curricular Participation Guidelines form signed and dated by the participant and the parent or guardian.
2. An athlete who intends to participate in an interscholastic activity may not participate in any tryout, practice, or contest without having passed a physical examination administered by a physician licensed in the Commonwealth of Pennsylvania and must be completed on the approved PIAA form. **NO EXCEPTIONS.**
3. If an athlete quits a sport, he/she shall be unable to try-out for another team during that season unless he/she has been released to do so by the Athletic Director or designee.
4. Participants are to remain in their practice, rehearsal, or performance areas while waiting for rides. Participants are not allowed to have unsupervised access to lockers or other parts of the school building at any time.
5. Wearing of practice/game uniforms is prohibited, except on game days for which the coach grants permission.
6. All school-issued equipment must be turned in to the coaching staff at the completion of that season. Athletes will not be allowed to try-out for another sport until all equipment has been returned to the head coach or has been paid for.
7. Any athlete in possession or use of tobacco products, vaping, alcohol or drugs may result in the revocation of privilege of participating in any extracurricular or co-curricular activities as described in Dover Area School District Board policy.
8. Any participant may be suspended from an extra-curricular activity and may not participate in any other extra-curricular program for a period of time up to, but not limited to, 60 school days for committing willful and flagrant acts of poor sportsmanship or improper behavior, Such acts include, **but are not limited to,** verbally or

physically threatening or assaulting game officials, fellow participants, or spectators and committing other illegal acts, such as theft, vandalism, weapon violations, and indecent exposure. (A second offense in any of the offenses outlined above will result in immediate dismissal from the team and will result in suspension of participation privileges from all athletic programs for the remainder of the current school year.)

9. Inappropriate in-school or out-of-school behavior could result in suspension or revocation of the privilege of participating in any extracurricular or co-curricular activity. A participant placed on in-school or out-of-school suspension is not considered in good standing and will not be able to practice, participate in, or attend any contests, practices, or performances on the day the suspension is imposed and for the duration of the suspension.
10. Any athlete who is ejected from a scheduled exhibition contest, league competition, or tournament by an official will be excluded from participation in the next scheduled event at the same level. The athlete or school administration may request a review of the incident which led to the ejection.
11. The head coach has the authority to temporarily or permanently remove an athlete from a team with just cause,
12. An athlete will not be permitted to try out for or participate in two sports in the same season unless coaches, parents/guardians, and the Athletic Director sign a written permission agreement.
13. An athlete who has been removed/dismissed from a team is not eligible for any athletic award from Dover Area High School or the Dover Eagle Athletic Booster Club.
14. The Dover Area School District prohibits hazing or other inappropriate team initiation practices in any school sponsored extra- curricular or co-curricular activity. Students who, without the coach's knowledge, organize and/or take part in such activities may face suspension and/or dismissal from the activity.
15. All practices are mandatory, unless excused by the Head Coach.

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 Athletic/HS office and must be requested in writing on a Travel Release Form to the Director of Student Activities at least **one** day 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.

ASSUMPTION OF RISK

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. **I have been informed of the risk of injuries inherent in participating in athletics and I agree to abide by the Dover Area School District guidelines set forth on this document, and the school's decision(s) involving any violation(s) of the guidelines.**

ADMISSION

Varsity Football, Field Hockey, Boys/Girls Soccer, Boys/Girls Volleyball, Boys/Girls Basketball, Swimming/Diving, JH/HS Wrestling, Boys/Girls Lacrosse, all JV/V combination events held in the stadium or on the multi-purpose turf:

ADULTS - $ 5.00

*STUDENTS - $ 2.00

*Dover Area School District Students receive free entry into Dover Area School District regular season home sporting events when they show their school issued ID's.

ALL POST SEASON EVENTS (SCAC, District III, PIAA), HOSTED BY THE DISTRICT, WILL BE SUBJECT TO THE ORGANIZATION EVENT PRICING

The Dover Area School District shall exercise the right to establish admission price in consideration of economic need, activity/athletic philosophy, comparability to prices of other local and SCAC schools.

AVAILABLE PASSES

Golden Eagle Senior Citizen Pass for Dover residents age 62 and older may be picked up in the High School main office during regular school hours.

Dover Family Pass allows one adult family member from the athlete's family household free admission to the athlete's specific in season sport regular season home games. Coaches will distribute this pass to the student-athlete.

Dover Annual All Sports Pass can be purchased for $50 and will allow an individual to attend all Dover Area School District regular season home games for that specific school year. Order forms can be found on the district website under Athletics and Documents and Forms.

Hello, Dover Area School District families.

At the Dover Area School District, we value the lessons that interscholastic athletic programs provide our students. Each season, student-athletes learn the values of teamwork, perseverance, determination, respect, and community. These lessons are enhanced by the support and participation of our school community, and we encourage all students to take part in our interscholastic athletics program, either on the field, court, or in the stands. In recognition of the importance of this support and the value of on-field lessons, we strive to create a safe and supportive environment for all athletic events. To support this environment, the following guidelines are in effect at all home high school sporting events:

- ALL non-high school students (Grades K – 8) MUST be accompanied by an adult (post-graduate) to gain entry into ANY high school athletic event.
- The adult accompanying the non-high school student(s) is responsible for their behavior and well-being for the duration of the event, as well as transportation following the event.
- Students deemed to be acting in an unsafe or inappropriate manner will receive a verbal warning from a district staff member. Should such actions continue, the student will be asked to leave the event along with the accompanying adult.
- The Dover Area School District Athletics Department reserves the right to prohibit students demonstrating chronic inappropriate behaviors from attending any future events. Parents/Guardians of the student will be notified in writing of the length and terms of the prohibition from the Director of Athletics and Student Activities.
- Backpacks, noise makers, signs, latex/costume masks, face paint and body paint are not permitted.
- Students are subject to all school rules and policies, including dress code and language, while attending athletic events.
- Admission is $5.00 for adults and $2.00 for students (1st – 12th Grades). Senior Citizens with a Dover Golden Age Pass are admitted for free. DASD students will be admitted free with their DASD student ID.
- Students will not be permitted to leave and return to the game. If the student wishes to return to the game, they must purchase another admission ticket.

The success of our athletic program is only possible with the support of our students and school community. We thank you for your continued support of the Dover Area School District athletic programs and our student athletes. Together, we are Dover Proud.

Sincerely,

Dr. Timothy Mitzel, Interim Superintendent of Schools
Dr. Troy Wiestling, Director of Athletics and Student Activities
Mrs. Jennifer Fasick, Principal, Dover Area High School
Mrs. Tuesday Hufnagel, Principal, Dover Area Middle School

AWARDS/LETTERING

The following criteria refer to regular season contests. Any SCAC, District III or PIAA state level post-season play is considered additional.

1. Awards Criteria

Baseball - play in one inning over half of all the innings. (Pitchers are at the discretion of the coaches.)
Basketball - play in at least one quarter over half of all quarters.
Cheerleaders - cheer in 80% of all varsity games of that particular sport (football, basketball/wrestling)
Cross Country - run in at least one more than half of the cross country meets.
Field Hockey - play in at least one game more than half of all games.
Football — play in at least one game over half of all games
Soccer - play in at least one match more than half of all matches.
Softball - play in at least one inning over half of all innings. (Pitchers are at the discretion of the coaches.)
Tennis - play in at least one match more than half of all the matches.
Track - have a total number of points equal to the number of scheduled meets times (x) the number of points given a second-place winner in a scheduled meet
Volleyball - play in one game over half of all games.
Wrestling - wrestle in at least one more than half of all matches.
Managers — Coach's discretion

- Criteria is to be used as a guideline and is not meant to be used as the only item of consideration.
- In the event a player is cut from the squad before the season's end, and they are entitled to an award as defined above, they will not be eligible to receive such an award.
- A player injured in a regularly scheduled game and due to that injury is unable to participate in enough games to qualify for an award, will be, upon the recommendation of the coaches, entitled to an award.
- A senior athlete who does not qualify for an award according to the criteria listed, but who has loyally participated in that sport for three (3) or more years, shall be eligible for an award at the discretion of the head coach.
- In order for an athlete to be considered for an award, they must abide by the code of conduct of athletes and be in good standing with the team.
- Any situation or case not covered above will be handled at the discretion of the respective head coach, Athletic Director, and Principal.

1. Types of Awards:

Athletes earning awards shall receive awards in the following sequence:

YEAR ATHLETE HAS EARNED AWARD	AWARD
First	Certificate, letter and sport pin
Second	Certificate and bar
Third	Certificate and bar
Fourth	Certificate and star

*****Only one chenille letter "D" will be presented to an athlete during their career*****

The Athletic Office will keep all records concerning who wins awards and what awards have been given.

2. Distribution Procedures

Athletes earning awards will be recognized by the coach of their designated sport. The Athletic Office will be responsible for ordering the awards and distributing them, either via the head coach or directly to the athletes. No awards other than those specifically listed previously shall be purchased by the athletic department.

3. Awards for Junior High Athletes

Only certificates will be awarded for participation in JH level sports. NO LETTERS.

DOVER AREA SCHOOL DISTRICT
STUDENT ACTIVITY TRAVEL RELEASE

Dover Area School District Policy requires all squad members to travel with their team to and from all away contests. Exceptions to this policy will be considered only if the reason for the exception is sufficiently urgent to family needs and if the student is being transported by his/her own parent(s) or legal guardian(s). To request an exception to this policy, the parent(s) or guardian(s) must compete this form, sign it, and return it to the main office prior to dismissal on the school day preceding the contest.

Today's Date	

Student's Name:	

Activity/Sport:			Coach/Director's Name	

Date of Contest:	

Site of Contest:	

Exception Requested:		
		To the Contest
		From the Contest
		To and From the Contest

Reason(s) for not riding transportation provided by the school district:

I certify that I am personally transporting the above-named student. I agree to release the Dover Area School District and its employees and officers from all liability with reference to the above stated transportation.

Signature of Parent/Legal Guardian		Date

FOR COACH'S/DIRECTOR'S USE ONLY:

I recommend that the above request be:		Approved			Not Approved

Signature of Coach/Director		Date

FOR OFFICE USE ONLY:

The above request is		Approved			Not Approved

Signature of School Administrator		Date

DOVER AREA SCHOOL DISTRICT

Empowering and Educating all learners to shape the 21st Century

Timothy Mitzel, Ed.D.
Interim Superintendent of Schools

Miranda Weaver
Chief Financial & Operations Officer

Dear Dover Area School District Student/Parent/Guardian:

The Dover Area School District Board of Directors has established a student activity fee for participation in certain/specific co-curricular and extra-curricular programs. The purpose of this fee is to offset the costs associated with after school and extra-curricular programs. This activity fee is non-refundable and does not guarantee participation at a specific level in non-sports programs or a specific amount of playing time in a sport associated team.

For the current school year, a fee of $50.00 will enable each student in grades 9-12 to participate in an unlimited number of school athletic teams, music programs or other co-curricular activities. Families with multiple children will pay a maximum of $80.00 for the school year. Considerations for financial hardships will be granted on a case-by-case basis. Please contact the school athletic director to discuss accommodations.

The fee is due by the Friday of the second week of the sports season or by the second week of the reorganization of the activity. This information will be addressed by each coach or advisor. If payment is not received by the due date, the student will be considered ineligible to participate in the activity. Please write your child(ren)'s name on the check and make it payable to "Dover Area School District". Payment may be dropped off at the high school office or athletic director's office. The administration office will process all fees and deposit them into the general fund. Certain co-curricular activities are not subject to the student activity fee.

Please see the attached list for eligible activities and write your child(ren)'s name beside each activity that participation is expected. Please send this attached activity sheet with the check. Writing a name with an activity does not make participation mandatory and the student/parent has the option of adding activities.

If you have any questions regarding the payment of the fee or payment process, please call the athletic office at (717) 292-3671 ext. 10811.

Sincerely,

Timothy Mitzel, Ed.D
Interim Superintendent of Schools

DOVER AREA HIGH SCHOOL
ACTIVITY FEE FORM

PAYABLE TO DOVER AREA SCHOOL DISTRICT

Grades 9-12 only	Cost for one student in family	Cost for second student in family	3 or more
	Name of Student- $50.00	Name of Student- $30.00	Name of Student $0.00
Programs included:			
Baseball			
Basketball - Boys and Girls			
Cheerleading			
Cross Country - Boys and Girls			
Field Hockey			
Football			
Golf			
Lacrosse - Boys and Girls			
Soccer - Boys and Girls			
Softball			
Swimming - Boys and Girls			
Tennis - Boys and Girls			
Track and Field - Boys and Girls			
Unified Bocce			
Volleyball - Boys and Girls			
Weight Lifting			
Wrestling			
Fall Play			
Spring Musical			

ACTIVITY FEE WAIVER REQUEST FORM

PLEASE ANSWER ALL QUESTIONS ON THIS FORM. YOUR RESPONSES WILL BE USED TO DETERMINE YOUR ELIGIBILITY TO RECEIVE A FEE REDUCTION OR A FULL WAIVER OF FEES.

1. Parent Name: _____
2. Home Address: _____
3. Phone Number (MUST PROVIDE): _____
4. List the name(s) of your child(ren) who are participating in an activity or athletic team that is subject to the activity fee. Also, please list the activity or team:

Child's Name	Activity/Team

5. Does your child(ren) receive free or reduced lunches? NO _____ YES _____
6. If a lump sum fee of $50 or $80 is cost-prohibitive, could you afford an installment plan of two $25 payments or four $20 payments? NO _____ YES _____
7. If the fee is cost-prohibitive, how much could you contribute to offset the cost of the district's extracurricular programs? _____
8. Are there any other circumstances of which we should be aware? _____

_____

Please return this form to:
Dover Area High School
Attn: Athletic Department
46 West Canal Street
Dover, PA 17315
E-mail: kharris@doversd.org

District Policies:

Policies pertaining to Athletics and Extra-Curricular Activities can be found through this link, Dover Area School District Policy Manual.

- EXTRA/CO CURRICULAR ACTIVITIES – SECTION 100, #122
- INTERSCHOLASTIC ATHLETICS – SECTION 100, #123
- CONCUSSION MANAGEMENT – SECTION 100, #123.1
- SUDDEN CARDIAC ARREST – SECTION 100, #123.2
- SEX-BASED DISTINCTIONS IN ATHLETICS – SECTION 100, #123.3
- EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS – SECTION 100, #137.1
- PARTICIPATION BY CYBER/CHARTER STUDENTS – SECTION 100, #140.1
- TOBACCO AND VAPING PRODUCTS – SECTION 200, #222
- CONTROLLED SUBSTANCES/PARAPHERNALIA – SECTION 200, #227
- HAZING – SECTION 200, #247
- BULLYING/CYBERBULLYING – SECTION 200, #249
- MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES – SECTION 800, # 824
- STUDENT DISCIPLINE – SECTION 200, #218

DOVER AREA SCHOOL DISTRICT
ATHLETIC DEPARTMENT AND SPORTS MEDICINE
AED LOCATIONS

The following are the locations of the AEDs nearest to Dover Athletic practices and events. ID/Key access is needed for some, specifically to enter outside doors for access into buildings. Athletic Trainers will carry an AED with them in gator/golf cart for events they are in attendance.

Middle School:

Stadium: AED is located in the black and white box on the left scoreboard post.

Gym Lobby: In the lobby between the Main Gym and music hallway.

Music Hallway: In the hallway where the music rooms and auxiliary gym is located, near the intersection of the main hallway.

Cafeteria Lobby: An AED is located in the lobby of the cafeteria on the first floor.

Athletic Training Room: There is an AED located on the wall outside the athletic training room. This is downstairs in the basement, in the main hallway of where the locker rooms, concession stand and athletic training room is.

High School:

Turf: There is a stationary AED located on the fence on the team side of the turf.

Baseball Field: During baseball season (March through May), there is an AED located in the home team (first base side) dugout/closet.

Gymnasium: In the southeast corner of the gym, near ticket booth corner.

LGI: Inside the LGI, which is directly to the right inside the main entrance of the school.

Auxiliary Gym/Locker Room Hallway: Located on the wall in between locker room entrances near Auxiliary Gym

Running Track: Located on the wall near the weight and cardio rooms on the running track.

Pool Area: Located on top of the steps leading up to the spectator section of the pool.

Pool Hallway: Located in the hallway near the pool locker rooms.

Auditorium/Cafeteria: Located near the entrance of the Auditorium, at the far end of the open cafeteria area.

Main Office Hallway: Located in the hallway outside the main office and the courtyard, across from elevator and mailboxes.

1st Floor Open Classroom: Located in the hallway near the stairwell and open classroom in the front of the building, near door 5.

CTE/Ag Hallway: Located near the stairwell by the CTE/Ag hallway, in the rear of the first floor, by restroom and storage rooms.

2nd Floor Small Group Classroom: Located on the 2nd floor, near the small group classroom and stairwell near the rear of the building, near Room 234.

2nd Floor: Located in the hallway between the academic side and cafeteria/gym side, near the student help desk.

NORTH SALEM ELEMENTARY SCHOOL:

Softball Field: There is a stationary AED in the home team dugout/closet (first base side) during the softball season (March through May).

Main Hallway: The AED is located in the main hallway/lobby outside of the gymnasium. If you enter the main doors, walk directly ahead and the gym is located in front of you. AED is on the wall near the gym entrance.

Red Pod Entrance: An AED is located near the entrance to the Red Pod. This is located in the back corner of the school, behind the cafeteria and near the playground.

DOVER AREA SCHOOL DISTRICT
ATHLETIC DEPARTMENT AND SPORTS MEDICINE
EXERTIONAL HEAT ILLNESS MANAGEMENT
FLUID REPLACEMENT/REHYDRATION PROTOCOL

INTRODUCTION:

The following guideline on fluid replacement, rehydration, and exertional heat illnesses has been developed in accordance with the NATA Fluid Replacement Position Statement, and the NATA Exertional Heat Illnesses Position Statement. These guidelines are to help provide quality healthcare services and assure the wellbeing of each student-athlete in the Dover Area School District.

DEFINITION OF HEAT ILLNESS:

Heat illness if closely associated with physical activity and its occurrence increases with a rise in temperature and relative humidity. It is usually classified in three categories: heat cramps, heat exhaustion, and heat stroke. Although most often occurring in hot, humid weather, heat illness can also occur with the absence of both heat and/or humidity.

Exercise-Associated Muscle (Heat) Cramps:

- Occurs during or after intense exercise as an acute, painful, and involuntary muscle contraction.
- Causes may include dehydration, electrolyte imbalances, neuromuscular fatigue, or a combination of factors.
- *Signs and Symptoms:* dehydration, thirst, sweating, transient muscle cramps, fatigue.

Exercise (Heat) Exhaustion:

- Occurs most frequently in hot, humid conditions and causes an inability to continue to exercise
- May be caused by dehydration, heavy sweating, sodium loss, and energy depletion
- *Signs and Symptoms:* pallor, persistent muscle cramps, urge to defecate, weakness, fainting, nausea, decreased urine output, cool and clammy skin, anorexia, diarrhea, body temperature between 97-104 degrees.

Exertional Heat Stroke:

- Occurs when core temperature is elevated (usually greater than 104 degrees) with associated signs of organ system failure due to hyperthermia and physical activity.
- Caused by an overwhelmed temperature regulation system due to excessive endogenous heat production or inhibited heat loss due to environmental conditions.
- *Signs and Symptoms:* tachycardia, hypotension, sweating (although skin may be wet or dry), hyperventilation, altered mental status, vomiting, diarrhea, seizures, coma, and CNS changes.
- Life threatening condition that can be fatal unless promptly recognized and treated.

PREVENTION OF HEAT ILLNESS GUIDELINES:

- All preparticipation examinations will identify student-athletes who may be predisposed to heat illness or have a history of heat illness.
- The Athletic Training Staff will be onsite at most practices and competitions to assist in providing hydration and access to further cooling supplies. The staff will be aware of the signs and symptoms of heat illness to properly recognize and intervene on behalf of the student-athlete.
- The Certified Athletic Training Staff will help educate athletes and coaches regarding the necessary time needed to have student-athletes adapt to their environment. Acclimation should be a gradual progression. Well-acclimatized athletes should be able to train 1 to 2 hours under the same heat conditions that will be present for their event.
- In addition, the certified athletic trainer should know how to use a wet-bulb globe temperature (WGBT) and/or a sling psychrometer, decipher the corresponding temperature graphs for these instruments, and base the level of physical activity upon the gathered information. This will be used as one of the factors in determining any risk of heat illness associated with relevant environmental conditions.

TREATMENT OF HEAT ILLNESS:

The Athletic Training Staff will treat heat illness by recognizing its signs and symptoms, understanding the causes of heat illness, and taking the necessary measures to ensure an efficient and safe recovery for the student-athlete.

Exercise-Associated Muscle (Heat) Cramps

- The student-athlete should stop activity, replace lost fluids (containing sodium), and begin mild stretching and massage of the muscle spasm.
- Instruct the student-athlete to lie down, as this may allow blood flow to be distributed more rapidly to cramping leg muscles.

Exercise (Heat) Exhaustion

- Assess cognitive function and vital signs.
- Transport the student-athlete to a cool and/or shaded environment, remove excess clothing, start fluid replacement, and cool the student-athlete with fans, ice towels, or ice bags (placed in armpits, neck and groin), ice bath or TACO method.
- The student-athlete should be referred to the team physician and/or the emergency room of the closest hospital if in the judgment of the attending certified athletic trainer symptoms warrant further immediate attention

Exertional Heat Stroke

- Activate the emergency medical system.
- Assess cognitive function and vital signs.
- Lower the body-core temperature as quickly as possible by removing excess clothing and immersing the body into a tub of cool water (35-59 degrees) while checking temperature every 5-10 minutes. Remove student-athlete from water if temperature reaches 101-102 degrees to prevent overcooling.
- Continue using cooling methods mentioned for heat exhaustion while transporting to decrease body-core temperature.
- Maintain and monitor airway for breathing and circulation.

RECOVERY OF HEAT ILLNESS:

Student-athletes who experience a heat stroke may have impaired thermoregulation, persistent CNS dysfunction, and hepatic or renal insufficiency following recovery. Decreased heat tolerance has been

shown to affect 15% to 20% of athletes experiencing a heat stroke-related collapse. Following recovery, the student-athlete's activity should be restricted with a gradual return regulated by a doctor.

Dover Area School District's Athletic Department will use the NATA Guidelines for Heat in regards to physical activity and/or practices conducted outside. A Kestrel Wet Bulb Globe Thermometer will be used to monitor Heat Index on the Middle School and High School Turf Fields. Kestrel WBGT are programmed with the NATA Guidelines on the display.

Fig. 4

Cat 3	Cat 2	Cat 1	Activity Guidelines
<82.0°F <27.8°C	<79.7°F <26.5°C	<76.1°F <24.5°C	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
82.2°-86.9°F 27.9°-30.5°C	79.9°-84.6°F 26.6°-29.2°C	76.3°-81.0°F 24.6°-27.2°C	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each.
87.1°-90.0°F 30.6°-32.2°C	84.7°-87.6°F 29.3°-30.9°C	81.1°-84.0°F 27.3°-28.9°C	Maximum practice time is 2 h. **For Football:** Players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. **For All Sports:** Provide at least four separate rest breaks each hour with a minumum duratition of 4 min each.
90.1°-91.9°F 32.2°-33.3°C	87.8°-89.6°F 31.0°-32.0°C	84.2°-86.0°F 29.0°-30.0°C	Maximum practive time is 1 h. **For Football:** No protective equipment may be worn during practive, and there may be no conditioning activites. **For All Sports:** There must be 20 min of rest breaks distributed throughout the hour of practice.
≥92.1°F ≥33.4°C	≥89.8°F ≥32.1°C	≥76.3°-81.0°F ≥24.6°-27.2°C	No outdoor workouts. Delay proactice until a cooler WBGT is reached.

RATIONALE OF FLUID REPLACEMENT

Student-athletes who are exposed to prolonged practices and competitions in an excessively hot and humid environment may be deprived of essential fluids, carbohydrates, and electrolytes that ultimately lead to dehydration and potential heat illness.

It has been demonstrated that dehydration of just 1-2% of body weight can alter physiological function and negatively influence a student-athlete's performance. Student-athletes who are not properly hydrated prior to the start of practice or competition can begin to notice the signs of dehydration in just one hour or sooner of exercise. Dehydration has been identified as an increased risk factor for student-athletes developing heat-related illness such as heat cramps, heat exhaustion, and potentially life-threatening heat stroke.

REHYDRATION GUIDELINES

The Athletic Training Staff of Dover Area School District has developed the following rehydration guidelines based on nationally accepted criteria. The Athletic Training Staff will assist in promoting the consumption of beverages.

PRIOR TO EXERCISE:

- All student-athletes should be encouraged to drink 17-20 fluid ounces of water or sports beverage 2-3 hours before exercise.
- 10 to 20 minutes before the beginning of practice or competition, student-athletes should be encouraged to drink an additional 7-10 ounces or water or sports beverage.

DURING EXERCISE:

- Encourage student-athletes to drink early and often.
- Drink 7-10 fluid ounces or water or sports drink every 10-20 minutes.
- It is important to stress to the student-athletes to drink prior to becoming thirsty. A student-athlete who is thirsty may already be in the early stages of dehydration.

AFTER EXERCISE:

- Encourage student-athletes to replace any fluid loss due to sweating within 2 hours from the end of exercise. This rehydration should include water, carbohydrates, and electrolytes to allow the immediate return of physiological function.
- Encourage them to drink 20-24 fluid ounces for every pound of weight lost.

****Sports beverages should ideally contain a carbohydrate level of no more than 8%. A higher carbohydrate level can slow fluid absorption and cause stomach problems.**
****Fruit juices, carbohydrate gels, and carbonated beverages should not be recommended as the sole rehydration beverage of choice. Beverages containing caffeine, alcohol, or carbonation should be limited due to their diuretic effects and decreased fluid retention.**

WEIGHT LOSS/GAIN GUIDELINES

It is recommended that all student-athletes exercising in hot and humid environments be weighed in prior to and after practices or competition. By weighing in, a determination can be made of the percentage body weight lost due to sweating and the amount of rehydration that must occur prior to the next practice session. Furthermore, student-athletes should be weighed preferably wearing the same amount of clothing pre-and post-practice. The percentage of weight lost between practice sessions will be used as one factor to determine if a student-athlete can safely continue to practice. Student-athletes should ideally have their pre-exercise body weight remain relatively consistent.

- 2% body weight difference should be noted and that student-athlete should be closely monitored for any signs or symptoms of dehydration.
- A student-athlete with greater than 2% body weight loss should not be allowed to return to practice until proper fluid replacement has taken place.

DOVER AREA SCHOOL DISTRICT
ATHLETIC DEPARTMENT AND SPORTS MEDICINE
COLD WEATHER GUIDELINES

In accordance with the recommendations by the National Athletic Trainers' Association and the guidelines set forth by the NCAA, the Cold Weather Guideline for outdoor practices and competition has been established to protect the Dover Area School District student-athletes and staff from cold injuries associated with decreased environmental temperatures.

Injuries associated with a decrease in environmental temperatures include hypothermia, frostbite, chilblain, and trench foot. Worst-case scenarios for all of these conditions include tissue necrosis, neuropraxia, limb loss, and death.

The DASD Athletic Department Cold Weather Guidelines is designed to limit exposure to environmental cold by altering outdoor practices and competition as needed based on two factors, the wind chill temperature and precipitation. The National Weather Service has calculated the wind chill temperature by using the ambient temperature and the velocity of air speed. As an individual loses body temperature more quickly in windy conditions due to the process of convection, special consideration must be given to the wind chill temperature as opposed to ambient air temperature. Additionally, moisture increases the rate at which body temperature is lost.

With a decrease in temperature and/or precipitation, student-athletes and Athletics staff should take steps to properly cloth themselves. Proper clothing includes moisture wicking fabrics, cotton layers (avoid cotton on the first layer if possible), water and/or windproof layer on top, moisture wicking socks, proper footwear, gloves, and hat.

To limit exposure, practices and competition will be altered by the following guidelines. Please note the following temperature ranges account for wind chill. Air temperature information is available on www.weather.com (note the temperature corresponding to 'Feels like').

Wind Chill Temperature	Guidelines/adjustments
25-30 Degrees F	-Be aware and ready for possible cold injures -Total exposure time: maximum of 2 hours
15-25 Degrees F	-Cover all exposed skin as possible -Rewarm: ever 20 min for at least 10 min -Total exposure time: maximum 60 min
0-15 Degrees F	-Considering limiting or modifying activity to limit exposure - Rewarm: every 15 min for at least 10 min -Total exposure time: maximum 30 minutes
<0 Degrees F	-Cancel all practices/competitions

DOVER AREA SCHOOL DISTRICT
ATHLETIC DEPARTMENT AND SPORTS MEDICINE
SEVERE WEATHER AND LIGHTNING PROTOCOL

Background

Lightning strikes to individuals are rare but can be deadly. It is also the most consistent and significant weather hazard that may affect athletic participation. Due to the nature of lightning and the arrangement of the school district's athletic facilities there must be a policy in place to respond to the occurrence of lightning.

Purpose

The keys to lightning safety are education and prevention. Education begins with learning appropriate lightning safety tips. Prevention of lightning injuries or casualties should begin long before any athletic event. This policy will outline lightning safety terminology, procedures and decision-making policies.

Scope

This protocol will govern all Dover Area School District (DASD) interscholastic athletic events and practices.

. **Monitor Weather Conditions**

Athletics personnel (Certified Athletic Trainers, coaches, game managers and/or Athletic Director) must check weather reports each day before any practice or event. The National Weather Service (NWS) issues severe weather and/or thunderstorm watches and/or warnings. A "watch" means conditions are favorable for severe weather to develop in a particular area. A "warning" means the NWS has reported severe weather in an area and for anyone in that area to take the necessary precautions.

Athletics personnel should be aware of the signs of thunderstorms developing nearby. Thunderstorms can grow from towering, "fluffy" cumulus clouds to lightning producers in as little as thirty (30) minutes. Lightning and thunder activity in the local area are the "alarms" for athletics personnel to begin monitoring thunderstorm activity, such as directions of storm movement and distance to lightning strikes.

II. **Evacuation Criteria**

Per the National Federation of State High School Associations (NFHS) and Pennsylvania Interscholastic Athletic Association:

- If you hear thunder or see lightning, you must remove your team from practice or competition and head to the nearest safe shelter (see below).

All coaches, officials, and administrators need to abide by this to ensure the safety of all athletes, coaches, game management, spectators, and all others who may be present.

It is important to note that blue skies and no rain are not protection from lightning. Lightning can strike from a distance as far as 10 miles.

III. **Activity Stoppage**

Practice**:** The decision regarding stoppage of a DASD athletics practice should be made with the Certified Athletic Trainer, Athletic Department and coaches.

PIAA Event**:** The decision regarding stoppage of play of an official scrimmage or contest is the domain of the Athletic Department and/or the PIAA Official(s).

The Dover on-site Certified Athletic Trainer has the authority, in cases where an official, administrator or opposing coach questions this decision, to remove their respective team from the playing field. This decision will be fully supported by the Dover Athletic Department.

It is important to note that blue skies and no rain are not protection from lightning. Lightning can strike from a distance as far as 10 miles.

IV. **Shelter**

1. Safe areas include:
    - Enclosed buildings
    - Fully enclosed metal vehicles with a hard roof and windows up
    - Low ground areas as a last resort (ditches, bottom of hill) – assume a crouched position, minimize your body area – do not lie flat

2. Unsafe areas include:
    - Open fields
    - Golf carts / gators
    - Metal bleachers (on or under)
    - Fences
    - Umbrellas, flag poles, light poles
    - Tall trees
    - Pools of standing water
    - Dugouts
    - Small storage sheds

3. When the decision has been made to delay participation, teams will report to their assigned Safe Structure. A Safe Structure is defined as “any building normally occupied or frequently used by people, i.e. a building with plumbing and/or electrical wiring that acts to electrically

ground the structure." Teams will remain within these structures until thirty minutes after the last thunder/lightning activity. Safe Structures will be assigned as follows:

Eagle Stadium/Turf – head to the locker room area inside the Middle School.
Football Practice Fields – head inside the closest doors by the gymnasium
Tennis Courts – head into the locker room area inside the Middle School or through back doors of Middle School.
High School Turf Field – head into the Auxiliary gym using side doors directly across from turf
High School Baseball Field – head into the closest entrance to the High School, which will be Athletic Entrance or Auxiliary Gym entrance.
Cross Country – head to the nearest safe structure - pending on where you are running. If at Eagle View Park, head inside the backside of the Middle School.
Softball/North Salem Multipurpose Field– head into North Salem Elementary School by one of the entrances in the rear of school
Golf – follow Honey Run Golf Course's Lightning Policy
North Salem Elementary Front Field– enter school at the main entrance.
Pool Deck – during a lightning storm, all athletes in the water must be removed.

DO NOT ALLOW STUDENT-ATHLETES TO WAIT OUTSIDE FOR THEIR RIDES. ALL STUDENT-ATHLETES SHOULD BE INSIDE FOR THE DURATION OF THE STORM/LIGHTNING DELAY.

In the event of lightning, precautions must be taken to ensure the safety of fans as well as players. When an event is delayed for lightning, an announcement will be made to spectators regarding the reason for the delay as well as suggestions for their safety. Spectators should either go inside a safe structure or at least get into automobiles which have a solid metal roof (not convertible) and roll up windows. It is not the tires that protect from lightning strikes; it is the large area of the roof that dissipates the lightning around the vehicle.

V. Emergency Action Plan

In the event that a DASD and/or visiting team athlete, coach, administrator, official or spectator is struck by lightning; the following protocol will be executed:

- Any person struck by lightning does not carry an electrical charge – there is no danger presented to the healthcare provider
- Assess the scene to ensure safety for qualified healthcare personnel to enter. This may include transporting the victim to a safe environment before initiating first aid procedures.
- Evaluate the victim, activate EMS, and provide necessary first aid, which may include CPR and Rescue Breathing.
- Personnel of DASD Athletics should activate EMS by calling 911.

VI. Return to Play

Once a practice or competition has been suspended the severe weather should continue to be monitored. Once the storm passes, it may be safe for athletics to continue outside. To return to play outside after a storm, the Certified Athletic Trainer and/or Athletics personnel will time 30 minutes from the last lightning strike. If there is no other lightning within those 30 minutes, play may resume outside. If there is another strike or thunder is heard, the clock will be reset for another 30 minutes and all participants must continue to stay inside.

An addition per the NFHS: At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

Dover Area School District Athletic Personnel use various weather apps and websites to monitor for severe weather. Those that are used, but not limited to: The Weather Channel, WeatherBug, MyRadar, and Accuweather.

This protocol is set in accordance with NFHS/PIAA Guidelines on Lightning Safety.

Dover Area School District Athletic Department
Emergency Action Plan

Emergency situations may arise at any time during athletic events. It is critical that athletic staff and coaches take expedient action in order to provide the best possible care to the student-athlete if an emergency and/or life-threatening condition occurs. The development and implementation of an emergency plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, the athletic association must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately.

Components of the Emergency Plan

These are the basic components of this plan:

1. emergency personnel
    - roles of personnel
2. emergency communication
3. emergency equipment
4. venue directions with map
5. medical emergency transportation

Emergency Personnel

With athletic association practice and competition, the first responder to an emergency situation is typically a member of the sports medicine staff, most commonly a certified athletic trainer. A team physician may not always be present at every organized practice or competition. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. The first responder in some instances may be a coach or other institutional personnel.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, certified athletic trainers, student athletic trainers, coaches, managers, and, possibly, bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head athletic trainer. There are four basic roles within the emergency team. The first and most important role is establishing safety of the scene and immediate care of the athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training. The second role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor

under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event. The third role, equipment retrieval may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, managers, and coaches are good choices for this role. The fourth role of the emergency team is that of directing EMS to the scene. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, manager, or coach may be appropriate for this role.

Roles within the Emergency Team

1. Establish scene safety and immediate care of the athlete
2. Activation of the Emergency Medical System
3. Emergency equipment retrieval
4. Direction of EMS to scene

Activating the EMS System

Making the Call:

- 911 (if available)
- telephone numbers for local police, fire department, and ambulance service

Providing Information:

- name, address, telephone number of caller
- nature of emergency, whether medical or non-medical
- number of athletes
- condition of athlete(s)
- first aid treatment initiated by first responder
- specific directions as needed to locate the emergency scene ("come to south entrance of coliseum")
- other information as requested by dispatcher

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

Emergency Communication

Communication is the key to quick emergency response. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event, then direct communication with the emergency medical system at the time of injury or illness is necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should the primary communication system fail. With the availability of cell phones, finding a proper working telephone shouldn't be an issue.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in

good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis. The emergency equipment available should be appropriate for the level of training for the emergency medical providers. Creating an equipment inspection log book for continued inspection is strongly recommended. It is recommended that a few members of the emergency team be trained and responsible for the care of the equipment.

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise

Medical Emergency Transportation

Whenever possible an ambulance should be on site at high risk sporting events. EMS response time is additionally factored in when determining on site ambulance coverage. The athletic department coordinates on site ambulances for competition in football. Ambulances may be coordinated on site for other special events/sports, such as major tournaments. Consideration is given to the capabilities of transportation service available (i.e., Basic Life Support or Advanced Life Support) and the equipment and level of trained personnel on board the ambulance. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue. In the event of an emergency, the 911 system will still be utilized for activating emergency transport.

In the medical emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. *Any emergency situations where there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a "load and go" situation and emphasis placed on rapid evaluation, treatment and transportation*.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and first aid refresher training. Through development and implementation of the emergency plan, the athletic association helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Approved by _____ _____
Troy Wiestling, Director of Athletics Date

Approved by _____ _____
David App, Head Athletic Trainer, Asst AD Date

Approved by _____ _____
Dustin Boyd, Director of Security Date

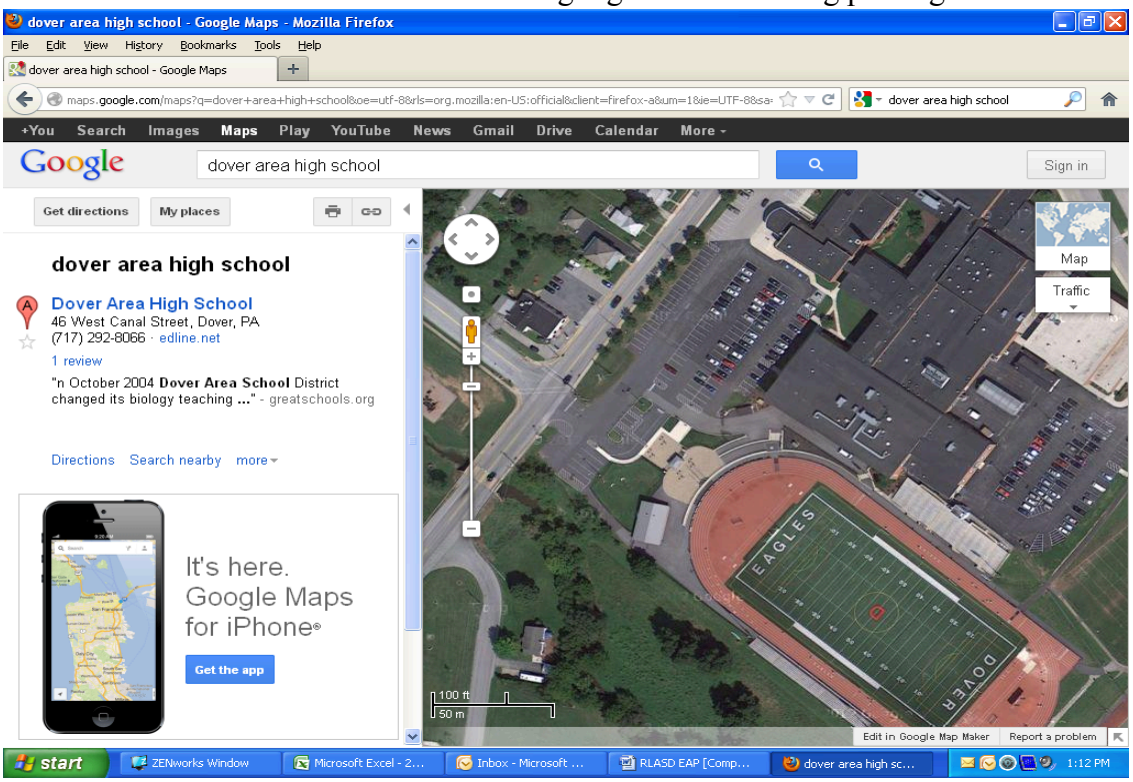
Emergency Plan: Eagle Stadium
Dover Area Middle School, 46 West Canal Street
Primarily used for football, soccer, field hockey and track

Emergency Personnel: Certified Athletic Trainers David App 717-487-7520 and Kaitlin Merritt 717-880-6684, AD Troy Wiestling 717-487-2327 on campus or site for practice and competition.
Emergency Communication: Emergency personnel and coaches will have cell phones.
Emergency Equipment: supplies (AED, splint kit) maintained in athletic training rooms in the Middle School, High School, or with Certified Athletic Trainer in gator. A stationary AED is located on the post of the scoreboard, in a white and black box.
Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
   - 911 call (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
3. Emergency equipment retrieval
4. Direction of EMS to scene
   a. Open appropriate gates (Master AA key)
   b. Designate individual to "flag down" EMS and direct to scene
   c. Scene control: limit scene to first aid providers and move bystanders away from the area.

Venue Directions: Eagle Stadium is located off of Canal Street and Intermediate Avenue.

- Ambulance should enter the far right gate after entering parking lot

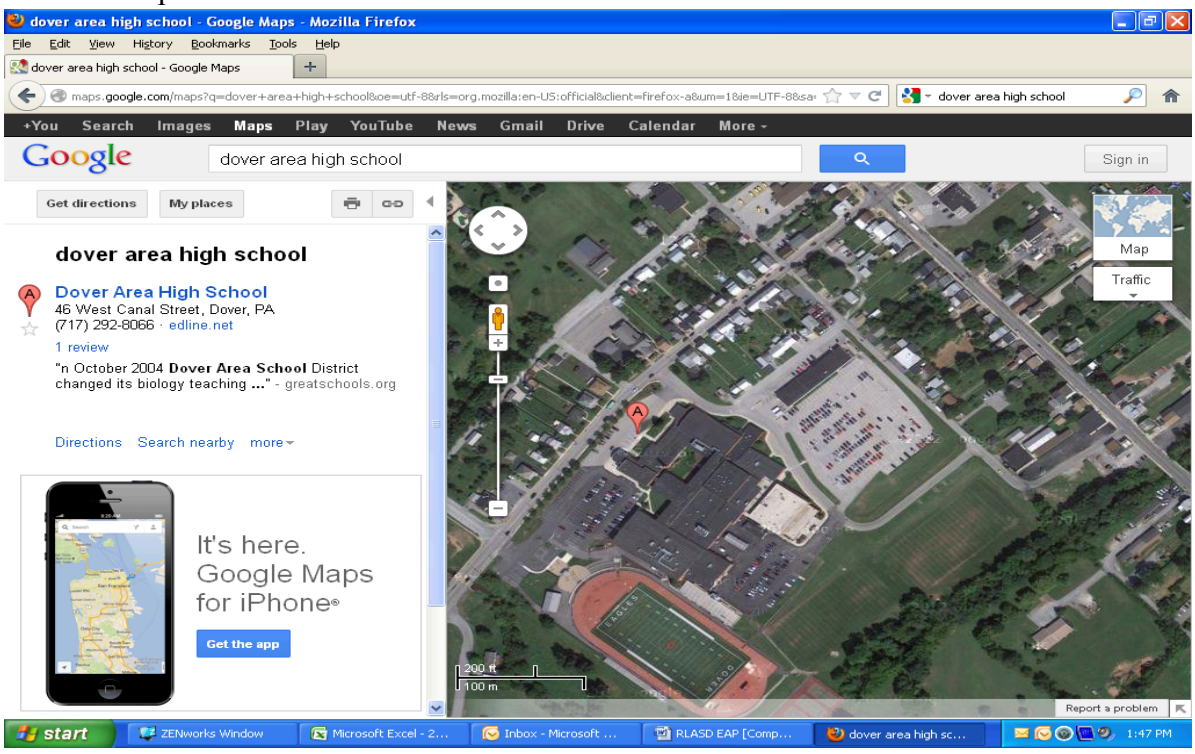


Emergency Plan: Football Practice Fields
Dover Area Middle School, 46 West Canal Street
Primarily used for football and track and field

Emergency Personnel: Certified Athletic Trainers David App 717-487-7520 and Kaitlin Merritt 717-880-6684, AD Troy Wiestling 717-487-2327 on campus or site for practice and competition.
Emergency Communication: Emergency personnel and coaches will have cell phones.
Emergency Equipment: supplies (AED, splint kit) maintained in athletic training rooms in the Middle School, High School, or with Certified Athletic Trainer in gator. A stationary AED is located in the hallway outside the athletic training room or in the hallway outside the gymnasium and band rooms, or at the stadium scoreboard, in a black and white box; ID/key access is needed to enter the building.
Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
   - 911 call (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested
3. Emergency equipment retrieval
4. Direction of EMS to scene
   a. Open appropriate gates if needed (Master AA key)
   b. Designate individual to "flag down" EMS and direct to scene
   c. Scene control: limit scene to first aid providers and move bystanders away from the area.

Venue Directions: The football practice field is located in the back of the high school, down the hill. Ambulance can enter from the driveway in the parking lot behind the school or on S Reservoir Drive, as noted on map.



Emergency Plan: Tennis Courts

Dover Area Middle School, 46 West Canal Street

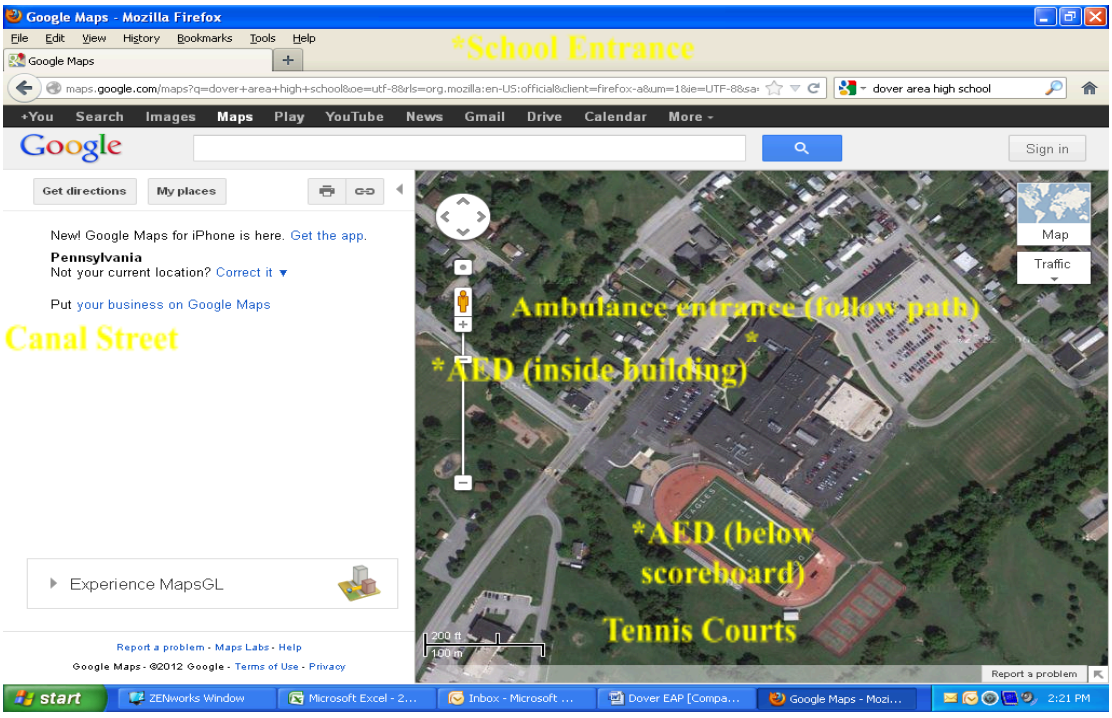
Primarily used for boy's and girl's tennis

Emergency Personnel: Certified Athletic Trainers David App 717-487-7520 and Kaitlin Merritt 717-880-6684, AD Troy Wiestling 717-487-2327 on campus or site for practice and competition.
Emergency Communication: Emergency personnel and coaches will have cell phones.
Emergency Equipment: supplies (AED, splint kit) maintained in the athletic training room in the Middle School, Senior High, or with Certified Athletic Trainer in gator. A stationary AED is located in the hallway outside the athletic training room or below the stadium scoreboard in the black and white box; ID/key access is needed to enter the building.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
   - 911 call (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested
3. Emergency equipment retrieval
4. Direction of EMS to scene
   a. Open appropriate gates if needed (Master AA key)
   b. Designate individual to "flag down" EMS and direct to scene
   c. Scene control: limit scene to first aid providers and move bystanders away from the area.

Venue Directions: The tennis courts are located behind Eagle Stadium. The ambulance should enter the main entrance of the school and enter the back parking lot. There is a driveway down to the tennis courts from there.



Emergency Plan: Dover Area Middle School Gymnasium and Aux Gym

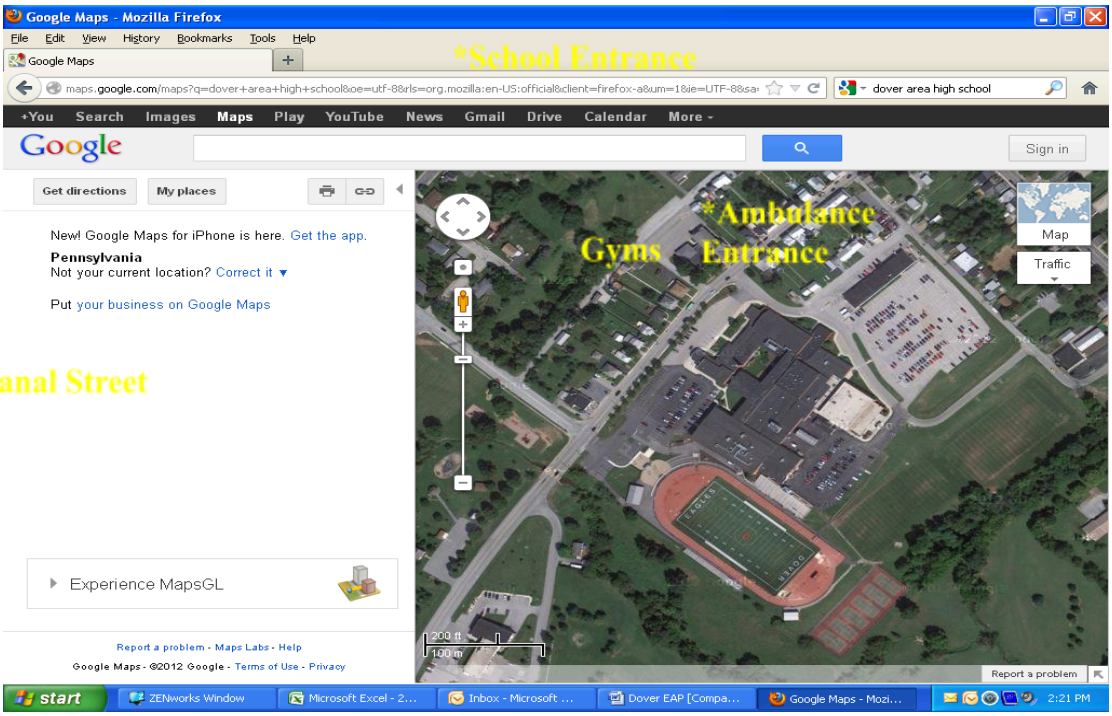
Dover Area Middle School, 46 West Canal Street

Primarily used for basketball, wrestling and cheer

Emergency Personnel: Certified Athletic Trainers David App 717-487-7520 and Kaitlin Merritt 717-880-6684, AD Troy Wiestling 717-487-2327 on campus or site for practice and competition.
Emergency Communication: Emergency personnel and coaches will have cell phones.
Emergency Equipment: supplies (AED, splint kit) maintained in the athletic training room in the Middle School, Senior High, or with Certified Athletic Trainer in gator. A stationary AED is located in the hallway outside the gym; ID/key access is needed to enter the building.
Roles of First Responders

5. Immediate care of the injured or ill student-athlete
6. Activation of emergency medical system (EMS)
   - 911 call (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested
7. Emergency equipment retrieval
8. Direction of EMS to scene
   d. Open appropriate gates if needed (Master AA key)
   e. Designate individual to "flag down" EMS and direct to scene
   f. Scene control: limit scene to first aid providers and move bystanders away from the area.

Venue Directions: The gyms are located inside the school, on the left-hand side. The ambulance should enter the main entrance of the school near marquee sign and stay to the left like they are going to the back of the school.



Emergency Action Plan: Turf Field and Baseball at Dover High School

Dover Area High School, 4500 Intermediate Avenue

Primarily used for soccer, field hockey and lacrosse; baseball

Emergency Personnel: Certified Athletic Trainers David App 717-487-7520 and Kaitlin Merritt 717-880-6684, AD Troy Wiestling 717-487-2327 on campus or site for practice and competition.
Emergency Communication: Emergency personnel and coaches will have cell phones.
Emergency Equipment: supplies (AED, splint kit) maintained in the athletic training room in the Senior High, or with Certified Athletic Trainer in gator. A stationary AED is located on the fields.
Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
   - 911 call (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested
3. Emergency equipment retrieval
4. Direction of EMS to scene
   a. Open appropriate gates if needed (Master AA Key)
   b. Designate individual to "flag down" EMS and direct to scene
   c. Scene control: limit scene to first aid providers and move bystanders away from the area.

Venue Directions: The baseball and turf field is located on the right of the High School. Follow Intermediate Ave all the way to the last entrance. Field is located to the right of the parking lot

DOVER AREA SCHOOL DISTRICT

Title: Central Registrar and Homeless Liaison

Board Approval Date:

Department:

Revision Date:

Reports To: Assistant Superintendent

Description #:

Salary Schedule: Confidential

Summary Of Purpose:

The Central Registrar/Homeless Liaison is responsible for coordinating the District's centralized student enrollment process and maintaining accurate enrollment records while ensuring compliance with state and federal student access laws. The position oversees registration, residency verification, student record maintenance, home education tracking, and placement documentation.

The employee also serves as the District's designated McKinney-Vento Homeless Liaison and ensures that students experiencing homelessness are identified and provided full and equal access to public education in accordance with federal law. The liaison works to remove barriers to enrollment, attendance, and participation in school programs and coordinates services with schools, families, and community agencies.

Qualifications:

- High school diploma required; post-secondary coursework or associate degree preferred
- Experience in school registration, student services, social services, or administrative coordination preferred
- Knowledge of student information systems and recordkeeping practices
- Ability to maintain confidentiality of student records
- Strong communication and organizational skills
- Ability to work collaboratively with families, administrators, and outside agencies
- Ability to interpret policies, procedures, and applicable education laws and regulations
- Demonstrated ability to manage multiple priorities and deadlines

Responsibilities:

Central Registration & Enrollment:

- Coordinate the district-wide student registration process.
- Provide guidance to school offices regarding enrollment requirements and documentation.
- Assist families with enrollment procedures and documentation requirements.
- Coordinate centralized Kindergarten registration.

- Review residency determinations and enrollment eligibility.
- Facilitate student withdrawals, transfers, and record requests.
- Maintain accurate student enrollment records in the Student Information System.
- Communicate enrollment changes to appropriate departments, including transportation and building administration.
- Supervise Central Registration support staff and ensure accurate data entry.

Student Records & Attendance Monitoring

- Monitor enrollment, transfers, and withdrawals for accuracy and compliance.
- Analyze building enrollment reports and trends.
- Coordinate required enrollment and attendance documentation in accordance with the Pennsylvania School Code and district policy.
- Review attendance concerns with building administration and ensure required notices are issued.
- Ensure that students identified under McKinney-Vento are not subject to attendance enforcement actions until barriers to attendance have been evaluated and appropriate supports are offered.

Home Education & Educational Placements

- Oversee the Home Education Program in accordance with Pennsylvania law and district policy.
- Maintain home education documentation and required notifications.
- Serve as district contact for educational placements, including alternative education, court-directed placements, and other approved educational settings.
- Process PDE-4605 residency determinations.
- Coordinate documentation related to tuition billing with the Business Office.
- Maintain records for homebound instruction as provided by building administration.

Homeless Liaison (McKinney-Vento Compliance)

The employee serves as the District's designated Homeless Liaison pursuant to the McKinney-Vento Homeless Assistance Act.

Identification & Outreach

- Identify students experiencing homelessness through enrollment procedures, staff referrals, and communication with community agencies.
- Inform families and unaccompanied youth of their educational rights.
- Provide training and guidance to district staff on identifying and referring students experiencing homelessness.

Immediate Enrollment & School Stability

- Ensure immediate enrollment for homeless students, even when standard enrollment documents are unavailable.
- Remove barriers to enrollment, attendance, and participation in school programs and activities.
- Determine school of origin eligibility and assist families with school selection decisions based on the student's best educational interest.
- Facilitate the prompt transfer of student records.

Transportation & Services

- Coordinate transportation to the school of origin when appropriate.
- Ensure homeless students have access to meals, special education, career and technical education, preschool programs, extracurricular activities, and academic supports.
- Coordinate services with counselors, social workers, administrators, and community agencies.

Unaccompanied Youth

- Assist unaccompanied homeless youth with enrollment and access to services without a parent or guardian.
- Serve as the district contact for verification of independent student status for post-secondary financial aid purposes.

Dispute Resolution & Compliance

- Implement the McKinney-Vento dispute resolution process.
- Provide written notice to parents or youth regarding school selection decisions.
- Maintain enrollment and transportation during disputes.
- Maintain confidential records and complete required state reporting.
- Participate in required trainings and compliance activities.

Performs other job-related duties as assigned by the Assistant Superintendent or designee that are consistent with the general purpose of the position and in accordance with District policy, state regulations, and federal law.

Evaluation:

Performance will be evaluated annually by the Director of Technology and Safety or designee in accordance with district policy and administrative procedures.

Terms of Employment:

Twelve-month position. Salary and benefits in accordance with the Confidential Staff compensation plan and applicable agreements.

Essential Physical/Mental/Enviromental Requirements:

Work Environment Summary: Work is performed primarily in an office and school setting with frequent interruptions and competing priorities. The position requires regular interaction with students, parents/guardians, administrators, school personnel, and community agencies. The employee frequently assists families experiencing urgent or crisis situations and must respond to emotionally charged or conflict-oriented interactions related to enrollment, residency, custody matters, attendance, and school placement.

The position requires maintaining confidentiality of sensitive student and family information and exercising sound judgment when applying enrollment requirements and student access laws. The employee must manage multiple time-sensitive matters simultaneously while providing in-person, telephone, and electronic assistance to families and staff.

DOVER AREA SCHOOL DISTRICT

1. Following Directions
   - ☑ Full understanding of both written and verbal instructions required
   - ☐ Understanding of verbal instructions only required
   - ☐ Understanding of written instructions only required
2. Communication - English
   - ☑ Fluent reading
   - ☐ Recognitions of signs/symbols
   - ☐ Simple reading
   - ☐ No reading skills required
3. Hearing
   - ☑ Ability to hear required
   - ☐ Limited hearing
   - ☐ Hearing not required
4. Seeing
   - ☑ 20/20 vision with corrective eyewear
   - ☐ Limited vision
   - ☐ Vision not required
5. Time
   - ☑ Must tell time to the minute
   - ☐ Must recognize specific times (arrival, departure, breaks, lunch)
6. Orientation (familiarity with surroundings)
   - ☐ Several blocks from the building
   - ☑ Building only
   - ☐ Work area
   - ☐ Room area
7. Mobility Skills
   - ☑ Mobility within the building
   - ☐ Mobility within a four-block radius
   - ☐ Driving required
8. Sitting
   - ☑ 75%-100%
   - ☐ 50%-75%
   - ☐ 25%-50%
   - ☐ Less than 25%
9. Standing
   - ☐ 75%-100%
   - ☐ 50%-75%
   - ☐ 25%-50%
   - ☑ Less than 25%

10. Bending
    - ☐ Knees and waist
    - ☑ Waist only
    - ☐ Knees only
    - ☐ No bending required
11. Lifting
    - ☐ Greater than 30 lbs.
    - ☐ 10-30 lbs.
    - ☑ Less than 10 lbs.
    - ☐ No lifting required

12. Reaching
    - ☐ Greater than 6 feet
    - ☐ 2-6 feet
    - ☑ Less than 2 feet
    - ☐ Reaching not required

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks, and responsibilities. Employees will be expected to perform duties beyond those outlined in the job description. Management reserves the right to amend or change responsibilities as needed to meet operational and organizational needs.

River Rock Academy Administration

2124 Ambassador Circle • Lancaster, PA 17603 • Ph: 717-208-3349 • Fax: 717-517-7932

CONTRACT FOR RESERVATION OF
7 SECONDARY SLOTS + 2 ELEMENTARY SLOTS
WITH RIVER ROCK ACADEMY
2026-2027 SCHOOL YEAR

This Services Contract ("Contract") is dated this 30th day of April 2026, between Dover Area School District (hereafter referred to as the "District") and River Rock Academy (hereafter referred to as the "Provider").

1. District agrees to reserve **7** secondary student slots from Provider or its assigns for the Red Lion Campus or Spring Grove Campus (AEDY program or the Secondary Special Education 7-12) at a reduced per diem rate of $167.00 for an annual cost of **$216,265.00** and **2** reserved elementary student slots at the Red Lion Campus or Spring Grove Campus Private Licensed Academic Elementary Programs at a reduced per diem rate of $199.00 for an annual cost of **$73,630.00**.

2. District agrees to pay $289,895.00 over a ten (10) month period: **$28,989.50** on a monthly basis for ten months.

3. Provider agrees to send District a monthly invoice on the 15th of each month for ten (10) months for the monthly installment rate of $28,989.50. District shall pay the invoice within thirty (30) days of the invoice receipt. Any amounts due Provider under the terms of this Contract which are not paid within thirty (30) days of the invoice receipt shall accrue interest at the rate of 1.5% per month, or such portion thereof from the due date, until payment is received by Provider. In the event that Provider has to pursue collection to recover any unpaid amounts, the District will be responsible for any costs of collection, including reasonable attorney's fees.

4. Provider agrees to hold 7 secondary student slots and 2 elementary student slots exclusively for District for the 2026 - 2027 school year. Any additional secondary students above the 7 secondary reserved slot will incur a per diem cost of $246.00 and any additional elementary students above the 2 elementary reserved slots will incur a per diem cost of $268.00.

5. Provider agrees to provide Secondary Special Education 7-12 services for an additional $10.00 per diem fee in addition to the standard slot or per diem rate. The Special Education fee will be included in the end of month itemized invoice and will only be assessed for students with an IEP and enrolled in the program for the month being billed.

6. This agreement has been drafted with a mutual understanding between Provider and the District, that the District has an intention to pre-purchase 7 reserved secondary student slots and 2 reserved elementary student slots for the 2026-2027 school year. If this contract is not signed and returned to Provider by July 1, 2026, or by a date mutually agreed upon by both parties, then the request to reserve pre-purchased slots will be considered forfeited and the slot reservation is void.

   After July 1, 2026, unless another date was agreed upon, if this slot agreement remains unsigned, it will convert to a services only agreement for the District to receive secondary services at the standard per diem rate of $246.00 and elementary services at the standard per diem rate of $268.00. The

additional special education per diem charge of $10 for secondary students with an IEP will still apply.

7. Provider agrees to send District an itemized invoice detailing all District students in the Provider Programs. Provider shall invoice the District on a monthly basis within ten (10) days of the beginning of the month for services provided in the prior month. Payment shall be remitted within 30 days' receipt of such invoices. Payments not paid within thirty (30) days of invoice date shall bear interest at the rate of 1.5% per month. If Provider pursues collection of any unpaid amounts, the District will be responsible for any costs of collection, including attorney's fees.

8. Provider agrees to keep an open line of communication with the District and provide a structured, disciplined, nurturing environment for their students.

9. Provider and the District will collaborate in the development of an individualized instruction program for all students and the implementation of special education services for students identified. Special Education Services and provisions required under Chapter 14 of State Board of Education regulations will be strictly followed, including without limitations: (a.) a consultation with the student, parents/guardian will occur securing the student, parents/guardians written approval to enroll the student in the program (34 CFR 300.322); (b.) the student's I.E.P. will be updated to reflect the decision to enroll the student in the program. The referring district will also update the Evaluation Report prior to admission (34 CFR 300.324); (c.) Any services that are not provided by Provider or cannot be provided by Provider during the period of enrollment will be the responsibility of District and the student shall be considered as a "dual enrollment" under applicable law; (d.) if a student is enrolled and it is later determined that the student should be evaluated under applicable Special Education provisions, including the I.D.E.A. "Child Find" provisions and related reporting (34 CFR 300.111), Provider will notify the referring public school. The referring district agrees to fully comply with the applicable law regarding the identification and evaluation of said student for Special Education Services; (e.) once a Special Education Student is enrolled, Provider will insure that the student's I.E.P. is updated by the referring district prior to enrollment and once the I.E.P. is received, Both parties will insure that all provisions of the I.E.P. are implemented during the education of the student through the use of a Certified Special Education Teacher, or a designee from the referring public school will monitor special education provisions, and ongoing communication with the student, parents/guardians, relevant teaching staff and administration. Provider agrees to update the student I.E.P. annually via a conference with student, parents/guardians, and a designated referring special education representative in accordance with applicable law.

10. In the event of an extended school closure, Provider agrees to make a good faith effort to provide continuity of education for District students using alternative means during the period of closure. This plan is available upon request. Provider's plan to reopen after an extended school closure will comply with applicable law and will be available upon request. Provider will support the District's provision of FAPE as outline in any special education student's IEP as revised by the IEP team upon admission into the program.

11. Transportation. The District will be solely responsible for the transportation of students to Provider under this Agreement in accordance with applicable law, including, but not limited to, 24 P.S. 13-1361 and 67 Pa. Code Chapter 171. Once District transportation vehicles have departed from Provider property, they are not permitted to return with students. In the event of an off-site safety concern, District transportation personnel are expected to follow the District, or the District contractor's, established emergency procedures. These procedures should not include returning to Provider's location. Provider is unable to provide transportation support after school hours or off-site once students have been released to the care of the District and the District's transportation

contractor. To maintain clear and consistent communication, Provider does not directly coordinate with transportation contractors. All communication should be routed through the appropriate District or designated transportation contractor. While Provider does not have a direct contractual relationship with transportation contractors, we remain committed to working closely with our District partners to support student needs within the scope of our agreements.

12. This Contract may be terminated by either party upon twenty-one (21) calendar days' written notification to the other party. School District shall remain obligated to pay all amounts due to Provider through the enrollment termination and such obligation shall survive any termination of this Contract. If student becomes hospitalized or placed at an alternate placement, after ten (10) consecutive days, District can disenroll or choose to pay the per diem rate to maintain enrollment.

    Provider reserves the right to terminate a Student's enrollment at the Provider whenever Provider determines, in its sole discretion, that Student is not benefiting from the program being offered, Provider is unable to effectively deliver services to Student, Student presents a serious risk to the safety of others, and/or Student is in need of services which Provider is unable to provide. Serious disciplinary infractions shall be defined at the sole discretion of Provider. However, the parties acknowledge that Provider is designed and intended to educate students with behavioral challenges and that serious disciplinary infractions as defined by Provider must present exceptional challenges to be so defined.

    If enrollment continues beyond either party's twenty-one (21) calendar day notice for any reason, then Provider shall continue providing services until the District is able to find a new placement for a student for a total period up to sixty (60) days, provided the District is making a good faith effort to find a new placement. If the student's continued placement beyond the twenty-one (21) day notice would create a risk to the health, safety, or welfare of the student, other students, or Provider's staff, Provider reserves the right to provide virtual instruction to the student in its sole discretion.

    If Provider gives twenty-one (21) calendar days' notice of termination due to the District's failure to pay amounts due and owing, Provider shall have the right to disenroll the student on the twenty-second (22nd) day following such notice.

    If the student is no longer a resident of the District, it is the District's responsibility to immediately notify Provider and take affirmative action to terminate the student's placement. Student's placement shall terminate upon the District's written notification to Provider. District shall be responsible for payment through the date of notification to Provider.

    To the extent the student's residency status is uncertain, and/or the District is disputing residency with other districts or parties, the District remains responsible for payment through the date it notifies the Provider.

    If the student becomes habitually truant, the student's placement shall terminate upon the District's written notification to Provider that student has been discharged. District shall be responsible for payment through the date of notification to Provider.

13. In the event that the approval status of Provider is discontinued by the Pennsylvania Department of Education, Provider must immediately provide written notice to the District and this Contract shall be terminated. The District shall be responsible for tuition for the days the student is enrolled.

14. Provider shall not assign this Contract or any portion thereof to any other entity; however, Provider, may use employees and/or independent contractors to perform services under this Contract.

15. Provider shall maintain, at its own expense, any required licenses and certifications to provide the aforementioned services. Provider employs certified personnel as defined by the Pennsylvania Department of Education, including Private School certification, and otherwise meets regulatory requirements for a private licensed school. Provider shall be responsible for obtaining any and all

necessary permits and licenses and for ensuring that each of its employees and/or independent contractors comply with all applicable laws, rules and regulations, whether federal, state or local, and the policies of Provider.

16. Provider agrees that all of its employees and staff shall possess the following valid clearances and certifications:

    a) PA Child Abuse History Clearance (Act 151);
    b) Federal Criminal History Records (Act 114);
    c) Pennsylvania Background Checks (Act 34);
    d) Employment History Review (Act 168);
    e) Mandated reporter training and all other training required by law;
    f) Tuberculin testing (28 Pa Code 23.44).

    Provider agrees to bear any costs or fees associated with obtaining these clearances, trainings and certifications. Provider agrees to provide proof of the aforementioned clearances upon request by the District. Provider will notify the District in writing within seventy-two (72) hours if it learns that a Provider Employee is arrested for or convicted of a crime. Provider will also notify the District in writing within seventy-two (72) hours of notification that a Provider employee has been named a perpetrator in an indicated or founded report pursuant to the Child Protective Services Law.

17. Non-Solicitation. The District shall not, directly or indirectly: (i) recruit, solicit or otherwise induce or attempt to induce any employee or independent contractor of Provider to leave the employ or service of Provider or such subsidiary or affiliate, or in any way interfere with the relationship between Provider, its subsidiaries or its affiliates and their respective employees or independent contractors; or (ii) employ, hire or otherwise retain any person listed above while such person has such employment or contractual relationship with Provider, its subsidiaries or its affiliates for one year thereafter.

18. Provider shall maintain the following insurance coverages in the following limits for the term of this Contract:

Commercial General Liability	$1,000,000 per occurrence/$2,000,000 aggregate
Automobile Liability	$1,000,000 each accident
Umbrella Liability	$3,000,000 per occurrence/$3,000,000 aggregate
Workers Compensation	$1,000,000 per occurrence
Professional Liability	$6,000,000 per claim/$8,000,000 aggregate

19. District agrees to indemnify, defend, and hold Provider harmless from any claims, losses, suits or damages caused by or arising from the negligence or willful misconduct of District, its agents and its employees, District's obligation to indemnify shall survive the termination of this Contract.

    Provider agrees to indemnify, defend, and hold District harmless from any claims, losses, suits or damages caused by or arising from the negligence, or willful misconduct of Provider, its agents, and its employees. Provider's obligation to indemnify shall survive the termination of this Contract.

20. It is hereby understood and agreed that Provider, in performing this Contract, is acting in the capacity of an independent contractor, and that Provider, in such capacity, is not an agent, servant, partner, or employee of the District. None of the benefits provided by the District to its employees, including but notlimited to workers' compensation insurance, disability insurance, medical insurance, and unemployment insurance are available from the District to Provider for the services provided to this Contract. Provider has no authority hereunder to assume or create any obligation or responsibility,

express or implied, on behalf or in name of the District or to bind the District in any way whatsoever.

21. Provider and District shall assure that the Services provided pursuant to this Contract are rendered without regard to race, sex, national origin, age, disability, or any other protected category under federal, state or local law.

22. All information of any kind regarding Student, including (without limitation) confidential Student data, shall be kept strictly confidential by District and Provider, and shall not be used or disclosed for any purpose except as provided in this Contract. This obligation of confidentiality shall survive the expiration or termination of this Contract. As used herein, the term "confidential Student data" shall include, without limitation, any personal or identifying Student information, names, addresses, date of birth, social security or other identification numbers, attendance records, grades, test results, assessments, work product, disciplinary records, and any information deemed to be a "Student record" under the Family Educational Rights and Privacy Act (FERPA).

    Provider further acknowledges and agrees that through its performance under this Contract it may possess, maintain, store or manage Personal Information, as that term is defined by the Pennsylvania Breach of Personal Information Notification Act, 73 P.S. § 2301 et seq., and that the unauthorized access or acquisition of such information may expose the District to loss or injury. Provider shall maintain a policy to govern the proper data storage of Personal Information. Such policy shall require current, commercially reasonable best practices for data storage and shall be reviewed at least annually and updated as necessary. Provider shall utilize encryption and other commercially reasonable security measures to protect the transmission of Personal Information over the internet from being viewed or modified by any unauthorized third party. Provider shall maintain a policy to govern the proper encryption and other security measures it utilizes to protect the transmission of Personal Information. Provider must provide immediate notification to the District of any suspected Discovery, as defined by the Breach of Personal Information Notification Act, of an unauthorized access or acquisition of Personal Information. Provider specially acknowledges and understands that time is of the essence in providing such notification to the District, and that any failure to immediately notify the District constitutes a material breach of this Contract. Upon any suspected unauthorized access or acquisition of Personal Information, Provider will provide District access to all data or information requested by District as necessary to comply with any requirements to notify impacted individuals. Notwithstanding any other provision of this Contract, Provider agrees to indemnify, defend, and hold harmless the District, it's directors, officers, employees, agents and representatives, from and against any and all claims, demands, liabilities, suits, actions, damages, losses and any amounts payable whatsoever including, without limitation, court costs, investigative fees and expenses, and reasonable attorney's fees, arising out of or caused by the gross negligence, malfeasance or intentional recklessness of Provider and/or its partners, principals, agents, employees, subcontractors, and representatives or by their failure to perform pursuant to this Section 22 of this Contract.

23. This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without giving effect to any laws or principles of conflicts of laws that would cause the laws of any other jurisdiction to apply.

24. As it pertains to third parties, nothing contained herein shall be construed as or imply that the District is waiving its sovereign immunity. Notwithstanding anything contained in this Contract, nothing in this Contract shall be deemed to be a direct or indirect waiver of or limitation to any sovereign or governmental immunity in any respect applicable to the District, its directors, officers, employees and agents, including without limitation under the Pennsylvania Political Subdivision Tort Claims Act.

25. All official notices and other communications required or permitted under this Contract must be in writing and delivered to the recipient as provided below:

River Rock Academy
Attn: Brandon Hoff
2124 Ambassador Circle
Lancaster, PA 17603

26. Provider and District consent and agree that any legal proceedings relating to the subject matter hereof shall be maintained in the Court of Common Pleas in the county in which Provider is located, or, if applicable, the United States District Court of the Middle District of Pennsylvania, and all Parties hereto consent and agree that jurisdiction and venue for such proceedings shall lie exclusively within said courts. Service of process in any such proceeding may be made by certified mail, return receipt requested, directed to the respective Party at the address set forth at the end of this Contract.

27. No change, amendment or modification to this Contract shall be effective unless it is in writing and signed by both the District's and Provider's authorized personnel.

28. This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same Contract. Electronic signatures are acceptable. A signed copy of this Contract delivered by facsimile, e-mail, or other means of electronic transmission shall be deemedto have the same legal effect as delivery of an original signed copy of this Contract.

29. District represents and warrants that the individual executing this Contract is duly authorized to execute and deliver this Contract on its behalf and this Contract is a valid and binding obligation of District.

30. This Contract contains the entire understanding between the Parties with respect to their subject matter and superseded all prior or contemporaneous Contracts or understandings between the Parties with respect to subject matter contained herein. The headings in this Contract are solely for convenience of reference and are not to be given any effect in the construction or interpretation of this Contract.

Thank you for this opportunity to serve the Dover Area School District.

Christina Spielbauer
Christina Spielbauer
Senior Vice President

Dover Area School District
Authorized Signer

Approved By Dover Area
School District Board
of Directors 07/21/2026

ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH

ACT 48 Program Agreement for Services

Official public school name: DOVER AREA SCHOOL DISTRICT

Official approved private provider name: RIVER ROCK ACADEMY LLC

AND NOW, this 30th day of April 2026, RIVER ROCK ACADEMY LLC with a principal place of operations located at 220 Country Club Road Red Lion, PA 17356 and 149 East College Avenue Spring Grove, PA 17362, and the DOVER AREA SCHOOL DISTRICT enter into this Act 48 Program Placement Agreement as follows:

WHEREAS, RIVER ROCK ACADEMY LLC primary operations is an approved independent contractor for the delivery of alternative education services for disruptive youth and has been since 2005.

WHEREAS, DOVER AREA SCHOOL DISTRICT and, RIVER ROCK ACADEMY LLC have entered into a contractual arrangement, as further described herein, wherein DOVER AREA SCHOOL DISTRICT will have certain placement rights regarding "disruptive youth", as defined in the Act that DOVER AREA SCHOOL DISTRICT desires to place their students into the RIVER ROCK ACADEMY LLC'S program for educational and counseling services.

NOW THEREFORE, in accordance with the aforesaid recitals, RIVER ROCK ACADEMY LLC and DOVER AREA SCHOOL DISTRICT, intending to be legally bound, agree as follows:

1. **DEFINITIONS**: The following definitions apply regarding the text of this Agreement:

   a. **"TERM".** For purposes of this Agreement, "Term" shall be defined as the 2026 2027 school year.

   b. **"PROGRAM".** For purposes of this Agreement, "Program" shall be defined as the, RIVER ROCK ACADEMY LLC Act 48 program;

   c. **"PUBLIC SCHOOL".** For purposes of this Agreement, "PUBLIC SCHOOL" shall collectively be defined as all schools of the DOVER AREA SCHOOL DISTRICT, acting by and through their authorized employees, agents and representatives; and

   d. **"STUDENT".** For purposes of this Agreement, "Student" shall be defined as a male or female in middle school, high school, or an area-vocational school

at DOVER AREA SCHOOL DISTRICT who has been officially enrolled and designated as a "disruptive youth" in accordance with the Act.

2. **MATRICULATION RIGHTS**: DOVER AREA SCHOOL DISTRICT shall have the right to matriculate students into the RIVER ROCK ACADEMY LLC program, under the following terms and conditions:

   a. DOVER AREA SCHOOL DISTRICT shall certify to RIVER ROCK ACADEMY LLC that the student is "disruptive" as defined in the Act and provide all pertinent information to RIVER ROCK ACADEMY LLC regarding said student;

3. **COST/PAYMENT**: DOVER AREA SCHOOL DISTRICT shall compensate RIVER ROCK ACADEMY LLC for the program services rendered to students as agreed or set below:

   Reserved student slots at a reduced per diem cost as indicated in the "Contract for Reservation of Student Slots" which includes Behavior Management, Therapeutic, and Educational services. Transportation will be provided by DOVER AREA SCHOOL DISTRICT.

4. **DURATION**: School Year 2026 2027

5. **COMPLIANCE – PDE GUIDELINES**: During the entire term of this Agreement, RIVER ROCK ACADEMY LLC and DOVER AREA SCHOOL DISTRICT warrant to each other that they shall both be and remain in compliance with Act 30, Act 48, 2015 2017 Guidelines regarding Private Alternative Education Institutions or any other requirements issued by the Commonwealth of Pennsylvania, Department of Education, or any other applicable statute or ordinance regarding all aspects of the Act 48 Program referenced herein. In addition, the following specific warranties and assurances apply:

   I. FACILITIES/ENVRIONMENT HEALTH AND SAFETY:

   a. RIVER ROCK ACADEMY LLC warrants that its educational facility conforms to all applicable State and local statutes, regulations and building and safety code requirements, in addition to fire and panic requirements of the Commonwealth of Pennsylvania and York County, and that said facility has been approved by the Licensing and Inspection Bureau of York County, and that a valid Certificate of Occupancy has been issued by said Department of Labor and Industry AND IS ON DISPLAY AT EACH FACILITY.

   b. RIVER ROCK ACADEMY LLC shall provide to DOVER AREA SCHOOL DISTRICT upon written request, any original licenses for review.

c. RIVER ROCK ACADEMY LLC warrants that its educational facility currently complies with all physical welfare and safety statutes, regulations, ordinances or mandates prescribed or issued by the Department of Environmental Protection and any applicable local governmental authority, and that said facility shall be and remain in compliance with all such physical welfare and safety statutes, regulations, ordinances or mandates during the entire term of this Agreement.

d. RIVER ROCK ACADEMY LLC warrants that its educational facility meets all state and local statutes regarding environmental health and safety and that artificial lighting facilities, heating facilities, ventilation and cleanliness standards are being provided in concert with 24 P.S. 7-736 and 7-737, 7-738, 7-739, and 7-740.

e. RIVER ROCK ACADEMY LLC has written procedures on file for student and parental/guardian concerns and that complaints are referred to the public school immediately.

II. SCHOOL FOOD SERVICE:

RIVER ROCK ACADEMY LLC shall NOT provide any food service and the requirements of Appendix 3 of the 2015 2017 Guidelines regarding Private Alternative Education Institutions set forth on page 36, items 21-2c do not apply.

III. STAFFING:

a. RIVER ROCK ACADEMY LLC warrants that all members of its staff are of good moral character and are at least 18 years of age, that they have been examined by a physician, have had tuberculosis testing, and that each member of the staff has a certificate from a physician on file verifying the examination and results of said examination in accordance with the aforesaid representation.

b. RIVER ROCK ACADEMY LLC warrants that all employees and members of its staff are citizens of the United States of America.

c. RIVER ROCK ACADEMY LLC warrants that all employees and members of its staff have applied for and received all applicable and appropriate background information, including Criminal History Records as required by 24 P.S. 1-111 and Pennsylvania Child Abuse History Clearances as required by 23 P.S. 6354, and that all records received show no evidence of a criminal background or a background of child abuse

IV. STUDENT ATTENDANCE:

a. RIVER ROCK ACADEMY LLC warrants that it shall maintain records of student attendance in accordance with Appendix 3 of the 2015 2017 Guidelines regarding Private Alternative Educational Institutions as set forth on page thirty six (36), items number 4a, 4b and 4c and the pupil attendance provisions under Chapter 11 of the State Board of Educational Regulations. The specific method for maintaining attendance records shall be by daily physical check of each student through the RIVER ROCK ACADEMY LLC administrative and teaching staff, documentation of said daily physical check in a written attendance log, kept on file at RIVER ROCK ACADEMY LLC, with daily contact to each parent or guardian of said student if said student is not present when school is in session.

V. STUDENT AND PROGRAM RECORDS:

a. RIVER ROCK ACADEMY LLC warrants that during the entire term of this Agreement, DOVER AREA SCHOOL DISTRICT shall receive a written progress report for each DOVER AREA SCHOOL DISTRICT'S student matriculated into RIVER ROCK ACADEMY LLC in accordance with Appendix 3 of the 2015 2017 Guidelines regarding Private Alternative Educational Institutions. The written progress reports shall include subject and credit information, progress grade information, attendance information, discipline records, student health, teacher and staff comments regarding said student's educational progress, and any applicable staff comments regarding the student's behavior, conduct or other pertinent issue regarding or related, in any way, with the education of said student.

b. RIVER ROCK ACADEMY LLC and DOVER AREA SCHOOL DISTRICT their agents and employees shall perform their respective duties to ensure that records, names, and identities, shall remain confidential as required for fulfillment of the terms of this agreement.

VI. TRANSPORTATION:

a. DOVER AREA SCHOOL DISTRICT will be responsible for transportation of said students to RIVER ROCK ACADEMY LLC'S program in accordance with 24 P.s. 13-1361 and 67 Pa. Code Chapter 171.

VII. REQUIREMENTS UNDER SAFE SCHOOLS:

a. RIVER ROCK ACADEMY LLC warrants that its Act 48 program complies with all provisions of Article XIII-A of the School Code as follows:

All new incidents involving acts of violence, possession of a weapon or

possession, use or sale of controlled substances, or possession, use or sale of alcohol or tobacco by any person on school property shall be addressed by RIVER ROCK ACADEMY LLC administrative staff immediately, the student's parents and/or guardians shall be immediately notified and consulted, appropriate disciplinary action shall be taken by RIVER ROCK ACADEMY LLC administrative staff, and a written report shall be completed by RIVER ROCK ACADEMY LLC. Administrative staff shall set forth the name of the student and all pertinent information regarding the incident. A copy of said report shall be placed into the student's file and turned into the Department of Education.

All new incidents involving acts of violence, possession of a weapon and convictions or adjudication of delinquency for acts committed at the RIVER ROCK ACADEMY LLC educational facility, shall be processed handled in compliance with 24 P.S. 13-1307-A (Appendix 3 of the 2015 2017 Guidelines regarding Private Alternative Educational Institutions; Page 37, item 7).

RIVER ROCK ACADEMY LLC shall follow the Violence Policy with regard to all arrangements with local law enforcement when an incident involving an act of violence occurs, at or near the RIVER ROCK ACADEMY LLC educational facility.

VIII. SCHOOL HEALTH SERVICES

RIVER ROCK ACADEMY LLC warrants that it complies with Article 14 of the School Code and compliance with said statutes, ordinances and regulations shall be effectuated by means of providing a licensed and registered school nurse at the RIVER ROCK ACADEMY LLC educational facility.

Student Health Services will be provided jointly by the DOVER AREA SCHOOL DISTRICT and RIVER ROCK ACADEMY LLC. RIVER ROCK ACADEMY LLC employs a Licensed Practical Nurse that is available for consultation with students and staff, and provides medication administration training and supervision. Health & Immunization Records and proof of physical examination are to be on file with DOVER AREA SCHOOL DISTRICT by the date of admission. RIVER ROCK ACADEMY LLC will monitor for compliance and work jointly with the public school to maintain records under Article 14 of the School Code. Additional health services as required by the PA School Code will be jointly shared.

IX. ACADEMIC STANDARDS AND ASSESSMENTS:

RIVER ROCK ACADEMY LLC warrants that it complies in full with the academic standards and assessment under Chapter 4 of the State Board

of Education Regulations and the academic standards for Reading, Writing, Speaking and Listening, and Mathematics that were adopted by the State Board of Education and published in the Pennsylvania Bulletin on January 16, 1999.

DOVER AREA SCHOOL DISTRICT and RIVER ROCK ACADEMY LLC will work cooperatively to ensure that all students required to take the PSSA (Pennsylvania State Standards Assessment) test will be given the test according to state regulations. DOVER AREA SCHOOL DISTRICT remains responsible to report the scores of the PSSA testing to the appropriate authority.

X. SPECIAL EDUCATION SERVICES AND PROGRAMS:

RIVER ROCK ACADEMY LLC and the DOVER AREA SCHOOL DISTRICT will collaborate in the development of an individualized instruction program for all students and the implementation of special education services for students identified. Special Education Services and provisions required under Chapter 14 of State Board of Education regulations will be strictly followed, including without limitations: (a.) a consultation with the student, parents/guardian will occur securing the student, parents/guardians written approval to enroll the student in the program (34 CFR 300.322); (b.) the student's I.E.P. will be updated to reflect the decision to enroll the student in the program. The referring district will also update the Evaluation Report prior to admission (34 CFR 300.324); (c.) Any services that are not provided by RIVER ROCK ACADEMY LLC or cannot be provided by RIVER ROCK ACADEMY LLC during the period of enrollment will be the responsibility of DOVER AREA SCHOOL DISTRICT and the student shall be considered as a "dual enrollment" under applicable law; (d.) if a student is enrolled and it is later determined that the student should be evaluated under applicable Special Education provisions, including the I.D.E.A. "Child Find" provisions and related reporting (34 CFR 300.111), RIVER ROCK ACADEMY LLC will forward a copy of the Evaluation Report to the referring public school. The referring district agrees to fully comply with the applicable law regarding the identification and evaluation of said student for Special Education Services; (e.) once a Special education Student is enrolled, RIVER ROCK ACADEMY LLC will insure that the student's I.E.P. is updated by the referring district prior to enrollment and once the I.E.P. is received, Both parties will insure that all provisions of the I.E.P. are implemented during the education of the student through the use of a Certified Special Education Teacher, or a designee from the referring public school will monitor special education provisions, and ongoing communication with the student, parents/guardians, relevant teaching staff and administration. RIVER ROCK ACADEMY LLC agrees to update the student I.E.P. annually via a conference with student, parents/guardians, and a

designated referring special education representative in accordance with applicable law.

XI. IDENTIFICATION OF ELIGIBLE STUDENTS:

In accordance with Appendix 3 of the 2015 2017 Guidelines regarding Private Alternative Educational Institutions, specifically the provisions set forth in 24 P.S. Section 1901-C (5) DOVER AREA SCHOOL DISTRICT shall set forth its internal policies to identify those DOVER AREA SCHOOL DISTRICT students who are eligible for the RIVER ROCK ACADEMY LLC Act 48 Program, and said internal policies shall comply with the informal hearing procedures set forth in 22 Pa. Code 12.8(c).

XII. PERIODIC REVIEW OF STUDENTS:

DOVER AREA SCHOOL DISTRICT and RIVER ROCK ACADEMY LLC shall together ensure that a review committee reviews each student for return to the regular classroom, at a minimum, at the end of every semester.

XIII. ANNUAL REPORT

RIVER ROCK ACADEMY LLC shall submit timely an End-of-Year Report for Private Alternative Education Institutions to the Department of Education on an annual basis.

EXEMPTION FROM STATUTORY REQUIREMENTS:

RIVER ROCK ACADEMY LLC warrants that it complies with those statutory requirements identified in 24 P.S. 1902-E (3) and all additional statutory provisions, regulations, ordinances or legal mandates regarding RIVER ROCK ACADEMY LLC operations as a private high school or Act 48 Alternative Educational Services Provider (Appendix 3 of the 2015 2017 Guidelines regarding Private Alternative Educational Institutions; Page 39.

CHALLENGES: RIVER ROCK ACADEMY LLC confirms and agrees that it shall be fully liable for any and all damages and costs of any kind resulting from a legal challenge(s) regarding the RIVER ROCK ACADEMY LLC Act 48 Program and/or the actions of RIVER ROCK ACADEMY LLC as the Private Alternative Education Institution.

The RIVER ROCK ACADEMY LLC and its Board of School Directors shall not be liable for any activity or operation related to the approved private provider.

HOLD HARMLESS/INDEMNIFICATION: RIVER ROCK ACADEMY LLC and DOVER AREA SCHOOL DISTRICT agree to hold each other harmless and indemnify each other from all claims, causes of actions, or litigation, including expenses, costs and attorneys fees, said indemnification including without limitation the RIVER ROCK ACADEMY LLC Board of Directors, Officers, Shareholders and DOVER AREA SCHOOL DISTRICT Administrators, Board Members, as follows: (a.) To the extent that any claim is asserted regarding the compliance or failure to comply with the I.D.E.A. or other applicable Special Education requirement, or to the extent that the DOVER AREA SCHOOL DISTRICT fails to fulfill any term, covenant or condition of this Agreement, DOVER AREA SCHOOL DISTRICT agrees to hold RIVER ROCK ACADEMY LLC harmless and indemnify said approved private provider regarding any claims related to the same, including all costs and attorney fees; (b.) to the extent that any claim of negligence is asserted by a third party regarding RIVER ROCK ACADEMY LLC failure to comply with applicable State statutes or regulations and fails to fulfill any term, covenant or condition of this Agreement, causing DOVER AREA SCHOOL DISTRICT to be a Defendant in litigation by a third party, RIVER ROCK ACADEMY LLC agrees to hold DOVER AREA SCHOOL DISTRICT harmless and indemnify DOVER AREA SCHOOL DISTRICT including costs and attorney fees.

INSURANCE: RIVER ROCK ACADEMY LLC will carry liability insurance for its employees and the program. A Class "A+" Liability Insurance Policy carrying an Aggregate Limit of $3,000,000.00 and $2,000,000.00 limit per occurrence will be purchased. The term for this policy runs yearly from April 19th to April 19th of the following year. A copy of the liability coverage is available to the District upon request and is on file in the administration office at 2124 Ambassador Circle Lancaster, PA 17603.

INSOLVENCY OF PUBLIC SCHOOL: If DOVER AREA SCHOOL DISTRICT is or becomes insolvent, is declared a Distressed District under applicable Pennsylvania law, or is unable to pay any amounts due hereunder as said payments become due, then this contract shall automatically terminate upon the election of RIVER ROCK ACADEMY LLC and all payments required hereunder for the remaining Term shall be accelerated and become automatically due and payable to RIVER ROCK ACADEMY LLC within ten (10) days. If said payment is not received, all DOVER AREA SCHOOL DISTRICT students and related records shall not be entitled to continue to be matriculated at RIVER ROCK ACADEMY LLC and said records shall be forwarded by RIVER ROCK ACADEMY LLC. If said payment is received, the matriculated DOVER AREA SCHOOL DISTRICT students shall be entitled to remain for the remainder of the applicable Term.

TERMINATION - PUBLIC SCHOOL: RIVER ROCK ACADEMY LLC agrees that the DOVER AREA SCHOOL DISTRICT retains the right to terminate or not to renew this Agreement, after written notice of default and a thirty -day opportunity to cure said default by RIVER ROCK ACADEMY LLC.

TERMINATION – APPROVED PRIVATE PROVIDER
RIVER ROCK ACADEMY LLC retains the right to terminate or not to renew this Agreement, after written notice of default and a thirty- day opportunity to cure said default by DOVER AREA SCHOOL DISTRICT for any of the following reasons:

a. One or more material violations of this Agreement;

b. Failure to timely comply with RIVER ROCK ACADEMY LLC requests for information regarding any matriculated students, or failure to cooperate with RIVER ROCK ACADEMY LLC staff regarding matriculation procedures set forth herein;

c. Failure to make any payment required hereunder or pay any RIVER ROCK ACADEMY LLC invoice when due;

d. Violations of any provision in Act 48 of the Pennsylvania School Code;

e. Violations of any provisions of state or federal law from which DOVER AREA SCHOOL DISTRICT has not been exempted; DOVER AREA SCHOOL DISTRICT or their Board of School Directors has been indicted for and convicted of fraud;

COMPLIANCE - STATE REGULATIONS: RIVER ROCK ACADEMY LLC agrees that as a Private Alternative Education Institution it must comply with all of the statutory requirements identified in 24 P.S. 1902-E (3). DOVER AREA SCHOOL DISTRICT agrees that it shall comply with all applicable Special Education requirements in accordance with State and Federal Law.

ASSIGNMENT: RIVER ROCK ACADEMY LLC agrees that this Agreement may not be assigned or transferred by RIVER ROCK ACADEMY LLC except to a successor in interest to all or substantially all of the assets or equity interests in RIVER ROCK ACADEMY LLC and that this Agreement shall be binding upon and inure to the benefit of the successors and assigns of RIVER ROCK ACADEMY LLC and the DOVER AREA SCHOOL DISTRICT.

COMPLIANCE: RIVER ROCK ACADEMY LLC agrees that this Agreement is subject to all applicable Federal, State and local laws and regulations, policies and procedures of the Commonwealth of Pennsylvania, Department of Education and the Federal Government.

SEPARABILITY: RIVER ROCK ACADEMY LLC agrees that in the event that any provision of this Agreement shall or become invalid or unenforceable in whole or in part for any reason whatsoever, the remaining provisions shall, nevertheless, be valid and binding as if such invalid or unenforceable provision had not been contained in this Agreement.

JURISDICTION AND VENUE: York County, Pennsylvania This agreement has been made in the Commonwealth of Pennsylvania and shall be interpreted and enforced under the laws of the Commonwealth of Pennsylvania. Both parties agree that the Court of Common Pleas of York shall be the appropriate venue for any dispute involving this agreement.

MISCELLANEOUS. This Agreement may be executed in counterpart. Facsimile copies of signatures shall serve as acceptable substitutes for original signatures, and shall be legally binding.

By executing this Agreement, each party hereto ratifies that all necessary Board action has been approved and obtained prior to the execution hereof and each party shall be entitled to rely upon the compliance with said rules, regulations and statutes. All notices required under this agreement shall be delivered via certified mail, return receipt requested or Federal Express delivery service to the following parties at the addresses set forth below:

RIVER ROCK ACADEMY LLC
2124 Ambassador Circle
Lancaster, PA 17603

ENTIRE AGREEMENT. This Agreement contains the entire understanding among the parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written, except as herein contained. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof. This Agreement may not be modified or amended other than by an agreement in writing, duly signed by all parties. No delay or forbearance by RIVER ROCK ACADEMY LLC in exercising any right or remedy hereunder or in undertaking or performing any act or matter which is not expressly required to be undertaken by RIVER ROCK ACADEMY LLC shall be construed, respectively, to be a waiver of RIVER ROCK ACADEMY LLC rights or to represent any agreement by RIVER ROCK ACADEMY LLC to undertake or perform such act or matter thereafter.

NONDISCRIMINATION. RIVER ROCK ACADEMY LLC agrees that it will abide by all federal and state laws prohibiting discrimination in admissions, employment and operation on the basis of disability, race, creed, gender, national origin, religion, ancestry, need for special education services, subject to RIVER ROCK ACADEMY LLC right to receive waivers from the same or RIVER ROCK ACADEMY LLC rights of noncompliance as set forth in Act 48 or other legal standard.

Approved By Dover Area
School District Board
of Directors 07/21/2026

Timothy W. [illegible]
Chief School Officer of DOVER AREA
SCHOOL DISTRICT

7/27/2026
Date

Christina Spielbauer
Christina Spielbauer, Sr. Vice President
River Rock Academy, LLC

04/30/2026
Date

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New Story Schools

EDUCATIONAL SERVICES AGREEMENT

This Educational Services Agreement ("Agreement") dated this 1st day of August 2026, between Dover Area School District (hereinafter referred to as the "District") and New Story Schools, located at 774 Limekiln Rd New Cumberland, (hereinafter referred to ("Provider"). District and Provider may be individually referred to as "Party" or collectively referred to as the "Parties."

WHEREAS, it is the desire and intent of the District to contract with Provider to receive certain educational and related services for certain identified students of the District; and

WHEREAS, it is the desire and intent of Provider to render and perform certain educational and related services for the aforementioned students under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the consideration set forth in the attached Addendum "A," attached hereto, and the mutual promises contained herein, and intending to be legally bound, the District and Provider hereby agree as follows:

1. Term. This Agreement shall be in effect from August 1, 2026 through July 31, 2027, unless terminated earlier pursuant to the terms of this Agreement.

2. Services. The District agrees to purchase from Provider educational and related service as described in the individualized educational plan ("IEP"), and any revisions thereto of certain identified resident student(s) of the District. Provider shall provide the educational and related services described in the IEP of the student(s), and any revisions thereto, in accordance with all applicable federal and state laws, including, but not limited to, the Individuals with Disabilities Education Act ("IDEA") and Section 504 of the Rehabilitation Act of 1973. Provider agrees to participate in IEP and multi-disciplinary team ("MDT") meetings and to cooperate in the development of evaluations. The District will translate the IEP in the Parent's native language, as required by law. Additionally, all services provided pursuant to this Agreement shall include research-based methodologies. The parties agree that Provider has made no representations or other commitments regarding Student achieving any specific goals specified within the IEP.

3. Transportation. The District will be solely responsible for the transportation of students to Provider under this Agreement in accordance with applicable law, including, but not limited to, 24 P.S. 13-1361 and 67 Pa. Code Chapter 171. Once District transportation vehicles have departed from Provider property, they are not permitted to return with students. In the event of an off-site safety concern, District transportation personnel are expected to follow the District, or the District contractor's, established emergency procedures. These procedures should not include returning to Provider's location. Provider is unable to provide transportation support after school hours or off-site once students have been released to the care of the District and the District's transportation contractor. To maintain clear and consistent communication, Provider does not directly coordinate with transportation contractors. All communication should be routed through the appropriate District or designated transportation contractor. While Provider does not have a direct contractual relationship with transportation contractors, we remain committed to working closely with our District

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partners to support student needs within the scope of our agreements.

4. Payment. Payment for tuition shall, as part of this Agreement, be made in accordance with the attached "Schedule A." If this Agreement includes Extended School Year ("ESY") services, those tuition charges are included on Schedule A. Provider shall invoice the District on a monthly basis within ten (10) days of the beginning of the month for which services are scheduled to be provided. Payment shall be remitted within 30 days' receipt of such invoices. Payments not paid within thirty (30) days of invoice date shall bear interest at the rate of 1.5% per month. If payments are not made within forty- five (45) days of the invoice date, any discounts identified in Schedule A shall not apply until the District's account is current. If Provider pursues collection of any unpaid amounts, the District will be responsible for any costs of collection, including attorney's fees.

5. Attendance. Provider agrees to record the student's attendance and to notify the District in writing if the student is truant as defined by the compulsory attendance law so that the District may investigate the enrollment status of the student. Provider agrees to attend, if asked by the District, a school attendance improvement conference, and to assist the District in preparing, subsequently, a written school attendance improvement plan, to the extent required under Pennsylvania's truancy law. Provider operates on a school year schedule in accordance with the Provider's calendar. The parties agree that the Provider may be closed by Provider due to inclement weather or for other safety reasons without prior notice to the District. In the event of an extended closure, Provider agrees to make a good faith effort to provide continuity of education for the student using alternative means during the period of closure, including provision of services virtually. Provider's plan to reopen after an extended closure will comply with State and Federal Law, and with Pennsylvania Department of Education guidelines and any other applicable law, regulation or governmental agency recommendations.

6. Progress Reports. Provider agrees to send progress monitoring reports to the District within fourteen (14) days after the end of each quarter as outlined by the school calendar, or more often if so required by the student's IEP.

7. Termination.
    a. This Agreement may be terminated by either Party upon twenty-one (21) calendar days written notification to the other Party.
    b. District shall remain obligated to pay all amounts due to Provider through the enrollment termination and such obligation shall survive any termination of this Agreement.
    c. If a student becomes hospitalized, after ten (10) consecutive days, District can dis-enroll or choose to pay the low daily rate to maintain enrollment.
    d. Provider reserves the right to terminate a Student's enrollment at the Provider whenever Provider determines, in its sole discretion, that Student is not benefiting from the program being offered, Provider is unable to effectively deliver services to Student, Student presents a serious risk to the safety of others, and/or Student is in need of services which Provider is unable to provide. Serious disciplinary infractions shall be defined at the sole

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discretion of Provider. However, the parties acknowledge that the Provider is designed and intended to educate students with behavioral challenges and that serious disciplinary infractions as defined by Provider must present exceptional challenges to be so defined.

e. If enrollment continues beyond either party's twenty-one (21) calendar day notice for any reason, then Provider shall continue providing services until the District is able to find a new placement for a student for a total period up to sixty (60) days, provided the District is making a good faith effort to find a new placement. If the student's continued placement beyond the twenty-one (21) day notice would create a risk to the health, safety, or welfare of the student, other students, or Provider's staff, Provider reserves the right to provide virtual instruction to the student in its sole discretion. The rate for enrollment for any day following the twenty-one (21) calendar days' notice may be twice the rate of otherwise applicable under this Agreement.

f. If Provider gives twenty-one (21) calendar days' notice of termination due to the District's failure to pay amounts due and owing, Provider shall have the right to disenroll the student on the twenty-second (22nd) day following such notice.

g. If the student is no longer a resident of the District, this Agreement shall terminate upon the District's written notification to Provider. District shall be responsible for payment through the date of notification to Provider. To the extent the student's school district of residence may change during the term of this Agreement, it is the District's responsibility to immediately notify Provider in writing and take affirmative action to terminate this Agreement. To the extent the student's residency status is uncertain, and/or the District is disputing residency with other districts or parties, the District remains responsible for payment through the date it notifies the Provider in writing to terminate this Agreement.

8. Dispute Resolution. In the event that any disputes arise out of this Agreement, the parties shall seek to resolve the dispute as expeditiously as possible. The interests of the students shall be the foremost concern in resolving such disputes. Nothing in this section shall be construed, by either party, as a waiver of any right to legal or equitable relief consistent with section 21 of this Agreement.

9. Discontinuance of Approval Status. In the event that the approval status of Provider is discontinued by the Pennsylvania Department of Education, Provider must immediately provide written notice to the District and this Agreement shall be terminated. The District shall be responsible for tuition for the days the students are enrolled prior to the Department of Education's discontinuance notice. The Provider assures that it is not under suspension or debarment by the Commonwealth, any other state, or the federal government.

10. Assignment. Provider shall not assign this Agreement or any portion thereof to any other entity; however, Provider, may use employees and/or independent contractors to perform services under this Agreement.

11. Licenses and Certifications. Provider shall maintain, at its own expense, any required licenses and certifications to provide the aforementioned services. Provider employs certified personnel as defined by the Pennsylvania Department of Education, including

Private School certification, and otherwise meets regulatory requirements for a private licensed school. Provider shall be responsible for obtaining any and all necessary permits and licenses and for ensuring that each of its employees and/or independent contractors comply with all applicable laws, rules and regulations, whether federal, state or local, and the policies of Provider.

12. Clearances. Provider agrees that any individual who will be in direct contact with the District's students shall possess the following valid clearances and certifications as required by Section 1-111 of the Public School Code (24 P.S. § 1-111):

    a) PA Child Abuse History Clearance (Act 151);
    b) Federal Criminal History Records (Act 114);
    c) Pennsylvania Background Checks (Act 34);
    d) Employment History Review (Act 168);
    e) Mandated reporter training and all other training required by law;
    f) Tuberculin testing (28 Pa Code 23.44).

    Provider agrees to bear any costs or fees associated with obtaining these clearances, training and certifications. Provider agrees to provide proof of the aforementioned clearances upon request by the District. Provider will notify the District in writing within seventy-two (72) hours if it learns that a Provider Employee is arrested for or convicted of any crime. Provider will also notify the District in writing within seventy-two (72) hours of notification that a Provider employee has been named a perpetrator in an indicated or founded report pursuant to the Child Protective Services Law. Notwithstanding any other provision for termination in this Agreement, Provider's failure to comply with the requirements of this section shall be grounds for the District to immediately terminate this Agreement.

13. Non-Solicitation. The District shall not, directly or indirectly: (i) recruit, solicit or otherwise induce or attempt to induce any employee or independent contractor of Provider or any subsidiary or affiliate of Provider including, but not limited to, the Provider Representatives, to leave the employ or service of Provider or such subsidiary or affiliate, or in any way interfere with the relationship between Provider, its subsidiaries or its affiliates and their respective employees or independent contractors; or (ii) employ, hire or otherwise retain any person listed above while such person has such employment or contractual relationship with Provider, it subsidiaries or its affiliates including the Provider Representatives and for one year thereafter.

14. Insurance. Provider shall maintain the following insurance coverages in the following limits for the term of this Agreement:

Commercial General Liability	$1,000,000 per occurrence/$2,000,000 aggregate
Automobile Liability	$1,000,000 each accident
Umbrella Liability	$3,000,000 per occurrence/$3,000,000 aggregate
Workers Compensation	$1,000,000 per occurrence
Professional Liability	$6,000,000 per claim/$8,000,000 aggregate
Sexual Abuse and Molestation	$5,000,000 limit

The insurance company(ies) issuing the policies for such insurance coverage must have at least an A- rating from AM Best. The Provider agrees to provide the District with

certificates of insurance, naming the District as additional insured. Such certificates should indicate any deductible and/or self-insured retention and stipulate that the insurance will not be cancelled while this Agreement is in effect without 30 days' prior written notice to the District. The Provider further agrees to ensure that all subcontractors it retains in connection with the services provided maintain adequate insurance coverage with respect to the services performed under this Agreement.

15. Privacy and Confidentiality. All information of any kind regarding the students, including (without limitation) confidential Student data, shall be kept strictly confidential by District and Provider, and shall not be used or disclosed for any purpose except as provided in this Agreement, or as otherwise required by law. This obligation of confidentiality shall survive the expiration or termination of this Agreement. As used herein, the term "confidential student data" shall include, without limitation, any personal or identifying student information, names, addresses, date of birth, social security or other identification numbers, attendance records, grades, test results, assessments, work product, disciplinary records, and any information deemed to be a "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

Provider further acknowledges and agrees that through its performance under this Agreement it may possess, maintain, store or manage Personal Information, as that term is defined by the Pennsylvania Breach of Personal Information Notification Act, 73 P.S. § 2301 et seq., and that the unauthorized access or acquisition of such information may expose the District to loss or injury. Provider shall maintain a policy to govern the proper data storage of Personal Information. Such policy shall require current, commercially reasonable best practices for data storage and shall be reviewed at least annually and updated as necessary. Provider shall utilize encryption and other commercially reasonable security measures to protect the transmission of Personal Information over the internet from being viewed or modified by any unauthorized third party. Provider shall maintain a policy to govern the proper encryption and other security measures it utilizes to protect the transmission of Personal Information. Provider must provide immediate notification to the District of any suspected Discovery, as defined by the Breach of Personal Information Notification Act, of an unauthorized access or acquisition of Personal Information. Provider specially acknowledges and understands that time is of the essence in providing such notification to the District, and that any failure to immediately notify the District constitutes a material breach of this Agreement. Upon any suspected unauthorized access or acquisition of Personal Information, Provider will provide District access to all data or information requested by District as necessary to comply with any requirements to notify impacted individuals. Notwithstanding any other provision of this Agreement, Provider agrees to indemnify, defend, and hold harmless the District, it's directors, officers, employees, agents and representatives, from and against any and all claims, demands, liabilities, suits, actions, damages, losses and any amounts payable whatsoever including, without limitation, court costs, investigative fees and expenses, and reasonable attorney's fees, arising out of or caused by the gross negligence, malfeasance or intentional recklessness of Provider and/or its partners, principals, agents, employees, subcontractors, and representatives or by their failure to perform pursuant to this Section 15 of this Agreement.

16. Indemnification. District agrees to indemnify, defend, and hold Provider harmless from

any claims, losses, suits or damages caused by or arising from the negligence or willful misconduct of District, its agents and its employees, District's obligation to indemnify shall survive the termination of this Agreement.

Provider agrees to indemnify, defend, and hold District harmless from any claims, losses, suits or damages caused by or arising from the negligence, or willful misconduct of Provider, its agents, and its employees. Provider's obligation to indemnify shall survive the termination of this Agreement.

17. Independent Contractor. It is hereby understood and agreed that Provider, in performing this Agreement, is acting in the capacity of an independent contractor, and that Provider, in such capacity, is not an agent, servant, partner, or employee of the District. None of the benefits provided by the District to its employees, including but not limited to workers' compensation insurance, disability insurance, medical insurance, and unemployment insurance are available from the District to Provider for the services provided to this Agreement. Provider has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in name of the District or to bind the District in any way whatsoever.

18. Non-Discrimination. Provider and District shall assure that the Services provided pursuant to this Agreement are rendered without regard to race, sex, national origin, age, disability, or any other protected category under federal, state or local law.

19. Waiver of Certain Damages. Provider waives claims against the District for lost profits, lost expected profits, consequential damages and/or incidental damages arising out of or relating to this Agreement or termination thereof.

20. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without giving effect to any laws or principles of conflicts of laws that would cause the laws of any other jurisdiction to apply.

21. Venue. Sole and exclusive jurisdiction for claim or suit arising from or under this Agreement shall be in the Court of Common Pleas for York County, Pennsylvania, in a non-jury format, and in no other forum.

22. Sovereign Immunity. As it pertains to third parties, nothing contained herein shall be construed as or imply that the District is waiving its sovereign immunity. Notwithstanding anything contained in this Agreement, nothing in this Agreement shall be deemed to be a direct or indirect waiver of or limitation to any sovereign or governmental immunity in any respect applicable to the District, its directors, officers, employees and agents, including without limitation under the Pennsylvania Political Subdivision Tort Claims Act.

23. Modification. This Agreement may not be modified, altered, or changed except upon express, written consent of both parties wherein specific reference is made to this Agreement.

24. Execution This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same Agreement. Electronic signatures are acceptable. A signed copy of this Agreement delivered by facsimile, e-mail, or other means of electronic transmission shall be deemed

to have the same legal effect as delivery of an original signed copy of this Agreement.

25. Notice. All official notices and other communications required or permitted under this Agreement must be in writing and delivered to the recipient as provided below:

New Story Schools
Attn: Vice President of Operations
3710 Hempland Road
Mountville, PA 17554

26. Authority. District represents and warrants that the individual executing this Agreement is duly authorized to execute and deliver this Agreement on its behalf and this Agreement is a valid and binding obligation of District.

27. Entire Agreement; Headings. This Agreement contains the entire understanding between the Parties with respect to their subject matter and superseded all prior or contemporaneous agreements or understandings between the Parties with respect to subject matter contained herein. The headings in this Agreement are solely for convenience of reference and are not to be given any effect in the construction or interpretation of this Agreement.

Dover Area School District:

By: Timothy W. Whitzel
Name: TIMOTHY W. WHITZEL
Title: Interim Superintendent

Date: 7/27/2026

Approved By Dover Area
School District Board
of Directors 07/21/2026

Provider: New Story Schools

DocuSigned by:
By: Nichole Arnold
EB23804C1A8C4D3...
Name: Nichole Arnold
Title: Vice President of Operations

Date: 4/24/2026

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SCHEDULE "A"

The rates set forth in this Schedule "A" shall apply to Students enrolled at Provider during the term of the Agreement unless agreed to in writing by the Parties set forth in the Agreement.

1) **Description of related services to be provided by Provider:**

The following are the Related Services that New Story provides:

Occupational Therapy
Speech Therapy

2) **Per Diem Tuition Rate for Such Services per student:**

Rates vary by students based on the following pay structure:

Tier 1 Rate	$ 267/day
Tier 2 Rate	$ 334/day
Tier 3 Rate	$ 451/day
1:1 Staffing	$ Tier Rate + 150/day

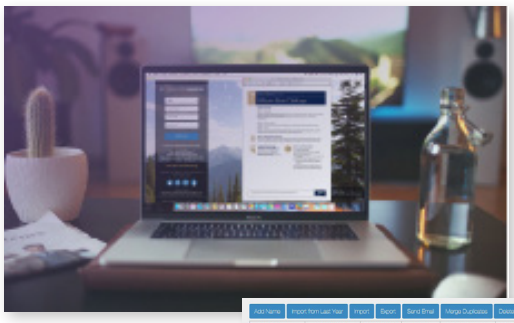
The fee shall be discounted by $10/day for each additional student that the District enrolls in Provider beyond the initial five (5) students and $20/day for each additional student that the district enrolls beyond the initial fifteen (15) students.

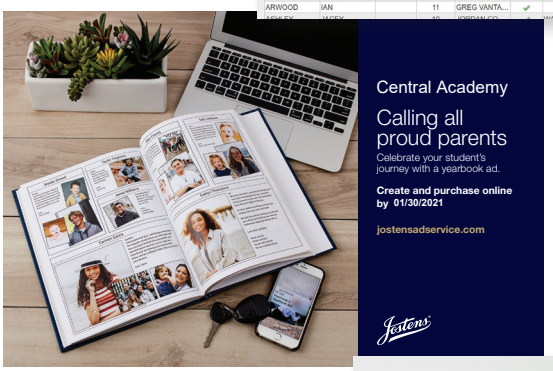
PREPARED FOR

DOVER AREA HIGH SCHOOL

Angela Blevins YEARBOOK ADVISER
Samantha Helwig YEARBOOK ADVISER
Jennifer Fasick PRINCIPAL

Presented by
Karissa L. Tumbusch
JOSTENS, INC.





JOSTENS 128+ YEARS of experience and expertise partnering with more educators than any other school products company in the nation empowers us to create amazing yearbooks and strengthen yearbook programs year after year.

Through this customized plan based on your schools' expressed wants and needs, our innovative leadership and resources in education, planning, creation and promotion of the yearbook, can be a catalyst to take your traditions, school pride, and yearbook publication to the next level.

MORE LOCAL RESOURCES AND TRAINING

- Fall, spring, and summer workshop opportunities
- Jostens Adviser University for adviser professional growth and academic credit
- Creative Account Managers who teach, consult and inspire
- Digital Classroom offers timelines and complete curricula mapping; free curriculum consult included

MORE CREATIVE CONCEPT AND DESIGN INSPIRATION

- Look Book "best of the best" annual
- Professional cover and graphic designers to assist with concepts and final art
- Largest and most advanced U.S. plant to transform your concept into a dazzling product

MORE INCLUSIVE AND INTERACTIVE COVERAGE

- YBK+ helps gather photos and content while connecting school community
- Templates that are on trend for easier page design
- Coverage report to monitor student inclusion

STATE-OF-THE ART ONLINE PUBLISHING

- Intuitive, stable online design creation program housed on Yearbook Avenue®
- Jostens partners with Adobe and Google for the ultimate in publishing power
- Built in pre-flight page checks to reduce errors
- Dictionary word and name spellcheck with school name list

HIGHEST QUALITY PRINTING AND BINDING

- Jostens is the only yearbook company to meet rigorous textbook industry binding standards
- Repeat winner of the PIA Benny Premier Print and FSEA Gold Leaf Awards

INCREASED YEARBOOK AND AD SALES

- Complete marketing and selling solutions
- Sales managing/tracking tools available online without leaving Yearbook Avenue®
- Yearbook ads program: from parent creation and payment collection to placement on pages

MORE OPPORTUNITIES FOR STAFF RECOGNITION

- Assistance in launching a successful all-school distribution celebration
- Jostens National Yearbook Program of Excellence honors qualifying yearbook staffs
- Photography, cover design, page design, and more contest opportunities for your staff.

DOVER AREA HIGH SCHOOL

ASK AROUND...

ABOUT MY LOVE OF JOURNALISM, MY PROBLEM-SOLVING SKILLS, MY CONNECTION WITH STUDENTS

Tim Crane
Camp Hill High School, tcrane@camphillsd.k12.pa.us

Erin Robell
Boiling Springs High School, erobell@smsd.us

Sara Sanocki
Fleetwood Area High School, ssanocki@fleetwoodasd.org

MORE FOR YOUR SCHOOL

LEADERSHIP CURRICULUM
The Jostens Renaissance Leadership Curriculum converges the study of leadership principles with the action of building a healthy school-wide culture and climate.

SCHOOL CULTURE SURVEY
Sent to your students and staff, this survey helps to reveal where your school is excelling and potential areas of opportunity. Many schools use the data to share areas of strength with their community as well as decide where to focus any improvement efforts.

SCHOOL BRANDING
We partner with your community to help define your school identity, then enhance facilities as desired.

TOP NOTCH TECH

JOSTENS LAYOUT PRO
Layout Pro is the industry's quickest and most intuitive Flash-free online design platform. It features simple editing and collaboration tools for easier designing, sharing and tracking. Whether you're on a laptop or mobile device, Layout Pro streamlines the page creation process.

COMMENTS PANEL VIA LAYOUT PRO
Comments make tracking edits and collaborating with staff members a breeze. Add notes, assign staff members and track changes all in one place. Comment and reply plus track to-dos with the comment panel - visible when you want, hidden when you don't.

YEARBOOK ADS
Never worry about an incorrect or missing ad, upset parent, or a lost photo again. The Yearbook staff designates the design collections and fonts available to assure consistency within the book, and community members interested in purchasing recognition or business ads have the ability to design a professional ad themselves. Completed ads are automatically placed on pages you designate within your book.

YBK+
Part printed yearbook. Part digital experience. Yearbook+ allows your yearbook staff to share unlimited photos that didn't fit or make it in time for the printed book. This app-free, moderated experience is simple and safe. YBK+ provides a digital element to the yearbook for today's student that allows them to search by student name or by topic. Masterfully expand coverage of your school's happenings through YBK+.

PHOTO SHARE
Photo Share makes it easy for students, parents, photographers and businesses to conveniently share yearbook content with your staff. And it's easy to get started - simply activate your school's Photo Share website, promote it, then use the Image Library to manage uploaded content.

Login to the Yearbook Avenue demo site, then scan to learn more about Photo Share and Yearbook+.

DOVER AREA HIGH SCHOOL

YOUR JOSTENS TEAM

KARISSA TUMBUSCH
YOUR LOCAL REP | 16 YEARS
Karissa is an experienced classroom teacher and continues to teach at local, state and national journalism conferences. She aims to create a successful yearbook experience for all advisers and staffs each year.

ABBY FESSLER
YOUR LOCAL ASSOCIATE | 3 YEARS
Abby works alongside Karissa to create and implement custom project plans. She is available to answer adviser questions related to yearbook production and more.

CRYSTAL GAULT
YOUR PLANT CONSULTANT | 28 YEARS
Crystal focuses on new and innovative ways to help yearbook customers produce amazing pages and have a better experience throughout the project.

LIZABETH WALSH
YOUR CREATIVE MANAGER | 34 YEARS
Liz is an experienced English teacher and award-winning journalism adviser. She works with advisers and staffs across the country to help them achieve their yearbook dreams.

FINANCIAL STABILITY

It is most important to me that you have a fiscally accountable yearbook program that generates revenue and, at the same time, offers the yearbook to your buyers at an affordable cost.

485 COPIES, 120-PG BOOK, 24-PG SUPP.

JOSTENS INCLUDES

Size 8.5 x 11 book, custom full color litho cover with program-related choice of enhancements (laminations, grains, foils, etc. to be determined by the school each year), choice transicolor endsheets, 100# paper, Yearbook Avenue project management tool, Layout Pro online creation program, creative consultation and local rep service and workshops.

A BALANCED BUDGET

Base Price	$ 32,254.95
Est. Shipping	$ 1,000.00
'27 Estimated Total Expense	**$33,254.95**
250 Books @ $70	$17,500.00
75 Books @ $75	$ 5,625.00
150 Books @ $80	$12,000.00
10 Free Books @ $0	$ 0.00
Est. Ad Sales	$ 5,000.00
Est. Accessory Profit	$ 500.00
'27 Estimated Total Revenue	**$40,625.00**
'27 YEARBOOK SURPLUS	**$7,370.05**

GUARANTEED PROFIT RIDER

To enable consistent budgeting, each year of the contract, we guarantee a profit. We work with you each year to determine the appropriate number of yearbooks to order, pages to print, cover enhancements to add, etc. Never worry about budget again.

2027-2029 JOSTENS RENEWAL BONUSES DEADLINE: 08.01.26

- 10 free books for deserving students or staff each year of the agreement. **VALUE: $1,700**
- 3% discount on published pricing over the term of the agreement. **VALUE: $1,000**
- Full book critique by a current JEA/CSPA Judge each year of the agreement. **VALUE: $750**

Jostens Yearbook Agreement

Jostens, Inc. | 7760 France Avenue South, Suite 400| Minneapolis, MN 55435 | 952-830-3300

Customer Name	DOVER AREA HIGH SCHOOL	**Customer Phone**	(717)292-8066
Customer Address	4500 INTERMEDIATE AVE, DOVER, PA 17315		
Contact Name	Angela Blevins	**Contact Phone**	
Contact Role	Yearbook Adviser	**Email**	acblevins@doversd.org

The Customer has selected Jostens, Inc. to be their exclusive yearbook provider for the years identified below (the "Term"). The parties agree as follows:

1. Jostens and the Customer will work together to establish all yearbook specifications (including things such as size, copies and pages), completion deadlines, price, and delivery schedules for each year during the Term and subject to the terms and conditions found at:

   https://jostens.my.salesforce-sites.com/terms?Lid=YBKUS

2. After this Agreement is signed, as the Customer's exclusive yearbook provider Jostens will invest in and allocate resources to provide training and assistance to the Customer to help with the creation, production and marketing of the Customer's yearbook, including without limitation the planning, content, theme, layout, and merchandising.

3. The Term of this Agreement is for the following years: 2027 through 2029

Additional Notes/Specifications Agreed Upon:

Please see details in the 2027-2029 Dover Area High School Yearbook Proposal.
Project specifications can be modified and agreed upon in writing through March 1 of each school year for a spring delivery book, and May 1 of each year for a summer or fall delivery book. Project financial updates are available at all times upon request. Guaranteed balanced budget every year of the agreement.

This Agreement is subject to acceptance by Jostens and to Jostens' standard printing terms and conditions.

X Miranda Weaver
SIGNATURE OF CUSTOMER AUTHORIZED REPRESENTATIVE

Miranda Weaver — 07/21/2026
PRINTED NAME — DATE

X Jennifer L Fasick 7/29/26
SIGNATURE OF 2ND CUSTOMER AUTHORIZED REPRESENTATIVE (*IF REQUIRED*)

Jennifer Fasick — 07/21/2026
PRINTED NAME — DATE

X _____
SIGNATURE OF JOSTENS AUTHORIZED REPRESENTATIVE

PRINTED NAME — DATE

REP # 6471 JOB # 7141

DOVER AREA SCHOOL DISTRICT

Empowering and Educating all learners to shape the 21st Century

Dr. Catherine R. Houck
Superintendent of Schools

Dr. Timothy Mitzel
Assistant Superintendent

Mrs. Miranda J. Weaver
Chief Financial & Operations Officer

2026-2027 SY STANDING ORDERS FOR FIRST AID EMERGENCY CARE

Please record in the log, the time, name of student, problem and treatment for every student who reports to the health room or office.

Abdominal Pain--Check temperature, if elevation of over 100 degrees or persistent severe pain, contact parent/guardian per student emergency information sheet/card

Abrasion--Cleanse with antibacterial soap, then rinse with water and apply Bacitracin Ointment. If draining, apply a Band-Aid or sterile Telfa Pad.

Allergic Reaction (*mild*)--Cold compress and/or Benadryl Cream (Poison Ivy). For onset of sudden allergic reaction or insect sting, administer Benadryl liquid or tablets 12.5-50 mg or cetirizine 5-10mg or loratadine 5-10mg liquid or tablets. Orally as directed on the box. May repeat as needed. Notify parents before antihistamine is administered, if possible. For Poison Ivy/Oak/Sumac - wash area with soap and water. Apply Calamine lotion up to (1) one time per day or Benadryl cream as needed to affected areas. Clean any drainage with an alcohol swab.

Allergic Reaction (*severe*)--Administer antihistamine (Benadryl liquid or tablets 12.5-50 mg orally as directed on the box or cetirizine 10mg or loratadine 10mg liquid or tablets orally). Notify parents when antihistamine is administered. If a student or member of the school staff is stung by an insect (bee, wasp, hornet, yellow jacket, bumblebee, etc.), has eaten food, has taken medication, or has exercised vigorously and has symptoms of anaphylactic shock (severe reaction), 911 will be called immediately. Call the school physician for additional assistance. An EpiPen is available in each school. The school physicians authorize administration of EpiPen Auto-Injector by the school district's registered nurses, licensed practical nurses, trained unlicensed district identified personnel (Department of Health Approved Training – 2014 Act 195) as emergency treatment for school students and personnel, according to the package insert and the following guidelines:

EpiPen Jr. 0.15 mg. Age 5 9 yr., Grades K 3, Weight 35 65 lbs.
EpiPen 0.3 mg. Age 9 yr. adult, Grades 4 12, Weight 65 lbs. and up
EpiPen injections may be repeated as necessary.

Symptoms of anaphylactic shock will occur in a few minutes and are as follows: apprehension, faintness, flushing followed by paleness, rapid but thready pulse, fall in blood pressure, unobtainable pulse, involuntary voiding and defecation. Urticaria (hives), rhinitis (runny nose), and asthma may occur during the aftershock phase.

Animal Bites--Wash bite thoroughly with antibacterial soap, then rinse with water. Dry with sterile gauze and apply Bacitracin Ointment on the wound. Cover the area with a sterile dressing. Contact parents; advise of medical care including contacting family physician for follow-up care and of notification of local police for follow-up on the animal if applicable.

Athlete's Foot and Plantar Warts--Restrict suspected cases from the showers and pool until lesions are treated and healed or until a physician's note states the condition is noninfectious.

Blisters--DO NOT OPEN. Apply a sterile gauze dressing. If the blister is already open, cleanse the wound with antibacterial soap then rinse with water; apply Bacitracin Ointment and sterile gauze dressing.

Breathing Difficulty/Asthma--Monitor patient's oxygen level with pulse oximetry. A pulse ox of 96% and above no treatment, 92-95% Administer rescue inhaler/treatment per private physician order if available, if none available contact personal physician. Pulse Ox less than 92% Administer rescue inhaler/treatment per private physician order if available and, if none available, call "911" and contact parents. Assess respiratory status for degree of distress: coughing, wheezing, shortness of breath, tachypnea, tachycardia, decreased breath sounds, inability to talk, blueness around lips and fingernails. If available, measure pulse oximetry or peak flow. Refer to student Asthma Action Plan and administer rescue inhaler/treatment per private physician order. Restrict physical activity, allow rest. Encourage the student/patient to breathe slowly and relax. Call 911 if the student/patient does not respond to the treatment, or as directed by the Asthma Action Plan. Contact parent/guardian.

Burn (*First Degree*)--Small area; (including sunburn) soak or hold the burned area under cool running water or cover it with a clean, cool, wet cloth. May apply Aloe Vera up to one time a day if needed. If warranted, may apply Bacitracin Ointment to sterile gauze dressing and cover the burned area. **(*Second Degree*)** Apply cool water and sterile dressing, contact parents by note. For larger second-degree burns, contact parents and advise medical care.

Chemical Burns--Wash the skin or mucous membrane, including the eye, with large quantities of sterile eyewash solution and/or water. NOTIFY PARENTS AND ADVISE MEDICAL CARE.

Cold, Coughs, Throat Irritations--Check temperature. If the temperature is over 100 degrees, send the child home. May be excluded until symptoms subside. May provide cough drops/throat lozenges 2 every 2 hours as needed for grades 2-12. Advise medical attention if symptoms continue. Follow *Emergency Guidelines for Schools* in the nurse's binder.

Deep Cut--Control bleeding by covering the area with sterile gauze and applying direct hand pressure on the wound. Cleanse with antibacterial soap then rinse with water and apply Bacitracin Ointment if feasible. Apply sterile pressure dressing, Follow *Emergency Guidelines for Schools* in the nurse's binder and complete an accident report. Steri Strips may be applied on an individual basis per nursing discretion.

Dry Skin-- Apply fragrance-free lotion designated for dry, sensitive skin in severe cases. Notify parents for continuation.

Drugs, Toxic Substance, Poisons--Call nurse. Secure name and amount of substance ingested. The school physicians authorize the school district's registered nurses and licensed practical nurses to contact and follow the recommendations of the Poison Control Center (1-800-222-1222), for emergency treatment for school students and personnel. Narcan is only located at Dover Area High School.

Narcan Nasal 4mg/spray – 1 spray in one nostril x1. May repeat dose 1x in 2-3 min until the patient is responsive or EMS arrives.

Earache--Insert cotton in the outer ear, if appropriate. Check temperature, if elevation over 100 degrees, send home. Follow *Emergency Guidelines for Schools* in the nurse's binder.

*Grades 5th through 12th — 1-2 Acetaminophen tablets, 325 mg, at the discretion of the nurse, every four (4) hours with parental consent with a maximum of eight (8) doses during the school year.

*Kindergarten through 4th grade — 1 dose Acetaminophen liquid (160 mg/5 cc) or tablet (325 mg), at the discretion of the nurse, every four (4) hours per directions on package, with parental authorization and prior written consent with a maximum of five (5) doses during the school year.

Eye (*Irritation from Seasonal Allergies or Swimming Pool*)--Rinse with sterile eye wash solution, administered by the nursing staff. Remove contact lenses before administering.

Eye (*Severe Trauma to Eye*)--Call 911 to transport by ambulance for medical care for such things as penetrating injury, loss of vision, fluid loss, etc.

Fainting--Lower to the ground or other flat surface and position on back, lying flat. Loosen clothing, Check breathing, No food or drink. If drooling or vomiting, roll on one side.

Foreign Body in Ear--For insects and flies in ear, follow *Emergency Guideline for Schools* in nurse's binder and advise medical care.

Foreign Body in Eye--Rinse with sterile eyewash solution. Gently remove with a corner of sterile gauze. If an object is present, cover the eye with dry dressing and follow the Emergency *Guidelines for Schools* in the nurse's binder.

Fracture--Apply ice or cold compress to injured part. If bleeding is present, cover the area with sterile gauze and apply pressure over the wound with your hands. Use ordinary splints to support and immobilize the injured part. Keep students warm, cover with blankets and treat for shock. Follow *Emergency Guidelines for Schools* in the nurse's binder and complete an accident report.

Headache/Generalized Pain--Check temperature, if no elevation allow child to rest if necessary. If elevation 100 degrees, send the child home following the Emergency *Guidelines for Schools* in the nurse's binder.

*Grades 5th through 12th — 1-2 Acetaminophen tablets 325 mg or Acetaminophen liquid 160mg/5cc (age appropriate/weight based dose), at the discretion of the nurse, every four (4) hours with parental consent with a maximum of eight (8) doses during the school year.

*Kindergarten through 4th grade — 1 dose Acetaminophen liquid (160 mg/5 cc) or tablet (325 mg), at the discretion of the nurse, every four (4) hours per directions on package, with parental authorization and prior written consent with a maximum of five (5) doses during the school year.

Head--Injury (*uncomplicated*)--Rest. Apply cold compress to the injured area.

*Grades 5th through 12th — 1-2 Acetaminophen tablets, 325 mg, at the discretion of the nurse, every four (4) hours with parental consent with a maximum of eight (8) doses during the school year.

*Kindergarten through 4th grade — 1 dose Acetaminophen liquid (160 mg/5 cc) or tablet (325 mg), at the discretion of the nurse, every four (4) hours per directions on package, with parental authorization and prior written consent with a maximum of five (5) doses during the school year.

Head Injury (*complicated*)-- Conscious: Bed rest. Apply cold compress to the injured area, contact parents by telephone. Unconscious: Keep victim lying down. Cover enough to keep from losing body heat. Keep the airway open. Initiate cardiopulmonary resuscitation (CPR) when necessary. Contact "911". Contact parents by telephone. Complete accident report.

Human Bite--Wash bites with antibacterial soap, then rinse with water and apply Bacitracin Ointment. Cover with Band-Aid or sterile gauze dressing. Contact parents and advise medical care.

Insect Bites--Remove the stinger if present. Cleanse with antibacterial soap, then rinse with water and apply ice and Benadryl Cream. For insect stings, administer Benadryl liquid 12.5 - 50 mg. orally as directed on the box.

Menstrual Cramps--rest, heating pad,

*Grades 5th through 12th — 1-2 Acetaminophen tablets 325 mg or Acetaminophen liquid 160mg/5cc (age appropriate/weight based dose), at the discretion of the nurse, every four (4) hours with parental consent with a maximum of eight (8) doses during the school year.

*Kindergarten through 4th grade — 1 dose Acetaminophen liquid (160 mg/5 cc) or tablet (325 mg), at the discretion of the nurse, every four (4) hours per directions on package, with parental authorization and prior written consent with a maximum of five (5) doses during the school year.

Mouth Ulcers-- Rinse with salt water.

Nausea & Vomiting & Diarrhea--Rest and nothing by mouth. Check the temperature, if the temperature is over 100 degrees, send the child home. Follow *Emergency Guidelines for Schools* in the nurse's binder. If vomiting and/or diarrhea persists, due to an infectious state, the student should be sent home. Students may rinse with alcohol free mouthwash or salty water after emesis if needed.

Puncture Wound (*pencil, etc.*)--Remove foreign bodies, if possible, cleanse vigorously with antibacterial soap and water and/or soak, apply Bacitracin Ointment.

Nosebleed--Keep child quiet in a sitting position with mouth open. Apply pressure by pressing both sides of the nose against the septum. Apply ice if necessary.

Seizure--DO NOT MOVE, DO NOT RESTRICT MOTION, MOVE FURNITURE AND KEEP AWAY FROM CHILD IN ORDER TO PROTECT FROM SELF-INJURY. AFTER THE CONCLUSION OF THE SEIZURE TURN STUDENT RECOVERY POSITION (TURN STUDENT ON SIDE). Allow students to rest. If there is no known seizure disorder, call 911 and notify parents. If known seizure disorder greater than 5 minutes, notify parents, administer emergency medication per seizure action plan private physician order (if any), and call "911"

Sore Throat--Check temperature, if over 100 degrees, send home. Follow E*mergency Guidelines for Schools* in the nurse's binder. Drink cold water or use saline gargle grades K-12, if necessary.

*Grades 5th through 12th — 1-2 Acetaminophen tablets, 325 mg, at the discretion of the nurse, every four (4) hours with parental consent with a maximum of eight (8) doses during the school year.

*Kindergarten through 4th grade — 1 dose Acetaminophen liquid (160 mg/5 cc) or tablet (325 mg), at the discretion of the nurse, every four (4) hours per directions on package, with parental authorization and prior written consent with a maximum of five (5) doses during the school year.

Splinter--If near surface cleanse with antibacterial soap then rinse with water. Remove splinter with splinter forceps or a sterile disposable needle or lancet at the discretion of the school nurse. Do not probe deeply. Cleanse with antibacterial soap for sensitive skin, then water, apply Bacitracin Ointment, and cover with a Band-Aid.

Sprain--Follow *Emergency Guideline for Schools* in nurse's binder for notable bruising and/or swelling. Elevate the injured part and apply an ice pack. Contact parents by phone or note.

Tick--Remove tick with a steady, gradual pull using fine point tweezers. Grab the tick where the mouth enters skin, then tug straight, gently, and repeatedly until the tick opens its mouth. Cleanse the area with antibacterial soap, and then rinse with water. Apply Bacitracin Ointment and cover with Band-Aid when possible. Place telephone calls to parents if embedded; send notes to parents if removed and send tick home for potential testing. Follow current Department of Health Guidelines for reporting tick bites.

Toothache--Rinse mouth with warm water. If toothache persists give 1-2 Acetaminophen tablets. Send notes to parents.

*Grades 5th through 12th — 1-2 Acetaminophen tablets, 325 mg, at the discretion of the nurse, every four (4) hours with parental consent with a maximum of eight (8) doses during the school year.

*Kindergarten through 4th grade — 1 dose Acetaminophen liquid (160 mg/5 cc) or tablet (325 mg), at the discretion of the nurse, every four (4) hours per directions on package, with parental authorization and prior written consent with a maximum of five (5) doses during the school year.

Partially luxated permanent tooth (dislodged): Hold tooth in the socket, contact dentist.

Completely dislodged tooth: Place tooth in patient saliva or milk, if not available saline solution. Immediately, seek dental care within the hour. Follow *Emergency Guidelines for Schools* in the nurse's binder, and if unable to contact parent/guardian, follow the direction of the school dentist.

Wound (*simple*)--Cleanse with antibacterial soap, and then rinse with water. Apply Bacitracin Ointment and Band-Aid if necessary.

EMERGENCY

An "emergency" is an unforeseen combination of circumstances and calls for immediate action. Emergencies may be classified as potentially life threatening or life threatening.

SERIOUS OR POTENTIALLY LIFE-THREATENING EMERGENCIES

Serious or potentially life-threatening emergencies are those problems that need to be treated within a few hours, as they may soon result in a life-threatening situation or may produce damage, and include such problems as:

1. Fractures and dislocations
2. Severe lacerations
3. Third degree burns
4. Abdominal pain
5. Severe depression or anxiety
6. Threatened abortion
7. Foreign body in eye (metal/wood)
8. Back or neck injuries with or without spinal cord damage
9. Skin and eye contact with corrosives (lye, acid)
10. Animal/human bite
11. Head injury with resultant temporary loss of consciousness
12. Heat stroke and exhaustion
13. Puncture wound
14. Threatened suicide
15. Frostbite

LIFE THREATENING EMERGENCIES

Life threatening emergencies are those problems that can cause death within minutes; require quick intervention, medical care, and usually hospitalization; and include such problems as:

1. Airway obstruction
2. Cardiac arrest
3. Hemorrhage
4. Severe allergic reaction
5. Choking on food or other objects
6. Attempted suicide
7. Poisoning and drug overdose
8. Severe shock
9. Drowning
10. Uncontrolled convulsions/seizures
11. Open chest and abdominal wounds
12. Spider/snake bites
13. Bee/wasp/hornet/yellow- jackets stings with anaphylaxis
14. Insulin reaction

EMERGENCY CARE

When a pupil's life is obviously in danger and immediate emergency aid is necessary, do the following:

Call for an ambulance 911
Administer emergency first aid
For adults with chest pain, administer 4 baby aspirin orally
Call the school physician for additional assistance
WELLSPAN – Dr. Stacey Robert - 717-851-2521 or Mobile 717-880-9609
Contact parents
Contact school nurse

Contact principal
Contact physician or hospital, if feasible
Complete accident report

IN CASE OF ACCIDENT OR ILLNESS DO THE FOLLOWING IMMEDIATELY IF THE NURSE IS NOT IN THE BUILDING:

Apply emergency first aid, Contact the school nurse (or another school nurse) and/or school physician,
Notify the building principal or designee,
Contact parents, following student's Emergency Procedure Information,
Complete accident report.

CHECK FIRST AID BOOK FOR UNLISTED INJURIES

A school accident is reportable to Pennsylvania Department of Health if the pupil required the services of a physician or a dentist and/or if he/she is absent from school 1/2 day or more.

STUDENT TRANSPORTED BY SCHOOL PERSONNEL

If a child needs to be transported home due to lack of home-based transportation, school personnel may transport utilizing a school vehicle and MUST be with two adults.

If a child is transported by ambulance and the parent/guardian cannot be reached, a school staff member should ride along in the ambulance.

SCHOOL PHYSICIANS - WELLSPAN – Dr. Stacey Robert - 717-851-2521 or Mobile 717-880-9609

DEPARTMENT OF HEALTH, YORK (OFFICE) - 717-771-4505

EMERGENCY SERVICES 911

POISON CONTROL NUMBER 1-800-222-1222

MEDICATION POLICY #210 Resource

MEDICATION:

Medication will be administered only if the school has a written order from the physician and written consent from a parent/guardian. This includes over-the-counter medication.

Medication will be kept in the health room with the exception of emergency medication which is self-carried and self-administered, such as inhaler and/or EpiPen. A physician's order and parents'/guardians' consent must be on file in the health room.

Procedure for administering the 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 consent from parents. 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. *Please ask the pharmacist to dispense an additional container for school use.*
4. Parents, or other adults, are ***required*** to bring the medication to school.
5. Students may carry an inhaler with proper authorization – a written physician order and written parent permission. In addition:

    a. The student must demonstrate the capability for self-administration and for responsible behavior in use of the medication.
    b. The student would be required to notify the school nurse immediately following each use of the inhaler.
    c. A prescribing physician must verify that the student is capable of self-administration.
    d. If the school policies are abused or ignored, the school can confiscate the inhaler/EpiPen and remove the privilege to carry the medication.

Approved by school physician(s):
WELLSPAN – Dr. Stacey Robert – 717-851-2521 or Mobile 717-880-9609

Signature of School Physician

7/15/20
Date

DOVER AREA SCHOOL DISTRICT

Empowering and Educating all learners to shape the 21st Century

Dr. Catherine R. Houck
Superintendent of Schools

Dr. Timothy Mitzel
Assistant Superintendent

Mrs. Miranda J. Weaver
Chief Financial & Operations Officer

2026-2027 SY 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 a family physician/healthcare provider within 48 hours for treatment and provide the school nurse with written documentation of the treatment protocol of the family physician/healthcare provider, and/or school physician. Failure to comply will result in exclusion from school until seen by a 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(s): WELLSPAN – Dr. Stacey Robert – 717-851-2521 or Mobile 717-880-9609

Signature of School Physician

7/14/26
Date

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

Food Services Fund - Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
506526	Kirbie Abendschoen	Cafeteria Refund	$12.75
506527	Evan Allen	Cafeteria Refund	$24.10
506528	Melissa Bogus	Cafeteria Refund	$33.35
506529	Jodi Bupp	Cafeteria Refund	$7.56
506530	Amy & Dwight Coulon	Cafeteria Refund	$8.20
506531	Melissa DeHass	Cafeteria Refund	$88.30
506532	Michelle Dillon	Cafeteria Refund	$13.80
506533	Dover Area School District	Invoice #2512600058	$319.12
506534	Stephanie Eyler	Cafeteria Refund	$5.12
506535	Feeser'S Inc	District Schools - Food	$977.45
506535	Feeser'S Inc	District Schools - Food	$226.50
506536	Heather Haas	Cafeteria Refund	$57.85
506537	Sheri Hamm	Cafeteria Refund	$25.25
506538	Milissa Hengst	Cafeteria Refund	$25.05
506539	Matthew Lamparter	Cafeteria Refund	$70.50
506540	Mildred Lopez	Cafeteria Refund	$35.35
506541	Lara Mason	Cafeteria Refund	$16.95
506542	Cindy Miller	Cafeteria Refund	$43.80
506543	Erin Miller	Cafeteria Refund	$10.10
506544	Jocelyn Montanez	Cafeteria Refund	$14.10
506545	Lindsay Renoll	Cafeteria Refund	$7.05
506546	Courtney Rupp	Cafeteria Refund	$34.00
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$133.85
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$418.11
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$354.90
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$434.00
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$184.55
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$338.00
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$233.90
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$233.90
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$400.20
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$436.70
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$433.90
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$135.20
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$83.15
506547	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$109.41
506548	Sysco Central Pennsylvania Llc	District Schools - Food	$647.97
506549	Sherry Wehler	Cafeteria Refund	$10.15
506550	Khalen Yeisley	Cafeteria Refund	$4.00

Food Services Fund - Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
506551	Kate Zombro	Cafeteria Refund	$12.10
506552	Feeser'S Inc	District Schools - Food	$179.80
506553	Gold Star Foods Inc	Food Storage	$7.00
506554	Jessica Baley	Cafeteria Refund	$50.00
506555	Christina Bruno	Cafeteria Refund	$72.80
506556	Dover Area School District	May Payroll - Invoice #2512600060	$145,640.
506557	Stacey Martinez	Cafeteria Refund	$60.00
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$366.40
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$252.15
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$332.60
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$192.74
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$341.96
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$455.56
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$455.56
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	$439.29
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	($16.27)
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	($29.75)
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	($14.88)
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	($413.26)
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	($14.87)
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	($16.27)
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	($16.27)
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	($7.05)
506558	Swiss Premium Dairy, Dfa Dairy Brands	District Schools - Milk	($16.27)
506559	Scott Ward	Cafeteria Refund	$93.30
506560	11400 LLC	Food Service Equipment	$5,400.00
9000000002	Morabito Baking Co Inc	District Schools - Food	$126.45
9000000002	Morabito Baking Co Inc	District Schools - Food	$22.96
9000000002	Morabito Baking Co Inc	District Schools - Food	$78.55
9000000003	Bradly Perkins	Cafeteria Refund	$35.35
9000000004	Food Safety Solutions Inc	Food Service Maintenance	$1,833.18
9000000005	Nicole Walter	Mileage Reimbursement	$29.15
9000000006	Kelly Renard	Mileage Reimbursement	$342.16

Total $162,922.81

General Fund - Checking - Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
3670	Sip Us Llc	Phone Service CC #6965	$488.32
3671	Rutter's Farm Stores - Fm Net	2025/26 Blanket PO for Rutter's Farm Stores - FM Net - District	$1,938.05
3672	Rutter's Farm Stores - Fm Net	2025-2026 Blanket PO for Rutter's Farm Stores - FM Net - F&S	$3,871.72
3673	Rutter's Farm Stores - Fm Net	2025-2026 Blanket PO for Rutter's Farm Stores - FM Net - E&B	$9,204.45
3674	Lincoln Benefit Trust	JUNE 2026	$699,010.
3675	A T & T Mobility	District Wireless	$2,510.71
3676	United Parcel Service	District Shipments	$23.63
3677	United Parcel Service	District Shipments	$23.59
3678	United Parcel Service	District Shipments	$23.54
3679	United Parcel Service	District Shipments	$23.40
3680	United Parcel Service	District Shipments	$23.50
1043532	Butler Area School District	Invoice#122025-246 Special Ed. Student placed @ Summit Academy Alt. Ed. Program 2025-2026	($3,456.95)
1044132	Ainsworth Inc.	Service Call	$497.50
1044133	Allegheny Intermediate Unit	AIU Transperfect Mar. 2026	$95.00
1044134	Americhem International	Air movers	$810.00
1044135	Asl Services Of Pa	ASL Translation Services - MS	$177.98
1044136	Barksdale School Potraits Llc	Yearbooks	$174.25
1044137	Bfpe International	25/26 Title IV Grant - Safety	$3,302.00
1044138	Butler Area School District	Invoice#122025-246 2025-26 Special Ed Student placed at Alt ed program.	$3,456.95
1044139	Canon-Mcmillan School District	Invoice # SW-032026BM Special Ed Secondary student placed at alt ed program 25-26 SY.	$3,465.00
1044140	CCIU	Invoice#479256 2025-26 Special Ed Student placed @ alt ed program	$1,994.54
1044141	CDW Government Inc	25/26 Title IV - Technology	$7,662.18
1044142	DASD Cafeteria Fund	slushies - student reward	$140.00
1044143	Delta-T Group	Paraprofessional Coverage	$6,624.00
1044144	Derry Area School District	Invoice 4/30/2026 Daily Education for Secondary Special Education student placed at Alt Ed. Program 25-26 SY.	$3,617.44
1044145	Different Roads To Learning	Classroom Supplies	$1,857.24
1044146	Direct Energy Business	District Electric	$9,512.52
1044146	Direct Energy Business	District Electric	$6,457.17
1044146	Direct Energy Business	District Electric	$11,169.11
1044146	Direct Energy Business	District Electric	$0.31
1044146	Direct Energy Business	District Electric	$0.31
1044147	Educere Llc	Educere Enrichment Courses	$998.00
1044148	Giant Food Stores Inc	Classroom Supplies	$50.74
1044148	Giant Food Stores Inc	Classroom Supplies	$38.76
1044148	Giant Food Stores Inc	Eagle Eatery	$11.42
1044148	Giant Food Stores Inc	Eagle Eatery	$39.98
1044148	Giant Food Stores Inc	DHS CAB Supplies	$56.44
1044148	Giant Food Stores Inc	DHS CAB Supplies - Banquet	$119.00
1044148	Giant Food Stores Inc	MS Student Council Student Activity Fund-Yr End Celebration	$113.56
1044148	Giant Food Stores Inc	Classroom Supplies	$80.80
1044148	Giant Food Stores Inc	Classroom Supplies	$73.46
1044149	Gopher	General Supplies - Phys Ed. Dept	$221.81
1044150	J.W. Pepper & Son Inc	Sheet Music - Guadagnino	$10.00
1044151	Leaf Capital Funding Llc	Copier Lease	$5,514.00
1044152	Lincoln Intermediate Unit # 12	Wheelchair Transportation	$426.85
1044152	Lincoln Intermediate Unit # 12	Classroom Supplies	$150.00

General Fund - Checking - Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
1044152	Lincoln Intermediate Unit # 12	Translation Services - April 2026	$112.50
1044153	Menchey Music Service Inc	General Supplies - Music Dept , Choral	$47.88
1044153	Menchey Music Service Inc	General Supplies - Music Dept , Choral	$117.18
1044154	S&s Activewear	District Printing - Shoemaker	$227.41
1044155	Salisbury Township School District	Invoice#07688 Reg Ed secondary student placed at Kidspeace 25-26 SY	$5,246.20
1044156	Shipley Energy Company	2025-2026 Blanket PO for Shipley Energy Co.	$5,349.62
1044157	Skyward	Software/Training Benefit Management	$6,294.00
1044158	Super Shoe Stores Inc	Clothing	$511.97
1044159	Transply Inc	Maint. Supplies	$3,584.69
1044159	Transply Inc	Maint. Supplies	$48.68
1044159	Transply Inc	Maint. Supplies	$374.03
1044160	Uline Inc	Supplies for Dust Collector - Wood Shop	$1,933.35
1044161	Verizon Wireless	2025/26 Wireless	$197.01
1044161	Verizon Wireless	2025/26 Wireless	$109.84
1044162	Wisler Pearlstine, Llp	Legal Services	$8,584.50
1044163	Zaharopoulos Jack	9WAAT - WAGE ATTACH BANKRUPT TRUSTEE for 05.29.26 Payroll	$225.00
1044164	Michael Zittle	25 Med Authorizations	$375.00
1044165	2 The Tee Outfitters, The Rojel Company	Equipment - Football	$230.00
1044166	A T & T Mobility	District Wireless	$52.06
1044167	Achievement House Cyber	Invoice #1096516	$1,106.08
1044168	Agora Cyber Charter School	Invoice #1095135	$1,106.08
1044169	Allegheny Intermediate Unit	AIU Transperfect Apr. 2026	$72.20
1044170	Assist Services Llc	Inv# SI-008013 dated 5/25/26 for transportation of students using an outside contractor.	$7,269.68
1044171	Automated Logic	Service Contract Building automation	$72,445.00
1044172	Batteries Plus	Batteries	$489.90
1044173	Bob's Outdoor & Power Equip	Supplies	$107.04
1044174	Capital Area School For The Arts Charter Scho	May 2026 Invoice	$1,180.23
1044175	Central Pa Digital Learning Foundation	May 2026 Tuition	$1,106.08
1044176	Cm Regent Llc	Income Protection - 2025-26 Blanket	$633.64
1044177	Cm Regent Llc	Life Insurance 2025-26 Blanket	$2,143.70
1044178	College Board	AP Examinations	$13,517.00
1044179	Commonwealth Charter Academy	Invoice# 1095613	$213,516.
1044180	Crispus Attucks Charter School	April Tuition	$1,541.03
1044181	DASD Cafeteria Fund	May Day Treat	$195.25
1044182	Delta-T Group	Paraprofessional Coverage	$5,635.05
1044182	Delta-T Group	Paraprofessional Coverage	$5,236.06
1044183	Dover Township	2025/26 Water & Sewer Blanket	$3,105.67
1044183	Dover Township	2025/26 Water & Sewer Blanket	$11,925.59
1044184	Sarah Dull	Reimbursement for Transportation Costs	$61.48
1044185	G E Richards Graphic Supplies Inc	IA Printer Machine Part - Shoemaker	$435.00
1044186	Gettysburg Montessori Charter School	Invoice# 1096765	$4,229.78
1044187	Natalie Harris	Sport Physicals Night Worker	$50.00

General Fund - Checking - Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
1044188	Harvey'S Rent-All Inc	Graduation Chairs & Staging Rental - Set Up Date: 5/28/26, Removal: 6/2/26	$3,695.50
1044189	J.W. Pepper & Son Inc	Sheet Music - Guadagnino	$7.50
1044190	Beth Laughman	Sports Physical Night Worker	$50.00
1044191	Lincoln Intermediate Unit # 12	STEELS training - Middle Schoool	$500.00
1044192	Linde Gas & Equipment Inc.	Cylinder Rental Fee - Ag Ed	$203.80
1044192	Linde Gas & Equipment Inc.	Cylinder Rental	$50.95
1044193	Mcclure Company	Service Call	$694.00
1044193	Mcclure Company	Boiler Preventative Maintenance	$3,942.00
1044193	Mcclure Company	Boiler Preventative Maintenance	$3,942.00
1044193	Mcclure Company	Boiler Preventative Maintenance	$3,942.00
1044193	Mcclure Company	Boiler Preventative Maintenance	$6,977.00
1044193	Mcclure Company	Boiler Preventative Maintenance	$8,834.00
1044194	Pa Leadership Charter School	Invoice #1093657	$2,212.15
1044195	Play Therapy Supply Llc	School Counselor Supplies - MS	$74.21
1044196	Pye Barker	Monitoring-HS	$536.58
1044197	Thomas Ryan	Sport Physicals Night Worker	$50.00
1044198	Schaedler Yesco Distrib Inc	Supplies	$659.12
1044199	Slaymaker Electric Motor And Supply Co.	Service Maintenance Agreement-HS Sewage Grinder	$710.00
1044199	Slaymaker Electric Motor And Supply Co.	Generator Maintenance Agreement	$713.24
1044199	Slaymaker Electric Motor And Supply Co.	Generator Maintenance Agreement	$731.82
1044199	Slaymaker Electric Motor And Supply Co.	Generator Maintenance Agreement	$689.86
1044200	Super Shoe Stores Inc	Clothing Allowance	$1,598.13
1044201	Thornton Chevrolet Inc	Vehicle Repair	$2,666.13
1044202	Transply Inc	Maint. Supplies	$300.23
1044202	Transply Inc	Maint. Supplies	($300.23)
1044203	Triangle Communications Inc	2025-2026 Blanket PO for Triangle Communications, Inc.	$51.07
1044203	Triangle Communications Inc	2025-2026 Blanket PO for Triangle Communications, Inc.	$766.08
1044204	Troup'S Auto And Transmission Repair	2025/2026 Blanket PO for Troup's Auto & Transmission Repair	$500.55
1044205	University of Rochester	Music Theory APSI - S. Roberts	$500.00
1044206	Veritiv Operating Company	custodial supplies	$119.17
1044206	Veritiv Operating Company	gym floor finish	$8,628.38
1044206	Veritiv Operating Company	custodial supplies	($15.71)
1044207	Vernier Software & Technology	Ag General Supplies - Barzydlo	$368.78
1044208	Wisler Pearlstine, Llp	Legal Services	$9,027.00
1044209	Wyndham Garden York	Scholarship Banquet	$4,469.77
1044210	21st CCCS	Invoice #1096864	$5,408.69
1044211	95 Percent Holdco Lp	Curriculum - ILS	$6,650.10
1044212	Catholic Charities Of The Diocese	Staff and General Maintenance/Operation of the Facility	$8,550.00
1044213	CCIU	Invoice #479889 Secondary Special Ed student placed at Alt ed program 25-26 SY	$4,581.12
1044214	Columbia Gas	2025/26 Natural Gas	$13,533.17
1044215	Delta-T Group	Paraprofessional Coverage	$527.25
1044216	Giant Food Stores Inc	End of Year Induction Meeting	$29.95
1044216	Giant Food Stores Inc	ESY Edibles/Reinforcements	$82.54

General Fund - Checking - Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
1044217	Green Valley Swimming Pool Inc	Student Activities, Entrance Fees (approved field trip for Soaring Eagles)	$420.00
1044218	Jerry Holcomb	2025/26 Blanket Pest Maintenance Service	$85.00
1044218	Jerry Holcomb	2025/26 Blanket Pest Maintenance Service	$95.00
1044218	Jerry Holcomb	2025/26 Blanket Pest Maintenance Service	$95.00
1044218	Jerry Holcomb	2025/26 Blanket Pest Maintenance Service	$95.00
1044218	Jerry Holcomb	2025/26 Blanket Pest Maintenance Service	$105.00
1044218	Jerry Holcomb	2025/26 Blanket Pest Maintenance Service	$110.00
1044219	Insight Pa Cyber Charter School	Invoice #1094070	$7,499.16
1044220	Kurtz Bros	Kurtz_2nd Grade Comp Books	$134.75
1044221	Lincoln Intermediate Unit # 12	Professional Development - Accounting for What Matters 03/12/2026 - 04/09/2026 Catherine Houck, Superintendent	$399.00
1044221	Lincoln Intermediate Unit # 12	Job Coaching	$620.00
1044222	Mcclure Company	Boiler Repair	$8,091.00
1044223	Met-ed	District Electric	$10,258.51
1044223	Met-ed	District Electric	$6,301.31
1044224	Pa Cyber Charter School	May 2026	$23,725.26
1044225	Pa Distance Learning Charter	Invoice #1096154	$3,196.54
1044226	Pa Virtual Charter School	Invoice #1097552	$2,212.15
1044227	Robert'S Oxygen Company Inc	CO2	$254.99
1044228	School Specialty LLC	Kidney Tables	$1,596.24
1044229	Slaymaker Electric Motor And Supply Co.	Generator Maintenance Agreement	$1,395.16
1044229	Slaymaker Electric Motor And Supply Co.	Generator Maintenance Agreement	$1,852.04
1044229	Slaymaker Electric Motor And Supply Co.	Generator Maintenance Agreement	$895.57
1044229	Slaymaker Electric Motor And Supply Co.	Generator Maintenance Agreement	$843.20
1044230	South Western School District	Mainstreaming Services	$3,439.80
1044231	The Vista School	Invoice # INV1030 Special Ed Secondary student placed at Alt ed program 25-26 SY	$7,931.00
1044232	Triangle Communications Inc	Motorola SL3000 Portable Radios	$2,384.00
1044233	True North Wellness Services	PCCD Grant SAP Services	$1,222.23
1044234	Turf Track & Court Llc	Annual G-max Testing	$952.20
1044234	Turf Track & Court Llc	Turf Field Maintenance-HS	$3,255.00
1044235	WellSpan Philhaven	MRN# 000660019 Secondary Reg Ed student admitted to Philhaven Hospital program 25-26 SY admitted:1/23/26 Discharge:2/16/26	$493.50
1044236	York Academy Regional	Invoice 2600000135	$31,066.76
1044237	Zaharopoulos Jack	9WAAT - WAGE ATTACH BANKRUPT TRUSTEE for 06.12.26 Payroll	$225.00
1044238	Aluminum Athletic Equipment Co.	Track and Field - Replacement Boards	$307.00
1044239	Jacob Apple	25/26 TItle I Homeless Student Cap and Gown	$61.47
1044240	Assist Services Llc	Invoice # SI-008093 dated 6/8/26 for Transportation of students using an outside contractor.	$6,027.00
1044241	Blick Art Materials	Art Supplies per Quote QBP6184-99 Customer 12315306	$1,731.66
1044241	Blick Art Materials	Art Supplies per Quote QBP6184-99 Customer 12315306	($108.76)
1044242	Bob's Outdoor & Power Equip	Supplies	$4.78
1044242	Bob's Outdoor & Power Equip	Supplies	$46.99

General Fund - Checking - Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
1044243	CCIU	Invoice#480162 Secondary Special Ed student placed @ Devereux Alt Ed program 25-26 SY.	$7,879.68
1044244	Robert Charter	Invoice #0000034637 Secondary spec. ed. student placed @ Adelphoi Ketterer Charter School 25-26 SY.	$3,862.70
1044245	Conewago Valley School Dist	Mainstreaming Services	$2,726.70
1044246	Derry Area School District	Invoice 5/31/2026 Daily Education for Secondary Special Ed student placed at Alt Ed program 25-26 SY	$6,288.83
1044247	Devono'S Dry Cleaners Inc.	Band Dry Cleaning	$3,642.20
1044248	Direct Energy Business	District Electric	$0.21
1044248	Direct Energy Business	District Electric	$0.21
1044248	Direct Energy Business	District Electric	$0.21
1044248	Direct Energy Business	District Electric	$1.58
1044248	Direct Energy Business	District Electric	$10,804.47
1044248	Direct Energy Business	District Electric	$6,751.66
1044249	Dover Borough	2025/26 Water & Sewer Blanket	$8,254.00
1044249	Dover Borough	2025/26 Water & Sewer Blanket	$13,033.20
1044249	Dover Borough	2025/26 Water & Sewer Blanket	$58.81
1044249	Dover Borough	2025/26 Water & Sewer Blanket	$2,295.13
1044250	Earlbeck Corporation, Dba Earlbeck Gas	Tripod & Manipulator - Ag Mechanics	$2,603.56
1044251	Exact Machine Service, Inc.	Machine Preventative Maintenance	$1,198.60
1044252	Follett Content Solutions Llc	books for library	$164.16
1044253	Crystal Gingerich	25/26 TItle I Homeless Student Cap and Gown	$56.93
1044254	Grainger	Maint. Supplies	$15.78
1044255	Greater Latrobe School District	Invoice Number: 26-0230 Secondary Spec Ed student placed at alt program/charter school 25-26 SY	$203.92
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$1,030.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$427.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$1,140.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$450.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$668.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$1,641.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$250.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$614.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$641.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$1,511.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$436.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$544.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$337.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$508.00

Check	Full Name (FL)	Description	Amount
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$684.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$765.00
1044256	Heritage Lawn & Landscape Care	9/19/25 2025/26 Athletic Fields Services	$340.00
1044257	Hoffman Homes Inc	Invoice No: 22097 Elem & Secondary special ed students placed at Hoffman Homes Alt Ed program 26-27 SY	$6,650.00
1044257	Hoffman Homes Inc	Invoice No: 22067 Elem special ed student placed at Hoffman Homes Alt Ed program 26-27 SY	$3,108.00
1044258	Jostens	Diploma's	$20.95
1044258	Jostens	Diploma's	$55.90
1044259	Kurtz Bros	Supplies	$419.96
1044260	Lancaster Truck Bodies	Plow	$7,110.00
1044261	Donna Laury	25/26 TItle I Homeless Student Cap and Gown	$61.47
1044262	Lincoln Intermediate Unit # 12	Invoice#261751 Secondary Special Ed students placed in Lincoln Edge Cyber program through the LIU#12 25-26 SY	$1,799.98
1044262	Lincoln Intermediate Unit # 12	Translation Services - May 2026	$310.00
1044263	Link'S Music, Joseph A Link	Graduation Sound	$2,000.00
1044264	Menchey Music Service Inc	Mellophone Repair Srl# 573998	$124.80
1044265	Moments That Matter Llc	Graduation Cords	$1,331.60
1044266	Montour School District	Invoice No: 106040 Secondary special ed students placed at Alt Ed program 25-26 SY	$4,370.00
1044266	Montour School District	Invoice No: 105972 Secondary special ed students placed at Alt Ed program 25-26 SY	$4,370.00
1044267	Murphy & Murphy, P.C.	Legal Services	$9,000.00
1044268	Ledia Nace	25/26 TItle I Homeless Student Cap and Gown	$61.47
1044269	Northern York Co Reg Police	Blanket PO#302600006 for 2025 Northern York County Regional Police - 2 SRO's budgeted for 25-26 SY	$78,636.62
1044270	Nrg Business Marketing	Natural Gas	$174.78
1044270	Nrg Business Marketing	Natural Gas	$872.80
1044270	Nrg Business Marketing	Natural Gas	$829.25
1044270	Nrg Business Marketing	Natural Gas	$1,609.02
1044270	Nrg Business Marketing	Natural Gas	$2,039.78
1044270	Nrg Business Marketing	Natural Gas	$27.43
1044270	Nrg Business Marketing	Natural Gas	$4,155.92
1044271	Pa Assoc Of Career &	Symposium Registration - E. Miller	$280.00
1044272	Quaker City Paper Co	Doodle Scrub	$2,298.60
1044272	Quaker City Paper Co	Floor Swing Machine	$1,504.80
1044272	Quaker City Paper Co	Carpet Extractor	$10,440.00
1044273	Rotary Club Of York - North	4th Quarter Dues 2025-2026	$185.00
1044274	S&s Activewear	Iron Eagle T-shirts	$228.51
1044275	Salisbury Township School District	Invoice#07764 Secondary Reg Ed student placed at KidsPeace - educational services 25-26 SY	$4,983.89
1044276	Saxton & Stump Llc	Legal Services	$3,837.50
1044277	Savannah Schwartz	25/26 TItle I Homeless Student Cap and Gown	$56.93
1044278	Slaymaker Electric Motor And Supply Co.	New Pump-Pool	$13,809.94
1044279	Specialized Education Of Pennsylvania Inc.	Invoice# INV252753 Elementary and Secondary Special Ed students placed at High Roads of York alt ed program 25-26 SY	$15,449.00
1044279	Specialized Education Of Pennsylvania Inc.	Invoice# INV252775 Secondary Special Ed students placed at Capital Academy of Harrisburg alt ed program 25-26 SY	$6,462.00

General Fund - Checking - Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
1044280	The Vista School	INV1060 Secondary Spec Ed. student placed @ Alt ed. program 25-26 SY.	$25.00
1044280	The Vista School	INV1138 Secondary Spec Ed. student placed @ Alt ed. program 25-26 SY.	$10,842.59
1044280	The Vista School	INV1093 Secondary Spec Ed. student placed @ Alt ed. program 25-26 SY.	$9,981.83
1044281	Uline Inc	Maint. Supplies	$600.06
1044282	WellSpan Philhaven	MRN:008461830 Secondary Reg Ed. Student admitted to Philhaven 25-26 SY	$611.00
9000000124	E & B Transportation	2025-2026 Blanket PO for E&B Transportation	$263,594.
9000000124	E & B Transportation	2025-2026 Blanket PO for E&B Transportation - Special Needs Vans	$138,942.
9000000124	E & B Transportation	2025-2026 Blanket PO for E&B Transportation - Extra Curricular	$2,686.75
9000000124	E & B Transportation	2025-2026 Blanket PO for E&B Transportation - Busing - Athletics	$7,887.00
9000000125	F & S Transportation Inc	2025-2026 Blanket PO for F&S Transportation - Special Needs Vans	$47,019.89
9000000126	New Direction Solutions, Llc, Procare Therapy	Professional /Paraprofessional Coverage	$976.58
9000000126	New Direction Solutions, Llc, Procare Therapy	Professional /Paraprofessional Coverage	$2,400.00
9000000127	Alexis Fahs	Tuition Reimbursement 2025-2026	$1,956.30
9000000128	Kelly Fenn	Tuition Reimbursement 2025-2026	$3,798.00
9000000129	Richard Focht	Tuition Reimbursement 2025-2026	$420.00
9000000129	Richard Focht	Tuition Reimbursement 2025-2026	$420.00
9000000130	Kelly Funke	Travel Expense	$45.24
9000000131	Haley Jeszenka	Tuition Reimbursement 2025-2026	$1,853.00
9000000132	Mackenzie Lehman	Mileage for Med administration on field trip	$15.23
9000000133	Emily Miller	Tuition Reimbursement 2025-2026	$2,037.00
9000000133	Emily Miller	Tuition Reimbursement 2025-2026	$2,037.00
9000000134	John Murphy	Tuition Reimbursement 2025-2026	$1,689.00
9000000135	Sarah Riley	Tuition Reimbursement 2025-2026	$2,037.00
9000000136	Ashley Smith	Tuition Reimbursement 2025-2026	$1,770.00
9000000137	Jamie Snyder	Tuition Reimbursement 2025-2026	$2,374.00
9000000137	Jamie Snyder	Travel Expense	$66.63
9000000138	Brandy Stormes	Tuition Reimbursement 2025-2026	$1,815.00
9000000139	Dawn Strickland	Tuition Reimbursement 2025-2026	$1,899.00
9000000139	Dawn Strickland	Tuition Reimbursement 2025-2026	$1,899.00
9000000140	Brett Young	Tuition Reimbursement 2025-2026	$1,966.30
9000000141	Christopher Young	Tuition Reimbursement 2025-2026	$4,383.70
9000000142	New Direction Solutions, Llc, Procare Therapy	Professional /Paraprofessional Coverage	$2,400.00
9000000142	New Direction Solutions, Llc, Procare Therapy	Professional /Paraprofessional Coverage	$889.18
9000000143	Pyramid Healthcare Inc	March 2026 Tuition Secondary Special Ed student placed at Alt ed. program 25-26 SY	$7,350.00
9000000144	Melissa Abrahims	Mileage between HS & DE - M. Abramins May '26	$12.76
9000000145	Erica Baker	Tuition Reimbursement 2025-2026	$1,770.00
9000000146	Jacqueline Becker	Monthly Mileage	$35.02
9000000146	Jacqueline Becker	Monthly Mileage	$23.78
9000000147	Kamilla Becker	Tuition Reimbursement 2025-2026	$420.00
9000000148	Danielle Bentzel	Tuition Reimbursement 2025-2026	$440.00
9000000148	Danielle Bentzel	Tuition Reimbursement 2025-2026	$445.00
9000000149	Nancy Foster	Mileage between MS & NSE - N. Foster May. '26	$16.89

General Fund - Checking - Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
9000000150	Maureen Keller	Travel Expense	$79.61
9000000151	Brooke Lehigh	Mileage between WE & LE - B. Lehigh May '26	$16.31
9000000152	Jakob Logan	Tuition Reimbursement 2025-2026	$2,166.00
9000000153	Katie Lokka	World Language Cultural Activity	$83.81
9000000154	David Marascio	Travel Expense	$126.95
9000000155	Timothy Mitzel	Federal Program Conference	$420.50
9000000156	Russell Moon	Monthly Mileage	$57.42
9000000156	Russell Moon	Monthly Mileage	$54.52
9000000157	Kimberly Neptune	Travel Expense	$47.56
9000000158	Cailey Shimko	Tuition Reimbursement 2025-2026	$1,635.00
9000000159	Jamie Snyder	Travel Expense	$72.28
9000000160	Kamilla Becker	Tuition Reimbursement 2025-2026	$420.00
9000000161	Kimberly Neptune	Travel Expense	$44.30
9000000162	Erin Parker	Tuition Reimbursement 2025-2026	$445.00
9000000163	Robert Seiger	Mileage	$327.27
9000000164	E & B Transportation	2025-2026 Blanket PO for E&B Transportation	$253,110.
9000000164	E & B Transportation	2025-2026 Blanket PO for E&B Transportation - Special Needs Vans	$133,251.
9000000164	E & B Transportation	2025-2026 Blanket PO for E&B Transportation - Extra Curricular	$5,009.25
9000000164	E & B Transportation	2025-2026 Blanket PO for E&B Transportation - Busing - Athletics	$1,581.25
9000000165	Mcgraw Hill Llc	Curriculum	$3,644.77
9000000166	New Direction Solutions, Llc, Procare Therapy	Professional /Paraprofessional Coverage	$1,600.00
9000000167	Penn Waste Inc	District Trash	$2,122.22
9000000167	Penn Waste Inc	District Trash	$152.10
9000000168	Reach Cyber Charter School	Invoice# 1093105	$15,241.69
9000000169	Jamie Brandstadter	Tuition Reimbursement 2025-2026	$840.00
9000000170	Nolan Smith	Travel Expense Meals Reimbursement - SkillsUSA National Leadership Conference	$310.54
9000000171	F & S Transportation Inc	2025-2026 Blanket PO for F&S Transportation - Special Needs Vans	$47,326.90
9000000171	F & S Transportation Inc	2025-2026 Blanket PO for F&S Transportation - Special Needs Vans	$1,359.78
9000000172	New Story LLC	INV189570 Elem & Secondary Spec Ed students placed at New Story Alt ed program 25-26 SY	$3,608.00
9000000172	New Story LLC	INV189535 Elem Spec Ed student placed at New Story Alt ed program 25-26 SY	$1,500.00
9000000172	New Story LLC	INV189534 Elem Spec Ed student placed at New Story Alt ed program 25-26 SY	$1,860.00
9000000173	Pyramid Healthcare Inc	May 2026 Tuition for Secondary Special Ed student placed at Soaring Heights Alt Ed program 25-26 SY	$7,000.00
9000000174	Wellspan Occupational Health	New Hire Physicals and TB Tests	$104.00
9000000174	Wellspan Occupational Health	New Hire Physicals and TB Tests	$104.00
9000000174	Wellspan Occupational Health	New Hire Physicals and TB Tests	$179.00
9000000174	Wellspan Occupational Health	New Hire Physicals and TB Tests	$208.00
9000000174	Wellspan Occupational Health	New Hire Physicals and TB Tests	$75.00

Total $2,688,450.40

Student Activity Fund - Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
815287	Alexandra Barzydlo	FFA - Advisor Reimbursement	($117.46)
815384	2 The Tee Outfitters, The Rojel Company	MS Student Council - Basketball Shirts	$452.00
815385	Jennifer Leedy	SADD Supplies	$180.00
815386	National FFA Organization	FFA Supplies	$12.50
815387	Rowan University	Student Council Scholarship	$500.00
815388	Slippery Rock University of Penna	All School Play Scholarship	$500.00
815389	Dover Area School District	Invoice# 2512600055	$35.99
815389	Dover Area School District	Invoice# 2512600059	$910.87
815389	Dover Area School District	MS Student Council Invoices	$179.99
815389	Dover Area School District	MS Student Council Invoices	$333.77
815389	Dover Area School District	MS Student Council Invoices	$830.49
9000000007	Alexandra Barzydlo	FFA - Advisor Reimbursement	$117.46
9000000008	Peter Bowen	Teacher Appreciation Luncheon Supplies	$450.00
9000000009	Britney Marsh	FFA Advisor - Reimbursement	$95.85
9000000009	Britney Marsh	FFA Advisor - Reimbursement	$71.88
9000000010	Britney Marsh	FFA Advisor - Reimbursement	$12.97
		Total	**$4,566.31**

General Fund - PSDLAF MAX- Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
4387	Aicpa	Webinar	$389.00
4388	Amazon.com	Classroom Supplies	$35.58
4389	Amazon.com	Classroom Supplies	$62.56
4390	Amazon.com	Classroom Supplies	$23.96
4391	Amazon.com	Classroom Supplies	$30.96
4392	Amazon.com	Classroom Supplies	$38.94
4393	Amazon.com	Classroom Supplies	$46.78
4394	Amazon.com	Classroom Supplies	$47.92
4395	Amazon.com	Classroom Supplies	$42.02
4396	Amazon.com	Classroom Supplies	$41.04
4397	Amazon.com	Classroom Supplies	$36.38
4398	Amazon.com	Classroom Supplies	$389.00
4399	Amazon.com	Classroom Supplies	$439.26
4400	Amazon.com	Classroom Supplies	$96.90
4401	Amazon.com	Classroom Supplies	$42.65
4402	Amazon.com	Classroom Supplies	$73.18
4403	Amazon.com	Classroom Supplies	$107.90
4404	Amazon.com	Classroom Supplies	$27.72
4405	Amazon.com	DHS CAB Supplies - Banquet	$52.45
4406	Amazon.com	DHS CAB	$83.32
4407	Amazon.com	Deep Kindness books for staff reading	$220.20
4408	Amazon.com	Books for library	$58.89
4409	Amazon.com	Books for library	$22.59
4410	Amazon.com	Books for library	$161.71
4411	Amazon.com	Bennuthum/Schaszberger	$58.99
4412	Amazon.com	Bennuthum/Schaszberger	$99.61
4413	Amazon.com	3rd grade 18 x24 cardstock, binding machine combs	$14.97
4414	Amazon.com	3rd grade 18 x24 cardstock, binding machine combs	$24.04
4415	Amazon.com	3rd grade 18 x24 cardstock, binding machine combs	$30.97
4416	Amazon.com	makerspace	$552.78
4417	Amazon.com	library supplies	$22.74
4418	Amazon.com	library supplies	$188.88
4419	Amazon.com	Amazon_Wipes & Certificate Folders	$13.72
4420	Amazon.com	Amazon_Wipes & Certificate Folders	$50.98
4421	Amazon.com	Amazon_ K Screening Paper	$45.08
4422	Amazon.com	Library Books - Helwig	$18.99
4423	Amazon.com	Class of 2027 - Prom Supplies	($23.47)
4424	Amazon.com	Social Studies Supplies	$23.80
4425	Amazon.com	Social Studies Supplies	$87.86
4426	Amazon.com	Social Studies Supplies	$234.87
4427	Amazon.com	Music Supplies - Guadagnino	$20.97
4428	Amazon.com	Office Supplies	$94.54
4429	Amazon.com	Guillotine - Supplemental Equipment Grant	$2,873.99
4430	Amazon.com	Ag Mech Supplies - Bowen	$24.99
4431	Amazon.com	Industrial Arts Supplies - MS	$526.84
4432	Amazon.com	Engineering Supplies - Goode	$30.59
4433	Amazon.com	Industrial Arts - Jones	$494.38
4434	Amazon.com	Ag Mechanics Supplies - Bowen	$9.30
4435	Amazon.com	Ag Mechanics Supplies - Bowen	$19.99

General Fund - PSDLAF MAX- Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
4436	Amazon.com	Ag Mechanics Supplies - Bowen	$14.99
4437	Amazon.com	Computer Tech Supplies - Lamb	$27.45
4438	Amazon.com	Computer Tech Supplies - Lamb	$99.60
4439	Amazon.com	Industrial Arts Supplies - Lucabaugh	$847.80
4440	Amazon.com	Industrial Arts Supplies - Lucabaugh	$189.91
4441	Amazon.com	Certificate Paper	$23.99
4442	Amazon.com	Ag Mechanics Supplies - Bowen	$16.50
4443	Amazon.com	Computer Tech Supplies - Kennedy	$39.62
4444	Amazon.com	Ag Mechanic Supplies - Bowen	$92.72
4445	Amazon.com	Ag Mechanics Supplies - Bowen	$113.20
4446	Amazon.com	Ag Mechanics Supplies - Bowen	$110.67
4447	Amazon.com	Ag Mechanics Supplies - Bowen	($113.20)
4448	Amazon.com	Engineering Supplies - Goode	$226.97
4449	Amazon.com	Home Ec Supplies - Blass	$21.92
4450	Amazon.com	Home Ec Supplies - Blass	$62.99
4451	Amazon.com	Home Ec Supplies - Blass	$52.62
4452	Amazon.com	Home Ec Supplies - Blass	$206.48
4453	Amazon.com	Home Ec Supplies - Blass	($25.00)
4454	Amazon.com	Computer Technology Supplies - Lamb	$82.65
4455	Amazon.com	Computer Technology Supplies - Lamb	$61.36
4456	Amazon.com	Ag General Supplies - Barzydlo	$90.97
4457	Amazon.com	Ag General Supplies - Barzydlo	$31.96
4458	Amazon.com	Ag General Supplies - Barzydlo	$41.57
4459	Amazon.com	Ag General Supplies - Barzydlo	$63.92
4460	Amazon.com	Guidance Supplies	$27.97
4461	Amazon.com	Guidance Supplies	$59.85
4462	Amazon.com	Amazon - Calculators	$679.96
4463	Amazon.com	Amazon - General Supplies	$655.12
4464	Amazon.com	Volleyballs for recess	$63.99
4465	Amazon.com	General Supplies - Recess supplies/equipment	$480.69
4466	Amazon.com	General Supplies, Building Supplies	$49.98
4467	Amazon.com	Student Activities, Supplies for Annual Heroes Reception	$50.52
4468	Amazon.com	Student Activities. Meals/Refreshments - Student Clubs	$1.96
4469	Amazon.com	Student Activities. Meals/Refreshments - Student Clubs	$15.77
4470	Amazon.com	Student Activities. Meals/Refreshments - Student Clubs	$43.53
4471	Amazon.com	Student Activities, Supplies - Annual Heroes Reception	$6.99
4472	Amazon.com	General Supplies - Building supplies	$98.60
4473	Amazon.com	General Supplies - Recess Equipment	$89.97
4474	Amazon.com	General Supplies - Building supplies	$10.98
4475	Amazon.com	Student Activities-Supplies AEVIDUM-using Grant money	$49.99
4476	Amazon.com	General Supplies - Phys. Ed Dept	$17.99
4477	Amazon.com	Library, Books	$26.72
4478	Amazon.com	MS Guidance - Supplies	$149.97
4479	Amazon.com	MS Guidance - Supplies for Working with students; books	$26.96
4480	Amazon.com	MS Guidance - Supplies for Working with students; books	$17.30
4481	Amazon.com	MS Guidance - Supplies for Working with students; books	$272.04
4482	Amazon.com	School Supplies	$1,025.24
4483	Amazon.com	Building Supplies	$82.72
4484	Amazon.com	Library Supplies	$69.99

General Fund - PSDLAF MAX- Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
4485	Amazon.com	Library Supplies	$17.88
4486	Amazon.com	Library Books	$27.99
4487	Amazon.com	Library Books	$66.76
4488	Amazon.com	Library Books	$22.77
4489	Amazon.com	Guidance Supplies	$6.29
4490	Amazon.com	Guidance Supplies	$35.05
4491	Amazon.com	Guidance Supplies	$62.81
4492	Amazon.com	Custodial Supplies CC#7005	($229.90)
4493	Amazon.com	Maint. Supplies CC#7005	$111.88
4494	Amazon.com	Maint. Supplies CC#7005	$73.99
4495	Amazon.com	Maint. Supplies CC#7005	$49.38
4496	Amazon.com	Custodial Signs CC#7005	$75.98
4497	Amazon.com	Supplies CC#7005	$7.61
4498	Amazon.com	Supplies CC#7005	$281.70
4499	Amazon.com	Badge Printer Ribbon CC#9587	$349.99
4500	Amazon.com	Office supplies	$11.99
4501	Amazon.com	Printer-Jovanni Carter CC#9587	$169.00
4502	Amazon.com	Office supplies	$12.11
4503	Amazon.com	Office Supplies	$34.23
4504	Amazon.com	Office Supplies	$113.62
4505	Amazon.com	Office Supplies	$166.40
4506	Amazon.com	25/26 Title III ESL Funding - Classroom Supplies	$24.48
4507	Amazon.com	25/26 ESL Parent/Family Night Supplies	$395.60
4508	Amazon.com	25/26 ESL Parent / Family Night Supplies	$51.92
4509	Amazon.com	25/26 ESL Parent / Family Night Supplies	$87.72
4510	Amazon.com	25/26 Menstrual Supply Grant	$172.58
4511	Amazon.com	25/26 NonPub Title I Funding - St. Joseph Mechanicsburg	$161.36
4512	Amazon.com	Ag-Seedling Science Materials	$1,404.00
4513	Amazon.com	Ag-Seedling Science Materials	$335.91
4514	Amazon.com	Social Worker Supplies - DE	$110.89
4515	Amazon.com	Social Worker Supplies - WE	$347.37
4516	Amazon.com	Social Worker Supplies - LE	$46.92
4517	Amazon.com	25/26 Social Worker Supplies - HS and MS	$31.98
4518	Amazon.com	25/26 Social Worker Supplies - HS and MS	$388.40
4519	Amazon.com	25/26 Social Worker Supplies - HS and MS	$163.00
4520	Amazon.com	25/26 Social Worker Supplies NSE	$41.07
4521	Amazon.com	25/26 Social Worker Supplies NSE	$47.98
4522	Amazon.com	25/26 Social Worker Supplies NSE	$106.97
4523	Amazon.com	Nursing Supplies	$25.99
4524	Amazon.com	Nursing Supplies	$55.96
4525	Amazon.com	Office Supplies	$32.95
4526	Amazon.com	25/26 Title III ESL Funding - Classroom Supplies	$1,771.75

Check	Full Name (FL)	Description	Amount
4527	Amazon.com	25/26 NonPub Title I Funding - St. Joseph Mechanicsburg	$467.74
4528	Amazon.com	25/26 NonPub Title I Funding - St. Joseph Mechanicsburg	$65.97
4529	Amazon.com	Ag-Seedling Supplies	$57.74
4530	Amazon.com	Ag-Seedling Supplies	$72.70
4531	Amazon.com	Ag-Seedling Supplies	$107.96
4532	Amazon.com	Ag-Seedling Supplies	$239.76
4533	Amazon.com	Ag-Seedling Supplies	$1,088.15
4534	Amazon.com	Ag Seedling Curriculum Materials	$6.64
4535	Amazon.com	Ag Seedling Curriculum Materials	$6.64
4536	Amazon.com	Ag Seedling Curriculum Materials	$6.64
4537	Amazon.com	Ag Seedling Curriculum Materials	$6.64
4538	Amazon.com	Ag Seedling Curriculum Materials	$7.50
4539	Amazon.com	Ag Seedling Curriculum Materials	$13.24
4540	Amazon.com	Ag Seedling Curriculum Materials	$8.91
4541	Amazon.com	Ag Seedling Curriculum Materials	$7.32
4542	Amazon.com	Ag Seedling Curriculum Materials	$6.64
4543	Amazon.com	Ag Seedling Curriculum Materials	$8.98
4544	Amazon.com	Ag-Seedling Curriculum Materials / Books	$14.48
4545	Amazon.com	Ag-Seedling Curriculum Materials / Books	$31.17
4546	Amazon.com	Ag-Seedling Curriculum Materials / Books	$5.81
4547	Amazon.com	Ag-Seedling Curriculum Materials / Books	$6.94
4548	Amazon.com	Ag-Seedling Curriculum Materials / Books	$7.53
4549	Amazon.com	Ag-Seedling Curriculum Materials / Books	$7.52
4550	Amazon.com	Ag-Seedling Curriculum Materials / Books	$11.64
4551	Amazon.com	Ag-Seedling Curriculum Materials / Books	$12.08
4552	Amazon.com	Ag-Seedling Curriculum Materials / Books	$45.94
4553	Artsonia LLC	Student Artwork	$249.79
4554	Backblaze Inc	Cloud Storage CC #6965	$80.46
4555	Bj'S	Student Activities, Nat'l Jr. Honor Society Year End Celebration	$141.89
4556	Bj'S	Membership Renewal	$60.00
4557	Bj'S	25/26 ESL Parent / Family Family Night	$110.92
4558	Cars On Booking London	SkillsUSA GA National Leadership Conference Car Rental - Smith	$390.62
4559	Country Road Cupboard - Jeremy Byrd	Class of 2029 - Fundraiser	$468.00
4560	Cricut, Inc	Cricut Design Space Yearly Subscription - A. Jones	($11.50)
4561	Dollar Tree Stores Inc	Soaring Eagle Balloons	$19.50
4562	Dollar Tree Stores Inc	Student Activities, Supplies - Balloons for Annual Heroes Reception for 7th grade	$49.50
4563	Dollar Tree Stores Inc	Student Activities - Supplies for Year End Reward	$15.00
4564	Dollar Tree Stores Inc	Student Activities, Supplies - NJHS year end celebration	$7.00
4565	Domino'S	25/26 ESL Parent / Family Family Night	$139.80
4566	Giant Food Stores Inc	Program Food	$114.60
4567	Giant Food Stores Inc	Program Food	$17.07
4568	Giant Food Stores Inc	Program Food	$8.97
4569	Greer Restaurant Group Llc, Taqueria El Camin	DHS CAB Class Activity	$128.53
4570	Guernsey Office Products Inc	custodial supplies	$2,480.88
4571	Halo Branded Solutions, Inc.	SkillsUSA Graduation Cords - Smith	$198.50
4572	Harbor Freight Tools	Engineering Supplies - Smith	$1,043.97

Check	Full Name (FL)	Description	Amount
4573	Hershey Entertainment Group Sales	Class Activity - 5/12/26	$264.90
4574	Hershey Entertainment Group Sales	Student Council Field Trip Lunch (Chocolatier)	$594.00
4575	Hershey Lodge	SkillsUSA State Leadership Conference Lodging 4/8/26 - 4/10/26	$1,428.00
4576	Home Depot Credit Services	Ag Ed Supplies for Garden Boxes - Bowen	$449.14
4577	Home Depot Credit Services	Maint. CC#6940	$349.00
4578	Indeed Inc	Advertising CC#9587	$233.17
4579	Leona'S Cafe & Bakery	Faculty Breakfast (Bill Split between NHS & SkillsUSA)	$736.32
4580	Lowe's	Supplies	$29.00
4581	Lowe's	Supplies	$69.60
4582	Mosyle Corporation	Additional Licenses CC #6965	$47.58
4583	North Museum Corporation	Eagle Eatery - Class Activity	$128.00
4584	Parking Com	SkillsUSA GA Convention Center Parking Pass	$79.10
4585	PASBO	PASBO EIT Commission Consulting Fee	$2,000.00
4586	PASBO	District Membership Dues	$800.00
4587	Pennsylvania Association Of Federal Coord	25/26 SY Title II - PAFPC Annual Conference	$550.00
4588	Pennsylvania Institute Of CPAs	Webinars	$218.00
4589	Pennsylvania Institute Of CPAs	Membership Dues	$500.00
4590	Pitney Bowes	Ink for postage machine	$164.89
4591	R F Fager Company	Supplies	$422.77
4592	R F Fager Company	Supplies	$83.94
4593	R F Fager Company	Supplies	$14.46
4594	R F Fager Company	Supplies	$105.83
4595	R F Fager Company	Supplies	$200.63
4596	R F Fager Company	Supplies	$20.28
4597	R F Fager Company	Supplies	$46.72
4598	R F Fager Company	Supplies	$204.32
4599	Riverside Assess. Llc, Riverside Insight	License Renewal - easyCBM 2026-2027	$116.25
4600	Sal's Pizza	DHS Eagle Eatery Classroom Activity	$60.22
4601	Sangoma Us Inc.	Cyber Phone CC #6965	$35.65
4602	Sawstop Llc	Engineering Supplies - Goode	$381.66
4603	Sheraton Erie Bayfront Hotel	25/26 SY Title II - PAFPC Annual Conference - T. Mitzel Lodging	$352.56
4604	Sheraton Erie Bayfront Hotel	25/26 SY Title II - PAFPC Annual Conference - T. Mitzel Lodging	$176.28
4605	Sherwin-williams Co	Paint CC#8091	$207.25
4606	Staples	Supplies CC #6965	$116.96
4607	Surgent CPE	Webinars	($7.74)
4608	Surgent CPE	Webinar	$129.00
4609	The Restaurant Store	DHS CAB	$149.84
4610	The Restaurant Store	Food Service Supplies	$297.30
4611	Tractor Supply Co	Supplies CC#8091	$239.97
4612	Tractor Supply Co	Supplies CC#8091	$64.97
4613	Tractor Supply Co	Supplies CC#8091	$66.77
4614	Tractor Supply Co	Supplies	($120.00)

Check	Full Name (FL)	Description	Amount
		CC#8091	
4615	Tractor Supply Co	Supplies CC#8091	($3.78)
4616	Wal-mart	Monthly Grocery Shopping	$95.02
4617	Wal-mart	DHS CAB	$265.64
4618	Wal-mart	Eagle Eatery	$239.27
4619	West Virginia University	OSHA Certification Completer Cards (Perkins)- Marsh	$40.00
4620	West Virginia University	OSHA Certification Completer (Perkins) - Smith	$90.00
		Total	**$42,608.62**

General Fund - Payroll -Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
3705	Public Sch Employees Retire Sy	Employer Lump Sum for Joanne Forry	$26.73
3706	Public Sch Employees Retire Sy	Employer Lump Sum for Dana Anderson	$1.94
3707	Public Sch Employees Retire Sy	Employer Lump Sum for David Bahn	$880.30
3708	Public Sch Employees Retire Sy	2POS - PSERS PURCHASE OF SERVIE for 05.01.26 Payroll	$106.47
3709	Public Sch Employees Retire Sy	2POS - PSERS PURCHASE OF SERVIE for 05.15.2026 Payroll	$106.47
3710	Public Sch Employees Retire Sy	2POS - PSERS PURCHASE OF SERVIE for 05.29.26 Payroll	$106.47
3711	Public Sch Employees Retire Sy	2CTD - PSERS RETIREMENT CONTRIBUTION2 for 05.01.26 Payroll	$43,266.55
3712	Public Sch Employees Retire Sy	2CTE - PSERS RETIREMENT CONTRIBUTION3 for 05.01.26 Payroll	$20,031.85
3713	Public Sch Employees Retire Sy	2TGDB - PSERS TG-DB for 05.01.26 Payroll	$19,129.92
3714	Public Sch Employees Retire Sy	2CTF - PSERS RETIREMENT CONTRIBUTION4 for 05.01.26 Payroll	$6,159.80
3715	Public Sch Employees Retire Sy	2PSER - PSERS ADJUSTMENT $ for 05.01.26 Payroll	$93.50
3716	Public Sch Employees Retire Sy	2CTD - PSERS RETIREMENT CONTRIBUTION2 for 05.15.2026 Payroll	$41,508.76
3717	Public Sch Employees Retire Sy	2CTE - PSERS RETIREMENT CONTRIBUTION3 for 05.15.2026 Payroll	$18,880.15
3718	Public Sch Employees Retire Sy	2TGDB - PSERS TG-DB for 05.15.2026 Payroll	$18,197.62
3719	Public Sch Employees Retire Sy	2CTF - PSERS RETIREMENT CONTRIBUTION4 for 05.15.2026 Payroll	$6,229.58
3720	Public Sch Employees Retire Sy	2PSER - PSERS ADJUSTMENT $ for 05.15.2026 Payroll	$93.50
3721	Public Sch Employees Retire Sy	2CTD - PSERS RETIREMENT CONTRIBUTION2 for 05.29.26 Payroll	$41,826.61
3722	Public Sch Employees Retire Sy	2CTE - PSERS RETIREMENT CONTRIBUTION3 for 05.29.26 Payroll	$19,044.79
3723	Public Sch Employees Retire Sy	2TGDB - PSERS TG-DB for 05.29.26 Payroll	$18,195.15
3724	Public Sch Employees Retire Sy	2CTF - PSERS RETIREMENT CONTRIBUTION4 for 05.29.26 Payroll	$5,959.42
3725	Public Sch Employees Retire Sy	2PSER - PSERS ADJUSTMENT $ for 05.29.26 Payroll	$93.50
3726	Public Sch Employees Retire Sy	MISC ADJUSTMENT	($0.54)
3727	Commonwealth Of Pa-State Withholding	1STAT - STATE TAX W/H for 06.12.26 Payroll	$47,503.00
3728	Dover Area Education Assoc	5DUPF - UNION DUES PROFESSIONAL for 06.12.26 Payroll	$12,192.56
3729	Dover Area Education Support	5DUSP - UNION DUES SUPPORT STAFF for 06.12.26 Payroll	$256.62
3730	Dover Eagle Foundation	5DEAG - DOVER EAGLE FOUNDATION for 06.12.26 Payroll	$190.00
3731	Pa Department Of Revenue	9WGMS - WAGE GARNISHMENT MISC for 06.12.26 Payroll	$150.07
3732	Pa Scdu	9CHSU - CHILD SUPPORT GARNISHMENT for 06.12.26 Payroll	$69.23
3733	Penserv Plan Services Inc	4AN - TAX-SHELTERED ANNUITY for 06.12.26 Payroll	$21,592.00
3734	Penserv Plan Services Inc	4ROTH - TAX SHELTERED ANNUITY - ROTH for 06.12.26 Payroll	$13,666.00
3735	Penserv Plan Services Inc	BIWEEKLY 403B - HOUCK	$170.67
3736	United States Treasury	1FED - FEDERAL TAX W/H for 06.12.26 Payroll	$115,871.

General Fund - Payroll -Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
3737	United States Treasury	1FED$ - FED TAX ADD $ AMT W/H for 06.12.26 Payroll	$10,134.01
3738	United States Treasury	1MEDI - MEDICARE for 06.12.26 Payroll	$22,441.60
3739	United States Treasury	1SS - SOCIAL SECURITY for 06.12.26 Payroll	$95,957.39
3740	United States Treasury	1MEDI - Medicare for 06.12.26 Payroll	$22,441.60
3741	United States Treasury	1SS - Social Security for 06.12.26 Payroll	$95,957.39
3742	Voya Financial	2TGV - PSERS TGDC VOYA for 06.12.26 Payroll	$9,219.02
3743	Voya Financial	2DCV - PSERS DC VOYA 7.5% for 06.12.26 Payroll	$66.24
3744	Voya Financial	2DCV - PSERS DCDC VOYA for 06.12.26 Payroll	$17.67
3745	Voya Financial	2TGV - PSERS TGDC VOYA for 06.12.26 Payroll	$7,542.91
3746	Public Sch Employees Retire Sy	Payroll PSERS ER DB	$1,184.56
3747	Public Sch Employees Retire Sy	Payroll PSERS ER Adjustment	$423.85
3748	Public Sch Employees Retire Sy	Payroll PSERS ER	$301,848.
3749	Public Sch Employees Retire Sy	Payroll PSERS ER DB	$103,092.
3750	Public Sch Employees Retire Sy	Payroll PSERS ER DB	$1,118.68
3751	Public Sch Employees Retire Sy	Payroll PSERS ER Adjustment	$423.85
3752	Public Sch Employees Retire Sy	Payroll PSERS ER	$296,748.
3753	Public Sch Employees Retire Sy	Payroll PSERS ER DB	$98,808.30
3754	Public Sch Employees Retire Sy	Payroll PSERS ER DB	$1,120.47
3755	Public Sch Employees Retire Sy	Payroll PSERS ER Adjustment	$423.85
3756	Public Sch Employees Retire Sy	Payroll PSERS ER	$300,183.
3757	Public Sch Employees Retire Sy	Payroll PSERS ER DB	$97,025.28
3758	Public Sch Employees Retire Sy	Payroll PSERS ER DB	$1,084.83
3759	Public Sch Employees Retire Sy	Payroll PSERS ER Adjustment	$423.85
3760	Public Sch Employees Retire Sy	Payroll PSERS ER	$282,537.
3761	Public Sch Employees Retire Sy	Payroll PSERS ER DB	$84,511.42
3762	Public Sch Employees Retire Sy	2PSAD - PSERs Adjustment for 03.06.26 Payroll	$423.85
3763	Public Sch Employees Retire Sy	2PSER - Retirement for 03.06.26 Payroll	$295,456.
3764	Public Sch Employees Retire Sy	2TG$ - PSERS TGDB ER Amount Adj for 03.06.26 Payroll	($79.38)
3765	Public Sch Employees Retire Sy	2TGDB - PSERS TG-DB for 03.06.26 Payroll	$96,089.91
3766	Public Sch Employees Retire Sy	2DCDB - PSERS DC-DB for 03.06.26 Payroll	$1,135.77
3767	Public Sch Employees Retire Sy	2PSAD - PSERs Adjustment for 03.20.26 Payroll	$423.85
3768	Public Sch Employees Retire Sy	2PSER - Retirement for 03.20.26 Payroll	$313,243.

General Fund - Payroll -Checks dated 06/01/26 - 06/30/26

Check	Full Name (FL)	Description	Amount
3769	Public Sch Employees Retire Sy	2TGDB - PSERS TG-DB for 03.20.26 Payroll	$107,480.
3770	Public Sch Employees Retire Sy	2DCDB - PSERS DC-DB for 03.20.26 Payroll	$1,175.28
3771	Public Sch Employees Retire Sy	2PSER - Retirement for 03.20.26 EE Missed	$232.61
3772	Public Sch Employees Retire Sy	2TG$ - PSERS TGDB ER Amount Adj for 03.20.26 EE Missed	($24.04)
3773	Public Sch Employees Retire Sy	2TGDB - PSERS TG-DB for 03.20.26 EE Missed	$1,016.61
3774	Public Sch Employees Retire Sy	MISC ADJUSTMENT	($11,803.
3775	Commonwealth Of Pa-State Withholding	1STAT - STATE TAX W/H for 06.26.26 Payroll	$29,390.16
3776	Dover Area Education Assoc	5DUPF - UNION DUES PROFESSIONAL for 06.26.26 Payroll	$6,821.76
3777	Dover Area Education Support	5DUSP - UNION DUES SUPPORT STAFF for 06.26.26 Payroll	$256.62
3778	Dover Eagle Foundation	5DEAG - DOVER EAGLE FOUNDATION for 06.26.26 Payroll	$45.00
3779	Pa Department Of Revenue	9WGMS - WAGE GARNISHMENT MISC for 06.26.26 Payroll	$129.62
3780	Penserv Plan Services Inc	4AN - TAX-SHELTERED ANNUITY for 06.26.26 Payroll	$7,877.00
3781	Penserv Plan Services Inc	4ROTH - TAX SHELTERED ANNUITY - ROTH for 06.26.26 Payroll	$6,226.00
3782	Penserv Plan Services Inc	BIWEEKLY 403B - HOUCK	$170.67
3783	Penserv Plan Services Inc	PERKINS - SICK PAYOUT	$15,000.00
3784	United States Treasury	1FED - FEDERAL TAX W/H for 06.26.26 Payroll	$70,426.93
3785	United States Treasury	1FED$ - FED TAX ADD $ AMT W/H for 06.26.26 Payroll	$5,551.48
3786	United States Treasury	1MEDI - MEDICARE for 06.26.26 Payroll	$13,886.71
3787	United States Treasury	1SS - SOCIAL SECURITY for 06.26.26 Payroll	$59,377.77
3788	United States Treasury	1MEDI - Medicare for 06.26.26 Payroll	$13,886.71
3789	United States Treasury	1SS - Social Security for 06.26.26 Payroll	$59,377.77
3790	Voya Financial	2TGV - PSERS TGDC VOYA for 06.26.26 Payroll	$6,159.27
3791	Voya Financial	2DCV - PSERS DC VOYA 7.5% for 06.26.26 Payroll	$290.17
3792	Voya Financial	2DCV - PSERS DCDC VOYA for 06.26.26 Payroll	$77.38
3793	Voya Financial	2TGV - PSERS TGDC VOYA for 06.26.26 Payroll	$5,039.32
		Total	**$3,411,099.95**

DOVER AREA SCHOOL DISTRICT
TREASURER'S REPORT
FOR THE MONTH OF JUNE 2026

GENERAL FUND

MAIN OPERATING ACCOUNTS (AP & PR) - MEMBERS FIRST		
Beginning Balance		2,601,775.31
Receipts and Deposits:		
County of York-Realty Transfer Tax	80,290.85	
County of York-Delinquent Real Estate Taxes	45,667.96	
EIT	610,146.48	
State/Federal Subsidy Payments		
PSERS Reimbursement	1,543,441.89	
Basic Education Subsidy	3,347,554.83	
Special Education Subsidy	770,664.17	
Vocational Education Subsidy	133,811.48	
Transportation Subsidy	401,022.43	
Section 1305 & 1306 Subsidy	166,016.64	
School Health Reimbursement	56,653.03	
Federal Grants	133,560.90	
LIU ACCESS	109,411.05	
DASD Food Service Fund Reimbursement	145,952.62	
Demand Response Reimbursement	30,722.89	
Eagle Eatery, CAB, AS/LSS Classes	1,085.39	
Activities Fund/PTO Reimbursement	3,083.11	
Athletics	6,901.50	
Student Class Fees/Obligations	1,500.50	
Misc. Reimbursements/Refunds	7,523.96	
Rentals	412.50	
Tuition	100.00	
Tuition Reimbursement	200.00	
Transportation Reimbursement	19,968.47	
Real Estate Taxes	29,740.92	
HS Photo Contest Award	1,000.00	
Credit Recovery	6,034.00	
DEF		
Interest	804.34	
Total Receipts and Deposits		7,653,271.91
Disbursements:		
Payroll	(5,140,007.28)	
Checks Disbursed	(1,971,309.13)	
Wire Transfers/ACH Debits	(717,463.34)	
Bank/Merchant Fees/NSFs	(610.86)	
Total Disbursements		(7,829,390.61)
Ending Balance:		2,425,656.61
SUMMARY - OPERATING		
Cash - Operating Accounts (AP & PR), .20%		2,425,656.61

OTHER GENERAL FUNDS ACCOUNTS - PSDLAF

Beginning Balance		11,775,657.22
Receipts and Deposits:		
Interest	86,032.98	
Total Receipts and Deposits		86,032.98
Disbursements:		
Transferred to Members First	-	
Purchase Card Payment	(42,608.62)	
Total Disbursements		(42,608.62)
Ending Balance:		11,819,081.58

SUMMARY - GENERAL FUND

PSDMAX, 3.438% average	8,765,695.30
PSDLAF Flex, 3.590% average	1,129,526.22
PSDLAF Flex, 3.590% average	1,923,860.06
SUBTOTAL	11,819,081.58
Members First, (Main operating from above)	2,425,656.61
TOTAL GENERAL FUND	14,244,738.19

CAPITAL RESERVE FUND

MEMBERS FIRST & PSDLAF

Beginning Balance:		7,992,413.12
Receipts and Deposits:		
Interest	61,993.70	
Total Receipts and Deposits		61,993.70
Disbursements:		
Checks Disbursed	-	
Total Disbursements		-
Ending Balance:		8,054,406.82

SUMMARY

Members First, .10%	47,019.10
PSDMAX, 3.438% average	6,084,487.72
PSDLAF CDs, Various Rates, 10-9-26 maturity	1,682,900.00
PSDLAF CDs, Various Rates, 10-20-26 maturity	240,000.00
TOTAL	8,054,406.82

FOOD SERVICE FUND

MEMBERS FIRST & PSDLAF		
Beginning Balance		1,041,273.51
Receipts and Deposits:		
On-line deposits	5,587.27	
Cash deposits	2,565.97	
NSLP	375,107.15	
Interest	2,195.62	
Total Receipts and Deposits		385,456.01
Disbursements:		
Checks Disbursed	(162,922.81)	
Total Disbursements		(162,922.81)
Ending Balance:		1,263,806.71
SUMMARY		
Members First, .20%		508,043.66
PSDMAX, 3.438% average		755,763.05
TOTAL		1,263,806.71

HIGH SCHOOL STUDENT ACTIVITIES FUND

MEMBERS FIRST & PSDLAF		
Beginning Balance		193,861.42
Receipts and Deposits:		
Varsity Club	81.00	
Student Council	1,690.00	
Interest	213.89	
Total Receipts and Deposits		1,984.89
Disbursements:		
Checks	(4,655.31)	
Total Disbursements		(4,655.31)
Ending Balance:		191,191.00
SUMMARY INCLUDING INVESTMENTS		
Members First, .15%		120,668.76
PSDMAX, 3.438% average		70,522.24
TOTAL		191,191.00

Dover Area School District
2025-26 General Fund Year-To-Date Revenue Report for the Period Ending June 30, 2026 (Preliminary)
With Comparative Actual Amounts for Fiscal Year Ended 2025

	2024-2025			2025-2026		
	Budgeted Revenue	**YTD Revenue**	**% of Budget Received**	**Budgeted Revenue**	**YTD Revenue**	**% of Budget Received**
LOCAL REVENUE						
Current Real Estate Taxes	29,686,102	29,265,973	98.58%	29,393,433	29,364,603	99.90%
Interim Real Estate Taxes	352,500	294,283	83.48%	376,220	338,667	90.02%
Public Utility Real Estate Taxes	31,600	34,801	110.13%	31,600	34,803	110.14%
Payment in Lieu of Taxes	232	811	349.57%	800	580	72.45%
Earned Income Taxes	6,335,500	6,931,986	109.41%	7,017,000	7,342,334	104.64%
Real Estate Transfer Taxes	650,000	664,285	102.20%	700,000	938,208	134.03%
Delinquent Real Estate Taxes	600,000	651,481	108.58%	640,000	712,722	111.36%
Delinquent Earned Income Taxes	100,000	133,371	133.37%	100,000	189,773	189.77%
Interest On Investments	850,000	924,294	108.74%	950,000	662,228	69.71%
Athletic Gate Receipts	61,000	44,985	73.75%	55,500	46,360	83.53%
Student Store	17,000	18,649	109.70%	17,000	23,120	136.00%
Student Fees	49,750	27,965	56.21%	35,000	30,507	87.16%
Ad Sales	500	-	0.00%	150	-	0.00%
Other Student Income	8,250	9,297	112.69%	8,500	1,263	14.86%
Fed Rev Received - Other LEAs	140,000	80,256	57.33%	140,000	109,411	78.15%
Fed Rev Passed Thru IU	835,100	784,462	93.94%	835,100	795,099	95.21%
Rentals	30,000	65,452	218.17%	50,000	46,854	93.71%
Regular Day Tuition	26,400	25,177	95.37%	16,750	16,930	101.07%
Revenue from other LEAs	15,000	84,466	563.11%	5,000	-	0.00%
Trans Svcs Provided by LEAs	10,000	20,248	202.48%	5,000	79,393	1587.86%
Fines, Truancy, Other Fees	40,000	24,151	60.38%	43,000	28,841	67.07%
Energy Rebates	-	-	0.00%	-	30,723	N/A
Misc.	13,000	16,185	124.50%	7,750	15,533	200.43%
Total Local Revenue	*39,851,934*	*40,102,578*	*100.63%*	*40,427,803*	*40,807,951*	*100.94%*

Dover Area School District
2025-26 General Fund Year-To-Date Revenue Report for the Period Ending June 30, 2026 (Preliminary)
With Comparative Actual Amounts for Fiscal Year Ended 2025

	2024-2025			2025-2026		
	Budgeted Revenue	**YTD Revenue**	**% of Budget Received**	**Budgeted Revenue**	**YTD Revenue**	**% of Budget Received**
STATE REVENUE						
Basic Ed Subsidy - Formula	13,678,600	13,775,000	100.70%	14,184,900	13,939,243	98.27%
Tuition From the State	115,000	135,605	117.92%	100,000	166,017	166.02%
Charter School Reimbursement	-	210,565	N/A	301,450	-	0.00%
Vocational Ed Subsidy	335,810	404,527	120.46%	416,700	616,995	148.07%
Special Ed Subsidy	2,745,968	2,891,351	105.29%	3,013,800	3,079,599	102.18%
Transportation	1,665,966	1,700,988	102.10%	1,745,267	1,749,070	100.22%
Rental Sinking Fund	1,256,129	1,337,626	106.49%	1,213,250	1,168,630	96.32%
Health Services	60,000	60,293	100.49%	60,000	56,653	94.42%
Property Tax Relief	1,932,017	1,932,017	100.00%	2,227,596	2,227,596	100.00%
PA Block Grant/Ready to Learn	560,822	1,113,841	198.61%	1,666,860	1,666,829	100.00%
SS Reimbursement	1,294,190	1,300,350	100.48%	1,305,340	887,379	67.98%
Retirement Reimbursement	5,997,255	5,986,668	99.82%	6,040,500	4,165,766	68.96%
Feminine Hygiene Products Grant	-	5,730	N/A	-	5,798	N/A
Supplemental Equipment Grant	-	78,004	N/A	-	112,647	N/A
PCCD Grants	71,146	79,037	111.09%	71,146	251,512	353.52%
Total State Revenue	*29,712,903*	*31,011,602*	*104.37%*	*32,346,809*	*30,093,734*	*93.03%*
FEDERAL REVENUE						
Title I	610,232	595,553	97.59%	598,350	507,431	84.81%
Title II	83,534	86,032	102.99%	86,950	36,187	41.62%
Title III	-	-	0.00%	-	6,514	N/A
Title IV	54,551	54,388	99.70%	46,025	26,682	57.97%
Vocation Education	37,000	41,307	111.64%	41,300	40,470	97.99%
Other Cares Funding	-	42,062	0.00%	-	24,001	N/A
ESSER III	-	1,146,207	N/A	-	-	0.00%
ARP ESSER	-	41,990	N/A	-	-	0.00%
ACCESS	925,600	687,467	74.27%	635,000	621,618	97.89%
Total Federal Revenue	*1,710,917*	*2,695,006*	*157.52%*	*1,407,625*	*1,262,903*	*89.72%*
OTHER REVENUE						
Extended Financing	1,742,050	1,983,419	113.86%	302,500	516,316	170.68%
Sale of Fixed Assets	433,000	474,089	109.49%	10,000	560	5.60%

Dover Area School District
2025-26 General Fund Year-To-Date Revenue Report for the Period Ending June 30, 2026 (Preliminary)
With Comparative Actual Amounts for Fiscal Year Ended 2025

	2024-2025			2025-2026		
	Budgeted Revenue	**YTD Revenue**	**% of Budget Received**	**Budgeted Revenue**	**YTD Revenue**	**% of Budget Received**
Total Other Revenue	*2,175,050*	*2,457,508*	*112.99%*	*312,500*	*516,876*	*165.40%*
TOTAL REVENUE	**73,450,804**	**76,266,694**	**103.83%**	**74,494,737**	**72,681,464**	**97.57%**

Dover Area School District
2025-26 General Fund Year-To-Date Expenditure Report for the Period Ending June 30, 2026 (Preliminary)
With Comparative Actual Amounts for Fiscal Year Ended 2025

	2024-2025			2025-2026		
	Budgeted Expenditures	**YTD Exp.**	**% of Budget Expended**	**Budgeted Expenditures**	**YTD Exp.**	**% of Budget Expended**
BY FUNCTION:						
1000 - Instruction						
1100 Regular Instruction	30,044,930	29,747,261	99.01%	28,400,932	26,228,673	92.35%
1200 Special Education	12,493,485	13,387,112	107.15%	13,906,155	14,458,012	103.97%
1300 Vocational Education	3,549,439	3,435,162	96.78%	3,625,056	3,630,459	100.15%
1400 Other Instructional Programs	307,634	405,165	131.70%	241,004	293,405	121.74%
1500 Non-Public Programs	6,658	8,682	130.40%	8,700	6,804	0.00%
Total Instruction	*46,402,146*	*46,983,382*	*101.25%*	*46,181,847*	*44,617,353*	*96.61%*
2000 - Support Services						
2100 Pupil Personnel	1,946,913	2,029,799	104.26%	1,980,662	1,870,095	94.42%
2200 Instructional Staff Support	2,598,502	2,569,008	98.86%	2,849,525	2,906,295	101.99%
2300 Administration	2,949,338	3,079,262	104.41%	3,329,329	3,164,076	95.04%
2400 Pupil Health Services	878,579	848,788	96.61%	896,773	901,323	100.51%
2500 Business Services	939,949	743,021	79.05%	829,305	831,162	100.22%
2600 Plant Services	5,255,154	6,227,427	118.50%	5,578,356	6,138,311	110.04%
2700 Student Transportation	3,927,249	4,313,842	109.84%	4,299,182	4,483,677	104.29%
2800 Central Support Svcs	791,841	669,941	84.61%	747,857	705,930	94.39%
2900 Other Support Svcs	5,000	4,064	81.28%	5,000	4,113	82.26%
Total Support Services	*19,292,526*	*20,485,152*	*106.18%*	*20,515,989*	*21,004,982*	*102.38%*
3000 - Non-Instructional Services						
3200 Student Activities	1,211,660	1,202,886	99.28%	1,254,751	1,218,492	97.11%
3300 Community Services	7,602	13,254	174.35%	6,000	14,702	245.03%
Total Non-Instructional Svcs	*1,219,262*	*1,216,140*	*99.74%*	*1,260,751*	*1,233,194*	*97.81%*
4000 - Facilities Acquisition, Construction & Improve						
4000 Construction & Improve	-	772,029	N/A	-	-	0.00%
Total Facilities Acquisition	-	*772,029*	*N/A*	-	-	*0.00%*

Dover Area School District
2025-26 General Fund Year-To-Date Expenditure Report for the Period Ending June 30, 2026 (Preliminary)
With Comparative Actual Amounts for Fiscal Year Ended 2025

	2024-2025			2025-2026		
	Budgeted Expenditures	**YTD Exp.**	**% of Budget Expended**	**Budgeted Expenditures**	**YTD Exp.**	**% of Budget Expended**
5000 - Other Financing Sources						
5100 Debt Service	8,181,037	8,351,953	102.09%	8,292,498	8,273,231	99.77%
Total Other Financing	*8,181,037*	*8,351,953*	*102.09%*	*8,292,498*	*8,273,231*	*99.77%*
TOTAL BY FUNCTION	***75,094,971***	***77,808,656***	***103.61%***	***76,251,085***	***75,128,760***	***98.53%***
BY OBJECT:						
100 Salaries	28,850,226	28,228,183	97.84%	29,903,018	27,556,787	92.15%
200 Benefits	19,179,291	18,351,546	95.68%	19,738,712	18,410,128	93.27%
300 Purchased Professional & Technical Services	2,925,648	3,935,751	134.53%	2,942,305	4,366,481	148.40%
400 Purchased Property Services	684,988	1,445,906	211.08%	696,249	695,523	99.90%
500 Other Purchased Services	9,663,444	11,249,289	116.41%	10,671,530	11,285,453	105.75%
600 Supplies, Books, Software	3,385,502	3,463,921	102.32%	3,271,123	3,454,972	105.62%
700 Equipment	1,994,755	2,574,517	129.06%	506,085	809,142	159.88%
800 Other Objects	3,735,902	3,722,810	99.65%	3,669,297	3,275,155	89.26%
900 Other Uses of Funds	4,675,215	4,836,733	103.45%	4,852,766	5,275,119	108.70%
TOTAL BY OBJECT	***75,094,971***	***77,808,656***	***103.61%***	***76,251,085***	***75,128,760***	***98.53%***

Revenue Overages -

- **PURTA - the 2026-2027 budget has been updated to reflect the increase.**
- **Student Stores - the revenue from the student stores has been inconsistent over the last 10 years. It is has been as high as $25 thousand and as low as $3 thousand. The average over the last ten years has been $15 thousand.**
- **Real Estate Transfer Taxes - During 25-26 the district had two months of realty transfer taxes that were double the normal receipt. It is anticipated that the revenue will be closer to $825 - $850 thousand.**
- **Delinquent EIT - revenue is estimated to be between $140-160 thousand. 26-27 Budget was updated to reflect 24-25 actuals and anticipated 25-26 actuals.**
- **Transportation provided by LEAs - the reimbursement from other districts has been inconsistent over the last 10 years. It is has been as high as $81 thousand and as low as $4 thousand. The average over the last ten years has been $15 thousand. The 2026-2027 budget has been updated to reflect the average.**
- **Misc. Income - the revenue received has been inconsistent over the last 10 years. It is has been as high as $40 thousand and as low as $6 thousand. The average over the last ten years has been $18 thousand. The 2026-2027 budget has been updated to reflect the average.**
- **The Extended Term Financing increase is attributable to higher estimated costs for copier equipment and the addition of MacBook replacements. The MacBooks were approved in June 2025 and were therefore not included in the original budget; however, due to the GASB equipment-capitalization entry, an associated expenditure is recorded, resulting in a net-zero overall impact.**
- **The district received a supplemental equipment grant and a competitive equipment grant through CTE, the Feminine Hygiene Grant and an addition PCCD grant. There will be offsetting increases in expenditures as well.**
- **The district will also receive additional funding from the Special Education Subsidy, Transportation Subsidy and Vocational Education Subsidy.**

Current Expenditures Overages -

- **Purchased Professional & Technical Services - the increase is related to serviced provided by the LIU. A detailed analysis was outlined in the Budget Drivers presentation from the January 13 committee meeting which is available on the District website as well as the February Board agenda.**
- **The will also be additional expenditures for paraprofessional & PCA staffing services. This will be offset by a reduction in salaries.**
- **Equipment - increase is related to the MacBook's and copier lease as discussed under Extended Term Financing.**
- **Other Objects/Other Uses of Funds -**
  Capital lease payments (this is due to the increased cost of the copier equipment & MacBook's).

Anticipated Expenditure Overages -

- **Benefits - due to higher than anticipated claims for the first half of 25-26.**
- **Other Purchased Services -**

1) **Alternative and Special Education placements – details contained with the Budget Drivers presentation.**
2) **Property & liability insurance – discussed at the June 17 committee meeting. Please refer to the article titled "Educational Organizations Face Evolving Insurance Challenges in 2025" on the March committee agenda.**
3) **Transportation costs– details contained with the Budget Drivers presentation.**
4) **York County School of Technology tuition – 3 additional students accepted.**

- **Supplies -**

1) **Electricity– details contained with the Budget Drivers presentation. Also, please refer to the article titled "Energy bills are way up, lawmakers want to know why and how to stop it" on the March committee agenda.**
2) **Dover Cyber Program - details contained within the 25-26 Budget Synopsis.**

DASD Curriculum Revision Handbook

The purpose of this document is to provide clear guiding principles for the district's three-year curriculum cycle review process. It establishes a clear, direct process for developing, implementing, and evaluating curriculum.

District mission: "Educate, empower and inspire all students to become contributing citizens in an ever-changing world."

District Vision: "DASD students will achieve success by engaging in rigorous and relevant instruction, exploring a broad range of opportunities, and discovering unique pathways to a productive future through the supportive collaboration of the entire school community."

Synthesis of research done by the Office of Superintendent of Public Instruction in the State of Washington identified nine characteristics that were common in high-performing schools (Shannon and Bylsma, 2007).

1. Clear and shared focus
2. High standards and expectations for all students
3. Effective school leadership
4. High levels of collaboration and communication
5. Curriculum and instruction aligned with standards
6. Frequent monitoring of teaching and learning
7. Focused professional development
8. Supportive learning environment
9. High levels of community and parent engagement

Curriculum defines ***what*** we teach. The curriculum is based on the PA standards, anchors, and eligible content.

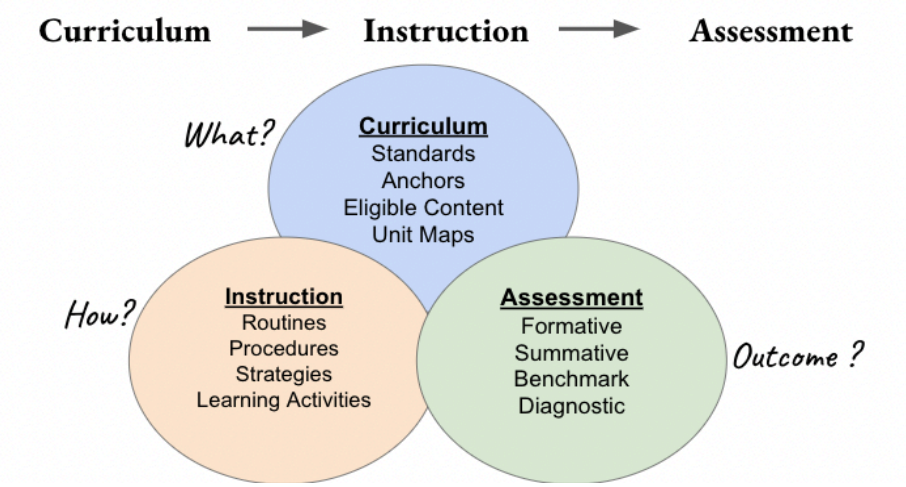
Instruction is ***how*** we teach the curriculum. Instruction encompasses the routines, procedures, strategies, and learning activities that happen in our classrooms.

Assessment is how we define and measure the ***outcome***. Assessments include formative, summative, benchmark, and diagnostic.

Instructional Core is the interaction among teachers, students, and content. (Elmore, 2008)

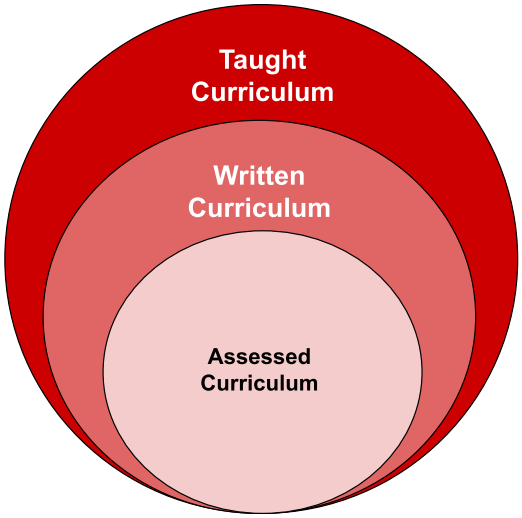
DASD Curriculum Revision Handbook

The curriculum is internally aligned when teachers use the written curriculum and when assessments reliably measure its intended outcomes.



Further alignment exists when the written curriculum is taught in classrooms, when assessments are aligned to both the written and taught curriculum, and when the written curriculum is used to guide decisions about resources, materials, and professional development.

Written Curriculum is aligned with the PA State standards and defines the content teachers are to teach and the learning goals students are to achieve. The written curriculum includes KUD charts (Know-Understand-Do) and Unit Maps.



Taught Curriculum is the delivery of the written curriculum in classrooms. Lesson plans should reflect and be aligned with the written curriculum.

Assessed Curriculum - is the portion of the written and taught curriculum that is assessed to evaluate student progress toward mastery of the PA state standards. The tested curriculum should be prioritized and aligned to the PA Eligible Content.

DASD Curriculum Revision Handbook

District Goals: Chapter 4 of the Pennsylvania School Code specifies planning requirements for school entities. The PA Comprehensive Planning model provides flexibility in the planning process based on individual community needs, is grounded in an outcomes-based approach focused on student achievement, and encourages schools and districts to plan and lead innovative school improvement practices more effectively and efficiently.

Through the collaborative work of a Dover Area School District Comprehensive Planning steering committee and input from various stakeholders, the Comprehensive Plan includes the following goals:

- All DASD schools will aim to meet the PD PA/Keystone interim targets for English Language Arts. The District will complete and finalize a Literacy Plan aligned with the Science of Reading
- DASD will develop a Math Achievement Plan to restructure instructional practices, focusing specifically on core content in grades 5–8, to ensure that all teaching practices, systems, and assessment tools align with state standards and eligible content, providing a consistent and responsive academic system for every learner.
- DASD will improve academic performance for students with disabilities and close widening skill gaps through a framework that prioritizes a strong core, including data-driven diagnostic assessments, scaffolded instruction, and tiered interventions.

Curriculum Leaders: Curriculum Leaders are expected to oversee the development and completion of the Dover Area School District curriculum. Dover Area SD board-approved curriculum includes Knows, Understands, and Dos (K-U-Ds), Unit Maps, Pacing Guides, Cover Sheets, and Common Assessments. KUDs directly connect the district curriculum with the Academic Standards provided by the Pennsylvania Department of Education (PDE). The purpose of the district curriculum is to provide clear direction for all planned instruction.

During each year of the curriculum cycle, several required activities are to be completed. For coherence, these activities must be completed throughout the year, not just during assigned Professional Development scheduled at various intervals of the district calendar. Curriculum Leaders are responsible for coordinating and supporting efforts to ensure activities are completed by year's end.

Curriculum Leaders are also responsible for leading grade-level/department members through the curriculum revision process and primary resource/textbook selection process while meeting all timeline requirements. While tasks may appear large, time management and monthly communication among the curriculum team will help ensure adequate progress.

DASD Curriculum Revision Handbook

<u>Year One</u> (Research and Write) of the curriculum cycle focuses on research, identification of the curriculum, and ensuring the curriculum is written. It is expected that the curriculum team will:

1. From State and National standards, analyze what students must **Know**, **Understand,** and be able to **Do.** This analysis will be used to establish and write the subject area KUD. In content areas/courses **where no KUD exists** and/or in content areas with partially completed curriculum, curriculum leaders will complete a comparison in order to determine gaps/overlaps and propose revised/updated curriculum for adoption;
2. Analyze district approved curriculum as compared to state identified eligible content and **establish 8 - 12 priority standards** in every subject area.
3. Where no eligible content exists, an analysis of expected student learning shall be drawn from state and national standards and 8 - 12 priority standards shall be proposed;
3. Analyze the progression of learning with the grade/course before and after the current curriculum (eg, 5th grade math curriculum is analyzed beside 4th and 6th for a logical progression of student learning);
4. Analyze the presence of instructional resources, technology, and career awareness in the current curriculum and develop Unit Maps of all priority standards established, and Create a Curriculum Cover sheet and Pacing Guide;

At the conclusion of **<u>Year one</u>**, all curriculum must include (templates are linked):

1. KUD,
2. Unit Map,
3. Cover sheet,
4. Pacing Guide
5. Priority Standards (8 - 12 ***Priority Standard**)
6. Common Assessments

Curriculum Leaders are responsible for a collaborative approach to completing all tasks listed above with each grade level/department team. It is suggested that the Curriculum Leader responsible for coordinating this work develop realistic expectations and due dates for the completion of each assignment by creating a shared document or checklist for coordination. The curriculum leader will work with the building administration to secure and maintain all the teacher-completed documents. It is highly recommended that building principals work with Curriculum Leaders to determine potential visits to other districts to review current practices. The Curriculum Leader and principal must establish questions for the teachers to complete while on this visit.

DASD Curriculum Revision Handbook

Generating proficiency targets with strict adherence to PA Academic Standards and KUDs: In order to align School District Curriculum with PA Academic Standards, work must be done with strict adherence to prioritized eligible content as provided for Grades 3 through 8 in the content areas of ELA, Math, and Science, and Grades 9 through 11 in the content areas of Algebra, Biology, and Literature. The process of curriculum writing requires committees to "unpack" the standard into "knows", "understands", and "dos" with a focus on the declarative, procedural, and/or cognitive skills required for proficiency.

When unpacking each standard within content areas, three areas of focus must be identified.

1. First, **eligible content** must be identified.
2. Next, a **clear understanding of proficiency** must be established. This includes what declarative, procedural, and/or cognitive skills a student must demonstrate.
3. Lastly, both **instructional and assessment resources** must be identified (***Priority Standard**) and aligned with student evidence (Common Assessment).

The focus of this process is alignment with and adherence to state- and local-required curriculum (**eligible content**). Curriculum developed in content areas absent eligible content must 1.) identify priority standards from analysis of both state and/or national standards, 2.) work as a committee to determine School District identify priority standards, and 3.) focus the standards into 8 - 12 priority standards. In this process, content areas without eligible content will follow the same curriculum-writing process described above.

Using eligible content, Curriculum Leaders will develop secure common assessments designed to assess the eligible content as provided by PDE. Because KUDs and Unit Maps have identified what students must Know, Understand, and Do, as well as Key Learnings, common assessments serve as curricular tools designed to evaluate students' learning and guide instructional practices. Common Assessments shall be used to evaluate student learning for all Priority Standards in all content areas.

The Pennsylvania Department of Education has established State Academic Standards, which represent the "Big Idea" of the content. These "Big Ideas" are subject to interpretation and can be ambiguous at times. Because of the breadth of these standards, the Pennsylvania Department of Education filters them into Reporting Categories, which are identified on state assessments. While these Assessment Anchors help refine and reduce ambiguity, Pennsylvania has identified Eligible Content, the most granular level of content used in state assessments. In the simplest terms, Eligible Content is the "testable" version of our state standards. The Tables below show the delineation of content from PA Academic Standard to Eligible Content for both Math and ELA.

Table 1 (8th Grade Math)

Standard	CC.2.2.8.B.3 Students will demonstrate an understanding of the connections between proportional relationships, lines, and linear equations.
Reporting Category	M08.B-E Expressions and Equations
Assessment Anchor	M08.B-E.2 Understanding the connections between proportional relationships, lines, and linear equations
Eligible Content	M08.B-E.2.1.1 Graph proportional relationships, interpreting the unit rate as the slope of the graph

Table 2 (7th Grade ELA)

Standard	CC.1.2.7.C Students will analyze how an author develops and structures an informational text
Reporting Category	A-K Reading Informational Text
Assessment Anchor	A-K.1.1 Key Ideas and Details
Eligible Content	A-K.1.1.2 Determine two or more central ideas in a text and analyze their development over the course of the text; provide an objective summary of the text

It is the coordinating Curriculum Leader's responsibility to provide a written update to the Principal and Assistant Superintendent on a monthly basis. The communication may include a link to the curricular work completed to date. Compensation for classroom teachers shall be at the district-approved rate as identified in Appendix I, Subsection A(3) of the 2023–2028 Professional Agreement. All time sheets submitted for approval must reflect work completed outside the contracted workday and be approved by the building principal and the Assistant Superintendent. Curriculum Leaders are responsible for making sure timelines are met.

At the conclusion of Year One of the Curriculum Revision Cycle, a subject area will have completed a 1) KUD, 2) Unit Map, 3) Pacing Guide, 4) Cover Sheet, 5) 8 - 12 Identified Priority Standards, and 6) Common Assessments.

Year Two (Implement and Monitor) of the curriculum cycle focuses on the full implementation and review of Year One curriculum. During this year, the Curriculum Leader is responsible for:

1. Evaluate for adherence to the approved curriculum and all current curricular resources.
    a. Textbooks

   b. Workbooks
   c. Instructional Software
   d. Supplemental Core Resources
2. Analyze the progression of learning targets with adjacent grade levels
   a. Review adjacent grade-level eligible content for logical sequencing.
   b. Evaluate progress related to the curricular pacing guide to determine recommendations for modifications.
3. Provide monthly communication with all department members and building administrators regarding student performance on the common assessment.
4. Provide quarterly progress updates on assessment goals to building principals and the Assistant Superintendent.
5. Conduct a Year-End Review:
   a. Complete a comparison Grade Level/Department level
   b. Analyze Common Assessment, Benchmark, and/or State Assessment data for correlations
   c. Evaluation successes and challenges
   d. Provide an evaluation and proposal for any changes to current curricular resources.
6. Make recommendations based on common assessment and curricular data for proposed instructional modifications to the adopted written curriculum.

The Curriculum Leader serves to ensure adherence and communication of instructional and curricular expectations related to curricular resources and student assessments. With regular communication and coordination of thorough analysis of curricular resources, curriculum, and student assessments, Curriculum Leaders play a pivotal role in the completion of curricular implementation. During Year Two, core curricular resources shall be reviewed and analyzed throughout the school year. A written proposal for textbook adoption, additional/modified curricular resources and any changes to common assessments must be clearly communicated to the building principal and Assistant Superintendent. Timely communication is required for coordination of budget preparations.

There are several areas or sections the Curriculum Leader is expected to review before recommending the curriculum for approval. The Curriculum Leader must also look very closely at content sequencing/progression of learning content, matching core concepts and objectives throughout the document.

Core curricular resources and/or textbooks will be reviewed in year two of the curriculum cycle. The procedure for the selection of primary resources or textbooks will be comprehensive in nature. The process of selecting primary resources must include input from both grade level/department members and Curriculum Leaders, with recommendations made to the building principal and Assistant to the Superintendent. Through a process of collaboration, classroom teachers will provide a primary resource evaluation form for the proposed primary resource. The resource selection process will

follow the approval flow chart:

Individual Teachers
Department Leaders/Team Leaders
Principals/Assistant Superintendent
Superintendent of Schools
Curriculum, Co-Curriculum, and Policy Committee (Board)
Full Board (Vote)

All primary resources and/or textbooks will be identified and available for public review, as per DASD Policy 109 for 30 days prior to final board approval.

It is the Curriculum Leader's responsibility to provide a written update to the Principal and Assistant Superintendent on a monthly basis. The report should include a link to the curricular work completed to date and, if necessary, any proposed requests for curricular work outside of the contracted day. Compensation for classroom teachers shall be at the district-approved rate as identified in Appendix I, Subsection A(3) of the 2023–2028 Professional Agreement. All time sheets submitted for approval must reflect work completed outside the contracted workday. The Curriculum Leaders are responsible for making sure timelines are met.

Year Three (Analyze and Evaluate) is the analysis and reporting phase of the district curricular work. The coordinator is responsible for:

1. Following instructional action plans from Year Two
2. Support complete implementation;
    a. Provide input for staff development options for support;
3. Analyze the student acquisition of learning targets
    a. Review and compare grade level eligible content with prior year's data.
    b. Evaluate progress related to the instructional modifications to report on successes of modifications.
4. Data analysis
    a. Provide a quarterly report of the comparison Grade Level/Department level with Year 1, 2, and 3 data.
        i. Analyze Common Assessment, Benchmark, and/or State Assessment data for correlations
        ii. Report on successes and challenges
    b. Provide continuing feedback on all modifications to curricular resources.
5. Complete a Year End Report to include:
    a. Considerations for curriculum change with data to support
    b. Compile data from Year 1, 2, and 3 from Common Assessments and Other Assessment data

In Year 3 of this cycle, the coordinator shall organize and implement monitoring

processes with the grade level/department team members, on at least a quarterly basis, for continuous review of successes and failures of the approved curriculum and its complete implementation. The Curriculum Leader shall also collect from the grade level/department team members recommendations for potential future in-service programs to the building principal and Assistant Superintendent.

The Curriculum Leaders are responsible for the placement of curricular documents on a shared document. The purpose of this document is to provide a secure location for the expected competencies students are expected to gain in each content area. Additional purposes of this document will be to provide access to primary resources and specific foundational knowledge and skills while encouraging and promoting parent, teacher, community, and board partnerships in education. The copy shall also serve as a quick reference for all teachers, students, and parents. The coordinator should also support the use of common assessments as a primary indicator of student learning. The coordinator should not underestimate the importance of student learning as each building-level administrator will specifically look for supporting practices during formal and informal classroom observations and walkthroughs.

The coordinator will aid the staff in developing systems of tracking student learning. This can be accomplished through data analysis of grade-level/subject-level common assessments.

Purpose of a Curriculum Revision Handbook:

1. To evaluation student successes and failures,
2. To exploration for potential extensions of the curriculum into other subject areas;
3. To ensure complete review new supplemental materials;
4. To evaluate and consider effective teaching strategies; and
5. Overall evaluation of the delivery of the curriculum.

The purpose of the development of this process is to provide a guaranteed and viable curriculum that will enable district students to strive for academic goals and demonstrate expected levels of proficiency. Planned instruction shall consist of at least the following: Key Learnings for all students; Unit Maps for instructional guidance; and anticipated instructional time.

Teachers are encouraged and expected to develop processes for the efficient and effective use of teaching strategies (Direct Instruction, Practicing/Deepening Skills and Knowledge, and/or Knowledge Application); student summaries of learning; and follow procedures for assessing students' current level of learning as coordinated by building administrators.

No planned instruction shall be taught in the district schools unless it is part of an approved curriculum adopted by a majority vote of the full Board. It is the building-level administrator’s responsibility to ensure the approved curriculum is taught. The Board reserves the right to determine which units of the instructional program constitute such

planned instruction. The building-level administrators are responsible for the continuous evaluation of the effectiveness of the planned instruction and shall recommend to the Assistant Superintendent new planned instruction that s/he deem to be in the best interests of district students.

Building level administrators shall be responsible to appoint appropriate administrative and instructional staff to select resource materials, subject to the approval of the Superintendent; ensure that the Board's budgetary allotment for resource materials is spent efficiently and distributed equitably throughout the instructional program, ensure an inventory of resource materials that is well-balanced and well-rounded in coverage of subject, types of materials, and variety of content; evaluate the effectiveness of resource materials presently in use; assess the needs and values of the community and invite its representatives to participate in the selection process; and direct staff to consult a variety of media sources before selections are made.

To facilitate more effective instruction, daily lesson plans must be prepared in advance. Lesson plans will be inspected and must conform to the guidelines established by the building principal. Teachers shall make thorough preparation for all daily lessons and shall prepare written/digital plans reflecting such preparation. Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue the instructional program or provide a meaningful educational alternative that relates to the subject area.

The planned instruction that is to be offered in the Dover Area SD encompasses the academic goals and standards as set forth in Chapter 4.

References:

Elmore, R. F. (2008). Leadership as the practice of improvement. Carnegie Foundation for the Advancement of Teaching.

STRICKLER
STRICKLERSIGNS.COM
3999 CARLISLE PIKE, NEW OXFORD, PA 17350
CoStars # 032-E22-055

PROPOSAL

260212-02
Date: 06/11/2026
Expires: 06/26/2026
Drawing Numbers:

Project: Dover High School - Install football Scoreboard
4500 Intermediate Ave.
Dover, PA 17315

Client: Dover High School
4500 Intermediate Ave
Dover, PA 17315

Contact: Jack DeMotte 814-849-2351

We are pleased to offer this proposal for the following services at the above location.

Project Description: **Item Total:**

A | FOOTBALL SCOREBOARD INSTALL — 8,000.00

Furnish labor and material to install scoreboard & related signs
- (1) 8' x 26' fixed digit scoreboard
- (1) 4' x 26' top truss
- (1) 24" x 26' lower sponsor panel
- (2) 3' x 4' play clocks
- Scoreboard & play clocks supplied by Deman Team Sports
- Top truss & sponsor panel supplied by PowerAd
- All equipment is purchased by Dover High School
- Strickler Signs is supplying installation & fastening hardware
- Scoreboard & related signs will be installed on existing I-beams
- Existing scoreboard & related signs will be removed & disposed of
- Strickler will receive new scoreboard & transport to site
- Track protection supplied on another quote or handled by customer

Additional notes:
- Installation labor based on standard rates (non-prevailing wage)
- No bonding included in the cost
- No state or local permits are included in the cost

B | FIELD PROTECTION — 7,500.00

Furnish field protection for track
- Protection panels delivered to site

Salesperson: Ray Wenger and Tammy Ellis

Buyer_____Seller_____

STRICKLER
STRICKLERSIGNS.COM
3999 CARLISLE PIKE, NEW OXFORD, PA 17350
CoStars # 032-E22-055

PROPOSAL

260212-02

Date: 06/11/2026
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Drawing Numbers:

Project: Dover High School - Install football Scoreboard
4500 Intermediate Ave.
Dover, PA 17315

Client: Dover High School
4500 Intermediate Ave
Dover, PA 17315

Contact: Jack DeMotte 814-849-2351

- Manpower furnished to install and remove mats
- Qty. of (100) Mats

Deposit Rate: 70%
Deposit: 10,850.00

Subtotal: 15,500.00

Total: 15,500.00

Terms of Purchase
Tax Exempt. Certificate of tax exempt form is due with contract deposit payment. If not received with contract deposit then all applicable taxes will be billed on final invoice.
Payment Terms | 70% deposit (w/ contract), Balance Net 15 (invoice date)
Art File – client logo must be provided in Vector AI or EPS format for final print production. There is an additional charge of $200.00 (per each different logo) if we have to recreate art file in house for final production.
Leadtime – current fabrication lead time is approximately 10-12 weeks (pending current & queue workload). Leadtime does not start until all required contract documents have been finalized & received (signed contract, approved proof for final production, permit & deposit

Due to today's volatile markets, estimate prices are based on today's product purchase cost, after today, prices are subject to change and will be readjusted at the time of materials purchase. Due to impending tariff increase all prices are subject to change without notice.

A –CONTRACT AGREEMENT:
1 - The Terms and Conditions as set forth will hold firm and is required acceptance for fulfillment of said Contract Agreement.
2 - Any modification, amendment or deletion thereof to these Terms and Conditions must be agreed upon thru written authorization from acting officers of both parties.
3 - When said Contract Agreement is signed by a duly authorized person of each party, all provisions of these Terms and Conditions contained herein become integral parts of said Contract Agreement, and there is no other agreement or understanding of any nature concerning same unless such agreement or understanding, if any, is specifically incorporated here by reference thereof.
4 – If, and when, a Contract Agreement changes from its initial scope of said project and to no fault of the Company, including but not limited to: requiring additional materials, labor, services, etc., an issuance of an authorized Change Order will be required and approved by Customer.
5 - A quotation for Contract Agreement is valid for ten (10) days as date appears.
6 - Unless otherwise specified, agreed upon and or found necessary otherwise, all scheduled manufacturing, installation, artisan, professional services, etc., is based in said quotation as of normal business hours of operation: Monday – Friday 5am to 5pm.
7 - Upon acceptance of Contract Agreement, the parties agree that they shall be governed by the terms and conditions as set forth. Any cancellation after execution of a contract agreement will hold Purchaser responsible for any and all costs associated with said work up to the point of cancellation and including but not limited to: governmental and or associated with permit and procurement fees, professional and or artisan design and consolation fees and labor, materials associated with thereof, equipment and or any and all associated labor costs, etc.,
8 - Both parties shall agree that the scope of the of the Contract Agreement and these Terms and Conditions shall be construed in accordance with the laws of the Commonwealth of Pennsylvania and should any dispute arise, suit may be filed only in the Court of Common Pleas of Adams County, Pennsylvania or the Middle District of Pennsylvania. In the event that the Company must retain counsel to collect any outstanding amounts due, the Purchaser shall pay the attorney's fees and assisted costs thereof.
9 - Any and all Purchaser supplied services, plans, designs, specifications, drawings, information, etc., furnished by and or retained services thereof of any other parties, shall hold the Company harmless in the event of and not limited to: misinformation, misrepresentation, negligence errors, illegal supplied materials and or activities, etc., that results in any additional costs or any lawsuit as a result thereof.
10 - Company reserves the right, after authorized Contract Agreement, the issuance of a Change Order if and when scope of said project changes and affects costs thereof due to but limited to: building and or site conditions have and or will be changed affecting said project; engineered, architectural, design or materials and or other professional service requirements thereof; on-site building, structural, site, etc., surveys; Changes, requests or demands made by purchaser, contactor, tradesmen, landlord, etc.; any and all withheld information either intentional or non, etc,
11 - Unless stated otherwise, Purchaser grants the Company rights to utilize photographs and or graphic reproductions of said project in the Company's media advertising, upon execution of this contract. Any and all of Purchaser's proprietary information, intellectual property and trade secrets will be protected under these terms thereof.
12 – Authorized documents required for said project to move into production:
a – Authorized Contract agreement, detailing scope of said project
b – Authorized plans and specifications, detailing design, dimensions, colors, etc.
c – Approved permits and permissions

Salesperson: Ray Wenger and Tammy Ellis

Buyer_____Seller_____

STRICKLER
STRICKLERSIGNS.COM
3999 CARLISLE PIKE, NEW OXFORD, PA 17350
CoStars # 032-E22-055

PROPOSAL

260212-02
Date: 06/11/2026
Expires: 06/26/2026
Drawing Numbers:

Project: Dover High School - Install football Scoreboard
4500 Intermediate Ave.
Dover, PA 17315

Client: Dover High School
4500 Intermediate Ave
Dover, PA 17315

Contact: Jack DeMotte 814-849-2351

d – 70% down payment

B- INTELLECTUAL PROPERTY OWNERSHIP
Strickler Signs hereby reserves all rights, including, without limitation, copyrights, patents, trade secret rights, and other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, Confidential Information or trade secrets
1 - developed or created by Strickler Signs, solely or jointly with others, during the course of performing work for or on behalf of the Purchaser or any subsidiary of the Purchaser, whether as an employee or independent contractor, at any time during the Employment Period
2 - that Strickler Signs conceives, develops, discovers or makes in whole or in part during Strickler Signs' employment by the Purchaser that relate to the business of the Purchaser or any subsidiary of the Purchaser or the actual or demonstrably anticipated research or development of the Purchaser or any subsidiary of the Purchaser
3 - that Strickler Signs conceives, develops, discovers or makes in whole or in part during or after Strickler Signs' employment by the Purchaser that are made through the use of any of the equipment, facilities, supplies, trade secrets or time of the Purchaser or any subsidiary of the Purchaser,
4 - or that result from any work Strickler Signs performs for the Purchaser or any subsidiary of the Purchaser or developed or created by Strickler Signs, solely or jointly with others, at any time before the Purchasing Period, that relate to or involve the Purchaser's businesses (including, but not limited to, the business of the Purchaser). Without limiting the foregoing, to the extent possible, all software, compilations and other original works of authorship included in the Final Product will be considered a "work made for hire" as that term is defined in Title 17 of the United States Code. If, notwithstanding the foregoing, Strickler Signs for any reason retains any right, title or interest in or relating to any Work Product, Strickler Signs agrees promptly to assign, in writing and without any requirement of further consideration, all such right, title, and interest to the Purchaser. Upon request of the Purchaser at any time during or after the Purchasing Period, Strickler Signs will take such further actions, including execution and delivery of instruments of conveyance, as may be appropriate to evidence, perfect, record or otherwise give full and proper effect to any assignments of rights under or pursuant to this Agreement. Strickler Signs will promptly disclose to the Purchaser any such Work Product in writing.
C - PAYMENT TERMS:
1- Purchaser agree to these payment terms upon authorization of contract agreement
a - Down Payment / Deposit – 70% of contract price due with authorization of contract agreement.
b - Final Payment - Remaining balance due within 15 days of final invoice. Final balance will be inclusive of any and all additional costs, change orders and associated permit and engineering fees found in in Section C-Permits and Approvals, #3, sub-headings a-l.
c.- There will be a $50 fee for NSF Checks
2 -Taxes not included in prices unless otherwise noted. Tax exempt companies must provide the Company with an applicable tax exemption certificate at the time of authorization of contract agreement, otherwise all applicable taxes will be billed with final invoice under the laws of the State into which the property is to be delivered and or installed.
3 - In the event no final balance payment is made as agreed upon, Purchaser agrees to pay a service charge on past due amounts from the times they are due, at the rate of one and one-half percent (1-1/2%) per month. In the event the contract agreement is sent to collections and or if collected by suit or through any Court, all applicable attorneys' fees shall be added.
4 - Title to all products, materials and property covered in the contact agreement shall remain the Companies and shall not be deemed to constitute a part of the realty to which it may be attached until the purchase price is paid in full. Company is given an express security interest in said products, material and property both erected and un-erected and notwithstanding the manner in which such personal property shall be annexed or attached to the realty. Purchaser hereby authorizes Company to file financing statements to perfect such security interest without Purchaser's signature. In the event of default by Purchaser, including, but not limited to, payment of any amounts due and payable, Company may at once (and without process of law) take possession of and remove, as and when it sees fit and wherever found, all materials used or intended for use in this construction of said equipment and any and all property called for in this contract without being deemed guilty of trespass.
5 – W.J. Strickler Signs Inc. Terms for Credit Card Use
a – Accepted Credit Cards
Visa
Master Card
Discover
b – Convenience Fees for Payments Paid by Credit is three percent (3%) OF EACH TRANSACTION
While W.J. Strickler Signs Inc. accepts credit card payments for any amount, we consider payments to be unconventional and adjust our fees accordingly so we can continue to provide customers the convenience, variety, and flexibility credit cards offer even on high-value purchases. W.J. Strickler Signs Inc. will levy a three percent (3 1/2%) convenience fee on any credit card payments that follow)
D - PERMITS & APPROVALS:
1 - Either Purchaser or Company will obtain any and all necessary government and related service permits, landlord/building owner approvals, and any other relevant party approvals required to perform and complete said project.
2 - Either Purchaser or Company will obtain any and all approvals and or licenses for use of any registered trademarks, copyrights, and any third-party proprietary designs.
3 - In the event, Purchaser agrees for the Company to obtain any and all governmental and related party permits. Purchaser agrees to these fees as they apply. Permitting fees only apply if permits are required.
a - Permit Acquisition Fee - $500.00 (if required)
b - Permit Fees – At Cost – billed with final invoice
c - Inspection Fees – At Cost – billed with final invoice
d - Electrical Fees and Inspection Fees – At Cost, billed with final invoice
e - Engineering Fees - $750.00 per set required by zoning, billed with final invoice
f - (When applicable) – Variance Acquisition Fee – $750.00
g – (When applicable) – Variance Township Fee – (at cost)

Salesperson: Ray Wenger and Tammy Ellis

Buyer_____Seller_____

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CoStars # 032-E22-055

PROPOSAL

260212-02
Date: 06/11/2026
Expires: 06/26/2026
Drawing Numbers:

Project: Dover High School - Install football Scoreboard
4500 Intermediate Ave.
Dover, PA 17315

Client: Dover High School
4500 Intermediate Ave
Dover, PA 17315

Contact: Jack DeMotte 814-849-2351

h - (When applicable) – Job Site Required Safety Training - (at cost)
i - (When applicable) – Historic Review Board Costs – (at cost)
j - (When applicable) – Geotech Reports– (at cost)
k - (When applicable) – Compaction Tests– (at cost)
l - (When applicable) – Concrete Compressive Strength Test – (at cost)
m – (When applicable) – Crane Test
n – (When applicable) – Material or Paint Samples
o – (When applicable) – Site Survey

4 - For Company to make permit application, Purchaser must either authorize contract agreement or a permit procurement waver and at which time, Purchaser assumes all fees as detailed in Section C-Permits and Approvals, #3, sub-headings a-l.

5 - The purchaser agrees to indemnify, defend, and hold Company harmless from and against any expense, loss, interest, lien, claim, encumbrance, damage, attorneys fees and expenses of every kind and nature which it may suffer, expend or incur or by reason or in consequence of (a) the failure of Purchaser to secure and all necessary governmental permits for the (b) the failure of PURCHASER to secure the necessary permission for use of all registered trademarks or copyrights used on the display; and (c) any actions brought by the COMPANY to enforce the provisions of this paragraph.

6 - Any products, materials and or services under the contract agreement, not shipped, installed or rendered on or before an agreed upon designated date or (90) days from the contract agreement date will be invoiced in full at the designated unit price. It is agreed that storage charges shall accrue at the rate of one percent (1%) per month of the price of the display commencing at the end of the agreed upon date or said (90) day period.

7 - Company, at its option, may invoice individual items called for in the contract agreement separately upon completion, or, if for reasons beyond its control completion is delayed, it may invoice for that portion of the work completed during any given month. Under no condition, will any item be held beyond (90) days after completion. In the event that size and weight of any item prohibits storage by Company on its own property, Purchaser must make arrangements for shipments immediately upon completion.

E – PROPERTY / SITE CONDITIONS:

1 - Company will not be held responsible for any pre-existing conditions in or around the said property to where work will be performed and or installed. Some conditions pertain to but are not limited to: inferior hidden structural components, inadequate site conditions, undesirable and unsafe soil and or site conditions, any existing sign cabinets, structures, etc., where work is to be performed on, non-encroach able and or crossing of utilities and or easements with necessary equipment, etc.,

2 - When performing digging operations of any kind, Company will request information and underground markings from the state and/or local public utilities. Purchaser shall confirm the location of any public and non-public utility and secondary wiring or data lines, etc., and or other easement obstructions at the construction site, by physically marking any said non-public utilities and notifying the Company of their existence and location. Company will be held harmless and free of expense in the result of exposing and or damage to any public and non-public utilities, secondary wiring or data lines, etc., that were marked incorrectly or left unmarked. Any expense incurred for the company or any other trade to reroute existing, utilities lines, electrical or data lines, water, drain, storm water, etc., will be at the expense of the Customer.

3 – Rock/Obstruction Clause: Any rock and or obstruction required for the removal of, to meet said project specifications and that requires specialized equipment that goes beyond the estimated backhoe and or auger digging equipment will result in up charges on a time material bases for the removal of such obstacles thereof.

4 - Site access and work area: Customer shall provide clear adequate and safe access into and around said work area. Any obstacles and debris that directly interferes with the designated access, working and or staging area that requires removal, shall be performed by Customer prior to Company arrival on site. Removal of such obstacles and or debris by Company will be billed separately on a time & material basis.

5 - Post-Site Conditions: Unless otherwise designated within the contract agreement, any damage, ruts and or disturbance to the grounds, soil, field, landscape, etc., thru access, staging and said work area caused by Company equipment, will not be the responsibility of the Company to perform repairs or any expenses thereof.

6 - New Foundations: Unless otherwise designated within the contract agreement, new foundations and in and around the disturbed ground area, will be left backfilled, leveled off with a rough rake finish. It will be the responsibility of the Purchaser and or designated thereof, to perform any final grading, seeding, landscaping, etc.

7 - Electrical Power and or Communication Lines: Unless otherwise designated within the contract agreement, the Purchaser will provide and install electrical power, wiring, panel box, breakers, any necessary electrical controls, data lines and equipment, etc., to within six (6) feet of sign structure.

8 - Roof Attachments and Penetrations: Unless otherwise designated within the contract agreement, the Company will not be responsible for patching and or sealing any attachments or penetrations made into any roof exterior surface, sub-structure or rubber roof membrane. Patching and sealing of any of this said work thereof, will be done handled by the Purchaser and or Purchasers contractor. The COMPANY will be held harmless of any leaks, loss of warranty or any other occurrences resulting from the Company performing said work.

9 - Future Service: It is required by the Purchaser to provide men and equipment clear access, free of debris and obstacles onto and around service area

F - WARRANTY

1 - Company Warrants:
a - Construction workmanship, assembly and materials for a period of one (1) year from the date of installation
b - Exception, fluorescent lamps are warranted for six (6) months, from the date of installation, parts and labor.
c - Manufacturer's warranty: the Company will recognize and honor any Manufacturer's material and or labor warranty that is in effect at the time of purchase.
d - Company does not warrant any manufactured, furnished and or installed products or services against any damages caused by acts of vandalism or acts of nature.
e - Company shall not be liable for any damages or losses other than the replacement of such defective workmanship and or materials unless weather conditions, insufficient equipment and or man access to work area, poor work and or staging area conditions, obstacles and or debris interfering in performance of said work, the interference from other trades, etc.,

2 - Company must be informed immediately of any product failures, equipment malfunctions, inferior quality and or craftsmanship and or any issues caused by said work or said products. Any non-immediate non-disclosure of said work that results in a claim under these provisions could be null and void the warranty.

3 - Company shall not be liable for any damages or losses other than the replacement of such defective work or parts, unless such damages or losses are due to the negligence of the Company or failure

Salesperson: Ray Wenger and Tammy Ellis

Buyer_____Seller_____

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PROPOSAL

260212-02
Date: 06/11/2026
Expires: 06/26/2026
Drawing Numbers:

Project: Dover High School - Install football Scoreboard
4500 Intermediate Ave.
Dover, PA 17315

Client: Dover High School
4500 Intermediate Ave
Dover, PA 17315

Contact: Jack DeMotte 814-849-2351

of warranted products.
4 - Company provides no guarantee or warranty whatsoever with respect to any existing fixture, wall, structure, etc., to which any Customer supplied product is attached to or its ability to support or sustain the product thereof. Purchaser assumes all responsibility for ensuring that any existing fixture, wall, structure, etc., to which a Company supplied product is attached is suitable for the said work. Purchaser agrees further to indemnify, defend and hold Company harmless from any and all liability, legal fees, costs, expenses, etc., relating to the failure of a fixture, wall, structure, etc., and or any other damage caused, in whole or part, by such a failure thereof.
5 - Warranty Service: It is required by the Purchaser to provide men and equipment clear access, free of debris and obstacles onto and around service area

G - INSTALLATION & DEADLINES
1 - Deadlines: Company will not be held responsible and or liable to a missed deadline and or penalty expenses due to and not limited to: Inclement and or unsafe weather conditions, insufficient equipment and or man access to work area, poor work and or staging area conditions, obstacles and or debris interfering in performance of said work, the interference from other trades, etc.,
2 - Company has scheduled installation during normal business hours: Monday – Friday 5am to 5pm. Any work required to be performed after normal business hours, weekends or holidays and is not to the result of Company negligence, will be billed separately on an overtime rate.
3 - Company will not be responsible for delays in shipments caused by supplies and or transportation services and or by labor disputes or due to any other circumstances beyond the Company's control.
4 - FORCE MAJEURE – Except with regard to any payment obligation hereunder, neither party shall be liable for delays in performing or any failure to perform any of the terms of the Agreement caused by the effects of but not limited to: fire, strike, war, terrorism, insurrection, government restriction or prohibition, pandemic, weather or other causes reasonably beyond its control and without its fault, but the party failing to perform shall provide the other party with prompt written notice of the reason for the non-performance and shall use all reasonable efforts to resume performance of the Services

Salesperson: Ray Wenger and Tammy Ellis

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____

www.squarecoil.com

11400™ LLC

Quote

07/15/2026

Project:
Dover ASD Leib ES Hobart 4.29.26

From:
11400 Inc.
Danielle Cargile
2551 Horseshoe Road
Lancaster, PA 17601
(717) 392-7429

Job Reference Number: 26690

QUOTE IS VALID THROUGH 8/15/26

QUOTE BASED ON INCOMPLETE SPECS. CUSTOMER TO VERIFY ALL INFORMATION AND SPECS FOR ACCURACY.

CUSTOMER SHOULD INDICATE TO US IF WE NEED TO REFERENCE A CERTAIN CONTRACT NUMBER, PURCHASING CO-OP, ETC. (I.E. COSTARS, TIPS, PA DGS, DE STATE CONTRACT, ETC.)

CHANGING ANY PART OF QUOTE MAY REQUIRE ENTIRE QUOTE TO BE REPRICED.

NOTE: End user is responsible for ensuring Energy Star Compliance in their state (specifically in MD, NY, NJ, CA, MA, RI).

Proposals are not transferable from recipient.
Recipient:

Item	Qty	Description	Sell	Sell Total
1	1 ea	**DISHWASHER, CONVEYOR TYPE** Hobart Model No. CL44-BAS+BUILDUP Conveyor Dishwasher, single tank, (202) racks/hour, insulated hinged doors, .45 gallon/rack, Complete Delime with Booster Guard, Touch Screen Controls with diagnostics, troubleshooting, and SmartConnect App, capless wash arms, NSF Pot & Pan mode, cULus, NSF, ENERGY STAR®, Factory Startup - Free for installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles or those not accessible by public roadway will be quoted by Service.	$22,664.95	$22,664.95
	1 ea	Oversized units with crated shipping dimensions greater or equal to 72" in length and/or 90" in height. If delivery is to a facility without a standard height dock, additional shipping charges will apply depending on the service requested. consult Factory.		

Initial: _____

Item	Qty	Description	Sell	Sell Total
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	CL44BAS-ELE0AX 208v/60/3-ph Single point connection standard (field convertible to dual point)		
	1 ea	CL44BAS-HGTSTD Standard Height 19.5”H x 22”W opening, fits full-sized sheet pan, horizontal		
	1 ea	CL44HTE-GAS Gas Tank Heat	$6,929.31	$6,929.31
	1 ea	CL44BAS-ERH0NO Remote Booster / Chemical Sanitizing **Remote Gas Booster (supplied by others)**		
	1 ea	CL44BAS-DIR0RL Right to left operation		
	1 ea	CL-BDR0NO Without Blower Dryer		
	1 ea	NOTE: For water of 3-grains of hardness or more, Hobart suggests adding a water softener.		
	1 ea	DWT-CL Drain water tempering kit for CL models	$1,420.43	$1,420.43
	1 ea	ACC-INSTALL-HOB Accessory Installation - For installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles locations in Alaska, Hawaii or New York City or those not accessible by public roadway will be quoted by Service. Includes installation of this item only, final electrical or plumbing connections by others. Recommendation: coordinate accessory installation with machine assembly/ installation (NET)	$650.00	$650.00
	2 ea	VNTHD/E-ADJ E-series vent hood domestic (adjustable)	$1,056.37	$2,112.74
	1 ea	TBLLIM-CL Table limit switch for CL & CLEN series	$432.57	$432.57
	1 ea	CL44EN-BASFETSTD Standard feet **Existing machine: 851008934**		
			ITEM TOTAL:	**$34,210.00**
1A	1 ea	**DISHWASHER, CONVEYOR TYPE**	$30,867.38	<Alternate>
		Hobart Model No. CL44-DWR+BUILDUP Conveyor Dishwasher, single tank, Drain Water Energy Recovery with factory-installed drain water tempering kit;, (202) racks/hour .45 gallon/rack, Complete Delime with Booster Guard, Touch Screen Controls with diagnostics, troubleshooting, and SmartConnect App, capless wash arms, NSF Pot & Pan mode, pumped rinse, insulated hinged doors, cULus, NSF, ENERGY STAR®, Factory Startup - Free for installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles or those not accessible by public roadway will be quoted by Service.		
	1 ea	Oversized units with crated shipping dimensions greater or equal to 72" in length and/or 90" in height. If delivery is to a facility without a standard height dock, additional shipping charges will apply depending on the service requested. consult Factory.		<Alternate>

Initial: _____

Item	Qty	Description	Sell	Sell Total
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		<Alternate>
	1 ea	CL44DWR-HTE15K Electric tank heat 15kW	$2,470.17	<Alternate>
	1 ea	CL44DWR-ELE0AX 208v/60/3-ph Single point connection standard (field convertible to dual point)		<Alternate>
	1 ea	CL44DWR-HGTSTD Standard Height 19.5”H x 22”W opening, fits full-sized sheet pan, horizontal		<Alternate>
	1 ea	CL44DWR-ERH18K With 18 kW Booster (default)		<Alternate>
	1 ea	CL44DWR-DIR0RL Right to left operation		<Alternate>
	1 ea	CL-BDR0NO Without Blower Dryer		<Alternate>
	1 ea	NOTE: For water of 3-grains of hardness or more, Hobart suggests adding a water softener.		<Alternate>
	2 ea	VNTHD/E-ADJ E-series vent hood domestic (adjustable)	$1,053.11	<Alternate>
	1 ea	TBLLIM-CL Table limit switch for CL & CLEN series	$431.23	<Alternate>
	1 ea	CL44EN-BASFETSTD Standard feet		<Alternate>
		Existing machine: 851008934		<Alternate>
			ITEM TOTAL: <Alternate>	**$35,875.00**
2	1 ea	**BOOSTER HEATER, GAS**	$10,832.80	$10,832.80
		Hatco Model No. PMG-100 Powermite® Booster Heater, gas, 4.75 gal storage capacity, blended phosphate water treatment system, low water cut-off, temp./pressure relief valve, pressure reducing valve, (2) temp./pressure gauges, indicator light & on/off switch, stainless steel tank & front, painted body & legs, 105,000 BTU, UL EPH Classified, CSA, Made in USA		
	1 ea	NOTE: Sale of this product must comply with Hatco's Minimum Resale Price Policy; consult order acknowledgement for details		
	1 ea	NOTE: Includes 24/7 parts & service assistance, call 414-671-6350		
	1 ea	Gas to be specified		
	1 ea	120v/60/1-ph, 360 w, 3.0 amps		
			ITEM TOTAL:	**$10,832.80**
2A	1 ea	**BOOSTER HEATER, GAS**	$12,848.55	<Alternate>
		Hatco Model No. PMG-200 Powermite® Booster Heater, gas, 4.75 gal storage capacity, blended phosphate water treatment system, low water cut-off, temp./pressure relief valve, pressure reducing valve, (2) temp./pressure gauges, indicator light & on/off switch, stainless steel tank & front, painted body & legs, 195,000 BTU, UL EPH Classified, CSA, Made in USA		
	1 ea	NOTE: Sale of this product must comply with Hatco's Minimum Resale Price Policy; consult order acknowledgement for details		<Alternate>
	1 ea	NOTE: Includes 24/7 parts & service assistance, call 414-671-6350		<Alternate>
	1 ea	Gas to be specified		<Alternate>

Initial: _____

Item	Qty	Description	Sell	Sell Total
	1 ea	120v/60/1-ph, 360 w, 3.0 amps		<Alternate>
			ITEM TOTAL: <Alternate>	**$12,848.55**
3	1 ea	**INSTALLATION** Custom Model No. INSTALLATION Service: -Conveyor Dishwasher & Stand Alone -Booster Statement of Work: Hobart Notes-Standard hours M-F 8 to 5 Hobart Service to disconnect all utilities from existing Dish machine, remove from kitchen, haul away and dispose. Hobart Service to receive, deliver, set in place, and fully install new dish machine. Install new stand-alone gas booster supplied by others Verify operation, do a start-up and train operators. Customer Notes- Responsible for contacting chemical company to reconnect chemicals to new machine Responsible for all electrical needs for new dishwasher and booster Responsible for proper exhaust from remote booster Included: • New equipment must match the location's current specifications: electrical, gas lines, plumbing/drains, and venting • Installations completed during normal business hours. Monday – Friday; 8:00am – 5:00pm • Receipt of equipment at local installer's office or delivery to customer's facility at a pre-scheduled time • Removal and disposal of existing equipment • Uncrating and set-in place in existing location on the ground level • Final hook-ups (within 5 feet) to existing utilities • Validation equipment is working properly upon completion of installation • Removal of packaging materials and rubbish	$7,400.00	$7,400.00
			ITEM TOTAL:	**$7,400.00**

Merchandise	$52,442.80
Freight	$96.50
Subtotal	$52,539.30
Total	$52,539.30

Initial: _____

****For smallwares and disposables pricing as well as best and final equipment pricing on new quote requests, please contact orders@11400inc.com.****

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: $52,539.30

HOBART

Project _____

AIA # _____ SIS # _____

Item # _____ Quantity _____ C.S.I. Section 114000

COMMERCIAL DISHWASHERS

CL SERIES – CL44-BAS ELECTRIC

CL44-BAS ELECTRIC

High Temperature Rack Conveyor Dishwashing Machine

c UL us NSF ENERGY STAR

SPECIFIER STATEMENT

Specified dishwasher will be Hobart CL44 Base electric tank heat model. Features include Complete Delime™ with Delime Notification, Auto Dispensing and Booster Guard™, capless anti-clogging wash arms, 202 racks per hour, 90 gallons per hour pumped final rinse, ENERGY STAR®, insulated ergonomic cabinet style doors, touchscreen controls with WiFi connectivity, and NSF approved pot and pan cycle mode. The 19.5" standard chamber height will accommodate up to (6) standard sheet pans at a time on an open-end sheet pan rack.

STANDARD FEATURES

+ 90 gallons per hour pumped final rinse
+ 202 racks per hour
+ ENERGY STAR® Certified
+ Complete Delime™ with Delime Notification, Auto Dispensing and Booster Guard™
+ Internal stainless steel pressure-less 18 kW booster heater (70°F rise)
  — Single point electrical connection standard
+ Capless, anti-clogging wash arms
+ Self-aligning wash manifolds
+ Large double door opening for ease of cleaning
+ 19.5" chamber height opening (accepts sheet pans)
+ Doors are insulated & hinged with door interlock switches
+ User-friendly smart touchscreen controls with diagnostics & troubleshooting
+ WiFi connectivity
+ SmartConnect app with machine status, temperature logs, error code reporting, and cost, consumption and usage analysis
+ Energy saver mode (programmable auto-shut down)
+ NSF rated configurable pot and pan cycle
+ Stainless steel self-draining pump and impeller
+ Single, sloping scrap screen and deep scrap basket
+ Rapid return conveyor drive mechanism
+ Service diagnostics
+ Door actuated drain closure
+ Vent fan control
+ Convertible hot water or low temperature final rinse
+ Booster heater control

OPTIONS & ACCESSORIES (Available at extra cost)

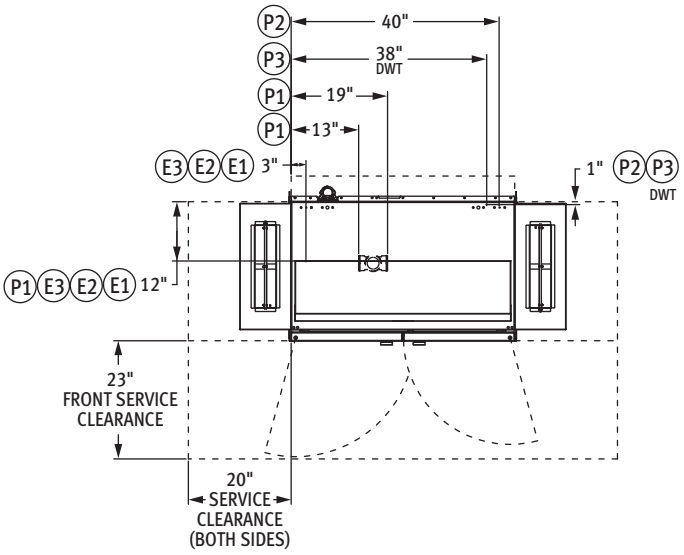
❑ Standard, short and extended stainless steel vent hoods
❑ Non-booster
❑ Direct drive unloader – adds 38" length; Reference spec F48944 for more details
❑ Side loader – SL23 adds 23" length, SL30 adds 30" length; Reference specs F40926 and F40927 for more details
❑ Blower-dryer – adds 33-1/4" to length; Reference spec F48945 (electric blower-dryer) and F48950 (steam blower-dryer) for more details (ships separate from dishmachine, contact Hobart Service for installation)
❑ Drain water tempering kit
❑ Flanged feet kit (requires two kits)
❑ Higher than standard chamber (24" opening)
❑ Table limit switch with 20' cable
❑ Correctional package (factory installed, contact Hobart for details)
❑ Water hammer arrester
❑ Factory-mounted circuit breakers (contact Hobart for details)

Approved by_____ Date_____ Approved by_____ Date_____

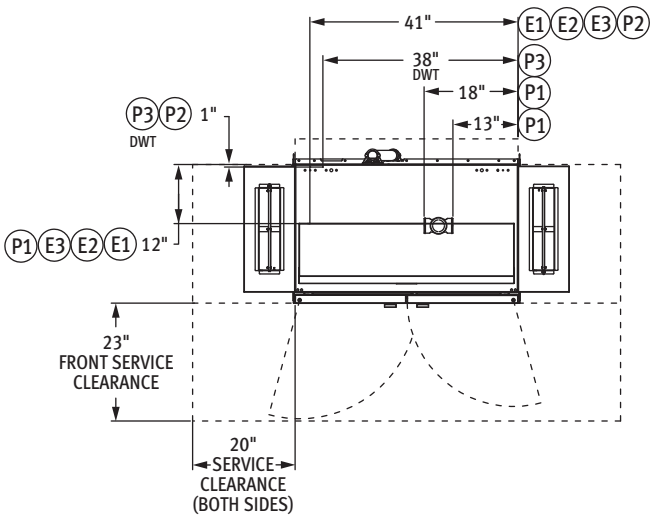
HOBART

CL44-BAS ELECTRIC

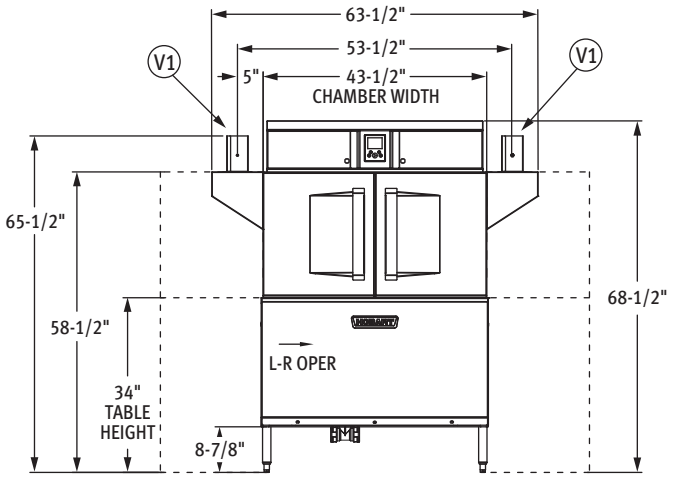
High Temperature Rack Conveyor Dishwashing Machine



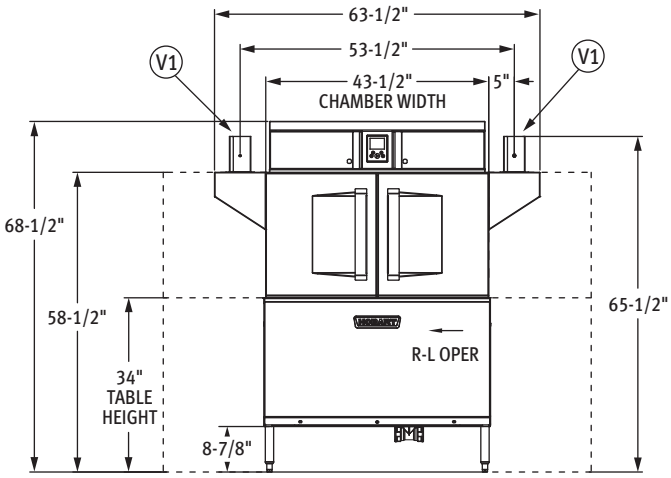
Top View Left to Right Machine



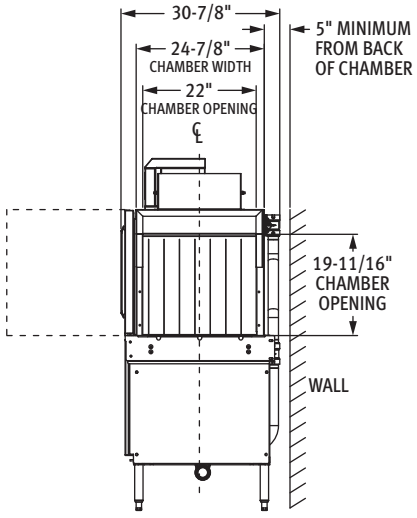
Top View Right to Left Machine



Front View Left to Right Machine



Front View Right to Left Machine



Side View

MODEL:
CL44-BAS ELECTRIC
L-R OPERATION
00-563920
REV A

MODEL:
CL44-BAS ELECTRIC
R-L OPERATION
00-563930
REV A

CAD and/or Revit Files Available

HOBART

CL44-BAS ELECTRIC
High Temperature Rack Conveyor Dishwashing Machine

LEGEND

Electrical Connections	
SINGLE POINT CONNECTION	
E1	Electric connection, single point: motors, controls, tank heat, with 18 kW electric booster heater, 65" AFF.
DUAL POINT CONNECTION WITH BOOSTER	
E2	Electric connection: motors, tank heat, 62" AFF.
E3	Electric connection: controls, 18kW booster heater, 65" AFF.
Plumbing Connections	
P1	Drain: 2" FPT, 7-3/8" AFF, two possible connections; may be drained to either side of drain housing, plug opposite side.
P2	Common hot water connection: 1/2" FPT, 12" AFF. See plumbing notes for required temperatures.
P3	Optional drain water tempering. Cold water connection: 1/2" FPT, 12" AFF, cold temperature 80°F maximum.
Vent Connections	
V1	Optional vent hoods: 4" x 16" vent stack with damper. Load end 200 CFM, unload end 400 CFM.

SPECIFICATIONS

Capacities
- Racks per Hour (NSF rated) 202
- Wash Tank (U.S. gallons) 23
- Conveyor Speed (feet per minute) 5.6

Motor Horsepower
- Drive 1/6
- Wash 2
- Final Rinse 2/3

Water Consumption
- U.S. Gallons per Hour 90
- U.S. Gallons per Rack 0.45
- Peak Drain Flow (U.S. gallons per minute) 38

Heating
- Tank Heat, Electric (kW) 15
- Electric Booster (built-in) (kW for 70°F rise) 18
- Electric Booster (field conversion) (kW for 40°F rise) 12

Venting
- Load End (minimum CFM) 200
- Unload End (minimum CFM) 400

Shipping Weight (approximate) . . . . . 600 lbs.

Crated Dimensions . . . . . 53"L x 38"W x 79"H

E1	Single Point Electrical Connection with Internal Booster	
Voltage	(E1) Motors, Controls, Tank Heat, 18 kW Booster Heater	
	Rated Amps	Minimum Supply Circuit Ampacity/ Maximum Protective Device
208/60/3	109.6	150
240/60/3	99.9	125
480/60/3	51.7	60
600/60/3	39.1	50

E2 E3	Dual Point Electrical Connection with Internal Booster (Field Conversion Only)			
Voltage	(E2) Motors, Tank Heat		(E3) Controls, 18 kW Booster Heater	
	Rated Amps	Minimum Supply Circuit Ampacity/ Maximum Protective Device	Rated Amps	Minimum Supply Circuit Ampacity/ Maximum Protective Device
208/60/3	51.1	70	58.5	80
240/60/3	48.1	60	51.8	70
480/60/3	24.5	30	27.2	35
600/60/3	16.7	20	22.4	30

WARNING: Electrical and grounding connections must comply with the applicable portions of the National Electrical Code and/or other local electrical codes.

CAUTION: Certain materials including silver, aluminum, and pewter are attacked by sodium hypochlorite (liquid bleach).

ATTN: Plumbing connections must comply with applicable sanitary, safety and plumbing codes.

HOBART

CL44-BAS ELECTRIC

High Temperature Rack Conveyor Dishwashing Machine

Plumbing Notes: Water hammer arrestor (meeting ASSE-1010 standard or equivalent) to be supplied (by others) in common water supply line at service connection.

Recommended water hardness to be 3 grains or less for best results.

Minimum incoming hot water temperatures:

110°F for 18kW internal booster

140°F for 12kW field converted internal booster

180°F without internal booster for high temperature sanitizing, 130°F for chemical sanitizing.

Building flowing water pressure to dish machine is 20 to 65 PSI at the machine.

For convenience when cleaning, water tap should be installed near machine with heavy duty hose and squeeze valve.

For chemical sanitizing applications, feeder must be certified to NSF Standard 29.

Miscellaneous Notes: All dimensions taken from floor line may be increased approximately 3/4" or decreased 1/2".

For HTS, add 4-5/16" to all dimensions above table line.

For HTS, add 15 lbs. to the domestic shipping weight of each model.

For optimal performance, Hobart recommends maintaining a dishroom temperature of 65°F (18°C) or higher, as lower temperatures may hinder the machine's capacity to operate effectively (with lower performance as ambient temperature decreases).

Electrical Note: Dishmachine not provided with internal GFCI protection.

CL44-BAS Electric Heat Dissipation		
Booster	BTU/HR.	
	Latent	Sensible
Without Booster	18,500	7,900
12kW Booster	26,600	11,400
18kW Booster	32,100	13,700

NOTE: 18kW Booster Heater field convertible to 12kW when 140°F incoming water provided. (Conversion instructions located in machine control box. Contact factory for 12kW booster amperage ratings.)

NOTE: Additional Voltages and Amperages are available, see document F48913.

VENT HOOD OPTIONS (Adjustable, vent stack can be adjusted 1" to either side)

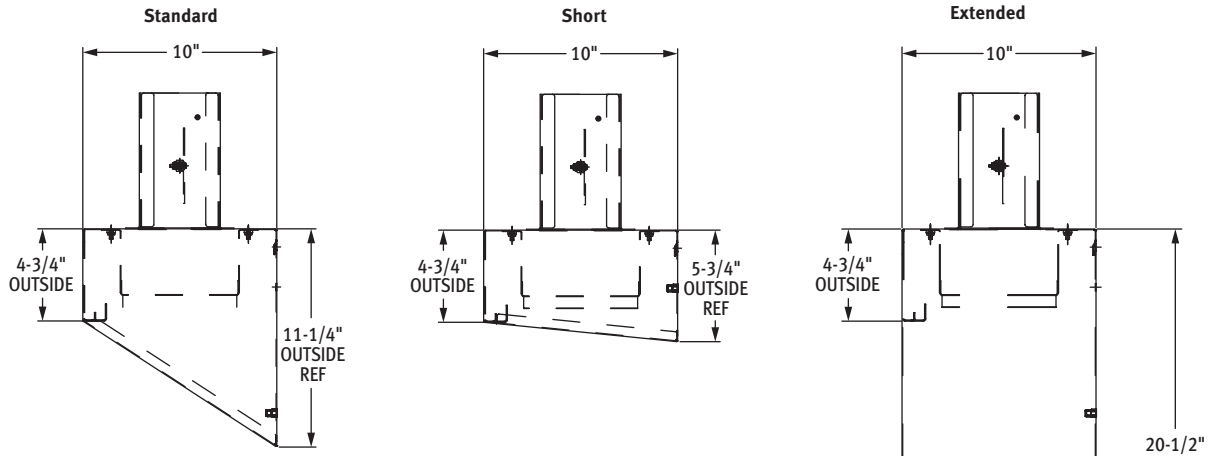
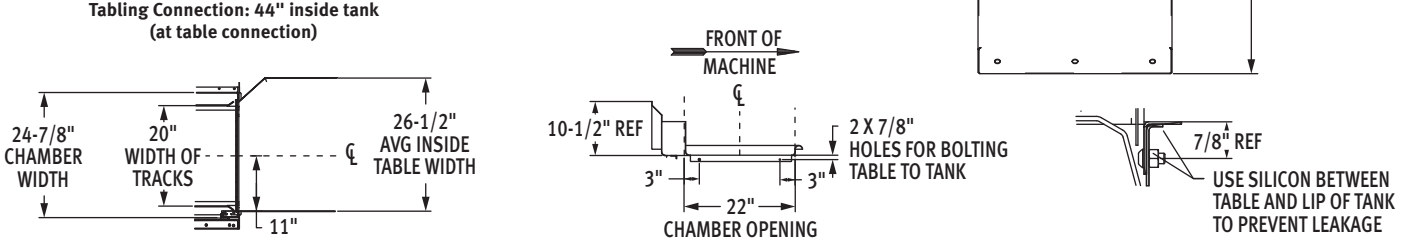


TABLE CONNECTION DETAILS



Suggested Track and Table Layout

View Showing Hole Locations in Turned Down Portion of Table

Sectional View Showing Table Connections

As continued product improvement is a policy of Hobart, specifications are subject to change without notice.

Oversized Equipment Quick Reference Guide

Oversized units with crated shipping dimensions greater or equal to 72" in length and/or 90" in height. If delivery is to a facility without a standard height dock, additional shipping charges will apply depending on the service requested.

HOBART

DOOR TYPES
- AM15T
- AM15VLT

CONVEYOR TYPES (CL, FT)
- CL44*e*N-ADV
- CL44*e*NVL
- All 54" Models or Greater
- All FT Models

PREP WASHERS
- PW10*e*R
- PW20*e*R
- PWV*e*R

TURBOWASHERS (TW), TOTEWASHERS (CL64T) WASTE PULPERS (WPS)
- All Models

WRAPPING SYSTEM (NGW)
- All Models

Traulsen

centerline by Traulsen

G, R and A SERIES
- All Roll-In & Roll-Thru Models
- All Three Section Models

UNDERCOUNTERS (UHT, UHD, ULT, TU)
- All 72" Models or Greater

PREP TABLES (UST, USD, UPT, UPD, TS, TB)
- TB - 60" Models or Greater
- TS - 66" Models or Greater
- All 72" Models or Greater

EQUIPMENT STANDS (TE)
- All Models 48" or Greater

UNDERCOUNTERS (CLUC) & PREP TABLES (CLPT)
- All 72" Models or Greater

THE INFORMATION PROVIDED IS TO BE USED AS A QUICK REFERENCE QUIDE ONLY. PLEASE CONSULT ITW FEG CUSTOMER CARE FOR UNITS NOT LISTED OR ANY QUESTIONS SURROUNDING DELIVERY OPTIONS.

HB2913 (10-20)

HOBART

Project _____

AIA # _____ SIS # _____

Item # _____ Quantity _____ C.S.I. Section 114000

COMMERCIAL DISHWASHERS

CL44-DWR ELECTRIC

High Temperature Rack Conveyor Dishwashing Machine

SPECIFIER STATEMENT

Specified dishwasher will be Hobart CL44 Drain Water Energy Recovery electric tank heat model. Features include Drain Water Energy Recovery (DWER), Complete Delime™ with Delime Notification, Auto Dispensing and Booster Guard™, capless anti-clogging wash arms, 202 racks per hour, 90 gallons per hour pumped final rinse, ENERGY STAR®, insulated ergonomic cabinet style doors, touchscreen controls with WiFi connectivity, and NSF approved pot and pan cycle mode. The wash tank utilizes durable precision pressure sensor monitors in lieu of conventional mechanical floats. The 19.5" standard chamber height will accommodate up to (6) standard sheet pans at a time on an open-end sheet pan rack.

STANDARD FEATURES

+ 90 gallons per hour pumped final rinse
+ 202 racks per hour
+ Drain Water Energy Recovery (DWER)
+ Drain water tempering kit (factory installed)
+ ENERGY STAR® Certified
+ Complete Delime™ with Delime Notification, Auto Dispensing and Booster Guard™
+ Internal stainless steel pressure-less 18 kW booster heater (70°F rise)
  — Single point electrical connection standard
+ Capless, anti-clogging wash arms
+ Self-aligning wash manifolds
+ Large double door opening for ease of cleaning
+ 19.5" chamber height opening (accepts sheet pans)
+ Doors are insulated & hinged with door interlock switches
+ User-friendly smart touchscreen controls with diagnostics & troubleshooting
+ WiFi connectivity
+ SmartConnect app and cloud with machine status, temperature logs, error code reporting, and cost, consumption and usage analysis
+ Energy saver mode (programmable auto-shut down)
+ NSF rated configurable pot and pan cycle
+ Stainless steel self-draining pump and impeller
+ Single, sloping scrap screen and deep scrap basket
+ Rapid return conveyor drive mechanism
+ Service diagnostics
+ Door actuated drain closure
+ Vent fan control

OPTIONS & ACCESSORIES (Available at extra cost)

❑ Standard, short, and extended stainless steel vent hoods
❑ Direct drive unloader – adds 38" length; Reference spec F48944 for more details
❑ Side loader – SL23 adds 23" length, SL30 adds 30" length; Reference specs F40926 and F40927 for more details
❑ Blower-dryer – adds 33¼" to length; Reference spec F48945 (electric blower-dryer) and F48950 (steam blower-dryer) for more details (ships separate from dishmachine, contact Hobart Service for installation)
❑ Flanged feet kit (requires two kits)
❑ Higher than standard chamber (24" opening)
❑ Table limit switch with 20' cable
❑ Correctional package (factory installed, contact Hobart for details)
❑ Water hammer arrester
❑ Factory-mounted circuit breakers (contact Hobart for details)

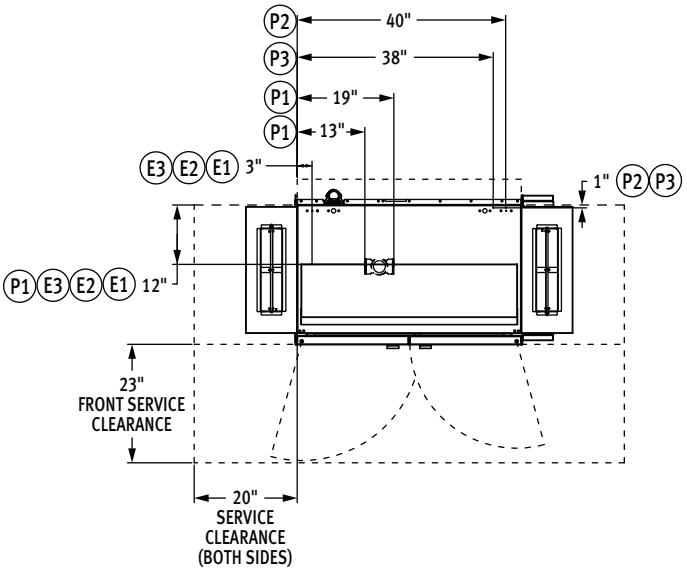
CL SERIES – CL44-DWR ELECTRIC

Approved by_____ Date_____ Approved by_____ Date_____

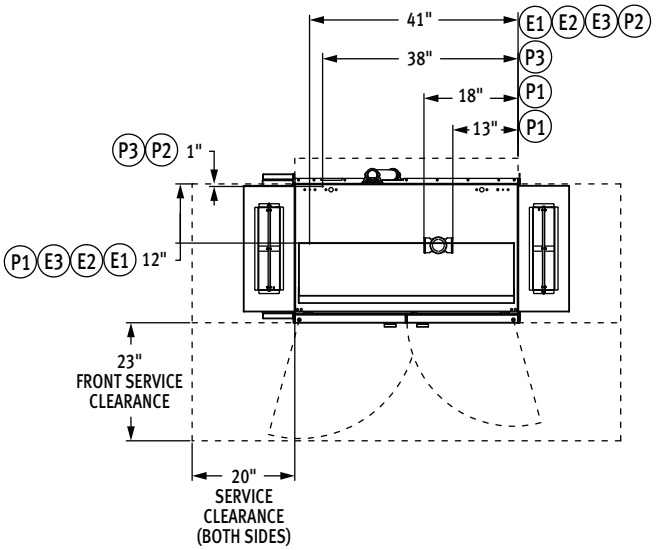
HOBART

CL44-DWR ELECTRIC

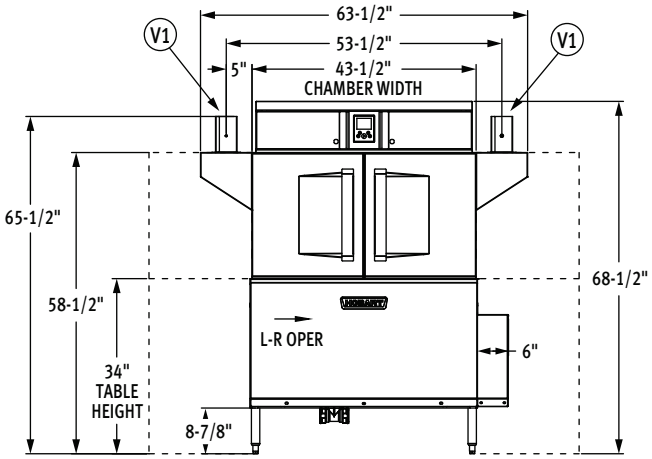
High Temperature Rack Conveyor Dishwashing Machine



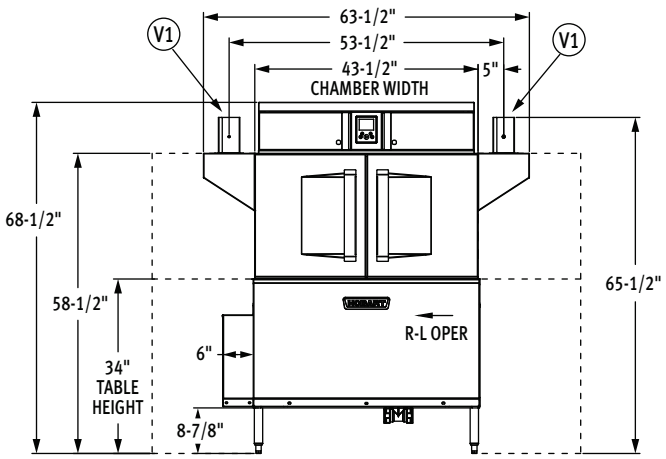
Top View Left to Right Machine



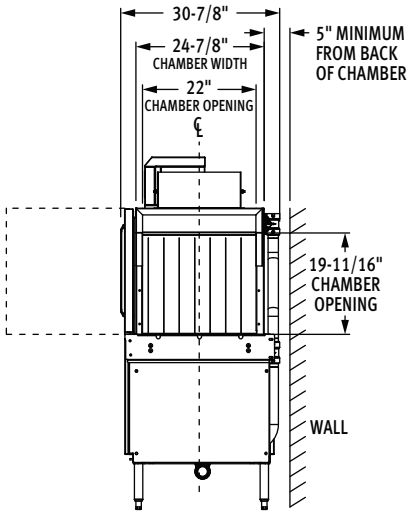
Top View Right to Left Machine



Front View Left to Right Machine



Front View Right to Left Machine



Side View

MODEL:
CL44-DWR ELECTRIC
L-R OPERATION
00-563920
REV A

MODEL:
CL44-DWR ELECTRIC
R-L OPERATION
00-563930
REV A

CAD and/or Revit Files Available

HOBART

CL44-DWR ELECTRIC
High Temperature Rack Conveyor Dishwashing Machine

LEGEND

Electrical Connections	
SINGLE POINT CONNECTION	
E1	Electric connection, single point: motors, controls, tank heat, with 18 kW electric booster heater, 65" AFF.
DUAL POINT CONNECTION WITH BOOSTER	
E2	Electric connection: motors, tank heat, 62" AFF.
E3	Electric connection: controls, 18kW booster heater, 65" AFF.
Plumbing Connections	
P1	Drain: 2" FPT, 7-3/8" AFF, two possible connections; may be drained to either side of drain housing, plug opposite side.
P2	Hot water connection: 1/2" FPT, 12" AFF, 18kW booster, 110°F minimum.
P3	Cold water connection: 1/2" FPT, 12" AFF, 55°F minimum and 80°F maximum.
Vent Connections	
V1	Optional vent hoods: 4" x 16" vent stack with damper. Load end 200 CFM, unload end 400 CFM.

SPECIFICATIONS

Capacities
- Racks per Hour (NSF rated) 202
- Wash Tank (U.S. gallons) 23
- Conveyor Speed (feet per minute) 5.6

Motor Horsepower
- Drive 1/6
- Wash 2
- Final Rinse 2/3
- Drain Water Energy Recovery 1/5

Water Consumption
- U.S. Gallons per Hour 90
- U.S. Gallons per Rack 0.45
- Peak Drain Flow (U.S. gallons per minute) 38

Heating
- Tank Heat, Electric (kW) 15
- Electric Booster (built-in) (kW for 70°F rise) 18

Venting
- Load End (minimum CFM) 200
- Unload End (minimum CFM) 400

Shipping Weight (approximate) . . . . . .640 lbs.

Crated Dimensions . . . . . 53"L x 38"W x 79"H

E1	Single Point Electrical Connection with Internal Booster	
Voltage	(E1) Motors, Controls, Tank Heat, 18 kW Booster Heater	
	Rated Amps	Minimum Supply Circuit Ampacity/ Maximum Protective Device
208/60/3	109.6	150
240/60/3	99.9	125
480/60/3	51.7	60
600/60/3	39.1	50

E2 E3	Dual Point Electrical Connection with Internal Booster (Field Conversion Only)			
Voltage	(E2) Motors, Tank Heat		(E3) Controls, 18 kW Booster Heater	
	Rated Amps	Minimum Supply Circuit Ampacity/ Maximum Protective Device	Rated Amps	Minimum Supply Circuit Ampacity/ Maximum Protective Device
208/60/3	51.1	70	58.5	80
240/60/3	48.1	60	51.8	70
480/60/3	24.5	30	27.2	35
600/60/3	16.7	20	22.4	30

WARNING: Electrical and grounding connections must comply with the applicable portions of the National Electrical Code and/or other local electrical codes.

CAUTION: Certain materials including silver, aluminum, and pewter are attacked by sodium hypochlorite (liquid bleach).

ATTN: Plumbing connections must comply with applicable sanitary, safety and plumbing codes.

CL44-DWR ELECTRIC
High Temperature Rack Conveyor Dishwashing Machine

Plumbing Notes: Water hammer arrestor (meeting ASSE-1010 standard or equivalent) to be supplied (by others) in common water supply line at service connection.

Recommended water hardness to be 3 grains or less for best results.

110°F minimum incoming hot water temperature.

Building flowing water pressure to dish machine is 20 to 65 PSI at the machine.

For convenience when cleaning, water tap should be installed near machine with heavy duty hose and squeeze valve.

Miscellaneous Notes: All dimensions taken from floor line may be increased approximately 3/4" or decreased 1/2".

For HTS, add 4-5/16" to all dimensions above table line.

For HTS, add 15 lbs. to the domestic shipping weight of each model.

For optimal performance, Hobart recommends maintaining a dishroom temperature of 65°F (18°C) or higher, as lower temperatures may hinder the machine's capacity to operate effectively (with lower performance as ambient temperature decreases).

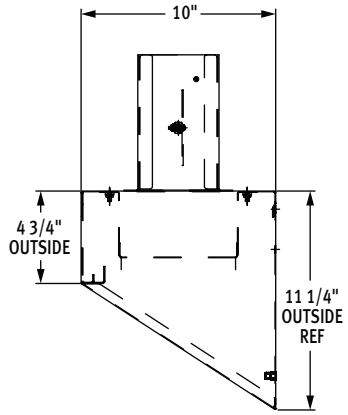
Electrical Note: Dishmachine not provided with internal GFCI protection.

CL44-DWR Electric Heat Dissipation		
Booster	BTU/HR.	
	Latent	Sensible
18kW Booster	32,100	13,700

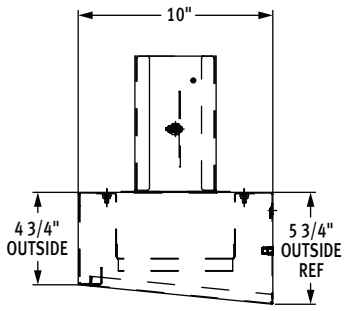
NOTE: Additional Voltages and Amperages are available, see document F48913.

VENT HOOD OPTIONS (Adjustable, vent stack can be adjusted 1" to either side)

Standard



Short



Extended

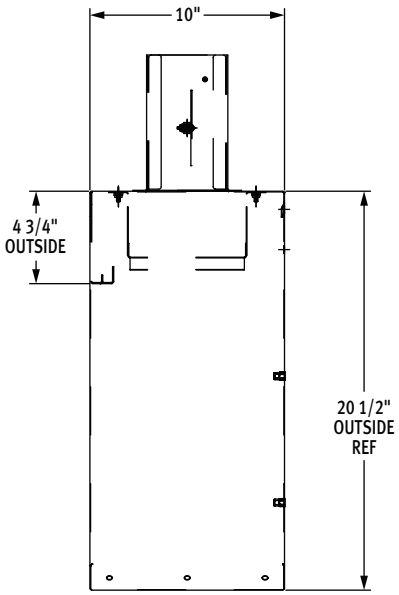
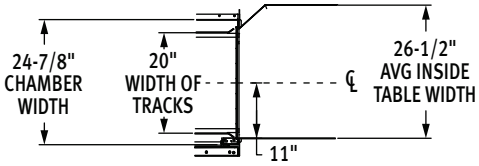
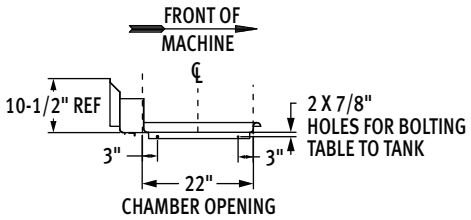


TABLE CONNECTION DETAILS

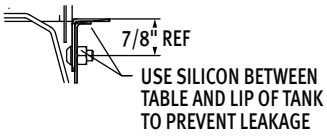
Tabling Connection: 44" inside tank (at table connection)



Suggested Track and Table Layout



View Showing Hole Locations in Turned Down Portion of Table



Sectional View Showing Table Connections

As continued product improvement is a policy of Hobart, specifications are subject to change without notice.

Project _____

Item # _____

Quantity _____

Powermite® Gas Booster Water Heaters

Models: PMG-100, -200

The Hatco Powermite® Gas Booster Water Heater provides 180°F (82°C) sanitizing hot water and long life dependability. Designed to fit under the dishtable, near the dishwasher, to minimize the heat loss that can occur when heaters are installed in a remote location. They can operate on either natural or propane gas and feature a burner system that utilizes both primary and secondary air for consistent ignition.

Standard features

- Stainless steel tanks
- Stainless steel front and top, with powdercoated* sides and back (stainless steel body available)
- Finned tube copper heat exchanger
- Spark to light with standing pilot
- Three tube type burners in the PMG-100, six tube type burners in the PMG-200
- Temperature/pressure relief valve
- Pressure reducing valve
- Two temperature/pressure gauges
- Low-water cut-off
- Blended phosphate water treatment system
- Shock absorber

Options (available at time of purchase only)

☐ Stainless steel body and base
☐ Security package (Torx® screws and control cover)

Accessories

☐ Brass Pressure Reducing Valve
☐ Stainless steel floor mounting leg assembly
☐ 6"-7" (152-178 mm) Adjustable Stainless Steel Legs (4)
☐ Air Interlock Switch
☐ Back Pressure Relief Valve
☐ High Altitude Orifice Kit (PMG-200 only)

BOOSTER SIZING

Water Temperature Recovery Table in GPH (LPH) and °F (°C)

Model	Input MBH (1,000 BTU/HR)	Temperature Rise				
		30° (16°)	40° (22°)	50° (28°)	60° (33°)	70° (39°)
PMG-100	105	321 (1215)	241 (912)	193 (731)	161 (610)	138 (522)
PMG-200	195	602 (2279)	452 (1711)	361 (1367)	301 (1139)	258 (977)

Note: Installations above 2,000 ft. (610 m) will reduce the above capacities and may require orifice changes to meet IAS safety compliance. Consult "Installation and Operating Manual" for sizing adjustments and orifice changes.

WATER QUALITY REQUIREMENTS

Incoming water in excess of 3.0 grains of hardness per gallon (GPG) (.75 grains of hardness per liter) must be treated and softened before being supplied to booster heater(s).Water containing over 3.0 GPG (.75 GPL) will decrease the efficiency and reduce the operating life of the unit.

Note: Product failure caused by liming or sediment buildup is not covered under warranty.

*IFS anti-microbial coatings use naturally-occurring, environmentally sustainable, silver ions to help inhibit the growth of microbes on the powder coated surface. See www.hatcocorp.com/antimicrobial-paint for more information.

For operation, location and safety information, please refer to the Installation and Operating Manual.

ANSI/NSF 5

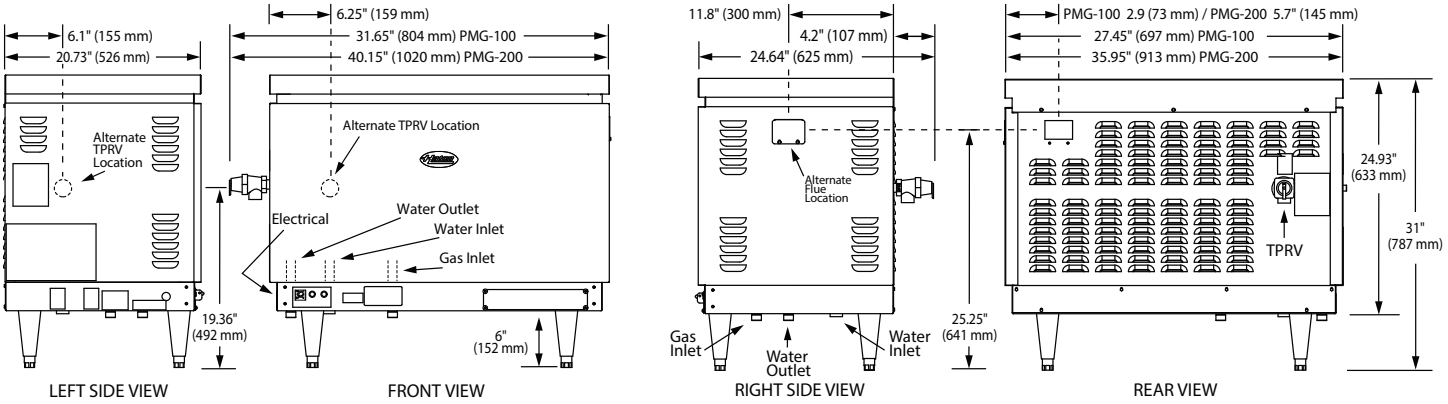
MADE IN THE USA

HATCO CORPORATION | P.O. Box 340500 Milwaukee, WI 53234-0500 U.S.A. | (414) 671-6350

www.hatcocorp.com | support@hatcocorp.com | Find a Hatco Rep | Image Library | Document Library | Patents | Chat

Powermite® Gas Booster Water Heaters

Models: PMG-100, -200



Models PMG-100 & PMG-200

SPECIFICATIONS
Powermite® Gas Boosters

Model	Dimensions (Width x Depth x Height•)	Capacity	Fuel	Vent^	Ship Weight*
PMG-100	27.45" x 20.73" x 31" (720 x 625 x 787 mm)	Input 105,000 BTUs/Hour Output – 84,800 = 24.8kW	Natural at 3.5" (89 mm) high burn or Propane/LP at 10" (254 mm) high burn	Forced draft system with 4" (102 mm) diameter vent pipe adapter	193 lbs. (88 kg) dry
PMG-200	35.95" x 24.64" x 31" (913 x 625 x 787 mm)	Input 195,000 BTUs/Hour Output – 156,000 = 45.7kW			228 lbs. (103 kg) dry

* Shipping weight includes packaging.
• Height includes 6" (152 mm) legs.
If using supplied right angle duct adaptor, add 6" (152 mm) to width or depth of unit.
^ Before installing any method of venting you should contact the local code authority or your gas supplier to make sure that the final installation will be acceptable to the authorities who have jurisdiction. The proper method of venting a power vented gas appliance is too complicated to cover in this specification sheet and is explained in detail in the National Fuel Gas Code. Before installing the venting system, the person or agency making the installation must be familiar and experienced with the guidelines of the National Fuel Gas Code.
ALL INSTALLATIONS MUST BE MADE BY A QUALIFIED INSTALLER IN ACCORDANCE WITH THE NATIONAL FUEL GAS CODE OR LOCAL CODES.

Electrical
120 VAC, 360 watt, 3.00 amps

Connections
Gas – ¾" NPT, Water – ¾" NPT
Electric – 120 VAC, 15 amp

Fluing
Direct – combustion air enters bottom, flue gasses exit right side or back at top of unit. 4" (102mm) flue round

Operating Water Pressure
150 PSI (1034 kPa) max. Relief valve set at 150 PSI (1034 kPa), 210° F (99° C)

Operating Pressue Specifications at Manifold

Gas Type	Water Column at Pressure Tap
	High Burn
Natural	3.5" (89 mm)
Propane/LP	10" (254 mm)

Gas Inlet Pressure

Gas Type	Water Column	
	Minimum	Maximum
Natural	5" (127 mm)	10.5" (267 mm)
Propane/LP	11" (254 mm)	13" (330 mm)

PRODUCT SPECS
Gas Booster Water Heaters

The Gas Booster Water Heater shall be a Powermite® model manufactured for commercial use by the Hatco Corporation, Milwaukee, WI 53234 U.S.A.

The booster shall have the capacity to heat ... gph (lph) from 110°F to 180°F (43°C to 82°C) and it shall berated at ... btu, 120 volts, single phase. The stainless steel tank shall be designed for a working pressure of 150 psi (1034 kPa) and hydrostatically tested at 300 psi (2069 kPa).

The heater shall be complete with all internal plumbing, including 3⁄4" NPT pipe and fittings from inlet and outlet. All controls shall be built-in, and carry safety approval in accordance with ANSI 21.10.3. Sanitary approval shall be in accordance with NSF Standard 5. Proper surface mounting circuit breaker or fused disconnect switch shall be provided by electrical contractor.

The gas fired heating system shall be controlled by close tolerance immersion thermostats. The booster shall be protected with high temperature limit switch (ECO) and low water cut-off.

The heater shall consist of stainless steel front, top and stainless steel adjustable legs or stainless steel front and silver-gray hammertone sides and back with standard 6" (152 mm) legs.

The heater shall include a temperature/pressure relief valve, high-temperature limit, pressure reducing valve with bypass, indicating temperature/pressure gauge, shock absorber, and blended phosphate water treatment system.

Warranty consists of 24/7 parts and service assistance (US and Canada only).

HATCO CORPORATION | P.O. Box 340500 Milwaukee, WI 53234-0500 U.S.A. | (414) 671-6350

www.hatcocorp.com | support@hatcocorp.com | Find a Hatco Rep | Image Library | Document Library | Patents | Chat

11400™ LLC

Quote

07/15/2026

Project:
Dover ASD North Salem ES Hobart
4.29.26 LN

From:
11400 Inc.
Ly Nguyen
2551 Horseshoe Road
Lancaster, PA 17601
(717) 392-7429

Job Reference Number: 27696

QUOTE IS VALID THROUGH 8/15/26

QUOTE INCLUDES COST OF FREIGHT TO LOADING DOCK OR RECEIVING AREA. Does not include liftgate, inside delivery, or set in place.

QUOTE BASED ON INCOMPLETE SPECS. CUSTOMER TO VERIFY ALL INFORMATION AND SPECS FOR ACCURACY.

CUSTOMER SHOULD INDICATE TO US IF WE NEED TO REFERENCE A CERTAIN CONTRACT NUMBER, PURCHASING CO-OP, ETC. (I.E. COSTARS, TIPS, PA DGS, DE STATE CONTRACT, ETC.)

CHANGING ANY PART OF QUOTE MAY REQUIRE ENTIRE QUOTE TO BE REPRICED.

NOTE: End user is responsible for ensuring Energy Star Compliance in their state (specifically in MD, NY, NJ, CA, MA, RI).

Proposals are not transferable from recipient.
Recipient:

Item	Qty	Description	Sell	Sell Total
1	1 ea	**DISHWASHER, CONVEYOR TYPE** Hobart Model No. CL54-BAS+BUILDUP Conveyor Dishwasher, single tank, (245) racks/hour, .47 gallon/rack, Complete Delime with Booster Guard, Touch Screen Controls with diagnostics, troubleshooting, and SmartConnect App, capless wash arms, NSF Pot & Pan mode, pumped rinse, insulated hinged doors, cULus, NSF, ENERGY STAR®, Factory Startup - Free for installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles or those not accessible by public roadway will be quoted by Service.	$37,450.93	$37,450.93
	1 ea	Oversized units with crated shipping dimensions greater or equal to 72" in length and/or 90" in height. If delivery is to a facility		

Item	Qty	Description	Sell	Sell Total
		without a standard height dock, additional shipping charges will apply depending on the service requested. consult Factory.		
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	CL54BAS-ELE0AX 208v/60/3-ph Single point connection standard (field convertible to dual point)		
	1 ea	CL54HTE-GAS Gas Tank Heat	$6,900.07	$6,900.07
	1 ea	CL54BAS-ERH24K With 24 kW Booster (default)		
	1 ea	CL54BAS-DIR0RL Right to left operation		
	1 ea	WS40-NOINSTALL Water Softening System, 2,527 grains/lb capacity, 5 gallons regeneration volume, & salt alarm, holds 1 bag of salt, pricing DOES NOT include standard installation. INSTALLATION BY AUTHORIZED HOBART SERVICE OFFICE IS RECOMMENDED (NET)	$3,220.00	$3,220.00
	1 ea	DWT-CL Drain water tempering kit for CL models	$1,414.43	$1,414.43
	1 ea	Installation of DWT kit only (NET)	$650.00	$650.00
	2 ea	VNTHD/E-ADJ E-series vent hood domestic (adjustable)	$1,051.91	$2,103.82
	1 ea	TBLLIM-CL Table limit switch for CL & CLEN series	$430.75	$430.75
	1 ea	CL54EN-BASFETSTD Standard feet		
		Existing machine: 851008951		
			ITEM TOTAL:	**$52,170.00**
1alt	1 ea	**DISHWASHER, CONVEYOR TYPE**	$41,484.56	<Alternate>
		Hobart Model No. CL54-DWR+BUILDUP Conveyor Dishwasher, single tank, Drain Water Energy Recovery with factory-installed drain water tempering kit; (245) racks/hour, .47 gallon/rack, Complete Delime with Booster Guard, Touch Screen Controls with diagnostics, troubleshooting, and SmartConnect App, capless wash arms, NSF Pot & Pan mode, pumped rinse, insulated hinged doors, cULus, NSF, ENERGY STAR®, Factory Startup - Free for installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles or those not accessible by public roadway will be quoted by Service.		
	1 ea	Oversized units with crated shipping dimensions greater or equal to 72" in length and/or 90" in height. If delivery is to a facility without a standard height dock, additional shipping charges will apply depending on the service requested. consult Factory.		<Alternate>
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		<Alternate>
	1 ea	CL54DWR-HTE15K Electric tank heat 15kW	$2,474.02	<Alternate>
	1 ea	CL54DWR-ELE0AX 208v/60/3-ph Single point connection standard (field convertible to dual point)		<Alternate>
	1 ea	CL54DWR-HGTSTD Standard Height 19.5”H x 22”W opening, fits		<Alternate>

Item	Qty	Description	Sell	Sell Total
		full-sized sheet pan, horizontal		
	1 ea	CL54DWR-ERH24K With 24 kW Booster (default)		<Alternate>
	1 ea	CL54DWR-DIR0RL Right to left operation		<Alternate>
	1 ea	CL-BDR0NO Without Blower Dryer		<Alternate>
	1 ea	WS40-NOINSTALL Water Softening System, 2,527 grains/lb capacity, 5 gallons regeneration volume, & salt alarm, holds 1 bag of salt, pricing DOES NOT include standard installation. INSTALLATION BY AUTHORIZED HOBART SERVICE OFFICE IS RECOMMENDED (NET)	$3,220.00	<Alternate>
	2 ea	VNTHD/E-ADJ E-series vent hood domestic (adjustable)	$1,054.75	<Alternate>
	1 ea	TBLLIM-CL Table limit switch for CL & CLEN series	$431.91	<Alternate>
	1 ea	CL54EN-BASFETSTD Standard feet		<Alternate>
		Existing machine: 851008951		<Alternate>
			ITEM TOTAL: <Alternate>	**$49,719.99**
2	2 ea	**COMBI OVEN, GAS**	$15,820.00	$31,640.00
		Vulcan Model No. CHEF-62G Chef'sCombi 62G, Gas 6-level full-size(GN 2/1) capacity (6) 18" x 26" full-size sheet or (12) 12" x 20" steam pan. All-in-one multifunctional cooking equipment with customizable CombiOS interface, CombiClimateControl, AutoClimate, CombiGuide, MenuMix, & CombiCare. Advanced technologies for premium cooking results with powerful heating, humidity sensor-controlled climate regulation, high-performance dehumidification, controlled even heat distribution and humidifying function. Multi-point food probe, (3) wire racks, retractable sprayer, Ethernet & WiFi enabled, steam generator combi oven, 112,601 BTU, IPX5, cULus, NSF		
	2 ea	CHEFSCOMBI WARRANTY 2 years limited parts & labor warranty, standard		
	2 ea	CHEFSCOMBI NOTE NOTE: Water is a customer supplied utility just like Gas & Electric to the equipment. Proper Water Filtration based on customer water quality is essential to meet the equipment water spec requirements. Verify type of filtration needed based on performing a cold water analysis from the customer site. A suitable Water Treatment System & regular filter replacements coupled with routine cleaning/deliming is required.		
	2 ea	CHEFSCOMBI NOTE 2 NOTE 2: End-User Information (REQUIRED) End-user contact information is required at the time of order to support communication for the Chef'sCombi equipment. This includes the end-user's contact name, email address, business name, and location. Collecting this information enables direct communication for important software updates, maintenance reminders (such as chemical reordering and filter replacements), and access to new features, accessories, and best practices. This process helps ensure optimal equipment performance, reduces		

Item	Qty	Description	Sell	Sell Total
		downtime, and enhances the overall customer ownership experience.		
	2 ea	CHEF-VCC Chef Assistance Program, a Vulcan Certified Chef conducts 4 hours/location specialized application training with personnel, no charge		
	1 ea	CHEF-STACK2G Stacking connection kit, gas, full, with standard right hinges (62 or 102 gas models) - Must choose a stacking support frame to complete kit.	$1,221.10	$1,221.10
	1 ea	CHEF-6NLEG2 Stacked Support Frame 6" (recommended) for full size 62/62 or 62/102	$545.21	$545.21
	1 ea	SMF600-SYSTEM SCALEBLOCKER™ Water Treatment, field installed by others at jobsite	$1,063.69	$1,063.69
	1 ea	INSTALL-CP-COMBIDUO Certified Plus Installation of first combi duo unit (Stacked): Hobart Service installation includes delivery, set in place, and all connections of unit. Pricing is based on one unit being installed in a location within 100 miles round trip of Hobart Service branch location. Additional charges may apply for locations greater than 100 miles round trip. Removal and disposal of existing unit is a seperate charge and me be selected as an additional price. Vulcan water filtration system is recommended to be installed wiht the Vulcan combi oven. (Non Discountable NET Pricing)	$2,900.00	$2,900.00
	2 ea	COMBICERTPLUS-SITESURVEY Pre installation site survey will be completed at no additional cost when Certified Plus instllation is purchased. Pre installation site survey will be completed for up to two units at the same location on the same day. Site survery to be completed within a mimimum of two weeks of equipment installation. Survey is for a single-trip and within 100 miles round trip of a Hobart Service branch location. Additional charges greater than 100 miles round trip may apply. (Non-Discountable NET Pricing)		
	2 ea	INSTALL-STARTUP Unit commissioned to assure operational start up by trained technician		
	1 ea	INSTALL-WATERFILTERDUO Installation of Vulcan water filtration CB15K/CB30K or Scaleblocker system to combi duo (stacked) Includes removal and disposal of old filter: Hobart Service to install water filtration within 5 feet of new equipment. Note: water filter must be installed in an area with access to replace cartridge and clear of any open flames and heat source. (Filter installation can only be selected with Certified Plus or Certified Installation.) (Non-Discountable NET Pricing)$500.00	$500.00	$500.00
	2 ea	CHEF-62G-120 (VICS62G-81) 120v/60/1-ph, 0.6kW, 5.8 amps		
	2 ea	INS-GAS Installation Kit For Gas Chef'sCombi Ovens, Natural or LP gas (Non-Discountable NET Pricing)	$625.00	$1,250.00
	2 ea	VRACK-62 (3) Standard Grab-and-Go Racks for 62 sized Vulcan		

Item	Qty	Description	Sell	Sell Total
		Combi, for use with 18" x 26" full sheet pans		
	2 ea	VRACK-62 (3) Extra Grab-and-Go Racks for 62 sized Vulcan Combi, for use with 18" x 26" full sheet pans (Non-Discountable NET Pricing)	$155.87	$311.74
			ITEM TOTAL:	**$39,431.74**
4	2 cs	**OVEN CLEANER** Vulcan Model No. CHEF-TAB Packed 1 cs Cleaner Tab - bucket (100) - for use inside the oven as part of the CombiCare cleaning cycles of quick, light, medium, & strong (Non-Discountable NET Pricing)	$90.00	$180.00
			ITEM TOTAL:	**$180.00**
5	1 cs	**OVEN CLEANER** Vulcan Model No. CHEF-STICK Packed 1 cs Care Stick - bucket (100) - for use in the front descaling box as part of the CombiCare descaling cycle (Non-Discountable NET Pricing)	$100.00	$100.00
			ITEM TOTAL:	**$100.00**
6	1 ea	**DISHMACHINE INSTALLATION** Custom Model No. INSTALLATION Service: Conveyor Dishwasher & Stand Alone Booster Statement of Work: Hobart Notes-Standard hours M-F 8 to 5 Hobart Service to disconnect all utilities from existing Dish machine, remove from kitchen, haul away and dispose. Hobart Service to receive, deliver, set in place, and fully install new dish machine. Install new stand-alone electric booster supplied by others Verify operation, do a start-up and train operators. Customer Notes- Responsible for contacting chemical company to reconnect chemicals to new machine Responsible for all electrical needs for new dishwasher and booster Included: • New equipment must match the location's current specifications: electrical, gas lines, plumbing/drains, and venting • Installations completed during normal business hours. Monday – Friday; 8:00am – 5:00pm • Receipt of equipment at local installer's office or delivery to customer's facility at a pre-scheduled time • Removal and disposal of existing equipment	$7,400.00	$7,400.00

Item	Qty	Description	Sell	Sell Total
		• Uncrating and set-in place in existing location on the ground level • Final hook-ups (within 5 feet) to existing utilities • Validation equipment is working properly upon completion of installation • Removal of packaging materials and rubbish		
			ITEM TOTAL:	**$7,400.00**
7	1 ea	**WATER SOFTENER INSTALLATION** Custom Model No. WATER SOFTENER INSTALLATION WATER SOFTENER INSTALLATION	$750.00	$750.00
			ITEM TOTAL:	**$750.00**
8	1 ea	**BOOSTER HEATER, GAS**	$10,832.80	$10,832.80
		Hatco Model No. PMG-100 Powermite® Booster Heater, gas, 4.75 gal storage capacity, blended phosphate water treatment system, low water cut-off, temp./pressure relief valve, pressure reducing valve, (2) temp./pressure gauges, indicator light & on/off switch, stainless steel tank & front, painted body & legs, 105,000 BTU, UL EPH Classified, CSA, Made in USA		
	1 ea	NOTE: Sale of this product must comply with Hatco's Minimum Resale Price Policy; consult order acknowledgement for details		
	1 ea	NOTE: Includes 24/7 parts & service assistance, call 414-671-6350		
	1 ea	Gas to be specified		
	1 ea	120v/60/1-ph, 360 w, 3.0 amps		
			ITEM TOTAL:	**$10,832.80**
8alt	1 ea	**BOOSTER HEATER, GAS**	$12,848.55	<Alternate>
		Hatco Model No. PMG-200 Powermite® Booster Heater, gas, 4.75 gal storage capacity, blended phosphate water treatment system, low water cut-off, temp./pressure relief valve, pressure reducing valve, (2) temp./pressure gauges, indicator light & on/off switch, stainless steel tank & front, painted body & legs, 195,000 BTU, UL EPH Classified, CSA, Made in USA		
	1 ea	NOTE: Sale of this product must comply with Hatco's Minimum Resale Price Policy; consult order acknowledgement for details		<Alternate>
	1 ea	NOTE: Includes 24/7 parts & service assistance, call 414-671-6350		<Alternate>
	1 ea	Gas to be specified		<Alternate>
	1 ea	120v/60/1-ph, 360 w, 3.0 amps		<Alternate>
			ITEM TOTAL: <Alternate>	**$12,848.55**
			Merchandise	$110,864.54
			Freight	$96.50
			Total	$110,961.04

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: $110,961.04

HOBART

Project _____

AIA #_____ SIS #_____

Item #_____ Quantity _____ C.S.I. Section 114000

COMMERCIAL DISHWASHERS

CL SERIES – CL54-BAS ELECTRIC

CL54-BAS ELECTRIC

High Temperature Rack Conveyor Dishwashing Machine

STANDARD FEATURES

+ 114 gallons per hour pumped final rinse
+ 245 racks per hour
+ ENERGY STAR® Certified
+ Complete Delime™ with Delime Notification, Auto Dispensing and Booster Guard™
+ Internal stainless steel pressure-less 24 kW booster heater (70°F rise)
  — Single point electrical connection standard
+ Capless, anti-clogging wash arms
+ Large double door opening for ease of cleaning
+ 19.5" chamber height opening (accepts sheet pans)
+ Doors are insulated & hinged with door interlock switches
+ User-friendly smart touchscreen controls with diagnostics & troubleshooting
+ WiFi connectivity
+ SmartConnect app and cloud with machine status, temperature logs, error code reporting, and cost, consumption and usage analysis
+ Energy saver mode (programmable auto-shut down)
+ NSF rated configurable pot and pan cycle
+ Self-aligning wash manifolds
+ Stainless steel self-draining pump and impeller
+ Sloping scrap screens and deep scrap baskets
+ Rapid return conveyor drive mechanism
+ Service diagnostics
+ Door actuated drain closure
+ Vent fan control

SPECIFIER STATEMENT

Specified dishwasher will be Hobart CL54 Base electric tank heat model. Features include Complete Delime™ with Delime Notification, Auto Dispensing and Booster Guard™, capless anti-clogging wash arms, 245 racks per hour, 114 gallons per hour pumped final rinse, ENERGY STAR®, insulated ergonomic cabinet style doors, touchscreen controls with WiFi connectivity, and NSF approved pot and pan cycle mode. The wash tank utilizes durable precision pressure sensor monitors in lieu of conventional mechanical floats. The 19.5" standard chamber height will accommodate up to (6) standard sheet pans at a time on an open-end sheet pan rack.

OPTIONS & ACCESSORIES (Available at extra cost)

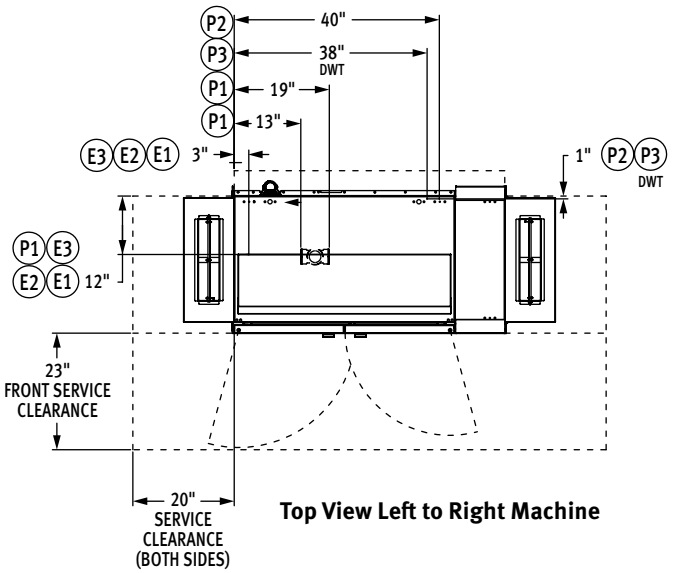
❑ Standard, short, and extended stainless steel vent hoods
❑ Direct drive unloader – adds 38" length; Reference spec F48944 for more details
❑ Side loader – SL23 adds 23" length, SL30 adds 30" length; Reference specs F40926 and F40927 for more details
❑ Blower-dryer – adds 33¼" to length; Reference spec F48945 (electric blower-dryer) and F48950 (steam blower-dryer) for more details (ships separate from dishmachine, contact Hobart Service for installation
❑ Drain water tempering kit
❑ Flanged feet kit (requires two kits)
❑ Higher than standard chamber (24" opening)
❑ Table limit switch with 20' cable
❑ Correctional package (factory installed, contact Hobart for details)
❑ Water hammer arrester
❑ Factory-mounted circuit breakers (contact Hobart for details)

Approved by_____ Date_____ Approved by_____ Date_____

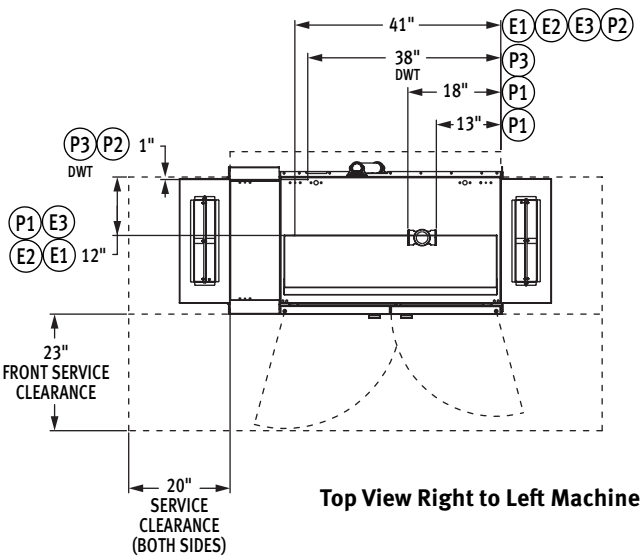
HOBART

CL54-BAS ELECTRIC

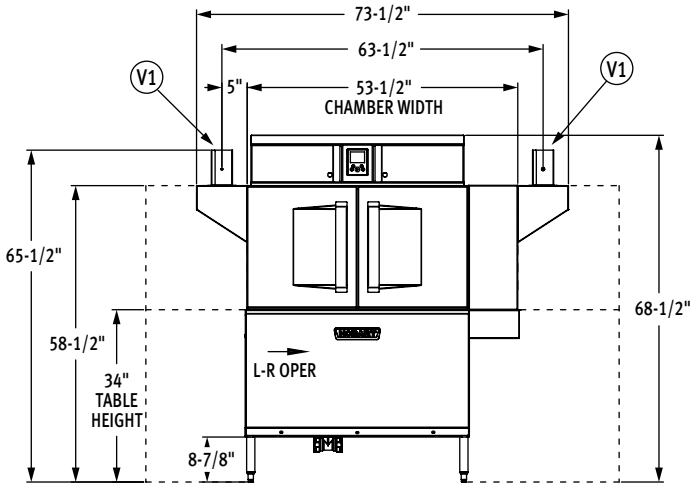
High Temperature Rack Conveyor Dishwashing Machine



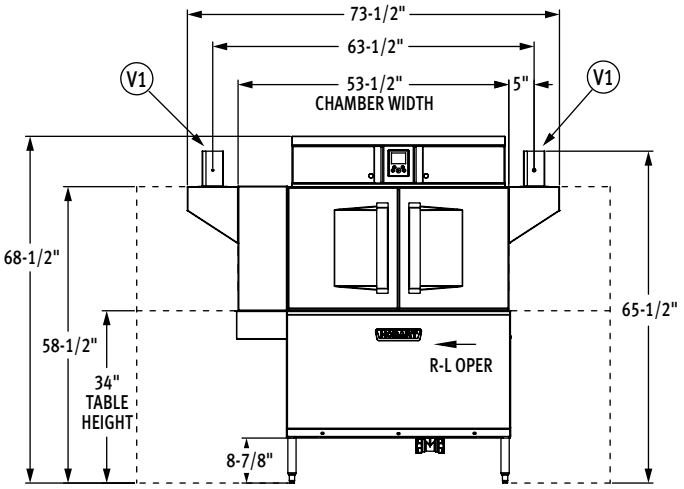
Top View Left to Right Machine



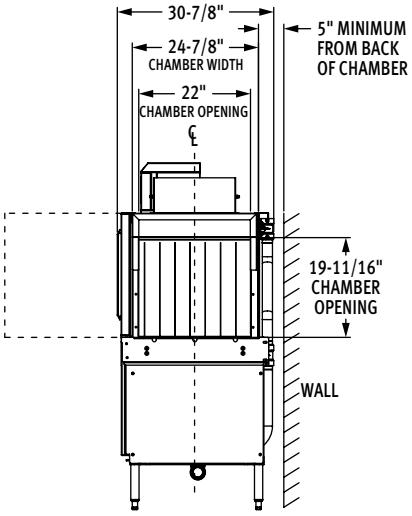
Top View Right to Left Machine



Front View Left to Right Machine



Front View Right to Left Machine



Side View

MODEL:
CL54-BAS ELECTRIC
L-R OPERATION
00-563921
REV A

MODEL:
CL54-BAS ELECTRIC
R-L OPERATION
00-563931
REV A

CAD and/or Revit Files Available

HOBART

CL54-BAS ELECTRIC
High Temperature Rack Conveyor Dishwashing Machine

LEGEND

Electrical Connections	
SINGLE POINT CONNECTION	
E1	Electric connection, single point: motors, controls, tank heat, with 24kW electric booster heater, 65" AFF.
DUAL POINT CONNECTION WITH BOOSTER	
E2	Electric connection: motors, tank heat, 62" AFF.
E3	Electric connection: controls, 24kW booster heater, 65" AFF.
Plumbing Connections	
P1	Drain: 2" FPT, 7-3/8" AFF, two possible connections; may be drained to either side of drain housing, plug opposite side.
P2	Common hot water connection: 1/2" FPT, 12" AFF. See plumbing notes for required temperatures.
P3	Optional drain water tempering. Cold water connection: 1/2" FPT, 12" AFF, cold temperature 80°F maximum.
Vent Connections	
V1	Optional vent hoods: 4" x 16" vent stack with damper. Load end 200 CFM, unload end 400 CFM.

SPECIFICATIONS

Capacities
- Racks per Hour (NSF rated) 245
- Wash Tank (U.S. gallons) 23
- Conveyor Speed (feet per minute) 6.8

Motor Horsepower
- Drive 1/6
- Wash 2
- Final Rinse 2/3

Water Consumption
- U.S. Gallons per Hour 114
- U.S. Gallons per Rack 0.47
- Peak Drain Flow (U.S. gallons per minute) 38

Heating
- Tank Heat, Electric (kW) 15
- Electric Booster (built-in) (kW for 70°F rise) 24
- Electric Booster (field conversion) (kW for 40°F rise) 12

Venting
- Load End (minimum CFM) 200
- Unload End (minimum CFM) 400

Shipping Weight (approximate) . . . . . 625 lbs.

Crated Dimensions . . . . . 63"L x 38"W x 79"H

E1	Single Point Electrical Connection with Internal Booster	
Voltage	(E1) Motors, Controls, Tank Heat, 24kW Booster Heater	
	Rated Amps	Minimum Supply Circuit Ampacity/ Maximum Protective Device
208/60/3	126.2	150
240/60/3	114.3	150
480/60/3	59.0	70
600/60/3	44.9	60

E2 / E3	Dual Point Electrical Connection with Internal Booster (Field Conversion Only)			
Voltage	(E2) Motors, Tank Heat		(E3) Controls, 24kW Booster Heater	
	Rated Amps	Minimum Supply Circuit Ampacity/ Maximum Protective Device	Rated Amps	Minimum Supply Circuit Ampacity/ Maximum Protective Device
208/60/3	51.1	70	75.1	90
240/60/3	48.1	60	66.2	80
480/60/3	24.5	30	34.5	40
600/60/3	16.7	20	28.2	35

WARNING: Electrical and grounding connections must comply with the applicable portions of the National Electrical Code and/or other local electrical codes.

CAUTION: Certain materials including silver, aluminum, and pewter are attacked by sodium hypochlorite (liquid bleach).

ATTN: Plumbing connections must comply with applicable sanitary, safety and plumbing codes.

HOBART

CL54-BAS ELECTRIC
High Temperature Rack Conveyor Dishwashing Machine

Plumbing Notes: Water hammer arrestor (meeting ASSE-1010 standard or equivalent) to be supplied (by others) in common water supply line at service connection.

Recommended water hardness to be 3 grains or less for best results.

Minimum incoming hot water temperatures:
110°F for 24kW internal booster
140°F for 12kW field converted internal booster
180°F without internal booster for high temperature sanitizing
130°F without internal booster for chemical sanitizing

Building flowing water pressure to dish machine is 20 to 65 PSI at the machine.

For convenience when cleaning, water tap should be installed near machine with heavy duty hose and squeeze valve.

For chemical sanitizing applications, feeder must be certified to NSF Standard 29.

Miscellaneous Notes: All dimensions taken from floor line may be increased approximately 3/4" or decreased 1/2".

For HTS, add 4-5/16" to all dimensions above table line.

For HTS, add 15 lbs. to the domestic shipping weight of each model.

For optimal performance, Hobart recommends maintaining a dishroom temperature of 65°F (18°C) or higher, as lower temperatures may hinder the machine's capacity to operate effectively (with lower performance as ambient temperature decreases).

Electrical Note: Dishmachine not provided with internal GFCI protection.

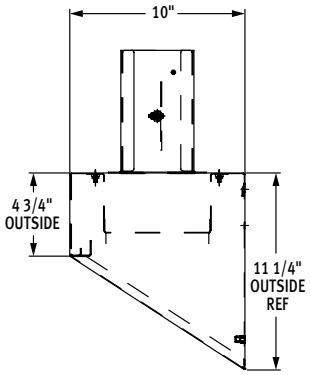
CL54-BAS Electric Heat Dissipation		
Booster	BTU/HR.	
	Latent	Sensible
Without Booster	18,500	7,900
12kW Booster	26,600	11,400
24kW Booster	37,500	16,100

NOTE: 24kW Booster Heater field convertible to 12kW when 140°F incoming water provided. (Conversion instructions located in machine control box. Contact factory for 12kW booster amperage ratings.)

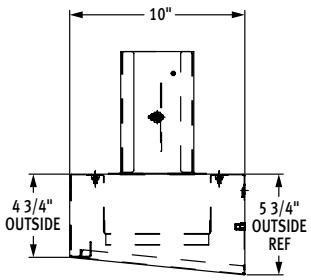
NOTE: Additional Voltages and Amperages are available, see document F48913.

VENT HOOD OPTIONS (Adjustable, vent stack can be adjusted 1" to either side)

Standard



Short



Extended

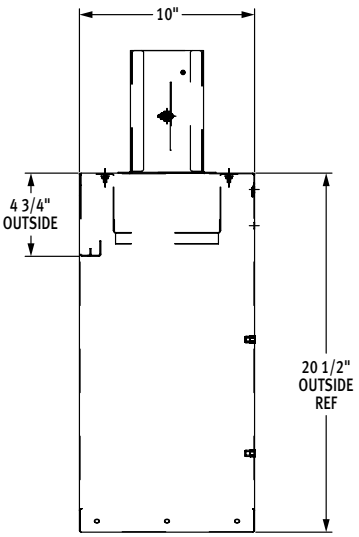
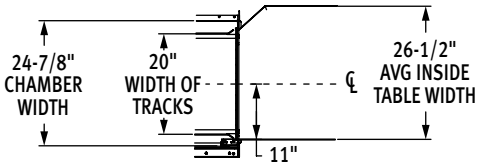


TABLE CONNECTION DETAILS

Tabling Connection: 54" inside tank (at table connection)



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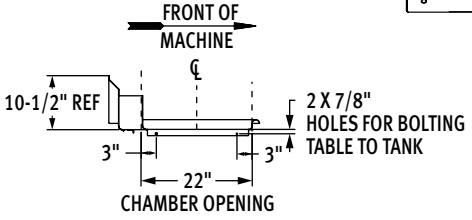
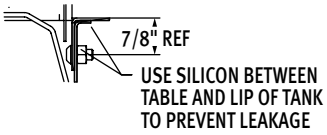


View Showing Hole Locations in Turned Down Portion of Table



Sectional View Showing Table Connections

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HOBART

DOOR TYPES
- AM15T
- AM15VLT

CONVEYOR TYPES (CL, FT)
- CL44*e*N-ADV
- CL44*e*NVL
- All 54" Models or Greater
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- PW10*e*R
- PW20*e*R
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TURBOWASHERS (TW), TOTEWASHERS (CL64T) WASTE PULPERS (WPS)
- All Models

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Traulsen

centerline by Traulsen

G, R and A SERIES
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HB2913 (10-20)

Item # _____

Quantity _____

C.S.I. Section 11400

HOBART
701 S Ridge Avenue, Troy, OH 45374
1-888-4HOBART • www.hobartservice.com

WATER SOFTENING SYSTEMS – WS-40

FEATURES:

Operating Profile

Softener will remove hardness to less than 1/2 gpg when operated in accordance with the operating instructions. The system includes two tanks. This duplex configuration operates with one tank on-line during service. During regeneration cycles, one tank will provide water to service and to the regenerating tank. A water meter initiates system regeneration. The water meter measures the processed volume and is adjustable. Service flow is up-flow and regeneration flow is down-flow.

Regeneration Control Valve

The regeneration control valve is top mounted (top of media tank), and manufactured from non-corrosive materials. Control valve does not weigh more than four pounds. Control valve provides service and regeneration control for two media tanks. Inlet and outlet ports accept a quick connect, double o-ring sealed adapter. Interconnection between tanks are made through the regeneration valve with a quick connect adapter. Control valve operates using a minimum inlet pressure of 15 psi. Pressure is used to drive all valve functions. No electric hook-up is required. Control valve incorporates four operational cycles including; service, brine draw, slow rinse, and a combined fast rinse and brine refill. Service cycle operates in an up-flow direction. The brine cycle flows down-flow, opposite the service flow, providing a countercurrent regeneration. Control valve contains a fixed orifice eductor nozzle and self-adjusting backwash flow control. The control valve will prevent the bypass of hard water to service during the regeneration cycle.

Media Tanks

The tanks are designed for a maximum working pressure of 125 psi and hydrostatically tested at 300 psi. Tanks are made of engineered plastic with a 2.5 in. threaded top opening. Each tank is NSF approved. Upper distribution system is of a slot design. Lower distribution system is of a flat plate design. Distributors will provide even flow of regeneration water and the collection of processed water.

Conditioning Media

Each softener will include uniform bead cation resin having a minimum exchange capacity of 30,000 grains/ft³ when regenerated with 15.0 lbs/ft³. The media is solid, of a proper particle size and contains no plates, shells, agglomerates or other shapes, which might interfere with the normal function of the water softener.

Brine System

A combination salt storage and brine production tank is manufactured of corrosion resistant, plastic. The brine tank has a chamber to house the brine valve assembly. The brine float assembly allows for adjustable salt settings and provides for a shut-off to the brine refill. The brine tank includes a safety overflow connection to be plumbed to a suitable drain.

Salt Alarm

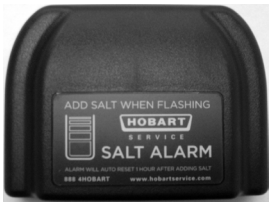
Salt alarm consists of an alarm box and a brine sensor. Brine sensor is mounted internally on the grid plate and operates on the specific gravity of proper brine concentration. An alarm condition is triggered when the concentration falls below acceptable level for more than 15 minutes. The alarm is both an 80-db audible alarm every 3 seconds and a red LED flash every 7 seconds. The alarm box operates on three AA batteries and connects to the brine sensor with a standard 2-wire phone cord (7' phone cord supplied).

MODEL:

❑ **Model WS-40**

Specifications, Details and Dimensions on Back.

Model WS-40



Salt Alarm

HOBART

WATER SOFTENING SYSTEMS - WS-40

WATER SOFTENING SYSTEMS – WS-40

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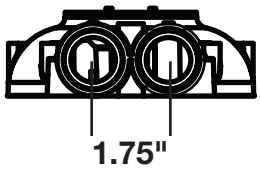
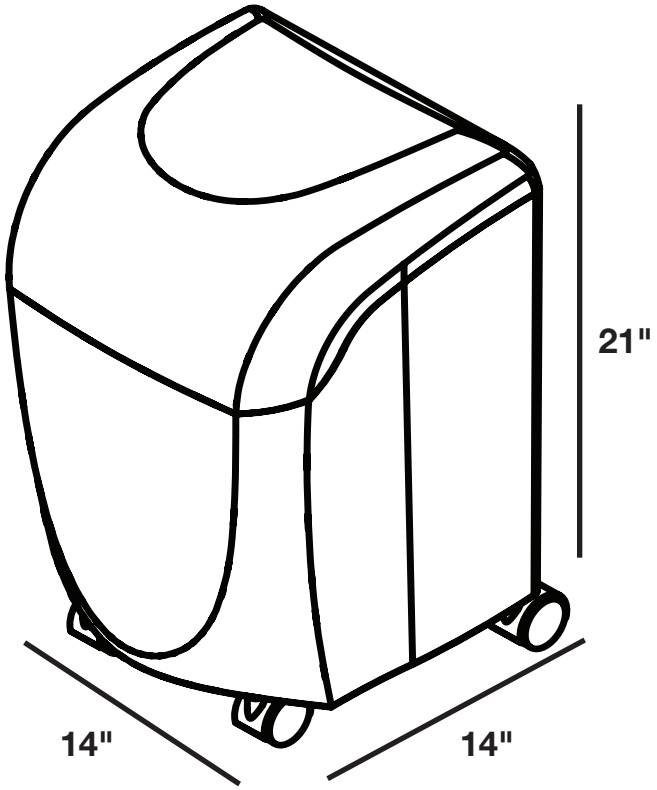
System Components

Media Vessel (qty) Size .....(2) 6 x 13”
Media Vessel Construction .....Fiberglass Wrapped Engineered Plastic
Empty Bed Volume .....0.16 ft³
Media Type .....Uniform Bead Cation Resin
Media Volume .....0.16 ft³
Bed Depth .....Packed
Free Board ..... None
Riser Tube .....1” CPVC
Distributor Upper .....0.012” Slots, Engineered Plastic Basket
Lower .....0.009” Slots, Stainless Steel Flat Plate
Under bedding .....None
Regeneration Control .....Non-electric Use Meter
Regeneration Type .....Countercurrent
Meter Type .....0.30 - 25.00 gpm Polypropylene Turbine





Inlet Water Quality

Pressure Range .....15 – 125 psi Dynamic Pressure
Temperature Range .....35 – 160° F
Temperature (Continuous) .....150° F
pH Range .....5 – 10 SU
Free Chlorine Cl2 (Max.) .....2.0 mg/l
Hardness as CaCO3 (Max.) .....30 gpg

Operating Specs

Flow Range (15 / 30 psig) .....9.1 – 15.2 gpm
Flow Configuration .....Alternating
Dimensions (width x depth x height) .....14 x 14 x 22”
Weight (Operating / Shipping) .....110 / 60 lbs.

Connections

Inlet / Outlet Connections .....Custom Adapter and Bracket
Drain Connection .....0.375” Tube
Brine Line Connection .....0.375” Tube (internal)
Overflow Connection .....0.375” Tube
Power .....None
Salt Alarm.....3 AA Batteries

System Part Numbers

WS-40, Compact Cabinet Softener 913091-123

Brine Tank Options

Tank Description .....206 Cabinet
Tank Height .....22”
Tank Footprint .....14 x 14”
Material .....HDPE
Salt Capacity .....40 lbs.

Regeneration Specifications

Regeneration Volume .....5 gallons
Regeneration Time .....11 minutes
Backwash Flow Control .....0.70 gpm
Brine Refill Flow Control .....0.20 gpm

Setting	Capacity	Efficiency	Dosing	Meter Disc	Disc Selection (Compensated Hardness*) 1	2	3	4	5	6	7	8
1.0 lbs.	2,527 grains	2,527 gr./lb.	5.5 lbs./ft³		4	8	11	15	19	23	27	30
				Gallons/Regeneration:	583	282	194	146	117	97	83	73
				Flow during regeneration (@ 15 psig):	9.1	9.1	9.1	9.1	8.4	6.6	5.4	4.4

*Compensated hardness in gpg = Hardness + (3 x Fe in mg/l)

As continued product improvement is a policy of Hobart, specifications are subject to change without notice.

HOBART

Project _____

AIA #_____ SIS #_____

Item #_____ Quantity _____ C.S.I. Section 114000

COMMERCIAL DISHWASHERS

CL54-DWR ELECTRIC

High Temperature Rack Conveyor Dishwashing Machine

SPECIFIER STATEMENT

Specified dishwasher will be Hobart CL54 Drain Water Energy Recovery electric tank heat model. Features include Drain Water Energy Recovery (DWER), Complete Delime™ with Delime Notification, Auto Dispensing and Booster Guard™, capless anti-clogging wash arms, 245 racks per hour, 114 gallons per hour pumped final rinse, ENERGY STAR®, insulated ergonomic cabinet style doors, touchscreen controls with WiFi connectivity, and NSF approved pot and pan cycle mode. The wash tank utilizes durable precision pressure sensor monitors in lieu of conventional mechanical floats. The 19.5" standard chamber height will accommodate up to (6) standard sheet pans at a time on an open-end sheet pan rack.

STANDARD FEATURES

+ 114 gallons per hour pumped final rinse
+ 245 racks per hour
+ Drain Water Energy Recovery (DWER)
+ Drain water tempering kit (factory installed)
+ ENERGY STAR® Certified
+ Complete Delime™ with Delime Notification, Auto Dispensing and Booster Guard™
+ Internal stainless steel pressure-less 24 kW booster heater (70°F rise)
  — Single point electrical connection standard
+ Capless, anti-clogging wash arms
+ Large double door opening for ease of cleaning
+ 19.5" chamber height opening (accepts sheet pans)
+ Doors are insulated & hinged with door interlock switches
+ User-friendly smart touchscreen controls with diagnostics & troubleshooting
+ WiFi connectivity
+ SmartConnect app and cloud with machine status, temperature logs, error code reporting, and cost, consumption and usage analysis
+ Energy saver mode (programmable auto-shut down)
+ NSF rated configurable pot and pan cycle
+ Self-aligning wash manifolds
+ Stainless steel self-draining pump and impeller
+ Sloping scrap screens and deep scrap baskets
+ Rapid return conveyor drive mechanism
+ Service diagnostics
+ Door actuated drain closure
+ Vent fan control

OPTIONS & ACCESSORIES (Available at extra cost)

❑ Standard, short, and extended stainless steel vent hoods
❑ Direct drive unloader – adds 38" length; Reference spec F48944 for more details
❑ Side loader – SL23 adds 23" length, SL30 adds 30" length; Reference specs F40926 and F40927 for more details
❑ Blower-dryer – adds 33¼" to length; Reference spec F48945 (electric blower-dryer) and F48950 (steam blower-dryer) for more details (ships separate from dishmachine, contact Hobart Service for installation
❑ Flanged feet kit (requires two kits)
❑ Higher than standard chamber (24" opening)
❑ Table limit switch with 20' cable
❑ Correctional package (factory installed, contact Hobart for details)
❑ Water hammer arrester
❑ Factory-mounted circuit breakers (contact Hobart for details)

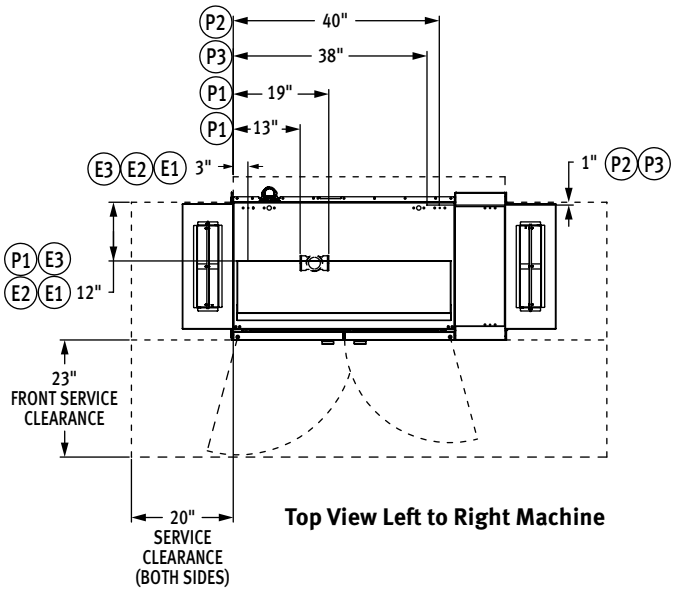
CL SERIES – CL54-DWR ELECTRIC

Approved by_____ Date_____ Approved by_____ Date_____

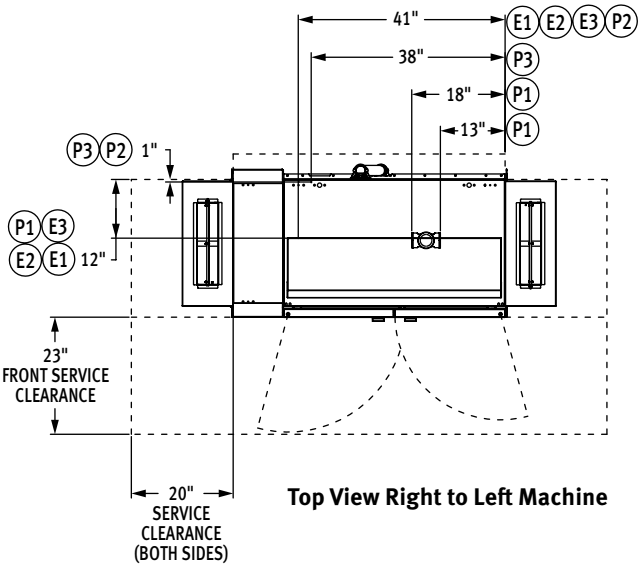
HOBART

CL54-DWR ELECTRIC

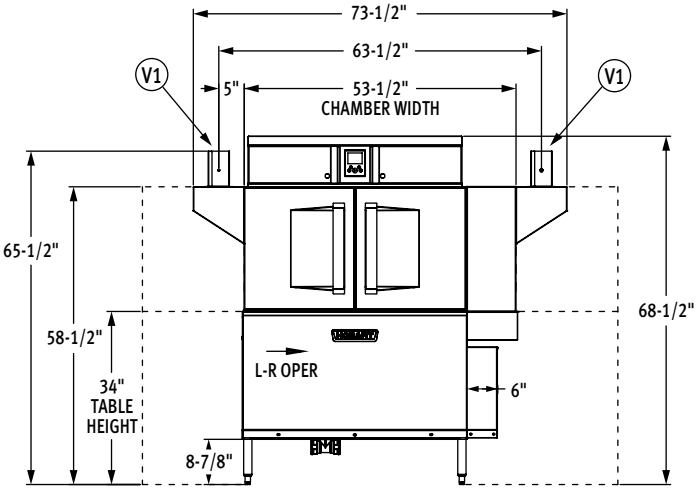
High Temperature Rack Conveyor Dishwashing Machine



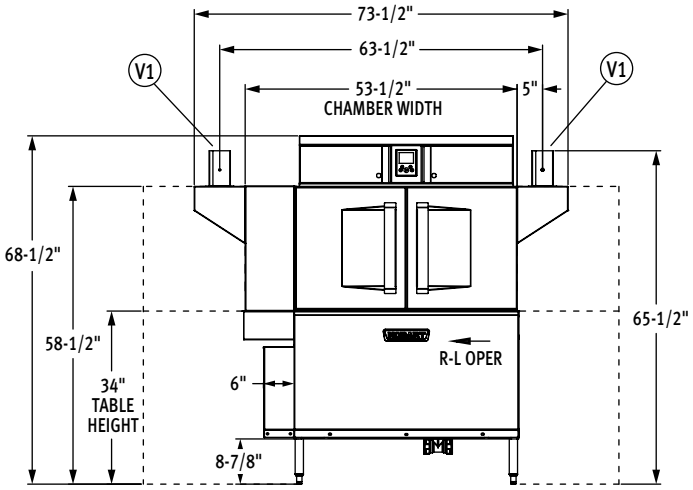
Top View Left to Right Machine



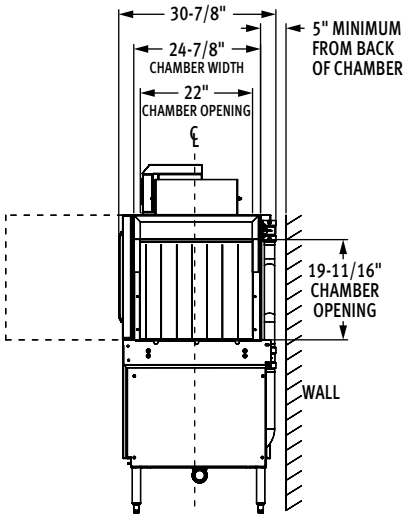
Top View Right to Left Machine



Front View Left to Right Machine



Front View Right to Left Machine



Side View

MODEL:
CL54-DWR ELECTRIC
L-R OPERATION
00-563921
REV A

MODEL:
CL54-DWR ELECTRIC
R-L OPERATION
00-563931
REV A

CAD and/or Revit Files Available

HOBART

CL54-DWR ELECTRIC
High Temperature Rack Conveyor Dishwashing Machine

LEGEND

Electrical Connections	
SINGLE POINT CONNECTION	
E1	Electric connection, single point: motors, controls, tank heat, with 24kW electric booster heater, 65" AFF.
DUAL POINT CONNECTION WITH BOOSTER	
E2	Electric connection: motors, tank heat, 62" AFF.
E3	Electric connection: controls, 24kW booster heater, 65" AFF.
Plumbing Connections	
P1	Drain: 2" FPT, 7-3/8" AFF, two possible connections; may be drained to either side of drain housing, plug opposite side.
P2	Hot water connection: 1/2" FPT, 12" AFF, 24kW booster, 110°F minimum.
P3	Cold water connection: 1/2" FPT, 12" AFF, 55°F minimum.
Vent Connections	
V1	Optional vent hoods: 4" x 16" vent stack with damper. Load end 200 CFM, unload end 400 CFM.

SPECIFICATIONS

Capacities

Racks per Hour (NSF rated) 245
Wash Tank (U.S. gallons) 23
Conveyor Speed (feet per minute) 6.8

Motor Horsepower

Drive 1/6
Wash 2
Final Rinse 2/3
Drain Water Energy Recovery 1/5

Water Consumption

U.S. Gallons per Hour 114
U.S. Gallons per Rack 0.47
Peak Drain Flow (U.S. gallons per minute) 38

Heating

Tank Heat, Electric (kW) 15
Electric Booster (built-in) (kW for 70°F rise) 24

Venting

Load End (minimum CFM) 200
Unload End (minimum CFM) 400

Shipping Weight (approximate) . . . . . 655 lbs.

Crated Dimensions . . . . . 69"L x 38"W x 79"H

E1	Single Point Electrical Connection with Internal Booster	
Voltage	(E1) Motors, Controls, Tank Heat, 24kW Booster Heater	
	Rated Amps	Minimum Supply Circuit Ampacity/ Maximum Protective Device
208/60/3	126.2	150
240/60/3	114.3	150
480/60/3	59.0	70
600/60/3	44.9	60

E2 E3	Dual Point Electrical Connection with Internal Booster (Field Conversion Only)			
Voltage	(E2) Motors, Tank Heat		(E3) Controls, 24kW Booster Heater	
	Rated Amps	Minimum Supply Circuit Ampacity/ Maximum Protective Device	Rated Amps	Minimum Supply Circuit Ampacity/ Maximum Protective Device
208/60/3	51.1	70	75.1	90
240/60/3	48.1	60	66.2	80
480/60/3	24.5	30	34.5	40
600/60/3	16.7	20	28.2	35

WARNING: Electrical and grounding connections must comply with the applicable portions of the National Electrical Code and/or other local electrical codes.

CAUTION: Certain materials including silver, aluminum, and pewter are attacked by sodium hypochlorite (liquid bleach).

ATTN: Plumbing connections must comply with applicable sanitary, safety and plumbing codes.

CL54-DWR ELECTRIC
High Temperature Rack Conveyor Dishwashing Machine

Plumbing Notes: Water hammer arrestor (meeting ASSE-1010 standard or equivalent) to be supplied (by others) in common water supply line at service connection.

Recommended water hardness to be 3 grains or less for best results.

110°F minimum incoming hot water temperature.

Building flowing water pressure to dish machine is 20 to 65 PSI at the machine.

For convenience when cleaning, water tap should be installed near machine with heavy duty hose and squeeze valve.

Miscellaneous Notes: All dimensions taken from floor line may be increased approximately 3/4" or decreased 1/2".

For HTS, add 4-5/16" to all dimensions above table line.

For HTS, add 15 lbs. to the domestic shipping weight of each model.

For optimal performance, Hobart recommends maintaining a dishroom temperature of 65°F (18°C) or higher, as lower temperatures may hinder the machine's capacity to operate effectively (with lower performance as ambient temperature decreases).

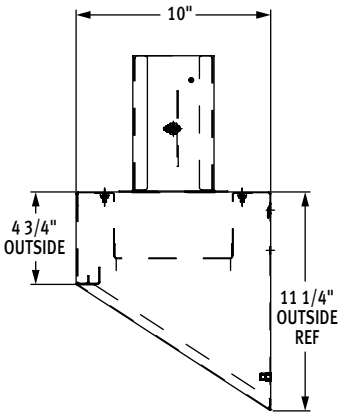
Electrical Note: Dishmachine not provided with internal GFCI protection.

CL54-DWR Electric Heat Dissipation		
Booster	BTU/HR.	
	Latent	Sensible
24kW Booster	37,500	16,100

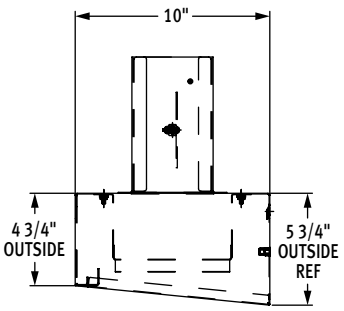
NOTE: Additional Voltages and Amperages are available, see document F48913.

VENT HOOD OPTIONS (Adjustable, vent stack can be adjusted 1" to either side)

Standard



Short



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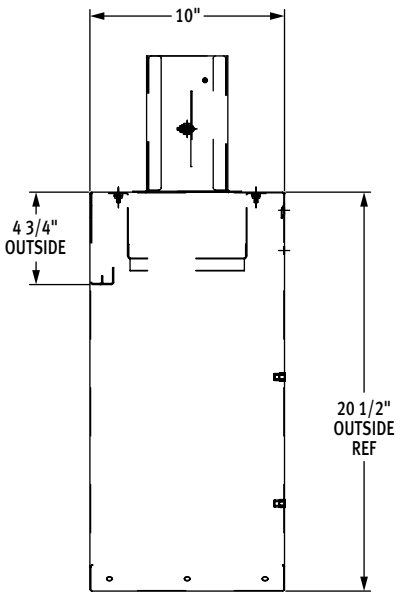

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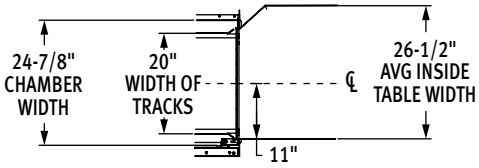

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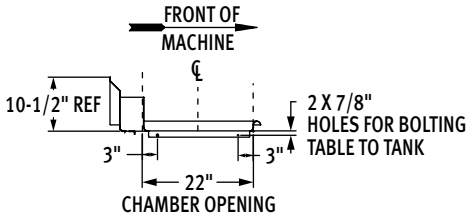

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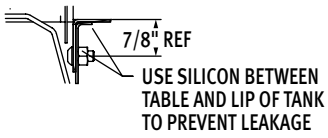

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HB2913 (10-20)

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C.S.I. Section 11400

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Regeneration Control Valve

The regeneration control valve is top mounted (top of media tank), and manufactured from non-corrosive materials. Control valve does not weigh more than four pounds. Control valve provides service and regeneration control for two media tanks. Inlet and outlet ports accept a quick connect, double o-ring sealed adapter. Interconnection between tanks are made through the regeneration valve with a quick connect adapter. Control valve operates using a minimum inlet pressure of 15 psi. Pressure is used to drive all valve functions. No electric hook-up is required. Control valve incorporates four operational cycles including; service, brine draw, slow rinse, and a combined fast rinse and brine refill. Service cycle operates in an up-flow direction. The brine cycle flows down-flow, opposite the service flow, providing a countercurrent regeneration. Control valve contains a fixed orifice eductor nozzle and self-adjusting backwash flow control. The control valve will prevent the bypass of hard water to service during the regeneration cycle.

Media Tanks

The tanks are designed for a maximum working pressure of 125 psi and hydrostatically tested at 300 psi. Tanks are made of engineered plastic with a 2.5 in. threaded top opening. Each tank is NSF approved. Upper distribution system is of a slot design. Lower distribution system is of a flat plate design. Distributors will provide even flow of regeneration water and the collection of processed water.

Conditioning Media

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A combination salt storage and brine production tank is manufactured of corrosion resistant, plastic. The brine tank has a chamber to house the brine valve assembly. The brine float assembly allows for adjustable salt settings and provides for a shut-off to the brine refill. The brine tank includes a safety overflow connection to be plumbed to a suitable drain.

Salt Alarm

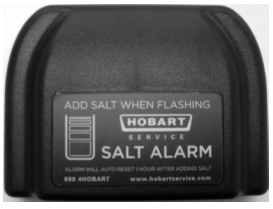
Salt alarm consists of an alarm box and a brine sensor. Brine sensor is mounted internally on the grid plate and operates on the specific gravity of proper brine concentration. An alarm condition is triggered when the concentration falls below acceptable level for more than 15 minutes. The alarm is both an 80-db audible alarm every 3 seconds and a red LED flash every 7 seconds. The alarm box operates on three AA batteries and connects to the brine sensor with a standard 2-wire phone cord (7' phone cord supplied).

MODEL:

❑ **Model WS-40**

Specifications, Details and Dimensions on Back.

Model WS-40



Salt Alarm

HOBART

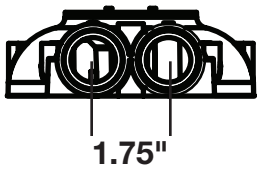
WATER SOFTENING SYSTEMS - WS-40

WATER SOFTENING SYSTEMS – WS-40

HOBART
701 S Ridge Avenue, Troy, OH 45374
1-888-4HOBART • www.hobartservice.com

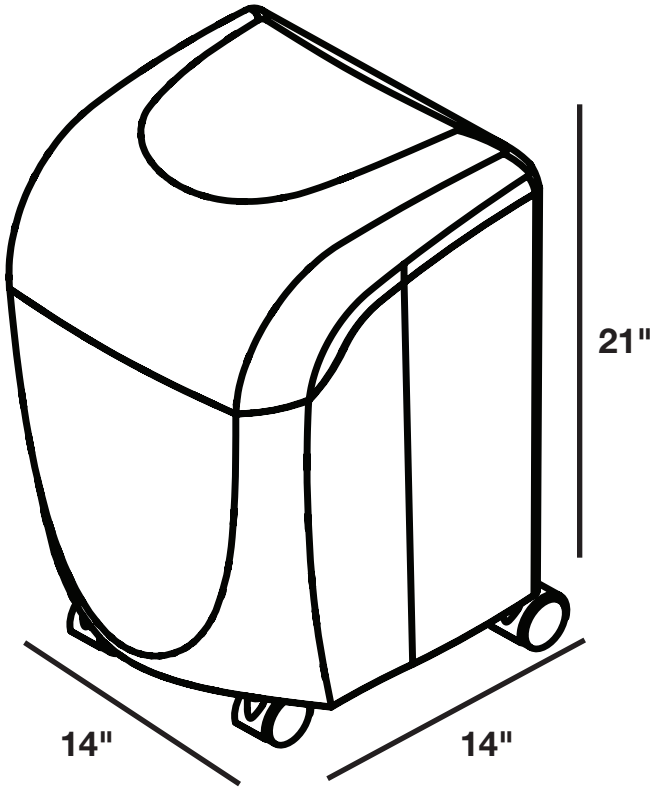
System Components

Media Vessel (qty) Size .....(2) 6 x 13”
Media Vessel Construction .....Fiberglass Wrapped Engineered Plastic
Empty Bed Volume .....0.16 ft³
Media Type .....Uniform Bead Cation Resin
Media Volume .....0.16 ft³
Bed Depth .....Packed
Free Board ..... None
Riser Tube .....1” CPVC
Distributor Upper .....0.012” Slots, Engineered Plastic Basket
Lower .....0.009” Slots, Stainless Steel Flat Plate
Under bedding .....None
Regeneration Control .....Non-electric Use Meter
Regeneration Type .....Countercurrent
Meter Type .....0.30 - 25.00 gpm Polypropylene Turbine



Inlet Water Quality

Pressure Range .....15 – 125 psi Dynamic Pressure
Temperature Range .....35 – 160° F
Temperature (Continuous) .....150° F
pH Range .....5 – 10 SU
Free Chlorine Cl2 (Max.) .....2.0 mg/l
Hardness as CaCO3 (Max.) .....30 gpg



Operating Specs

Flow Range (15 / 30 psig) .....9.1 – 15.2 gpm
Flow Configuration .....Alternating
Dimensions (width x depth x height) .....14 x 14 x 22”
Weight (Operating / Shipping) .....110 / 60 lbs.

Connections

Inlet / Outlet Connections .....Custom Adapter and Bracket
Drain Connection .....0.375” Tube
Brine Line Connection .....0.375” Tube (internal)
Overflow Connection .....0.375” Tube
Power .....None
Salt Alarm.....3 AA Batteries

System Part Numbers

WS-40, Compact Cabinet Softener 913091-123

Brine Tank Options

Tank Description .....206 Cabinet
Tank Height .....22”
Tank Footprint .....14 x 14”
Material .....HDPE
Salt Capacity .....40 lbs.

Regeneration Specifications

Regeneration Volume .....5 gallons
Regeneration Time .....11 minutes
Backwash Flow Control .....0.70 gpm
Brine Refill Flow Control .....0.20 gpm

Disc Selection
(Compensated Hardness*)

Setting	Capacity	Efficiency	Dosing	Meter Disc	1	2	3	4	5	6	7	8
1.0 lbs.	2,527 grains	2,527 gr./lb.	5.5 lbs./ft³		4	8	11	15	19	23	27	30
				Gallons/Regeneration:	583	282	194	146	117	97	83	73
				Flow during regeneration (@ 15 psig):	9.1	9.1	9.1	9.1	8.4	6.6	5.4	4.4

*Compensated hardness in gpg = Hardness + (3 x Fe in mg/l)

As continued product improvement is a policy of Hobart, specifications are subject to change without notice.

Project _____

AIA # _____ SIS # _____

Item # _____ Quantity _____ C.S.I. Section 114000

CHEF'SCOMBI 62G

Gas 6 Level - Full Size Steam Generator Combi

GAS-FIRED

SPECIFIER STATEMENT

Chef'sCombi 62G 6-level all-in-one multifunctional cooking equipment: convection, steam cooking, roasting, grilling, baking, air frying, poaching, simmering, low temperature cooking, defrosting, regeneration, and holding. Advanced cooking technologies for premium cooking results with a steam generator, powerful heating elements, humidity sensor-controlled climate regulation, high-performance dehumidification, and controlled even heat distribution.

Exterior Dimensions:
Combi: 35.35"H x 41.02"W x 41.06"D

Capacity:
(12) 12" x 20" hotel pans or
(6) 18"x 26" full sheet pans

MODELS

- ❑ **CHEF-62G-120** (VICS62G-81) 6 Level - Full Size, 120v
- ❑ **CHEF-62G-208** (VICS62G-82) 6 Level - Full Size, 208v
- ❑ **CHEF-62G-240** (VICS62G-83) 6 Level - Full Size, 240v

Note: Right-hinged doors are standard. Left-hinged door (L) and Auto Grease Removal (GR) models are also available.

TRAINING

Complimentary training support:
Enjoy a free 4-hour training session with a Vulcan Certified Chef anywhere in the USA with every Chef'sCombi purchase.

STANDARD FEATURES

- **GlobalOS** offers fast, intuitive control with a powerful processor and customizable interface—tailored to each user's needs.
- **CombiClimateControl** delivers even heat, fresh steam, and powerful dehumidification for perfect results—even with full loads.
- **AutoClimate** supports the user during manual cooking. It sets the appropriate cooking climate based on the cabinet temperature set by the user, if desired.
- **Chef'sGuide** delivers consistent results—just set your goal, and it adjusts the cooking climate automatically. Manual tweaks are always possible.
- **MenuMix** syncs cooking times across levels, alerts users when to load items, and ensures everything finishes together. Mixed menus can be saved for reuse.
- **CombiCare** automates cleaning with customizable programs, using solid cleaner tabs and care sticks for descaling. It leaves the oven hygienic and limescale-free.
- 2-year parts and labor and 5-year limited steam generator warranty. See warranty (F45416) for comprehensive coverage.

CHEF'SCOMBI 62G – Gas 6 Level - Full Size Steam Generator Combi

Approved by_____ Date_____ Approved by_____ Date_____

CHEF'SCOMBI 62G

Gas 6 Level - Full Size Steam Generator Combi

OPERATION

- Capacitive 10" HD Touchscreen usable with gloves.
- Easy smartphone-like operation such as dragging, swiping, widgets, tutorials, etc.
- High-performance processor for responsive operation.
- Customization of the user interface to show or hide features for individual cooking preferences, with different languages.
- Creation of individual user profiles with optional PIN-codes.
- Easy-to-read screen content due to structured and large display of essential information.
- Loading and removal requests due to an energy-saving LED system, color display, and illuminated control button.
- Device status displayed via the illuminated control button visible from a distance.
- Clear indications of oven's operation status, such as: preheating, loading, unloading, and dynamic animations.
- Audible prompts and visual messages when user action is required.
- Extensive search function including all cooking paths, application examples and settings. Ability to apply filters and sort the search.
- Quick access to help and settings.
- Contextual help always shows current help content for the displayed screen content.
- Start the help file to check application example.
- Fast setting of desired temperature due to quick temperature selection menu.
- Fast adding of additional cooking time due to quick time selection menu.
- Top 12 favorites to ensure quick access to frequently used cooking methods.
- Time can be set to display in 12- or 24-hour format.
- Digital temperature display can be set to °C or °F, displays target and actual values.
- Humidity and time of cooking are digitally displayed; displays both target and actual values.
- Time setting is displayed in seconds, minutes, and hours.
- Sleep mode and an intermediate sleep mode for extended cycles, such as overnight cooking.

AUTOMATIC COOKING FUNCTIONS

- Even energy distribution in the cooking cabinet is achieved by a controlled air distribution system with reversing fan wheel.
- Cooks with automatic control and adapts the cooking parameters to ensure optimum cooking results, regardless of product size or load.
- Automatic adaption of the cooking climate depending on the cooking temperature set.
- Setting the desired cooking result by determining the browning level, degree of cooking and product size.
- Load detection and adaption of the cooking parameters to ensure reproducible cooking quality independent from load quantity.
- Monitors and calculates the browning level based on the Maillard reaction.
- Controlled multi-level cooking with a timer for each level.
- Display of dishes that can be cooked together.
- Planning and recipe storage of mixed loads to ensure a standardized production process with consistent and reliable results.
- Core temperature positioning detection with user notification in case of incorrect positioning.
- Core temperature assistant for selecting the correct core temperature depending on the food to be cooked.
- Automatic proofing of baked goods.
- Intuitive and individual programming of an unlimited number of cooking recipes with an unlimited number of drag-and-drop steps.
- Easily transfer cooking recipes to other cooking systems via secure cloud connection or via USB.
- Degraded mode will provide a continuous convection cooking screen, whatever the breakdown (except system electrical failure), a malfunction button, etc., to complete the cooking cycle.
- Adaptive Speed Fan: Features 4 standard levels of fan speed, one maximum level, and automatically reduces the speed by half after 2 hours, while maintaining optimum performance.

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CHEF'SCOMBI 62G

Gas 6 Level - Full Size Steam Generator Combi

COOKING FUNCTIONS

- Three cooking modes:
  Convection: hot air from 80-575°F
  Steam: from 90-270°F (hot steam from 213-270°F)
  Combination of hot air and steam: from 80-575°F
- Maximum cooking temperature of 575°F with automatic adjustment designed for high quality results and reliability.
- Powerful heating elements for brief heat-up times and fast compensation of the temperature drop during full loads or à la carte operation.
- Highly effective steam generator to provide maximum steam saturation with hygienic fresh steam even below 212°F.
- High power steam for special steam applications such as dumplings.
- Humidifying function for outstanding baking results, fluffy crumb toppings, and shiny crust.
- Percentage-accurate humidity setting and control from 0-100%.
- Percentage-accurate measurement of the humidity below 212°F for low temperature cooking.
- High performance dehumidification to ensure best possible evenness and crispness, even with large food quantities.
- Degree-accurate control of cooking cabinet temperature.
- Five adjustable air speeds.
- Fast cooling of the cabinet by air or water with door closed.
- Core temperature probe with three measuring points.
- Optional external (USB) core temperature probe with six measuring points for soft or very small cooking products.
- Delta-T mode cooking mode.
- Automatically pre-selected start time with changeable date and time.

CLEANING AND CARE

- Automatic cleaning and care system of the cooking cabinet and steam generator, independent of water pressure.
- The cleaning process consists of four efficient wash cycles and one rinse cycle, reducing resource consumption while ensuring optimal cleaning.
- Automatic cleaning and removal of limescale deposits within the steam generator during the cleaning cycle.
- Multiple programs to target the specific level of desired cleanliness.
- Ultrafast rinsing in only six minutes for practically uninterrupted, hygienic production.
- Usage of solid cleaning tablets and care sticks to ensure easy operation.
- Advanced limescale management includes regular steam generator flushing and real-time detection of limescale level, ensuring optimal operation.
- Inside and outside material: stainless steel ASTM 304, seamless hygienic cooking cabinet with rounded corners to optimize air flow.
- Glass and stainless steel surfaces allow easy external cleaning.
- IPX5-class protection against spraying water in all directions.

OCCUPATIONAL AND OPERATING EASE

- Maximum level height not higher than 63" when using an appropriate stand.
- Long-lasting and energy-efficient LEDs illuminate the cooking chamber, providing excellent color fidelity.
- Double-glazed cooking chamber door with rear ventilation, special heat-reflective coating, and rotating panels for easy cleaning. Contact temperature of the cooking cabinet door meets UL requirements.
- Integrated retractable sprayer for handheld spraying needs.
- Electronic over temperature limiter for steam generator and convection heating.
- Integrated fan wheel brake.
- HACCP data storage and output via USB or SmartConnect app.
- Tested according to appropriate standards for unsupervised operation (overnight cooking).
- Ergonomic door handle with right or left-handed door opening and swing-shut function.

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CHEF'SCOMBI 62G

Gas 6 Level - Full Size Steam Generator Combi

NETWORKING

- Connectivity via Ethernet for a stable and secure connection. Ethernet interface.
- Integrated USB interface for local data exchange.
- Free SmartConnect app monitors in real time: energy and water usage, cleaning cycles, recipe history log (keeps track of programs used), HACCP temperature data (with and without core probe for food safety documentation), and error and warning messages — all conveniently via remote control.

INSTALLATION, MAINTENANCE AND ENVIRONMENT

- Professional installation by authorized service agency technicians recommended.
- Adaptation to the installation site (height above sea level) through calibration at installation.
- Service diagnostic system with automatic service message display, self-test function for active testing of oven functions.
- Simplified accessibility allows easy maintenance interventions due to the standardization of component placement (components in all Chef'sCombi oven models are identically arranged).
- Electronic control board is directly accessible to service technicians, simplifying interventions and updates using maintenance mode.

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CHEF'SCOMBI 62G

Gas 6 Level - Full Size Steam Generator Combi

DIMENSIONS (HEIGHT X WIDTH X DEPTH)

Exterior (total)	35.35"H x 41.02"W x 41.06"D
Maximum working height (top rack)	61.33" on STAND62 54.33" on STAND102
Minimum working height (bottom rack)	45" on STAND62 40" on STAND102
Oven height on stand	69.56" on STAND62 62.56" on STAND102
Packaged	43"H x 43"W x 43"D

WEIGHT

527 lbs. gross / 483 lbs. net

MINIMUM DISTANCES / WALLS

	LEFT	BACK	RIGHT
Recommend (technical access)	20"	0"	2"
Minimum spacing	2"	0"	2"
Heat sources	14"	0"	2"

External heat sources from other equipment may require space or heat shield.

CAPACITIES

Dining room seats per day	200
Levels	6 full size
Hotel Pans	(12) 12" x 20"
Sheet Pans (full)	(6) 18" x 26"
Spacing between each level	3.27"
Maximum load per level	22.1 lbs
Total maximum load	132.6 lbs

AIR EXHAUST AND THERMAL LOAD

Latent thermal load	4950 W
Sensible heat emission	4125 W
Acoustic emission	<70 dB (A)

CONNECTION SPECIFICS DATA

LAN data interface	RJ45
WiFi data interface	IEEE 802.11 ac/a/b/g/n

WATER QUALITY STATEMENT

The fact that a water supply is potable is no guarantee that it is suitable for steam generation. All steam equipment is subject to contamination and failure due to chemical and mineral content found in water. A suitable Water Treatment System and regular filter replacements coupled with routine deliming is the recommended minimum. Damage as a result of poor water quality or lack of required owner/operator maintenance is the responsibility of the owner/operator.

Your water supply must be within these general guidelines:

DYNAMIC WATER PRESSURE	15-87 psig (30-60 recommended)
HARDNESS*	3.5-11.6 grains
SILICA	less than 13 ppm
TOTAL CHLORIDE	less than 150 ppm
pH RANGE	7-8
CHLORINE & CHLORAMINE	0 ppm
ALKALINITY	less than 20 ppm
TDS	less than 60 ppm
UN-DISSOLVED SOLIDS	less than 5 microns

* 17.1 ppm = 1 grain of hardness

Other factors affecting steam generation are iron content, amount of chlorination and dissolved gases. Water supplies vary from state to state and from locations within a state. Therefore it is necessary that the local water treatment specialist be consulted before the installation of any steam generating equipment.

USER RESPONSIBILITY

The oven must be installed, operated, cleaned, and maintained as described in the Manual furnished with the oven. It is the responsibility of the owner and installer to comply with local codes.

SERVICE CONNECTIONS

Water: Oven ships with single or dual water connection capability. ¾'' GHT-M (male garden hose) connection(s) on the oven.
Note: Water is a customer supplied utility that must meet the water specs of the oven.

Drain: 1 ½" diameter.

Electrical:
120/60/1 - Power 0.6 kW / 5.8 Amp with 6' cord and plug NEMA 5-15P.
208/60/1 - Power 0.6 kW / 3 Amp with 6' cord and plug NEMA 6-15P.
240/60/1 - Power 0.6 kW / 3 Amp with 6' cord and plug NEMA 6-15P.

Gas:
Natural - 112,601 BTU/hr
¾" NPT male connection on oven
Supply pressure - 6.5" - 10" W.C.

Propane -102,364 BTU/hr
10" - 15" W.C.

Ships as natural gas with field conversion kit included.

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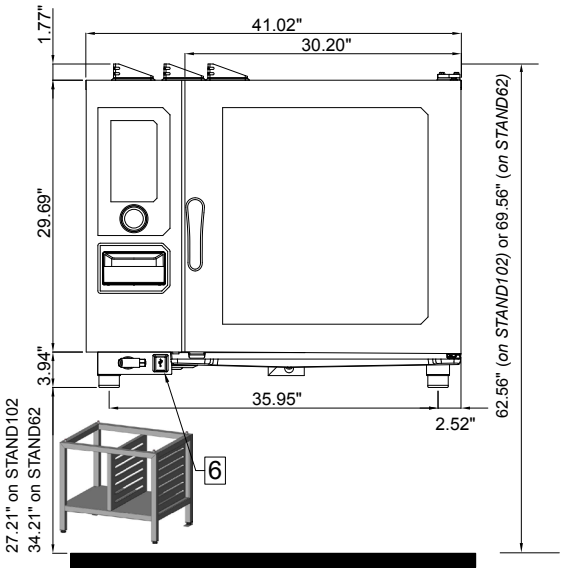
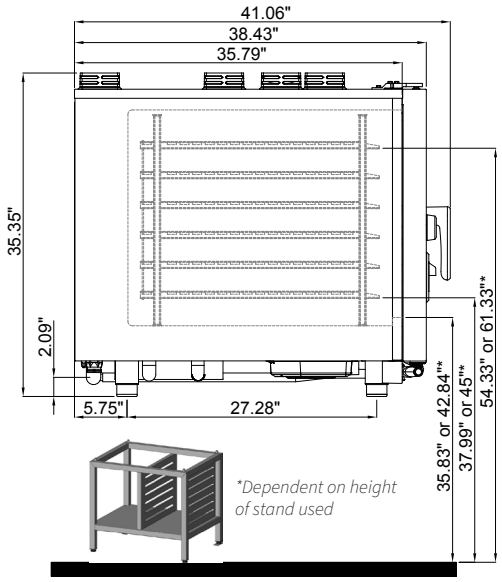
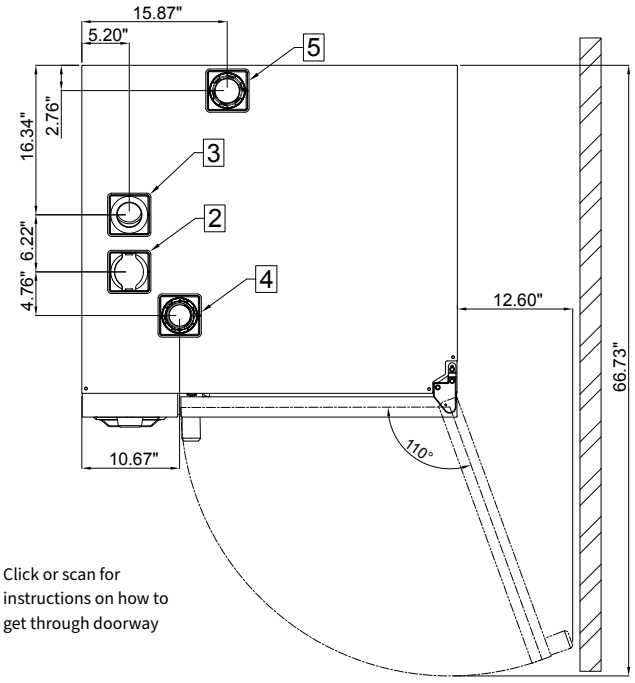
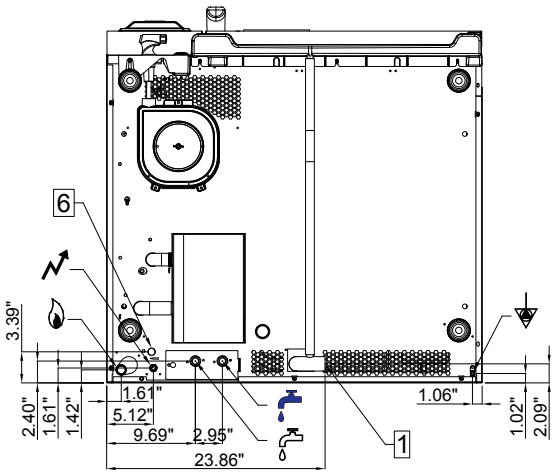
CHEF'SCOMBI 62G

Gas 6 Level - Full Size Steam Generator Combi









Click or scan for instructions on how to get through doorway

Gas Connection

Gas inlet at 3.35" from the support 30.6"- 37.6* from the floor
**Dependent on height of stand used*

Electrical Connection

Electric inlet at 10.2" from the support
37.4"- 44.4* from the floor

Water Connections

Unit ships with single or dual water connection capability.

Cold Potable Water
Water inlet at 3.15" from the support
30.4" - 37.4* from the floor

Cold Potable Soft Water
Water inlet at 3.15" from the support
30.4" - 37.4* from the floor

1 Drain
Drain outlet at 2.09" from the support
29.3"- 36.3"* from the floor

2 Vent Inlet
Stainless steel tube diameter 2.75"

3 Vent Outlet
Stainless steel tube diameter 1.75"

4 Cavity Combustion Flue
Stainless steel tube diameter 2.75"

5 Steam Generator Combustion Flue
Stainless steel tube diameter 2.36"

6 Ethernet Port

As continued product improvement is a policy of Vulcan, specifications are subject to change without notice.

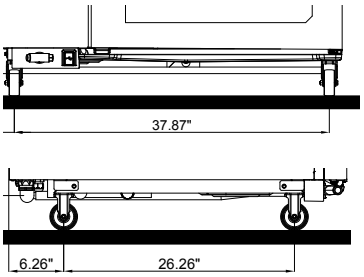
CHEF'SCOMBI STACKED 62G/62G

Gas 6 Level - Full Size Steam Generator Combi

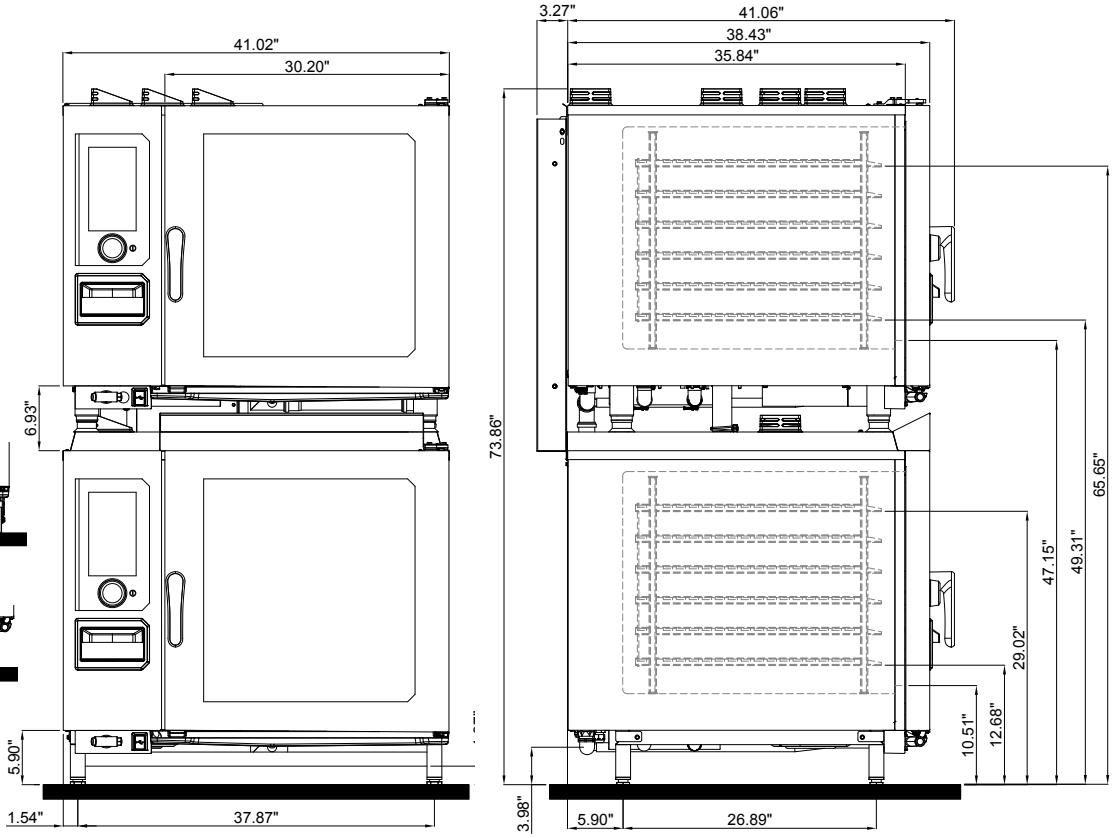
62G stacked on **62G**
on 6" stand or on casters

Items Shown:

- CHEF-62G
- CHEF-62G
- CHEF-STACK2E
- CHEF-6NLEG2 (stand) OR
- CHEF-6NCAST2 (casters)



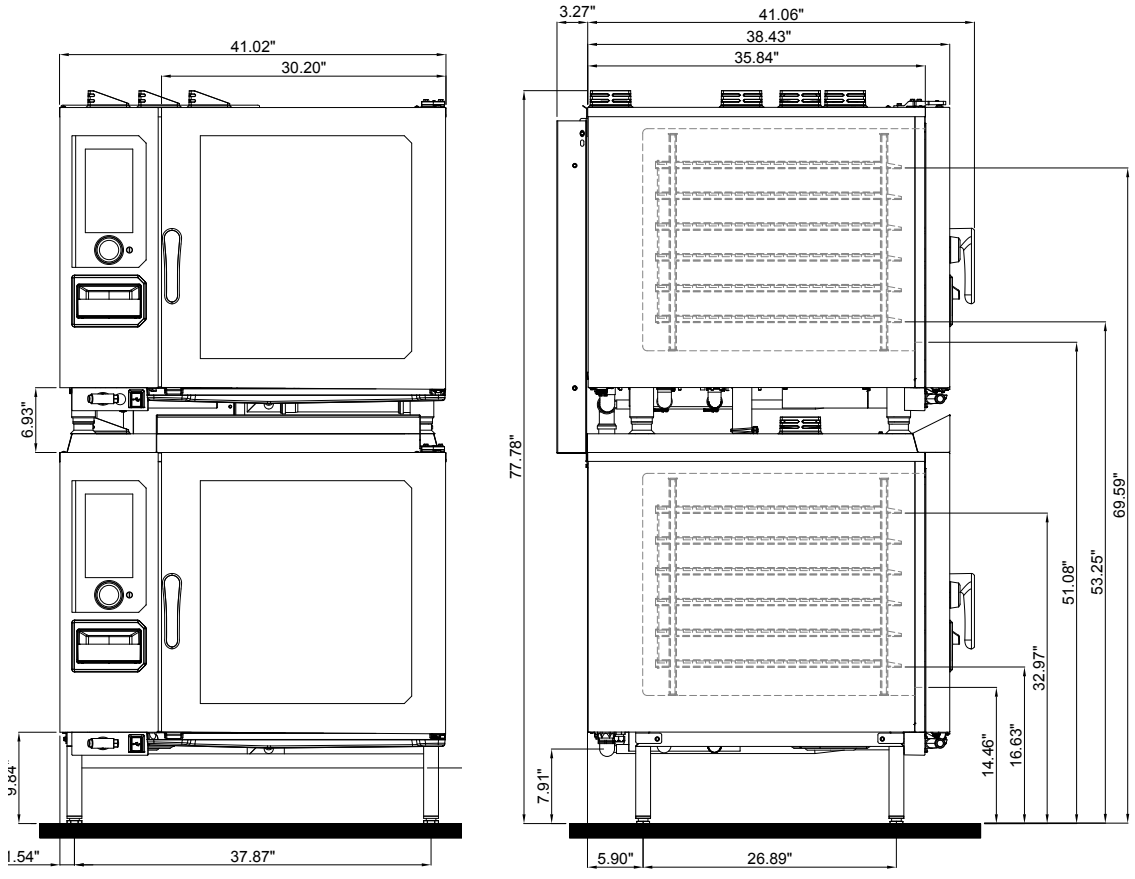
CHEF-6NCAST2 casters shown



62G stacked on **62G**
on 10" stand

Items Shown:

- CHEF-62G
- CHEF-62G
- CHEF-STACK2E
- CHEF-10NLEG2 (stand)



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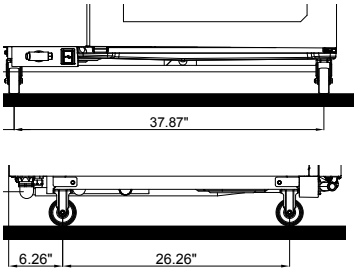
CHEF'SCOMBI STACKED 62G/102G

Gas 6 Level + 10 Level - Full Size Steam Generator Combi

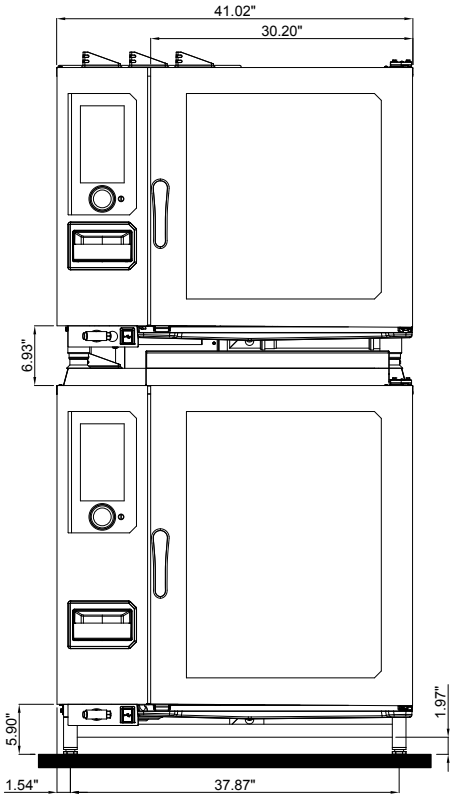
62G stacked on **102G**
on 6" stand or on casters

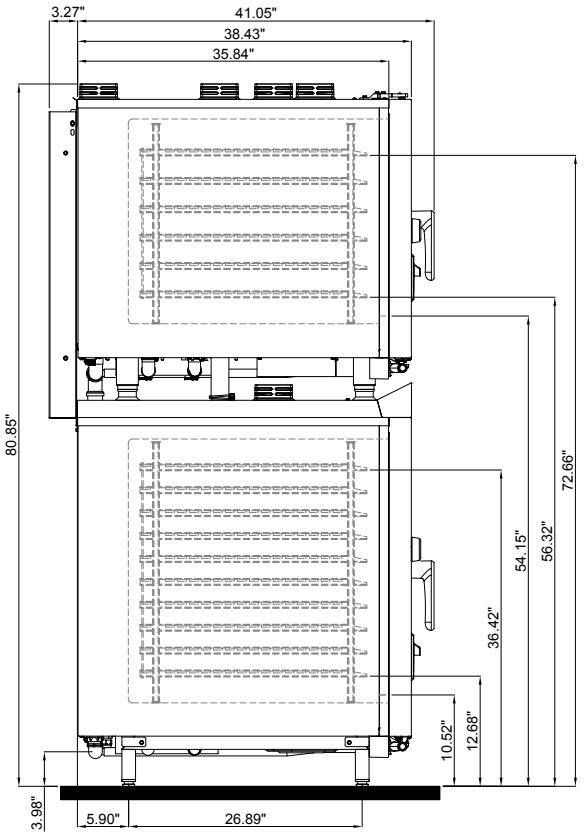
Items Shown:

- CHEF-62G
- CHEF-102G
- CHEF-STACK2E
- CHEF-6NLEG2 (stand) OR
- CHEF-6NCAST2 (casters)



CHEF-6NCAST2 casters shown

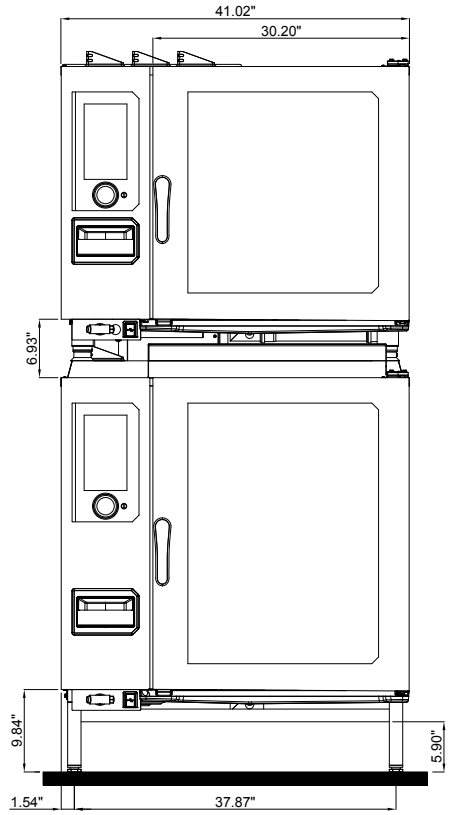


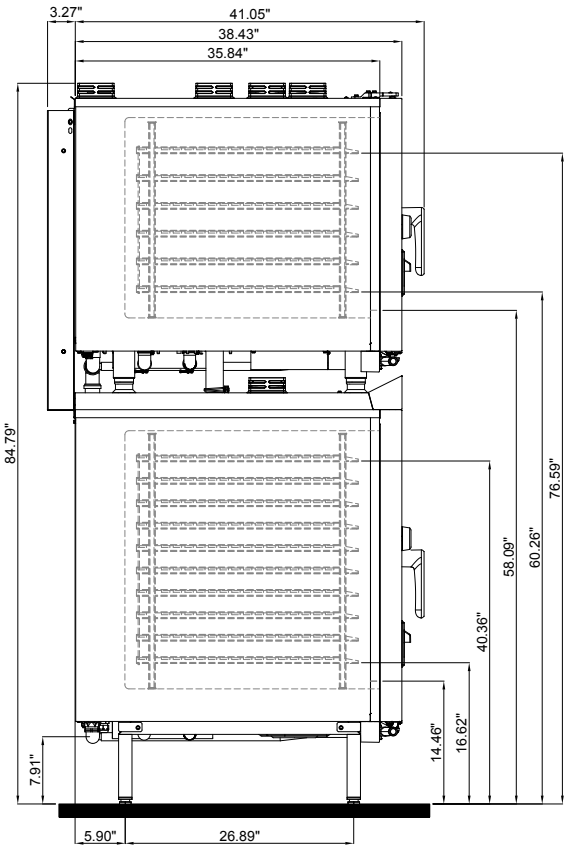


62G stacked on **102G**
on 10" stand

Items Shown:

- CHEF-62G
- CHEF-102G
- CHEF-STACK2E
- CHEF-10NLEG2 (stand)





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VULCAN

CHEF'SCOMBI 62G

Gas 6 Level - Full Size Steam Generator Combi

ACCESSORIES

COOKING

❑ **VRACK-62**	Stainless steel grab-and-go racks (3)
❑ **PERFTRAY1.1**	Perforated baking tray 12"x20"
❑ **PERFTRAY2.1**	Perforated baking tray 20"x24"
❑ **ROAST-BAKETRAY1.1**	Roasting and baking tray 12"x20"
❑ **ROAST-BAKETRAY2.1**	Roasting and baking tray 20"x24"
❑ **CHEF-GPAN2**	Grease pan kit
❑ **EGGTRAY**	Eggs tray 8 holes
❑ **ENAMEL40**	Tray granite enameled depth 40mm
❑ **ENAMEL60**	Tray granite enameled depth 60mm
❑ **CHICKRACK6**	Stainless steel chicken rack - 6
❑ **CHICKRACK8**	Stainless steel chicken rack - 8
❑ **RIBRACK**	Ribs rack
❑ **1220-GRILLOP**	Grilling Grid (open type)
❑ **1220-BASKET**	Stainless steel fry basket 12"x20"
❑ **FRYBASKET**	Frying baskets coated with DURAPEK
❑ **GRILL-PIZZATRAY**	Cross grill & pizza DURAQUARZ coated reversible
❑ **DIAMONDGRILL**	Baking and grill tray diamond shape

STACKING KITS & HOODS

❑ **CHEF-STACK2G**	Stacking kit

Note: One of the following three choices is required with stacking kit:

❑ **CHEF-6NLEG2**	Stand 6" (150mm) for stacked ovens (recommended)
❑ **CHEF-10NLEG2**	Stand 10" (250mm) for stacked ovens (for longer drain connections and 6/6 stacked units)
❑ **CHEF-6NCAST2**	Mobile stand 6" (150mm) for stacked ovens (level floor recommended)

STAND & CASTERS

❑ **CHEF-STAND62**	Stainless steel stand with shelving
❑ **CHEF-CAST2**	Stand caster kit (add 3.94" overall height)
❑ **CHEF-DOOR62**	Door kit for stands 6 & 10 levels, includes left door + left side
❑ **CHEF-FLKIT**	Floor anchoring kit for stands
❑ **CHEF-ANTISLIP**	Anti slip hygienic feet extension 1" (26mm) for countertop installation (set of 4)

SPECIALTY ITEMS

❑ **CHEF-INSERT62**	Mobile rack for GN accessories
❑ **CHEF-INSCART62**	Banqueting table for mobile racks
❑ **CHEF-INSERTKIT2**	Banqueting / mobile rack run-in rail (includes docking parts for the stand)
❑ **CHEF-PLATE62**	Mobile plate racks (~34 plates)
❑ **CHEF-BLANKET62**	Blankets for mobile plate racks

As continued product improvement is a policy of Vulcan, specifications are subject to change without notice.

VULCAN

CHEF'SCOMBI 62G

Gas 6 Level - Full Size Steam Generator Combi

ACCESSORIES & OPTIONS

CHEMICALS

❑ **CHEF-TAB**	Chef'sCombi Cleaner Tabs (100)
❑ **CHEF-STICK**	Chef'sCombi Care Sticks (100)

WATER FILTRATION

❑ **CB15K-SYSTEM**	Hollow Carbon Filter System 15,000 gal. (carbon only treatment)
❑ **CB30K-SYSTEM**	Hollow Carbon Filter System 30,000 gal. (carbon only treatment)
❑ **SMF600-SYSTEM**	ScaleBlocker® (carbon with scale inhibitor) water filtration system
❑ **SMF620-SYSTEM**	ScaleBlocker® (carbon with scale inhibitor) water filtration system
❑ **WS40-NOINSTALL**	Water Softening (Carbon CBK System required) 40-lb capacity (hard water treatment)
❑ **WS80-NOINSTALL**	Water Softening (Carbon CBK System required) 80-lb capacity (hard water treatment)
❑ **HOSEWTR-3/4BBV**	Flex stainless steel water connection 72", ¾" GHT-F (female garden hose) on both ends

MISC

❑ **CHEF-WIFI**	Wifi dongle
❑ **CHEF-DLATCH**	Double release door latch (field installation)
❑ **CHEF-USBPROBE**	USB core probe 3pts - diameter .13" (3.2 mm)
❑ **CHEF-SVPROBE**	USB "Sous vide" core probe 1pt diameter .10" (2.5mm)
❑ **3/4QD-HOSE-4**	Gas hose quick connect kit
❑ **CHEF-CVENTKIT**	Direct vent kit (electric models only)
❑ **CHEF-DVENT2**	Steam deflector
❑ **CHEF-8GUIDE62**	Changes 6-level unit into an 8-level unit w/pitch 2.44"
❑ **CHEF-HEAT62**	Heat shield *(Heat shield accessory is not approved for use on units equipped with a factory-installed or field-installed ventless hood system)*

SERVICE AND INSTALLATION OPTIONS

- ❑ Second year extended limited parts and labor warranty
- ❑ Site survey
- ❑ Installation kits
- ❑ Certified Plus Installation (Hobart Service)
- ❑ Certified Installation (Hobart Service)
- ❑ Water Filtration Installation
- ❑ Unit startup

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Project _____

AIA # _____ SIS # _____

Item # _____ Quantity _____ C.S.I. Section 114000

SCALEBLOCKER™
Water Filter System

Model SMF600

System tested and certified by NSF International

- ANSI/NSF Standard 53–Health Claims
  - Cysts Reduction: Cryptosporidium, Giardia, Entamoeba
  - Turbidity Reduction
- ANSI/NSF Standard 42–Aesthetic Claims
  - Chlorine Reduction, Class I
  - Taste and Odor Reduction

SPECIFIER STATEMENT

Water filter system, Vulcan Model No. SMF_____. Single quick connect cartridge design. Patented technology reduces lime scale, chlorine, and chloramines without chemicals or additives. Reduces the need of frequent deliming. Modular mounting bracket and head assembly with ¼ turn quick connect cartridge. Shutoff valve and connection for treated water for generator and untreated for cold water condensate. Filter water test port with shut off valve. Incoming water parameters are 40-125 PSI, 45-100°F, PH 6-9, alkalinity 80-100 PPM, chlorine/chloramines 0-4 PPM. chlorides 0-30 PPM, hardness 0-300 PPM (0 to 17.5 grains). Water connections are ¾" NPTM with ¾" Male GHT.

Exterior Dimensions:
SMF600: 15½"w x 9½"d x 18½"h
SMF620: 15½"w x 9½"d x 29½"h

NSF tested and certified.
Not to exceed 120°F.

MODELS

- ❑ **SMF600** Water filter system
- ❑ **SMF620** Water filter system

STANDARD FEATURES

- Single cartridge design
- ¼ turn cartridge quick disconnect and connect for easy changes, no wrench required
- Category 3 recyclable cartridge
- Nano crystal scale reduction reduces the need for deliming
- Hollow carbon for chlorine/chloramines removal
- Modular mounting bracket and head assembly
- Quick connect inlet and outlet assemblies for reversing flow or adding optional pre-filter
- Shut off valve and pressure gauge standard
- Connections are ¾-inch NPTF with ¾-inch Male GHT adaptors installed (male garden hose thread)
- Filtered water test valve
- Unfiltered water connection for cold water condensate with cap if not used
- Free filter maintenance reminders when system is registered with Vulcan
- Treats water up to 300 PPM (17.5 grains), hardness
- Removes up to 4 PPM chlorine/chloramines

ACCESSORIES (PACKAGED AND SOLD SEPARATELY)

- ❑ Preventive maintenance kit
- ❑ Stainless steel flex water connection hose 72", ¾" Female GHT, (garden hose thread), each end.

SCALEBLOCKER™ – Water Filter System

Approved by_____ Date_____ Approved by_____ Date_____

VULCAN

SCALEBLOCKER™
Water Filter System

NOTES

1. Dimensions which locate the below connections have a tolerance of + or - 3" (+ or - 77mm).

SMF600

Service Flow	0-2 GPM
Service Life	7,500 Gal
Inlet / Outlet	¾" NPTF inlet and ¾" Male GHT (¾" NPTF adapter) outlet
Inlet Min / Max Pressure	40-125 PSIG
Min / Max Temperature	45-100F (7-37C)
Weight, Operating	21 Lbs. (9.5 kg)

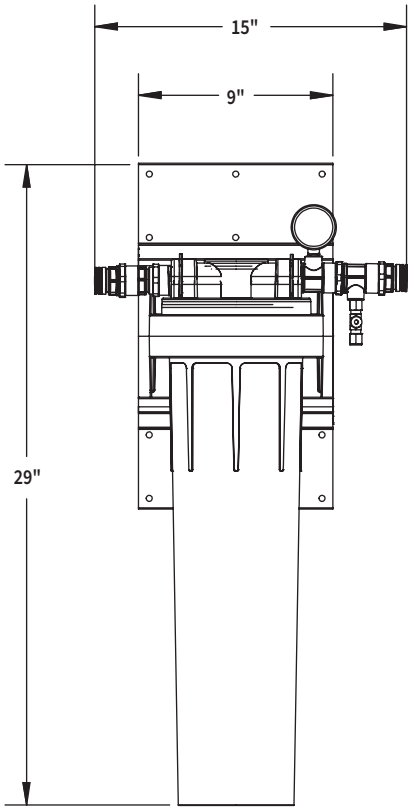
SMF620

Service Flow	0-4 GPM
Service Life	12,000 Gal
Inlet / Outlet	¾" NPTF inlet and ¾" Male GHT (¾" NPTF adapter) outlet
Inlet Min / Max Pressure	40-125 PSIG
Min / Max Temperature	45-100F (7-37C)
Weight, Operating	32 Lbs. (15.5 kg)

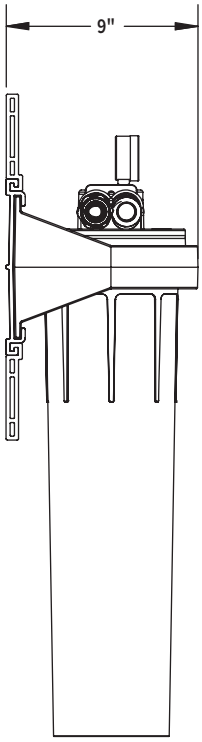
2. Installation of backflow preventers, vacuum breakers, other code requirements and local code compliance is the responsibility of the owner and installer.
3. Filter clearance needed for access:
   Front 13"
   Bottom 4"
4. This appliance is manufactured for commercial installation only and not intended for home use.

WATER QUALITY STATEMENT:

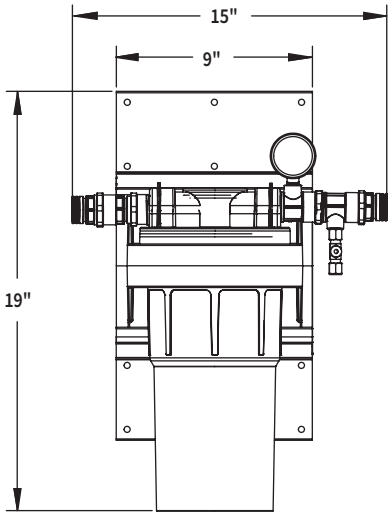
Water from ScaleBlocker™ System should only be connected to the boiler / generator feed and not the condenser connection of the steamer. Systems are not to be used where water is microbiologically unsafe or with water of unknown quality without adequate disinfections before and after use. Connecting to a municipal water supply complies with this requirement.



SMF620-SYSTEM



TYPICAL SIDE VIEW



SMF600-SYSTEM

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Project _____

Item # _____

Quantity _____

Powermite® Gas Booster Water Heaters

Models: PMG-100, -200

The Hatco Powermite® Gas Booster Water Heater provides 180°F (82°C) sanitizing hot water and long life dependability. Designed to fit under the dishtable, near the dishwasher, to minimize the heat loss that can occur when heaters are installed in a remote location. They can operate on either natural or propane gas and feature a burner system that utilizes both primary and secondary air for consistent ignition.

Standard features

- Stainless steel tanks
- Stainless steel front and top, with powdercoated* sides and back (stainless steel body available)
- Finned tube copper heat exchanger
- Spark to light with standing pilot
- Three tube type burners in the PMG-100, six tube type burners in the PMG-200
- Temperature/pressure relief valve
- Pressure reducing valve
- Two temperature/pressure gauges
- Low-water cut-off
- Blended phosphate water treatment system
- Shock absorber

Options (available at time of purchase only)

☐ Stainless steel body and base
☐ Security package (Torx® screws and control cover)

Accessories

☐ Brass Pressure Reducing Valve
☐ Stainless steel floor mounting leg assembly
☐ 6"-7" (152-178 mm) Adjustable Stainless Steel Legs (4)
☐ Air Interlock Switch
☐ Back Pressure Relief Valve
☐ High Altitude Orifice Kit (PMG-200 only)

BOOSTER SIZING

Water Temperature Recovery Table in GPH (LPH) and °F (°C)

Model	Input MBH (1,000 BTU/HR)	Temperature Rise				
		30° (16°)	40° (22°)	50° (28°)	60° (33°)	70° (39°)
PMG-100	105	321 (1215)	241 (912)	193 (731)	161 (610)	138 (522)
PMG-200	195	602 (2279)	452 (1711)	361 (1367)	301 (1139)	258 (977)

Note: Installations above 2,000 ft. (610 m) will reduce the above capacities and may require orifice changes to meet IAS safety compliance. Consult "Installation and Operating Manual" for sizing adjustments and orifice changes.

WATER QUALITY REQUIREMENTS

Incoming water in excess of 3.0 grains of hardness per gallon (GPG) (.75 grains of hardness per liter) must be treated and softened before being supplied to booster heater(s).Water containing over 3.0 GPG (.75 GPL) will decrease the efficiency and reduce the operating life of the unit.

Note: Product failure caused by liming or sediment buildup is not covered under warranty.

*IFS anti-microbial coatings use naturally-occurring, environmentally sustainable, silver ions to help inhibit the growth of microbes on the powder coated surface. See www.hatcocorp.com/antimicrobial-paint for more information.

For operation, location and safety information, please refer to the Installation and Operating Manual.

ANSI/NSF 5

MADE IN THE USA

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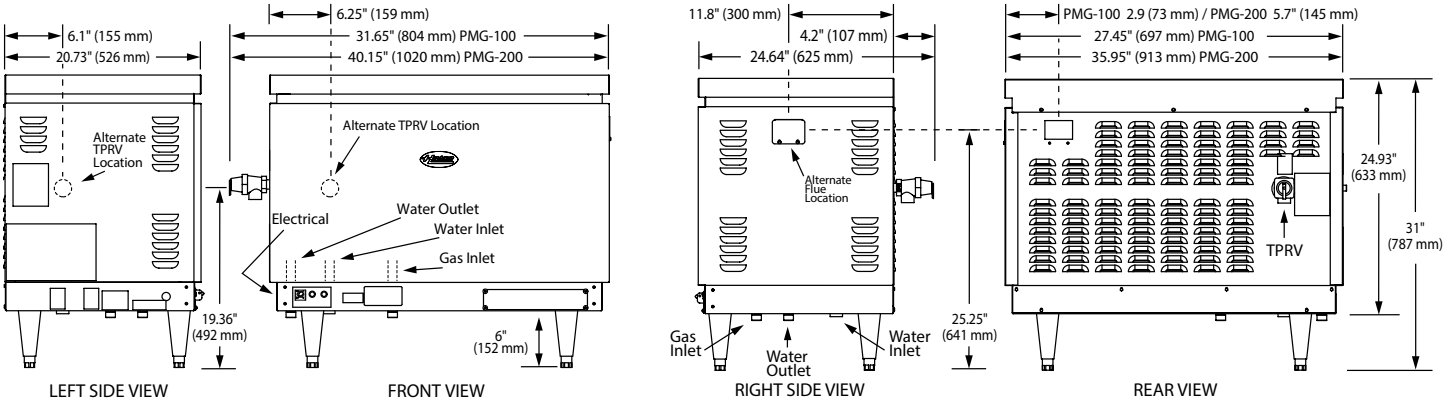
Powermite® Gas Booster Water Heaters

Models: PMG-100, -200



Models PMG-100 & PMG-200

SPECIFICATIONS
Powermite® Gas Boosters

Model	Dimensions (Width x Depth x Height•)	Capacity	Fuel	Vent^	Ship Weight*
PMG-100	27.45" x 20.73" x 31" (720 x 625 x 787 mm)	Input 105,000 BTUs/Hour Output – 84,800 = 24.8kW	Natural at 3.5" (89 mm) high burn or Propane/LP at 10" (254 mm) high burn	Forced draft system with 4" (102 mm) diameter vent pipe adapter	193 lbs. (88 kg) dry
PMG-200	35.95" x 24.64" x 31" (913 x 625 x 787 mm)	Input 195,000 BTUs/Hour Output – 156,000 = 45.7kW			228 lbs. (103 kg) dry

* Shipping weight includes packaging.
• Height includes 6" (152 mm) legs.
If using supplied right angle duct adaptor, add 6" (152 mm) to width or depth of unit.
^ Before installing any method of venting you should contact the local code authority or your gas supplier to make sure that the final installation will be acceptable to the authorities who have jurisdiction. The proper method of venting a power vented gas appliance is too complicated to cover in this specification sheet and is explained in detail in the National Fuel Gas Code. Before installing the venting system, the person or agency making the installation must be familiar and experienced with the guidelines of the National Fuel Gas Code.
ALL INSTALLATIONS MUST BE MADE BY A QUALIFIED INSTALLER IN ACCORDANCE WITH THE NATIONAL FUEL GAS CODE OR LOCAL CODES.

Electrical
120 VAC, 360 watt, 3.00 amps

Connections
Gas – ¾" NPT, Water – ¾" NPT
Electric – 120 VAC, 15 amp

Fluing
Direct – combustion air enters bottom, flue gasses exit right side or back at top of unit. 4" (102mm) flue round

Operating Water Pressure
150 PSI (1034 kPa) max. Relief valve set at 150 PSI (1034 kPa), 210° F (99° C)

Operating Pressue Specifications at Manifold

Gas Type	Water Column at Pressure Tap
	High Burn
Natural	3.5" (89 mm)
Propane/LP	10" (254 mm)

Gas Inlet Pressure

Gas Type	Water Column	
	Minimum	Maximum
Natural	5" (127 mm)	10.5" (267 mm)
Propane/LP	11" (254 mm)	13" (330 mm)

PRODUCT SPECS
Gas Booster Water Heaters

The Gas Booster Water Heater shall be a Powermite® model manufactured for commercial use by the Hatco Corporation, Milwaukee, WI 53234 U.S.A.

The booster shall have the capacity to heat ... gph (lph) from 110°F to 180°F (43°C to 82°C) and it shall berated at ... btu, 120 volts, single phase. The stainless steel tank shall be designed for a working pressure of 150 psi (1034 kPa) and hydrostatically tested at 300 psi (2069 kPa).

The heater shall be complete with all internal plumbing, including 3⁄4" NPT pipe and fittings from inlet and outlet. All controls shall be built-in, and carry safety approval in accordance with ANSI 21.10.3. Sanitary approval shall be in accordance with NSF Standard 5. Proper surface mounting circuit breaker or fused disconnect switch shall be provided by electrical contractor.

The gas fired heating system shall be controlled by close tolerance immersion thermostats. The booster shall be protected with high temperature limit switch (ECO) and low water cut-off.

The heater shall consist of stainless steel front, top and stainless steel adjustable legs or stainless steel front and silver-gray hammertone sides and back with standard 6" (152 mm) legs.

The heater shall include a temperature/pressure relief valve, high-temperature limit, pressure reducing valve with bypass, indicating temperature/pressure gauge, shock absorber, and blended phosphate water treatment system.

Warranty consists of 24/7 parts and service assistance (US and Canada only).

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Item # _____

Quantity _____

Powermite® Gas Booster Water Heaters

Models: PMG-100, -200

The Hatco Powermite® Gas Booster Water Heater provides 180°F (82°C) sanitizing hot water and long life dependability. Designed to fit under the dishtable, near the dishwasher, to minimize the heat loss that can occur when heaters are installed in a remote location. They can operate on either natural or propane gas and feature a burner system that utilizes both primary and secondary air for consistent ignition.

Standard features

- Stainless steel tanks
- Stainless steel front and top, with powdercoated sides and back (stainless steel body available)
- Finned tube copper heat exchanger
- Spark to light with standing pilot
- Three tube type burners in the PMG-100, six tube type burners in the PMG-200
- Temperature/pressure relief valve
- Pressure reducing valve
- Two temperature/pressure gauges
- Low-water cut-off
- Blended phosphate water treatment system
- Shock absorber

Options (available at time of purchase only)

☐ Stainless steel body and base
☐ Security package (Torx® screws and control cover)

Accessories

☐ Brass Pressure Reducing Valve
☐ Stainless steel floor mounting leg assembly
☐ 6"-7" (152-178 mm) Adjustable Stainless Steel Legs (4)
☐ Air Interlock Switch
☐ Back Pressure Relief Valve
☐ High Altitude Orifice Kit (PMG-200 only)

BOOSTER SIZING

Water Temperature Recovery Table in GPH (LPH) and °F (°C)

Model	Input MBH (1,000 BTU/HR)	Temperature Rise				
		30° (16°)	40° (22°)	50° (28°)	60° (33°)	70° (39°)
PMG-100	105	321 (1215)	241 (912)	193 (731)	161 (610)	138 (522)
PMG-200	195	602 (2279)	452 (1711)	361 (1367)	301 (1139)	258 (977)

Note: Installations above 2,000 ft. (610 m) will reduce the above capacities and may require orifice changes to meet IAS safety compliance. Consult "Installation and Operating Manual" for sizing adjustments and orifice changes.

WATER QUALITY REQUIREMENTS

Incoming water in excess of 3.0 grains of hardness per gallon (GPG) (.75 grains of hardness per liter) must be treated and softened before being supplied to booster heater(s).Water containing over 3.0 GPG (.75 GPL) will decrease the efficiency and reduce the operating life of the unit.

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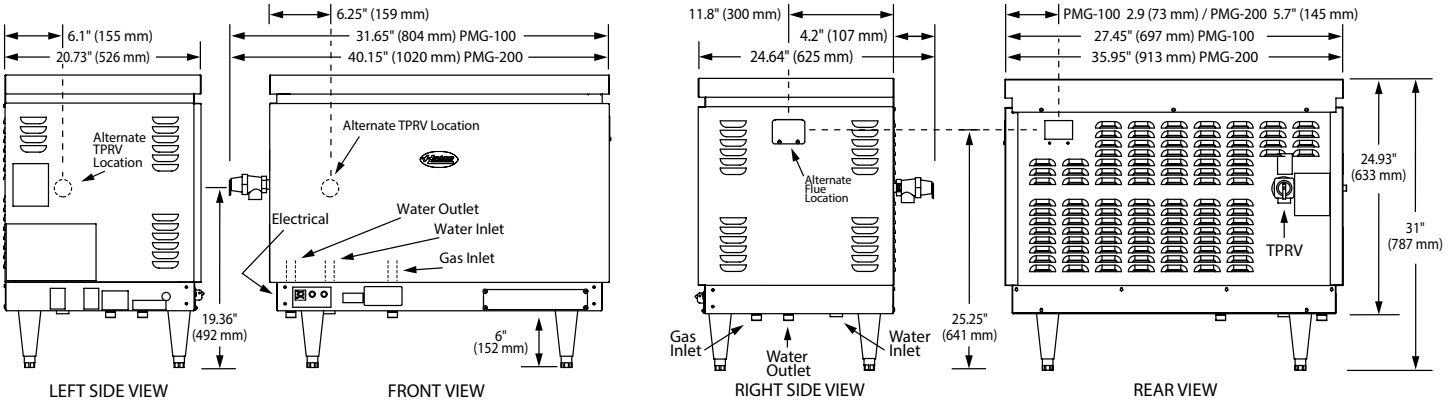
Powermite® Gas Booster Water Heaters

Models: PMG-100, -200



Models PMG-100 & PMG-200

SPECIFICATIONS
Powermite® Gas Boosters

Model	Dimensions (Width x Depth x Height•)	Capacity	Fuel	Vent^	Ship Weight*
PMG-100	27.45" x 20.73" x 31" (720 x 625 x 787 mm)	Input 105,000 BTUs/Hour Output – 84,800 = 24.8kW	Natural at 3.5" (89 mm) high burn or Propane/LP at 10" (254 mm) high burn	Forced draft system with 4" (102 mm) diameter vent pipe adapter	193 lbs. (88 kg) dry
PMG-200	35.95" x 24.64" x 31" (913 x 625 x 787 mm)	Input 195,000 BTUs/Hour Output – 156,000 = 45.7kW			228 lbs. (103 kg) dry

* Shipping weight includes packaging.
• Height includes 6" (152 mm) legs.
If using supplied right angle duct adaptor, add 6" (152 mm) to width or depth of unit.
^ Before installing any method of venting you should contact the local code authority or your gas supplier to make sure that the final installation will be acceptable to the authorities who have jurisdiction. The proper method of venting a power vented gas appliance is too complicated to cover in this specification sheet and is explained in detail in the National Fuel Gas Code. Before installing the venting system, the person or agency making the installation must be familiar and experienced with the guidelines of the National Fuel Gas Code.
ALL INSTALLATIONS MUST BE MADE BY A QUALIFIED INSTALLER IN ACCORDANCE WITH THE NATIONAL FUEL GAS CODE OR LOCAL CODES.

Electrical
120 VAC, 360 watt, 3.00 amps

Connections
Gas – ¾" NPT, Water – ¾" NPT
Electric – 120 VAC, 15 amp

Fluing
Direct – combustion air enters bottom, flue gasses exit right side or back at top of unit. 4" (102mm) flue round

Operating Water Pressure
150 PSI (1034 kPa) max. Relief valve set at 150 PSI (1034 kPa), 210° F (99° C)

Operating Pressue Specifications at Manifold

Gas Type	Water Column at Pressure Tap
	High Burn
Natural	3.5" (89 mm)
Propane/LP	10" (254 mm)

Gas Inlet Pressure

Gas Type	Water Column	
	Minimum	Maximum
Natural	5" (127 mm)	10.5" (267 mm)
Propane/LP	11" (254 mm)	13" (330 mm)

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The gas fired heating system shall be controlled by close tolerance immersion thermostats. The booster shall be protected with high temperature limit switch (ECO) and low water cut-off.

The heater shall consist of stainless steel front, top and stainless steel adjustable legs or stainless steel front and silver-gray hammertone sides and back with standard 6" (152 mm) legs.

The heater shall include a temperature/pressure relief valve, high-temperature limit, pressure reducing valve with bypass, indicating temperature/pressure gauge, shock absorber, and blended phosphate water treatment system.

Warranty consists of 24/7 parts and service assistance (US and Canada only).

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