Regular Meeting

Monday, August 10, 2026 7:00 PM
Lower Dauphin School District Administration Center, 291 E. Main Street, Hummelstown, PA 17036

1. **CALL TO ORDER**

1.A. CALL TO ORDER

1.B. PLEDGE TO FLAG

1.C. ROLL CALL/ATTENDANCE

1.D. ANNOUNCEMENTS

1.E. APPROVAL OF MINUTES

1.F. COMMUNITY RELATIONS REPORT

1.G. PRESENTATIONS/RECOGNITIONS

1.H. PUBLIC COMMENT

2. **COMMITTEE REPORTS**

2.A. BOARD PRESIDENT REPORT- Mr. Hill

2.B. BUILDINGS & GROUNDS COMMITTEE- Mr. Hill

2.C. CAPITAL AREA INTERMEDIATE UNIT- Mr. Kaschak

2.D. LEGISLATIVE- Mrs. Foley

3. **NOTE REGARDING ITEMS FOR BOARD ACTION**

3.A. BOARD ACTION

4. **BUSINESS OFFICE REPORT**

4.A. FISCAL ITEM - TAX EXONERATIONS

4.B. APPROVAL OF CHANGE ORDERS

4.C. CONTRACTS

5. **SUPERINTENDENT REPORT**

5.A. ANNOUNCEMENTS/COMMENTS

5.B. SUPERINTENDENT ACTION

5.B.1. APPROVAL OF 2026 LIST OF GRADUATES

5.B.2. APPROVAL OF 2026-2027 SCHOOL CALENDAR

5.B.3. APPROVAL OF ELEMENTARY AND SECONDARY CODE OF CONDUCT 2026-2027

5.B.4. APPROVAL OF ONE-TO-ONE COMPUTER GUIDEBOOK

5.B.5. APPROVAL OF 2026-2027 BUS STOPS

5.B.6. APPROVAL OF MOU- HUMMELSTOWN BOROUGH POLICE

5.B.7. APPROVAL OF MOU- PENNSYLVANIA STATE POLICE

5.B.8. APPROVAL OF MOU- HUMMELSTOWN BOROUGH

5.B.9. TITLE I LETTER OF AGREEMENT 2026-27

5.B.10. CAIU AGREEMENTS FOR TITLE I, II, AND IV NONPUBLIC PROGRAMS AND SERVICES

5.B.11. MOU FOR DATA SHARING

5.B.12. AUTHORIZE NEGOTIATION AND EXECUTION OF GROUP 5 AGREEMENT

5.B.13. APPROVAL OF DISPOSAL

5.B.14. APPROVAL OF PERSONNEL

6. **INFORMATION ITEMS**

6.A. 2026 HOMESTEAD AND FARMSTEAD EXCLUSION RESOLUTION- FINAL FIGURES

6.B. ACT 35 ANNUAL REPORT SUMMARY

6.C. REVISION OF CONTRACT

6.D. USE OF ELLEVATION

6.E. UPCOMING BOARD MEETINGS

7. **NEW BUSINESS**

8. **ADJOURNMENT**

8.A. ADJOURNMENT

LOWER DAUPHIN SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
Regular Meeting Minutes
Monday, July 13, 2026

1. CALL TO ORDER

A. CALL TO ORDER

The Lower Dauphin School Board met this evening at 7:04 PM, in its regular session at the District Administration Center, with Vice President John Kaschak, presiding.

This meeting was livestreamed and the recording will be available for viewing for one week.

The opinions expressed by any member(s) of the public do not necessarily reflect the views or opinions of the Board of School Directors of the Lower Dauphin School District and are solely those of the presenter. The Board hereby expressly disclaims any and all responsibility for any defamatory or slanderous statements expressed by any member of the public.

B. PLEDGE TO FLAG

The meeting opened with the Pledge of Allegiance.

C. ROLL CALL/ATTENDANCE

Responding to Roll Call were Board Members Mr. Zachary S. Bailey; Mrs. Lisa Foley; Mr. John J. Kaschak; Dr. Andrew C. Miller; Mr. Forrest E. Rehrer; Mr. Thomas W. Scott; Mrs. Lisa M. Stokes; and Mrs. Amanda L. Unger. Dr. Gregory J. Milbrand, superintendent, and Mr. Robert P. Hill, Jr., were absent. Mr. Todd Neuhard, Assistant to the Superintendent-Secondary, took Dr. Milbrand's seat for the meeting.

Staff members present included Mr. Robert Horney, Jr., Business Manager; Dr. Daniel Berra, Director of Pupil Services; Ms. Katie Jeffries, Human Resources Director; Mr. Evan Brooks, Community Relations Coordinator; Dr. Kevin White, Director of Information & Technology; Mr. Bryan MacLeod, Dr. Jared Wastler, elementary principals; and Ms. Angela Love, Middle School principal.

D. ANNOUNCEMENTS

To all in attendance, please sign in on the yellow sheet at the entrance to the board room. For anyone planning to address the board this evening, please complete a blue card on the table at the entrance and hand it to a board member or administrator.

The Executive Session held on July 6, and prior to this meeting, were to discuss confidential information related to legal and personnel matters.

E. APPROVAL OF MINUTES

The minutes of the regular meeting held on June 8, 2026, the record of the Athletic Committee meeting held on June 8, 2026, and the record of the Buildings & Grounds (Physical Plant) Committee meeting held on June 24, 2026, were included for approval.

Motion: Dr. Miller and Mr. Scott moved to approve the minutes as presented.

Vote: All eight (8) members approved the motion.

F. PUBLIC COMMENT: None.

2. COMMITTEE REPORTS

A. BOARD PRESIDENT REPORT: None.

B. POLICY COMMITTEE: None, as the meeting was cancelled.

C. DAUPHIN COUNTY TECHNICAL SCHOOL: Mr. Scott reported:
- Night classes are going well.
- A slide presentation of the year was shown.
- Next meeting is August 12, 2026, at 7PM.

D. HARRISBURG AREA COMMUNITY COLLEGE: None.

E. CAPITAL AREA INTERMEDIATE UNIT: Mr. Kaschak reported:
- June 25 meeting was reorganization; the July meeting is cancelled.

F. LEGISLATIVE: Mrs. Foley reported:
- The state budget passed on July 12; review of new funds allocated to public education.
- House and Senate are in recess until September 28, 2026.

3. NOTE REGARDING ITEMS FOR BOARD ACTION:

By notice of the President, the following action items suggest a roll call vote. You will be recorded as voting in the affirmative for the motion unless you say "nay" or "I abstain." Board members are further advised that they must publicly announce and disclose the nature of any conflict of interest before the vote on the matter is taken and file the appropriate form with the Secretary of the Board.

4. BUSINESS OFFICE REPORT

A. TREASURER'S REPORT

The Administration recommended that the Board approve the treasurer's report for the month of June.

Mr. Horney gave the treasurer's report for the month of June 2026, noting:

General Fund cash balance	$1,586,243.69
General Fund investments	$15,696,631.44
General Fund revenues	$6,668,455.78
General Fund expenditures	$9,203,942.34

Motion: Mr. Scott and Mrs. Foley moved to approve the treasurer's report for the period of June 1, 2026, through June 30, 2026.

Vote: All eight (8) members approved the motion.

B. FISCAL ITEM – BILLS

The Administration recommended the approval of the bills for the month of June 2026, summarized as follows:

General Fund Account		$ 8,207,919.56
including two payrolls amounting to	$ 3,276,768.23	
a quarterly wire to PSERS in the amount of	$2,661,584.80	
four Capital/Highmark medical wires totaling	$596,188.53	
and six United Concordia dental wires totaling	$26,246.58	
Activity Account		$27,852.57
Athletic Account		$10,779.80
Cafeteria Account		$197,183.46
Capital Projects Fund (Construction Account)		$4,262,484.11
Capital Reserve Account		$28,446.00
Capital Contingency Account		$0.00

The list of bills recommended for approval was provided prior to the regular meeting.

Motion: Mrs. Stokes and Dr. Miller moved to approve the bills for June 2026.

Vote: All eight (8) members approved the motion.

C. APPROVAL OF CHANGE ORDERS

The Administration recommended the approval of the following change orders for the summer 2026 projects, as listed:

Item	Net Cost
East Hanover- re-piping chilled water lines	$32,676.75
Middle School- inadequate chilled water piping	$11,508.51

Motion: Dr. Miller and Mr. Scott moved to approve the change orders as presented.

Vote: All eight (8) members approved the motion.

D. MOU WITH CAIU FOR 2026-2027 TITLE III FUNDING

The Administration recommended the approval of the MOU with CAIU for Title III funding for the 2026-2027 school year.

Motion: Mrs. Stokes and Mr. Bailey moved to approve the MOU as presented.

Vote: All eight (8) members approved the motion.

7. CONTRACTS (next page)

Vendor	Item/Service	Cost
Explore Learning	RAZ Plus	$2,574.00
PowerSchool	Naviance	$11,362.33
Renaissance	Nearpod	$33,736.46
NoodleTools	Research support	$810.00
Notable, Inc.	Kami interactive learning experience	$16,250.00
Amplify	Amplify Ela MS Core Program	$155,600.30 (2-yr. payment plan, on page 2)
GW Publishers	Child Development II textbooks and digital license	$5,214.78
Sangoma	Digital fax conversion	$2,837.36
Global Data Consultants, LLC	Install new VM host and upgrade virtual machine infrastructure	$28,307.46
Global Data Consultants, LLC	Configure SharePoint, OneDrive, and Autopilot and provide knowledge transfer to IT Staff	$19,125.00
TransAct Communications	Parent notices and translated compliance documents	$5,465.00
EduPlanet21	Curriculum planner	$25,359.00
Multi-Health Systems, Inc.	Naglieri GAT Gifted Universal Screener	$3,510.00
Amplify	Amplify Science ES (K-5) Core Program Pilot	$14,449.68
Tracy Pawelski	Building Confidence in Young Readers (during Summer Reading Academy/Jump Start)	$3,000.00
Penn State Harrisburg	Affiliation agreement for student teachers	$0.00
Tool Shed of America	Marching Band trailer	$13,397.00

Motion: Mrs. Stokes and Dr. Miller moved to approve all contracts as presented.

Discussion: Dr. Miller recommended a re-evaluation of the Nearpod contract. Question about new state budget and if that would change our projected deficit. Since the District budget included the proposed state budget amount, this would not change our projected deficit.

Vote: All eight (8) members approved the motion.

5. SUPERINTENDENT REPORT

A. ANNOUNCEMENTS/COMMENTS: Mr. Neuhard reported:

- Recognized Mr. Sean McClintick for earning his PhD on July 2.
- Appreciation was extended to Mr. Foose, Facilities Director, and the Maintenance/Custodial staff, along with First Responders and volunteers, in the aftermath of the recent storms.

B. SUPERINTENDENT ACTION

1. BOARD AUTHORIZATION TO HIRE

The Administration recommended, for the period of time commencing tomorrow, July 14, 2026, through September 13, 2026, that the Board authorizes the Superintendent to offer employment to qualified candidates for any vacant Classified, Professional and Administrative position for the 2026-27 school year, pending/subject to retroactive approval of the Board at its next regularly scheduled meeting (September 14, 2026), and contingent upon receipt of satisfactory clearances and new hire paperwork.

Motion: Mrs. Unger and Mr. Bailey moved to approve the Superintendent to offer employment as presented.

Vote: All eight (8) members approved the motion.

2. APPROVAL OF BUILDINGS & GROUNDS COMMITTEE RECOMMENDATION OF APPRAISAL OF PLOT OF LAND AT LONDONDERRY ELEMENTARY SCHOOL

An appraisal, not to exceed $3,000, is to be completed by RSR Realtor for a 3.1-acre plot of land for potential sale to American Water. The Buildings & Grounds Committee recommended the Board approve the proposal as presented.

Motion: Mr. Bailey and Mr. Scott moved to approve RSR Realtor to conduct an appraisal of a plot of land on Londonderry Elementary School property as presented.

Vote: All eight (8) members approved the motion.

3. APPROVAL OF MOU- SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO) is Jamie Saenz. This is her third year with the district.

Motion: Mr. Scott and Dr. Miller moved to approve the Memorandum of Understanding for the School Resource Officer for 2026-27.

Vote: All eight (8) members approved the motion.

4. APPROVAL OF POLICY- SECOND READING

The following policies and any associated Administrative Regulations are presented for second reading approval:

Policy #	Title
200	Enrollment of Students
201	Admission of Students
202	Eligibility of Nonresident Students (AR-0, 1)
204	Attendance (AR-0)
918	Title I Parent and Family Engagement (AR-1, 3)

Motion: Mrs. Stokes and Dr. Miller and Mrs. Unger moved to approve the second reading of the policies as presented.

Vote: All eight (8) members approved the motion.

5. APPROVAL OF DISPOSAL

Building	Item
Middle School	French serrated knives
Transportation	Car seats, harnesses, locks and vests
South Hanover Elementary School	Assorted books

Motion: Mrs. Unger and Dr. Miller moved to approve the disposal of the listed items as presented.

Vote: All eight (8) members approved the motion.

6. APPROVAL OF TEXTBOOKS

The list of textbooks to be used for the first time in the 2026-27 school year was attached. The books have been on display for 30 days in the board room.

Motion: Dr. Miller and Mrs. Unger moved to approve the recommended textbooks as presented.

Vote: All eight (8) members approved the motion.

7. APPROVAL OF SUMMER PERSONNEL PAYMENT – UPDATED

The information on the attached table has been updated since its approval at the regular meeting on June 8, 2026. Items changed are highlighted. Mr. Neuhard noted that we may bring this item back for final approval in August, with additional updates.

Motion: Mrs. Unger and Dr. Miller moved to approve the payment of summer personnel as presented.

Vote: All eight (8) members approved the motion.

C. APPROVAL OF PERSONNEL

Personnel approved as listed on the last page.

Motion: Mrs. Unger and Mr. Scott moved to approve the personnel items as presented.

Vote: All eight (8) members approved the motion.

6. INFORMATION ITEMS

A. RENTAL TANK FEE UPDATE

The monthly rental fee for the holding tank at Londonderry Elementary School was reduced to $1,265 from $1,650, previously approved at the January meeting. The updated contract was attached.

B. SUPPLEMENTAL PAY GRID UPDATE

The Supplemental Pay Grid was previously approved last year, reflecting a 2% rate increase. The data file was attached.

C. UPCOMING BOARD MEETINGS

Date	Time	Type
July 22, 2026	8:30 AM	Buildings & Grounds Committee
August 10, 2026	6:00 PM	Executive Session
	7:00 PM	Regular Meeting
August 24, 2026 (if needed)	6:00 PM	Executive Session
	7:00 PM	Regular Meeting

D. MONTHLY ENROLLMENT REPORT

The June 2026 enrollment report was attached.

7. NEW BUSINESS: None.

8. ADJOURNMENT

A. ADJOURNMENT

Motion: Mr. Scott and Dr. Miller moved to adjourn at 7:29 PM.

Vote: All eight (8) members approved the motion.

Respectfully submitted,

Carron K. Wolf

Carron K. Wolf
Board Secretary

NO	REASON	ACTION	NAME	POSITION	BLDG.	EFFECTIVE DATE	SALARY	Prorated
1	Approval of Resignation	Professional Staff Action	Leanne Lefever	Science Teacher	Middle School	6/15/2026		
2	Approval of Resignation	Professional Staff Action	Lisa Woods	Special Education Coach	District Wide	7/9/2026		
3	Approval of Resignation	Classified Hourly Staff Action	Victoria Gaffey	Paraprofessional	Conewago	6/30/2026		
4	Approval of Resignation	Supplemental Staff Action	Evan Stillwell	Head Girls Tennis Coach	High School	6/30/2026		
5	Approval of Summer Staffing Resignation	Professional Staff Action	Alexander Bechtold	ESY	District Wide	6/24/2026		
6	Approval of Parental Leave	Professional Staff Action	Samantha Irvin	2nd Grade Teacher	East Hanover	Anticipated 12 weeks following 10/24/26-2/1/27		
7	Advisement of Reassignment	Professional Staff Action	Taylor Atherton	2nd Grade Teacher	South Hanover	7/1/2026		
8	Advisement of Reassignment	Professional Staff Action	Amy James	2nd Grade Teacher	East Hanover	7/1/2026		
9	Advisement of Reassignment	Professional Staff Action	Maria Shaffer	1st Grade Teacher	Nye	7/1/2026		
10	Advisement of Reassignment	Professional Staff Action	Rachel Burns	3rd Grade Teacher	Nye	7/1/2026		
11	Advisement of Reassignment	Professional Staff Action	Adam Mason	5th Grade Teacher	Nye	7/1/2026		
12	Approval of Transfer	Administrative Staff Action	Carron Wolf	Data Systems Administrator	DAC	7/14/2026	$72,500.00	Yes
13	Approval of Transfer	Classified Salaried Staff Action	Carmalita Staats	Building Secretary	Nye	7/27/2026	$39,872.00	Yes
14	Correction to previously Board approved Action	Professional Staff Action	Anna-Kate Clancy	Guidance Counselor	High School	7/1/2026	$62,727.00	
15	Approval of Hire	Professional Staff Action	Julia M. Sikora	5th Grade Teacher	Londonderry	8/18/2026	$57,228.00	
16	Approval of Hire	Professional Staff Action	Hailey E. Wiegand	Art Teacher	High School	8/18/2026	$58,084.00	
17	Approval of Hire	Professional Staff Action	Julia Zakovitch	5th Grade Teacher	East Hanover	8/18/2026	$58,084.00	
18	Approval of Hire		Ann Messner	Lower Dauphin Falcon Foundation (LDFF)		7/14/2026	$17,500 paid by LDFF	
19	Approval of Hire	Supplemental Staff Action	Alysia Weary	Head Cheerleading Coach	High School	7/14/2026	$6,619.00	
20	Approval of Hire	Supplemental Staff Action	Jessica Barton	Assistant Cheerleading Coach	High School	7/14/2026	$2,419.00	
21	Approval of Hire	Supplemental Staff Action	Scott Payonk	Head Cross Country Coach	High School	7/14/2026	$4,901.00	
22	Approval of Hire	Supplemental Staff Action	Teisha Eismann	Assistant Cross Country Coach	High School	7/14/2026	$2,457.00	
23	Approval of Hire	Supplemental Staff Action	Anne Masorti	Head Cross Country Coach	Middle School	7/14/2026	$3,764.00	
24	Approval of Hire	Supplemental Staff Action	Michael Masorti	Assistant Cross Country Coach	Middle School	7/14/2026	$3,238.00	
25	Approval of Hire	Supplemental Staff Action	Erin Catalfano	Head Field Hockey Coach	High School	7/14/2026	$7,711.00	
26	Approval of Hire	Supplemental Staff Action	Abby Spanos	1st Assistant Field Hockey Coach	High School	7/14/2026	$4,664.00	
27	Approval of Hire	Supplemental Staff Action	Mandi Mease	Assistant Field Hockey Coach (1/2)	High School	7/14/2026	$1,767.00	
28	Approval of Hire	Supplemental Staff Action	Jennifer Kastelic	Head Field Hockey Coach	Middle School	7/14/2026	$3,839.00	
29	Approval of Hire	Supplemental Staff Action	Crystal Mohr	Assistant Field Hockey Coach	Middle School	7/14/2026	$2,080.00	
30	Approval of Hire	Supplemental Staff Action	Josh Borreli	Head Football Coach	High School	7/14/2026	$8,953.00	
31	Approval of Hire	Supplemental Staff Action	Don Fureman	1st Assistant Football Coach	High School	7/14/2026	$7,124.00	
32	Approval of Hire	Supplemental Staff Action	DJ Sechrist	Assistant Football Coach	High School	7/14/2026	$4,418.00	
33	Approval of Hire	Supplemental Staff Action	Phil Green	Assistant Football Coach	High School	7/14/2026	$5,828.00	
34	Approval of Hire	Supplemental Staff Action	Dave Gourley	Assistant Football Coach	High School	7/14/2026	$5,828.00	
35	Approval of Hire	Supplemental Staff Action	Luke Longenecker	Assistant Football Coach	High School	7/14/2026	$4,418.00	
36	Approval of Hire	Supplemental Staff Action	Pablo Beltran	Assistant Football Coach	High School	7/14/2026	$4,202.00	
37	Approval of Hire	Supplemental Staff Action	Steff Chortanoff	Head Football Coach	Middle School	7/14/2026	$4,722.00	
38	Approval of Hire	Supplemental Staff Action	Greg Kratzer	Assistant Football Coach	Middle School	7/14/2026	$4,109.00	
39	Approval of Hire	Supplemental Staff Action	Scott Yeakle	Head Golf Coach	High School	7/14/2026	$4,028.00	
40	Approval of Hire	Supplemental Staff Action	Matt O'Donnell	Assistant Golf Coach	High School	7/14/2026	$1,990.00	
41	Approval of Hire	Supplemental Staff Action	Gerald Lynch	Head Boys Soccer Coach	High School	7/14/2026	$8,023.00	
42	Approval of Hire	Supplemental Staff Action	Damon Kaylor	1st Assistant Boys Soccer Coach	High School	7/14/2026	$4,853.00	
43	Approval of Hire	Supplemental Staff Action	Nick Lagnemma	Assistant Boys Soccer Coach	High School	7/14/2026	$3,026.00	
44	Approval of Hire	Supplemental Staff Action	Roy Gesford	Head Girls Soccer Coach	High School	7/14/2026	$8,023.00	
45	Approval of Hire	Supplemental Staff Action	Jamie Ketty	1st Assistant Girls Soccer Coach	High School	7/14/2026	$3,581.00	
46	Approval of Hire	Supplemental Staff Action	Adeline Gesford	Assistant Girls Soccer Coach	High School	7/14/2026	$3,026.00	
47	Approval of Hire	Supplemental Staff Action	Derek Margetan	Head Girls Tennis Coach	High School	7/14/2026	$2,673.00	
48	Approval of Hire	Supplemental Staff Action	Kasey Gentry	Head Girls Volleyball Coach	High School	7/14/2026	$6,532.00	
49	Approval of Hire	Supplemental Staff Action	Zach Higgins	Assistant Girls Volleyball Coach	High School	7/14/2026	$3,026.00	
50	Approval of Hire	Supplemental Staff Action	Keith Richardson	Marching Band Director	High School	7/14/2026	$6,101.00	
51	Approval of Hire	Supplemental Staff Action	Greg Hutchison	Assistant Marching Band Director	High School	7/14/2026	$4,577.00	
52	Approval of Hire	Supplemental Staff Action	Adrian Olweiler	Marching Band Instructor (1/2)	High School	7/14/2026	$693.50	

53	Approval of Hire	Supplemental Staff Action	Sarah Milletics	Guard Coach	High School	7/14/2026	$2,442.00	
54	Approval of Hire	Supplemental Staff Action	Sheldon Rodgers	Percussion Coach	High School	7/14/2026	$2,843.00	
55	Approval of Hire	Supplemental Staff Action	Keely Schrum	Assistant Coach Percussion	High School	7/14/2026	$1,862.00	
56	Approval of Hire	Supplemental Staff Action	Wes Culwell	Marching Band Instructor (1/2)	High School	7/14/2026	$732.00	
57	Approval of Hire	Supplemental Staff Action	Josh Spada	Marching Band Instructor (1/2)	High School	7/14/2026	$693.50	
58	Approval of Hire	Supplemental Staff Action	Athena Garrison	Marching Band Instructor	High School	7/14/2026	$1,464.00	
59	Approval of Hire	Supplemental Staff Action	Reese Holl	Marching Band Instructor (1/2)	High School	7/14/2026	$732.00	
60	Approval of Hire	Supplemental Staff Action	Adrian Olweiler	Marching Band Instructor (1/2)	High School	7/14/26	$693.50	
61	Approval of Hire	Supplemental Staff Action	Keith Richardson	Marching Band Director	High School	7/14/2026	$6,101.00	
62	Approval of Hire	Supplemental Staff Action	Greg Hutchison	Assistant Marching Band Director	High School	7/14/2026	$4,577.00	
63	Approval of Hire	Supplemental Staff Action	Sarah Milletics	Guard Coach	High School	7/14/2026	$2,442.00	
64	Approval of Hire	Supplemental Staff Action	Sheldon Rodgers	Percussion Coach	High School	7/14/2026	$2,843.00	
65	Approval of Hire	Supplemental Staff Action	Keely Schrum	Assistant Coach Percussion	High School	7/14/2026	$1,862.00	
66	Approval of Hire	Supplemental Staff Action	Wes Culwell	Marching Band Instructor (1/2)	High School	7/14/2026	$732.00	
67	Approval of Hire	Supplemental Staff Action	Josh Spada	Marching Band Instructor (1/2)	High School	7/14/2026	$693.50	
68	Approval of Hire	Supplemental Staff Action	Athena Garrison	Marching Band Instructor	High School	7/14/2026	$1,464.00	
69	Approval of Hire	Supplemental Staff Action	Reese Holl	Marching Band Instructor (1/2)	High School	7/14/2026	$732.00	
70	Advisement of Volunteer Staff	Volunteer Advisement	Makenzi Lutz	Volunteer-Cheerleading	High School	7/14/2026	N/A	
71	Advisement of Volunteer Staff	Volunteer Advisement	Elliot Cassel	Volunteer-Cross Country	High School	7/14/2026	N/A	
72	Advisement of Volunteer Staff	Volunteer Advisement	Matt Ishman	Volunteer-Cross Country	High School	7/14/2026	N/A	
73	Advisement of Volunteer Staff	Volunteer Advisement	Aaron Bray	Volunteer-Cross Country	High School	7/14/2026	N/A	
74	Advisement of Volunteer Staff	Volunteer Advisement	Grace McNeil	Volunteer-Cross Country	High School	7/14/2026	N/A	
75	Advisement of Volunteer Staff	Volunteer Advisement	Linda Kreiser	Volunteer-Field Hockey	High School	7/14/2026	N/A	
76	Advisement of Volunteer Staff	Volunteer Advisement	Diane Angstadt	Volunteer-Field Hockey	High School	7/14/2026	N/A	
77	Advisement of Volunteer Staff	Volunteer Advisement	Amy Hanshue	Volunteer-Field Hockey	High School	7/14/2026	N/A	
78	Advisement of Volunteer Staff	Volunteer Advisement	Taylor Long	Volunteer-Field Hockey	High School	7/14/2026	N/A	
79	Advisement of Volunteer Staff	Volunteer Advisement	Kiley Strohm	Vounteer-Field Hockey	High School	7/14/2026	N/A	
80	Advisement of Volunteer Staff	Volunteer Advisement	Lillie Weaver	Volunteer-Field Hockey	High School	7/14/2026	N/A	
81	Advisement of Volunteer Staff	Volunteer Advisement	Catherine Lutzkanin	Volunteer-Field Hockey	Middle School	7/14/2026	N/A	
82	Advisement of Volunteer Staff	Volunteer Advisement	Kayce Hoch	Volunteer-Field Hockey	Middle School	7/14/2026	N/A	
83	Advisement of Volunteer Staff	Volunteer Advisement	Lance Baird	Volunteer-Football	High School	7/14/2026	N/A	
84	Advisement of Volunteer Staff	Volunteer Advisement	Rick Borreli	Volunteer-Football	High School	7/14/2026	N/A	
85	Advisement of Volunteer Staff	Volunteer Advisement	Luis Armenta	Volunteer-Football	Middle School	7/14/2026	N/A	
86	Advisement of Volunteer Staff	Volunteer Advisement	Wyatt Yeakle	Volunteer-Golf	High School	7/14/2026	N/A	
87	Advisement of Volunteer Staff	Volunteer Advisement	Tyler Schleig	Volunteer-Boys Soccer	High School	7/14/2026	N/A	
88	Advisement of Volunteer Staff	Volunteer Advisement	Nic Amici	Volunteer-Boys Soccer	High School	7/14/2026	N/A	
89	Advisement of Volunteer Staff	Volunteer Advisement	Alicia McCulloch	Volunteer-Girls Soccer	High School	7/14/2026	N/A	
90	Advisement of Volunteer Staff	Volunteer Advisement	Dave Machamer	Volunteer-Girls Volleyball	High School	7/14/2026	N/A	
91	Advisement of Volunteer Staff	Volunteer Advisement	Jenson Burnheimer	Volunteer-Girls Volleyball	High School	7/14/2026	N/A	
92	Approval of Summer Staffing	Professional Staff Action	Michael Burkholder	Summer Reading Academy	District Wide	7/13/2026	Per diem hourly	
93	Approval of Summer Staffing	Classified Hourly Staff Action	Jennifer Clark	ESY	District Wide	7/6/2026	$18.00 per hour	

Committee Name: Physical Plant Date: 07/22/2026

Committee Members: Robert P. Hill, Jr.; John Kaschak, Lisa Stokes, Thomas Scott

Present at the Meeting:

Board Members Robert P. Hill, Jr., Lisa Stokes, Thomas Scott, John Kaschak

District Staff Members Dr. Gregory Milbrand (Superintendent), Todd Neuhard (Asst. to the Superintendent), Jeremy Foose, Kaylor Kulina, Justin Hanula

RLPS: None

Barton Associates: None

K&W: None

South Hanover Twp: Lynn Wuestner, Chris Fowler (Bowman), Danielle Derolf (Bowman)

Meeting Highlights:

1. Public Comment Period –
    a. Updates from South Hanover
        i. Provided an update on the Hayshed Road project.
        ii. Indicated a round-about is likely at the end of Hayshed where it connects to Red Top, big enough for fire apparatus and school buses.
        iii. A stub out along Hayshed to the District property will be built during construction of the road.
        iv. Costs are higher than initially expected and the Township is seeking additional grant opportunities. Total construction expected between $8M and $9M.
        v. Addition of the road reduces emergency apparatus response.
        vi. Stormwater test pits will be completed between the 1st and 3rd week of August, to include some on District property
        vii. Retemtion ponds being built along road will be on District property.
        viii. A public display of plans will be held in August.
        ix. Sewer project is on-going and may impact bus schedules for a few weeks. Communication between LDSD and SHT continues.
        x. Zoning Board Hearing will be in South Hanover Elementary in August. Township to cover custodian fee.
2. General Updates
    a. Middle school power is being taken offline for a few days to progress electrical work.
    b. Similar work was completed at Nye in previous weeks.
    c. Oil tanks have been removed at East and the salt tank installed.

    d. Flooring projects are on-going.
    e. Cleaning done at South, Conewago and Londonderry. Moving to HS after completion of summer school. The staff have been flexible with the space afforded for them for summer school.
        i. A debrief on logistics will be held before school starts.
    f. New FMX policy and framework is ready for roll-out.
    g. Towing signs have been ordered, and Jeremy has them to be installed in the interest of public safety.
3. South Hanover – UGI
    a. Mrs. Wuestner to reach out to UGI on District's behalf.
4. Londonderry Water Tower
    a. Working progressing the sale.
5. Phase 1 HVAC Updates
    a. Making good progress; change orders still being processed.
    b. Starting the new chillers at East/Middle on August 3, 2026.
6. Phase 1 Falcon Fields
    a. Work is progressing. New foreman and operator after rough start. Stormwater parts are showing up, allowing the roadway work to continue.
    b. Jeremy is working with Hummelstown Borough/PD on traffic control for Quarry Road.
    c. Sink holes keep appearing. Robert to look into insurance.
7. Meeting adjourned.

Recommendations to the full Board:

1. None

Community Relations Report 8/10/26

Band Camp started the last week of July, and finished off the last of the summer camp sessions at LD. It was a two-week camp in which students wrapped up with their annual parent show.

The 2026-27 school calendar has been updated to reflect the known key dates, events, concerts, and more on the Lower Dauphin website. The printed version of the calendar is set to arrive at the schools around August 14, which will be available for distribution. This year's calendar encompassed the entirety of the Lower Dauphin community and really leaned into the new mission and vision which came out of the Comprehensive Plan. From classroom instruction to music, arts and athletics, each piece of Lower Dauphin was represented in making the calendar.

As far as athletics go, the heat acclimation period for football began today. Practice for the rest of fall sports begins next Monday, August 17. Scrimmages and tennis competition begin the same week. The first football game of the year is Saturday, August 29, against North Penn at Biemesderfer Stadium at Millersville University. The rest of the fall sports will begin competition on Monday, August 24th.

South Hanover will hold an Open House for kindergarteners only, on August 19. That same evening, the middle school will hold their Open House for 6th graders only. Back-to-School Night will take place on August 20, for elementary buildings and the high school. On August 26, the middle school will host their open house for 7th and 8th graders.

*Meet the Falcon*s is on Thursday, August 20, on the high school track, at 7:45PM, following Back-to-School Night around the district.

A Back-to-School Newsletter was provided to families across the district as a centralized resource for the start of the 2026-2027 school year. The newsletter consolidated important information, key dates, district updates, transportation resources, and school-specific details into one easy-to-access publication, ensuring families were informed well in advance of the first day of school.

Students will return to school on August 25, for the first day of the year. Just a reminder that schools will have a half-day on Friday, September 4, before the Labor Day weekend.

LOWER DAUPHIN SCHOOL DISTRICT

Title Programs Overview

Federal Programs Coordinator	Dr. Charlie Trovato
Email & Phone	ctrovato@ldsd.org | 717.566.5313
School Year	2026-2027

Budget Comparison

Grant Title	25-26 Final Allocations	26-27 Prelim Allocations	PY Difference
Title IA	$522,490.00	$599,371.00	$76,881.00
Title IIA	$93,515.00	$92,753.00	$762.00
Title IV-A	$35,544.00	$39,408.00	$3,864.00
Total	$651,549.00	$731,532.00	$79,983.00

Title I Summary

Preliminary Allocation = $599,371.00

Current Status = Awarded

Personnel Funded

Salaries Funded =$382,978.89.00

- 1.0 FTE - Reading Specialist @East Hanover
- 1.0 FTE - Reading Specialist @Nye
- 2.0 FTE - Reading Specialist @Middle School
- 2.0 FTE - Reading Specialist @Londonderry

Benefits Funded = $196,612.11

Professional Learning Funded

- AIM Pathway to Structured Literacy = $1,729.00

Materials & Miscellaneous Funded

- Nonpublic Schools w/ Qualifying Students (Nonpublic Equitable Share) = $7,577.00
- Parent & Family Engagement (Title I Buildings) = $9,897.00
- Parent & Family Engagement (Nonpublic Schools with serviced students) = $77.00
- Student Supports (Homeless) = $500.00

Title II Summary

Preliminary Allocation = $92,753.00

Current Status = Awarded

Personnel Funded
Salary Funded = $83,949.00 • 1.00 FTE - Instructional Coach K-5 Benefits Funded = $3,464.89

Professional Learning Funded
• Annual Coaching Professional Learning = $2,000.00

Materials & Miscellaneous Funded
• Nonpublic Schools within LDSD boundaries (Nonpublic Equitable Share) = $3,339.11

Title IV Summary

Preliminary Allocation = $39,408.00

Current Status = Awarded

Well Rounded Education
• K-5 math intervention materials = $9,092.31 • Resources for NPS classroom STEM instruction (Nonpublic Equitable Share) = $1,418.69 • 6-8 computer safety course development = $1,500.00 ****Determined based on need and district position in curriculum cycle**

Effective Use of Technology
• Noise Cancelling Headphones (Special Education/Blended Learning) = $600.00 ****Determined based on need and district position in curriculum cycle**

Safe & Healthy Schools
• LDHS third party contractor for calming room (promotion of mental health) = $26,797.00

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Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Lower Dauphin School District - HVAC Upgrades - East Hanover El. (Vol. 1) 2025013 / Nye El. (Vol. 2) 2025016 / Middle School (Vol. 3) 2025017	Contract For: HVAC Construction	Change Order Number: 003
	Date: 06-03-2026	Date: 07-02-2026
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Lower Dauphin School District 291 East Main Street Hummelstown, PA 17036	RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601	Matchline Mechanical, LLC 901 Dawn Avenue Suite E Ephrata, PA 17522

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. East Hanover ES - Add additional piping to unit ventilators. $32,676.75

The original Contract Sum was	$	6,954,000.00
The net change by previously authorized Change Orders	$	15,707. 32
The Contract Sum prior to this Change Order was	$	6,969,707.32
The Contract Sum will be increased by this Change Order in the amount of	$	32,676.75
The new Contract Sum including this Change Order will be	$	7,002,384.07

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be August 21, 2026 for East Hanover Elementary (Volume 1 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Nye Elementary School (Volume 2 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Lower Dauphin Middle School (Volume 3 – Phase 1, 2A, & 2B). August 20, 2027 for Lower Dauphin Middle School (Volume 3 – Phase 3A & 3B)

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*	Michael P Hannan CONTRACTOR *(Signature)*	OWNER *(Signature)*
BY: Christopher S. Linkey, AIA, Partner *(Printed name, title, and license number if required)*	BY: Michael P. Hannan *(Printed name and title)*	BY: Robert P. Hill, Jr., Board President *(Printed name and title)* By: Carron K Wolf, Board Secretary
7/6/2026 *Date*	07.06.2026 *Date*	*Date*

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User Notes: (6a466530da457b40713a85f9)

MATCHLINE MECHANICAL LLC
901 Dawn Ave; Suite E ♦ Ephrata, PA 17522 Phone: 717.721.3160 Fax: 717.721.3170

CONTRACTOR:

Matchline Mechanical, LLC
901 Dawn Avenue, Suite E
Ephrata, PA 17522

PCO# 2

DATE 06.29.2026

PROJECT:

East Hanover ES

Add Additional Piping To Unit Ventilators

Qty	Unit	Unit Cost	Description		Total Line Amt.
			Materials		
1		$7,744.70	Copper Piping Fittings		$7,744.70
1		$2,899.66	Copper Piping Fittings		$2,899.66
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
				tax	$638.66
			Labor (Each line includes taxes at percentages shown in box)	Matl. Subtotal	$11,283.02
	HRS	$89.73	Sheet Metal	FICA=0.062	$0.00
110	HRS	$75.21	Plumber / Pipefitter	Medicare=0.0145	$9,932.44
	HRS		CAD	FUTA=0.008	$0.00
	HRS		Project Manager	UC=0.075091	$0.00
				Work Comp=0.0213	$0.00
				Pub Liab Ins=0.01968	$0.00
				Labor Subtotal	$9,932.44
			Subcontracts		
1		$7,076.09	Ztech Insulation		$7,076.09
				Subs Subtotal	$7,076.09
			Enter overhead percentage 5	% Overhead	$1,414.58
				Subtotal	$29,706.13
			Enter profit percentage 10	% Profit	$2,970.61
					$32,676.75

Note: This Change Order becomes part of and in conformance with the existing contract.

We hereby agree to make the change(s) specified above at this price $32,676.75

Previous Contract Amount

Revised Contract Total

Michael P Hannan — 06.29.2026

Authorized Representative — Date

Signature

QUOTATION

Louis P. Canuso, Inc

401 Crown Point Road
P.O. Box 501
Thorofare, NJ 08086
856-845-2700

Order Number
1876948
Order Date | Page
06/23/2026 10:03:07 | 1 of 3
Quote Expires On: 06/24/2026

Bill To:
MATCHLINE MECHANICAL LLC
901 DAWN AVE
SUITE E
EPHRATA, PA 17522

717-721-3160
Attn: ACCTS PAYABLE ACCTS PAYABLE

Ship To:
MATCHLINE MECHANICAL LLC
EAST HANOVER
2673 SAND BEACH RD
GRANTVILLE, PA 17028

Customer ID: 100919

PO Number	*Ship Route*	*Taker*
1923		AMYM

Quantities					*Item ID* / *Item Description*	*Pricing UOM* / *Unit Size*	*Unit Price*	*Extended Price*
Ordered	*Allocated*	*Remaining*	*UOM* / *Unit Size*	*Disp.*				
					Delivery Instructions: BETWEEN 9AM-12PM *** RICK 717-669-6869			
40.00	0.00	40.00	FT		2LHARD	FT	25.9500	1,038.00
			1.0		2 L HARD COPPER TUBING	1.0		
60.00	0.00	60.00	FT		1-1/2LHARD	FT	16.6000	996.00
			1.0		1-1/2 L HARD COPPER TUBING	1.0		
200.00	0.00	200.00	FT		1-1/4LHARD	FT	13.1000	2,620.00
			1.0		1-1/4 L HARD COPPER TUBING	1.0		
120.00	0.00	120.00	FT		3/4LHARD	FT	4.7600	571.20
			1.0		3/4 L HARD COPPER TUBING	1.0		
40.00	0.00	40.00	FT		1LHARD	FT	7.0700	282.80
			1.0		1 L HARD COPPER TUBING	1.0		
8.00	0.00	8.00	EA		2PPCXCSR90	EA	53.1388	425.11
			1.0		2 PRO-PRESS CXC S/R 90 #77042	1.0		
2.00	0.00	2.00	EA		2PPCXCCPLG	EA	25.2912	50.58
			1.0		2 PROPRESS CXC CPLG #78072 W/STOP	1.0		
3.00	0.00	3.00	EA		1-1/2PPCXCSR90	EA	37.8532	113.56
			1.0		1-1/2 PRO-PRESS CXC S/R 90 #77037	1.0		
2.00	0.00	2.00	EA		1-1/2PPCXCCPLG	EA	19.8220	39.64
			1.0		1-1/2 PROPRESS C CPLG 78067 W/STOP	1.0		
18.00	0.00	18.00	EA		1-1/4PPCXCSR90	EA	20.2400	364.32

Document ID: 1876948

QUOTATION

Louis P. Canuso, Inc

401 Crown Point Road
P.O. Box 501
Thorofare, NJ 08086
856-845-2700

Order Number
1876948

Order Date: 06/23/2026 10:03:07

Quote Expires On: 06/24/2026

Quantities					Item ID / Item Description	Pricing UOM / Unit Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM / Unit Size	Disp.				
			1.0		1-1/4 PRO-PRESS CXC S/R 90 #77032	1.0		
50.00	0.00	50.00	EA		1-1/4PPCXCCPLG	EA	10.8768	543.84
			1.0		1-1/4 PROPRESS CPLG# 78062 C X C W/STOP	1.0		
2.00	0.00	2.00	EA		1-1/4PPCXCTEE	EA	25.9908	51.98
			1.0		1-1/4 PROPRESS C TEE #77442	1.0		
6.00	0.00	6.00	EA		1PPCXCSR90	EA	10.3268	61.96
			1.0		1 PRO-PRESS CXC S/R 90 #77027	1.0		
4.00	0.00	4.00	EA		1PPCXCCPLG	EA	8.7736	35.09
			1.0		1 PRO-PRESS CXC CPLG #78057 W/STOP	1.0		
16.00	0.00	16.00	EA		1X3/4PPCXCRED	EA	15.4528	247.24
			1.0		1X3/4 PROPS CXC RED #78152	1.0		
2.00	0.00	2.00	EA		1X1/2X3/4PPCXCTEE	EA	43.0232	86.05
			1.0		1X1/2X3/4 PP CXC TEE 22263	1.0		
2.00	0.00	2.00	EA		1X1/2X3/4PPCXCTEE	EA	43.0232	86.05
			1.0		1X1/2X3/4 PP CXC TEE 22263	1.0		
8.00	0.00	8.00	EA		3/4PPCXCSR90	EA	5.1788	41.43
			1.0		3/4 PRO-PRESS CXC S/R 90 #77022	1.0		
16.00	0.00	16.00	EA		3/4PPCXCCPLG	EA	4.3780	70.05
			1.0		3/4 PROPRESS CXC CPLG 78052 W/STOP	1.0		
2.00	0.00	2.00	EA		3/4PPCXCSR45	EA	4.5628	9.13
			1.0		3/4 PRO-PRESS CXC S/R 45 #77023	1.0		
2.00	0.00	2.00	EA		1/2PPCXC45	EA	3.8852	7.77
			1.0		1/2 PRO-PRESS CXC 45 #77607	1.0		
1.00	0.00	1.00	EA		1/2PPCXCCPLG	EA	2.8952	2.90
			1.0		1/2 PROPRESS CXC CPLG 78047 W/STOP	1.0		

Document ID: 1876948

QUOTATION

Louis P. Canuso, Inc

401 Crown Point Road
P.O. Box 501
Thorofare, NJ 08086
856-845-2700

Order Number
1876948

Order Date
06/23/2026 10:03:07

Quote Expires On: 06/24/2026

Quantities					Item ID / Item Description	Pricing UOM / Unit Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM / Unit Size	Disp.				

Total Lines: 22

SUB-TOTAL:	7,744.70
TAX:	0.00
AMOUNT DUE:	**7,744.70**
	U.S. Dollars

Document ID: 1876948

QUOTATION

Louis P. Canuso, Inc

8176 Presidents Drive
Suite C
Hummelstown, PA 17036
717-566-2028

Order Number	
1877898	
Order Date	Page
06/29/2026 07:56:48	1 of 2

Quote Expires On: 06/30/2026

Bill To:
MATCHLINE MECHANICAL LLC
901 DAWN AVE
SUITE E
EPHRATA, PA 17522

Ship To:
MATCHLINE MECHANICAL LLC
EAST HANOVER
2673 SAND BEACH RD
GRANTVILLE, PA 17028

717-721-3160
Attn: ACCTS PAYABLE ACCTS PAYABLE

Customer ID: 100919

PO Number	*Ship Route*	*Taker*
		ERIC

Quantities					*Item ID* / *Item Description*	*Pricing UOM* / *Unit Size*	*Unit Price*	*Extended Price*
Ordered	*Allocated*	*Remaining*	*UOM* / *Unit Size*	*Disp.*				
					Delivery Instructions: BETWEEN 9AM-12PM *** RICK 717-669-6869			
60.00	0.00	60.00	FT	1.0	3/4LHARD 3/4 L HARD COPPER TUBING	FT 1.0	4.2400	254.40
10.00	0.00	10.00	EA	1.0	3/4PPCXCSR90 3/4 PRO-PRESS CXC S/R 90 #77022	EA 1.0	4.5315	45.32
2.00	0.00	2.00	EA	1.0	3/4PPCXCSR45 3/4 PRO-PRESS CXC S/R 45 #77023	EA 1.0	3.9925	7.99
2.00	0.00	2.00	EA	1.0	3/4PPCXCCPLG 3/4 PROPRESS CXC CPLG 78052 W/STOP	EA 1.0	3.8308	7.66
2.00	0.00	2.00	EA	1.0	1PPCXCSR90 1 PRO-PRESS CXC S/R 90 #77027	EA 1.0	9.0360	18.07
2.00	0.00	2.00	EA	1.0	1PPCXCCPLG 1 PRO-PRESS CXC CPLG #78057 W/STOP	EA 1.0	7.6769	15.35
4.00	0.00	4.00	EA	1.0	1X3/4X3/4PPCXCTEE 1X3/4X3/4 PROP C TEE #77422	EA 1.0	22.0413	88.17
20.00	0.00	20.00	FT	1.0	1LHARD 1 L HARD COPPER TUBING	FT 1.0	113.0752	2,261.50
20.00	0.00	20.00	EA	1.0	5GALVCLEVISW/SHIELD 5 GALV CLEVIS HANGER W/ SHIELD ATTACHED	EA 1.0	10.0600	201.20

QUOTATION

Louis P. Canuso, Inc

8176 Presidents Drive
Suite C
Hummelstown, PA 17036
717-566-2028

Order Number	
1877898	
Order Date	Page
06/29/2026 07:56:48	2 of 2

Quote Expires On: 06/30/2026

Quantities					Item ID / Item Description	Pricing UOM / Unit Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM / Unit Size	Disp.				

Total Lines: 9

SUB-TOTAL:	2,899.66
TAX:	173.97
AMOUNT DUE:	**3,073.63**
U.S. Dollars	

Document ID: 1877898

Z-TECH
INSULATION, INC.

215 Corporate Drive
Reading, PA 19605
Phone: (484) 671-3185
Fax: (484) 303-6000
WWW.ZTECHINSULATION.COM

Change Order #1

Project: LDSD – East Hanover Elementary School

Date: 6-29-2026

Mechanical: Matchline Mechanical, LLC

P.O. #: 1906

Scope: HVAC Insulation

Change Order Amount: (ADD) $7,076.09

Description Of Work: Insulate additional CW and HW pipe and fittings. All quantities received from Rick at Matchline.

We have attached an itemized cost breakdown.

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Lower Dauphin School District - HVAC Upgrades - East Hanover El. (Vol. 1) 2025013 / Nye El. (Vol. 2) 2025016 / Middle School (Vol. 3) 2025017	Contract For: HVAC Construction	Change Order Number: 002
	Date: 06-03-2026	Date: 06-12-2026
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Lower Dauphin School District 291 East Main Street Hummelstown, PA 17036	RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601	Matchline Mechanical, LLC 901 Dawn Avenue Suite E Ephrata, PA 17522

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Lower Dauphin Middle School: Added piping in Corridor 37 - Hot Water Lines Only. $11,508.51

The original Contract Sum was	$	6,954,000.00
The net change by previously authorized Change Orders	$	4,198.81
The Contract Sum prior to this Change Order was	$	6,958,198.81
The Contract Sum will be increased by this Change Order in the amount of	$	11,508.51
The new Contract Sum including this Change Order will be	$	6,969,707.32

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be August 21, 2026 for East Hanover Elementary (Volume 1 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Nye Elementary School (Volume 2 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Lower Dauphin Middle School (Volume 3 – Phase 1, 2A, & 2B). August 20, 2027 for Lower Dauphin Middle School (Volume 3 – Phase 3A & 3B)

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*	CONTRACTOR *(Signature)*	OWNER *(Signature)*
BY: Christopher S. Linkey, AIA, Partner	Michael P Hannan BY: Michael P. Hannan	BY: Robert P. Hill, Jr., Board President
(Printed name, title, and license number if required)	*(Printed name and title)*	*(Printed name and title)*
7/1/2026	07.01.2026	
Date	*Date*	By: Carron K. Wolf, Board Secretary *(Printed name and title)*
		Date: July 13, 2026

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User Notes: (6a2bfc00c25199316c4d421a)

MATCHLINE MECHANICAL LLC
901 Dawn Ave; Suite E ♦ Ephrata, PA 17522 Phone: 717.721.3160 Fax: 717.721.3170

CONTRACTOR:

Matchline Mechanical, LLC
901 Dawn Avenue, Suite E
Ephrata, PA 17522

PCO# HC-001REV1
DATE 06.10.2026

PROJECT:

Lower Dauphin Middle School	Added Piping In Corridor 37 HOT Water Lines Only

Qty	Unit	Unit Cost	Description		Total Line Amt.
			Materials		
1		$3,219.06	Pipe & Fittings Material		$3,219.06
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
				tax	$193.14
			Labor (Each line includes taxes at percentages shown in box)	Matl. Subtotal	$3,412.20
	HRS	$89.73	Sheet Metal	FICA=0.062	$0.00
32	HRS	$75.21	Plumber / Pipefitter	Medicare=0.0145	$2,889.44
	HRS		CAD	FUTA=0.008	$0.00
	HRS		Project Manager	UC=0.075091	$0.00
				Work Comp=0.0213	$0.00
				Pub Liab Ins=0.01968	$0.00
				Labor Subtotal	$2,889.44
			Subcontracts		
			Ztech Insulators		$3,662.44
				Subs Subtotal	$3,662.44
			Enter overhead percentage 5	% Overhead	$498.20
				Subtotal	$10,462.29
			Enter profit percentage 10	% Profit	$1,046.23
					$11,508.51

Note: This Change Order becomes part of and in conformance with the existing contract.

We hereby agree to make the change(s) specified above at this price $11,508.51

Previous Contract Amount

Revised Contract Total

Michael P. Hannan — 06.10.2026

Authorized Representative — Date

Signature

Z-TECH
INSULATION, INC.

Time and Material Breakdown

Project: LDSD - Lower Dauphin MS

Description: HVAC Insulation

Date of work: TBD

Project Manager: Jon Leshko

Material	Amount	Unit Price		Total
8"x2" FGPC	63 LF	11.96		$ 753.48
#22 Zeston w/insert	6 each	109.16		$ 654.96
3/4"x1-1/2" FGPC	24 LF	3.18		$ 76.32
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			subtotal	$ 1,484.76
			6% tax	$ 89.09
			10% o/p	$ 148.48
			Total Material	$ 1,722.32

Labor	Total Hrs	Per Hr Rate		Total
Insulator	16	$105.32		$ 1,685.12
Estimator	2	$80.00		$ 160.00
Project Manager	1	$95.00		$ 95.00
			Labor Total	$ 1,940.12
			Total Job Cost	**$ 3,662.44**

QUOTATION

Louis P. Canuso, Inc

401 Crown Point Road
P.O. Box 501
Thorofare, NJ 08086
856-845-2700

Order Number	
1871187	
Order Date	Page
05/19/2026 09:29:28	1 of 1

Quote Expires On: 05/20/2026

Bill To:

MATCHLINE MECHANICAL LLC
901 DAWN AVE
SUITE E
EPHRATA, PA 17522

717-721-3160
Attn: ACCTS PAYABLE ACCTS PAYABLE

Ship To:

MATCHLINE MECHANICAL LLC
32 HESS BLVD
LANCASTER, PA

Customer ID: 100919

PO Number	*Ship Route*	*Taker*
		ERIC

Quantities					*Item ID* / *Item Description*	*Pricing UOM* / *Unit Size*	*Unit Price*	*Extended Price*
Ordered	*Allocated*	*Remaining*	*UOM* / *Unit Size*	*Disp.*				
63.00	0.00	63.00	FT		8STDBLKGXG	FT	32.5300	2,049.39
				1.0	8 STD BLK A53 ERW PIPE GXG	1.0		
6.00	0.00	6.00	EA		8VICQUICKVICCPLG107V	EA	149.2145	895.29
				1.0	8 VIC #107V QUICK-VIC COUPLING	1.0		
4.00	0.00	4.00	EA		3/4TEGODIELNPLTXT	EA	5.8128	23.25
				1.0	3/4 TEGO DIELECTRIC NIPPLE T X T LF	1.0		
4.00	0.00	4.00	EA		3/4TOL	EA	7.0920	28.37
				1.0	3/4 3M THREADOLET	1.0		
4.00	0.00	4.00	EA		3/4PPCXCCPLG	EA	3.8308	15.32
				1.0	3/4 PROPRESS CXC CPLG 78052 W/STOP	1.0		
4.00	0.00	4.00	EA		3/4PPCXFADAPTZEROLEAD	EA	6.3063	25.23
				1.0	3/4 PROPRESS CXF ADAPT ZERO LEAD #79315	1.0		

Total Lines: 6

SUB-TOTAL:	3,036.85
TAX:	182.21
AMOUNT DUE:	**3,219.06**
U.S. Dollars	

Document ID: 1871187

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Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Lower Dauphin School District - HVAC Upgrades - East Hanover El. (Vol. 1) 2025013 / Nye El. (Vol. 2) 2025016 / Middle School (Vol. 3) 2025017	Contract For: Electrical Construction Date: 11-26-2025	Change Order Number: 002 Date: 07-16-2026
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Lower Dauphin School District 291 East Main Street Hummelstown, PA 17036	RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601	Manada Electric 10 West Main Street Hershey, PA 17033

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. COR 2: Additional Electrical Modifications for Middle School. $12,436.00

The original Contract Sum was	$ 629,990.00
The net change by previously authorized Change Orders	$ 18,326.00
The Contract Sum prior to this Change Order was	$ 648,316.00
The Contract Sum will be increased by this Change Order in the amount of	$ 12,436.00
The new Contract Sum including this Change Order will be	$ 660,752.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be August 21, 2026 for East Hanover Elementary (Volume 1 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Nye Elementary School (Volume 2 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Lower Dauphin Middle School (Volume 3 – Phase 1, 2A, & 2B). August 20, 2027 for Lower Dauphin Middle School (Volume 3 – Phase 3A & 3B)

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*	CONTRACTOR *(Signature)*	OWNER *(Signature)*
BY: Christopher S. Linkey, AIA, Partner	Zach Buckler Digitally signed by Zach Buckler Date: 2026.07.17 09:09:24-04'00' BY: Zach Buckler, Project Manager	BY: Robert P. Hill, Jr., Board President
(Printed name, title, and license number if required)	*(Printed name and title)*	*(Printed name and title)*
7/17/2026	7/17/26	
Date	*Date*	*Date*

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User Notes: (6a58c4a1b43c7dd9dff976a9)

MANADA ELECTRIC

CHANGE ORDER INFORMATION	
COR DATE:	7/9/2026
JOB NUMBER:	A-6089
PROJECT:	LDSD HVAC Upgrade
COR#	2
DESCRIPTION:	Additional Elec Work - Middle School
ATTENTION:	

SUMMARY OF WORK

Additional electrical modifications for Middle School

DETAILS OF WORK

Electrical changes per RFI EC-004, RFI-EC 007, and RFI-EC 008.

NOTES

All work to be performed M-F 7-3:30

SCHEDULE IMPACT

5 Days

CHANGE ORDER REQUEST AMOUNT $ 12,436.00

Thank you for the opportunity to price this work, if you should have any questions or would like to review please don't hesitate to contact me.

Thanks,

Zach Buckler

Project Manager
814-558-9815

COST BREAKDOWN

PROJECT NAME: LDSD HVAC Upgrade
COR DESCRIPTION: Additional Elec Work - Middle School
CHANGE REQUEST # 2
MANADA JOB# A-6089

MANADA ELECTRIC

MATERIAL

Electrical Material		$	4,122.65
Freight		$	-
Sales Tax	0%	$	-
	Subtotal		$4,122.65
	Total Material Cost		**$4,122.65**

LABOR

Classification	Hours		Rate		Total
Foreman	35.00	$	107.00	$	3,745.00
Electrician	30.00	$	97.00	$	2,910.00
Total Hours	65.00		Subtotal	$	6,655.00
			Total Labor Cost	**$**	**6,655.00**

EQUIPMENT

	Hourly		Duration		
Bucket Truck	$	88.00	-	$	-
Pickup Truck	$	11.80	35.00	$	413.00
Arial Lift	$	8.50	-	$	-
Telehandler	$	17.00	-	$	-
			Subtotal	$	413.00
			Total Equipment Cost	**$**	**413.00**

SUBCONTRACTORS

		$	-
		$	-
	Subtotal	$	-
	Total Subcontracts	**$**	**-**

SUMMARY

Total Material			$4,122.65
Total Labor		$	6,655.00
Total Equipment		$	413.00
Total Subcontractor		$	-
	Subtotal	$	11,190.65
Permit		$	-
Bond	1.124 %	$	126.00
Profit	10 %	$	1,119.07
	Total	$	12,435.72
TOTAL PROPOSAL		**$**	**12,436.00**

JOB #	A-6089			
COR #	2			

Description	Quantity	Price	U	Total Cost
Middle School - COR NO.2				
12 THHN CU STRANDED	1,240.00	$ 0.25	E	$ 311.73
4 THHN CU STRANDED	43.00	$ 1.68	E	$ 72.19
250 THHN CU STRANDED	172.00	$ 8.36	E	$ 1,438.12
ARL SNAP2IT MC CONN	22.00	$ 1.55	E	$ 34.18
ARL STACKABLE CABLE STRAP	11.00	$ 0.26	E	$ 2.86
12/2 MC CU CABLE	55.00	$ 0.64	E	$ 35.04
3 EMT	33.00	$ 6.90	E	$ 227.59
3 EMT 90 ELBOW	3.00	$ 54.61	E	$ 163.83
3 EMT CONN S/C	2.00	$ 27.34	E	$ 54.69
3 EMT COUPL S/C	5.30	$ 30.08	E	$ 159.42
3 BUSH PLASTIC	2.00	$ 1.49	E	$ 2.99
1/4-20 X 1/2 RH MACH SCREW	22.00	$ 0.07	E	$ 1.62
3/8-16 X 3/4 CAP SCREW	6.84	$ 0.26	E	$ 1.78
3/8" FLAT STEEL WASHER	15.36	$ 0.11	E	$ 1.69
3/8 LOCK WASHER	7.68	$ 0.06	E	$ 0.49
3/8" SADDLE WASHER	7.68	$ 0.16	E	$ 1.20
3/8" NUT	23.05	$ 0.13	E	$ 3.00
3/8" ALL THREAD	23.05	$ 0.90	E	$ 20.76
1 1/2 KINDORF-B905	3.84	$ 3.59	E	$ 13.80
1/4-20 APP BEAM CLAMP	22.00	$ 0.89	E	$ 19.54
3/8-16 APP BEAM CLAMP	14.52	$ 4.28	E	$ 62.11
3 COND HGR W/BOLT	6.84	$ 1.51	E	$ 10.33
3/4 FLEX STEEL	6.00	$ 1.07	E	$ 6.44
3/4 FLEX SQZ CONN DIE CAST	1.00	$ 1.35	E	$ 1.35
3/4 FLEX 90 CLAMP DIE CAST CONN	1.00	$ 2.20	E	$ 2.20
3/4 FLEX-EMT COUPLING	1.00	$ 20.88	E	$ 20.88
IDEAL 30-341 TAN TWISTER WIRE NUT	3.00	$ 0.18	E	$ 0.54
QOB-120 120/240V CB	4.00	$ 13.35	E	$ 53.42
A25.2 THERMAL UNIT	11.00	$ 26.76	E	$ 294.39
2510FG2 M-0 MAN STARTER 1P,N1	11.00	$ 99.68	E	$ 1,096.50
GROUND SCREW/#14 PIGTAIL	11.00	$ 0.72	E	$ 7.97
				$ 4,122.65

MANADA ELECTRIC

REQUEST FOR INFORMATION

To: **RLPS/ BAI**

R.F.I. Number: **4**

Attn:

From: **Manada Elec**

Project: **LDSD HVAC Upgrades**

Date: **6/15/2026**

Project Number: **2025013**

Date Required: **6/22/2026**

				Plan Number:	ED104	Detail :	
Plan Number:	E601	Note:	7		Detail:		

Request: Middle School Unit Ventilators call for existing branch circuits to be re-used per drawing ED104 note 1. The nameplate shows a minimum circuit ampacity of 8.4 amps with MOCP of 15A. Current conditions have two UV's per circuit in some areas: UV-1C & UV-2C, UV-3C & UV-5C, UV-6C & UV-7C, UV-9C & UV-10C. The following also share neutrals: UV 1C, 2C, 3C, 5C and UV 11C, 10C, 9C, 7C, 6C. UV-4C shares the same ciruit as the projector in classroom 27. Same scenerio exists in classroom 28. Please advise if additional circuits and neutrals are to be pulled for all UV to have dedicated circuits. Also, confirm that the projectors are to be on a seperate circuit. Panel LC(R) has enough spares to add additional circuits.

Response:

Please provide a 20-amp breaker for the existing circuit that feeds each pair of unit ventilators. Provided the wire is in good condition we take no exception to its re-use. Inside each unit ventilator, provide either a 15-amp fuse block or a manual motor starter with a 15-amp thermal overload (Square D type FG2 single pole).

Where 2 separate existing circuits truly share a neutral, these circuits cannot remain as-is. Provide additional neutrals or entirely new wiring as required to remedy this situation.

Unless the owner provides immediate direction otherwise, the projectors are to remain on the existing circuit.

☐ Attachments

Response From: GET/MRM, Barton Associates

Date Rec'd:

By:

Signed:

Date: June 22, 2026

MANADA ELECTRIC

REQUEST FOR INFORMATION

To: **RLPS/ BAI** R.F.I. Number: **7**

Attn: From: **Manada Elec**

Project: **LDSD HVAC Upgrades** Date: **6/18/2026**

Project Number: **2025013** **Date Required:** **6/22/2026**

			Plan Number:	Detail :
Plan Number:	E100	Note:		Detail:

Request: Middle School Industrial Arts Room had a bus duct in the way for AHU-3. This removal and re-install of this bus duct was covered under change order 1. Now with the new AHU-3, there is not enough room to re-install the bus duct back as the new unit is larger than the old unit. Yo avoid re-working the entire bus duct and branch conduit, we recommend extending the feed from panel WS and mount the junction box on the current section that was not removed. The piece that will not be re-installed will be handed over to the school. Please confirm to proceed with this solution.

Response:

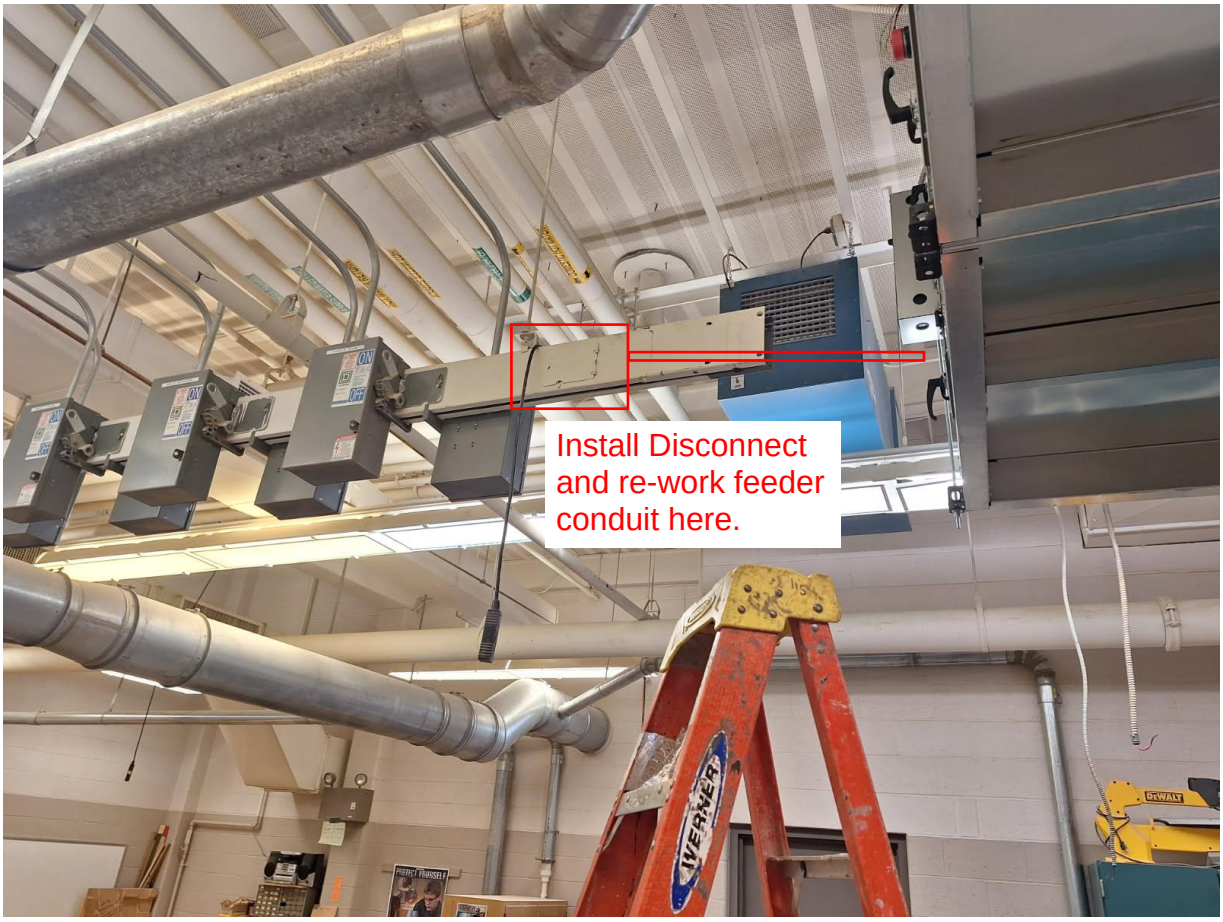
Barton takes no exception with this approach. Please confirm with Jeremy Foose that no shop equipment was or will be need to be powered from the portion of the buss that was removed.

☐ Attachments

Response From: George Thompson, Barton Associates Date Rec'd:

By:

Signed: Date: June 22, 2026


Install Disconnect and re-work feeder conduit here.
WERNER
DEWALT

MANADA ELECTRIC

REQUEST FOR INFORMATION

To: **RLPS/ BAI**

R.F.I. Number: **8**

Attn:

From: **Manada Elec**

Project: **LDSD HVAC Upgrades**

Date: **6/18/2026**

Project Number: **2025013**

Date Required: **6/22/2026**

			Plan Number:	Detail :
Plan Number:	E104	Note:		Detail:

Request: Middle School Classroom 1 area C has a home run conduit that was broke off at slab, a small trench cut out in slab with joints made in slab. This was then covered up by the existing UV. Picture is attached. Our recomendation is to chip the slab down enough to get a FA onto the conduit, change over to flex into the unit. New home run wire will need to be pulled as the current wire is to short. Please advise on best option for code compliant installation.

Response:

Barton takes no exception with Manada's suggested approach to address this unanticipated field condition.

☐ Attachments

Response From: George Thompson, Barton Associates

Date Rec'd:

By:

Signed:

Date: June 22, 2026

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Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Lower Dauphin School District - HVAC Upgrades - East Hanover El. (Vol. 1) 2025013 / Nye El. (Vol. 2) 2025016 / Middle School (Vol. 3) 2025017	Contract For: Electrical Construction	Change Order Number: 003
	Date: 11-26-2025	Date: 07-16-2026
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Lower Dauphin School District 291 East Main Street Hummelstown, PA 17036	RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601	Manada Electric 10 West Main Street Hershey, PA 17033

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. COR 3: Additional Electrical Modifications for Nye Elementary School. $19,360.00

The original Contract Sum was	$ 629,990.00
The net change by previously authorized Change Orders	$ 30,762.00
The Contract Sum prior to this Change Order was	$ 660,752.00
The Contract Sum will be increased by this Change Order in the amount of	$ 19,360.00
The new Contract Sum including this Change Order will be	$ 680,112.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be August 21, 2026 for East Hanover Elementary (Volume 1 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Nye Elementary School (Volume 2 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Lower Dauphin Middle School (Volume 3 – Phase 1, 2A, & 2B). August 20, 2027 for Lower Dauphin Middle School (Volume 3 – Phase 3A & 3B)

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*	CONTRACTOR *(Signature)*	OWNER *(Signature)*
BY: Christopher S. Linkey, AIA, Partner	Zach Buckler Digitally signed by Zach Buckler Date: 2026.07.17 09:11:11-04'00' BY: Zach Buckler, Project Manager	BY: Robert P. Hill, Jr., Board President
(Printed name, title, and license number if required)	*(Printed name and title)*	*(Printed name and title)*
7/17/2026	7/17/26	
Date	*Date*	*Date*

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User Notes: (6a58c8b3df5d8d60de497b37)

MANADA ELECTRIC

CHANGE ORDER INFORMATION	
COR DATE:	7/9/2026
JOB NUMBER:	A-6089
PROJECT:	LDSD HVAC Upgrade
COR#	3
DESCRIPTION:	Additional Elec Work - NYE
ATTENTION:	

SUMMARY OF WORK

Additional electrical modifications for Nye

DETAILS OF WORK

Electrical changes per RFI EC-002, and RFI-EC 009.

NOTES

All work to be performed M-F 7-3:30

SCHEDULE IMPACT

5 Days

CHANGE ORDER REQUEST AMOUNT $ 19,360.00

Thank you for the opportunity to price this work, if you should have any questions or would like to review please don't hesitate to contact me.

Thanks,

Zach Buckler

Project Manager
814-558-9815

COST BREAKDOWN

PROJECT NAME: LDSD HVAC Upgrade
COR DESCRIPTION: Additional Elec Work - NYE
CHANGE REQUEST # 3
MANADA JOB# A-6089

MANADA ELECTRIC

MATERIAL

Electrical Material		$	10,353.52
Freight		$	-
Sales Tax	0%	$	-
	Subtotal		$10,353.52
	Total Material Cost		**$10,353.52**

LABOR

Classification	Hours		Rate		Total
Foreman	35.00	$	107.00	$	3,745.00
Electrician	30.00	$	97.00	$	2,910.00
Total Hours	65.00		Subtotal	$	6,655.00
			Total Labor Cost	**$**	**6,655.00**

EQUIPMENT

	Hourly		Duration		
Bucket Truck	$	88.00	-	$	-
Pickup Truck	$	11.80	35.00	$	413.00
Arial Lift	$	8.50	-	$	-
Telehandler	$	17.00	-	$	-
			Subtotal	$	413.00
			Total Equipment Cost	**$**	**413.00**

SUBCONTRACTORS

		$	-
		$	-
	Subtotal	$	-
	Total Subcontracts	**$**	**-**

SUMMARY

Total Material			$10,353.52
Total Labor		$	6,655.00
Total Equipment		$	413.00
Total Subcontractor		$	-
	Subtotal	$	17,421.52
Permit		$	-
Bond	1.124 %	$	196.00
Profit	10 %	$	1,742.15
	Total	$	19,359.67
TOTAL PROPOSAL		**$**	**19,360.00**

JOB #	A-6089			
COR #	3			

Description	Quantity	Price	U	Total Cost
NYE School - COR NO.3				
2 THHN CU STRANDED	320.00	$ 2.65	E	$ 848.16
4/0 THHN CU STRANDED	960.00	$ 7.22	E	$ 6,927.05
ARL SNAP2IT MC CONN	32.00	$ 1.55	E	$ 49.71
ARL STACKABLE CABLE STRAP	16.00	$ 0.26	E	$ 4.16
12/2 MC CU CABLE	80.00	$ 0.64	E	$ 50.97
2 BUSH PLASTIC	4.00	$ 0.89	E	$ 3.56
1/4-20 X 1/2 RH MACH SCREW	32.00	$ 0.07	E	$ 2.35
1/4-20 APP BEAM CLAMP	32.00	$ 0.89	E	$ 28.42
2 LIQUIDTIGHT FLEX	12.00	$ 9.21	E	$ 110.56
2 LIQUIDTIGHT FLEX CONN	2.00	$ 21.04	E	$ 42.08
2 LIQUIDTIGHT 90 FLEX CONN	2.00	$ 28.55	E	$ 57.09
A25.2 THERMAL UNIT	16.00	$ 26.76	E	$ 428.21
2510FG2 M-0 MAN STARTER 1P,N1	16.00	$ 99.68	E	$ 1,594.91
GROUND SCREW/#14 PIGTAIL	16.00	$ 0.72	E	$ 11.59
GREENLEE PULLING HEAD	6.00	$ 32.45	E	$ 194.70
				$ 10,353.52

REQUEST FOR INFORMATION

To: **RLPS/ BAI** R.F.I. Number: **2**

Attn: From: **Manada Elec**

Project: **LDSD HVAC Upgrades** Date: **6/15/2026**

Project Number: **2025013** **Date Required:** **6/22/2026**

				Plan Number:	ED103	Detail :	
Plan Number:	E601	Note:	9		Detail:		

Request: Drawing ED103 note 3 mentions to use existing branch circuit for the roof top chiller. Drawing E601 note 9 says to replace the existing 400A breaker in panel MDP with a 450A breaker. The 450A breaker is the MOCP recommended on the chiller submittal. The existing feeders are parallel 3/0 AWG in 2" EMT. Parallel 3/0 AWG is only good up to 400A. Upsizing the breaker to a 450A, wire size will need to be minimum parallel 4/0 AWG. The conduit fill for 2" EMT has a maximum fill rating of (4) 4/0 AWG. Please confirm feeder conduit size and wire size to accomadate the 450A breaker.

Response:

Please provide 2 sets of 3 #4/0, with #2 GND, in a 2" conduit. Any existing conduit in good condition may be re-used.

☐ Attachments

Response From: GET/MRM, Barton Associates Date Rec'd:

By:

Signed: Date: June 22, 2026

Unit Overview

Chiller Model	RTAF air-cooled screw chiller
Unit Nominal Tonnage	170 nominal tons
Unit efficiency	High efficiency
Refrigeration Capacity	142.3 tons
Cooling Efficiency	9.873 EER (Btu/W-h)
IPLV.IP	16.93 EER (Btu/W-h)
NPLV.IP	16.18 EER (Btu/W-h)
Unit Voltage	460.V/60.Hz/3 phase
Refrigerant Type	Refrigerant charge R-513A
Agency Listing	UL listed
Pressure Vessel Code	ASME pressure vessel code
ASHRAE 90.1 Compliance	ASHRAE 90.1 all versions up to 2022
Model Number	RTAF170EU**HXUA1N24X1NLNCCV1CAPBEXXAA1XXXX0

Evaporator Information

Evaporator Application					
Standard cooling					
Fluid Temperatures		**Flow Rate**		**Construction Features**	
Evaporator Leaving	42.00 F	**Design Flow**	465.0 gpm	**Configuration**	2 pass evaporator
Evaporator Entering	49.76 F	**Min Flow**	276.5 gpm	**Fouling Factor**	
Fluid Properties		**Fluid Pressure Drop**		0.000100 hr-sq ft-deg F/ Btu	
Fluid Type	Propylene Glycol	**Design PD**	17.2 ft H2O		
Fluid Concentration	30.00 %	**Min PD**	5.64 ft H2O		
Freeze Point	9.19 F				

Condenser Information

Unit Application	Low ambient	**Condenser Coil Option**	Long Life Alloy Aluminum Coil	**Fan Type**	Variable speed fans
Ambient Air Temp.	95.0 F	**Auxiliary Items**	Oil cooler	**Number of Fans**	12

Unit Electrical

Unit		RLA	
Unit Voltage	460.V/60.Hz/3 phase	**Condenser Fan RLA (each)**	2.50 A
Frequency	60 hertz	**RLA/AFD input - Compressor 1A**	136.00 A
Compressor Starter	Variable speed compressors	**RLA/AFD input - Compressor 2A**	115.00 A
Total Power	172.9 kW	**MCA**	
Compressor Power	161.2 kW	**Single Point Power MCA**	321 A
Fan Power	10.93 kW	**MOP**	
Incoming Power Line Conn. Type	Single point unit power	**Single Point Power MOP**	450 A
Power Line Conn. Type	Circuit breaker		
Short Circuit Current Option	Default amp rating		
Short Circuit Current Rating	10000 A		

Physical Information

Dimensions		Weights			Refrigerant Charge	Oil Charge
Length	274 in	**Operating Weight**	10159 lb	**Circuit 1**	111.1 lb	1.56 gal
Width	87 in	**Shipping Weight**	9987 lb	**Circuit 2**	99.0 lb	1.56 gal
Height	94 in					

Unit Acoustics

A-Weighted	Sound Power	Sound Pressure*	Unit Sound Package
100%	101 dBA	73 dBA	Standard noise
75%	95 dBA	67 dBA	
50%	93 dBA	65 dBA	
25%	90 dBA	63 dBA	

Note: In Accordance with AHRI 370

*Note: at 30 feet in free field

Warranty

Standard Warranty

Information for LEED Projects

Refrigerant (R-513A) - ckt 1	111.1 lb
Refrigerant (R-513A) - ckt 2	99.0 lb
Rated Capacity (AHRI)	157.8 tons
Rated Efficiency (AHRI)	10.42 EER (Btu/W-h)
IPLV	16.93 EER (Btu/W-h)
Refrigeration Capacity	142.3 tons
Cooling Efficiency	9.873 EER (Btu/W-h)
Compress Power	161.2 kW
Fan Motor Power	10.93 kW

Certified in accordance with the AHRI Air-Cooled Water-Chilling Packages Certification Program, which is based on AHRI Standard 550/590 (I-P) and AHRI Standard 551/591 (SI). Certified units may be found in the AHRI Directory at www.ahridirectory.org. Unit contains freeze protection liquids in the evaporator and is certified when rated per the Standard with water.

ASHRAE 90.1 all versions up to 2022

This product meets the minimum efficiency requirements of ASHRAE Standard 90.1 and CANS/CSA C743 for all versions (which are based on AHRI standard rating conditions) and, therefore, also meets the LEED "Minimum Energy Performance" prerequisite in the Energy and Atmosphere section.

The LEED Green Building Rating System™, developed by the U.S. Green Building Council, provides indepenent, third-party verification that a building project meets green building and performance measures.

Trane Select Assist Version Number: 298
Data Generation Date: 8/19/2025

MANADA ELECTRIC

REQUEST FOR INFORMATION

To: **RLPS/ BAI**

R.F.I. Number: **9**

Attn:

From: **Manada Elec**

Project: **LDSD HVAC Upgrades**

Date: **6/25/2026**

Project Number: **2025013**

Date Required: 7/2/2026

			Plan Number:	ED103	Detail:
Plan Number:	E203	Note:		Detail:	

Request: Nye Elementary Area A Unit Ventilators call for existing branch circuits to be re-used per drawing ED103 note 1. The nameplate shows a minimum circuit ampacity of 8.4 amps with MOCP of 15A. Current conditions have two UV's per circuit in some areas: UV-11 & UV-12, UV-13 & UV-14, UV-20 & UV-21, UV-22 & UV-26, UV-27 & UV-24, UV-17 & UV-18, UV-19 & UV-23. UV-8 & UV-9 are on one circuit but one 15amp circuit will hold these two units. Is it acceptable to install 20A breakers with a manual motor stater with 15-amp thermal overload to meet the nameplate rating per UV that share a circuit.

Response:

Barton takes no exception with this approach where 2 UV's share a circuit, similar to the other schools. UV's 8 and 9 must be similarly individually protected at 15 amps to meet the manufacturer's recommended overcurrent protection. Please treat these the same as the others that share a circuit.

☐ Attachments

Response From: George Thompson, Barton Associates

Date Rec'd: June 25, 2026

By:

Signed: Date:

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Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Lower Dauphin School District - HVAC Upgrades - East Hanover El. (Vol. 1) 2025013 / Nye El. (Vol. 2) 2025016 / Middle School (Vol. 3) 2025017	Contract For: Electrical Construction Date: 11-26-2025	Change Order Number: 004 Date: 07-16-2026
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Lower Dauphin School District 291 East Main Street Hummelstown, PA 17036	RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601	Manada Electric 10 West Main Street Hershey, PA 17033

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. COR 4: Additional Electrical Modifications for East Hanover Elementary School. $5,473.00

The original Contract Sum was	$ 629,990.00
The net change by previously authorized Change Orders	$ 50,122.00
The Contract Sum prior to this Change Order was	$ 680,112.00
The Contract Sum will be increased by this Change Order in the amount of	$ 5,473.00
The new Contract Sum including this Change Order will be	$ 685,585.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be August 21, 2026 for East Hanover Elementary (Volume 1 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Nye Elementary School (Volume 2 – Phase 1, 2A, 2B & 2C). August 21, 2026 for Lower Dauphin Middle School (Volume 3 – Phase 1, 2A, & 2B). August 20, 2027 for Lower Dauphin Middle School (Volume 3 – Phase 3A & 3B)

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*	CONTRACTOR *(Signature)*	OWNER *(Signature)*
BY: Christopher S. Linkey, AIA, Partner	Zach Buckler Digitally signed by Zach Buckler Date: 2026.07.17 09:12:15-04'00' BY: Zach Buckler, Project Manager	BY: Robert P. Hill, Jr., Board President
(Printed name, title, and license number if required)	*(Printed name and title)*	*(Printed name and title)*
7/17/2026	7/17/26	
Date	*Date*	*Date*

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User Notes: (6a58ca9fb43c7dd9dff976dc)

MANADA ELECTRIC

CHANGE ORDER INFORMATION	
COR DATE:	7/9/2026
JOB NUMBER:	A-6089
PROJECT:	LDSD HVAC Upgrade
COR#	4
DESCRIPTION:	Additional Elec Work - East Hanover
ATTENTION:	

SUMMARY OF WORK

Additional electrical modifications for East Hanover

DETAILS OF WORK

Electrical changes per RFI EC-005.

NOTES

All work to be performed M-F 7-3:30

SCHEDULE IMPACT

5 Days

CHANGE ORDER REQUEST AMOUNT $ 5,473.00

Thank you for the opportunity to price this work, if you should have any questions or would like to review please don't hesitate to contact me.

Thanks,

Zach Buckler

Project Manager
814-558-9815

COST BREAKDOWN

PROJECT NAME: LDSD HVAC Upgrade
COR DESCRIPTION: Additional Elec Work - East Hanover
CHANGE REQUEST # 4
MANADA JOB# A-6089

MANADA ELECTRIC

MATERIAL

Electrical Material		$	1,979.15
Freight		$	-
Sales Tax	0%	$	-
	Subtotal		$1,979.15
	Total Material Cost		**$1,979.15**

LABOR

Classification	Hours		Rate		Total
Foreman	15.00	$	107.00	$	1,605.00
Electrician	12.00	$	97.00	$	1,164.00
Total Hours	27.00		Subtotal	$	2,769.00
			Total Labor Cost	**$**	**2,769.00**

EQUIPMENT

	Hourly	Duration	
Bucket Truck	$ 88.00	-	$ -
Pickup Truck	$ 11.80	15.00	$ 177.00
Arial Lift	$ 8.50	-	$ -
Telehandler	$ 17.00	-	$ -
		Subtotal	$ 177.00
		Total Equipment Cost	**$ 177.00**

SUBCONTRACTORS

	$	-
	$	-
Subtotal	$	-
Total Subcontracts	**$**	**-**

SUMMARY

Total Material			$1,979.15
Total Labor		$	2,769.00
Total Equipment		$	177.00
Total Subcontractor		$	-
	Subtotal	$	4,925.15
Permit		$	-
Bond	1.124 %	$	55.00
Profit	10 %	$	492.52
	Total	$	5,472.67

TOTAL PROPOSAL $ 5,473.00

JOB #	A-6089			
COR #	4			

Description	Quantity	Price	U	Total Cost
NYE School - COR NO.4				
ARL SNAP2IT MC CONN	28.00	$ 1.55	E	$ 43.50
ARL STACKABLE CABLE STRAP	14.00	$ 0.26	E	$ 3.64
12/2 MC CU CABLE	70.00	$ 0.64	E	$ 44.60
1/4-20 X 1/2 RH MACH SCREW	28.00	$ 0.07	E	$ 2.06
1/4-20 APP BEAM CLAMP	28.00	$ 0.89	E	$ 24.86
QOB-120 120/240V CB	6.00	$ 13.35	E	$ 80.12
A25.2 THERMAL UNIT	14.00	$ 26.76	E	$ 374.68
2510FG2 M-0 MAN STARTER 1P,N1	14.00	$ 99.68	E	$ 1,395.55
GROUND SCREW/#14 PIGTAIL	14.00	$ 0.72	E	$ 10.14
				$ 1,979.15

MANADA ELECTRIC

REQUEST FOR INFORMATION

To: **RLPS/ BAI**

R.F.I. Number: **5**

Attn:

From: **Manada Elec**

Project: **LDSD HVAC Upgrades**

Date: **6/15/2026**

Project Number: **2025013**

Date Required: **6/22/2026**

Plan Number: ED102 Detail :

Plan Number: E601 Note: Detail:

Request: East Hanover Area B Unit Ventilators call for existing branch circuits to be re-used per drawing ED102 note 1. The nameplate shows a minimum circuit ampacity of 8.4 amps with MOCP of 15A. Current conditions have two UV's per circuit in some areas: UV-9 & UV-10, UV-28 & UV-29, UV-30 & UV-31, UV-25 & UV-26, UV-23 & UV-24, UV-13 & CUH-9. Please advise if additional circuits are to be pulled for all UV to have dedicated circuits.

Response:

Please provide a 20-amp breaker for the existing circuit that feeds each pair of unit ventilators. Provided the wire is in good condition we take no exception to its re-use. Inside each unit ventilator, provide either a 15-amp fuse block or a manual motor starter with a 15-amp thermal overload (Square D type FG2 single pole).

☐ Attachments

Response From: GET/MRM, Barton Associates

Date Rec'd:

By:

Signed:

Date: June 22, 2026

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Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Lower Dauphin School District - Falcon Fields - Additions and Renovations	Contract For: Site Construction Date: 07-27-2026	Change Order Number: 001 Date: 07-27-2026
OWNER: *(Name and address)* Lower Dauphin School District 291 East Main Street Hummelstown, PA 17036	**ARCHITECT:** *(Name and address)* RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601 RLPS Project No.: 2025018	**CONTRACTOR:** *(Name and address)* York Excavating Company, LLC 3180 East Prospect Road York, PA 17402

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. RFC 8003: Additional asphalt depth. $28,380.41

The original Contract Sum was	$ 4,293,900.00
The net change by previously authorized Change Orders	$ 0.00
The Contract Sum prior to this Change Order was	$ 4,293,900.00
The Contract Sum will be increased by this Change Order in the amount of	$ 28,380.41
The new Contract Sum including this Change Order will be	$ 4,322,280.41

The Contract Time will be unchanged by ( ) days.
The new date of Substantial Completion will be 05-01-2027

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*	CONTRACTOR *(Signature)*	OWNER *(Signature)*
BY: Christopher S. Linkey, AIA, Partner	John Haldeman Digitally signed by John Haldeman DN: C=US, E=john@yecoi.com, O=York Excavating Company, CN=John Haldeman Date: 2026.07.27 15:27:21-04'00' BY: John Haldeman, Senior Project Manger	BY: Robert P. Hill, Jr., Board President
(Printed name, title, and license number if required)	*(Printed name and title)*	*(Printed name and title)*
7/27/2026	7/27/2026	
Date	*Date*	*Date*

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User Notes: (6a6755100a332e0b232fb52b)

York Excavating Company, LLC.

Excavating • Utilities • Grading • Paving

3180 East Prospect Rd York PA 17402 Phone 717.755.0607 Fax 717.755.4457

Request for Change

To: LOWER DAUPHIN SCHOOL DISTRICT
219 EAST MAIN STREET
HUMMELSTOWN, PA 17063

RFC No.: 8003
RFC Date: 7/15/2026

Project: FALCON FIELDS ADDITIONS & RENO

Project No.: 2631

The main drive lane is shown still having the light duty 2.5" of 25mm base placed. Increasing it to heavier spec to hold up to construction and bus traffic, as it is the main drive lane for all traffic for the school.

Item Description	Hrs/ Qty	Rate	Total
OPTION #1 ADD'L 1.5" OF 25MM AT DRIVEWAY	1	28,380.41	28,380.41

Request for Change Total **$28,380.41**

TO ACCOMMODATE THE NECESSARY ADDITIONAL TIME REQUIRED FOR THESE CHANGES, PLEASE EXTEND THE CONTRACT COMPLETION DATE BY 0 DAYS.

JOHN HALDEMAN
Requested By

Approved By

York Excavating Company, LLC.

Excavating • Utilities • Grading • Paving

3180 East Prospect Rd York PA 17402 Phone 717.755.0607 Fax 717.755.4457

To:	LOWER DAUPHIN SCHOOL DISTRICT	**Contact:**	JEREMY T. FOOSE
Address:	291 EAST MAIN STREET	**Phone:**	(717) 566-5300
	HUMMELSTOWN, PA 17036	**Email:**	jfoose@ldsd.org
Project Name:	FALCON FIELDS ADDITIONS & RENOVATIONS - RFC DRIVE LANE	**Bid Number:**	RFC #8003
Project Location:	403 E. MAIN STREET, HUMMELSTOWN, PA	**Bid Date:**	7/17/2026

Item #	Item Description	Estimated Quantity	Unit
Option #1 - Additional 1.5" Of 25mm At Driveway			
1	General Conditions	1.00	LS
2	Additional Cut	112.00	CY
3	Export Excess Material	112.00	CY
4	Additional 1.5" Of 25mm Base	2,435.00	SY
	Total Price for above Option #1 - Additional 1.5" Of 25mm At Driveway Items:		**$28,380.41**
Option #2 - Additional 2.5" Of 25mm At Driveway			
1	General Conditions	1.00	LS
2	Additional Cut	188.00	CY
3	Export Excess Material	188.00	CY
4	Additional 2.5" Of 25mm Base	2,435.00	SY
	Total Price for above Option #2 - Additional 2.5" Of 25mm At Driveway Items:		**$47,114.67**

Notes:

- All contractual notes/exclusions apply.
- Please reference Exhibit A (orange highlight) for limits of paving.
- Rock if encountered is excluded. Any rock removed will be tracked, billed, and paid for at the unit price of $125 per cubic yard.

Payment Terms:

Payment due 30 days from date of approved payment application.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

York Excavating Company

Authorized Signature: _____

Estimator: NATE ELLIOTT
(717) 755-0607 nate@yecoi.com

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Change Order

PROJECT: *(Name and address)* Lower Dauphin School District - Falcon Fields - Additions and Renovations	**CONTRACT INFORMATION:** Contract For: Site Construction Date: 07-27-2026	**CHANGE ORDER INFORMATION:** Change Order Number: 002 Date: 07-27-2026
OWNER: *(Name and address)* Lower Dauphin School District 291 East Main Street Hummelstown, PA 17036	**ARCHITECT:** *(Name and address)* RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601 RLPS Project No.: 2025018	**CONTRACTOR:** *(Name and address)* York Excavating Company, LLC 3180 East Prospect Road York, PA 17402

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. RFC 8004: Repair sinkholes. $15,949.13

The original Contract Sum was	$	4,293,900.00
The net change by previously authorized Change Orders	$	28,380.41
The Contract Sum prior to this Change Order was	$	4,322,280.41
The Contract Sum will be increased by this Change Order in the amount of	$	15,949.13
The new Contract Sum including this Change Order will be	$	4,338,229.54

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be 05-01-2027

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*	John Haldeman Digitally signed by John Haldeman DN: C=US, E=john@yecoi.com, O=York Excavating Company, CN=John Haldeman Date: 2026.07.27 15:28:32-04'00' **CONTRACTOR** *(Signature)*	**OWNER** *(Signature)*
BY: Christopher S. Linkey, AIA, Partner	BY: John Haldeman, Senior Project Manger	BY: Robert P. Hill, Jr., Board President
(Printed name, title, and license number if required)	*(Printed name and title)*	*(Printed name and title)*
7/27/2026	7/27/2026	
Date	*Date*	*Date*

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User Notes: (6a675c51e35e7d8438bed940)

York Excavating Company, LLC.

Excavating • Utilities • Grading • Paving

3180 East Prospect Rd York PA 17402 Phone 717.755.0607 Fax 717.755.4457

Request for Change

To: LOWER DAUPHIN SCHOOL DISTRICT
219 EAST MAIN STREET
HUMMELSTOWN, PA 17063

RFC No.: 8004
RFC Date: 7/15/2026

Project: FALCON FIELDS ADDITIONS & RENO

Project No.: 2631

Two sinkholes found onsite. Hillis Carnes Directed repair procedure.

Item Description	Hrs/ Qty	Rate	Tax	Total
LABORER	8	70.00		560.00
VERMEER VACUUM TRUCK/OPER	2	355.00		710.00
CASE CX350 EXCAVATOR/OPER	14	185.00		2,590.00
BOMAG BW138 ROLLER/OPER	2	145.00		290.00
TAKEUCHI TL12 SKID LOADER/OPER	2	115.00		230.00
2A STONE	44.53	7.00	18.70	330.41
FLOW-FILL 9" SLUMP	64.00	135.00	518.40	9,158.40

Description	Amount
Labor	560.00
Material	9,488.81
Equipment	3,820.00
Total Cost	13,868.81
15% OH&P	2,080.32
Request for Change Total	**$15,949.13**

TO ACCOMMODATE THE NECESSARY ADDITIONAL TIME REQUIRED FOR THESE CHANGES, PLEASE EXTEND THE CONTRACT COMPLETION DATE BY 0 DAYS.

JOHN HALDEMAN
Requested By

Approved By 7/24/26

DAILY T&M WORK REPORT

RECEIVED JUL 16 2026

York Excavating Company LLC

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 23054

DATE 7/8/2026

PROJECT NAME Falcon Fields

PROJECT NO. 2631

BILL TO:

NAME LDSD

CHANGE ORDER NO. 8004

ADDRESS

CUSTOMER P.O. NO.

PHONE NO.

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Open up Sink Holes with TRACK Hoe & VAC TR cleanout for FlowPl
Hills Carnes Direct Operation
Fence off Excavation

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
Tyler Borkins	2	oper	Hole
Noah Adcock	2	LABOR	
Robert Bair	8	OPER	345

REVIEWED & APPROVED BY: 7/24/26

YORK EXCAVATING CO REPRESENTATIVE: Rob Bair

WHITE - OFFICE COPY YELLOW - OFFICE COPY PINK - FIELD COPY

DAILY T&M WORK REPORT

RECEIVED JUL 16 2026

York Excavating Company LLC

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 23055

DATE 7/9/2026

PROJECT NAME Falcon Fields

PROJECT NO. 2631

BILL TO:

NAME LDSD

CHANGE ORDER NO. 8604

ADDRESS

CUSTOMER P.O. NO.

PHONE NO.

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Unfonce Sink Hole AREA
Bring in 64cy Flow Fill 9" slump from Ramsy Supply & Place
Witnessed & Directed by Hills Carnes
Fince off Sink Hole AREA

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
64cy	9" Slump Flow Fill *		

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
Robert Bair	6.0	OPER	345*
Ronald Sensinig	6*	LAD	

REVIEWED & APPROVED BY: 7/24/26

YORK EXCAVATING CO REPRESENTATIVE: Rob Bair

WHITE - OFFICE COPY YELLOW - OFFICE COPY PINK - FIELD COPY

DAILY T&M WORK REPORT

RECEIVED JUL 16 2026

York Excavating Company LLC

3180 East Prospect Rd. York PA 17402 Phone: (717) 755-0607 Fax: (717) 755-4457

WORK ORDER NO. 23056

DATE 7/10/2026

PROJECT NAME Falcon Fields

PROJECT NO. 2631

BILL TO:

NAME LDSA

CHANGE ORDER NO. 8004

ADDRESS

CUSTOMER P.O. NO.

PHONE NO.

DESCRIPTION OF WORK (WHAT WAS DONE, AND WHERE)

Back fill sink hole area with 2A stone

Take down fence

MATERIALS

QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
44 TON	2A STONE		
44.53↑			

LABOR AND EQUIPMENT

EMPLOYEE NAME	HOURS	POSITION	EQUIPMENT
Ron Sawsewis	2	OPER	Roller 534
Rob Bair	2	OPER	+220 skid steer

REVIEWED & APPROVED BY: 7/24/26

YORK EXCAVATING CO REPRESENTATIVE: Rob Bair

WHITE - OFFICE COPY YELLOW - OFFICE COPY PINK - FIELD COPY

Dual Enrollment Agreement
Elizabethtown College and Lower Dauphin High School

July 21, 2026

This Agreement is entered into by and between Lower Dauphin High School and Elizabethtown College. This agreement sets out the terms and conditions of the dual enrollment program offered by these two institutions.

Elizabethtown College and Lower Dauphin High School do hereby agree to the following:

- **Term:**
  The term of this agreement shall begin in July 2026 and shall continue indefinitely, subject to annual review.

- **Student Eligibility:**
  a. Students who meet the following criteria are qualified to participate in the program:

     i. Students will be high school juniors or seniors at the time of dual enrollment. Exceptional sophomores may be considered for dual enrollment. Sophomores who wish to be considered for dual enrollment need to provide an additional letter of recommendation and have approval from both Lower Dauphin High School counseling staff and the Elizabethtown College dual enrollment representative.

     ii. The student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by Lower Dauphin High School. Lower Dauphin High School will determine satisfactory progress based on credits earned.

     The student demonstrates readiness for college-level coursework in the intended subject area of study, as determined by Lower Dauphin High School counselor. Elizabethtown College will determine readiness based on guidance counselor recommendation, high school transcript, and placement exams if necessary.

     iii. Admissions requirements are as follows:
     (1) Admissions Registration Form
     (2) Guidance Counselor Dual Enrollment Form
     (3) Official High School Transcript

  b. The student must earn a minimum grade of C or better in every course to continue in this program. The student must maintain a minimum 2.00 cumulative grade point average to remain in good standing academically.

- **Courses Offered:**
  The following criteria apply to all courses covered by this Agreement:

a. The courses are non-remedial.

b. The courses, as offered to dual enrollment students, are identical to those offered when dual enrollment students are not enrolled, including the use of identical curriculum, assessments, and instructional materials.

c. The courses enforce prerequisite coursework requirements identical to those enforced for the courses when dual enrollment students are not enrolled.

d. Academic Affairs ensures the course has a strong history of transfer or the course meets specific program needs of the high school student.

- **Student Credit:**
  Students will not be allowed to enroll in more than 24 postsecondary credits through dual enrollment per academic year. Lower Dauphin High School will award credit for and recognize courses that are successfully completed under this Agreement as fulfilling the graduation requirements identified above.

  Elizabethtown College will transcribe all course registrations in the same manner as it does for all enrolled students at the College. If a dual enrollment student becomes a regularly enrolled student at Elizabethtown College following graduation from secondary school, Elizabethtown College shall recognize those credits as applying to the student's degree requirements as it would for any regularly enrolled postsecondary student who took the courses.

- **Orientation:**
  High school students registered for **on-campus courses** at Elizabethtown College are requested to view three prerecorded orientation videos and are also invited to attend a virtual orientation session prior to the start of classes. Parents are encouraged to attend.

  High school students who register for **online courses** through the School of Graduate and Professional Studies (SGPS) will be invited to a virtual orientation and onboarding, with parents encouraged to attend.

- **Additional Administrative Responsibilities:**
  The following respective areas will be responsible for the tasks listed below:

  a. **On-Campus Course Registration**: Elizabethtown College will provide Lower Dauphin High School counselors with the necessary instructions and course registration website URL by mid-March, for Fall Registration, and mid-October, for Spring and Summer Registration. High School counselors will encourage students to complete course registrations by Aug. 1 and Jan. 1 respectively. To optimize registration into desired courses, course registration requests should be completed by May 1 for fall semesters and by Nov. 5 for spring and summer semesters.

  b. **Online Course Registration**: Elizabethtown College SGPS offers rolling dual enrollment admission with accelerated 5-week online courses. Fall classes are offered in Aug., Oct., and Nov. Spring classes

are offered in Jan., Feb., and April. Summer classes are offered in May and June. The registration deadline will be two weeks prior to the course start date.

c. **Student Portal:** Enrolled students will be given electronic etown.edu email addresses and access to JayWeb, the campus web system. The JayWeb portal will allow students online access to grades and grade reports. Access to additional systems will be provided based on the requirements of the courses that the students are enrolled in.

d. **Academic Performance/Early Warning:** The Academic Performance period for on-campus courses begins the fifth week of each fall and spring semester, and the second week of each five-week online SGPS course. Faculty send electronic alerts through the Starfish system to students who are experiencing academic difficulty, and praise for academic successes, throughout the semester/online sub-term to provide students with opportunities to act earlier than a traditional mid-term timeline. The students' Academic advisor also receives a copy of the alerts and kudos.

e. **Fiscal Transactions:** Tuition is $100 per credit (subject to annual increase). Elizabethtown College will bill the students directly. Most College on-campus courses are four (4) credits and most online SGPS courses are (3) credits. Students will be charged $100/credit for any course taken through dual enrollment (in person or online) and any summer course (online).

f. **Counseling:** Associate Dean of Students for Student Success, Stephanie Rankin, is the contact for high school students pursuing on-campus dual enrollment. SGPS Academic Advisor, Christina Garten, is the contact for high school students pursuing online dual enrollment through SGPS. These individuals will aid students in locating the necessary resources to be successful in their dual enrollment courses

g. **Library Privileges:** Elizabethtown College will grant full library privileges to students taking at least four credits.

h. **Title IX**: Both parties acknowledge their respective obligations under Title IX of the Education Amendments of 1972 (hereinafter Title IX). The University and the District warrant that they will comply with Title IX obligations concerning any participating high school student that files a complaint, or has a complaint filed against them when said complaint falls within their respective education program or activity.

This Dual Enrollment Agreement was signed on:

This agreement may be reviewed and revised at any time at the behest of the Lower Dauphin High School President or Principal or the Elizabethtown College Vice President of Enrollment Management.

Elizabethtown College

Keri Straub, Vice President for Enrollment Marketing & Communications

_____

Signature

Lower Dauphin School District

Dr. Greg Milbrand, Superintendent

_____

Signature

Lower Dauphin School District

Robert Hill, Board President

_____

Signature

Lower Dauphin School District

Carron Wolf, Board Secretary

_____

Signature

Partnership for Career Development (PCD)
Service Agreement
July 1, 2026 – June 30, 2027

PARTNERSHIP
for Career Development

This Service Agreement ("Agreement") is entered into between the Partnership for Career Development (PCD), an independent 501(c)(3) nonprofit intermediary organization, and Lower Dauphin School District (District).

PCD operates as a standalone nonprofit organization dedicated to Career Awareness & Preparation (CAP) across South Central Pennsylvania. While PCD maintains collaborative agreements with the Capital Area Intermediate Unit (CAIU) for the use of facilities, technology, and operational supports, PCD is not a program, department, or offering of the CAIU.

Scope of Services

PCD will provide comprehensive Career Awareness & Preparation (CAP) services, including but not limited to:

- Multi-Industry Job Shadow Experiences (Career Connections)
- Student career exploration programs and events
- Educator professional development and engagement opportunities
- Monthly consortium meetings and regional collaboration
- Weekly communications and access to the PCD CAP Guide
- Connections to business, industry, and community partners

All services are designed to support the District's or CTC's efforts in preparing students for informed career decision-making aligned to workforce needs. Full scope is available in the separate document included in this packet and subject to change, with the exception of the services noted above.

Participation & Access

This Agreement applies exclusively to the District or CTC named herein and its enrolled students. Student participation in PCD programs is limited to students from officially participating PCD school districts or CTCs. The inclusion of students from non-participating districts or schools in PCD programs is not permitted.

Non-participating PCD schools may attend designated educator-focused events at a

PARTNERSHIP for Career Development
55 Miller Street, Enola PA 17025 (717) 732-8480 Lynda@crpcd.org

non-participating rate, as determined by PCD. Participating PCD districts or CTCs receive preferred access and pricing for such opportunities.

Service Fee & Payment Terms

The District or CTC agrees to pay an annual service fee of $4,235.00 for the 2026–2027 program year.

Payment Options:
- Option 1: Full payment of $4,235.00 due by July 31, 2026
- Option 2: Two payments of $2,117.50 due by July 31, 2026 and January 31, 2027

The service fee includes consortium services, communications, and standard programming. It does not include transportation, travel, or optional fee-based programs unless otherwise specified.

Additional Services

Any additional services requested by the District or CTC beyond those outlined in this Agreement shall require a written amendment, including mutually agreed-upon scope and fees.

Entire Agreement

This Agreement constitutes the full understanding between the parties and supersedes any prior agreements. Acceptance is indicated by signature or payment of the service fee.

APPROVED BY:

Lynda Sims-Morris

President & CEO, PCD

Robert P. Hill, Jr.
Board President

Date: 7/23/2026

Date: 8/10/2026

☐ * By checking this box I am indicating that I have read and understand the next page, "Addendum: Student Registration Policy"

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Addendum: Student Registration Policy

Beginning with the **2026–2027 school year**, the following Student Registration Policy shall apply to all Career Connections sessions and other student programs administered by the Partnership for Career Development (PCD).

1. **Reserved Seats**
   Schools may reserve seats for students in PCD programs through the designated registration system.

2. **Registration System and Seat Allocation**
   PCD will utilize an online registration system that allows participating schools to view available seats and manage reservations. Automated email confirmations and reminders are included in the system. PCD may also implement a **seat allocation lottery system** to distribute available seats fairly among participating schools.

3. **Purpose of Policy**
   This policy is intended to maximize student participation and ensure that reserved program seats are utilized whenever possible.

4. **No Change to Base Service Fee**
   This policy does not alter the annual service fee specified in this Agreement and applies only to unfilled reserved student seats after the permitted cancellation.

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Amplify.

55 Washington Street, Suite 800
Brooklyn, NY 11201-1071
t +1 212.213.8177 · f +1 212.796.2311
www.amplify.com

Aug 3, 2026

Lower Dauphin School District
Attn: Charlie Trovato
291 E. Main Street
Hummelstown, PA 17036

Dear Mr. Trovato,

Thank you for your willingness to participate in a research study of Amplify's Boost Math. Amplify is partnering with Lower Dauphin School District for this research study to examine the implementation and efficacy of Boost Math and to explore the impact of the program on student outcomes over the 2026-2027 school year. We welcome you to the project and look forward to working with your school and teachers.

Attached please find the description of the research study and terms and conditions that apply to your participation (**Attachment A**) and consent for collection and use of student data for the purposes of the project (**Attachment B**). We will ask participating teachers to complete a consent form, and to distribute parent/guardian information sheets for all participating students. We have attached copies of both for your reference.

As a participation incentive for the district, Amplify will provide Lower Dauphin School District with Boost Math for students in grades K-5 at no cost during the 2026-2027 school year.

Please review these documents and confirm your participation in the study by signing below. Please return the signed letter to Sandra Pappas (spappas@amplify.com) as soon as possible to ensure participation in the study.

Sincerely,

Jason Zimba, Ph.D.
Chief Academic Officer

AGREED AND ACCEPTED:
By LEA representative authorized to sign on behalf of the school

By:_____
Name: Robert P. Hill, Jr.
Title: Board President

ATTACHMENT A - PROJECT TERMS & CONDITIONS

Project Description:

Amplify Education, Inc. ("Amplify") is collaborating with the Lower Dauphin School District during the 2026-2027 school year on a research study of Amplify's Boost Math in grades K-5. As part of the study, Lower Dauphin School District agrees to administer mCLASS Math benchmark and progress monitoring assessments and implement Boost Math in grades K-5 over the course of the school year. This study furthers the following objectives: (1) To work in partnership with schools to understand and optimize implementation of Boost Math in the classroom; and (2) to understand the impact of the program on student outcomes over the course of the year.

Lower Dauphin School District will provide data over the course of the 2026–2027 school year for students in grades K-5. These data will be crucial to evaluating the implementation and impact of Boost Math and to examining the relationship between mCLASS Math performance and performance on the Pennsylvania System of School Assessment in grades 3-5.

Participation Overview

During the 2026–2027 school year, Lower Dauphin School District will implement the Boost Math and administer mCLASS Math benchmark assessments in grades K-5. Lower Dauphin School District will provide Amplify with student outcome data, student demographic data, teacher data, and school-level data as they become available.

- Student Outcome Data
  - Collected by Amplify through the Amplify platform:
    - mCLASS Math benchmark assessments data
    - mCLASS Math progress monitoring data
    - Time spent on Boost Math digital activities
  - Shared with Amplify by Lower Dauphin School District
    - State summative literacy and mathematics assessment data: Pennsylvania System of School Assessment (PSSA) in grades 3-5
      - Baseline/pre-study data: 2025-2026 school year, provided before the start of the 2026-2027 school year
      - End of year data: 2026-2027 school year, provided at year's end
- Student Level Demographic Data
  - Shared with Amplify by Lower Dauphin School District, as available, prior to or as close to the start of the 2026-2027 school year as possible:
    - Student ID
    - Student name
    - Grade
    - Gender
    - Race
    - Hispanic/non-Hispanic ethnicity
    - Native language
    - Special education status
    - English language learners
    - Free/reduced lunch status
- Classroom and Teacher data
  - Shared with Amplify by Lower Dauphin School District, as available:
    - Classroom/teacher assignment data
    - Teacher number of years in district
    - Teacher Name and grade level(s)
    - Teacher observation / fidelity data
      - Four classroom observations - two post-BOY and two post-MOY
    - Teacher professional development attendance
    - Teacher survey responses

            - Three online surveys per year, approximately 10 minutes each
        - Teacher focus groups
            - Two focus groups
                - One post-BOY
                - One post-MOY
- Boost Math implementation and dosage
    - Target: 40 minutes 3 times per week
    - Weekly Boost dosage log capturing:
        - Time spent on Boost Math activities per week
            - Number routines, mini-lessons
        - Total number of Boost Math topics completed in a month

In addition,

- School staff will identify a designated contact person within each school to serve as the liaison between Amplify Research staff and school staff to coordinate data exports.
- Amplify Research staff will train school staff on the implementation of Boost Math.
- Amplify Research staff will host post-BOY and post-MOY check-in meetings with school staff.

General Terms

You understand that the products that are the subject of this study may be in development and are provided to your school "as is" and without warranty of any kind by Amplify, whether statutory, express or implied including, without limitation, any warranties of merchantability, fitness for a particular purpose, or noninfringement.

In addition, each party (for purposes of this paragraph, the *"Receiving Party"*) acknowledges that, in connection with this Study, the other party (the *"Disclosing Party"*) has provided and will provide to it certain sensitive information that is either subject to the Disclosing Party's confidentiality obligations to third parties or if obtained by competitors of the Disclosing Party's could damage the Disclosing Party's business, including without limitation, inventions, research, designs, methods, processes, customer lists, PII of students and personnel, training materials, documentation, know-how and trade secrets, in whatever form, as well as the terms of this Agreement ("*Confidential Information*"). Each of Amplify, on the one hand, and the District, on the other hand, agrees, (a) not to use the Confidential Information of the Disclosing Party for any purpose other than in connection with the Study; and (b) to take all steps reasonably necessary to maintain and protect the Confidential Information of the Disclosing Party in the strictest confidence. Confidential Information shall not include information which: (i) is as of the time of its disclosure or thereafter becomes publicly available through no fault of the Receiving Party; (ii) is rightfully known to the Receiving Party prior to the time of its disclosure; (iii) has been independently developed by the Receiving Party without use of the Confidential Information; (iv) is subsequently learned from a third party not under a confidentiality obligation; or (v) is required to be disclosed by law or judicial order.

Either you or Amplify has the right to terminate this study with 30 days of prior written notice to the other.

ATTACHMENT B - DATA SHARING AGREEMENT

Study: Boost Math implementation and efficacy in Lower Dauphin School District.

The Study described above is being conducted, in accordance with the Family Educational Rights and Privacy Act of 1974 and 34 C.F.R. §99.31(a)(6), in a manner that does not permit personal identification of parents and students by individuals other than those that have legitimate interests in such information, and such personally identifiable information will be destroyed when it is no longer needed for the purposes of the Study.

Purpose: Amplify is conducting this study to understand the implementation and efficacy of Boost Math in Lower Dauphin School District with students in grades K-5 and to examine the impact of Boost Math on student outcomes during the 2026-2027 school year.

Evaluation Data:
You understand and agree that in order to fulfill the research goals described above, Amplify will collect and analyze educational data that may come from: (A) literacy and mathematics assessment data, including Pennsylvania System of School Assessment (PSSA) data, mCLASS Math benchmark assessment data at BOY/MOY/EOY, Boost Math data, and, if applicable, mCLASS Math Progress Monitoring assessment data; (B) data resulting from research activities (e.g., teacher surveys, teacher focus groups, and classroom observations); (C) student demographic data provided by Lower Dauphin School District (if available); (D) teacher data provided by Lower Dauphin School District (including professional development attendance); and (E) product usage and student performance data (collectively, the "*Evaluation Data*").

Scope: The scope of the research study is limited to the school, grades, and subjects for which the LEA has authorized the release of the Evaluation Data.

Duration: The duration of the research study is from the date of this agreement to the conclusion of analysis of the Evaluation Data at the end of 2026-2027.

By signing the attached letter, you confirm that the provision by your school to Amplify of access to the Evaluation Data for the purpose, scope, and duration described above has been duly authorized and is in compliance with FERPA and the regulations issued thereunder, and other state and local statutes and regulations relating to the protection, use or distribution of such information, and that other than necessary releases you will assist us in obtaining, no additional approvals or releases are required from other educational agencies, affiliates, or entities.

Lebanon Valley College

101 North College Avenue
Annville, Pennsylvania 17003-1400
717-867-6100 • 1-866-LVC-4ADM
www.lvc.edu

SCHOOL DISTRICT AFFILIATION AGREEMENT
Education Programs

This Agreement between Lebanon Valley College (hereinafter "the College") and Lower Dauphin School District is made and entered into this 10 day of August for the purpose of providing experiential learning for Education students.

It is agreed that both the College and the school district will be compliant with the laws and regulations governing the practice of Teacher/School Nurse/Principal/Superintendent Education in the Commonwealth of Pennsylvania. Both parties agree to provide learning experiences that give the student opportunities to prepare for entry/advanced practice.

RESPONSIBILITIES OF THE COLLEGE

1. Ensure only those students assigned to fieldwork education have satisfactorily completed the pre-requisite portion of their curriculum.
2. Provide the services of an Academic Fieldwork Coordinator who shall act as liaison between the College and the school district. The Academic Fieldwork Coordinator will schedule appropriate visits, consultation conferences, and be available by telephone or email as needed.
3. Ensure that the student provides the school district with required personal and academic information.
4. Ensure that students adhere to the health criteria established by the College's Education Program.
5. Ensure that each student has completed all required background checks.
6. Maintain records of student's health, immunization and background clearances. Records are available by written request and permission of the student.
7. Carry professional liability insurance for all students.
8. Ensure that each student provides proof of health insurance coverage.
9. Advise student of his/her obligation to abide by the policies and procedures of the school district.

RESPONSIBLITIES OF THE SCHOOL DISTRICT

1. Retain the ultimate responsibility that safe and effective services are provided to children.
2. Maintain a sufficient number of professional personnel support to carry out normal service functions, so students will not be performing in lieu of staff.

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3. Maintain authority to immediately remove a non-compliant or unprofessional student who fails to comply with the school district's policies and procedures. If such a removal occurs, the College should be immediately contacted.
4. Provide supervision of the student by licensed and qualified personnel; Qualified refers to certification and standards, as well as, academic and experiential qualifications.
5. Evaluate the student's performance on forms provided by the College and return to the Academic Fieldwork Coordinator as outlined in the fieldwork or student teaching education guidelines.
6. Responsible to see that emergency care will be rendered to students during sudden illness, travel accident, or an institutional accident. The charges for such medical services shall be billed to the student or their insurance carrier.
7. Provide orientation for students assigned to the school district to include, but not limited to, children and personal safety measures, unit organization, and relevant school district policies.

MUTUAL RESPONSIBILITIES

1. Adhere to proper channels of organizational structure and communication in making plans for students' learning experience in accord with the required learning objectives and the opportunities available.
2. No student shall be deemed an employee of the school district by virtue of their participation in the Education Program.
3. Evaluate the fieldwork or student teaching experience(s) and share results for the purpose of ongoing quality improvement and patient safety.
4. Affirm complete Agreement with the College Harassment Policy showing no tolerance for any form of harassment.
5. The laws of the Commonwealth of Pennsylvania will be used to interpret this Agreement and the jurisdiction. Any dispute resolution will be in Dauphin County, Pennsylvania.

MIRROR INDEMNIFICATION

The school district agrees that the College shall not be liable to the school district for any loss, damage or expense of any kind or nature arising out of, directly or indirectly, in the performance of the services, except to the extent caused solely by the negligence or gross misconduct of the College. The school district further agrees that it shall at all times hereafter defend, hold harmless and indemnify the College, its officers, shareholder and employees from and against any and all injuries, claims, demands, causes of action, losses, damages, liabilities, costs and expenses of every kind and nature (including reasonable attorneys' fees and expenses, court costs, and costs of appeals) arising out of in connection with any alleged act or omission

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involving the performance of Services by the College, except to the extent caused solely by the negligence or gross misconduct of the College, and the school district further agrees to reimburse the College for all claims, demands, causes of action, losses, damages, liabilities, costs and expenses incurred by, imposed upon or suffered by the College in connection with or resulting from any and all such claims and causes of action arising out of any alleged act or omission involving the performance of Services by the College.

The College agrees that the school district shall not be liable to the College for any loss, damage or expense of any kind or nature arising out of, directly or indirectly, in the performance of the Services, except to the extent caused solely by the negligence or gross misconduct of the school district. The College further agrees that it shall at all times hereafter defend, hold harmless and indemnify the school district, its officers, directors and employees from and against any and all injuries, claims, demands, causes of action, losses, damages, liabilities, costs and expenses of every kind and nature (including reasonable attorneys' fees and expenses, court costs, and costs of appeals) arising out of or in connection with any alleged act or omission related to this Agreement, except to the extent caused solely by the negligence or gross misconduct of the school district, and the College further agrees to reimburse the school district for all claims, demands, causes of action, losses, damages, liabilities, costs and expenses incurred by, imposed upon or suffered by the school district in connection with or resulting from any and all such claims and causes of action arising out of any alleged act or omission related to this Agreement.

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TERM AND TERMINATION

The term of this Agreement shall commence as of the effective date stated above, and shall continue in full force and effect for a period of one year thereafter, with automatic one-year renewals. Any party may at any time change or terminate this Agreement, with or without cause, upon sixty (60) days advance written notice to the other party of its intention. Both parties are responsible for all activities up to and including the date of actual termination.

AGREED TO AND APPROVED BY:

FOR LEBANON VALLEY COLLEGE

_____ _____
Date

FOR THE SCHOOL DISTRICT

_____ August 10, 2026
Signature Date

Robert P. Hill, Jr. robert.p.hill@ldsd.org; (717)566-5300
Print Name Email and Telephone Number

Board President
Title

JANITORIAL AMES SERVICES

Lower Dauphin School District August 5, 2026

Agreement

This Agreement made this _____day of _____ 2026, by and between the Lower Dauphin School District with its principal place of business located at 291 east Main Street, Hummelstown PA, 17036 (hereinafter referred to as "District") and Ames Janitorial Services whose principal place of business is maintained at 240 Hinkle Road, Annville, PA 17003 (hereinafter referred to as "AMES") (hereinafter collectively referred to as "the Parties").

WHEREAS, at various times the District requires the services of "temporary" employees to serve as "temporary" custodians in various District locations;

WHEREAS, AMES is in the business of supplying "temporary" custodians to schools; and

WHEREAS, AMES and the District wish to enter into an Agreement under which AMES will supply "temporary" custodians to the District.

NOW, THEREFORE, for good and valuable consideration and with the intention of being legally bound, the Parties to this Agreement hereby agree as follows:

1. DESCRIPTION OF SERVICES

AMES will assign its employee(s) to provide temporary custodians at the District's location(s). AMES will provide trained and qualified employees as necessary to fulfill the hours requested by the District. **This is not a "temp to hire" agreement**.

2. TERM

This Agreement may be renewed annually as of July 1st of each year, under the terms and conditions as set forth in these documents, if both parties agree in writing to such an extension no later than sixty (60) days prior to the expiration of the last contract term. Either party may terminate this Agreement, or an extension thereof, at any time, for any reason with thirty (30) days' written notice.

3. RATE

The rate billed to the District will be $30.00 per hour per assigned custodian. Any hours beyond 40 hours per week per custodian shall be billed at time and a half per hour. The work week for calculating hours is Monday through Sunday. The District shall be responsible for

covering the costs of all training, which shall occur on District property, and all equipment, chemicals, and supplies.

a) AMES Benefit package for full-time employees includes; full health/dental/vision insurance, short/ long term disability, life insurance policy, and Simple IRA retirement plan with a 3% company match.

b) AMES shall provide the District with a bi-weekly listing of all assigned temporary custodians and their hours worked. Once the District verifies the accuracy of the monthly listing, AMES shall invoice the District. Payment shall be made to AMES within thirty (30) calendar days following invoice delivery.

4. AMES'S RESPONSIBILITY

AMES will recruit, interview, select, hire and assign its employee(s) to the District. AMES shall ensure that all individuals who are selected, hired, and assigned to provide services under this Agreement are experienced, competent, and otherwise qualified to provide said services.

As the employer, AMES will: (i) maintain all necessary personnel and payroll records for its employees; (ii) calculate their wages and withhold taxes and other government mandated charges, if any; (iii) remit such taxes and charges to the appropriate government entity; (iv) pay net wages and fringe benefits, if any, (i.e., vacation and holiday pay) directly to its employees; and (v) provide workers compensation insurance coverage in amounts as required by law.

a) Any issues regarding the performance of AMES's employees will be addressed by AMES. At the District's request, AMES will remove any of its employees assigned to the District immediately and replace the employee as soon as possible. The District will not be charged for any days in the interim where services are interrupted. This Agreement will in no way affect the right of AMES, in its sole discretion as employer, to hire, assign, reassign, discipline and/or terminate any of its own employees.

b) In connection with the performance of this Agreement, AMES will comply with all applicable laws, regulations and orders, including, but not limited to, equal opportunity employment laws and regulations, the Fair Labor Standards Act, and criminal history record check laws. Specifically, AMES warrants that all individuals who provide services under this Agreement shall be properly screened and vetted pursuant to Pennsylvania law as follows:

i. AMES shall ensure that any and all employees furnished by AMES, and any other individuals providing any services under this Agreement, who may in any manner come in contact with the students of the District, shall have appropriate criminal background clearances as provided for in Section 1-111 of the Pennsylvania School Code and the Pennsylvania Child Protective Services Law (23 Pa.C.S.A. S 6301 et. seq.). These background clearances include Act 34,

Act 114, Act 151 , and Act 168. AMES agrees to bear any and all costs associated with acquiring the required background clearances.

ii. AMES shall provide copies of the clearances and Tuberculosis testing required under Pennsylvania law to the District prior to the commencement of any services provided by AMES and/or said individuals' presence on the District's premises.

iii. AMES shall notify District immediately upon becoming aware that any of its employees, who previously were certified as completing the background clearances, and as meeting the statutory standards, are subsequently arrested or convicted of any disqualifying offense under State or federal law. Failure by AMES to notify District of such an arrest or conviction within seventy-two (72) hours AMES's knowledge of such arrest or conviction shall constitute grounds for immediate termination of this Agreement by District. AMES also agrees to cooperate with District with respect to District's independent investigation of a concern or Complaint.

c) AMES shall assure that each of its employees who provide any services pursuant this Agreement shall comply with all applicable District policies and all applicable local, state and federal laws and regulations.

d) AMES will make sure all employees will have all safety training pertinent to the custodial job description

5. EMPLOYEES ASSIGNED TO DISTRICT

a) All employees assigned to the District by AMES under this Agreement shall at all times and for all purposes be deemed employees of AMES. Employees assigned to District by AMES under this Agreement shall not be eligible to receive, nor shall they receive, any compensation or benefits from District nor shall they derive any employment related rights or entitlements as related to District.

b) AMES shall be solely responsible for the hiring, compensation, management and evaluation of its employees who shall provide services pursuant to this Agreement. AMES shall be solely responsible to pay for any compensation and/or benefits provided to its employees, as applicable, and to provide for workers compensation insurance coverage in amounts as required by law as to such employees. AMES shall be solely responsible for paying any federal, state, and/or local withholding taxes and any and all other payments and payroll related taxes resulting from services rendered under this Agreement by said employees.

c) Its status as independent contractor notwithstanding, AMES agrees that the employees furnished to provide the services outlined shall perform the services outlined herein and all of the duties and responsibilities required of them as set forth herein within the stated parameters established by District and in accordance with all policies and procedures and directions of the District. In particular, the District will be responsible for the specific daily assignment of work. In addition, the days of work and the scheduled work day shall be determined by the District. While serving under this Agreement, AMES employees shall provide said services at the direction of District's applicable administrators and shall report directly to District's applicable administrators. AMES employees shall be responsible for the provision of such services and attainment of the specified results as are specifically communicated by District's applicable administrators.

6. DISTRICT'S RESPONSIBILITIES

a) The District will be responsible for the specific daily assignment of work. In addition, the days of work and the scheduled work day shall be determined by the District. While serving under this Agreement, AMES employees shall provide said services at the direction of District's applicable administrators and shall report directly to District's applicable administrators, AMES's employees shall be responsible for the provision of such services and attainment of the specified results as are specifically communicated by District's applicable administrators.

b) The services to be performed by employees provided by AMES will be performed under the direction, and supervision of the District. District will provide AMES employees with: (i) a suitable workplace which complies with all applicable safety and health standards, statutes and ordinances, (ii) all necessary information, training and safety equipment with respect to any hazardous substances, and (iii) adequate instructions, assistance, supervision and time to perform the services requested of them. AMES employee(s) will utilize tools and materials already on site as provided by the District. AMES employees will not bring any tools, materials, or supplies to the District's premises. The District will furnish AMES employees with any keys, fobs, or other means of access control as necessary to perform the assigned duties. AMES employees shall not remove such keys, fobs, etc. from the District's premises.

c) The District shall also provide AMES employees with all necessary site-specific information such as emergency procedures, school rules and protocols, policies and procedures.

d) The District agrees to give AMES prompt written notice of any concern or complaint about the conduct of an AMES employee assigned to the District. The District also agrees to cooperate with AMES with respect to AMES's independent investigation of such a concern or complaint.

7. INSURANCE

AMES will provide a certificate of liability insurance which names the District as an additional insured. The amount of insurance will be $1,000,000 for injuries, including accidental death, to any one person, and subject to the same limit for each person in an amount not less than $1,000,000 on account of one accident, and property damage insurance in an amount of $1,000,000. INDEMNIFICATION BY AMES

AMES will indemnify, defend and hold harmless District and its directors, officers, employees and agents, from and against all demands, claims, actions, losses, judgments, costs and expenses (including reasonable attorney fees) (collectively "Damages") imposed upon or incurred by District to the extent arising out of any of the following:

a) AMES's failure to comply with its obligations under any applicable laws, regulations or orders;

b) AMES's breach of any obligation contained in this Agreement;

c) Any negligent act or omission or intentional misconduct of AMES, its officers, employees or agents; or

d) Any direct claim for workers compensation benefits for job-related bodily injury or death asserted against the District by any AMES employees or, in the event of death, by their personal representatives.

9. INDEMNIFICATION BY DISTRICT

a) To the extent permitted by law, District will indemnify, defend and hold harmless AMES and its directors, officers, employees and agents from and against all demands, claims, actions, losses, judgments, costs and expenses (including reasonable attorney fees) (collectively "Damages") imposed upon or incurred by AMES (excluding job-related bodily injury or death of AMES employees on assignment to District) arising out of any of the following:

i. District's failure to comply with its obligations under applicable laws, regulations or orders; ii. District's breach of any obligation contained in this Agreement; or iii. Any negligent act or omission or intentional misconduct of District, its officers, employees or agents.

b) The District shall not be responsible or liable for any Damages to the extent they are based on the negligence or intentional acts of AMES or the failure of AMES to fulfill its obligations under this Agreement.

10. LIMITATION OF LIABILITY

Neither AMES nor District will be liable for special, indirect, or consequential damages, or loss of profits, revenues, or goodwill arising out of this Agreement regardless of the basis of the claim.

11 . SEVERABILITY WAIVER

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement. Any delay or waiver by a party to declare a breach or seek any remedy available to it under this Agreement or by law will not constitute a waiver as to any past or future breaches or remedies

12. ASSIGNMENT

Neither AMES nor District may assign this Agreement without the prior written consent of the other party. This Agreement will be binding upon the parties hereto, and their successors, heirs and assigns, as permitted.

13. INDEPENDENT CONTRACTOR

In its performance of this Agreement, AMES will at all times act in its own capacity and right as an independent contractor, and nothing contained herein may be construed to make AMES an agent, partner or joint venturer of District. District may, during the term of this Agreement, engage other persons, entities or independent contractors to perform the same services that AMES shall perform hereunder as needed. Likewise, this Agreement does not preclude AMES from marketing or selling its services to other entities.

14. ENTIRETY OF THE AGREEMENT

This Agreement represents the entire understanding and Agreement between the parties with respect to the subject matter covered, and all prior agreements, understandings, covenants, promises, warranties and representations, oral or written, express or implied, not incorporated in this Agreement are superseded. This Agreement may not be amended or supplemented in any way except in writing, dated and signed by authorized representatives of the Parties. The Parties further represent that the Agreement's terms are clear and unambiguous. To the extent that in the future any term of the Agreement is deemed ambiguous, the Parties expressly agree that neither party shall be deemed the drafter of the Agreement such that the ambiguity would be interpreted in favor of the other party.

15. GOVERNANCE

This Agreement shall be governed by and construed in accordance with the laws of Pennsylvania. Any suit or action filed to enforce or contest any provision of this Agreement, or the obligations imposed herein shall be brought and prosecuted in a court of competent jurisdiction sitting in the County of Dauphin.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their respective duly authorized representatives as of the day and year shown above.

Lower Dauphin School District:

Signature: _____

Print Name: Robert P. Hill, Jr

Title: Board President

Ames Janitorial Services:

Signature: _____

Print Name: Mark M. Cheyney

Title: CEO

Cleaning Contract with CLG Services LLC

Purpose:

The contractor shall furnish all management, supervision, cleaning personnel as required for custodial services for Lower Dauphin School District (LDSD). It will be the responsibility of the contractor to provide custodial services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations, and protection of the physical facility. Therefore, a detailed cleaning schedule is required as you are assigned to duties at various facilities.

Locations & # of Staff:

Staffing responsibility - full time permanent janitorial staff members any shift requested

The custodian will be used as a substitute/ permanent at locations as needed or have assigned areas depending on the daily needs of the district. . If not assigned to a school for coverage, would take direction from the director of facilities or administrative assistant for facilities

Term of Contract:

From August 17, 2026 to June 30, 2027

Hours of work will be established for assigned locations with the District's representative.

This does not include holidays, snow days, in-service days when students and staff are not present. Additional days throughout the school year may be approved by the Director of Facilities

Termination and Cancellation.

LDSD and Contractor shall each have the right to terminate the Agreement in the event of the other party's breach of its obligations by providing ten (10) day's written notice of termination. The Contractor shall have the right to terminate the Agreement at its convenience upon providing the other with thirty (30) day's written notice. LDSD shall have the same right to terminate the agreement at its convenience upon providing the other party with thirty (30) day's written notice.

Confidential Information.

Contractor agrees that neither it nor any of its employees, agents or officers will at any time, either during or subsequent to the term of the Agreement, may disclose to any third party any confidential student information, personal health information or other confidential information accessed or obtained by virtue of entering into the Agreement and providing services herein, except where expressly required by law or where such disclosure is expressly approved by LDSD in writing.

Indemnity.

Contractor will indemnify, defend and hold harmless LDSD and its directors, officers, employees and agents, from and against all demands, claims, actions, losses, judgments, costs and expenses (including reasonable attorney fees) (collectively "Damages") imposed upon or incurred by LDSD to the extent arising out of any of the following:

a) Contractor's failure to comply with its obligations under any applicable laws, regulations or orders;
b) Contractor's breach of any obligation contained in this Agreement;
c) any negligent act or omission or intentional misconduct of Contractor, its officers, employees or agents; or
d) Any direct claim for workers' compensation benefits for job-related bodily injury or death asserted against Client by any Contractor employees or, in the event of death, by their personal representatives.

Independent Contractor Relationship.

Nothing in this Agreement shall be construed to consider either party or their respective employees as the agents or employees of the other party. Without limiting the generality of the foregoing, LDSD shall not, and shall not be considered to, exercise any control over Contractor's employees. LDSD will not be responsible for nor withhold income taxes or pay Social Security or unemployment taxes for Contractor or the Contractor's employees, all such being the exclusive responsibility of Contractor which Contractor agrees to discharge fully. Contractor shall indemnify and hold LDSD harmless against any and all liability related to its failure to withhold income taxes or pay Social Security or unemployment taxes for Contractor or the Contractor employees.

Insurance

The contractor shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the District before the commencement of any work:

1. Commercial/Comprehensive General Liability
    a. $1,000,000 Bodily Injury Per Person'
    b. $1,000,000 Bodily Injury Aggregate Limit
    c. $ 500,000 Property Damage Per Occurrence
    d. $1,000,000 Property Damage Aggregate Limit
2. Comprehensive Automobile Liability
    a. $1,000,000 Property Damage Per Occurrence
3. Workmen's Compensation and Employers' Liability
    a. $ 500,000 Bodily Injury Per Person
4. Umbrella or Excess of Loss Coverage
    a. $2,000,000 Per Occurrence
    b. An addition of bonded for theft, or a fidelity bond is required as well
5. Proof of insurance will be provided annually.
6. CASD must have ten (10) days' notice of cancellation or change in insurance coverage and give its approval.
7. The District shall be named as an additional insured by Endorsement on the vendor's policy as to the subject contract.

Payments

Payment for services received will be made on a monthly basis. After approval the invoice will be forwarded for payment. Payment by check or electronic funds transfer will be processed within thirty (30) days after receipt and approval.

Personnel:

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations relevant to personnel management.

The Contractor is responsible for complying with the Child Protective Services Law. The Contractor will ensure that all employees possess current criminal background clearances to the extent required by law and that such clearances have been reviewed to determine eligibility for service before an employee begins work. The Contractor will further ensure that such clearances are renewed every five (5) years as required by the law. All clearances will be at the expense of the contractor. Contractor will further ensure that it completes employment history reviews for its personnel as required by 24 P.S. 1-111.1.

Only those employees who have been properly trained shall be assigned duties under this contract. All personnel shall be dressed in a manner authorized by the contractor and in accordance with district dress codes. The personnel shall be neat and clean in appearance.
District identification should be worn at all times.

Contractor will pay at least the minimum wage rate.

Any employee whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon request of the authorized LDSD representative.

Safety:

The Contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the District's students, staff, and faculty. All CDC guidelines must be followed at all times and contractor shall provide appropriate PPE equipment for their staff.

Security

1. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all District property, materials, equipment, and accessories which might be exposed to the contractor's personnel.
2. Guns, knives, other dangerous weapons, and explosives are prohibited on District property.
3. Alcohol and drugs are prohibited on District property.
4. Tobacco use (smoking/chewing/etc.) is prohibited on District property.
5. Keys, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys which will be required by the Contractor and employees will be approved by the District and will be controlled

by a person to be named after the award of contract. In any event the Contractor shall be fully responsible for the security and appropriate use of the keys which may be issued. Additionally, the Contractor shall be fully responsible for the replacement of any keys that are lost and any additional cost resulting due to loss of keys.

6. Classrooms, offices and any other areas that are locked should remain locked. Any questions should be directed to the District Representative.
7. Contractor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by the District.)
8. When it is determined that a building has been left unsecured due to negligence on the part of the Contractor, there will be a charge-back to the contractor to cover actual hourly expense of District personnel at their overtime rate.

Supervision:

All supervision as required for the execution of those contractual responsibilities assumed by the contractor shall be done by the contractor or his/her designated representative. The district or their designated representative will supervise and direct the daily assignments.

Emergencies and Damage/Repairs:

All emergency conditions shall be promptly reported to the District authorized representative.

The Contractor shall be responsible for the repair/replacement to the satisfaction of the District representative of any damage to the facility caused by any employee of the Contractor. Notice of all needed repairs should be done as soon as possible by entering a work order to the district work order program.

Equipment and Supplies/Materials

The procurement and maintenance of all equipment and supplies required for the successful execution of this contractual obligation shall be the District's responsibility.

All equipment shall be maintained properly and in clean condition. Any repairs needed to equipment should be reported to the District immediately. Repairs for any damage to equipment determined to be caused by neglect or carelessness of an employee will be charged to the Contractor

The Contractor must furnish their staff all needed safety equipment, PPE and protective devices necessary for the safety of all building occupants and property of the District.

Light Maintenance

Contractor will be required to accomplish minor maintenance within each individual facility. The responsibilities will be accomplished on an as required basis and will be at the specific instruction of the Director of Facilities or designated District representative. All maintenance related supplies, equipment and/or tools will be provided by LDSD. The following job responsibility outline is a sample overview for the nature of maintenance activities and responsibilities that will be required of and performed by custodians at each location.

1. Report light bulbs outages

2. Report stained ceiling tiles.
3. Cut off water supply in an emergency until maintenance employees can respond.
4. Report to maintenance issues found in mechanical and boiler rooms.

Management of Energy Consumption

Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room

Cleaning personnel are not to change or override established heating and cooling temperatures in schools

Training

Contractor must have a training program specifically designed for schools. Proof of training should be provided to the District and the beginning of employment and on a yearly basis.

Contractor's representative

A representative of the Contractor shall be appointed within 24 hours after receipt of the contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. this individual shall be someone other than the job supervisor and he/she shall be the sole contact person for routine matters.

Specialties

The Contractor may be responsible for clean-up after all school activities, i.e. basketball games, PTO meetings, etc.

Contractor shall be responsible for community functions, banquets, and other rentals of school facilities at an additional charge to the school district.

Contractor shall be available for emergency services. Emergency work will be determined and authorized by the District.

Emergency and extra work will be considered an extra billing and will be invoiced separately, if requested by the district representatives.

The parties agree that this contract shall be governed under the laws of Pennsylvania. The parties further agree to exclusive jurisdiction and venue in the Dauphin County Court of Common Pleas for the resolution of any disputes related to this contract.

On behalf of CLG Services, LLC, I agree to the terms and specifications within this contract and the pricing referenced below.

Signature:

Date:

Owner - Colton Gautier, CLG Services, LLC

Price Per man Hour: $28.95

Overtime rate (work over 40hrs/week):57.90. ****When requested/ approved by district representative

Acceptance of Contract: The above prices, specifications and conditions are satisfactory and are hereby accepted. Your company has authority to do the work as specified.

Representative of Lower Dauphin School District

title: Board President

name: Robert P. Hill Jr.

signature:_____

Date: 8/10/2026

STATEMENT OF WORK

FOR

LOWER DAUPHIN SCHOOL DISTRICT

291 E. Main Street
Hummelstown, PA 17036

TO PROVIDE

VIEWSONIC VIEWBOARD INSTALLATION

PERFORMED BY:

Global Data Consultants, LLC
1144 Kennebec Drive
Chambersburg, PA 17201
(717) 262-2080 Phone
(717) 262-2082 Fax

Effective Date: 7/20/2026

SOW #: 20260717001

Statement of Work for Information Technology Services

I. SCOPE OF SERVICES

This section describes the Services that Global Data Consultants LLC (GDC) will provide under the terms of the GDC Information Technology Services Agreement (ITSA) and this Statement of Work (SOW).

Lower Dauphin School District (Customer) has selected GDC to perform this professional services project for upgrades to Customer's computer infrastructure allowing their users to be more productive and providing room for growth.

Customer has identified goals to continue growth in its operations as well as ongoing requirements for new functional capabilities. The organization, among other goals, would like to:

- Replace the existing projectors with new ViewSonic ViewBoards

The details of the Services to be provided are described in this section. These Services will be provided at the following site(s) (Location(s)):

2809 Hershey Road
Elizabethtown, PA 17022

200 S. John Street
Hummelstown, PA 17036

For the listed project, GDC will:

- Provide the skills and expertise to complete the tasks in a timely manner
- Ensure that the knowledge transfer requested by Customer takes place

Project Description

The following table describes the tasks GDC will perform to complete this project:

Summary	Description
Pre-Installation Meeting	GDC will conduct a pre-installation meeting with the Customer, the GDC project manager, and the assigned resource to review the project timeline and address any questions.
TV Cart Assembly	GDC will assemble sixty (60) TV carts.
TV Installation	GDC will mount sixty (60) TVs on the newly assembled carts and place them in the appropriate classrooms.
Projector Removal	GDC will remove the existing projectors and place them in a central location for the Customer to recycle.
Project Completion	GDC will ensure all project deliverables have been completed prior to closing the project. Follow-up support will be provided through time and materials or managed services agreements.

II. PROJECT COMMUNICATION AND CHANGE MANAGEMENT

In an effort to standardize and streamline communications, GDC asks that, during the course of this project, Customer channels all technical concerns and communications to their GDC Technical Point-of-Contact (POC) which will be identified at the execution of this SOW. The GDC Technical POC will send a 'project-close' email to Customer confirming the completion of the project deliverables. After the project is completed, Customer should contact the GDC Helpdesk for all technical issues, requests, and concerns. All account or sales related communications should be routed to the Sales POC.

Over the course of this SOW, there may be additional requests or concerns that change the scope of this SOW. GDC asks that a Change Request Form be completed for any item that changes within the scope of services listed above. Please see Appendix A for a sample Change Request Form.

III. CHARGES

The total cost for professional services will be **$20,442.00**. Professional services will be invoiced at the completion of the project. Payment is due as specified on the invoice.

Agreed to:		***Agreed to:***	
Lower Dauphin School District		**Global Data Consultants, LLC**	
_____	***8/10/2026***	_____	_____
Robert P. Hill, Jr., Board President	***Date***	***Ty Ensminger***	***Date***

This SOW is valid for 30 days from the Effective Date unless both parties mutually agree to extend the acceptance period.

Appendix A

GDC
Technology You Can Trust.

PROJECT CHANGE REQUEST FORM

Client: **Date:**

SOW#:

Prepared by:

1. Requestor Information

Area of Change:

Scope [ ] **Schedule [ ]** **Cost [ ]** **Hardware/Infrastructure [ ]**

NOTE: If additional hardware is required, a separate quote will be presented and referenced below.

Proposed Change Description and References:

2. Requirements for Proposed Change

Additional Requirements to this SOW:		***Cost***
Professional Services		
Totals		

3. Project Change Request Approval

Client	***Date***		***Date***

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Change Request Form.

SAMPLE

AGREEMENT FOR RWAN, INTERNET & RELATED SERVICES

This Agreement for Regional Wide Area Network (RWAN), Internet and Related Services (hereinafter "Agreement") is made this 1st day of May, 2026, by and between the **Capital Area Intermediate Unit** (hereinafter "CAIU"), a Pennsylvania Intermediate Unit organized and operating under the Public School Code of 1949, 24 P.S. § 1-101 *et seq.*, with its principal place of business at 55 Miller Street, Enola, PA 17025, and **Lower Dauphin School District (**hereinafter "Client"), a local education agency with its principal place of business at 291 East Main Street, Hummelstown, PA 17036.

1. **Scope of Work.**

   1.1 CAIU agrees to provide RWAN, Internet & related services as follows:

   Background:

   - The CAIU currently provides a Regional Wide Area Network (RWAN) as well as Internet and Related services for school Clients and other interested educational and governmental entities.
   - In order to meet the increased demand of the RWAN and Internet bandwidth for the member Clients, the CAIU issued an RFP to potential service providers and selected a vendor. The intent was to increase the RWAN connectivity options from 3/5/10 Gbps to 3/5/10/20 Gbps and provide failover Internet, as continuity of connection becomes increasingly essential for both classroom and virtual learning.
   - The Client signed a Letter of Commitment to participate in the new CAIU RWAN and Internet Services and the CAIU signed a vendor agreement. The Client is entering into this agreement to participate in the CAIU RWAN and Internet as the next step in the process and will be part of the consortium for a five-year period and have the CAIU administer their services.

   1.2 The services described in section 1.1 above include all labor, products, and/or tools the CAIU requires to provide the services, unless otherwise specifically stated as excluded or to be provided/performed by Client or a third party, and said services shall be referenced collectively throughout this Agreement as "work."

2. **Responsibilities of the Parties.**

2.1 Both parties agree to act in good faith in fulfillment of this Agreement. Neither party shall attempt to hinder or otherwise prevent the other party from fulfilling their duties as outlined herein.

2.2 CAIU shall:

Provide, as a base service, a 3, 5, 10, or 20 Gbps RWAN connection between the Client and the CAIU through an Ethernet fiber connection as identified in Exhibit A.

2.3 Client shall:

Indicate the desired Internet bandwidth and RWAN bandwidths by completing a yearly Exhibit A.

3. **Cost.**. The Client will receive one invoice for two separate services, RWAN and Internet, as follows:

3.1 **RWAN:** The Client will pay a charge of $9,997.50 per year for a 5 Gbps connection (based on E-rate of 50%) to participate in the CAIU RWAN for the 2026-2027 fiscal year. This cost is all-inclusive and includes bandwidth (E-rateable costs) and support costs (non E-rateable costs). A form entitled “Exhibit A” shall be distributed to the Client each year so the Client can determine any increases in RWAN connectivity for the upcoming fiscal year. Due to the timing of E-rate filing, if Client wishes to increase bandwidth for the upcoming school year, written notice must be provided by November 30 of the previous year. The actual cost charged to the Client will be adjusted to account for any changes in the Client’s E-rate percentage or bandwidth on an annual basis. The monthly charge starting with year 2 of the agreement (the 2027-2028 fiscal year) will be adjusted to account for the pro-rated cost of any increases/decreases in governmental taxes.

3.2 **Internet:** The Client will pay a charge of $42,025 per year for 5,000 Mbps Internet bandwidth (based on E-rate of 50%). A form entitled “Exhibit A” shall be distributed to the Client each year so the Client can determine and select the amount of Internet bandwidth they would like to purchase for the upcoming fiscal year. The cost listed on Exhibit A will reflect the prior year’s E-rate percentage. Cost for the Internet is determined by bandwidth and E-rate percentage. These accounts shall be reconciled as described below.

3.3 **Building-to-Building:** The district will pay a charge of $14,766.96 per year for three 3 Gbps building-to-building connections between 201 South Hanover St, Hummelstown, PA 17036 and a) 2809 Hershey Road, Elizabethtown, PA, 17022, b) 260 Schoolhouse Road, Middletown, PA 17057, and c) 2673 Sand Beach Road, Grantville, PA 17028 (based on E-rate of 50%). A form entitled "Exhibit A" shall be distributed to the Client each year so the

Client can determine any increase or decrease in building-to-building connectivity for the upcoming fiscal year.

3.4 Any credits or rebates that the CAIU receives from the service provider resulting from the service delivery agreement or service level agreement (SLA) for delay in service implementation, service outage, network performance or other reasons, will be credited back to the Client in full as appropriate on the next invoice issued by the CAIU after the credit is received by the CAIU.

3.5 The Client will be invoiced for the RWAN, Internet, and building-to-building services when final E-rate percentages are released, but no later than April 15th.

4. **Invoicing and Payment.** The CAIU shall invoice Client on a(n) annual basis for the costs incurred to provide the Services. All invoices are due within 45 days of the date of the invoice. Both the Client and CAIU recognize and agree that CAIU will suffer financial hardship to its cash flow in the event payments are received late; therefore, CAIU reserves the right to impose a two percent (2%) late fee for every 30 days past the 45 days that payment is late. Additional Invoicing and Payment terms, if any, shall be addressed in Attachment 1 or subsequent Addenda as agreed to by both parties.

5. **Term and Renewal.**

5.1 The term of this Agreement shall commence July 1, 2026, and shall terminate effective June 30, 3031.

5.2 After July 1, 2031, this Agreement shall then automatically renew from year to year unless: (1) either party provides written notice of its intent to terminate within ninety (90) days of the termination effective date set forth above; or (2) either party provides notice of intent to terminate as outlined in Section 20 herein.

Due to the timing of E-rate filing, if either party wishes to terminate service after July 1, 2031, written notice must be provided by November 30, 2030, to terminate on June 30, 2031. Service will continue from the date of written notice until June 30.

Notwithstanding the foregoing, termination of this Agreement by Client prior to July 1, 2031, is not permissible, as per the terms of the agreement between the CAIU and the Service Provider, and any such termination shall be considered a material breach.

6. **Notice.**

6.1 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the CAIU as follows:

Contact Name: Ronald Sims

Address: 55 Miller Street, Enola, PA 17025

Phone: 717.732.8424 Fax:

Email: rsims@caiu.org

6.2 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the Client as follows:

Client Contact

Name:

Address:

Phone: Fax:

Email:

7. **Mutual Release from Liability.**

7.1 Except as otherwise provided in this Agreement, Client, on behalf of itself, its agents, employees, directors, officers, affiliates, consultants, and/or contractors (collectively "Client") hereby releases CAIU and its agents, employees, directors, officers, affiliates, consultants, and/or contractors "CAIU"), and CAIU hereby releases Client, from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever from any cause or causes whatsoever during the performance and execution of this Agreement.

7.2 It is specifically understood and agreed that neither party shall be held liable or otherwise responsible for the acts and/or omissions, including negligence or willful misconduct, of the other party or any of the other party's agents, employees, directors, officers, affiliates, consultants, and/or contractors.

8. **Mutual Indemnification.**

   8.1 Both parties are protected under the Commonwealth of Pennsylvania's Tort Claims Act (Act), and as such, cannot and shall not be held responsible or otherwise liable for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify, and hold harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs (including reasonable attorneys' fees), which arise or may be suffered or incurred in whole or in part as a result of the acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, and whether arising under this Agreement.

   8.2 Said indemnity is in addition to any other rights that the indemnified party may have against the indemnifying party and will survive the termination of this Agreement.

9. **Insurance Coverage.**

   9.1 The CAIU affirms it carries Workers' Compensation, General Liability, and Errors and Omissions insurance at amounts recognized as customary in the ordinary scope of business. Upon written request, the CAIU shall provide Client with a copy of its certificate of insurance, but under no circumstances, shall CAIU name Client as an additional insured.

   9.2 The Client shall carry appropriate insurance coverage, including, but not limited to, Workers' Compensation, General Liability, Errors and Omissions, and the like, throughout the entire term this Agreement. Under no circumstances shall CAIU be responsible for any liability incurred by Client as a result of Client not carrying said insurance.

10. **Limitation of Relationships.** Nothing contained in this Agreement shall be construed to create the relationship of employer and employee between CAIU and Client. CAIU and Client assert that they are not in a joint venture with each other, nor intend to operate as a joint venture.

11. **Work Product.**

   11.1 All work products, whether tangible or intangible, and regardless of medium, that are created, produced, engineered or otherwise devised by CAIU during the course of this Agreement are solely owned by the CAIU and may not be used, sold, or otherwise distributed by the Client in any manner which exceeds the scope of the relationship between the Client and the CAIU as described herein or as described in a contract made hereunder.

11.2 Any unauthorized use or infringement of work product by Client shall be considered a material breach.

11.3 Unless otherwise expressly stated herein, no license for use, whether expresses or implied, is given to Client by this Agreement.

12. Confidentiality.

12.1 Under this Agreement, the parties may have access (verbally or in writing) to information that is confidential in nature. Such information may include, but not be limited to student information and data; work product, facts or statistics, ideas, materials, business plans, technical information, methodologies, or any other shared data.

12.2 CAIU and Client agree not to use or disclose such confidential information for any purpose other than in fulfillment of this Agreement, and/or as required by activities described herein, and then, only to the designated employees and/or consultants of CAIU and Client. Additionally, both parties acknowledge and agree that they are bound by the Family Education Rights and Privacy Act of 1974 (FERPA) and the business associate and subcontractor privacy rules of the Health Insurance Portability and Accountability Act of 1996 as amended (HIPAA), and all other applicable State and federal laws.

12.3 Notwithstanding the above, CAIU and Client are public governmental entities subject to public disclosure and right-to-know laws, and this Section 12 and its subsections shall not apply with respect to any information that is required to be disclosed under or by any law or which subsequently enters the public domain through no fault of the receiving party.

12.4 The provisions of this Section 12 and its subsection shall survive termination or expiration of the Agreement.

13. **Warranties.**

13.1 **Unless otherwise expressly stated in Section 25 herein or in an Addendum hereto, CAIU MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IN REGARDS TO THE SERVICE(S) AND/OR PRODUCT(S) IT PROVIDES TO CLIENT, AND**

13.2 **CLIENT ACCEPTS THE SERVICE(S) AND/OR PRODUCT(S) PROVIDED BY CAIU "AS IS," WITH NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A**

PARTICULAR PURPOSE. The CAIU assumes no liability for losses, damages, or legal judgments resulting from Client's use of any product or service provided to Client under this Agreement.

13.3 CAIU does not warrant that any product provided by it will perform without error or that it will run without immaterial interruption. Moreover, CAIU provides no warranty regarding, and shall therefore have no responsibility for any claim arising from a modification made by Client unless CAIU approves such modification in writing; and/or use of the product in combination with or on products other than as specified in writing by the CAIU.

13.4 CAIU shall (a) "pass through" to Client any warranty right it receives from any third party provider of system components not authored or manufactured by CAIU ("Third Party Components"); and (b) reasonably cooperate with Client in enforcing such rights. CAIU provides no warranties, express or implied, with regard to Third Party Components, and CAIU shall not be liable for any failure of any Third Party Component to function as expected or intended.

14. **Audit.** All service and billing records of the Client are subject to audit at any time by auditors performing annual fiscal or program audits, as required by the federal government, and/or the Pennsylvania Department of Education, and/or the CAIU as required by a third party.

15. **Severance; Full Force and Effect.**

15.1 If any provision of this Agreement is found to be invalid, illegal, or unenforceable, that provision shall be null and void, and all other provisions shall remain in full force and effect.

15.2 In the event a term of this Agreement is not strictly enforced, such non-enforcement shall not be interpreted as acquiescence nor shall it be seen as precedent setting and enforcement of the term at any time in the future shall be binding and not subject to dispute.

16. **Governing Law and Venue.**

16.1 This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to the provisions concerning conflict of laws.

16.2 Client hereby irrevocably consents to and agrees that jurisdiction and venue for all disputes arising under this Agreement shall lie exclusively with the state and federal courts for Cumberland County, Pennsylvania and the Middle Client of Pennsylvania.

17. **Non-Discrimination.** The Client agrees to treat all persons in a non-discriminatory manner, in keeping with applicable state and federal laws, including, without limitation, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and the Pennsylvania Human Relations Act. No person shall be discriminated against by the Provider because of race, color, religious creed, ancestry, national origin, sex, age, sexual orientation, or handicap.

18. **Compliance with Law and Policy.** During the term of this Agreement, both parties hereto shall comply with all applicable federal, state, and local laws and regulations, including the Pennsylvania School Code and applicable Board Policy of either party.

19. **Clearances.** As a Pennsylvania education agency, the CAIU complies with the Pennsylvania School Code, Pennsylvania Department of Education (PDE), and any other rules and/or regulations regarding the hiring and administration of personnel. All CAIU staff members and independent consultants who may be assigned to work with Client have all met applicable standards regarding hiring and the completion of background checks and clearances, including Act 34, Act 151, and Act 114 background checks and TB/physical exams as required by the PA School Code. Upon written request by the Client, the CAIU will provide a copy of all clearances *to its employee(s) and consultants* who are providing work to the Client and the employee or consultant will present them to the Client; the CAIU shall not forward clearances directly to the Client.

20. **Termination.**
    20.1 Each party has the right to terminate this Agreement (1) to the extent provided herein; or (2) in the event of a material breach, after giving written notice and at least thirty (30) calendar days to remedy; or (3) without cause upon ninety (90) days written notice.
    20.2 Upon termination by the Client, all work shall stop and payment for all work completed to date shall be immediately due and payable to the CAIU.

21. **Damages.** In addition to termination and any other rights provided hereunder, CAIU has the right to seek any remedy available to it in equity or in law, whether monetary or injunctive relief.

22. **Headings.** The headings of this Agreement are for convenience of reference only and do not affect the meaning or interpretation of this Agreement.

23. **Rules of Construction.** No provision of this Agreement shall be construed against a party simply because that party drafted the provision.

24. **Entire Agreement and Modification.**

24.1 This Agreement constitutes the entire contract between the parties regarding the work and supersedes any previous oral and/or written representations, negotiations, and/or understandings between the parties.

24.2 Any changes, additions, or deletions to the Scope of Work shall be considered a modification as described herein. Any such modification must be subsequently labeled *Addendum 1, Addendum, 2, en sic.* To be valid, any modifications/amendments to this Agreement shall be made in writing, signed by an authorized representative of both parties, and dated.

24.3 Any and all Addenda shall be considered incorporated as a valid term of this Agreement.

24.4 It is specifically understood and agreed that every Addendum must be separately negotiated and a revised price agreed upon, in writing, by both parties.

24.5 Notwithstanding, this Agreement may be executed in multiple counterparts. Each such counterpart shall be an original and all together shall constitute but one and the same Agreement.

25. **Additional Terms and Conditions Specific to this Agreement.**

Not Applicable.

By signing below, each person represents he/she has the authority to execute this Agreement on behalf of his/her respective party and freely enters into this Agreement with the intent to be bound hereby as of the date first set forth above.

CAPITAL AREA INTERMEDIATE UNIT	**LOWER DAUPHIN SCHOOL DISTRICT**
Authorized Signature	Authorized Signature
Dr. Andria Saia	Robert P. Hill, Jr.
Printed Name	Printed Name
Executive Director	Board President
Title	Title

caiu

educational excellence through leadership, partnership, and innovation

February 6, 2026
Letter of Commitment for Regional WAN and Internet Services

Lower Dauphin School District

Background: The current regional WAN consortium contract is in effect through June 30, 2026. In an effort to contain costs and meet the demand for more bandwidth and resiliency, a new RFP and E-Rate Form 470 application for the WAN broadband circuits were issued in December. The procurement seeks bids for a five-year initial term with two one-year extensions.

In addition, the current regional Internet content filtering agreement is also in effect through June 30, 2026. CAIU has facilitated ongoing meetings with participating districts to gather input and identify collective instructional and security needs to ensure any future solution aligns with district priorities. The evaluation committee reviewed seven potential solutions and narrowed the field to two finalists, both of which exceed the capabilities of our current solution. The procurement for the next regional Internet content filter will be for a five-year term.

We anticipate that pricing for the RWAN and Internet services will remain stable or decrease as a result of the new procurement. Due to increased demand and expanded functionality, the regional Internet content filtering solution is expected to cost more than the current service; however, pricing negotiations are still underway and have not yet been finalized.

With those two variables in mind, the price for RWAN and Internet consortium services are expected to be no greater than the amount identified on the 2026–2027 District Budget Preparation Sheet you received in December (copied below)

Service Description/Details	2026-27
WAN & Internet Consortium and Building-to-Building Connections: Firewalls, Content Filtering, DDoS Mitigation, Public IP addresses, Bandwidth Monitoring, DNS, Flexible Bandwidth Adjustments, VPN Access, Mark Walz, status page monitoring, 100 free PRTG sensors. Includes failover internet for load balancing and DDoS mitigation for both Internet Service Providers. *Pricing: Your 2025-26 price was based on **5,000 Mbps** Internet bandwidth and a **5 Gbps WAN** connection with **3 building-to-building** connections at **3 Gbps each** and using the 2025-26 E-rate discount of **50%**. Pricing for 2026-27 has several unknown variables including cost of content filtering solution, RWAN rebid pricing and any district-requested increases to WAN or Internet bandwidths.*	$ 82,547.40

As stated on your budget sheet, the cost provided is based on all variables remaining the same. If your E-rate percentage changes, you select more bandwidth, or you add additional services; your final cost will be affected. Otherwise, the price should be the same or lower than budgeted.

Before entering into any new contract for the WAN or Internet type service, we need to account for all of the districts that receive regional WAN and Internet services through this consortium. This letter of commitment is requested so that the consortium can plan appropriately, the CAIU can sign contracts with

the successful bidders and we can file the federal E-rate submission. This letter of commitment is based on the understanding that prices will be comparable to or lower than the current charges, as set forth above.

Commitment: I commit to being part of the WAN and Internet consortium. I authorize the CAIU to enter into master contracts for these services for a total cost at or below the prices identified on my 2026-2027 budget preparation sheet for WAN and Internet consortium bundle. I understand the new RWAN service agreement will begin July 1, 2026 and will continue for five years with two one-year extensions. I understand that by signing below, I plan on moving forward with this partnership for RWAN and Internet services.

Keith White	IT Director
Printed Name	Title
[signature]	6/3/26
Signature, Superintendent or Approved Designee	Date

Return completed form to CAIU, Attention Keya Shell at the address below or via email to kshell@caiu.org by February 28, 2026.

Wilson Reading System

Certified Practitioner

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made and entered into this _____between Lower Dauphin School District. (hereinafter "Agency") and Suzanne M. Miller, Ed.D., Wilson Reading Certified (Level II) Tutor (hereinafter "Contractor"). The Agency desires to retain Contractor as an independent contractor to provide Wilson Reading System 1:1 tutoring services as described in Paragraph 2 below, in accordance with the provisions of this Agreement.

1. Independent Contractor

a. Contractor is a self-employed independent contractor and not an employee, agent, or servant of Agency. Further, nothing in this Agreement shall be deemed to create a joint venture or partnership between Contractor and Agency. In addition, the Contractor is free to engage in such other business activities as she may desire to pursue. Contractor understands and agrees that she shall not be entitled to any of the rights and privileges established for Agency employees. It is further agreed that except for obligations specifically set forth in this Agreement, Agency shall exercise no control or direction over the performance of the professional services rendered to students by Contractor except as provided by local, state or federal statutes, rules and regulations. Contractor agrees that she shall at all times, perform her duties and responsibilities in strict conformance with currently approved practices of the Wilson Reading System instruction and in an ethical, competent, and professional manner.

b. Contractor shall be solely responsible for the costs of conducting her business. Contractor understands and agrees that Agency will not withhold from compensation any funds for income tax, unemployment insurance, social security, or any other withholdings. All such payments required by law are the sole responsibility of the Contractor. Further, Contractor shall be solely responsible for compliance with all applicable laws, local, state, and federal, including payment of all taxes for Contractor.

c. Contractor shall also furnish the Agency with valid copies of all required clearances, including those required by Act 34 (PA State Criminal Record Check), Act 151 (Child Abuse Clearance Check), and Act 114 (FBI Criminal History Record), as amended from time to time, in a manner consistent with Section 111 of the Public School Code, other applicable law, and relevant Agency policies.

d. Contractor agrees to comply with the Agency's nondiscrimination policies and all applicable federal and state laws and regulations in performance of their duties under this Agreement.

2. Nature of Services

a. Contractor is a Wilson Reading System {Level II) Certified Practitioner and shall provide Wilson Reading System (WRS) instruction in accordance with applicable standards. Contractor is available to provide virtual 1:1 instruction of the Wilson Reading System to students. Additionally, Contractor agrees to attend IEP meetings if necessary and to provide updated IEP progress monitoring data as requested.

b. Contractor shall administer Wilson reading and will do so with fidelity to the Wilson publisher's instructions. Contractor warrants that she is a Wilson trained instructor, qualified to administer Wilson reading.

c. Contractor understands and agrees that all records are and shall remain the property of the Agency. Contractor agrees to comply with all federal and state laws and regulations regarding student information, including, without limitation, the Family Educational Rights and Privacy Act ("FERPA") and its regulations (20 U.S.C. §1232g; 34 CFR Part 99) concerning the confidentiality of Agency student education records and personally identifiable information found therein. Pursuant to FERPA, Agency designates Contractor as a "school official" with a legitimate educational interest in such records.

d. Contactor will complete the initial WADE assessment wit the student at a cost of $400.

3. Term of Agreement

a. This Agreement is in effect for services rendered during the school year and ESY. Should this Agreement be in full force and effect at the expiration of any term specified by the Paragraph 3, Agency and Contractor, by mutual agreement, may extend the term for an additional one(1)school year period.

a. Payment of Service: Agency shall pay Contractor for satisfactory services, at the Board approved rate of $100 per scheduled individual student session up to 45 minutes plus additional expenses (e.g. Wilson Reading System student materials) as agreed by both parties in advance of services and in writing. This rate is being provided to the district based a request for tutoring services with Contractor for two sessions per day. If the scheduling for the Contractor with the student changes to one session per day per the district's request, the rate for scheduled services would be $125 per session up to one hour.

Billing: Contractor will submit one invoice every week. Agency agrees to pay invoices within 30 days of receipt. Significant delays in payment of invoices may result in suspension of Contractor services until payment is received.

b. Contractor must be provided 24 hours' notice for cancellation of scheduled sessions. Agency will be billed the hourly rate if 24 hour notice is not provided to cancel the session.

4. Termination

a. This Agreement is subject to the continued operation of the Agency and the services provided in the Lower Dauphin School District. Agency may temporarily or permanently suspend operations at any time for any reason without breaching this Agreement.

b. Neither party shall be liable for failure to fulfill its obligations under this Agreement if that failure is caused, directly or indirectly, by flood, communications failure, extreme weather, fire, mud slide, earthquake, or other natural calamity or act of God, interruption in water, electricity, heating or air conditioning (depending on the season), acts of terrorism, riots, civil disorders, rebellions or revolutions, acts of governmental agencies, pandemics, epidemics, quarantines, embargoes, malicious acts of third parties, labor disputes affecting vendors or subcontractors and for which the party claiming force majeure is not responsible, or any other similar cause beyond the reasonable control of that party.

c. Except as set forth under Paragraph 3 (a) and (b) hereof the Agreement can be terminated upon giving (30) days' prior written notice to the other party. Either party may terminate this Agreement immediately without prior written notice for non performance or breach of the Agreement.
Termination shall not cancel any liability or indebtedness which is due either party from the other.

5. Miscellaneous:

a. Each Party shall indemnify, defend, and hold harmless the other Party from and against any and all claims, penalties, demands, causes of action, damages, losses, liabilities, costs, and expenses, including reasonable attorneys' fees, arising out of or relating to that Party's own acts, omissions, or obligations under this Agreement.
Contractor's Scope of Responsibility
The Contractor's obligations under this Agreement are strictly limited to providing instruction following the Wilson Reading Program scope and sequence during scheduled tutoring sessions. The Contractor is not responsible for the student's overall educational program, academic progress outside of the Wilson Reading Program scope, school curriculum, special education services, IEP implementation, educational decisions made by the parent or school, or the actions or omissions of any other individual or entity. Accordingly, the Contractor shall have no liability for claims arising from or related to any educational services, programs, or decisions beyond the Wilson Reading Program instruction expressly provided under this Agreement. This section shall survive the termination of this Agreement and the fulfillment of the Parties' obligations under this Agreement.

b. This agreement constitutes the entire understanding between the parties concerning the subject matter hereof. The parties waive the right to rely on any alleged expressed or implied provision not contained herein. This Agreement may be amended or modified only by written agreement signed by both the Agency and Contractor.

c. If one or more of the provisions of this Agreement shall be declared invalid or unenforceable, the same shall not affect the validity or enforceability of any other

provision of this Agreement.

d. This Agreement shall be construed in accordance with and governed in all respects by the laws of the State Commonwealth of Pennsylvania notwithstanding any conflict of laws provision to the contrary. Any dispute arising out of this Agreement shall be brought in the Court of Common Pleas of Dauphin County, Pennsylvania or the applicable Federal District Coud of Pennsylvania.
e. The descriptive headings of the several sections of this Agreement are inserted for convenience only and to not constitute part of the agreement.
f. Checks from the agency are to be made "payable to" Suzanne Miller.
g. This Agreement is not subject to binding arbitration.
h. Each party warrants it has the authority to enter into this Agreement.

IN WITNESS WHEREOF, the Agreement has been executed by the Agency and Contractor effective as of the date first written above.

BY: _____ _____
Agency: Lower Dauphin School District. Date

BY: _____ _____
Contractor: Suzanne M. Miller, Ed.D. Date

LOWER DAUPHIN SCHOOL DISTRICT
2026-27 SCHOOL YEAR CALENDAR

Any changes are subject to an affirmative vote of the Board of School Directors.

JULY '26

S	M	T	W	Th	F	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	

3 - Schools & Offices Closed

AUGUST '26

S	M	T	W	Th	F	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					

5-6 - New Teacher Orientation
18-20 - In-Service Days
25 - First Student Day

5 School Days – Year Total 5

SEPTEMBER '26

S	M	T	W	Th	F	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			

4 - 1/2 Student Day (In-Service)
7 - Schools & Offices Closed
28 - Schools Closed (In-Service, Act 80)

21 School Days – Year Total 26

OCTOBER '26

S	M	T	W	Th	F	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

9 - 1/2 Student Day (In-Service)
12 - Schools Closed (In-Service)
29 - End of Marking Period 1 (MS/HS)

21 School Days – Year Total 47

NOVEMBER '26

S	M	T	W	Th	F	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					

3 - Election Day, Grades 9-12- virtual day
Grades K-8- in-person classes
19 - End of First Trimester (Elem)
23-24 - Schools Closed
(Elem./MS Conferences-HS In-Service)
25 - Schools Closed
26-27 - Schools & Offices Closed

16 School Days – Year Total 63

DECEMBER '26

S	M	T	W	Th	F	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		

23 - 1/2 Student Day (In-Service)
24-31 - Schools & Offices Closed

17 School Days – Year Total 80

JANUARY '27

S	M	T	W	Th	F	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						

1 - Schools & Offices Closed
15 - 1/2 Student Day (In-Service)
18 - Schools Closed (In-Service)
20 - End of Marking Period 2 (MS/HS)

19 School Days – Year Total 99

FEBRUARY '27

S	M	T	W	Th	F	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						

11 - 1/2 Student Day (In-Service)
12 - Schools Closed (In-Service)
15 - Schools Closed

18 School Days – Year Total 117

MARCH '27

S	M	T	W	Th	F	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			

5 - End of Second Trimester (Elem)
12 - 1/2 Student Day (In-Service)
15 - Schools Closed (In-Service, Act 80)
25 - Schools Closed
26 - Schools & Offices Closed
29 - Schools Closed

20 School Days – Year Total 137

APRIL '27

S	M	T	W	Th	F	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	

1 - End of Marking Period 3 (MS/HS)
12 - Schools Closed
30 - Schools Closed (In-Service)

20 School Days – Year Total 157

MAY '27

S	M	T	W	Th	F	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					

18 - Election Day, Grades 9-12- virtual day
Grades K-8- in-person classes
28 - 1/2 Student Day
31 - Schools & Offices Closed

20 School Days – Year Total 177

JUNE '27

S	M	T	W	Th	F	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			

3 - Commencement
4 - Last Student Day (1/2 Day)
Elem @12:30pm; MS/HS @11am
(In-Service)

4 School Days – Year Total 181

Schools Closed

Schools Closed w/In-Service

½ day- Elem @12:30pm; MS/HS @11:00am
Lunch- Elementary ONLY

Electronic Devices (Cell Phones)

The Board recognizes that personal electronic devices (PEDs), including cell phones and smart watches, can both support and disrupt the learning process. This policy is designed to promote a focused, respectful, and academically engaging environment while also fostering responsible digital citizenship.

Philosophical Foundation

This policy is grounded in the following principles:

- Attention is essential for learning: Research in Cognitive Load Theory shows that distractions reduce a student's ability to process and retain new information.
- Self-regulation is a learned skill: Students benefit from clear structures that help them develop responsible technology habits.
- Technology is a tool, not a default: Devices should be used intentionally to enhance—not replace—meaningful learning experiences.

Guidelines for Use

1. Non-Instructional Time

Students may use PEDs:

- Before school
- During hallway passing time (door to door)
- During lunch
- During study halls

Use during these times must remain appropriate and consistent with school conduct expectations.

2. Instructional Time

During instructional time, cell phones and other PEDs must be kept away and out of sight.

Instructional time is defined as any class period other than an administrative assigned study hall.

Exception:

PEDs may be used only when explicitly authorized by the teacher for a specific **instructional** purpose. Examples include:

- Research or accessing digital resources
- Educational apps or interactive activities
- Collaboration tools

All use is at the teacher's discretion and must directly support the learning objective.

Teacher Authority

- Teachers will clearly communicate and post their classroom-specific

expectations.
• Teachers may require devices to be stored in a designated area during class time.
• Teachers determine when and how PEDs may be used as instructional tools.

Consequences for Violations

Failure to comply with this policy will be considered insubordination and will result in disciplinary action in accordance with the student code of conduct.

Rationale

This policy supports:
Alignment with proposed PA State Law
• Increased academic focus and reduced distraction
• Development of self-discipline and responsible decision-making
• Purposeful integration of technology to enhance learning

Student Organizations

Each club, team, and organization is open to new members and would welcome student participation. In some instances an advisor may not be available. Clubs without advisors may not meet. Student organizations change regularly and a full list of active organizations is available in the high school office. Students are required to follow the same policies listed for participation in athletics in order to participate in non-curricular related organizations including attendance, arrival times, and academics.

- To be eligible for participation in any non-curriculum related activity, a student must pursue and maintain a passing grade of a minimum of five credits. The student's academic status shall be confirmed at intervals of one week. Certification of eligibility shall be made on Friday for all activities during the following week. Students who do not pass five credits at the end of the marking period shall be ineligible for fifteen school days of the next marking period.
- Students being disciplined by in-school or out-of-school suspension or alternative education may not participate in any meeting or activity, including practice or competition, for the calendar day/days of the suspension.
- A student who is absent from school during a semester for a total of twenty or more days shall not be eligible to participate in any meeting or activity until he or she has been in attendance for a total of forty-five consecutive school days following his or her twentieth day of absence.
- In order to participate in school sponsored meetings or activities a student must be in attendance at school prior to 11:00 AM on the day of the meeting or activity.

Student Handbook

Why?

This handbook is designed to provide students and parents the necessary information about Lower Dauphin High School and what it means to be a Falcon. Becoming familiar with the contents will help you better understand the opportunities available to you and your responsibilities as a school citizen.

Mission Statement

We exist to educate, engage and inspire our Lower Dauphin community!

Vision Statement

Every Falcon. Life Ready.

We Are An Equal Opportunity Employer

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex, or national origin. P.L. 90-202 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age. Lower Dauphin School District abides by the regulations of the ADA.

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About the School…

Alma Mater

Lower Dauphin, onward Falcons, Victory over all;
Praises to thee, Alma Mater,
Echo through the hall.

Ever striving toward our goals,
Eager, brave, and true;
Help us keep our standards high for the white and blue.

Seeking friendships, gaining knowledge,
Honor is our aim;
We will proudly serve thee always, loyal hearts proclaim.
---P.M. Seitzinger
---Elaine Harris Sulkey, '63

School Colors: Royal Blue and White
School Mascot: "Falcon"

Important Phone Numbers

High School Contact Information	
High School Main Office	(717) 566-5330
Attendance Office	(717) 566-5328
Counseling Office	(717) 566-5331
Nurse's Office	(717) 566-5351
Athletic Office	(717) 566-5338
Transportation Office	(717) 566-5340
Home School Visitor/SAP Coordinator - Trish Moody	(717) 566-5332
A-Fi Counselor - Nate Espenshade	(717) 566-5336
Fl-L Counselor - Matthew Martinez	(717) 566-5347
M-Ri Counselor - Lori Beaver	(717) 566-5337
Ro-Z Counselor - Anna-Kate Clancy	(717) 566-5335
School Social Worker- Denise Haas	(717) 649-5417

Office Hours

The High School main office and counseling office are open from 7:00 AM until 3:30 PM during the school year. If you wish to speak with a counselor or principal in person, it is advisable for you to make an appointment. Summer hours are Mon-Thurs 7:30 AM until 3:30 PM.

Daily Schedules

Regular Schedule		Advisory Schedule	
1	7:34-8:24	1	7:34-8:15
ANNOUNCEMENTS 7:34-7:40		2	8:19-9:00
2	8:28-9:12	3	9:04-9:45
3	9:16-10:00	Advisory	9:49-10:11
4	10:04-10:48	4	10:15-10:56
Lunch A	10:48-11:18	Lunch A	10:56-11:26
6/7	11:18-12:02	6/7	11:26-12:07
8/9	12:06-12:50	8/9	12:11-12:52
5/6	**10:52-11:36**	**5/6**	**11:00-11:41**
Lunch B	**11:36-12:06**	**Lunch B**	**11:41-12:11**
8/9	**12:06-12:50**	**8/9**	**12:11-12:52**
5/6	10:52-11:36	5/6	11:00-11:41
7/8	11:40-12:24	7/8	11:45-12:26
Lunch C	12:24-12:54	Lunch C	12:26-12:56
10	12:54-1:38	10	1:00-1:41
11	1:42-2:26	11	1:45-2:26

2 Hour Early Dismissal		2 Hour Delay	
1	7:34-8:04	1	9:34-10:02
2	8:08-8:38	2	10:06-10:36
3	8:42-9:12	3	10:40-11:10
4	9:16-9:46	4	11:14-11:44
10	9:50-10:20		
11	10:24-10:54		
Lunch A	10:54-11:24	Lunch A	11:44-12:14
6/7	11:24-11:54	6/7	12:14-12:44
8/9	11:58-12:30	8/9	12:48-1:18
5/6	**10:58-11:28**	**5/6**	**11:48-12:18**
Lunch B	**11:28-11:54**	**Lunch B**	**12:18-12:48**
8/9	**11:58-12:30**	**8/9**	**12:48-1:18**
5/6	10:58-11:28	5/6	11:48-12:18
7/8	11:30-12:00	7/8	12:22-12:52
Lunch C	12:00-12:30	Lunch C	12:52-1:22
		10	1:22-1:52
		11	1:56-2:26

Half Day Early Dismissal Schedule	
1	7:34-7:55
2	7:59-8:20
3	8:24-8:45
4	8:49-9:10
5/6 or 6/7	9:14-9:35
6/7 or 8/9	9:39-10:00
10	10:04-10:25
11	10:29-10:50

Students may enter the building beginning at 7:00 AM and should enter through doors #1, 10, 18 and/or 23. Students should report to the cafeteria or be under the supervision of a teacher until they are dismissed to their first period class at 7:30 AM. All students are to be in their first period class by 7:34 AM.

School will be dismissed at 2:26 PM each day. Students utilizing district buses will board outside in the vicinity of the bus loading areas located at the front of the building and are prohibited from loitering. All students must board their assigned bus at the high school and are prohibited from walking to the middle school for boarding. Students are requested to remain on the buses at the middle school except for changing to their assigned bus.

Delays & Closings

In the event it becomes necessary to cancel or delay school due to inclement weather or other emergency reasons, announcements will be made over television and radio stations. In addition, notification will be made on the district website (www.ldsd.org), social media, informaline (717) 566-5320, and on the school messenger notification system.

Flexible Instructional Days (FIDs)

The Lower Dauphin School District has been approved to use up to five (5) Flexible Instructional Days during the 2026-27 school year. **These days are to be used for inclement weather only.**

When the District designates a day as a Flexible Instructional Day, the students will be provided online instruction. Flexible Instructional Days can be used in lieu of using a scheduled Make-Up Day on the school calendar.

Academics…

CAOLA

Lower Dauphin High School is pleased to offer online learning as an option for your education. Students must apply for part-time or full-time CAOLA by filling out the necessary application and submitting it prior to the dates specified on the High School website. Please visit CAOLA Information to view the CAOLA course catalog, application and submission dates. Your grade level counselor will work with you to decide if online instruction is right for you.

Class Ranking

Class rankings are determined by arranging all students in order of their weighted grade point average. Students that repeat courses, due to previous low grades or other reasons, shall have both grades computed in their class rank. See Policy 214 for more information.

Class Standing

Class standing is based on the number of credits a student has earned toward graduation. For students to successfully complete high school, they must fulfill the requirements listed under Graduation Credit Requirements.

Final Examinations

Written final examinations are required in Science, Social Studies, English, Mathematics, and Foreign Language. The final examination grade will count as 11% (1/2 of 1 marking period) of the student's final average. Other courses may require final examinations at the discretion of the teacher and with administrative approval. Any senior student who has earned an average of 93% or above in a course for the entire year may opt out of the final exam without penalty.

Final exams will be May 27th through June 2nd for seniors and June 1st-4th, 2026 for underclassmen. Students must take their final exams according to this schedule. The only acceptable excuse for missing a final exam is illness and in order to make up the missed exam(s), a doctor's excuse must be presented to the Principal's office. **Educational trips will be marked as unexcused absences during final exams.** All arrangements to make up final exams must be made through the office of the Principal. No final exam may be taken before the assigned test date without the Principal's approval.

Student attendance is not required during those periods when an exam is not scheduled. Students who stay in the building and are not taking exams must stay in the cafeteria. Students who have outstanding obligations to the school (i.e., fines, detentions, suspensions) may be required to fulfill their obligations prior to distribution of their final exams or participating in graduation ceremonies.

Grades

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

Report Card Grade	Numerical Score
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Graduation Credit Requirements

A student's post-secondary pathway partly determines the allocation of credits a student needs to earn for his/her diploma. Students are encouraged to work closely with their counselor to be sure they are on track for graduation and that their academic plan suits their career goals.

Subject	Credit
English	4.0
Math	3.0
Social Studies	4.0
Science	3.0-4.0
Health	0.5
PE	1.5
Career Exploration	0.5
Electives	6.0-7.0
Total	**23.50**

Homebound Instruction

In cases where students are ill or recovering from injuries for a long period of time, the school will arrange for instruction in the home. Parents should call their child's school counselor for information on how to apply for this service should it be needed.

Honor Roll

The Honor Roll consists of two levels: Distinguished Honor Roll and Honor Roll.

Requirements for the Honor Rolls are:
Distinguished Honor Roll: All marking period grades 90% or above.
Honor Roll: All marking period grades 80% or above.

Honor roll recognition is determined each nine week period using only marking period grades to determine honor roll status. Honor Roll status will be noted on the student report card.

PowerSchool

Parents/guardians have regular access to their students' progress by utilizing the PowerSchool website at: https://powerschool.ldsd.k12.pa.us/public/. Students and parents receive an access code at the beginning of each school year. These reports are also available through the student's assigned school counselor.

Report Cards

The school year is divided into four marking periods. Paper report cards are mailed home after the 2nd and 4th marking periods to inform you of your child's academic progress. Should you wish to receive a report card for each marking period, please contact the Counseling Office to request a paper copy.

Tutoring

After school, teacher-staffed tutoring is available for students from 2:40 PM until 4:30 PM on Mondays, Tuesdays, Wednesdays & Thursdays that school is in session. For locations and other information, please contact the Counseling Office.

Activity buses are available Monday and Wednesday at 4:30 PM for transportation needs. Students must have a bus pass from the supervising faculty member to ride.

Lower Dauphin High School also offers in person as well as virtual academic assistance by subject area four nights a week, Monday through Thursday from 5pm-8pm. Please see the counseling site on the district webpage for more information.

Academic Dishonesty

Academic integrity is a foundational value of our educational institution. Lower Dauphin High School students are expected to uphold the highest standards of honesty and integrity in their academic work. The following policy outlines behaviors that constitute academic dishonesty and the potential consequences for violations.

1. Plagiarism

Plagiarism is the uncredited use (both intentional and unintentional) of somebody else's words, images, or ideas. This includes but is not limited to:

- Copying text from a source (including internet sources) without proper quotation and citation.
- Paraphrasing substantial portions of a source without acknowledgment.
- Submitting work, in whole or in part, written by someone else (e.g., a peer, tutor, or purchased service) as one's own.

2. Cheating

Cheating involves using or attempting to use unauthorized materials, information, study aids, or other assistance in any academic exercise. Examples include:

- Copying from another student's test or assignment.
- Using unauthorized notes, calculators, or electronic devices during exams.
- Soliciting or accepting assistance from another individual without authorization.
- Submitting the same assignment for multiple classes without prior approval from instructors.

3. Misuse of Artificial Intelligence (AI)

While generative AI tools (e.g., ChatGPT, Bard, GrammarlyGO) may serve as academic resources, their use must be in alignment with course-specific guidelines. Misuse of AI includes:

- Submitting AI-generated content as one's own original work without proper citation.

- Using AI to complete assignments, papers, or exams when such use is not explicitly authorized by the instructor.

- Failing to disclose AI assistance when required by the course or assignment policy.

Students are responsible for understanding when and how AI tools may be used and must seek clarification from instructors if unsure.

4. Unauthorized Photography and Distribution of Exam Materials

The use of any device to photograph, screenshot, or otherwise reproduce test or quiz materials, including questions or answer keys, is strictly prohibited. Sharing such materials with others, whether for profit or collaboration, constitutes a serious breach of academic integrity. This includes:

- Taking pictures of exams or assessments during or after administration.

- Sharing or receiving images of test content through digital or physical means.

- Posting exam content online, including on social media or file-sharing platforms.

5. Consequences

Violations of the Academic Dishonesty Policy may result in disciplinary action including but not limited to:

- A failing grade on the assignment or exam.

- A failing grade for the course.

- Academic probation, suspension, or expulsion, depending on the severity and recurrence of the offense.

- A formal report to the academic integrity committee or student conduct office.

6. Student Responsibility

Students are expected to:

- Read, understand and abide by the student handbook and classroom rules and procedures on academic integrity.
- Seek clarification when uncertain about what constitutes permissible collaboration or assistance.
- Cite all sources appropriately and submit original work.
- Refrain from engaging in or facilitating academic dishonesty in any form.

Athletics…

The Athletic Department of the Lower Dauphin School District makes available to students a wide variety of opportunities to develop athletic skills and to become involved as members of interscholastic athletic teams.

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

Athletic Code

- No student shall be eligible to represent this high school in any athletic contest or practice unless he or she has been carefully examined by a physician and his/her condition pronounced satisfactory. A certificate to that effect, together with his/her parent or guardian's consent form, shall be filed with the Athletic Director.
- No student shall be allowed to participate in any school sponsored sport or to practice for such sport without either enrolling in the school accident insurance program or having on file with the school nurse certification to the effect that the student is covered by insurance outside of school for any injury that might be incurred while participating in a high school athletic event.
- A student's academics must be prioritized over athletic participation.
- To be eligible for participation in any interscholastic sport or cheerleading, a student must pursue and maintain a passing grade of a minimum of <u>five credits</u>. The student's academic status shall be confirmed at intervals of one week. Certification of eligibility shall be made on Friday for all athletic contests during the following week. Students who do not pass five credits at the end of the marking period shall be ineligible for fifteen school days of the next marking period.
- Students being disciplined by in-school or out-of-school suspension or alternative education may not participate in any activity, either practice or competition, for the calendar day/days of the suspension.
- A student who is absent from school during a semester for a total of twenty or more days shall not be eligible to participate in any athletic contest until he or she has been in attendance for a total of forty-five consecutive school days following his or her twentieth day of absence.
- In order to participate in school sponsored athletics a student must be in attendance at school prior to 11:00 AM on the day of the competition or practice.
- If a student athlete wishes to leave the team he or she should consult with the coach. A player who merely quits without notifying the coach and discussing the situation may make him/her ineligible for athletic awards in any sport.
- Students may be subject to random drug testing.

- All athletic equipment issued to a student is his or her responsibility and must be given the best of care. All equipment issued must be returned. Equipment lost or damaged must be paid for.
- All athletes must travel to and from all athletic contests with their team unless permission is granted by the coach to do otherwise. This permission will be granted only in the case of a parent or guardian providing the transportation.
- It is expected that athletes will dress in a manner representative of the school and community. Expectations for student dress will be provided and enforced by the coach.
- Students must conduct themselves at all times, including after school and on days school is not in session, as good citizens and representatives of their school; they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. Students are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of an extracurricular activity.
- A student participating in an extracurricular activity will be subject to disciplinary action if s/he violates the school and team codes of conduct. Each coach is required to develop the team code of conduct and distribute it to participants and the athletic director prior to the start of the season.
- All students remain subject to the Board's student discipline policies, administrative regulations and/or the school's student handbook and the disciplinary measures listed in them.
- The Code of Conduct describes the expectations and goals of the extracurricular activities program. This Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities. This Code of Conduct will be enforced 365 days a year, twenty-four (24) hours a day. A student may be excluded from activities or competition while the school is conducting an investigation regarding that student's conduct.
- Student athletes are subject to disciplinary consequences associated with violating the rules and guidelines provided by both the district code of conduct as well as the team code of conduct provided by their coach.

Interscholastic Sports

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

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

Attendance…

Absences

The School Board considers the following conditions to constitute reasonable cause for absence from school: Illness, quarantine, recovery from an accident, required court attendance, death in the family, approved family educational trips, approved educational tours, and college visits. See policy 204 for more information.

If a student is absent due to illness, his/her parent or guardian should contact the attendance office on the morning of the absence.

The student shall present a note signed by his/her parent or guardian to the attendance office within ***five school days*** of the absent date. Failure to do so will result in the absence being recorded as unexcused or truant. Notes must be signed by the parent or guardian regardless of the student's age. Students who are absent from school are not permitted to attend any school-sponsored events the day of the absence.

Absences due to illness longer than four consecutive school days require a Doctor's Excuse for readmission to school. A Doctor's Excuse means that the physician must certify that the student was under his/her care for the period of the absence.

Excused Absences: The school will authorize absences due to illness, injury, or family emergency that cannot be prearranged or foreseen prior to the day of the absence. Students will be permitted to make up work missed during the day of an authorized absence. No student shall have his/her grade lowered due to an absence, which has been excused. For unforeseen absences, students shall have as many days to make up work as they were absent.

Unexcused Absences: Absences that are not approved by the school may be deemed unexcused. Students are required to arrange an agreeable timetable with their teachers to complete assignments and assessments.

Truant Absences: Absences not approved by the school for students subject to the compulsory education laws will be deemed truant. Students who are truant are subject to the discipline code, including but not limited to a school attendance improvement conference, and or referral for truancy to local children and youth agency, and or citation.

Alternative Assignment, Educational or Family Trip

It is preferred that students not miss school except for unavoidable circumstances. Should it become necessary for a student to miss school for an alternate assignment, college visit, educational or family trip, the following procedure is to be followed.

In accordance with School Board Policy No. 204.1 *Educational Tours and Trips*, the building principal has the authority to approve educational trips up to seven days. Each tour or trip will be impartially reviewed by the administration, and dependent upon the individual circumstances, a decision will be rendered as to the procedure to be followed

by the student. The best interests of the student will be kept uppermost in mind when said decision is rendered. Therefore, approval of educational trips is based in part on the student's academic, discipline, and attendance record. ***No trips will be excused during finals week..***

A written request for permission must be received by the principal at least five (5) days prior to the departure date on the appropriate request form. Students can find the Educational trip excuse form in the main office or download the form online. Trips taken without prior approval will be considered unexcused. Each request will be considered individually. In arriving at a decision, the principal will consider the student's educational program, current academic standing, and attendance record.

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

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

Chronic Absenteeism

Parents of students who are excessively absent during the year will be notified by letter that the school is concerned at the number of absences. The district considers excessive absences as follows:

1st marking period ……..10 days
2nd marking period ……12 days
3rd marking period ……..16 days
4th marking period ……..18 days

If attendance does not improve after notification, the student may be placed on Doctor's Excuse, which means that every absence thereafter requires a verification of illness. Failure to provide the required Excuse will result in the absence being recorded as unexcused or truant, as appropriate. A Doctor's Excuse means that the Licensed Health Care Provider, who can prescribe medications, must certify that the student was under his/her care for the period of the absence and must include all dates for which the student is to be excused.

When a student accumulates one truant absence, parents will be sent what is termed a "First Absence Notice." Three or more truant absences will result in an "Official Notice of Truancy" notice sent to parents and/or guardians. The district's Home & School Visitor may meet with any student who accumulates four or more truant absences to discuss reason for absences. Six or more truant absences will result in a final "Official Notice of Truancy" and the scheduling of a School Attendance Improvement Conference. Subsequent truant absences will result in a citation submitted to the local district magistrate's office. See policy 204 for more information.

Early Dismissals

The school requests that all appointments be avoided during the school day. When this is not possible, requests for early dismissal will be considered. The School Board will recognize justifiable absences for part of the school day. These include, but are not limited to: medical or dental appointments, court appearances, and family emergencies.

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

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

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

Late Arrivals

If you arrive in your first period class after 7:34 AM, you are required to report to the attendance office for a tardy slip.

Late arrivals will be deemed as excused or unexcused. Running out of gas, oversleeping, and having a flat tire will not be excused. The administration understands that extenuating circumstances may occur and is the reason 3 unexcused absences will be tolerated prior to disciplinary action being taken. Extremely bad weather or personal illness will be considered when a course of action is determined. The student shall present a note signed by his/her parent or guardian to the Attendance office within five days of the late arrival date. Failure to do so will result in the late arrival being recorded as unexcused. Parents can email hsattend@ldsd.org or call 717-566-5330 ext. 5328

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

Students who participate in extra-curricular activities are required to be in the building by 11:00AM in order to be eligible to participate in their after-school activity. Exceptions will be made in the cases of excused late arrivals with proper documentation

from a physician, or excused educational trip. Parent notes will not be accepted for eligibility for extra-curricular participation.

Nonresident Tuition

Under board policy 202, if a student is currently enrolled in the district but is planning to move out of the district during the school year, the student must move out on or after April 1 in order to avoid paying the statutory tuition charge for the remainder of the school year.

Resident students who move out of the district prior to April 1st of a school year may be permitted, with superintendent approval, to complete the remainder of the school year in this district. If permission is granted, the parent/guardian shall be subject to the statutory tuition charge. This may be adjusted by the board unless the district of residence offers to pay the tuition.

If the family moves out on or after April 1, the student may remain in this district for the remainder of that school year at no charge.

Senior students in good standing who have attended at least two (2) consecutive school years immediately prior to their senior year, as resident students, may be permitted with superintendent approval to complete their senior year.

If a student moves from the district as the result of a natural disaster or catastrophe forcing the family to find housing outside the district, then the student may attend for the remainder of the school term without any tuition charge and thereafter, for an additional school term, without any tuition charge, at the discretion of the superintendent.

Children of employees of the United States Armed Forces who have resided in the District for a minimum of three (3) years and are transferred to a military base within the Commonwealth of Pennsylvania may continue to attend schools in the district until graduation without tuition charges, conditioned upon the family providing transportation to and from school.

Withdrawal from School

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification in accordance with the school code. See policy 208 for more information.

Work Permits

Pennsylvania State law requires any minor between the ages of 14 and 17 to obtain a work permit. A parent or guardian must apply in person for their child's work permit and

must provide a legal document showing proof of age. Acceptable documents are: Birth Certificate, Baptismal Certificate, Passport, or Driver's License/Permit.

During the school year, applications can be completed in the High School main office between the hours of 7:15 AM - 3:30 PM. During the summer, applications can be completed in the High School main office Mon-Thurs between 7:30 AM - 3:30 PM.

General Expectations…

Announcements

Announcements to be made on the public address system should be submitted in a timely fashion to the High School main office secretary. Announcements should be short and specific due to time restraints and may need administrative approval. Daily announcements are listed on the High School webpage under "Daily Announcements." They can also be found in PowerSchool under "Daily Bulletin."

Assemblies

Assemblies may be held throughout the year. The purpose of the assemblies will be to expose the students to topics of interest and to develop within the student body good social habits as an audience. Students are expected to observe the rules of courtesy expected of an audience.

Bus Conduct (bus passes & late bus)

Students have the privilege of utilizing the transportation services of the school district. All school rules apply when on the bus, waiting for a bus, or walking to or from the bus stop. A student who fails to maintain appropriate conduct may be suspended from riding the bus and/or may be subject to other disciplinary action. Students are required to ride their assigned bus at all times. Any changes, temporary or otherwise, must be made by the assigning principal and may require parental consent. Students must adhere to all posted bus rules. Once a student arrives at school, he or she may not leave school property. Students who leave are subject to the Discipline Code. Bus conduct will be monitored in audio and video camera equipped buses.

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

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

Late / Activity Buses - Passes for activity buses are permitted. These should be written by the school or coach and must have the student's name and a specific date for riding. Long term passes may be issued but need to have a start and end date, student name and should be laminated.

Cafeteria

Lower Dauphin High School offers both a daily breakfast and lunch program.

Breakfast Program: The breakfast line opens each day at 7:00 AM. Students may eat breakfast in the cafeteria prior to the start of 1st period at 7:34 AM.

Students may purchase breakfast as they do lunch using the computerized cash register system, or pay cash at the register on mornings they choose to buy breakfast.

Breakfast is free for students.

Lunch Program: The school lunch program offers a variety of Type A lunches.

The complete Type A Lunch costs $3.05. Students who qualify for free or reduced school lunch will receive a no cost lunch.

Monthly menus are posted in the café. Seasonal changes, special school programs, or shifts in student preferences are all taken into consideration in menu preparation.

Using the Computerized Cash Register System: The Lower Dauphin High School Cafeteria operates on a computerized debit system. This system allows you to pay in advance for meals by check or online at www.myschoolbucks.com by using the Students ID number. Students are still able to pay cash at the register. Students must enter their student ID number into a keypad to pay for lunch regardless of their meal status (paid, free, or reduced) or paying cash.

Students may deposit money into their established debit account by placing cash or check into a pre-printed envelope. Students/parents are expected to stay current on lunch payments. Failure to do so will result in administrative actions.

Care of School Property

Students are responsible for the proper care of all books, computers, supplies and furniture supplied by the school. Students who disfigure property or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Classroom Rules

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

DRESS CODE

Lower Dauphin School District recognizes that each student and their parent/guardian hold the primary responsibility for determining the student's personal attire, hairstyle, jewelry, and personal items (e.g., backpacks, book bags). The District and its schools are responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and does not contribute to disrupting the learning environment for any student.

Students have the right to be treated equitably. Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of discipline. Enforcement of the Dress Code will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced because of race, racial identity, ethnicity, gender, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, socio-economic status, body size/type, or body maturity.

Students **must** wear (see illustration below):

- Top (shirt, blouse, sweater, sweatshirt, etc.) extending to the bottom (defined below) with shoulder straps (no spaghetti straps). The top must cover the entire area from armpit to armpit and extend down, in one continuous piece, to the top of the bottom (see illustration below); Undergarments should not be visible.
- Bottom (pants, shorts, skirt, dress, etc.) that cover all private parts at all times; Undergarments should not be visible.
- Footwear; and
- Any additional student attire, when necessary, to ensure safety in certain academic settings (e.g., physical activity, science, or Career and Technical Education courses).

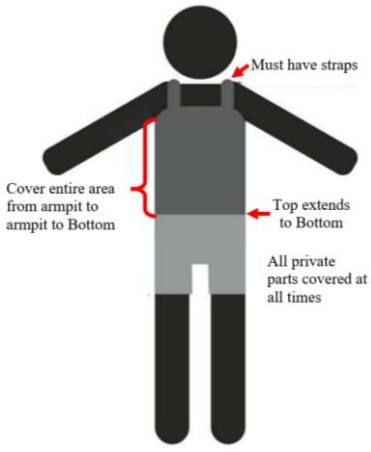
Students are **not permitted** to wear clothing, headwear, glasses, jewelry, or personal items that:

- Displays vulgar, lewd, pornographic, profane or sexually suggestive content.
- Displays racist references, threats, unlawful activity, violent conduct, gang membership or affiliation, weapons, drugs, alcohol, tobacco, or drug paraphernalia.
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.
- Have spikes or chains of any length for safety reasons.
- Conceal the identity of the student (including but not limited to hoods, hats/head coverings, sunglasses)

Attire worn in observance of a student's religion is not subject to this Student Dress Code.

Enforcement:

- Though initially not disciplinary in nature, a student may be taken aside and instructed to leave their classroom briefly to change clothes and return promptly to minimize loss of instructional time. Staff and administration will use reasonable efforts to avoid a discussion concerning dress code violations in front of other students. Further, no student shall be referred to as "a distraction" due to their appearance or attire.
- Dress Code violations may result in a Level One violation.



Electronic Devices (Cell Phones)

The Board recognizes that personal electronic devices (PEDs), including cell phones and smart watches, can both support and disrupt the learning process. This policy is designed to promote a focused, respectful, and academically engaging environment while also fostering responsible digital citizenship.

Philosophical Foundation

This policy is grounded in the following principles:

- Attention is essential for learning: Research in Cognitive Load Theory shows that distractions reduce a student's ability to process and retain new information.
- Self-regulation is a learned skill: Students benefit from clear structures that help them develop responsible technology habits.
- Technology is a tool, not a default: Devices should be used intentionally to enhance—not replace—meaningful learning experiences.

Guidelines for Use

1. Non-Instructional Time

Students may use PEDs:

- Before school
- During hallway passing time (door to door)
- During lunch
- During study halls

Use during these times must remain appropriate and consistent with school conduct expectations.

2. Instructional Time

During instructional time, cell phones and other PEDs must be kept away and out of sight.

Instructional time is defined as any class period other than an administrative assigned study hall.

Exception:

PEDs may be used only when explicitly authorized by the teacher for a specific **instructional** purpose. Examples include:

- Research or accessing digital resources
- Educational apps or interactive activities

• Collaboration tools

All use is at the teacher's discretion and must directly support the learning objective.

Teacher Authority

• Teachers will clearly communicate and post their classroom-specific expectations.
• Teachers may require devices to be stored in a designated area during class time.
• Teachers determine when and how PEDs may be used as instructional tools.

Consequences for Violations

Failure to comply with this policy will be considered insubordination and will result in disciplinary action in accordance with the student code of conduct.

Rationale

This policy supports:

Alignment with proposed PA State Law

• Increased academic focus and reduced distraction
• Development of self-discipline and responsible decision-making
• Purposeful integration of technology to enhance learning

Pictures and Video

- Students are not permitted to take pictures and/or video of anyone without their permission. In addition, posting, forwarding, or otherwise publishing these will result in the assignment of the appropriate disciplinary consequences.
- It is a violation to video, photograph, forward, post, or publish a fight or any physical altercation.
- Consequences for a violation of this nature may result in a suspension.

Flag Salute

It is the responsibility of every citizen to show proper respect for his or her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal beliefs or religious conviction. Students who refrain from such participation are encouraged to stand during the pledge out of respect for those who are participating. The pledge to the flag is not for homerooms only, all staff and students are expected to rise and recite the pledge to the flag regardless of where they are located including the hallways.

Freedom of Speech

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school community, encourages unlawful activity, or interferes with another individual's rights.

The principal requires students to submit for prior approval, a copy of all materials to be displayed, posted or distributed on school property.

The principal requires that notices or other communications be dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. In addition, teachers will maintain a daily sign-out sheet for their room and students are required to sign in and out.Teachers have the authority to revoke hall pass privileges whenever a student misuses this privilege.

Library (databases/ebooks)

The library is available to students during study halls and/or before and after school. The library is open to students from 7:15 AM until 2:45 PM, Monday through Friday.

Books may be borrowed for a period of ten days. If an item is in high demand the borrowing period may be shortened.

Students wishing to use the library during their study hall must check in with their study hall teacher and have their pass signed to come to the library. Once the student arrives at the library, they will need to sign in at the circulation desk. Signing in must include name, study hall teacher, reason for being in the library and the time signed in. Students are strongly encouraged to use the library for research, studying or homework.

Library rules:

· Students using the library will be required to adhere to the student conduct rules as outlined in the handbook.

· Students who are unproductive while using the library or do not follow library rules will be given one verbal warning by the librarian. On the second infraction, the student

will be sent back to their study hall. This may or may not include a suspension from the library. This suspension is at the discretion of the librarian.

The following services are offered by the library staff:

- EBooks and online databases
- Research assistance
- Recommended reading assistance
- Classroom instruction as per teacher requests.

Instructions on accessing Destiny Library Catalog:

1. Go to ldsd.org, High School, Our School and the Media Center.
2. Go to the card catalog page of the Media Center homepage.
3. Click on the highlighted link.
4. Select the Lower Dauphin High School link.
5. Select the Catalog tab.
6. You can search by Keyword, Title, Author, Subject or Series.

Instructions on accessing Ebooks and Databases:

1. Go to MyLD.
2. Click on LDHS Library.
3. Click on the rainbow pinwheel MackinVia icon.
4. Make sure that the center of the page (above the username and password ovals) says Lower Dauphin High School. If it doesn't click the arrow to the right or the "not your location" link and change it to Lower Dauphin High School.
5. Username and password are the same as the ones you use to log in to your laptop
6. Databases and eBook options are listed alphabetically on the opening screen.

Lockers

All students will be given an opportunity to request a locker. It is each student's responsibility to keep the locker orderly and clean. The school will assume no responsibility for articles stolen or removed from student's lockers. Students are expected to use the locks on their lockers. The lockers are the property of the school and are assigned for the use and convenience of the students. Lockers may be inspected at any time by school personnel. From time to time law enforcement agencies may be utilized including the use of "drug-sniffing dogs" to search lockers and other areas of the building for illegal substances.

Placing stickers or pictures on or in lockers is prohibited. “Rigging” the lock to keep it from locking damages the lock and is considered to be an act of vandalism as is removing identification numbers. Students are discouraged from sharing lockers with fellow students.

Lost and Found

Lost articles or unattended technologies should be turned in or reported to the main office. Articles must be claimed in a reasonable period of time to avoid loss.

Phone Calls

Student calls will not be accepted in the offices except on an emergency basis. Students shall not use classroom phones except for emergency calls (in life threatening situations). Calls may be made in the main office at the teacher’s discretion.

Respect of Persons

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

Searches

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

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search students shall be notified and given an opportunity to be present. However, as indicated above, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

When a search conducted by a handheld security device, such as a wand or other similar device, indicates that an item is in a student's pocket, undergarment area or other concealed location, the student will be asked to produce the item. If the student refuses to produce the item, it will be presumed that the item is the contraband being sought, and the student will be disciplined for both possession of said contraband and insubordination. See Board Policy 226 (Searches).

Student Organizations

Each club, team, and organization is open to new members and would welcome student participation. In some instances an advisor may not be available. Clubs without advisors may not meet. Student organizations change regularly and a full list of active organizations is available in the high school office. Students are required to follow the same policies listed for participation in athletics in order to participate in non-curricular related organizations including attendance, arrival times, and academics.

- To be eligible for participation in any non-curriculum related activity, a student must pursue and maintain a passing grade of a minimum of five credits. The student's academic status shall be confirmed at intervals of one week. Certification of eligibility shall be made on Friday for all activities during the following week. Students who do not pass five credits at the end of the marking period shall be ineligible for fifteen school days of the next marking period.
- Students being disciplined by in-school or out-of-school suspension or alternative education may not participate in any meeting or activity, including practice or competition, for the calendar day/days of the suspension.
- A student who is absent from school during a semester for a total of twenty or more days shall not be eligible to participate in any meeting or activity until he or she has been in attendance for a total of forty-five consecutive school days following his or her twentieth day of absence.
- In order to participate in school sponsored meetings or activities a student must be in attendance at school prior to 11:00 AM on the day of the meeting or activity.

Curriculum Related Activities

Chamber Singers
Falcon Broadcast Channel (FBC)
Falcon Flash
Indoor Percussion Ensemble
Jazz Band
JROTC
Marching Band/Outdoor Color Guard
Mixed Chorus
Orchestra
School Store
Women's Select Choir
Yearbook

Non-Curriculum Related Activities

Believers in Gospel (BIG)
Chess Club
Debate Team
Dramapalooza
Envirothon
Four Diamonds Mini-THON
Grey Hawk Adventurer Club (D&D)
LD Agriculture and Gardening Club
MLS Mental Health Awareness Club
Quiz Bowl Team
Science Olympiad
Spring Musical Production
SPIRIT council
Step Team
Student Council
Teen Republicans
Volunteen
Best Buddies
Creative Writing
Diversity Club
Educators Rising
Fall Play
Future Nurses Club
Guiding Falcons
LD Youth Advisory Committee
Nanoline Team
NOSB Team
Set Construction
Ski Club
STEM Club
Student Ambassadors
Technical Crew
Thespian Society
Youth and Government

National Honor Societies

Computer Science Honor Society
National English Honor Society
National German Honor Society
National Honor Society
National Math Honor Society
National Spanish Honor Society
National Art Honor Society
National French Honor Society
History Honor Society
National Latin Honor Society
National Science Honor Society
Tri-M National Music Honor Society

Tardiness to Class

A student will be considered tardy to class if not in his/her classroom when the bell rings. A tardy may be excused if the student has a note or pass from a teacher, counselor, or office staff. If the student has such a note or pass, no tardy situation exists.

Teachers will record all tardies. After the fourth tardy, the student will be referred to the main office for disciplinary action. The penalty for unexcused tardies to class over three will be one detention for the first offense. The penalty for every three tardies thereafter will be two detentions for second offense, three detentions for third offense, etc.

Textbooks

All textbooks should be kept free of marks and unnecessary papers. Teachers should periodically check the condition of textbooks issued to their pupils. Students are responsible for lost or damaged books.

Theft/Property Damage/Threats/Unlawful Harassment, Etc.

Acts of theft, damage to property, assault, and unlawful harassment are violations of the law. Such behavior is cause for disciplinary action, suspension, and referral to the appropriate law enforcement authorities.

General Information…

Car Registration & Operation

The operation of motor vehicles by pupils on the school property is a privilege. A school bus ride is provided, at no charge, to students who live beyond walking distance of the high school.

Student parking is allowed only in designated areas. Any student parking on school grounds during school hours must display an approved parking permit. Student cars not displaying an approved parking permit or parked in other than the assigned areas may be fined $10 or lose their parking privilege. The school district reserves the right to have access to all vehicles on property which it owns.

All motor traffic on school property shall proceed at a rate not to exceed 15 miles per hour. Upon entering the parking lot, cars are to be parked and are not to be moved until dismissal. Students are not permitted to go to their cars during the school day. At the close of each school day, school buses are to take precedence over all other traffic in leaving the school grounds.

Commencement

Attendance at Commencement is not required. However, to participate in the Commencement Ceremony, a student must have successfully completed all academic requirements as well as satisfying any and all obligations, and must not have any current disciplinary issues pending. Seniors are also required to be present at all graduation practices in order to be eligible to participate in the ceremony. Obligations may include library fines, book fines, unserved detentions and other financial matters relating to school district policy. Any senior suspended concurrently through commencement may not be permitted to participate. Finally, students not following the guidelines for dress and conduct at the practice or ceremony may be removed from participation in the ceremony and also face other consequences.

Counseling Services

School Counselors design, implement and maintain a developmental counseling program that focuses on the personal/social, academic and career development of ALL

students in collaboration with parents, school staff and the Lower Dauphin Community. Each counselor works with a specific alphabetical assignment and remains with that group of students throughout high school. This system gives counselors the opportunity to get to know students well and to observe their academic and personal growth over the course of their high school careers. Students are encouraged to seek out their counselors on a regular basis to explore careers, to plan their high school program of studies or to work through any personal issues that may arise throughout high school. School Counselors can help students get connected with in-school and out-of-school supports (such as mentoring, tutoring, therapeutic services, group counseling, mental health or drug and alcohol counseling, etc.). A contracted therapist is also housed in the counseling office with the ability to support student's mental health needs on an as needed basis.

School Counselors are available to students on a walk-in basis or by making an appointment during a study hall with the grade level counselor.

Dances

Guest Procedure

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

Policy Rationale

The social event guest procedure requires a guest permission form to be filled out by any guest who wishes to attend a social event sponsored by Lower Dauphin High School. All appropriate signatures must be secured in order for the guest to be considered for admittance. Post graduates are also required to present, in person, a copy of an updated Act 34 clearance prior to the event. Upon receipt of all documents, the Lower Dauphin High School Administration will evaluate the request and make a determination as to whether or not the guest will be permitted to attend. Once approval has been given for a specified guest, tickets may be purchased through the designated seller.Cyber or Homeschooled students under the age of 15 are not permitted to attend.

It is important to note that school dances are considered social events and thus fall under the category of extracurricular. Participation in school social events is not a right

and may be denied to any student who has demonstrated disregard for the rules of the school. (Board policy 231 section 510) As such, each Lower Dauphin student who attends a social event has been and will continue to be appropriately approved by their assigned principal. The intention of this policy is to assure that guests of current Lower Dauphin students have also demonstrated, both in the present and in the past, the ability to abide by school rules and regulations and are of good character and standing in their respective communities.

Health Services

The health room is located adjacent to the cafeteria in the 500 wing of the high school. If a student becomes ill or injured during school hours, he or she should report to the nurse with a signed pass from the classroom teacher. Student cell phones will be held by the nurse during any time the student rests in the health room. The nurse or their designee will call parents, a doctor, or emergency medical services, when necessary. In the event the school nurse determines a student should be sent home due to an illness or injury, a parent or guardian will be contacted to come to the school or to approve another form of transportation home for the student. Any student leaving school for illness without the approval of the nurse shall be subject to the discipline code for leaving the building without permission. Students are not to contact parents directly to pick them up due to illness. This communication will come from the nurse after an evaluation is completed.

Students are not permitted to carry any medication in the building, including over-the-counter or prescription medication, without clearance from the nurse. All medication will be kept in the health room and administered by the nurse, unless other arrangements have been made through the nurse. For more information on medications, please see policy 210.

Health screenings, including height, weight, vision and hearing screenings are completed for each student by the nurse, as mandated by the Department of Health. Parents are encouraged to contact the school nurse at 717-566-5351 to discuss health issues regarding their child.

Insurance

At the beginning of each school year, student insurance is offered to every student. This insurance is voluntary not mandatory.

Athletic insurance is also offered to everyone who is going out for a sport. Students participating in athletics must carry school athletic insurance or prove that they have adequate coverage. An athlete not carrying athletic insurance must have an Insurance Statement signed by his parents or guardian on file in the nurse's office before he or she will be allowed to participate or practice in athletics.

Parent Conferences

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

Policies…

Bullying Policy

The Lower Dauphin School District recognizes that bullying, cyberbullying, and extortion have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Every student has the right to an education and to be safe in and around the school and at school activities. Bullying shall mean an intentional electronic, written, verbal, or physical act, or a series of acts by one student or a group of students that is directed at another student or students, can occur both inside and outside of a school setting, is severe, persistent or pervasive and has the effect of doing any of the following; substantially interfering with a student's education, creating a threatening environment, or substantially disrupts the orderly operation of the school. See full board policy 249 here.

Discrimination/Title IX Sexual Harassment Affecting Students

Lower Dauphin School Board Policy 103 declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Disciplinary Consequences (On Next Page)

Lower Dauphin High School has adopted an accelerated disciplinary structure in regards to behavior in violation of this policy and behavior related to creating a hostile learning environment for our students based on their race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. Students found to be in violation of these expectations will be subject to an accelerated disciplinary structure as follows:

First offense: 3 days out of school suspension.
Second offense: 5 days out of school suspension.
Third offense: Recommendation for alternative education placement and expulsion agreement with the Lower Dauphin School Board.

Students should be aware that an employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

Drug & Alcohol Policy

Lower Dauphin School District Board Policy 227 strictly prohibits any student from possessing, using, distributing, or selling any drug (including anabolic steroids), alcohol, mood altering substance, drug look-alike or drug paraphernalia on school district property, school vehicles or at any school-sponsored function.

Any student found guilty of violating this policy shall be suspended from school, referred to the Student Assistance Program, and is subject to expulsion in compliance with Board Policy 233 on suspension and expulsion.

Education Rights of Homeless Children and Youth (McKinney-Vento Act)

The Lower Dauphin School District encourages children and youth who are homeless to enroll in school. The district will make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulation.

If you are homeless or know of a child or youth that is homeless and not attending school, please contact the district director of pupil services, at 717-566-5318.

Who is Considered Homeless?

Any child or youth who lacks a fixed, regular and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. Also included in the definition are children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, abandoned in hospitals, awaiting foster care placement, living as migratory children in conditions described in previous examples, living as run-away children, abandoned or forced out of homes by parents or caretakers, or similar settings.

What are the Education Rights of Homeless Children?

Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:

- Immediate enrollment in school and, when desired or feasible, at the school of origin, and
- Prompt provision of necessary services such as transportation.
- Appropriate support services and programs for which they are eligible such as programs for gifted students, children with disabilities, vocational education, preschool, meal programs and the federally funded Title I program.

Hazing Policy

Lower Dauphin School District Board Policy 247 strictly prohibits students or student organizations from conducting any activities that involve "hazing." For purposes of this policy, the board defines "hazing" as:

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Possession/Use of Tobacco or Nicotine Policy

The possession or use of tobacco or tobacco paraphernalia on school buses, in or on school property, to or from school, and on school-sponsored events and trips is prohibited. The term "tobacco" also includes electronic cigarettes, and other devices designed to replace traditional tobacco products or to deliver nicotine, flavor, and other chemicals. Students in violation of this policy will be subject to disciplinary action and/or prosecution under Act 145 of 1996 when applicable.

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

Prescription Medication

Prescribed medication must be brought to school in its original prescription bottle by the parent/guardian and given to the school nurse. If it is not possible for the parent to deliver the medication, the parent must call the school office and notify them that the student will be bringing in the prescribed medicine. In the nurse's absence, the medication should be given to the principal or the secretary. Please see Board Policy 210 for more information on the Use of Medications.

Professional Adult/Student Boundaries Policy (Policy 824)

According to Lower Dauphin School District Board Policy 824 the district strives to maintain a safe, positive learning environment for all students that is free from discrimination, harassment, and behaviors inappropriate for the classroom. The district prohibits discrimination and harassment of students, employees and others in the school

environment, and will respond to any behaviors inappropriate for our classrooms and the workplace. The District will not tolerate retaliation for reporting discrimination, harassment, and inappropriate behavior, and will take steps to protect those who wish to report anonymously or confidentially.

The Board is committed to provide a respectful and professional learning environment that encourages mutual respect, collaborative relationships, and is free from negative, aggressive, and inappropriate behaviors.

A respectful learning environment is free from unlawful discrimination, harassment, inappropriate and/or unprofessional behaviors. The district promotes teamwork and a spirit of cooperation and collaboration regardless of differences and disagreements on personal, social or other issues.

Please see Board Policy 824 for additional information.

Visitor Policy

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Parents are always welcome. Students are discouraged from bringing visiting relatives or friends to school during normal school hours. All visitors must make arrangements in advance by contacting the building's main office. Upon arrival, visitors are required to enter through the school's main entrance, sign in, and receive a visitors badge which must be visibly worn for the duration of the visit. Visitors are expected to leave promptly when their business is completed and return their badge. Please see Board Policy 907 for more information on Visitors.

Volunteer Policy

The Lower Dauphin School District sees volunteers as a valuable asset to its educational, athletic, and extracurricular programs. The district looks for volunteers who have an interest in the educational program and a sincere belief that by volunteering, a contribution will be made to the learning process or program. All new volunteers must obtain the required clearances prior to volunteering. Clearances must be within one (1) year from the date of issuance. For the full list of volunteer requirements, please see Board Policy 916.

Weapons Policy

Students may not possess any weapon(s) or replicas of weapons on school property or at any school sponsored activity. School property shall include, by way of example but not limitation, grounds, buildings, vehicles, locations at which activities of the school district are taking place, any vehicles used to transport pupils to and from school or school related activities, and locations where pupils await such vehicles. Weapons shall include, by way of example but not limitation, any knife, cutting instrument, cutting tool, nunchaku, B.B. gun, paintball gun, air rifle, handgun, firearm, shotgun, rifle and any

other tool, instrument or implement capable of inflicting serious bodily injury. See Board Policy 218.1 for more information.

Safety…

Evacuation Drills

Efficient evacuation drills at regular intervals are not only required by law but are highly important in the preservation of life in the case of fire or emergency. Therefore, every student and teacher, as well as all other school personnel, should regard these drills as a necessary and serious exercise and adhere to the following rules:

- Close all windows and doors in the classroom before leaving.
- Exit according to the evacuation drill directions posted in the classroom.
- All persons are to leave the building and keep all roads clear for emergency vehicles.
- Exit from the building should be at a fast walk—do not run, but do not loiter.
- Teachers will be signaled to return to the building by an administrator following the drill.

Doors and Entrances

The building entrances are monitored throughout the day and are locked to limit access to the school. Students are not permitted to open doors for people attempting to enter the building during school hours. Students and staff that need to enter the building must enter through doorways 1, 10, 18, or 23 during school hours, and only after being buzzed in by administrative personnel.All Visitors must enter through Door 1.
The building entrances are monitored, locked, and alarmed throughout the school day to maintain school safety.

At no time should any doors be propped open.

False Fire Alarms

Causing a false fire alarm is not only a violation of school rules but also a criminal offense. It is mandatory that the school reports the individual to the police and the result may be a fine, imprisonment, or both. Additionally, the student will be suspended from school and may be recommended to the Superintendent for further disciplinary action.

Safe2Say Something

Safe2Say Something (S2SS) is an anonymous reporting system for school-related concerns. The S2SS program enables students to report something to protect themselves, their classmates, and the community and to help prevent violence, suicides or threats. We strongly encourage students to talk to trusted adults about their concerns; however, if a student is not in school or does not have an adult they can tell, they can choose to report their concerns through the S2SS program. There are 3 ways to submit a tip in S2SS:

1. The Mobile App (Safe2Say Something PA)
2. Website – Safe2SayPA.org
3. Hotline – 1-844-SAF2Say

Student Assistance Program (SAP)

The Student Assistance Program (SAP) is a program to help students who are experiencing any barriers to learning. Barriers to learning can include: depression, anxiety, the use of drugs and/or alcohol, relationship problems, emotional disorders, grief due to separation or death and disruptive life changes. SAP is an intervention program, not a treatment program or disciplinary alternative. The heart of the program, the Student Assistance Team, is a core group of school personnel who are specially trained to work with referred students. In addition, two outside consultants from Dauphin County Department of Drugs and Alcohol and Keystone Mental Health Services provide free in-school confidential assessments. Referrals may be made by any member of the school community, including parents, guardians and self-referrals. Referrals for these services may be made through a principal, school counselor or school nurse. These referrals will remain strictly confidential. Parents may contact the Student Assistance Team Coordinator at (717) 566-5332.

Technology…

Acceptable Use

Purpose

The Lower Dauphin School District has actively pursued making advanced technology and increased access to learning opportunities available to students. The Board supports the use of the Internet, computers, networks, network resources, software, and other electronic systems in order to facilitate teaching, learning, and daily operations. As such, the district provides students with access to the district's computers, electronic communication systems, and network, which includes Internet access, whether wired, wireless, cellular, or by any other means.

By implementing technology as a component of a well-balanced K-12 program, its use shall be consistent with the operational needs and mission of the school district. Use shall be consistent with the curriculum adopted by the Board, as well as to support the varied instructional needs, learning styles, abilities and developmental levels of students.

Conditions and Rules for Use

a. Acceptable Use

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative

work. To remain eligible as a user, the use of a staff, student, or school account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible through an appropriate provider to be designated by the Superintendent.

All users of the Internet must comply with existing rules and Acceptable Use Policies of the District and the provider. Communications on network facilities are governed both by the Acceptable Use Policy and general District policies, including but not limited to the Bullying Policy (Policy 249), Personal Electronic Devices (Policy 815.1), and Social Media and Digital Communications (Policy 815.2).

All personal electronic devices that are connected to the district network must be registered and approved prior to use in accordance with the Personal Electronic Devices.

All uses of personal electronic devices on district property or connected to the district network must comply with this policy, and other applicable policies including but not limited to the Personal Electronic Devices Policy.

b. Student Responsibility for Damages to District Owned Devices and Networks

Consequences for Inappropriate Use

1. Vandalism may result in cancellation of user privileges and may result in legal and/or disciplinary action by the District. Vandalism includes, but is not limited to, the uploading or creating of computer viruses or the physical destruction of property.

2. Users shall be held responsible for any damage that is caused by deliberate or willful acts to computer and network facilities, including equipment, systems, and software.

3. Illegal use of network facilities, intentional deletion or damage to files or data belonging to others; intentional copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

4. Users shall be held responsible for inappropriate use of Social Media, as per Policy 815.2.

5. In addition to the standards and prohibitions set forth in this policy, general rules of behavior and communications apply when using the Internet. Inappropriate use of the Internet by users may result in loss of access and/or other disciplinary actions as set forth in Board policy, the Student Code of Conduct, and/or the Student Handbook.

In respect to the costs associated with providing every student with access to a personal computer as well as a protective case that is required to be kept on the device at all times,

the district has established the following cost sharing guidelines when accidental damages occur.

1st incident: 25% of repair or replacement costs paid by students.
2nd incident: 75% of repair or replacement costs paid by students.
3rd incident: Student responsible for all repair or replacements costs.

Incidents that are not accidental and result from negligence or malicious intent on behalf of the student will result in the student being responsible for the full repair or replacement costs regardless of the amount of previous incidents incurred by the student. Negligence will be considered any damage that is the result of failing to follow rules set forth in the One-to-One Laptop Guidebook or any damage caused as a result of behavior that violates the Reasonable Person Standard.

Discipline…

Student Code of Conduct

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

Off-site or after-hours conduct may subject students to school discipline if the misconduct violates the Code of Conduct and is connected to the school because the conduct does or may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, or cause disruption within the school. Factors in determining whether school discipline will be imposed may include whether the conduct caused or is reasonably likely to cause disruption to school work or the school community; whether school property or equipment was used; and whether school activities or interactions were involved in the planning, organizing or promoting of the misconduct. See policy 218 for more information.

Alternative Education Program

Students who are chronic disrupters of the school environment or have reached a significant number of school days of in-school suspension, or commit a level 5 disciplinary incident may be assigned to the Alternative Education Program. Students assigned to the Alternative Education Program will be evaluated on attendance and punctuality, academic performance in their core subjects, behavior and social interaction. There will be an exit conference required with the students and parents before the student resumes his/her regular program. Students will receive an incomplete in all non-core subjects that they cannot participate in while in Alternative Education.

Due Process

The handling of discipline cases at Lower Dauphin High School is directed to the end of developing the best possible solution for the individual pupil while at the same time protecting the rights of the total student body. Student behavior controls will always be compatible with the philosophy, beliefs, and objectives of the school and in no way will be detrimental to the total student body. Students will be assured due process according to the following procedures:

> Notice: The principal, assistant principal, or superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice shall be given in person. If written, delivery may be by United States mail or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail, addressed to the last known address of the student or his/her parent/guardian.

Contents of Notice: The notice shall contain the following basic information:

- A statement of the charges.
- A statement of what the student is accused of doing.
- A statement of the basis of the allegation. Note: Specific names may be withheld if necessary to shield a witness.

> Informal Hearing: The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may go further in allowing the student to present witnesses or may also call the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.
>
> Timing: The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of hearing. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

Lunch Detention

All assigned lunch detentions must be served. Failure to do so may result in after School Detention. Lunch detentions are served during the students assigned lunch period.

Detention

All assigned detentions must be served. Failure to serve detention will result in assignment to In-school Suspension in addition to the detention. Students who do not

complete their detentions by the end of the year may be required to fulfill their obligation prior to taking their final exams. Teachers are permitted to assign before or after school detentions under their own supervision in their classroom.

In-School Suspension

Student behaviors may require removal from the regular day program and into In-School Suspension. Students assigned to In-school suspension are required to complete academic assignments from their subject teachers while in the program. In-School suspensions will run for the entirety of the assigned school day regardless of the student's individual schedule. Students are expected to serve their suspension from 7:34 AM-2:26 PM on the day that the suspension is assigned. Failure to do so will result in an extension of the suspension.

Exclusion from School

Suspension is exclusion from school and school activities for a period of from one (1) to ten (10) consecutive school days. No student shall be suspended without due process. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

In cases where the student is suspended "out of school" and where the parents cannot be notified or transportation is not available, the student will remain in the office or in In-School Suspension for the completion of the current school day. In all cases of suspension, the parents are to assume the responsibility of the student during the suspension period and may be required to come to school with their son/daughter when applying for reinstatement. At this time, it will be necessary that commitments for correct behavior be made to school officials while the student is in the company of his/her parents or guardian.

Students under suspension are not permitted to participate in or attend any school-sponsored activities both on and off Lower Dauphin School District property from the time that the suspension is assigned until it has been fully completed.

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

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

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

Please see attached student code of conduct for more information on expected student behavior.

LOWER DAUPHIN SCHOOL DISTRICT

Code of Conduct Manual

2026-2027

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Code of Conduct

Student conduct is closely related to learning. An effective educational program requires a safe and orderly learning environment. Our mission is to create a learning environment that respects all students, provides them with opportunities to access our educational environment and prepares them to be responsible, contributing members of society. For this reason, students are responsible for understanding and complying with our Code of Conduct during academic, extra-curricular, athletic activities, and other school sponsored events.

Students who do not uphold the guidelines of the Code of Conduct will be subject to disciplinary consequences. These consequences may include detention, suspension, and possibly expulsion from school when students are guilty of infractions. Further, students who do not conform to these expectations may be excluded from any school function including extra-curricular activities, athletics, or school trips.

The school code of conduct will be reviewed with all students at the beginning of the year and periodically throughout the school year as needed. New entrants will meet with their School Counselor and review school guidelines upon enrollment.

Progression of Disciplinary Actions

The intention of progressive disciplinary actions (listed in the table below) is to promote meaningful reflection and responsible ownership in order to affect positive change and prevent future infractions. These guidelines and the examples listed in the chart below, may not address all possible issues. Therefore, it may be necessary for the Administration or faculty to make a determination of additional support and/or consequences in some instances (e.g., SAP referral). As for responding to student conduct, the Administration

reserves the right to modify disciplinary action based on individual circumstances and investigation. Multiple violations of behavior at each level will demonstrate a pattern of behavior, therefore students will be held accountable for the next progressive level.

Any offense that is suspected to be a violation of law will be referred to the School Resource Officer and/or local law enforcement.

The student handbook and related conse be adjusted periodically to align with changes made to school board policy.quences will

Offense Progression

	Level 1	**Level 2**	**Level 3**	**Level 4**	**Level 5**
1st Offense	Verbal Warning	Admin Assigned Detention	1-3 Days of In School suspension (ISS)	1-3 Days of Out of School suspension (OSS)	3-10 Days of OSS Pending Results of Informal Hearing (Alternative Education for Disruptive Youth (AEDY)/Expulsion)
2nd Offense	Teacher Detention **or** Lunch Detention **or** Loss of Privilege	Multiple Admin Assigned Detentions	3-5 Days of ISS	3-5 Days of OSS (Informal Hearing)	3-10 Days of OSS Pending Results of Informal Hearing (AEDY/Expulsion)

3rd Offense	Referral to Admin **or** Admin Assigned Detention	Multiple Admin Assigned Detentions **or** 1 Day of ISS	5+ Days of ISS **or** 1-3 Days of OSS	3-10 Days of OSS (Informal Hearing)	3-10 Days of OSS Pending Results of Informal Hearing (Expulsion)

Violation Levels

Level	1	2	3	4	5
Description	**Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.**	**Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.**	**Acts against persons or property whose consequences do not seriously endanger the health or safety of others.**	**Acts which are unmodified and/or result in violence to another's person or property or which pose a direct threat to the safety of others. These acts always require administrative actions which result in the immediate removal of the student from school and may include intervention of law enforcement authorities and action.**	**Acts which result in a violation of the PA Criminal Code and/or necessitate notification of law enforcement**
Examples*	Dress Code Public Display of Affection (Except Holding Hands) Minor Disruption/Uncooperative Tardy to Class/School Failure to Follow Classroom Rules/Procedures Unauthorized Cell Phone Use	Unmodified Level 1 Behavior Cheating Dishonesty Disruptive Behavior Class Cuts Student Outside of Assigned Area Failure to Serve Teacher Detention Obscene Gesture/Language	Unmodified Level 2 Behaviors Leaving School Property without Permission Forgery Minor Theft (Less than $50) Insubordination Possession or Use of Tobacco or Vaping Product Failure to Serve Admin Detention Indecent Conduct Push/Shove/Hit	Unmodified Level 3 Behaviors Discrimination/Harassment Bullying Discriminatory Speech Fighting Major Theft (Over $50) Violation of Pennsylvania's Criminal Code Hazing	Unmodified Level 4 Behaviors Weapons Violation of Pennsylvania's Criminal Code Terroristic Threats Possession, Sale or Use of a Controlled Substance Assault

***The list of examples provided is not intended to be complete or final. Certain behaviors can fall into more than one category and final decisions will be made by the High School Administrative Team.**

Violations

VIOLATION	DEFINITION	Level
Acceptable Use Policy	Refer to Policies 815, 815.1, 815.2 - Acceptable Use (Appendix U).	2-5
Affection	Physical displays of affection including, but not limited to inappropriate touching, kissing or hugging.	1-2
Alcohol, Drugs	Use, possession, or distribution of alcohol, drugs, or drug paraphernalia while in or upon any school-owned property, during any activity sponsored by the school, during off-campus activities as defined in Policy 227 (Appendix O), while traveling to or from school and school-sponsored activities, and/or any student reporting to school having used drugs or who has consumed alcohol elsewhere is in violation of policy.	5
Arson	The criminal act of deliberately setting fire to property. Law enforcement will be notified.	5
Assault	Assault is to inflict or attempt to inflict personal injury on another person. Assaults against other persons are considered to be a very serious offense. **NOTE**: Law enforcement will be notified.	5
Bathroom Misconduct	More than one student is in a stall at one time. Loitering in the bathroom; students should only be in the bathroom for its intended use. (If a student enters the bathroom and it is full, the student should wait in the hallway until the needed receptacle becomes available.)	2-3
Bullying	Bullying is an intentional electronic, written, verbal, or physical act, or a series of acts by one student or a group of students:[1] 1. Directed at another student or students; 2. Which can occur both inside and outside of a school setting; 3. That is severe, persistent or pervasive and has the effect of doing any of the following: a. Substantially interfering with a student's education; b. Creating a threatening environment; or c. Substantially disrupting the orderly operation of the school. Refer to Policy 249 - Bullying, Cyberbullying and Extortion (Appendix R).	4
Bus Behavior	Students must maintain self-discipline while utilizing transportation facilities. Those students who fail to do so will forfeit their privilege to use/ride the bus. Application of consequences will be aligned with the school code of conduct.	See corresponding Violation.
Cell Phones	**High School**: The Board does allow for the use of personal electronic devices (PED's) before school, during hallway passing time (door to door), during lunch, and during study halls and classes at the teacher's discretion. All teachers will have their PED rules clearly posted. All violations will result in a disturbance/distraction infraction.	1-2

	Middle Schools: Cell phone use is prohibited during school hours unless specific permission is granted by a teacher or administrator.	
Cheating/Plagiarism	Cheating is to act dishonestly or unfairly in order to gain an advantage or help others gain an advantage. Plagiarism is the uncredited use (both intentional and unintentional) of someone else's words, images or ideas. Refer to the Plagiarism Chart (Appendix A).	1-4
Class Cuts	A student is not present in their assigned class for an amount of time that is not justifiable through medical excuse or an approved activity. Students will be asked to show documentation proving their whereabouts during the time in question.	2
Controlled Substance/ Paraphernalia/Drugs	The possession, use or distribution of any substance defined as a drug or controlled substance in the Controlled Substance, Drug, Device and Cosmetic Act for which a prescription is required under the law. Controlled substances, including drug residue found in drug paraphernalia shall be deemed drugs for the purposes of this policy. Examples of the above include but are not limited to anabolic steroids, marijuana, hashish, cocaine, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record, and/or taken in accordance with Board policy for the administration of medication to students in school. **Alcohol** - Alcoholic beverages including, but not limited to, beer, wine, liquor and any beverage subject to the control and jurisdiction of the Pennsylvania Liquor Control Board. Refer to policy 227 - Drug Awareness (Appendix O)	5
Trespass	Non-licensed or privileged entry to a district-owned building or structure or unauthorized attendance at a district-sponsored or district-run event. Law enforcement involvement may result.	4
Cyberbullying	An intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, and/or outside the school setting, that is severe, persistent, or pervasive, and has the effect of doing any of the following: 1. Substantially interfering with a student's education; 2. Creating a threatening environment; or 3. Substantially disrupting the orderly operation of the school. Refer to Policy 249 - Bullying, Cyberbullying, Extortion (Appendix R).	4
Discrimination	To treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. Refer to Policy 103 (Appendix C).	4
Discriminatory (Hate) Speech	Any form of expression through which speakers may or may not intend to vilify, humiliate or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability or national origin. Refer to Policy 103 (Appendix C).	4

Disrespect	To say or do something that shows a lack of respect or contempt for someone or something.	1-3
Disturbance/Disruption	Any activity which disrupts the normal routine in the educational process.	1-3
Disorderly Conduct	Any student who communicates by any means, whether in school or out of school, in a manner whereby the communication transmitted causes a disruption to the normal operation of a school, or materially disrupts a class or classroom work, or threatens or intimidates or harasses an employee of the school district or another student in the school district, or interferes with the rights of an employee of the school district or another student, may be disciplined by the Lower Dauphin School District.	4
Dress Code	The climate and culture, along with the reputation of Lower Dauphin School District, is influenced by the appearance of not only the faculty and staff, but also of the students. Modest, neat, well-attired and clean appearance creates an atmosphere that is conducive for learning, and it is this expectation that will be upheld at Lower Dauphin. As such, the administration has developed a dress code that will be used as a guide to inform students and guardians of the expectations for appropriate dress. For specific guidelines please refer to the LDSD Secondary Dress Code	1
Driving Violation	Students violating guidelines established on the student parking application. Violations may result in the loss of parking privileges and/or referral to the School Resource Officer.	See administrative consequences in parking guidelines (Appendix B).
Failure to Attend Detention	Not attending a teacher- or administration-assigned detention.	2-3
Fighting	The act where two or more students engage in physical aggression with the intent to harm.	4
Fire Alarm	Deliberate pulling of a fire alarm when no emergency exists will be considered disorderly conduct and local law enforcement will be notified.	4
Forgery/Falsifying Documents	The act of falsely and fraudulently making or altering a document such as a parent excuse/note.	2-3
Harassment	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: ● 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. Refer to Policy 103 - Discrimination/Title IX Sexual Harassment (Appendix C).	
Hazing	**Hazing** occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following: 1. Violate federal or state criminal law. 2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm. 3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements. 4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment. 5. Endure brutality of a sexual nature. 6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student. **Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and: 1. The person acts with reckless indifference to the health and safety of the student; or 2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student. **Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing. Any activity, as described above, shall be deemed a violation of this policy regardless of whether: 1. The consent of the student was sought or obtained, or 2. The conduct was sanctioned or approved by the school or organization. Refer to Policy 247 - Hazing (Appendix Q).	4
Indecent Exposure	Intentionally exposing one's private parts in public.	5
Insubordination	Defiance of authority, failure to obey verbal redirection from an authority.	3
Leaving the Building	A student will not be permitted to leave the property without permission. This includes any school-sponsored event (including athletic events) in which the student is a participant.	3

Lying/False Statements	A student who is deliberately untruthful. This includes false reports toward staff and/or faculty members.	2
Off-Campus Behavior	Students are required to follow the behavior guidelines outlined within the Code of Conduct when participating in and or attending a school-sponsored event (to include athletic events) that is not held on school district property.	See corresponding violation.
Out of Assigned Area	Not having a hall pass during class time, leaving a specifically-assigned area and/or being in a non-designated area.	2
Photos/Video	Students are not permitted to take pictures and/or videos of anyone without their permission. In addition, posting, forwarding, or otherwise publishing these will result in the assignment of the appropriate disciplinary consequences. It is a violation to video, photograph, forward, post, or publish a fight or another physical altercation. Consequences may be waived for videos/photos made for the sole purpose of public safety.	1-3
Profanity	The use of obscene language (e.g., swearing and cursing).	1-2
Push/Shove/Hit	Rough play that could heighten the risk of injury to self or others with no intent to harm.	2-4
Refusal to Identify	A student who, when asked to identify, refuses to do so.	2-3
Sexual Contact/Acts	Any consensual sexual contact between two or more persons.	4
Sexual Assault	Sexual assault – means, for purposes of this policy only, any of the following offenses: 1. Rape 2. Statutory sexual assault 3. Involuntary deviate sexual intercourse 4. Sexual assault 5. Aggravated indecent assault 6. Indecent assault Refer to Policy 218.3 -Discipline of Student Convicted/Adjudicated of Sexual Assault (Appendix I).	5
Tardy/Late to Class	A student is late to class or the start of the school day. Refer to Policy 204 - Attendance (Appendix D).	1-3
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. A terroristic threat may be issued by verbal or written word, action, or electronic media, including the Internet, electronic mail, or other electronic means. A terroristic threat could include: threats in writing or artwork, verbal threats directed to another, notes between students that threaten violence, overheard statements made by one (1) person speaking of harming someone else, or previous aggression coupled with current threats. Refer to Policy 218.2 - Terroristic Threats/Acts (Appendix H).	5

Theft	Taking or attempting to take another person's property or school property without permission, with the intent to deprive the rightful owner of it. This includes but is not limited to stealing personal belongings, school equipment, cafeteria property without payment, or digital property, whether the item is of high or low value.	3-4
Tobacco/Smoking	Students are prohibited from using and/or possessing tobacco, electronic cigarettes, hookah pens or vapor pens and/or liquids on school-owned property, or within one block of a school building, while traveling on school-provided transport vehicles, or while in any school-owned building.The term "tobacco" also includes electronic cigarettes, and other devices designed to replace traditional tobacco products or to deliver nicotine, flavor, or other chemicals. Tobacco is defined by Pennsylvania State Law as "Tobacco – a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form." Referral to School Resource Officer. Refer to Policy 222 - Possession/Use of Tobacco (Appendix L).	3 (Restricted Bathroom Pass)
Unexcused/Unlawful Absence	If a student is absent he/she must hand in a written parent or doctor's excuse within 5 days or the absence will be marked as illegal or unexcused. After a student has accumulated 10 absences, a doctor's excuse is required. An unexcused/unlawful absence is the absence of a pupil for one of the following reasons: 1. Parental Neglect 2. Illegal Employment 3. Truancy Refer to Policy 204 - Attendance (Appendix D).	
Vandalism	Damaging or defacing the property of another. Refer to policy 224 - Care of School Property (Appendix M)	3-4
Vaping	Students are prohibited from using and/or possessing tobacco, electronic cigarettes, hookah pens or vapor pens and/or liquids on school-owned property, or within one block of a school building, while traveling on school-provided transport vehicles, or while in any school-owned building. Tobacco is defined by Pennsylvania State Law as "Tobacco – a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form." Referral to School Resource Officer. Refer to Policy 222 - Possession/Use of Tobacco (Appendix L).	3 (Restricted Bathroom Pass)
Warning/Lookout	A student who warns another student who is violating a school policy of the approach of an adult, teacher, monitor or building administrator.	1-2
Weapons	Carrying, bringing, using or possessing any weapons or replicas of weapons on school property, at any school-sponsored activity, or on any implement of school transportation is prohibited. Weapon is defined to include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.	5

	Refer to Policy 218.1 - Weapons (Appendix G).	

Appendices

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Appendix P - Board Policy 233 - Suspension and Expulsion
Appendix Q - Board Policy 247 - Hazing
Appendix R - Board Policy 249 - Bullying, Cyberbullying and Extortion
Appendix S - Board Policy 251 - Students Experiencing Homelessness, Foster Care and Other Educational Instability
Appendix T - Board Policy 810 - Transportation
Appendix U - Board Policies 815, 815.1, 815.2 - Acceptable Use

LOWER DAUPHIN SCHOOL DISTRICT

Elementary Handbook

2026-2027

Building Directories

Conewago Elementary
Principal - Dr. David Wuestner, Sr.
Secretary - Mrs. Mariann DeNotaris
2809 Hershey Road
Elizabethtown, PA 17022
Phone: 717-367-7233

East Hanover Elementary
Principal – Mr. Bryan MacLeod
Secretary – Mrs. Melissa Haldeman
2673 Sandbeach Road
Grantville, PA 17028
Phone: 717-469-2686

Londonderry Elementary
Principal – Dr. Jared Wastler
Secretary - Mrs. Billie Reigle
260 Schoolhouse Road
Middletown, PA 17057
Phone: 717-944-9462

Nye Elementary
Principal – Mrs. Lindsey Adams
Secretary – Mrs. Staats
200 S. John Street
Hummelstown, PA 17036
Phone: 717-566-0300

South Hanover Elementary
Principal – Mrs. Stephanie Bruno
Secretary – Mrs. Mumma
15 W. Third Street
Hershey, PA 17033
Phone: 717-566-2564

District Admin Center
291 East Main Street
Hummelstown, PA 17036
Phone: 717-566-5300
Office Hours: 7:30 am - 4:30 pm
Website: www.ldsd.org

District Personnel
Dr. Gregory Milbrand
Superintendent
Mr. Todd Neuhard
Asst to the Superintendent
Mr. Robert Horney
Business Manager
Dr. Daniel Berra
Director of Pupil Services
Dr. Charlie Trovato
Director of Curriculum
Mrs. Katie Jeffries
Director of Human Resources
Mr. Evan Brooks
Community Relations Coordinator
Dr. Kevin White
Director of IT Services
Mr. Britt Strohecker
Transportation Coordinator

Elementary School Times: 9 am - 3:30pm
Office Hours: 8 am - 4:30pm

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Attendance & Enrollment

Regular school attendance is not only a prerequisite for a successful experience, but it is also mandated by the Pennsylvania Public School Code. It should be viewed as an inherent responsibility on the part of the student, parent, and school because of its relationship to the academic and social realms of the learning process.

Absence from School

Although we encourage good school attendance habits, we also stress that children who are ill be kept at home. An online excuse form is available on each school's website that can be submitted to the attendance office. As an alternative, a blue excuse card can be provided by the school district. The child should bring the blue excuse card to school on the day that he/she returns from an absence. If your child is absent from school with a communicable disease or is absent for five or more consecutive days due to any other type of illness, he/she shall see the school nurse upon returning to school. If the absence was for five or more consecutive days, a doctor's excuse is required.

If a student fails to bring in an excuse signed by his/her parent or guardian within five days of their absence, the absence will remain "unexcused" for the remainder of the year.

Excusable Absences

(School Board Policy 204)

The following conditions constitute reasonable cause for absence from school according to School Board Policy 204:

- Illness, including if a student is dismissed by district staff during school hours for health-related reasons.
- Obtaining professional health care or therapy service rendered by a licensed health practitioner in any state, commonwealth or territory.
- Quarantine.
- Family emergency.
- Recovery from accident.
- Required court attendance.
- Death in the family.
- Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
- Observance of a religious holiday observed by bona fide religious group, upon prior written request from the person in parental relation.
- Nonschool-sponsored educational tours or trips (under certain conditions)
- Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness or foster care.

- Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.

ALL OTHER ABSENCES ARE UNEXCUSED

Procedures When Absent

The following procedures are set forth to promote and encourage understanding concerning absences from school.

1. When a student returns to school from an absence, he/she must always present a Lower Dauphin excuse signed by a parent or guardian. Written excuses consist of a blue excuse card or handwritten note provided by parent or guardian. Failure to bring a written excuse will result in an unexcused absence. If a student fails to bring in an excuse signed by his/her parent or guardian within five days of their absence, the absence will remain "unexcused" for the remainder of the year.

2. When a student returns to school after an absence of five or more consecutive days, he/she must present a Lower Dauphin School District Absence Report signed by the family doctor or a note from the physician before re-entering the classroom.

3. A note from the doctor, dentist, etc., must accompany all requests for early dismissals or be shown when the student returns to school in order for the tardy to be an excused tardy. Students with records of continued absences will be required to have a doctor's certificate verifying that their absence was a result of illness.

4. Any child who has been absent with a communicable disease should have a doctor's note to return to school and must be seen by the school nurse.

5. Parents should call the school when their child will be absent.
6. When a child is absent for 10 cumulative days, the principal may require a doctor's note for all future absences.

Unexcused Absences – Parental Notice of Absence

(School Board Policy 204)

When a student accumulates one truant absence, parents will be sent what is termed a "First Absence Notice." Three or more truant absences will result in an "Official Notice of Truancy" notice sent to parents and/or guardians. The district's Home & School Visitor may meet with any student who accumulates four or more truant absences to discuss reason for absences. Six or more truant absences will result in a final "Official Notice of Truancy" and the scheduling of a School Attendance Improvement Conference. Subsequent truant ***absences will result in a referral to Dauphin County Children and Youth for students age 14 or younger*** or a citation submitted to the local district magistrate's office. See School Board Policy 204 for more information.

Chronic Absenteeism

Parents of students who are excessively absent during the year will be notified by letter that the school is concerned with the number of absences. If attendance does not improve after this notification, the student may be required to present a doctor's verification of illness after each successive absence.

Failure to provide the required doctor's excuse will result in the absence being recorded as unexcused. A doctor's excuse indicates that the physician certifies that the student was under their care for the period of the absence and must include all dates for which the student was excused.

The district considers excessive absences in Elementary Schools as follows:

1st semester 11 days

2nd semester 17 days

If attendance does not improve after notification, the student may be placed on Doctor's Excuse Required, which means that every absence thereafter requires a verification of illness. Failure to provide the required Excuse will result in the absence being recorded as unexcused or truant, as appropriate. A Doctor's Excuse means that the Licensed Health Care Provider, who can prescribe medications, must certify that the student was under his/her care for the period of the absence and must include all dates for which the student is to be excused.

Educational Tours and Trips

(School Board Policy 204.1)

The educational program offered by the Lower Dauphin School District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The School District also recognizes that there will be times that families will want to participate in educational tours and trips independent from the School District during the school year. We ask that any family planning a trip during the school year follow these guidelines for approval for the sole purpose of obtaining an excused absence from the educational program.

Prior to the trip you should obtain a request form for approval of the educational tour or trip. These forms are available in the school office. The request form must be received by the school principal at least five (5) days prior to the departure date of the tour or trip. The student is then responsible for obtaining all course work that will be missed during the departure and for completing such work within a timeframe specified by the teacher. Upon receipt of a written request from the parent/guardian of a student, the building principal may excuse a student from school attendance to participate in a trip. The principal may approve a family educational tour or trip not to exceed seven (7) consecutive school days in length, or a combination of several trips which do not exceed a total of seven (7) school days during any one (1) school year.

No trips are to be excused during state testing dates, April 26 – May 7, 2027.

Missing Recess

If a child has been ill or injured and should not go outside at recess, he/she must present a doctor's note excusing him/her from outdoor recess. Otherwise, your child is required to go outside for fresh air and exercise (weather permitting).

Entering Kindergarten or First Grade

(School Board Policy 201)

1. A child is eligible for admission to kindergarten if the child has attained the age of five (5) years and zero (0) months before the first day of September. Additional exceptions may be found in School Board Policy 201.

2. A birth certificate must be presented to the school before a child can be registered into school for the first time.
3. All health considerations must be met as mandated by law.
4. Families who have an eligible kindergarten child listed on the school district census roster will receive information about registration procedures from the school in the spring of the year preceding the child's entry into kindergarten.

Nonresident Tuition

(School Board Policy 202)

Under board policy 202, if a student is currently enrolled in the district but is planning to move out of the district during the school year, the student must move out on or after April 1 to avoid paying the statutory tuition charge for the remainder of the school year.

Resident students who move out of the District prior to April 1st of a school year may be permitted, with superintendent approval, to complete the remainder of the school year in this district. If permission is granted, the parent/guardian shall be subject to the statutory tuition charge. This may be adjusted by the Board unless the district of residence offers to pay the tuition.

If the family moves out on or after April 1, the student may remain in this district for the remainder of that school year at no charge.

Senior students in good standing who have attended at least two (2) consecutive school years immediately prior to their senior year, as resident students, may be permitted with superintendent approval to complete their senior year.

If a student moves from the district as the result of a natural disaster or catastrophe forcing the family to find housing outside the district, then the student may attend for the remainder of the school term without any tuition charge and thereafter, for an additional school term, without any tuition charge, at the discretion of the superintendent.

Children of employees of the United States armed forces who have resided in the district for a minimum of three (3) years and are transferred to a military base within the Commonwealth of Pennsylvania may continue to attend schools in the district until graduation without tuition charges, conditioned upon the family providing transportation to and from school.

Other Nonresident Students

A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship of the student or presents a sworn statement in accordance with the School Code or the student is visiting this country as an exchange student and lives in the district.

Students who desire to attend this district because of vocational or other programs not available in their home school shall be admitted. In such cases where the School Code requires tuition payment by the resident district, the business manager is authorized to make a tuition claim. This provision shall be

applied only when and after the district has received confirmation that the program is not provided for in the resident district.

Cafeteria

Food services in the Lower Dauphin School District are provided by an independent contractor, Chartwells, a division of the Compass Group-USA. For more information about cafeteria services in the Lower Dauphin School District, please contact our Food Service Director, Brad Mettle, at 717-566-5353 or via email at bmettle@ldsd.org.

The school provides the service of a hot lunch every day.

Meals are planned within the guidelines of the Type "A" lunch requirements established by the federal government. We encourage children to get the full value of a balanced meal by eating their complete lunch. However, we never force a child to eat everything on the plate.

Free and reduced meals are available for families who may qualify. The Free and Reduced Meal online application for the 2026-27 school year is available at www.schoolcafe.com. If you have already received notification of Direct Certification for the 2026-27 school year, you do not need to apply again. **Please note that your child(ren) will be able to participate in these meal programs without paying a fee or submitting an application.** Information on the Free & Reduced Program is also sent home at the beginning of the school year and is available in every school office. Children are permitted to bring a packed lunch if they wish.

The cost of an elementary meal is:

Student breakfast	free to all students
Student meal	$2.85
Student carton of milk	$0.60
Adult meals	$5.10

Student Meal Charge Procedures:
Any student requesting a school meal, Breakfast or Lunch, will not be denied a full reimbursable meal. This applies to first meals only. A reimbursable meal consists of the five meal components (Meat or meat alternate, grain, fruit, vegetables, and milk.) Students MUST choose at least three meal components, one of which MUST be a fruit or vegetable.

Students are not permitted to charge ala carte items, second breakfast meals or second lunch meals. Parents or guardians are required to cover negative account balances. Parents or guardians of students having a negative meal account balance will receive weekly email notification. Parents or guardians of students having a negative meal account balance greater than ($75.00) will receive a certified letter from the Superintendent. Account balance information will only be made to the parent or guardian, NOT students. If students inquire about their account balance in the serving line, food service staff may comply. Schools may only withhold meals from a student if they receive a written direction from a parent or guardian. Telephone notifications are not acceptable.

Other Information for Parents

Maintaining Professional Adult/Student Boundaries

(School Board Policy 824)

The school board adopted this policy to maintain a safe and positive learning environment for all students. The policy is meant to address a range of behaviors that include obviously unlawful or improper interactions with students, and grooming and other boundary-blurring behaviors that can lead to unlawful or improper interactions.

All adults are expected to maintain professional, moral and ethical relationships with students and further the board's goal of providing a safe and positive learning environment. At the same time, the board does not want to discourage legitimate, student-teacher interactions. The board recognizes that professional relationships with students help nurture and increase a student's connection to the school and his/her learning.

The policy also prohibits actions and behaviors that may give the appearance that an adult is deliberately attempting to blur the boundaries between adult and student. This includes meeting behind closed doors alone with a student or sitting in a car with a student while waiting for a parent to pick-up the child rather than waiting in the hallway of the school. Even if the intent is innocent, it protects both the student and adult from the appearance of improper behavior.

Another area of emphasis will be on communications. Under the policy, adults should only be communicating with students using district resources (LD email or Canvas account) and this communication should be for legitimate, school-related reasons. In addition, a supervisor like a principal or athletic director should be copied on communications with students. Again, even if the intent is innocent, these provisions protect both the student and the adult from the appearance of improper behavior.

The policy continues to allow for staff members to serve in community roles in non-district organizations like Scouts, youth sports, and church groups. However, staff are strongly encouraged to maintain professional boundaries in those roles as they would in the classroom. The school board recognizes that this policy will reflect a change in some practices and circumstances. However, it is important that students are safe from boundary-blurring behaviors.

For more information, please visit the LD website at www.ldsd.org/policies or contact your child's school office.

Student Pictures

Individual student pictures are taken each year and made available to parents who wish to purchase them. Pictures are taken in the fall and in the spring.

Conferences

Conferences are conducted for parents of all students during the fall. Individual conferences with your child's teacher or the principal are encouraged. If you have a problem, concern or desire for information, simply call the school to set up an appointment time.

Parental Access to Curriculum Documents

The Lower Dauphin School District has a comprehensive written curriculum that outlines what students need to learn to be successful in school content.

Parents, guardians and students are afforded access to information about the curriculum including academic standards to be achieved, instructional materials, assessment techniques, planning documents and courses of study.

For access to this information, parents may contact the Director of Curriculum, **Dr. Charlie Trovato** at 717-566-5300, or they may reach out to their respective school principal.

Progress Reports

The Report Cards for Grades K-5 are identified as Progress Reports. There are different Progress Reports for students in kindergarten, grades 1-2 and grades 3-5.

- A grade is one form of communication between the teacher and parent. It is your responsibility as a parent to communicate with your child's teacher as to the meaning and value of the grade and also to learn of your child's progress.
- Parents keep the Progress Report and return the envelope to school. The envelope is to be signed by the parent, indicating to us that the parents have seen the Progress Report. The parent's signature on the envelope does not necessarily mean that you approve of the grade, but only that you have seen the report.
- Progress Reports will be issued three times yearly. Parent/teacher conferences will be held for elementary students at the end of the first and second trimester.

Opportunities for Parent Involvement

To ensure the best interests of the child, a strong program of communication and involvement between home and school must be maintained.

Numerous opportunities for parent involvement include parent-teacher conferences, open houses, meetings with school personnel, special education IEP meetings, special events and activities highlighting district initiatives, and participation in committees, booster clubs, and parent groups.

The district calendar and website contain many opportunities for parent support and involvement. **Clearances are required for all school volunteers. Please see the district website for more information**.
Please contact the building principal if you have any additional questions.

Parent Organizations

Lower Dauphin's five elementary schools have parent-teacher groups (PTO) that organizes for the purpose of furthering communication between the school and the parents of children in the school. Programs and projects vary from school-to-school and from year-to-year. The year's program is the responsibility of the program committee and/or executive committee of the group in conjunction with the school administration.

Community Notices

Lower Dauphin has created a **Community Organization Notices** tab on the district website where parents/guardians can find notices from school-sponsored activities, school-related organizations and other community groups.

If you have any questions about these postings, please contact the school office or the community relations coordinator, **Evan Brooks** at 717-566-5307, or visit the following link. https://www.ldsd.org/for-parents/community-organization-notices/overview

Student Services

School Counselor

Elementary school counselors are specialists who help students overcome problems that impede learning and assist them in making plans that hold promise for their personal fulfillment as mature and responsible individuals in society. The counselor possesses a knowledge of the elementary school program which includes the curriculum, the learning process and the school. The school counselor focuses upon the preventive aspects of guidance. The school counselor is concerned with the application of developmental principles in the school through counseling, consultation and coordination.

Psychologist

Parents and teachers can request the services of the school district psychologist to administer specialized tests and to give guidance when exceptional problems develop. No testing will be done without first receiving parents' permission.

Reading Specialists

Although these individuals are mainly involved in working with teachers, the school may occasionally recommend a conference with the parent and reading personnel.

Speech & Language Therapist

A trained speech therapist is available to aid children who have speech difficulties. Parents and teachers may recommend children for work with the speech therapist. All children who are recommended are screened by the therapist so that therapy is not given to children who do not have a need for it.

English Learners Program

The Lower Dauphin School District offers an English Learners (ELs) program designed to help eligible children learn the English language to be successful in the classroom. The overall goal is to provide academic instruction and social experiences that will provide students with skills that will assist them in becoming self-sufficient, self-supporting, contributing members of society.

Students are identified through the district's Home Language Survey and are assessed using two tests specifically designed for English Language Learners. The amount and type of English language instruction is dependent upon each student's level of language proficiency and the student's proficiency toward the reading, writing, listening and speaking academic standards. ELs instruction is based on individual needs, varies for each student, and is taught by a certified ELs instructor. Additional instruction is given in the classroom by the classroom teacher.

Gifted Program

The Lower Dauphin School District provides gifted educational opportunities for qualifying students. At the elementary level, the district provides both enrichment and acceleration opportunities for students identified as gifted. During enrichment opportunities, students explore in-depth themes, work on independent projects, practice higher order thinking skills and discuss social issues. During the course of the school year, every 2nd grade student will be screened as part of our Child Find procedure.

Health Program

Parents have the primary responsibility for the health of their children including the establishment of good personal health habits. Parents should see that their children get sufficient rest, attend to personal cleanliness, and eat wholesome food to ensure regular attendance at school. Inform your child's teacher and the school nurse of any health condition that might affect your child's school work. Any student with a fever of 100.4 or greater should remain at home until they are fever free for 24 hours without the use of fever reducing medications such as acetaminophen or ibuprofen.

School Health Services

The school health services are under the supervision of a physician, a dentist and a school nurse. The following services are part of the state approved school health program:

- Yearly vision screening for every student in kindergarten through twelfth grade.
- Yearly hearing screening for children in kindergarten through third grade and in seventh grade. All students with known hearing problems are screened yearly.
- Height and weight measurement for every student in kindergarten through twelfth grade.
- Body Mass Index screenings will be given for every student as required by state regulations.
- Scoliosis (curvature of the spine) screening is conducted for students in sixth and seventh grades.

The state Department of Health requires a physical examination of children when they enter school for the first time, before entering sixth grade, and before entering eleventh grade. A dental examination is required when students enter school for the first time, and in third grade and in seventh grade. Parents are encouraged to have these examinations conducted by their family physician and dentist.
The school physician and school dentist may complete examinations of these students who do not have a family doctor or dentist; however, they can only examine students; they cannot treat or prescribe medication. Parents will be contacted if a problem is identified.

The school district requires parents to complete Power School Enrollment annually which is an online student registration/verification form. Power School Enrollment requests information about the student's health history as well as parent/guardian contact information and contact information of a friend or relative who could be contacted in case the school is unable to contact the parent in the event of an emergency.

School Medical Care

The school's role in the medical care of your child is summarized below: In case a student becomes ill or injured in school or if any other emergency occurs which would require the child to be returned to the

home, the parent will be contacted promptly. Each parent should carefully complete the Annual Student Enrollment Information Update form provided by the school, including the phone number of a relative or friend who could be contacted in case the school is unable to contact the parent.

First aid treatment is the only treatment which will be given to the student. In case of accidents in the school, the child is given first aid by the health personnel/teacher. In cases requiring more than first aid treatment, the parents will be called to take the child to the family doctor. If we are unable to contact the parents (or your alternate emergency contact) the nurse will make arrangements to have the child transported to the nearest most appropriate medical facility.

Administration of Medications

The school nurse must have written permission from the child's parent/guardian and a written order from the family physician to administer prescribed medication at school. This medication must be accompanied by a Lower Dauphin School District "Authorization for Medication during School Hours" form. Authorized prescribed medication is to be brought to the school nurse by a parent/guardian. A request for a long-term presented medication must be resubmitted at the beginning of each school year.

Several over-the-counter medications may only be administered by the school nurse. Only those medications approved by a parent, through filling out the Annual Student Enrollment Information update, will be administered to students.

Students shall be permitted to possess asthma inhalers and to self-administer the prescribed medication to treat asthma when such use is parent-authorized and in accordance with state law and board policy. Certain other rescue medications are also permitted to be self-administered by students in accordance with state law and board policy. Please contact your school nurse for more information.

Communicable Diseases

Parents of a child who is suspected of having a communicable disease should notify their physician and the school nurse for procedures to follow.

Common Communicable Diseases include: COVID-19, conjunctivitis; tonsillitis; impetigo; ringworm; mumps; head lice; whooping cough; tuberculosis; German measles; chicken pox; and respiratory strep.

Immunizations

No student shall be admitted to school for the first time who has not been immunized against diseases enumerated by the state Department of Health. The Department of Health, requires all children to have a certificate of immunization from their family physician or state health center. These requirements allow exemptions for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

Children in ALL GRADES (K-12) need the following vaccines:

- 4 doses of tetanus, diphtheria, and acellular pertussis (one dose on or after the 4th birthday)*
- 4 doses of Polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) **
- 2 doses of measles, mumps, rubella ***

•3 doses of hepatitis B

•2 doses of varicella (chickenpox) or evidence of immunity

School-Based ACCESS Program

The Lower Dauphin School District can access federal dollars through the Medical Assistance Program (MA) to help us meet the increasing cost of providing therapeutic services to our students.

Parents of eligible children will be provided a notice by the school district of its intent to bill MA for Individual Education Plan (IEP) services. The receipt of the additional federal funds will enable us to increase special education services in our district. Please note however, that school claims for MA payment of health-related services will not affect your child's receipt of health services from your family physician or health facility.

Assessments

The purpose of the District Assessment Plan is to provide a process to verify student proficiency of the Pennsylvania Core Standards. The district shall utilize multiple assessment techniques to measure student progress toward the standards. The three types of assessments included in this plan are classroom-based assessments, district-based assessments and external assessments.

Classroom-Based Assessments

Classroom-based assessments are integrated into the curriculum and provide teachers with ongoing information regarding the level of a student's progress and the extent of their understanding. Classroom based assessments include a variety of measures such as tests, performance tasks, products, written work, and observation checklists.

District-Based Assessments

District-based assessments are evaluative measures that have been created at the district level. These assessments are common across the grade-level and provide valuable information for both individual students and groups of students on their performance of the PA Core Standards. District-based assessments include a variety of measures such as final exams, writing samples, and performance tasks. Teachers receive training regarding the assessments and use them consistently across the district.

External Assessments

The Lower Dauphin School District participates in the administration of the Pennsylvania System of School Assessment (PSSA's). The PSSA's are administered to all students in grades three, four and five for the subjects of English/Language Arts and Mathematics. These assessments are used as a tool to measure the proficiency of our students in accordance to the Pennsylvania Core Standards in these subject areas. PSSA testing is also conducted in the subject area Science for fifth grade students. Information gleaned from the state assessments will be analyzed and used with other district measures and data to determine both student academic growth as well as school and district progress toward meeting the standards outlined by the Commonwealth of Pennsylvania.

The results of the PSSA tests will be used for the purposes of evaluating instruction, both within the classroom and across the district. The tool will serve as a screen for both advanced and remedial assistance and in ensuring accountability to the standards for all stakeholders. The PSSA

English/Language Arts will be given April 27-29; the PSSA Math test will be given May 3-4; PSSA Science test will be given May 5-6; and make-up tests (if necessary) will be given May 7.

Educational tours and trips will not be approved during the testing window dates.

Future Ready PA Index

The Commonwealth of Pennsylvania and the state Department of Education uses the Future Ready PA Index to serve as Pennsylvania's one-stop location for comprehensive information about school success. The index is a collection of school progress measures related to school and student success. It includes a range of assessment, on-track, and readiness indicators to more accurately report student learning, growth, and success in the classroom and beyond.

The Future Ready PA Index uses a dashboard approach for ease of understanding which is be divided into three main categories, as listed below.

- State Assessment Measures which include standardized test scores and annual growth toward full proficiency.
- On-Track Measures which shows English language proficiency among non-native speakers, chronic absenteeism rates and standardized test scores in third-grade reading and seventh grade math.
- College and Career Measures which includes graduation rates, career readiness benchmarks, rigorous courses of study (AP courses and college course offerings), industry-based learning and associated credentials and post-secondary transition to school, military or work.

The Department of Education's Future Ready PA Index can be found online at futurereadypa.org. On that site, users can navigate to find school districts, individual schools and other educational entities.

Emergency Situations / Delays & Closings

In consultation with state, county and local emergency responders, the school district has developed an emergency operations plan which outlines the district's approach to emergency management and operations. It has been developed to assist in protecting students, staff and visitors during their time on campus and within the facilities of the district during an emergency situation. This plan takes an all-hazard approach to emergency management and plans for mitigation/prevention, preparedness, response and recovery.

The school district is exposed to many hazards, all of which have the potential for disrupting the school community. Proper mitigation actions, such as creating a positive school environment and routine inspections can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other building personnel, along with conducting periodic emergency drills and exercises can improve this school's readiness to deal with emergency situations.

To raise student awareness of safe school issues and to ensure that all students will respond appropriately in a real emergency situation, fire drills, intruder drills, severe weather drills, etc. will be conducted on a regular basis. Students are to view all drills as important. During a drill, students should remain calm and follow the instructions of the teacher or other adult in charge just as they would in a real emergency. Each school building has its own evacuation plan for general emergencies.

Emergency Contact Person

When changes in contact persons, telephone numbers, residence or mailing address are made, the school office must be notified immediately.

Emergency School Closing & Delays

No school or grade may be dismissed before the regular hour for dismissal except with the approval of the Superintendent of Schools.

During inclement weather (ice, snow, flood) the school will be closed if radio or TV reports indicate that the Lower Dauphin School District is closed. Individual school buildings are not generally mentioned.

The district utilizes the **School Messenger** emergency alert system. Similar to a reverse 911 system, the autodialer allows the school to contact parents in an emergency through land line phones, mobile phones, text messages and emails.

At the start of the school year, parents will receive a letter to go to the SchoolMessenger website to set-up their account.

As this system is used for inclement weather calls and emergency information, it is critically important that the information you enter is accurate and up-to-date. Should your contact details change during the school year, please update the information in this system as the school office cannot access your preferences to update them on your behalf.

Parents/guardians are responsible for making sure that their contact information in the School Messenger system is up-to-date and correct.

If you have questions about updating your information, please contact your school office.

Flexible Instructional Days (FIDs)

The Lower Dauphin School District has been approved to use up to five (5) Flexible Instructional Days during the school year. These days are to be used for inclement weather only.

When the district designates a day as a Flexible Instructional Day, the students will be provided online instruction. Flexible Instructional Days can be used in lieu of using a scheduled Make-Up Day on the school calendar.

Safe & Supportive Schools Program

Lower Dauphin's Comprehensive Plan seeks to promote a safe and supportive school environment in which all students can learn. An important factor in this is to promote a positive school environment free of "mean" behaviors.

As a district, we recognize that:

- Students do not always treat each other well;
- Inappropriate behaviors will occur in areas where adults are not present;
- Bystanders do not readily stand up for students being victimized; and
- Students want to react to inappropriate behavior but are unsure how.

Helping to create a safe and supportive school environment is everyone's responsibility – students, teachers and staff, parents and the entire Lower Dauphin community.

Lower Dauphin has a very positive school climate and culture of acceptance already, but we plan to enhance and accentuate many of the good things that we're already doing in the coming school year and moving forward for years to come.

Transportation / Bus Behavior

Transportation services in the Lower Dauphin School District are provided by an independent contractor, Rohrer Bus Services Inc., of Duncannon. **For more information about transportation services in the Lower Dauphin School District, please contact the Transportation office at 717-566-5340.** The following are some rules and regulations for pupil passengers on Lower Dauphin School District transportation.

General Guidelines

School Bus Stops - Stops are approved by the Lower Dauphin School Board at the start of the school year. These approved stops will be changed only by the board, the superintendent of schools or the transportation coordinator. The driver may not change stops.

Walking to Bus Stops - By law, students may be required to walk up to a mile to their school bus stop. However, the district will try to keep the walking distance to a bus stop under a half mile whenever possible.

Kindergarten Drop-off - A parent or responsible adult MUST be at all drop-off bus stops for kindergarten students.

Childcare/Transportation Changes - Transportation to a childcare provider must be within the child's attendance area and along an established school bus route. New bus stops may be added for a childcare provider. One change in transportation, for reasons other than a residence change, shall be permitted in a school year. The district is unable to provide split-week transportation.

Video Recording/Audio - The district will use video and audio recorders on school buses as a deterrent against acts of misconduct in order to provide a safer environment for students, drivers and the public. Misbehavior captured on video/audio may be used as evidence for disciplinary action and at conferences with parents.

Prohibited Items - The following items are not permitted in any school vehicle (please note that this is a partial list and other items may be added as necessary): live animals, weapons, flammable liquids, water pistols, drugs, alcohol, tobacco, or other large items (as a general rule, an item is too large if a student cannot hold an item on their lap or place it under their seat).

Personal Electronic Devices - These devices are permitted as long as they are for personal use only. Recording others, both video and audio, is not permitted. Listening to these devices must be done with headphones or earbuds.

Student Conduct - A student's school day begins when they leave their property to board the bus. From that time until the student returns to their post-school destination at the end of the day, they are under the rules and regulations of Lower Dauphin School District. All rules and regulations apply while being

transported to and from school. According to law, the driver has the right to enforce bus rules and discipline students when necessary.

Students should always exercise caution, good manners and consideration for other people. Students are expected to obey the driver; their first concern is student safety.

Waiting for the Bus

- Students should be at their stop five minutes ahead of time.
- The bus driver has a schedule to keep. If students are not at the bus stop, the driver will not wait.

Boarding the Bus

- Students are expected to go directly to their seat. The bus will not move until all passengers are seated. Regulations do not permit passengers to stand in a moving school bus.

Conduct on the Bus

- Students should remain quiet at railroad tracks so the bus driver can listen for approaching trains.
- The emergency door and exit controls may be used only during supervised drills or actual emergencies.
- Students are expected to remain seated until the bus has come to a complete stop.

Procedures and Disciplinary Actions for Student Bus Misconduct The driver of any school bus shall be held responsible for the orderly conduct and safety of the pupils transported. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for the pupil to be denied transportation in accordance with regulations of the district.
These guidelines are provided for your information but may be modified by the building principal in accordance with individual circumstances.

First Offense – Building principal shall call the offending pupil to the office and discuss the problem or infraction and verbally warn the pupil that they may lose their riding privilege if the misconduct continues.

Second Offense – Building principal shall notify the student's parents or guardians informing them of the second offense and warning them that another offense may mean withdrawal of riding privileges.

Third Offense – Building principal shall notify parents or guardians informing them that the student's riding privilege has been withdrawn for a minimum of three (3) days; maximum five (5) days. The student's parents may be asked to come to the school for a conference with the building principal before the student's riding privileges are reinstated.

Fourth Offense – Building principal shall report the student to the superintendent who will inform the parents that the student has lost the privilege of riding the bus for a maximum of one (1) year.

Student Code of Conduct

Student conduct is closely related to learning. An effective educational program requires a safe and orderly learning environment. Our mission is to create a learning environment that respects all students, provides them with opportunities to access our educational environment and prepares them to be responsible, contributing members of society. For this reason, students are responsible for understanding and complying with our Code of Conduct during academic, extra-curricular, athletic activities, and other school sponsored events.

Students who do not uphold the guidelines of the Code of Conduct will be subject to disciplinary consequences. These consequences may include verbal warnings, loss of privileges to include recess or lunch detention, suspension, and possibly expulsion. Further, students who do not conform to these expectations may be excluded from any school function including extra-curricular activities or school trips.

The school code of conduct will be reviewed with all students at the beginning of the year and periodically throughout the school year as needed. Guidelines will also be shared with new students upon enrollment.

Progression of Disciplinary Actions

The intention of progressive disciplinary actions (listed in the table below) is to promote meaningful reflection and responsible ownership in order to affect positive change and prevent future infractions. These guidelines and the examples listed in the chart below, may not address all possible issues. Therefore, it may be necessary for the Administration or faculty to make a determination of additional support and/or consequences in some instances. As for responding to student conduct, the Administration reserves the right to modify disciplinary action based on individual circumstances and investigation. Multiple violations of behavior at each level will demonstrate a pattern of behavior, therefore students will be held accountable for the next progressive level.

Any offense that is suspected to be a violation of law will be referred to the School Resource Officer and/or local law enforcement.

The student handbook and related consequences will be adjusted periodically to align with changes made to school board policy.

Offense Progression

	Level 1	Level 2	Level 3	Level 4	Level 5
Possible Consequences to Behaviors May Include	Verbal Warning Parent Phone Call Teacher Detention Recess Detention Lunch Detention Loss of Privilege	Admin Assigned Detention Multiple Admin Assigned Detentions	1-3 Days of In School suspension (ISS) 3-5 Days of ISS	1-3 Days of Out of School suspension (OSS) 3-5 Days of OSS (Informal Hearing)	3-10 Days of OSS Pending Results of Informal Hearing (Alternative Placement or Expulsion)
Unmodified Behavior	Referral to Admin Admin Assigned Detention	Multiple Admin Assigned Detentions 1 Day of ISS	5+ Days of ISS 1-3 Days of OSS	3-10 Days of OSS (Informal Hearing)	3-10 Days of OSS Pending Results of Informal Hearing (Expulsion)

Violation Levels

Level	1	2	3	4	5
Description	**Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.**	**Behavior whose frequency or seriousness tends to disrupt the learning climate of the school.**	**Acts against persons or property whose consequences do not seriously endanger the health or safety of others.**	**Acts which are unmodified and/or result in violence to another's person or property or which pose a direct threat to the safety of others. These acts always require administrative actions which may result in the immediate removal of the student from school and may include intervention of law enforcement authorities and action.**	**Acts which result in a violation of the PA Criminal Code and/or necessitate notification of law enforcement**

	Dress Code Minor Disruption/Uncooperative Failure to Follow Rules/Procedures General Misconduct Bathroom Misconduct Unauthorized Cell Phone Use Inappropriate Display of Affection Inappropriate Language/Profanity	Unmodified Level 1 Behavior Cheating Dishonesty Disruptive Behavior Outside of Assigned Area Unsafe Behavior Obscene Gesture/ Language	Unmodified Level 2 Behaviors Push/Shove/Hit Leaving School Property without Permission Minor Theft (Less than $50) Insubordination Possession or Use of Tobacco or Vaping Product Indecent Conduct	Unmodified Level 3 Behaviors Discrimination/Harassment Bullying Discriminatory Speech Fighting Major Theft (Over $50) Violation of Pennsylvania's Criminal Code Hazing	Unmodified Level 4 Behaviors Weapons Violation of Pennsylvania's Criminal Code Terroristic Threats Possession, Sale or Use of a Controlled Substance Assault

Violations

VIOLATION	DEFINITION	Level
Acceptable Use Policy	Refer to Policies 815, 815.1, 815.2 - Acceptable Use (Appendix S).	2-5
Inappropriate Display of Affection	Physical displays of affection including, but not limited to inappropriate touching, kissing or hugging.	1-2
Alcohol, Drugs	Use, possession, or distribution of alcohol, drugs, or drug paraphernalia while in or upon any school-owned property, during any activity sponsored by the school, during off-campus activities as defined in Policy 227 (Appendix M), while traveling to or from school and school-sponsored activities, and/or any student reporting to school having used drugs or who has consumed alcohol elsewhere is in violation of policy.	5
Arson	The criminal act of deliberately setting fire to property. Law enforcement will be notified.	5
Assault	Assault is to inflict or attempt to inflict personal injury on another person. Assaults against other persons are considered to be a very serious offense. **NOTE**: Law enforcement will be notified.	5

Bathroom Misconduct	More than one student is in a stall at one time. Horseplay (ex. playing in the water, climbing under/over stalls, swinging on doors) Loitering in the bathroom; students should only be in the bathroom for its intended use. (If a student enters the bathroom and it is full, the student should wait in the hallway until the needed receptacle becomes available.)	1-3
Bullying	Bullying is an intentional electronic, written, verbal, or physical act, or a series of acts by one student or a group of students:[1] 1. Directed at another student or students; 2. Which can occur both inside and outside of a school setting; 3. That is severe, persistent or pervasive and has the effect of doing any of the following: a. Substantially interfering with a student's education; b. Creating a threatening environment; or c. Substantially disrupting the orderly operation of the school. Refer to Policy 249 - Bullying, Cyberbullying and Extortion (Appendix P).	4
Bus Behavior	Students must maintain self-discipline while utilizing transportation facilities. Those students who fail to do so will forfeit their privilege to use/ride the bus. Application of consequences will be aligned with the school code of conduct.	See corresponding Violation.
Cell Phones / Smart Watches /	Personal electronic device use is prohibited during school hours unless specific permission is granted by a teacher or administrator. Policy 237 **Personal electronic devices must be powered down, away, and out of sight during the school day.** **Electronic devices** shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.	1-2
Cheating/Plagiarism	Cheating is to act dishonestly or unfairly in order to gain an advantage. Plagiarism is the uncredited use (both intentional and unintentional) of someone else's words, images or ideas.	1-4
Controlled Substance/ Paraphernalia/Drugs (possession, use or distribution)	Any substance defined as a drug or controlled substance in the Controlled Substance, Drug, Device and Cosmetic Act for which a prescription is required under the law. Controlled substances, including drug	5

	residue found in drug paraphernalia shall be deemed drugs for the purposes of this policy. Examples of the above include but are not limited to anabolic steroids, marijuana, hashish, cocaine, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record, and/or taken in accordance with Board policy for the administration of medication to students in school. **Alcohol** - Alcoholic beverages including, but not limited to, beer, wine, liquor and any beverage subject to the control and jurisdiction of the Pennsylvania Liquor Control Board. Refer to policy 227 - Drug Awareness (Appendix M)	
Criminal Trespass	Non-licensed or privileged entry to a district-owned building or structure or unauthorized attendance at a district-sponsored or district-run event. Law enforcement involvement may result.	4
Cyberbullying	An intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, and/or outside the school setting, that is severe, persistent, or pervasive, and has the effect of doing any of the following: 1. Substantially interfering with a student's education; 2. Creating a threatening environment; or 3. Substantially disrupting the orderly operation of the school. Refer to Policy 249 - Bullying, Cyberbullying, Extortion (Appendix P)	4
Discrimination	To treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. Refer to Policy 103 (Appendix A).	4
Discriminatory (Hate) Speech	Any form of expression through which speakers may or may not intend to vilify, humiliate or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability or national origin.	4
Disrespect	To say or do something that shows a lack of respect or contempt for someone or something.	1-3

Disturbance/Disruption	Any activity which disrupts the normal routine in the educational process.	1-3
Disorderly Conduct	Any student who communicates by any means, whether in school or out of school, in a manner whereby the communication transmitted causes a disruption to the normal operation of a school, or materially disrupts a class or classroom work, or threatens or intimidates or harasses an employee of the school district or another student in the school district, or interferes with the rights of an employee of the school district or another student, may be disciplined by the Lower Dauphin School District.	4
Dress Code	The climate and culture, along with the reputation of Lower Dauphin School District, is influenced by the appearance of not only the faculty and staff, but also of the students. Modest, neat, well-attired and clean appearance creates an atmosphere that is conducive for learning, and it is this expectation that will be upheld at Lower Dauphin. As such, the administration has developed a dress code that will be used as a guide to inform students and guardians of the expectations for appropriate dress. For specific guidelines please refer to the LDSD Elementary Dress Code.	1
Fighting	The act where two or more students engage in physical aggression with the intent to harm.	4
Fire Alarm	Deliberate pulling of a fire alarm when no emergency exists will be considered disorderly conduct and local law enforcement will be notified.	4
Forgery/Falsifying Documents	The act of falsely and fraudulently making or altering a document such as a parent excuse/note.	2-3
Harassment	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: • Sufficiently severe, persistent or pervasive; and • 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	4

	limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school. Refer to Policy 103 - Discrimination/Title IX Sexual Harassment (Appendix A).	
Hazing	For purposes of this policy, hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:[1] • Any brutality of a physical nature, such as whipping, beating, branding; • Forced calisthenics; • Exposure to the elements; • Forced consumption of any food, liquor, drug or other substance; • Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or • Any willful destruction or removal of public or private property. Refer to Policy 247 - Hazing (Appendix N).	4
Inappropriate Language	Language (written or spoken) which is unacceptable in a school environment.	1-2
Indecent Exposure	Knowingly and intentionally exposing one's private parts in public.	3-5
Insubordination	Defiance of authority, failure to obey verbal redirection from an authority.	3
Leaving the Building	A student will not be permitted to leave the property without permission. This includes any school-sponsored event (including athletic events) in which the student is a participant.	3
Lying/False Statements	A student who is deliberately untruthful. This includes false reports toward staff and/or faculty members.	1-2

Off-Campus Behavior	Students are required to follow the behavior guidelines outlined within the Code of Conduct when participating in and or attending a school-sponsored event (to include athletic events) that is not held on school district property.	See corresponding violation.
Outside of Assigned Area	A student is not present in their assigned class for an amount of time that is not justifiable through medical excuse or an approved activity. Students will be asked to show documentation proving their whereabouts during the time in question.	1-2
Photos/Video	Students are not permitted to take pictures and/or videos of anyone without their permission. In addition, posting, forwarding, or otherwise publishing these will result in the assignment of the appropriate disciplinary consequences. It is a violation to video, photograph, forward, post, or publish a fight or another physical altercation. Consequences may be waived for videos/photos made for the sole purpose of public safety.	1-3
Profanity	The use of obscene language (e.g., swearing and cursing).	1-2
Push/Shove/Hit	Rough play that could heighten the risk of injury to self or others with no intent to harm may be subject to disciplinary action.	2-4
Refusal to Identify	A student who, when asked to identify himself, refuses to do so.	2-3
Sexual Contact/Acts	Any consensual sexual contact between two or more persons.	4
Sexual Assault	Sexual assault – means, for purposes of this policy only, any of the following offenses: 1. Rape 2. Statutory sexual assault 3. Involuntary deviate sexual intercourse 4. Sexual assault 5. Aggravated indecent assault 6. Indecent assault Refer to Policy 218.3 -Discipline of Student Convicted/Adjudicated of Sexual Assault (Appendix G).	5
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. A terroristic threat may be issued by verbal or written word, action,	5

	or electronic media, including the Internet, electronic mail, or other electronic means. A terroristic threat could include: threats in writing or artwork, verbal threats directed to another, notes between students that threaten violence, overheard statements made by one (1) person speaking of harming someone else, or previous aggression coupled with current threats. Refer to Policy 218.2 - Terroristic Threats/Acts (Appendix F).	
Theft	The taking of another person's personal property with the intent of depriving that person of the use of their property.	1-4
Tobacco/Smoking	Students are prohibited from using and/or possessing tobacco, electronic cigarettes, hookah pens or vapor pens and/or liquids on school-owned property, or within one block of a school building, while traveling on school-provided transport vehicles, or while in any school-owned building. Tobacco is defined by Pennsylvania State Law as "Tobacco – a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form." Referral to School Resource Officer. Refer to Policy 222 - Possession/Use of Tobacco (Appendix J).	3
Unexcused/Unlawful Absence	If a student is absent he/she must hand in a written parent or doctor's excuse within 5 days or the absence will be marked as illegal or unexcused. After a student has accumulated 10 absences, a doctor's excuse is required. An unexcused/unlawful absence is the absence of a pupil for one of the following reasons: 1. Parental Neglect 2. Illegal Employment 3. Truancy Refer to Policy 204 - Attendance (Appendix B).	
Unsafe Behavior	Behavior that is reckless and poses a danger to self or others.	
Vandalism	Damaging or defacing the property of another. Refer to policy 224 - Care of School Property (Appendix K)	2-4
Vaping	Students are prohibited from using and/or possessing tobacco, electronic cigarettes, hookah pens or vapor pens and/or liquids on school-owned property, or within one block of a school building, while traveling on school-provided transport vehicles, or while in any school-owned building. Tobacco is defined by	3

	Pennsylvania State Law as “Tobacco – a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.” Referral to School Resource Officer. Refer to Policy 222 - Possession/Use of Tobacco (Appendix J).	
Warning/Lookout	A student who warns another student who is violating a school policy of the approach of an adult, teacher, monitor or building administrator.	1-2
Weapons	Carrying, bringing, using or possessing any weapons or replicas of weapons on school property, at any school-sponsored activity, or on any implement of school transportation is prohibited. Weapon is defined to include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury. Refer to Policy 218.1 - Weapons (Appendix E).	5

Appendices

Appendix A - Board Policy 103 - Discrimination/Title IX Sexual Harassment Affecting Students
Appendix B - Board Policy 204 - Attendance
Appendix C - Board Policy 210 - Use of Medication
Appendix D - Board Policy 218 - Student Discipline
Appendix E - Board Policy 218.1 - Weapons
Appendix F- Board Policy 218.2 - Terroristic Threats/Acts
Appendix G - Board Policy 218.3 - Discipline of Student Convicted/Adjudicated of Sexual Assault
Appendix H - Board Policy 220 - Student Expression
Appendix I - Board Policy 221 - Dress and Grooming
Appendix J - Board Policy 222 - Possession/Use of Tobacco
Appendix K - Board Policy 224 - Care of School Property
Appendix L - Board Policy 226, 226.1 - Searches/Locker Searches
Appendix M - Board Policy 227 - Drug Awareness
Appendix N - Board Policy 233 - Suspension and Expulsion
Appendix O - Board Policy 247 - Hazing

Appendix P - Board Policy 249 - Bullying, Cyberbullying and Extortion
Appendix Q - Board Policy 251 - Students Experiencing Homelessness, Foster Care and Other Educational Instability
Appendix R - Board Policy 810 - Transportation
Appendix S - Board Policies 815, 815.1, 815.2 - Acceptable Use

Personal Electronic Devices

(School Board Policy 237)

Personal electronic devices must be powered down, away, and out of sight during the school day.

The Board adopts this policy to support an educational environment that is orderly, safe and secure for District students and employees, while also recognizing that personal electronic devices may provide a positive contribution when used for educational purposes.

Personal electronic devices shall include, but are not limited to, all non-district issued devices such as mobile telephones and smartphones, laptops and tablet computers, electronic gaming systems, pagers, E-readers, and wearable devices (i.e., smartwatches/smart glasses).

Personal electronic device capabilities include, but are not limited to, those items that are capable of connecting to the internet enabling the user to access content on the internet (whether wireless or wired); engage in a call; write, send, or receive a message; send or receive data, images, and video; can capture, still images or movies; record, store, display, transmit, or receive audio or video edit audio or video data; play a game; or watch a video.

Personal electronic device use is prohibited during school hours unless specific permission is granted by a teacher or administrator.

Communication Device Usage

All PEDs that are connected to the District's network must be registered and approved prior to their use on School District property. As part of the registration process, the district may record identifying information, such as make, model, serial number, device host name where such a name exists, and Media Access Control (MAC) addresses for each device. Any changes to registered information must be reported to the school district before using the PED on school district property. PEDs are the sole responsibility of its owner. Lower Dauphin School District shall not be liable for the loss, damage, or theft of any PED that is brought to or used at school, athletic events, extracurricular activities, or school-sponsored trips. Access to PEDs is a privilege, not a right. The Lower Dauphin School District may revoke, suspend, or limit access to PEDs for any reason and at any time.

Student Dress Code

Students are expected to dress responsibly for school. Since elementary school students are not always sure what comprises responsible dress, parents are requested to assist their child in making decisions about school attire. Cleanliness of person and apparel as well as decent coverage of the body is expected of all students at all times as a matter of health and aesthetics.

A dress code has been established to ensure an atmosphere that encourages learning and fosters self-esteem. Any dress or grooming practice which the school administration determines to be disruptive to teaching and learning will be prohibited. Violators of the dress code will be asked to change, sent home, and/or assigned another consequence.

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

- Students are urged to emphasize cleanliness, neatness, and generally acceptable good taste in their dress and grooming habits.
- Appropriate dress is that which is not offensive, distracting, nor does it present a safety hazard or disruption to the learning environment.
- Clothes should not be revealing nor call particular attention to the body of the wearer because of design or cut.
- Shorts or skirts must provide appropriate coverage of the body.
- Any holes in pants must provide appropriate coverage of the body.
- Low-cut tops and crop tops that are revealing are not acceptable school attire.
- Boxer shorts or other undergarments may not be visible under pants. Pants should not be worn below the hip.
- Clothing which advertises or promotes the use of drugs, alcohol, tobacco products, sexual innuendos, or violence is not considered appropriate.
- Hats, sunglasses and coats may not be worn during the school day. Religious head coverings are allowed. Hats and outerwear worn to school must be kept in lockers or backpacks. “Hats” is interpreted to include any and all headgear that covers the head.

Bullying

(School Board Policy 249)

Lower Dauphin School District will not tolerate actions by students that could fall under the classification of bullying or extortion as outlined in board policy. Not only do these actions 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 individual rights of other students will be safeguarded. Bullying is a pattern of abuse or aggressive behavior by one person or a group targeted towards someone less powerful. Bullying behavior includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks; gestures or actions; cruel rumors; false accusations and social isolation that is persistent and pervasive.

Discrimination/Title IX Sexual Harassment Affecting Students *(school board policy 103)*

Lower Dauphin provides an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both. The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Weapons Policy

(School Board Policy 218.1)

In accordance with federal and state legislation, the Lower Dauphin School District has a weapons policy that helps ensure a safe school environment. We are asking for the help of parents and the community to keep guns, knives and other weapons out of our schools.

No pupil shall possess a weapon or knowingly and voluntarily assist or accompany any other pupil who possesses any weapon on school property.

For purposes of this policy, school property shall include, but not be limited to, all school grounds, buildings, and all locations where school- related activities of any kind are taking place; all school vehicles, or vehicles employed by the school, used to transport pupils to and from any school or school-related activities; and all locations where students wait to board or exit such vehicles. Violation of this policy shall subject any violator to an immediate suspension, pending a full hearing before the Board of Directors. A determination of guilt by the Board shall subject any violator to further suspension and/or expulsion, when deemed appropriate.

Also, Pennsylvania state law provides for a mandatory one calendar year expulsion from all public schools in the state. In special circumstances, the Superintendent, in conjunction with the principal, may waive this process in favor of some other more appropriate remedy. Any incident involving the administration of this policy shall be immediately reported to the Board of Directors and the parents/guardians of the involved student. The Code of Student Conduct outlines specific consequences for violations of the district's weapons policy.

The term "weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument device, or implement capable of inflicting serious bodily injury and replicas of any of the foregoing.

Drug and Alcohol Policy

In accordance with state and federal legislation, the Board of School Directors enforces a code of conduct that recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, social, and emotional implications.

This policy is a multi-faceted program of drug and alcohol abuse education, prevention, and intervention. A "drug" includes any illicit substance such as marijuana, heroin, LSD, and any narcotic or other controlled substance; any liquor, malt, or brewed beverages; any lookalike substance; and any other potentially endangering or mood-altering chemical. The Board prohibits use, possession, sale, or transfer and intent to sell or transfer any drug or drug paraphernalia on school property or at other school-related activities. The only exceptions to this policy are medical prescriptions or over-the-counter medications which are registered with and administered by the school nurse.

Students having a drug or alcohol problem can voluntarily seek help from the student assistance program coordinator, SAP Team members and/or guidance personnel.

Computers, Internet & Network Acceptable Use

The use of the internet through school district accounts or through school district hardware is a privilege, not a right. The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of a district account must be in support of and consistent with the educational objectives of the district.

All personal electronic devices that are connected to the district network must be registered and approved prior to use in accordance with the Personal Electronic Devices Policy 815.1.

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

The district reserves the right to review any material that is stored or accessed using the district's internet, computing systems or network in order to monitor or log the use of its electronic communications systems. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's internet, computer or network resources, including personal files or any use of the district's internet, computer or network resources. Even if used for personal reasons, the electronic communications systems and network, the user accounts, and all communications and information accessible via the network are the property of the district.

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

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

Skateboards

The use of mini-bikes, skateboards, scooters, rollerblades and heelys on school property is prohibited.

One-to-One Laptop Guidebook

Lower Dauphin School District

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1. Vision

For all students to be successful, it is our commitment to provide customized educational opportunities and quality instruction that promote creativity, collaboration and problem-solving in a safe, supportive environment. Lower Dauphin School District is preparing our students to live and work by providing them with the technology tools and skills necessary to integrate technology into daily practices and to enhance customized learning.

2. Goals and Objectives

Lower Dauphin School District's One-to-One computer initiative integrates technology in daily instructional practices to:

- Promote student engagement and enthusiasm for learning.
- Make resources for learning available both in and outside of school.
- Expand self-paced student learning opportunities.
- Use collaborative platforms and strategies to share ideas and to learn.
- Provide students access to information, along with the opportunity to connect it to curriculum in a meaningful manner.
- Engage students in authentic real-world activities and projects.
- Encourage collaboration, creativity, and critical thinking.
- Nurture a sense of responsibility and digital citizenship.
- Prepare students for success after graduation.

3. What is One-to-One Computing?

One-to-One Computing is a concept where every student has 24/7 access to the same laptop computer for use in every class and at home. The student and his/her parent/guardian are responsible for that computer. Through this program, teachers will be able to work with students in different ways and with different expectations than in the past. Students will expand their sources of research, find meaningful real-world assignments, seek out legitimate digital information to solve real world problems, and collaborate with their peers, teachers, and subject area experts in new ways.

4. Terms of Laptop Loan

4.1 Issuing Laptops

All students enrolled at Lower Dauphin School District may be issued a laptop or iPad. The computing device may be assigned to individual students, depending on the grade level, and the serial number of the device will be recorded. The device issued to the student will remain with the student until it is replaced by the school district or the student withdraws from school. The device and all accompanying accessories remain the property of Lower Dauphin School District (LDSD).

Computing devices are a necessary instructional tool, just as assigned textbooks. Students will need the computer assigned to them to be successful and prepared participants of Lower Dauphin School District.

Students who are assigned a computer are responsible for having it in school every day, as well as ensuring that the laptop is fully charged. The laptop is not to be left unsupervised in unsecured locations.

4.2 Computing Device

The following will be issued to each student:

1. (1) Computing Device (either laptop or iPad)
2. (1) AC Adapter and Power Cord
3. (1) Carrying Case

Computers will be Internet capable. All computers will have web-filtering software installed. Web filtering software will be active both at school and off campus. Anti-virus/malware software will also be installed.

Other software may be installed by members of the LDSD's Technology and Information Systems Department or made available to students for self-installation through a software self-service portal provided by the district. The software installed by LDSD must remain on the laptop in usable condition.

Students who qualify for assistive technology devices as documented in the student's IEP may be issued an alternative device based on their IEP.

5. Device Care Guidelines

Computers are sensitive machines. Below are guidelines to help you care for your assigned device. The following guidelines are not all inclusive but serve, instead, as an overview of proper care.

5.1 General Precautions

- Keep your device in the school-issued carrying case when it is not in use.
- Do not overload the carrying case with other items or items that may damage the device.
- Do not sit on your computer or place any objects on top of it. Doing so may cause damage to the screen and internal components.
- Do not pick up or carry your device by the screen (laptops) or push against the screen with more force than necessary to operate the touch screen.
- Do not touch the screen with pens, pencils, or any sharp instruments. A stylus may be used.
- Do not leave pens, pencils, or papers on the keyboard (laptops) when closing the screen.
- *Keep liquids, food, pets, and debris away from the computing device. Do not keep food, food wrappers, or drink containers in or near the carrying case.*
- When using the computer, gently place it on a flat, solid surface. This will allow air to circulate properly and keep the laptop from overheating. For example, placing the laptop on a pillow or blanket may block airflow.
- Do not expose your device to extreme temperatures (below 35 degrees or above 90 degrees Fahrenheit).

- Keep your device away from magnets, including large speakers, amplifiers, transformers, and vacuum cleaners.
- Do not leave your computer unattended, such as in a car or area where it may be damaged or stolen.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Never attempt to repair or reconfigure the computer. Under no circumstances are you to tamper with the internal components or remove any screws.
- You are not permitted to install a second operating system on the computer, to upgrade or repair the computer, or to have a third-party upgrade or repair the computer.
- Except for travel between classes, do not leave your laptop turned on while it is inside of the laptop bag.
- A label and an asset tag have been applied to your laptop for identification purposes. Do not remove or cover them up.

5.2 Carrying Your Computing Device

- All computing devices and components are to be carried in the school approved laptop carrying case at all times.
- Carefully unplug all cords and accessories before placing it into the case or carrying it.
- If you are not using your computer in your next class, turn the device off completely.
- Turn off your device before traveling between home and school.
- Remember to close the lid before carrying the laptop.
- Be sure zippers on any cases are completely closed.

5.3 Cleaning Your Computer

1. Disconnect the device from electrical outlets before cleaning.
2. Completely shut down the computer.
3. Clean the screen and touch pad with a lint-free, anti-static cloth or LCD approved anti-static cleaner or wipe.

***Never use glass cleaner (such as Windex), water, or other liquids that are not approved for use on touch screen displays.*

5.4 Battery Life and Care

- It is your responsibility to bring your assigned computer to school fully charged every day. Electrical outlets may not be available in classrooms for recharging.
- Bring computer charging cables with you to school to recharge the battery if necessary.
- The computer should not always be kept at a 100% charge (always plugged in).
- Keep your computer set to the battery plan that was set by the district.
- Use a surge protector while charging whenever possible.
- During prolonged periods of inactivity, shut your computer down completely.
- Use standby or hibernate mode during short periods of inactivity (close the laptop lid).

- Dimming the brightness of the screen will extend battery run time.
- Do not access radio and videos that are not related to your coursework.

5.5 Computer Security

- Make sure that your computer is supervised at all times.
- In the event of a fire drill or other classroom evacuation, computers may be left in the classroom. Classroom doors will be secured.
- You are encouraged to take the computer home every day, regardless of whether or not the computer is needed, unless otherwise specified by your teacher or school.
- Do not store your computer in your vehicle, especially when the internal temperature of the car may be very hot or very cold.
- During after-school activities you are still expected to maintain the security of the device. Students may secure computers in a locked locker. Report to the main office for locker access if needed.
- Do not lend your computer to any other person for any reason. The computer should only be used by the person to whom it was assigned. This includes other family members. Parents/legal guardians may only use the computer to assist their child with a school assignment or perform supervisory tasks such as to inspect internet search history.
- The computer should not be turned in to anyone other than a LDSD employee. For repairs, your device must be turned in to the student helpdesk or other locations specified by the school.
- The computer has internet content filtering software installed. The software may not be removed, altered, or circumvented.
- Internet activities will be monitored. An activity report may be run periodically to verify appropriate use.
- A parent/ guardian should supervise use of the computer during non-school hours.
- All policies, including the Acceptable Use Policy and Acceptable Use of Social Media and Digital Communications, are applicable and in force whenever the laptop is in use, whether during or after school hours.
- Each computer has identifying labels, including a serial number and asset tag. These labels must not be altered or destroyed.
- Computers and all accessories must be returned to LDSD upon request, within twenty-four hours of withdrawing from school, being removed from LDSD attendance rolls, or at the conclusion of the term for which the computer is assigned or borrowed. Failure to return a device may result in full payment for the cost of a replacement computer, disciplinary action, and/or legal action.

6. Software and File Management

6.1 General Information

1. Computers come with a standardized software configuration. This configuration may not be altered.

2. A self-service software portal that contains approved software will be available while the computer is connected to LDSD's network. Students may install educationally appropriate software as long as it does not interfere with district supplied software and does not require "elevated" privileges, such

as administrator rights, to install.

3. Do not change the computer name.

4. Do not change or remove operating system extensions.

5. The school will not be responsible for the loss of any deleted data.

6.2 Music, Games, or Programs

The LDSD Acceptable Use Policy states that students are expected to comply with ethical use of the district's network and abide by federal copyright laws. Music, videos, and games can be disruptive during class and may not be used unless the student has permission from the teacher.

6.3 Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deleting files could interfere with the functionality of the device.

6.4 Student Storage/Saving Files

Students are responsible for maintaining and backing up their files and documents. Any files saved to the hard drive may be lost in the event of a hardware failure, or may be removed during maintenance. At the end of the school year, all student files on the computer may be deleted.

Students may back up to external devices or to "cloud" storage such as Google Drive. If the student laptop "crashes" and files are lost, it is the student's responsibility to have the files saved elsewhere. The district will not provide file recovery services. Please note: "the computer crashed" is not an acceptable excuse for not turning assignments in on time.

6.5 Computer shut-down

Students must completely shut down computers at the end of each school day prior to leaving campus. Students must boot/restart laptops when returning to campus each morning.

6.6 Software updates

Updates will be provided to supported software, including the laptop operating system. When possible updates will be controlled by the district and will be automatically installed. Operating system patches should not be installed manually by students. LDSD tests patches before they are installed. Updates will be installed during an advertised maintenance window, except for cases that have a high potential of effecting district operations and security (in which case the district will update equipment as needed).

6.7 Screensavers/Wallpapers

If students choose to modify the standard wallpaper or screensaver, they must adhere to the standards and policies of LDSD. Password protected screen savers are not permitted.

6.8 Encrypted Files

Students may not apply encryption or password protection on files or folders.

6.9 Sound

Computer sound should be muted at all times while in school unless permission is granted from the teacher. Headphones may be used in class with express permission from the teacher.

6.10 Web Cam

The web cam shall be used for educational purposes only. The web cam shall not be used for audio or video recording of any person without written consent of all individuals who will appear or be heard within the audio or video recording. Audio or video recording shall be consistent with state/federal laws.

6.11 Printing

Help conserve our instructional resources by using print preview or digital transmission of work. In many cases assignments may be turned in via Canvas. Teachers will provide directions on how to submit assignments.

Student printers are available throughout schools. LDSD printers can be installed by accessing the Software Self-Service Portal. LDSD logs all print jobs. Excessive printing may result in loss of printing privileges.

Students may also print to their home printer. LDSD has pre-installed common printer drivers. The drivers that are installed on your computer include most consumer models of HP, Dell, and Epson. The district is not able to provide direct support for home printers or their installation, nor is the district able to provide drivers for every printer that is available.

7. Email and Internet Use

7.1 Email and other Digital Communications Accounts

Students are provided an email account by LDSD. Email correspondence will be used for educational purposes only. Electronic communication coming from or going to the school-issued email account will be monitored.

7.2 Internet Use

As required by the **Children's Internet Protection Act (CIPA)** an internet filter is maintained by the district for school and home use on the laptop. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Lower Dauphin School District cannot guarantee that access to all inappropriate sites will be blocked. ***No filter is as reliable as adult supervision.*** Internet log files are maintained by the district with a detailed history of all sites accessed. The district may review logs periodically to ensure proper use of the computer and other resources. It is the responsibility of each student to use the computer, network, and internet appropriately.

7.3 Internet Safety

As a part of district curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. Lessons will also be provided to create an environment free of cyber-bullying. The following are general guidelines:

1. Immediately report any unauthorized activity on the network or internet.
2. Notify a teacher immediately if you accidentally access an inappropriate site.
3. Never access someone else's email, files, or folders.
4. Never access or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, explicit, or inflammatory content.
5. Never arrange to meet an internet contact in person.
6. Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
7. Protect your user account by keeping your password secure and logging off or locking your computer when it is not in use. All email, network, and internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. *If your account is logged in, you are responsible.* Keep your password a secret and use a complex password that is not easy to guess.
8. Protect personal information. Never give full name, addresses, phone numbers, passwords, social security numbers, or other personally identifiable information for yourself or others.
9. Do not use online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

7.4 Off-campus Internet Use

LDSD will not serve as a home internet service provider. However, the district will provide internet filtering for the laptops while connecting to the internet away from school. The filtering system may not be removed, disabled, altered, or circumvented. It is the responsibility of the parent or guardian to monitor student computer use, especially internet access, when the student is not at school.

LDSD is not responsible for providing internet access outside of school. The ability to access the internet from home varies from situation to situation. There are a number of public places that provide free wireless access,

including public libraries. In addition, some service providers offer a reduced price for an internet service subscription for those who qualify.

8. Monitoring Computer Use

8.1 Monitoring and Supervision

LDSD engages students in an Internet Safety program and instructs students in making appropriate choices regarding internet use, content evaluation and web site selection. LDSD also takes technical measures to filter internet access to protect students from inappropriate content. In addition to using web filtering technologies, the district is able to monitor laptop and resource use through monitoring and alerting systems. Monitoring includes software to allow teachers to monitor student screens while students are in their classroom. A student safety monitoring and threat detection system designed to identify and prevent incidents of self-harm, violence, and similar behaviors is also in place and in effect for any activities connected to Lower Dauphin School District accounts and computing equipment. Finally, school district personnel supervise student use of resources, including internet browsing. These measures are in place to protect students and help them become informed consumers of internet content. However, no technical measure or human supervision is failsafe. Though the district is committed to protecting our students, we acknowledge students may access inappropriate content. Ultimately, it is the responsibility of the student to practice safe internet use and to access only appropriate educational resources.

LDSD recommends that students use computers in plain view of parents, guardians, or other family members when not on campus.

Students will provide access to the computer and any accessories assigned to them upon request by district employees. A search of the computer and student files may be conducted at any time and for any reason. If there is reasonable suspicion that any policies, procedures, or guidelines have been violated, the computer and its contents will be searched. Lower Dauphin School District reserves the right to use GPS tracking software to access the location of a lost or stolen equipment using map coordinates.

8.2 Privacy

There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. LDSD reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via the school district's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned laptops, computers, or other equipment.

LDSD personnel may conduct an individual search of the computer, files, music, videos, emails or other related items. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities that may have occurred using LDSD's network or computer systems.

8.3 Passwords

Students should log into their school issued computer using their assigned username and password. Students should not share their passwords with other students. Students are not to change or activate any passwords on the computer other than the password that corresponds to their assigned user account.

9. Copyright Compliance

All students are expected to adhere to federal copyright and intellectual property laws. The following guidelines will help students be in compliance:

1. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea.

2. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright.

3. Copying, distributing, downloading, and uploading information on the internet may infringe the copyright for that information.

4. Students are reminded that they should check all work for copyright infringements before turning in assignments.

10. Social Networking

Social Networking activities will only by used when assigned by and supervised by a teacher for academic purposes. Students will avoid posting personal information online, will understand that postings are permanent, and will exercise mature and responsible conduct at all times while online, both on and off campus.

11. Technical Support and Repairs

Students are expected to take care of their equipment and use due diligence when using and moving their equipment. All equipment is the property of the Lower Dauphin School District. From time-to-time computers may need to be repaired due to damage or normal wear and tear. Technical support is available throughout the school day.

In general technical support will be limited when the student is outside of the district (such as at home). If a student has a technical problem, the problem should be documented as completely as possible. This includes recording any error messages and the actions that immediately led to problem. The issue should then be reported to the helpdesk during the next school day.

Any needed hardware repairs will be performed or managed by school district technology personnel. Parents, guardians, students, and teachers are not permitted to attempt repairs themselves, or to contract with any other individual or business to repair any school-owned computer equipment. Any unauthorized alterations or

repairs will be billed to the student and parent/guardian at the district assessed repair cost and disciplinary action may be taken. Every effort will be made to repair or replace the laptop in a timely fashion.

Services provided by the district helpdesk for district owned equipment include the following:

- User account support
- Operating system support
- Software support (for district approved applications)
- Printing support
- Wireless connectivity support
- Troubleshooting and repair
- Re-imaging
- Providing “how to” videos and documentation

When necessary, the district may require collecting the student’s computer and providing them with a temporary computer (as available) to use until the repair has been completed.

Limited assistance will be provided for students that bring their own device into school.

11.1 Help Desk Procedure:

1. Student identifies a problem.
2. During helpdesk hours, the student reports the problem to the helpdesk.
3. The student brings the computer, case, and charger to the designated helpdesk for the school they attend.
4. The helpdesk will attempt to remedy the problem.
5. If necessary, helpdesk personnel will check in the computer, including case and charger, and check out a loaner device to the student.
6. A helpdesk ticket will then be generated and, where necessary, escalated for repair.
7. When the original computer has been repaired, the helpdesk will contact the student.
8. Students will pick up their repaired computer and return the loaner within one business day of notification.

*It is the student’s responsibility to return the loaner computer, carrying case, and charger when requested to do so.

*Any data that is saved on the student computer or loaner computer may be destroyed. The district is not responsible for any lost data, nor will any lost data be recovered.

*Every effort will be made to repair or replace the computer within 48 hours. However, this time will vary depending on the extent of repair, availability of parts, and volume of requests that are received.

Damages must be reported to the helpdesk within one business day. Equipment theft that occurs outside of the district must be accompanied by an official police report. It is the responsibility of the student or parent to provide the district with the official police report.

Liability for damages or theft due to negligence or accident will be determined by LDSD Administration. Parent/guardians and the student will be notified of any such decisions, along with the costs. Disputes about damage costs or liability must be made in writing within seven calendar days. The principal will review the dispute and notify the parent and student of the review. If the parent/student is not satisfied with the outcome, they may appeal the decision to the Superintendent in writing within five school days. The Superintendent will make a final determination as to damage costs and liability.

Upon completion of repairs or replacement, the student must pick up repaired / replaced equipment, and return the loaned equipment. Repeated incidents of repair/replacement that are caused by negligence or accident may result in disciplinary action in addition to the costs of the repair or replacement.

12. Warranties, Damages and Theft

12.1 Warranty

A basic limited warranty is provided for laptops. The basic limited warranty covers repair/replacement of the computer chassis, LCD screen, hard drive, and internal components for damage caused by manufacturer defect. Damage that is a result of negligence or accident are not covered by the warranty. Under these circumstances the student will be required to pay a fee to repair/replace the laptop. Repeated incidents of repair/replacement by an individual will result in disciplinary measures. Students shall report all computer issues to a teacher or the school's helpdesk. Incidents will be entered into a help ticket system and tracked.

12.2 Damage Not Covered by Warranty

Replacement and repair fees will be charged for damage that is a result of accident or negligence. Negligence will be considered any damage that is the result of failing to follow rules set forth in this Guidebook, or any damage caused as a result of behavior that violates the Reasonable Person standard as determined by Administration. Administration will decide as to whether damage is due to negligence or accident based on totality of the circumstances and the guidelines provided within this handbook, as well as determine accompanying fees. Students shall also be held responsible for any damage that is caused by deliberate or willful acts to computer and network facilities, including equipment systems and software. Negligence and deliberate or willful acts will be assessed at 100% of the repair or replacement of equipment. Accidental damage will be assessed at a percentage of the cost of repair. The first accidental damage will be assessed at 50% of the cost of repair. The second accidental damage will be assessed at 75% of the cost of repair. All subsequent accidental

damages will be assessed at 100% of the cost of repair. The number of damage incidents will reset at the end of elementary school and middle school. Costs for common damages are listed on the Lower Dauphin School District website at www.ldsd.org.

Students are responsible for paying all fees accumulated over the course of the school year. Any unpaid fees will be sent to collections on a yearly basis. All fees must be paid by no later than June 30th of each year. Failure to satisfy unpaid fees will result in the matter being turned over to a collection agency as of July 1st. A payment plan may be provided based on discretion of administration and the totality of the circumstances.

12.3 Theft

Incidents of theft occurring off campus must be reported to the police. A copy of the police report must be brought to the school and be given to the school principal. Any theft occurring on school grounds must be reported to the main office.

The district will work with the police department to report all model, asset, and serial numbers of stolen or lost laptops to local pawn shops and area law enforcement agencies.

13. Student Expectations for Use in the Classroom:

Students need to take their computer to class each day. It is the students' responsibility to fully charge their assigned device each night and bring their computer to school fully charged each day. Students should consider charging the device to be a nightly homework assignment. Teachers will be designing many of their lessons based on students having access to their computer. Students will be required to have their computer with them and be ready for all classes.

- Keep the computer on the desk (not on your lap).
- Only access content and websites as directed by your teacher. Students are expected to be on task at all times during class.
- Close the lid of the computer (laptops) before standing up or moving the device.
- Use two hands when carrying or transporting the device. Do not carry the computer by the screen.
- Follow all directions given by the teacher, including when it is appropriate to use the computer and when it should remain closed. Teachers may have their own rules of use that is specific to their classrooms.

13.1 Forgotten Computers

From time to time students may forget to bring their computer to school. When this occurs, the student may borrow a device from the district (while supplies last). *Repeated instances of forgotten equipment or abuse of borrowing a device will be referred to the office for disciplinary action.* Disciplinary action may include loss of the privilege to take the laptop home.

14. Parent Expectations

1. Remember that while the school system will provide internet content filtering, ***there is no substitute for parental supervision when using a computer.***

2. Monitor student use of the computer and internet at home.

3. Review the LD Acceptable Use Policy and this Guidebook with your child.

4. Ensure your child understands and adheres to laptop and internet policies and guidelines set forth in the ***One-to-One Guidebook*** both at school and home***.***

5. Reimburse the school district for any costs incurred or fines assessed due to misuse, neglect, damage, or loss/ theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the laptop.

6. Assist your child who is assigned the computer with homework and school assignments. The purpose of the One-to-One Initiative is to help students learn. Student use of the laptop for learning is the most important priority of the One-to-One Initiative.

7. Ensure the return of the computer and all accessories at the end of the current school year or before the student withdraws from school.

Appendix

Terms of Agreement

Lower Dauphin School District will hold the legal title to the computer and all accessories. Right of possession and use is limited to and conditioned upon full and complete compliance with all Board Policies and Procedures, including Acceptable Use Policy, Bullying, Cyberbullying and Extortion Policy, Copyright Compliance Policy 814, the Student Code of Conduct and Student Handbook, and other guidelines outlined in this One-to-One Guidebook. Lower Dauphin School District does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided "as is" without warranties of any kind. Lower Dauphin School District will not be responsible for lost or missing data.

The right to use and possess the computer and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon removal from the school through withdrawal, expulsion, or transfer. Failure to return the computer on or before this date to the school principal or designee may result in criminal charges being sought against the student, parent, and/or the person who has the computer. The computer remains the property of Lower Dauphin School District and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).

Failure to return the computer and peripherals for annual repair and maintenance, or upon request, will result in a certified letter sent to the parent or student indicating items not returned. The parent or student will have three business days to return the items or pay replacement costs. Failure to comply may result in referral to local law enforcement. The parent or student can be charged with theft. Lower Dauphin School District reserves the right to require return of the computer at any time. Students may be subject to loss of privileges, disciplinary action and/or legal action in the event of damage to or loss of the computer or violation of Board Policies and guidelines as outlined in this One-to-One Guidebook.

Modification to Program

Lower Dauphin School District reserves the right to revoke or modify this One-to-One Guidebook, and/or its policies and procedures at any time with parent notification.

District Liability

Lower Dauphin School District assumes no liability for any material accessed on the computer.

Copyright and General Guidelines of Fair use

- "Fair Use" means students may use portions of lawfully acquired copyrighted works in their academic multimedia projects, with proper credit and citations. They may retain them as examples of their academic work.
- Students and teachers must include on the opening screen of their programs and on any printed material that their presentations have been prepared under fair use exemption of the U.S. Copyright Law and are restricted from further use.
- Fair use ends when the multimedia creator loses control of his product's use, such as when it is accessed by others over the internet.
- Educators or students need not write for permission if their presentations fall within the specific multimedia fair use guidelines; however, educators and students are advised to note that if there is a possibility that their own educational multimedia projects incorporating copyrighted works under fair use could later result in broader disseminations, whether or not as commercial product, it is strongly recommended that they take steps to obtain permission during the development process for all copyrighted portions rather than waiting until after completion of the project.

Text-you may use

- Up to 10% of a copyrighted work or 1000 words, whichever is less.
- Poems
    - Entire poem If less than 250 words.
    - 250 words or less if longer poem.
    - No more than 5 poems (or excerpts) of different poets, from an anthology.
    - Only 3 poems (or excerpts) per poet.

Motion Media-you may use

- Up to 10% of a copyrighted work or 3 minutes, whichever is less.
- Clip cannot be altered in any way.
- A photograph or illustration may be used in its entirety.
- No more than 5 images of an artist's or photographer's work.
- When using a collection, no more than 10% or no more than 15 images, whichever is less.

Music you may use

- Up to 10% of a copyrighted musical composition, but no more than 30 seconds.
- Up to 10% of a body of sound recording, but no more than 30 seconds.
- Any alterations cannot change the basic melody or the fundamental character of the work.

Internet you may use

- Internet resources often combine both copyrighted and public domain sites; therefore, care should be used in downloading any sites for use in multimedia presentations.

- Until further clarification, educators and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site.

Numerical Data Sets you may use

- Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- A field entry is defined as a specific item of information (e.g. name, Social Security number) in a record of a database file.
- A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

Copying and Distribution Limitations

- Do not post multimedia projects claiming fair use exemption on an unsecured web site.
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- Only 1 may be placed on reserve for others to use for instructional purposes.
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- Notation of the alteration should be documented within the presentation itself.

Multimedia Presentations Citation

- Educators and students must credit sources, giving full bibliographic information when available.
- Educators and students must display the copyright notice and copyright ownership information if this is shown in the original source.

One-to-One Laptop Guidebook

Changes for 2026-27 School Year

- Changed terminology from “laptop” to “computer” in order to make sure that we are covering iPads and other digital computing devices more thoroughly

- The damage fee structure listed in Section 12.2 (page 14) was updated to reflect starting all accidental damage assessments to start at 50% of the cost of repair instead of 25%. Damages for negligent causes remain at 100% of the cost.

MEMORANDUM OF UNDERSTANDING BETWEEN

Hummelstown Borough Police Department
(hereinafter "Law Enforcement Authority")

And
Lower Dauphin School District
(hereinafter "School Entity")

July 1, 2026

Introduction

A. Parties

The following Law Enforcement Authority agrees to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter "Memorandum"):

Hummelstown Borough Police Department.

The following School Entity agrees to follow the policies and procedures contained in this Memorandum:

Lower Dauphin School District.

B. This Memorandum establishes procedures to be followed when certain incidents--described in Section II below--occur on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning environment.

C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the "Safe Schools Act," as amended, 24 P. S. §§ 13-1301-A--13-1313-A.
2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.
3. Information From Student Records
    a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:

i. Criminal History Record Information Act, 18 § 9101 et seq.
ii. The prohibition against disclosures, specified in section IV(C)(5) of this Memorandum.

b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:
   i. Comply with the Family Educational Rights and Privacy Act (hereinafter "FERPA"), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99.1 et seq., and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.
   ii. Comply with the requirements of the Safe Schools Act, 24 P. S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.
   iii. Complete reports as required by section 13-1303-A of the Safe Schools Act, 24 P. S. § 13-1303-A, and any amendments thereto.

c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other individuals so that it can demonstrate--to parents, students and the Family Policy Compliance Office--what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority
   1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
   2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.

3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity
   1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
   2. Create a safe learning environment.
   3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
   4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
   5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

A. Mandatory Notification
   1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
      a. The following offenses under 18 Pa. C.S (relating to crimes and offenses):
         i. Section 908 (relating to prohibited offensive weapons).
            a. The term "offensive weapon" is defined by section 908 of the Crimes Code as "[a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves

no common lawful purpose." See 18 Pa. C.S. § 908(c) (relating to definitions).

b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it or taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

ii. Section 912 (relating to possession of weapon on school property).

a. The term "weapon" is defined by section 912 of the Crimes Code to include, but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

iii. Chapter 25 (relating to criminal homicide).

iv. Section 2702 (relating to aggravated assault).

v. Section 2709.1 (relating to stalking).

vi. Section 2901 (relating to kidnapping).

vii. Section 2902 (relating to unlawful restraint).

viii. Section 3121 (relating to rape).

ix. Section 3122.1 (relating to statutory sexual assault).

x. Section 3123 (relating to involuntary deviate sexual intercourse).

xi. Section 3124.1 (relating to sexual assault).

xii. Section 3124.2 (relating to institutional sexual assault).

xiii. Section 3125 (relating to aggravated indecent assault).

xiv. Section 3126 (relating to indecent assault).

xv. Section 3301 (relating to arson and related offenses).

xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.

xvii. Section 3502 (relating to burglary).

xviii. Section 3503(a) and (b)(1)(v) (relating to criminal trespass).

xix. Section 5501 (relating to riot).

xx. Section 6110.1 (relating to possession of firearm by minor).

b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in "The Controlled Substance, Drug, Device and

Cosmetic Act," as amended, 35 P. S. §§ 780-101--780-144, popularly known as the "Drug Act." For purposes of this Memorandum, the terms "controlled substance", "designer drug" and "drug paraphernalia" shall be defined as they are in section 102 of the Drug Act. See 35 P. S. § 780-102 (relating to definitions).

c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
d. An offense for which registration is required under 42 § 9795.1 (relating to registration).

2. In responding to students who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P. S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based programs, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

3. Threat Assessment Team Coordination
The school's threat assessment team (TAT) will provide for timely consultation between the TAT and law enforcement agencies, as appropriate, to refer students whose behavior indicates a potential threat for additional interventions or supports, including the exchange of relevant information in accordance with Federal and State law.

4. Safe2Say Something (S2SS) Notification
The Office of the Attorney General will triage all anonymous tips they receive via the Safe2Say Something tip submission resources and forward information to the School Entity and Dauphin County 911 Dispatch based on the type of tip received. The School Entity will be notified of all tips. The School Entity will be contacted by S2SS to determine whether Law Enforcement Authority notification is warranted for a life safety tip and obtain necessary demographic information.

Life Safety tips will be relayed to the school entity designees upon receipt from dispatch.

Law Enforcement Authority will coordinate retrieval of necessary demographic information from the school entity designees.

The School Entity designee shall be available to provide necessary information 24 hours/day, 7 days/week.

Life Safety tips shall be investigated by Law Enforcement Authority and the school entity in collaboration as appropriate.

Upon conclusion of the investigative process, Law Enforcement Authority shall provide any pertinent information to the school entity designee to ensure accurate submission documentation and tip disposition in the P3 platform (www.p3tips.com). The School Entity designee shall be responsible for closing out all tips received. Life Safety Tips

must be closed within 48 hours of receipt of the tip. Non-life safety tips must be closed within 30 days of receipt of a report from the program.

Tip Categories	
*Active Shooter – In Progress	Inappropriate Physical Contact
Animal Cruelty	Inappropriate Relationship
Bullying / Cyber-Bullying	*Missing Person / Runaway Student
*Cutting/Self Harm	*Planned Attack / Fight / Assault
Dating Violence	Sexual Assault / Rape
Depression / Anxiety	Sexual Exploitation / Abuse
Disorderly / Dangerous Conduct	Sexual Harassment
Domestic Violence / Child Abuse (Verbal or Physical)	Sharing Inappropriate Photos / Sexting
Drug Distribution / Possession	Social Isolation / Withdrawal
Eating Disorders	Substance Abuse (Alcohol, Drugs)
Gang Violence/Activity	*Suicide/Suicide Ideation
Hate Crime / Hate Speech / Discrimination	*Suspicious Person on School Grounds
Homelessness (Child / Student)	Theft
Human Trafficking	*Threat Against Person
Inappropriate Bus Behavior	*Threat Against School
Inappropriate Language / Behavior / Gesture	Vandalism
Inappropriate Online Communication	*Weapons/Explosives Device

**Indicates Life Safety Tip*

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school-sponsored activity:
    a. The following offenses under 18 Pa. C.S (relating to crimes and offenses):
        i. Section 2701 (relating to simple assault). ii. Section 2705 (relating to recklessly endangering another person).
        iii. Section 2706 (relating to terroristic threats).
        iv. Section 2709 (relating to harassment).
        v. Section 3127 (relating to indecent exposure).
        vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
        vii. Section 3503(b)(1)(i), (ii), (iii) and (iv), (b.1) and (b.2) (relating to criminal trespass).
        viii. Chapter 39 (relating to theft and related offenses).
        ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
        x. Section 5503 (relating to disorderly conduct). xi. Section 6305 (relating to sale of tobacco). xii. Section 6306.1 (relating to use of tobacco in schools prohibited).

xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).

b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).

2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will act to address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students--general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.

3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.
5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.
6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
   1. Whether the incident is in-progress or has concluded.
   2. Nature of the incident.
   3. Exact location of the incident.
   4. Number of persons involved in the incident.
   5. Names and ages of the individuals involved.
   6. Weapons, if any, involved in the incident.
   7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
   8. Injuries involved.
   9. Whether EMS or the Fire Department have been notified.
   10. Identity of the school contact person.
   11. Identity of the witnesses to the incident, if any.
   12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
   13. Other such information as is known to the school entity and believed to be relevant to the incident.

F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:
   1. Blueprints or floor plans of the school buildings.

2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
3. Location(s) of predetermined or prospective command posts.
4. Current teacher/employee roster.
5. Current student roster.
6. Most recent school yearbook.
7. School fire-alarm shutoff location and procedures.
8. School sprinkler system shutoff location and procedures.
9. Gas/utility line layouts and shutoff valve locations.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

III. Law Enforcement Authority Response

A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:

1. For incidents in progress:
   a. Meet with contact person and locate scene of incident.
   b. Stabilize incident.
   c. Provide/arrange for emergency medical treatment, if necessary.
   d. Control the scene of the incident.
      i. Secure any physical evidence at the scene.
      ii. Identify involved persons and witnesses.
   e. Conduct investigation.
   f. Exchange information.
   g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
2. Incidents not in progress:
   a. Meet with contact person.
   b. Recover any physical evidence.
   c. Conduct investigation.
   d. Exchange information.
   e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
3. Incidents initially reported to the Law Enforcement Authority
   If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:
   a. The student has been placed under arrest.
   b. The student is being placed under investigative detention.
   c. The student is being taken into custody for the protection of the student.
   d. The student's parent or guardian consents to the release of the student to law enforcement custody.
2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

IV. Assistance of School Entities

A. *In Loco Parentis*

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
2. School authorities' ability to stand in *loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General Principles: Once the Law Enforcement Authority assumes primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.
2. Victims
   a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law

Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.

b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witnesses
    a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
    b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.
4. Suspects and Custodial Interrogation
    a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
    b. When a parent or guardian is not present, school authorities shall not stand in *loco parentis* (in the place of the parent/guardian) during an interview.
    c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.
5. Conflicts of Interest
    a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
    b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
    c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

a. No later than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.
c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.
d. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.

V. General Provisions

A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.
B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter.
C. If changes in state or federal law require changes to this Memorandum, the parties shall amend this Memorandum.
D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

VI. Signatures

Chief School Administrator - Greg M. Ibrad — Lower Dauphin School District (School Entity)

Chief Law Enforcement Authority — Hummelstown Borough Police Department (Law Enforcement Authority)

Building Principal - Justin Hanvic — Lower Dauphin High School (School Building)

Building Principal - Angie Howe — Lower Dauphin Middle School (School Building)

Building Principal - Dave Wuestner — Conewago Elementary School (School Building)

Building Principal - Bryan Macleod — East Hanover Elementary School (School Building)

Building Principal - Jared Wostler — Londonderry Elementary School (School Building)

Building Principal - Lindsay Adams — Nye (Hummelstown) Elementary School (School Building)

Building Principal - Stephanie Bruno — South Hanover Elementary School (School Building)

Building Principal - Sean McClintock — Price School (School Building)

Pennsylvania
DEPARTMENT OF EDUCATION

Model Memorandum of Understanding

Memorandum of Understanding
Between

Pennsylvania State Police - Troop H, Harrisburg

(Law Enforcement Authority)

and

Lower Dauphin School District

(School Entity)

July 1, 2026

(Date)

I.Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter — Memorandum):

Pennsylvania State Police - Troop H, Harrisburg

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

B. This Memorandum establishes procedures to be followed when certain incidents — described in Section II below — occur on school property, at any sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning

environment.

C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of-the Public School Code of 1949, popularly known as the — Safe Schools Act, as amended, 24 P.S. 55 13-1301-A — 131313-A.

2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.

3. Information from Student Records

a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:

i.Criminal History Record Information Act, 18 Pa C.S. 5 1901 et seq.

ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.

b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:

i.Comply with the Family Educational Rights and Privacy Act (hereinafter - FERPA), 20 U.S.C. 5 1232g, and its implementing regulations at 34 C.F.R. 99,1 et seq., and 22 Pa. Code 55 12.31-12.33, including any amendments thereto.

ii.Comply with the requirements of the Safe Schools Act, 24 P.S. 55 13-1303-A and 13-1313-A, and any amendments thereto.

iii. Complete reports as required by section 13-303-A of the Safe Schools Act, 24 P.S. 5 13-1303-A, and any amendments thereto.

c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other

individuals so that it can demonstrate to parents, students and the Family Policy Compliance Office[1] — what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.

2. investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.

3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.

4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.

2. Create a safe learning environment.

3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.

4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident..

5. The Schoot Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

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[1] Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charged may be made in consultation with school administrators.

A.Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):

i. Section 908 (relating to prohibited offensive weapons).

a. The term offensive weapon is defined by section 908'of the Crimes Code as any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed

in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose. See 18 Pa.C.S. 5 908 (c) (relating to definitions).

b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

ii. Section 912 (relating to possession of weapon on school property).

a. The term weapon is defined by section 912 of the Crimes Code to include but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

ili. Chapter 25 (relating to criminal homicide).

iv. Section 2702 (relating to aggravated assault).

v. Section 2709.1 (relating to stalking).

vi. Section 2901 (relating to kidnapping).

vii. Section 2902 (relating to unlawful restraint).

Vlil. Section 3121 (relating to rape).

ix. Section 3122.1 (relating to statutory sexual assault).

x. Section 3123 (relating to involuntary deviate sexual intercourse).

xi. Section 3124.1 (relating to sexual assault).

xii. Section 3124.2 (relating to institutional sexual assault).

xiii. Section 3125 (relating to aggravated indecent assault).

xiv. Section 3126 (relating to indecent assault).

xv. Section 3301 (relating to arson and related offenses)

xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.

xvii. Section 3502 (relating to burglary).

xviii. Section 3503(a) and (b)(l)(v)(relating to criminal trespass).

xix. Section 5501 (relating to riot).

xx. Section 6110.1 (relating to possession of firearm by minor).

b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act, as amended, 35 P.S. 55 780-101 — 780,,144, popularly known as the Drug Act. For purposes of the Memorandum, the terms controlled substance, designer drug and drug paraphernalia shall be defined as they are in Section 102 of the Drug Act. See 35 P.S. S 780-102 (relating to definitions).

c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.

d. An offense for which registration is required under 42 Pa.C.S. 5 9795.1 (relating to registration).

2. In responding to student who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. 5 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based program, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

3. Threat Assessment Team Coordination
The school's threat assessment team (TAT) will provide for timely consultation between the TAT and law enforcement agencies, as appropriate, to refer students whose behavior indicates a potential threat for additional interventions or supports, including the exchange of relevant information in accordance with Federal and State law.

4. **Safe2Say Something (S2SS) Notification**
The Office of the Attorney General will triage all anonymous tips they receive via the Safe2Say Something tip submission resources and forward information to the School Entity and Dauphin County 911 Dispatch based on the type of tip received. The School Entity will be notified of all tips. The School Entity will be contacted by S2SS to determine whether Law Enforcement Authority notification is warranted for a life safety tip and obtain necessary demographic information.

Life Safety tips will be relayed to the school entity designees upon receipt from dispatch.

Law Enforcement Authority will coordinate retrieval of necessary demographic information from the school entity designees.

The School Entity designee shall be available to provide necessary information 24 hours/day, 7 days/week.

Life Safety tips shall be investigated by Law Enforcement Authority and the school entity in collaboration as appropriate.

Upon conclusion of the investigative process, Law Enforcement Authority shall provide any pertinent information to the school entity designee to ensure accurate submission documentation and tip disposition in the P3 platform (**www.p3tips.com**). The School Entity designee shall be responsible for closing out all tips received. Life Safety Tips must be closed within 48 hours of receipt of the tip. Non-life safety tips must be closed within 30 days of receipt of a report from the program.

Tip Categories	
*Active Shooter – In Progress	Inappropriate Physical Contact
Animal Cruelty	Inappropriate Relationship
Bullying / Cyber-Bullying	*Missing Person / Runaway Student
*Cutting/Self Harm	*Planned Attack / Fight / Assault
Dating Violence	Sexual Assault / Rape
Depression / Anxiety	Sexual Exploitation / Abuse
Disorderly / Dangerous Conduct	Sexual Harassment
Domestic Violence / Child Abuse (Verbal or Physical)	Sharing Inappropriate Photos / Sexting
Drug Distribution / Possession	Social Isolation / Withdrawal
Eating Disorders	Substance Abuse (Alcohol, Drugs)
Gang Violence/Activity	*Suicide/Suicide Ideation
Hate Crime / Hate Speech / Discrimination	*Suspicious Person on School Grounds
Homelessness (Child / Student)	Theft
Human Trafficking	*Threat Against Person
Inappropriate Bus Behavior	*Threat Against School
Inappropriate Language / Behavior / Gesture	Vandalism
Inappropriate Online Communication	*Weapons/Explosives Device

Indicates Life Safety Tip

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):

i.Section 2701 (relating to simple assault)

ii.Section 2705 (relating to recklessly endangering another person).

iii. Section 2706 (relating to terroristic threats).

iv. Section 2709 (relating to harassment).

v. Section 3127 (relating to indecent exposure)

vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.

vii. Section 3503(b)(1)(i), (ii), (iii), and (iv), (b.l) and (b.2) (relating to criminal trespass).

viii. Chapter 39 (relating to theft and related offenses).

ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).

x. Section 5503 (relating to disorderly conduct).

xi. Section 6305 (relating to sale of tobacco).

xii. Section 6306.1 (relating to use of tobacco in schools prohibited).

Wii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).

b. Attempt, solicitation or conspiracy to commit any of the offenses fisted in subsection (a).

2. in exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.

2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits and incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an TEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code 55 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services),
15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).

2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code SS 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.

3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code 55 14.133, 15.3 or 711.46.

4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.

5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.

6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code 5 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:

1. Whether the incident is in-progress or has concluded.
2. Nature of the incident.
3. Exact location of the incident.
4. Number of persons involved in the incident.
5. Names and ages of the individuals involved.
6. Weapons, if any, involved in the incident.
7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
8. Injuries involved.
9. Whether EMS or the Fire Department have been notified.
10. Identity of the school contact person.
11. Identity of the witnesses to the incident, if any.
12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
13. Other such information as is known to the school entity and believed to be relevant to the incident.

F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

1. Blueprints or floor plans of the school buildings.

2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
3. Location(s) of predetermined or prospective command posts.
4. Current teacher/employee roster.
5. Current student roster.
6. Most recent school yearbook.
7. School fire-alarm shutoff location and procedures.
8. School sprinkler system shutoff location and procedures.
9. Gas/utility line layouts and shutoff valve locations.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

III. Law Enforcement Authority Response

A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:

1. For incidents in progress:

a. Meet with contact person and locate scene of incident.

b. Stabilize incident.

c. Provide/arrange for emergency medical treatment, if necessary.

d. Control the scene of the incident.

i. Secure any physical evidence at the scene.

ii. Identify involved persons and witnesses.

e. Conduct investigation.

f.Exchange information.

g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.

2. Incidents not in progress:

a. Meet with contact person.
b. Recover any physical evidence.
c. Conduct investigation.
d. Exchange information.
e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.

3. Incidents initially reported to the Law Enforcement Authority

If any incident described in sections IIA or 11B is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:
   a. The student has been placed under arrest.
   b. The student is being placed under investigative detention
   c. The student is being taken into custody for the protection of the student.
   d. The student's parent or guardian consents to the release of the student to law enforcement custody.

2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

IV. Assistance of School Entities

A. In Loco Parentis

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.

2. School authorities' ability to stand in loco parentis over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section 'IA or 11B shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.

2. The School Entity shall document attempts made to reach the parents or guardians of alt victims and suspects directly involved in incident listed under Section liA or 11B.

C. Scope of School Entity's Involvement

1. General principles: Once the Law Enforcement Authority assume primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.

2. Victims

   a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.

   b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witness

   a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.

   b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial interrogation

   a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.

   b. When a parent or guardian is not present, school authorities shall not stand in loco parentis (in the place of the parent/guardian) during an interview.

   c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

   a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.

b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.

c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and 11B. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

a. No that than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.

b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department Shali notify the chief school administrator and the office in writing.

c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.

d. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.

e. Where there are discrepancies between the School Entity's incident data and the police indicate data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report].

Law Enforcement will contact the appropriate building principal to resolve any discrepancies. Discrepancies must also be reported to the Chief School Administrator.

V. General Provisions

A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.

B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter. Describe what modifications have been made to this Memorandum of Understanding. If you have not made any modifications or amended it in any way, please enter "Not Applicable" in the space provided.

C. If changes in state or federal law require changes to the Memorandum, the parties shall amend this Memorandum.

D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

Chief School Administrator

Lower Dauphin School District
School Entity

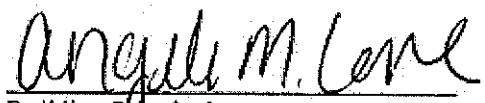
Chief Law Enforcement Authority

PA State Police - Troop H
Law Enforcement Authority

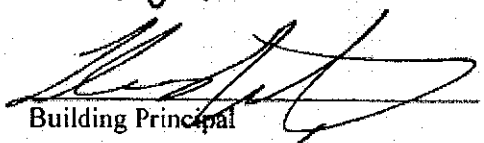
Building Principal

Lower Dauphin High School
School Building

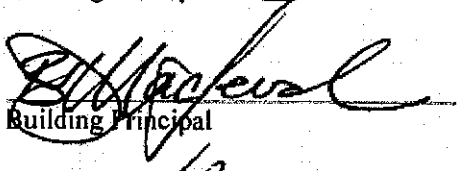
Signatures



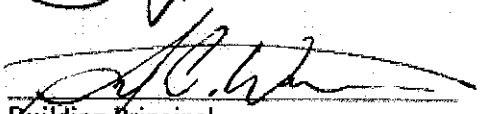
Building Principal — Lower Dauphin Middle School, School Building



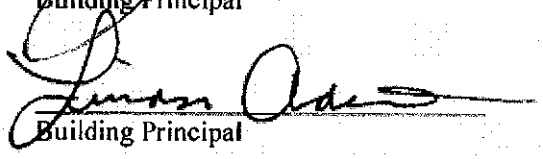
Building Principal — Conewago Elementary School, School Building



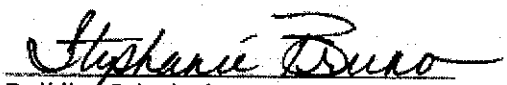
Building Principal — East Hanover Elementary School, School Building



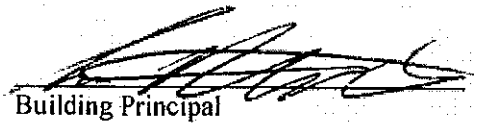
Building Principal — Londonderry Elementary School, School Building



Building Principal — Nye (Hummelstown) Elementary School, School Building



Building Principal — South Hanover Elementary School, School Building



Building Principal — Price School, School Building

MEMORANDUM OF UNDERSTANDING

Between
Lower Dauphin School District
and
Hummelstown Borough

Effective Date: _____

Term: Effective upon execution by both parties and continuing through June 30, 2027, unless terminated or amended in writing by mutual agreement.

I. Purpose

The purpose of this Memorandum of Understanding ("MOU") is to establish the terms under which the Hummelstown Borough, by and through the Hummelstown Borough Police Department ("Department") will provide traffic control services to support the safe arrival and dismissal of students within the Lower Dauphin School District ("District").

II. Services

The Department agrees to provide Department - trained traffic control personnel to perform traffic control during the school year at the following intersections:

- Quarry Road and Park Avenue
- Quarry Road and Main Street
- Main Street and John Street

The Department shall schedule personnel as necessary to provide traffic control coverage at these locations in accordance with Section III of this MOU.

III. Service Schedule

Traffic control services shall be provided at each intersection identified in Section II of this MOU for a total of four (4) hours per school day, split between arrivals and departures and based upon the District's calendar, unless otherwise mutually agreed upon by the parties or as indicated otherwise herein.

Adjustments to the service schedule necessitated by school closures, delays, early dismissals, or emergency circumstances shall be coordinated between District and the Department.

IV. Compensation

In consideration of the services provided under this MOU, the District agrees to pay the Department for traffic control services $14,000, prorated monthly over the term of the agreement. In the event that the Department fails to provide services on a day on which the District holds in-person instruction, the District shall deduct $77.77 from its monthly payment.

The Department shall submit monthly invoices to the District in accordance with mutually agreed billing procedures. Payment shall be made in accordance with the District's standard accounts payable practices.

V. Responsibilities

District

The District Shall:

- Make payment for services as described in this MOU.
- Notify the Department of changes to the school calendar that may affect traffic control needs.
- Designate a District representative to coordinate scheduling and communication.

Department

The Department Shall:

- Assign qualified personnel to provide traffic control at the designated intersections.
- Ensure that such personnel are adequately qualified and possess the background checks and clearances required by Section 1-111 of the Pennsylvania Public School Code.
- Ensure assigned personnel perform traffic control duties in a professional and safe manner.
- Notify the District of any anticipated interruptions in service.

VI. Term and Termination

This MOU shall remain in effect through June 30, 2027.

Either party may terminate this agreement upon sixty (60) days' written notice to the other party. The District shall only be responsible for payment for services rendered prior to the effective date of termination.

VII. Relationship of the Parties

The relationship between the parties shall be that of independent contractors. Nothing in this MOU shall be construed to establish a partnership, joint venture, or any other relationship between the parties other than that of independent contractors. The individuals providing traffic control services pursuant to this MOU shall not be considered employees of the District. The Department shall remain solely responsible for all benefits, salaries, compensation, retirement benefits, workers' compensation, and all other costs and benefits attributable to its employees for the services rendered pursuant to this MOU.

VIII. Compliance with Applicable Law

The parties agree to comply with all applicable federal and state laws and regulations, including but not limited to nondiscrimination laws and the Family Educational Rights and Privacy Act. The Department agrees to direct its personnel performing the services contemplated by this MOU to comply with all applicable District policies and procedures.

IX. No Third Party Rights

This MOU is made for the sole benefit of the parties. Nothing in this MOU shall be construed to grant any right, direct or incidental, to any third party.

X. Limitation of Liabilities; Indemnification

In no event will either party, or such party's directors, officers, employees, or agents, be responsible or liable for the acts or omissions, whether negligent or willful, of the other party's directors, officers, employees or agents. Each party shall indemnify the other party for any claim, action, or complaint filed against the other party or its officers, directors, employees, or agents, which arises from or relates to the acts or omissions, whether negligent or willful, of the indemnifying party's officers, directors, employees, or agents. Nothing in this MOU shall be construed to limit in any manner, directly or indirectly, the sovereign or governmental immunity of either party, including, but not limited to, under the Political Subdivision Tort Claims Act.

XI. Amendment

This MOU may be modified only through a written amendment signed by authorized representatives of both parties.

XII. Entire Agreement

This MOU represents the entire agreement between the parties regarding the traffic control services described herein and supersedes any prior oral or written understandings related to these services.

XIII. Signatures

For Lower Dauphin School District:

Signature: _____

Name: _Robert P. Hill, Jr._____

Title: _Board President_____

Date: _8/10/2026_____

For Hummelstown Borough:

Signature: _____

Name: _____

Title: _____

Date: _____

LANCASTER_LEBANON INTERMEDIATE UNIT 13
INTERGOVERNMENTAL AGREEMENT
NONPUBLIC SCHOOL SERVICES CONSORTIUM
TITLE I SHARED SERVICES

School District: Lower Dauphin School District

Lancaster-Lebanon Intermediate Unit 13 (IU13) offers the following services under a shared services approach to Title I nonpublic schools (NP) having low-income students enrolled in a Lancaster or Lebanon County School District participating in the IU13 Title I Nonpublic School Services Consortium.

School District and IU13 agree to use Title I funds for instruction at the nonpublic schools listed in this agreement.

Background: The provisions of these services through a regional consortium approach are consistent with the intent of PA School Code to Section 901-A and Uniform Guidance Section 200.318 General Procurement Standards:

1. *PA School Code to Section 901-A: Establishment of Intermediate Units - Each school district of the Commonwealth shall be assigned to an intermediate unit, and shall be entitled to the services of an intermediate unit in accordance with a program of services adopted by the intermediate unit board of directors.*

2. *2 CFR Part 200.318 (e) Procurement arrangements using strategic sourcing: When appropriate for the procurement or use of common or shared goods and services, recipients and subrecipients are encouraged to enter into State and local intergovernmental agreements or inter-entity agreements for procurement transactions. These or similar procurement arrangements using strategic sourcing may foster greater economy and efficiency. Documented procurement actions of this type (using strategic sourcing, shared services, and other similar procurement arrangements) will meet the competition requirements of this part.*

Type of Shared Services Delivered (services offered include):

Each member's share of the costs of the IU13 Title I Nonpublic School Services Consortium will be up to 100% of a district's Title I nonpublic school allocation. Shared services will not limit Title I services for students. These services will include all of the following services.

Review of referred students from nonpublic (NP) schools of potential educationally disadvantaged students (Multiple criteria: Standardized test scores, benchmark and diagnostic assessments, teacher referral, and classroom performance)
Initial screening and assessment of potential educationally disadvantaged students
Parental permission process

- Benchmark assessments and stakeholder reporting two or three times per year (Acadience Reading and Math, easyCBM, Gates-MacGinitie) in collaboration with NP school personnel
Data analysis with individual teachers at school level
Student scheduling (in collaboration/coordination with NP school personnel)
Instructional services in reading and math (during school hours, as determined through collaboration/coordination with NP school personnel)
Standards based instruction

Collaboration with classroom teachers by modeling, co-teaching, and coaching
Progress monitoring and progress reporting as requested

- Professional development at school level and IU level
- Parent and family engagement activities including: NP School Title I Parent and Family Engagement Policy, School/Parent Compacts (for school, parent, and student), Annual Family Fun Night, IU13 Federal Programs Parent Conference
  Performance goal progress and data analysis
- Annual program evaluation and reporting to all stakeholders based on student performance, as requested
- Annual educator effectiveness evaluation of instructional staff
  Appropriately certificated instructional staff
  Nonpublic school visitation coordination and documentation
  Annual assessment and intervention plan review and revision
  Technical assistance with federal program monitoring
  Assistance with Title I subgrant application in eGrants - provide necessary information to complete the "Nonpublic School Organization" section in eGrants
  Coordination with Pennsylvania Act 89 services
  Coordination with other federal programs, whenever possible

The cost of the above-mentioned shared services is based on actual costs incurred. See "Breakdown of Costs" section below. Costs are reconciled annually and based on actual costs incurred. No indirect costs are included.

Terms and Conditions

1. **TERM**
   This contract is for a 1-year agreement.
   This agreement shall commence on July 1, 2026 and terminate on June 30, 2027.
   This agreement will be reviewed annually and can be terminated with or without cause by either party upon thirty (30) days written notice. Payment will be made for any services provided up to the date of termination.

2. **DESCRIPTION OF SERVICES**
   Upon the terms and conditions set forth herein, the above-named district (School District) requests that Lancaster-Lebanon Intermediate Unit 13 (IU13) provide reading and math instructional services in accordance with the responsibilities listed in section 5. Such services will be secular, neutral, and non-ideological.

   District requests that IU13 provide Parental Involvement and Professional Development in accordance with Title I at the nonpublic schools listed in this agreement.

   IU13 agrees to comply with all Title I statutory and regulatory requirements.

3. **FEES AND PAYMENT**
   In consideration of the shared services mutually agreed upon as described herein, participating School Districts shall pay IU13 for their share of the costs up to the amounts described in the chart below as generated by grants for services to the district's nonpublic students in eligible attendance areas.

Frequency of Payment

Payment shall be made to IU13 upon completion/delivery of services/materials based on invoices received in December and June. School District may withhold payment if IU13 does not comply with all statutory and regulatory requirements of Title I. School District's payment must be received by IU13 within 30 days of receiving the invoice.

Breakdown of Costs

Shared costs include salaries, benefits, supplies, curriculum, evaluations, professional development, etc. Staff costs are charged based on hours logged. Costs for materials and supplies are charged based on specific request. A Title I Shared Services Agreement is included in Appendix A.

These numbers can be found in the Nonpublic section of your eGrant.	Nonpublic Per Pupil Amount:	$1,082.43
	Total Nonpublic Instruction Amount:	$1,082.43
	Total Nonpublic Share of Parent Involvement Set Asides:	$11.00
	Total Nonpublic Share of Professional Development Set Asides:	$0.00
	Total Nonpublic Low Income Funds (Total Instruction Amount+ Set IA.sides):	$1,093.43

Please check the box if your district is targeted assistance ☐ or school wide ☐

School District agrees to notify IU13 of the final Title I allocation for the 2026-2027 school year for the nonpublic schools listed in this agreement by April 15, 2027 or amendment due date as outlined by PDE. School District and IU13 acknowledge that an increase or decrease in funds from the preliminary allocation may increase or decrease the services outlined in this Agreement.

4. STUDENT INFORMATION

Please list all the buildings within your district that are considered Public Title I buildings (even if there is no money being driven from that building by nonpublic low-income students). Also list the full range of grades for that building (even if they are not all Title I grades under district Title I).

Public Title I Building	Grades within Public School Building
Londonderry Elementary School	K-5
Nye Elementary School	K-5
East Hanover Elementary School	K-5
Lower Dauphin Middle School	6-8

Please list the Nonpublic schools that replied saying they would like to participate in Title I (even if they do not have economically disadvantaged students driving funds). If the Nonpublic school has economically disadvantaged students driving funds for services, please list the number of students.

Nonpublic School	Number of Students
Mount Calvary Christian School	1

5. RESPONSIBILITIES

Responsibilities are outlined below for IU13 and the School District:

IU13 maintains responsibility for:

a. Providing School District with addresses of students qualifying for academic support;
b. Delivery of reading and math services:
   Minimum of 2 times per week and a minimum of 15 minutes per session;
c. Tracking and reporting of performance goal: one time per year, provided to School District by the end of the year;
   a. 80% of students will improve on the Acadience Reading composite score, grades K-6.
   b. 80% of students will improve on the Acadience Reading, grades 7-8.
   c. 80% of students will maintain or improve their category on the Gates MacGinitie, grades 9-12.
   d. 80% of students will improve on Acadience Math composite score, grades K-6.
   e. 80% of students will improve on easyCBM composite score, grades 7-8.
d. Annual consultation/visits with nonpublic schools regarding program and services

School District maintains responsibility for:

a. Providing IU13 with the names of nonpublic schools identified to participate in Title I;
b. Assisting IU13 in identifying and qualifying addresses of students who reside in Title I attendance areas;
c. Informing IU13 of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes to the original funding allocation.
d. Monitoring and Evaluation: Complaint procedure and communication with the nonpublic Administrators

School District assures IU13 that all meaningful consultation between the District and the nonpublic schools listed in this agreement, needed to set up this agreement, has been completed prior to the effective date of this agreement.

School District and IU13 acknowledge that it may be necessary to modify this Agreement if there is a reauthorization of ESSA during the performance period of the contract.

6. MISCELLANEOUS

IU13 maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage.

Both parties are protected under the Commonwealth of Pennsylvania's Tort Claims Act (Act), and as such, cannot and shall not be held responsible or otherwise liable for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify, and hold harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs (including reasonable attorneys' fees), which arise or may be suffered or incurred in whole or in part as a result of the acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, and whether arising under this

Agreement, to the extent permitted by law.

Force Majeure. Neither party will incur any liability to the other if its performance of any obligation under this Agreement is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, acts of God, war or terrorism, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, a national or Commonwealth of Pennsylvania emergency, disease, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, general strikes throughout the trade, work stoppages, accidents and freight embargos. and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services; other unforeseeable circumstances beyond the control of the Parties against which it would have been unreasonable for the affected party to take precautions and which the affected party cannot avoid even by using its best efforts. Either party shall orally notify each other within forty-eight (48) hours and notify in writing within five (5) days of the date on which both parties become aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effects on performance, (ii) state whether performance under the Agreement is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. After receipt of such notification, either party may elect to cancel this Agreement, or to extend the time for performance as reasonably necessary to compensate for the delay.

The person signing this Agreement on behalf of the School District individually warrants that he or she has full legal power to execute this Agreement on behalf of the School District, and to bind and obligate the School District with respect to all provisions contained in this Agreement.

This contract cannot be modified or changed without a written Amendment to this Agreement signed by both the IU13 and the School District.

IU13 Point of Contact:
Dr. Raluca Snyder
Federal Programs Administrator Phone: (717) 606-1733

SIGNATURES

School District: Lower Dauphin School District

By: _____ Date: 8/10/2026

Name: Robert P. Hill, Jr. Title: Board President

Lancaster-Lebanon Intermediate Unit 13

By: _____ Date: _____

Name: _____ Title: _____

Appendix A - Shared Services Budget

LANCASTER-LEBANON WI3
Consortium Program
IIfIstructional Services Department
SBU 007 - Student Services
Proposed 2026-2027 Title I - Nonpublic
FY 7/1/2026 - 6/30/2027
June 24, 2026

EXPENDITURES							Pro1msed 2026-27 Budget
10	1500	5172	120	00	00	Professional! - Educational!	$192,527
10	1500	5172	150	00	00	Office/ Cllerfcal Salaries	25,438
10	1500	5172	213	00	00	Ufe]nsurance	271
10	1500	5172	220	00	00	Social Security Cont1ibU1tions	16,675
10	1500	5172	230	00	00	Retirement Contributions	73,214
10	1500	5172	260	00	00	Worke,□s Compensation	1,525
10	1500	5172	271	00	00	Medfcal Health Benefits	50,304
10	1500	5172	272	00	00	Dentall Health Benefits	1,873
10	1500	5172	274	00	00	]ncome Pmtection Benefits	568
10	1500	5172	348	00	00	Services iri Support of Technollogy	990
10	1500	5172	360	00	00	Employee Training and Devellopment Services	63
10	1500	5172	448	00	00	Lease/Rental of Hardware & Rellated Tech	420
10	1500	5172	550	00	00	Printing and Bfnding	597
10	1500	5172	580	00	00	Travel	480
						TOTAL EXPENDITURES	$364,945

AGREEMENT FOR TITLE I NONPUBLIC PROGRAMS AND SERVICES

This Agreement for TITLE I NONPUBLIC Services (hereinafter "Agreement") is made this 27th day of July, 2026, by and between the **Capital Area Intermediate Unit** (hereinafter "CAIU"), a Pennsylvania Intermediate Unit organized and operating under the Public School Code of 1949, 24 P.S. § 1-101 *et seq.,* with its principal place of business at 55 Miller Street, Enola, PA 17025, and **Lower Dauphin School District (**hereinafter "Client"), a PUBLIC SCHOOL DISTRICT with its principal place of business at 291 E. Main Street, Hummelstown, PA 17036.

1. **Scope of Work.**

1.1 CAIU agrees to provide Nonpublic Title I:

- Instructional Services
- Counseling Programs
- Family Engagement Programs
- One-on-One Tutoring Services
- Or any combination listed above.

The CAIU will provide the services to all Title I participating private schools having low-income students enrolled from the Client in accordance with ESSA requirements for Title I Nonpublic programs and services.

See Title I 2026 - 2027 Statement of Work, attached hereto and incorporated by reference hereby, for a breakdown of program and services. The parties further agree that the detailed invoices provided quarterly by the CAIU are herein incorporated by reference to reflect the exact supplementary support services provided to students in Title IA participating private schools as well as Tasks and Deliverables outlined in the Statement of Work.

See Title I 2026 - 2027 Intent to Participate, attached hereto and incorporated by reference hereby, for a breakdown of allocation of funds.

In the event of school closures or curtailment of in-person instruction, the parties agree to negotiate in good faith to assess whether and to what extent remote, virtual services can be provided in place of the in-person services contemplated hereby. Any such services will comply with applicable Pennsylvania Department of Education remote instruction and reopening guidelines and may be updated at any time during the term of this agreement.

1.2 The services described in section 1.1 above include all labor, products, and/or tools the CAIU requires to perform the services, unless otherwise specifically stated as excluded or to be provided/performed by Client or a third party, and said services shall be referenced collectively throughout this Agreement as "work."

2. **Responsibilities of the Parties.**

2.1 Both parties agree to act in good faith in fulfillment of this Agreement. Neither party shall attempt to hinder or otherwise prevent the other party from fulfilling their duties as outlined herein.

2.2 CAIU shall:

- Perform the work as indicated above.
- Fulfill all financial and legal responsibilities involved in providing the instruction (salary and benefits, instructional and diagnostic materials)
- Provide the Client with the addresses of students served.
- Provide the Client with the data necessary to complete their Title I responsibilities including assessment and related data.
- Provide the Client access to the program at any time.
- Assume any other responsibilities necessary to conduct the program as intended.
- Provide the Client with data regarding performance goals reporting.
- Provide spend down report with each invoice.
- Provide a final estimated spend down for the program year no later than May 15, 2027.

2.3 Upon the terms and conditions set forth herein, the CAIU shall administer Title I funds in accordance with ESSA Equitable Services guidance.

2.4 Such programs will be secular, neutral, and non-ideological. The CAIU agrees to comply with all Title I statutory and regulatory requirements.

2.5 Client shall:

- Provide the CAIU names of private schools identified to participate in Title I programs.
- Assist the CAIU in identifying addresses of students who reside in Title I attendance areas.
- Inform the CAIU of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes in the original funding allocation of Client or private schools identified pursuant to this Agreement.

3. **Cost.** In consideration for the work to be provided under this Agreement, Client agrees to pay and CAIU agrees to accept, $105/hour (One hundred five dollars per hour) up to $6,691.58 (Six thousand six hundred ninety-one dollars and fifty-eight cents) and is not to exceed the nonpublic equitable share funding amount the Client receives. This amount has been determined by the per-pupil allocation times the number of low-income private school children residing in the school district. The amount also includes a Family Engagement set-aside if applicable. The CAIU will include a 7.5% administrative fee on each invoice, which is inclusive of the LEA's proportional share of equitable services. Additional cost terms, if any, shall be addressed in Section 23 herein or subsequent Addenda as agreed to by both parties.

4. **Invoicing and Payment.** The CAIU shall invoice Client on a(n) quarterly basis for the costs incurred to provide the Services. All invoices are due within forty-five (45) days of the date of the invoice. Both the Client and CAIU recognize and agree that CAIU will suffer financial hardship to its cash flow in the event payments are received late; therefore, CAIU reserves the right to impose a two percent (2%) late fee for every thirty (30) days past the forty-five (45) days that payment is late. Additional Invoicing and Payment terms, if any, shall be addressed in Attachment 1 or subsequent Addenda as agreed to by both parties.

5. **Term and Renewal.**

5.1 The term of this Agreement shall commence August 15, 2026, and shall terminate effective August 31, 2027, unless otherwise agreed upon in writing.

6. **Notice.**

6.1 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the CAIU as follows:

Contact Name: Lisa Klingler

Address: 55 Miller Street, Enola, PA 17025

Phone: 717-732-8400

Email: lklingler@caiu.org

6.2 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the Client as follows:

Client Contact:

Name: Dr. Charles Trovato

Address: 291 E. Main Street, Hummelstown, PA 17036

Phone: 717-566-5300

Email: ctrovato@ldsd.org

7. **Mutual Release from Liability.**

7.1 It is specifically understood and agreed that neither party shall be held liable or otherwise responsible for the acts and/or omissions, including negligence or willful misconduct, of the other party or any of the other party's agents, employees, directors, officers, affiliates, consultants, and/or contractors.

8. **Mutual Indemnification.**

8.1 Both parties are protected under the Commonwealth of Pennsylvania's Political Subdivision Tort Claims Act (Act), and as such, cannot and shall not be held responsible or otherwise liable for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify, and hold harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs (including reasonable attorneys' fees), which arise or may be suffered or incurred in whole or in part as a result of the negligent or willful acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, arising under this Agreement.

8.2 Said indemnity is in addition to any other rights that the indemnified party may have against the indemnifying party and will survive the termination of this Agreement.

9. **Insurance Coverage.**

9.1 The CAIU warrants it has in place insurance policies with the following minimum coverage levels: general liability insurance - $1,000,000 per occurrence /$3,000,000 aggregate; errors and omissions insurance - $1,000,000 per occurrence/$1,000,000 aggregate; Workers Compensation (statutory limits); employer's liability insurance - $1,000,000 per accident/$1,00,000 policy/$1,000,000 per employee. Upon written request, the CAIU shall provide Client with a copy of its certificate of insurance, but under no circumstances, shall CAIU name Client as an additional insured.

9.2 The Client shall carry appropriate insurance coverage, including, but not limited to, Workers' Compensation, General Liability, Errors and Omissions, and the like, throughout the entire term this Agreement. Under no circumstances shall CAIU be responsible for any liability incurred by Client as a result of Client not carrying said insurance and Client shall not be required to name CAIU as an additional insured.

10. **Limitation of Relationships.** The relationship between the parties to this Agreement shall be that of independent contractors. Nothing contained in this Agreement shall be construed to create the relationship of employer and employee between CAIU and Client. CAIU and Client assert that they are not in a joint venture with each other, nor intend to operate as a joint venture. Each party shall be solely responsible to pay its own federal, state, and local income taxes, and any and all other payments incurred in the performance of this Agreement. None of the benefits provided by either party to its employees, including but not limited to workers' compensation insurance, disability insurance, medical insurance, and unemployment insurance are available from that party to the other party or the other party's employees, consultants, or contractors for the Services provided pursuant to this Agreement. Neither party has authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in name of the other party or to bind the other party in any way whatsoever.

11. Confidentiality.

11.1 Under this Agreement, the parties may have access (verbally or in writing) to information that is confidential in nature. Such information may include, but not be limited to student information and data; work product, facts or statistics, ideas, materials, business plans, technical information, methodologies, or any other shared data.

11.2 CAIU and Client agree not to use or disclose such confidential information for any purpose

other than in fulfillment of this Agreement, and/or as required by activities described herein, and then, only to the designated employees and/or consultants of CAIU and Client. Additionally, both parties acknowledge and agree that they are bound by the Family Education Rights and Privacy Act of 1974 (FERPA) and all other applicable State and federal laws.

11.3 Notwithstanding the above, both parties are public governmental entities subject to public disclosure and right-to-know laws, and this Section 11 and its subsections shall not apply with respect to any information that is required to be disclosed under or by any law or which subsequently enters the public domain through no fault of the receiving party.

11.4 The provisions of this Section 11 and its subsection shall survive termination or expiration of the Agreement.

12. **Audit.** All service and billing records of the Client are subject to audit at any time by auditors performing annual fiscal or program audits, as required by the federal government, and/or the Pennsylvania Department of Education, and/or the CAIU as required by a third party.

13. **Severance; Full Force and Effect.**

13.1 If any provision of this Agreement is found to be invalid, illegal, or unenforceable, that provision shall be null and void, and all other provisions shall remain in full force and effect.

13.2 In the event a term of this Agreement is not strictly enforced, such non-enforcement shall not be interpreted as acquiescence, nor shall it be seen as precedent setting and enforcement of the term at any time in the future shall be binding and not subject to dispute.

13.3 No delay of or omission in the exercise of any right, power, or remedy accruing to any party under this Agreement shall impair any such right, power, or remedy, nor shall it be construed as a waiver of any future exercise of any right, power, or remedy.

14. **Governing Law and Venue.**

14.1 This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to the provisions concerning conflict of laws.

14.2 The parties hereby irrevocably consent to and agrees that jurisdiction and venue for all disputes arising under this Agreement shall lie exclusively with the state and federal courts for Cumberland County, Pennsylvania and the Middle District of Pennsylvania.

15. **Non-Discrimination.** The parties agree to treat all persons in a non-discriminatory manner, in keeping with applicable state and federal laws, including, without limitation, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and the Pennsylvania Human Relations Act. No person shall be discriminated against by either party because of race, color, religious creed, ancestry, national origin, sex, age, sexual orientation, or handicap.

16. **Compliance with Law and Policy.** During the term of this Agreement, both parties hereto shall comply with all applicable federal, state, and local laws and regulations, including the Pennsylvania School Code and applicable Board Policy of either party.

17. **Clearances.** As a Pennsylvania education agency, the CAIU complies with the Pennsylvania School Code, the Pennsylvania Department of Education (PDE), and any other rules and/or regulations regarding the hiring and administration of personnel. All CAIU staff members and independent consultants who may be assigned to work with Client have all met applicable standards regarding hiring and the completion of background checks and clearances, including Act 34, Act 151, and Act 114 background checks and TB/physical exams as required by the PA School Code. Upon written request by the Client, the CAIU will provide a copy of all clearances *to its employee(s) and consultants* who are providing work to the Client and the employee or consultant will present them to the Client; the CAIU shall not forward clearances directly to the Client.

18. **Termination.**

    18.1 Each party has the right to terminate this Agreement (1) to the extent provided herein; or (2) in the event of a material breach, after giving written notice and at least thirty (30) calendar days to remedy; or (3) without cause upon ninety (90) days prior written notice.

    18.2 Upon termination by the Client, all work shall stop and payment for all work completed to date shall be immediately due and payable to the CAIU.

19. **Damages.** In addition to termination and any other rights provided hereunder, CAIU has the right to seek any remedy available to it in equity or in law, whether monetary or injunctive relief.

20. **Headings.** The headings of this Agreement are for convenience of reference only and do not affect the meaning or interpretation of this Agreement.

21. **Rules of Construction.** No provision of this Agreement shall be construed against a party simply because that party drafted the provision.

22. **Entire Agreement and Modification.**

22.1 This Agreement constitutes the entire contract between the parties regarding the work and supersedes any previous oral and/or written representations, negotiations, and/or understandings between the parties.

22.2 Any changes, additions, or deletions to the Scope of Work shall be considered a modification as described herein. Any such modification must be subsequently labeled *Addendum 1, Addendum, 2, en sic.* To be valid, any modifications/amendments to this Agreement shall be made in writing, signed by an authorized representative of each party, and dated.

22.3 Any and all Addenda shall be considered incorporated as a valid term of this Agreement.

22.4 It is specifically understood and agreed that every Addendum must be separately negotiated and shall be agreed upon, in writing, by both parties.

22.5 Notwithstanding, this Agreement may be executed in multiple counterparts. Each such counterpart shall be an original and all together shall constitute but one and the same Agreement.

23. **Additional Terms and Conditions Specific to this Agreement.**

23.1 The Client and CAIU agree to pool funds received pursuant to Title I for instruction in the private schools. The pooled funds are used to serve the private school students most at risk who reside in participating public school attendance areas regardless of the amount of funds that were generated based on the number of children from low-income families attending that private school.

23.2 An additional 2% was added to the cost to allow for any increase in the per pupil amount if the LEA completes a funding adjustment or addendum within their sub-grant application.

By signing below, each person represents he/she has the authority to execute this Agreement on behalf of his/her respective party and freely enters into this Agreement with the intent to be bound hereby as of the date first set forth above.

CAPITAL AREA INTERMEDIATE UNIT	**LOWER DAUPHIN SCHOOL DISTRICT**
Authorized Signature	Authorized Signature
Dr. Andria Saia	Robert P. Hill, Jr.
Printed Name	Printed Name
Executive Director	Board President
Title	Title

Rev. 5/12/26

Statement of Work

Client: Lower Dauphin School District [School District]
Project: Title I, Part A Support Services in CAIU Nonpublic Schools
Effective Date: August 15, 2026 – August 31, 2027

Purpose

Capital Area Intermediate Unit 15 will provide supplementary support services to Title IA participating nonpublic schools having low-income students enrolled from the School District. This service will provide equitable services as outlined in Every Students Succeeds Act (ESSA), to eligible nonpublic school children residing in participating Title I public school attendance areas.

Scope

Supplementary services in the nonpublic schools will be provided by staff who fulfill Pennsylvania Department of Education (PDE)'s state certification and licensure requirements.
The CAIU will send the School District quarterly updates on students who receive services within their attendance area.

Tasks Conducted by CAIU

- Instructional services in reading, math, English Language Development (ELD), and/or one-on-one tutoring
    - Sessions held at least two times per week for 30 minutes per student
    - Review of nonpublic schools' referrals of potential educationally disadvantaged students (Multiple criteria: Standardized test scores, benchmark assessments, screening tools, teacher referral, and/or administrator referral)
    - Benchmark assessment reporting to families at least two times per year using *Acadience* or *FastBridge Assessments*
    - Student scheduling
    - Progress monitoring and progress reporting as requested
- Counseling programs as needed or requested
    - Provide classroom counseling services in the form of classroom-based lessons when eligible students are identified and services are determined to be appropriate
- Family Engagement Programming
    - Family Engagement Consultant to build partnerships between families and educators
    - At least one Family Engagement night offered to all students
    - School/Family/Student Compacts
    - Annual Family Engagement Survey

    - Follow any additional compliance requirements as applicable
- Performance goal progress
- Annual educator effectiveness evaluation of CAIU staff
- Annual curriculum and assessment plan review
- Technical assistance with federal program monitoring
- Coordination with Pennsylvania Act 89 services
- Coordination with other federal programs, if applicable

Deliverables

- Quarterly documentation of services rendered
- Itemized invoices detailing service activities and amount of service
- Student progress and assessment results after each benchmark
- End of year report to each LEA with Nonpublic Performance Goal outcomes, Title I Program Review from each nonpublic school, Title I Student Roster, and Parent Survey Results

Performance Goals

Nonpublic Performance Goals 2026-2027

Title IA Reading/Math Performance Goal- Capital Area Intermediate Unit	
Target Date	End of 2026-2027 School-Year
Goal Type	Title IA – Nonpublic Program Outcome Goal
Audience	Nonpublic students from Lower Dauphin School District identified as being educationally disadvantaged
Behavior	50% of students receiving Title I services at each participating nonpublic school will show expected results
Condition	Results will be assessed after the spring 2027 Acadience (K-6) or FastBridge (7-12) benchmark, only if the student has at least two data points.
Degree	Students will demonstrate at least typical growth (using Pathways of Progress in Acadience or at least 95% growth when comparing Attained Rate of Improvement (ROI) to Target ROI in FastBridge).
Goal Statement	50% of nonpublic students receiving Title I instructional services will demonstrate typical or better growth in Acadience or Fastbridge, based on at least two benchmark data points.

Title IA Counseling Performance Goal- Capital Area Intermediate Unit	
Target Date	End of 2026-2027 School-Year
Goal Type	Title IA – Nonpublic Program Goal
Audience	Nonpublic students receiving guidance classroom lessons
Behavior	An increase in referrals will be obtained based on satisfaction of services and understanding of counseling outcomes
Condition	Results will be assessed May 1, 2027
Degree	Teacher referrals will increase by 10%
Goal Statement	By May 2027, 85% of students participating in Title I school counseling classroom lessons on self-regulation will demonstrate improved self-management skills, as measured by pre/post lesson surveys.

Respectfully Submitted,

Lisa Klingler
Supervisor of Nonpublic & ELD School Services

291 E. Main Street
Hummelstown, PA 17036

Lower Dauphin School District

Phone: (717)566-5300
Fax: (717)566-3670
www.ldsd.org

Date: July 22, 2026

To: Ms. Lisa Klingler, Program Supervisor - Nonpublic School Services

Re: Title I Consortium Information 2026-2027 Intent to Participate

Dear Ms. Klingler,

The Lower Dauphin School District requests that Capital Area Intermediate Unit 15 (CAIU) provide the following services to Title I eligible students in the indicated nonpublic schools during the 2026-2027 school year:

Non-Public School(s)	Number of Economically Disadvantaged Students
Harrisburg Christian School	1
St. Joan of Arc School	3
Sequoia Christian School	1
Seven Sorrows BVM School	1

Services to be rendered include:

☑ Instructional services provided by public school employees or third-party contractors	☐ Family literacy programs
☐ Special Education	☐ Counseling programs
☐ Expanded learning time, including before- and after-school programs	☐ Mentoring programs
☐ One-on-one tutoring	☐ Computer-assisted instruction
☐ Summer school programs	☐ Home tutoring
	☐ Instruction using take-home computers
	☑ Any combination of the above

District Contact: Charles Trovato, Ed.D.

Address: 291 E. Main Street | Hummelstown, PA 17036

Phone Number: (717) 566-5313

Email: ctrovato@ldsd.org

291 E. Main Street
Hummelstown, PA 17036

Lower Dauphin School District

Phone: (717)566-5300
Fax: (717)566-3670
www.ldsd.org

The following public school(s) to be served during the 2026-2027 school year, and the grade span of each in the Lower Dauphin School District are as follows:

Eligible Public School Name	Grade Span
East Hanover Elementary School	K-5
Londonderry Elementary School	K-5
Nye Elementary School	K-5
Lower Dauphin Middle School	6-8

Total Anticipated Non-public Title I Allocation for 2026-2027 **$6,494.58**

Family Engagement Funding **$66.00**

Please let me know if you need any additional information or have any questions.

Take care,

Charles Trovato, Ed.D.

Director of Curriculum

Lower Dauphin School District

AGREEMENT FOR TITLE IIA NONPUBLIC PROGRAMS AND SERVICES

This Agreement for TITLE IIA NONPUBLIC Services (hereinafter "Agreement") is made this 27th day of July, 2026, by and between the **Capital Area Intermediate Unit** (hereinafter "CAIU"), a Pennsylvania Intermediate Unit organized and operating under the Public School Code of 1949, 24 P.S. § 1-101 *et seq.*,with its principal place of business at 55 Miller Street, Enola, PA 17025, and **Lower Dauphin School District (**hereinafter "Client"), a PUBLIC SCHOOL DISTRICT with its principal place of business at 291 E. Main Street, Hummelstown, PA 17036.

1. **Scope of Work.**

1.1 CAIU agrees to provide NONPUBLIC TITLE IIA PROFESSIONAL DEVELOPMENT services as follows:

The CAIU will provide Professional Development services in accordance with ESSA Nonpublic requirements for Title IIA Nonpublic programs and services. Such services will be secular, neutral, and non-ideological. The CAIU agrees to comply with all Title IIA statutory and regulatory requirements.

The CAIU will provide the services contemplated by the Title IIA 2026-2027 Statement of Work, to all Title IIA participating nonpublic schools located within the boundaries of the Client.

See Title IIA Nonpublic 2026-2027 Intent to Participate, attached hereto and incorporated by reference hereby, for a breakdown of allocation of funds.

1.2 The services described in section 1.1 above include all labor, products, and/or tools the CAIU requires to perform the services, unless otherwise specifically stated as excluded or to be provided/performed by Client or a third party and said services shall be referenced collectively throughout this Agreement as "work."

2. **Responsibilities of the Parties.**

2.1 Both parties agree to act in good faith in fulfillment of this Agreement. Neither party shall attempt to hinder or otherwise prevent the other party from fulfilling their duties as outlined herein.

2.2 CAIU shall:

- Provide services and perform work as outlined in the attached Statement of Work.
- Fulfill all financial and legal responsibilities involved in providing professional development services.
- Fulfill any other responsibilities necessary to conduct the program as intended.
- Provide the Client with the data necessary to complete their Title IIA nonpublic responsibilities.
- Provide the Client access to the services in accordance with the terms of this Agreement.
- Provide the Client with data regarding performance goals reporting.
- Provide spend down reports with each invoice.
- Provide a final estimated spend down for the program year no later than May 15, 2027.

2.3 Client shall:

- Inform the CAIU of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes in the original funding allocation to the Client or any nonpublic schools receiving services pursuant to this Agreement.

3. **Cost.** In consideration for the work to be provided under this Agreement, Client agrees to pay and CAIU agrees to accept up to, **$3,405.89** (Three thousand four hundred five dollars and eighty-nine cents) in fulfillment of this Agreement. This amount has been determined by the per-pupil allocation times the number of low-income private school children attending nonpublic schools within the school district. The CAIU will include a 7.5% administrative fee on each invoice, which is inclusive of the LEA's proportional share of equitable services. Additional cost terms, if any, shall be addressed in Section 23 herein or subsequent Addenda as agreed to by both parties.

4. **Invoicing and Payment.** The CAIU shall invoice the Client on a quarterly basis for the costs incurred to provide the Services up to the total cost in Section 3, above, plus any additional costs addressed in Section 23 or subsequent Addenda. All invoices are due within forty-five (45) days of the date of the invoice. Both the Client and CAIU recognize and agree that CAIU will suffer financial hardship to its cash flow in the event payments are received late; therefore, CAIU

reserves the right to impose a two percent (2%) late fee for every thirty (30) days past the forty-five (45) days that payment is late. Additional Invoicing and Payment terms, if any, shall be addressed in Attachment 1 or subsequent Addenda as agreed to by both parties.

5. Term and Renewal.

5.1 The term of this Agreement shall commence August 15, 2026, and shall terminate effective August 31, 2027, unless otherwise agreed upon in writing.

6. Notice.

6.1 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the CAIU as follows:

Contact Name: Lisa Klingler

Address: 55 Miller Street, Enola, PA 17025

Phone: 717-732-8400 x8041

Email: lklingler@caiu.org

6.2 All notice to contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the Client as follows:

Client Contact Name: Dr. Charles Trovato

Address: 291 E. Main Street, Hummelstown, PA 17036

Phone: 717-566-5300

Email: ctrovato@ldsd.org

7. Mutual Release from Liability.

7.1 It is specifically understood and agreed that neither party shall be held liable or otherwise responsible for the acts and/or omissions, including negligence or willful misconduct, of the other party or any of the other party's agents, employees, directors, officers, affiliates, consultants, and/or contractors.

8. Mutual Indemnification.

8.1 Both parties are protected under the Commonwealth of Pennsylvania's Political Subdivision Tort Claims Act (Act), and as such, cannot and shall not be held responsible or otherwise liable to each other or third parties for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify, and hold harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs (including reasonable attorneys' fees), to the degree arising out of, relating to, or resulting from the negligent or willful acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, arising under this Agreement.

8.2 Said indemnity is in addition to any other rights that the indemnified party may have against the indemnifying party and will survive the termination of this Agreement.

9. Insurance Coverage.

9.1 The CAIU affirms it carries Workers' Compensation, General Liability, and Errors and Omissions insurance at amounts recognized as customary in the ordinary scope of business. Upon written request, the CAIU shall provide Client with a copy of its certificate of insurance, but under no circumstances shall CAIU name Client as an additional insured.

9.2 The Client shall carry appropriate insurance coverage, including, but not limited to, Workers' Compensation, General Liability, Errors and Omissions, and the like, throughout the entire term this Agreement. Under no circumstances shall CAIU be responsible for any liability incurred by Client as a result of Client not carrying said insurance and client shall not be required to name CAIU as an additional insured.

10. Limitation of Relationships. The relationship between the parties to this Agreement shall be that of independent contractors. Nothing contained in this Agreement shall be construed to create the relationship of employer and employee between CAIU and Client. CAIU and Client assert that they are not in a joint venture with each other, nor intend to operate as a joint venture. Each party shall be solely responsible to pay its own federal, state, and local income taxes, and any and all other payments incurred in the performance of this Agreement. None of the benefits provided by either party to its employees, including but not limited to workers' compensation insurance, disability insurance, medical insurance, and unemployment insurance are available from that party to the

other party or the other party's employees, consultants, or contractors for the Services provided pursuant to this Agreement. Neither party has authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in name of the other party or to bind the other party in any way whatsoever.

11. Confidentiality.

11.1 Under this Agreement, the parties may have access (verbally or in writing) to information that is confidential in nature. Such information may include, but not be limited to student information and data; work product, facts or statistics, ideas, materials, business plans, technical information, methodologies, or any other shared data.

11.2 CAIU and Client agree not to use or disclose such confidential information for any purpose other than in fulfillment of this Agreement, and/or as required by activities described herein, and then, only to the designated employees and/or consultants of CAIU and Client. Additionally, both parties acknowledge and agree that they are bound by the Family Education Rights and Privacy Act of 1974 (FERPA) and all other applicable State and federal laws.

11.3 Notwithstanding the above, both parties are public governmental entities subject to public disclosure and right-to-know laws, and this Section 12 and its subsections shall not apply with respect to any information that is required to be disclosed under or by any law or which subsequently enters the public domain through no fault of the receiving party.

11.4 The provisions of this Section 11 and its subsection shall survive termination or expiration of the Agreement.

12. Audit. All service and billing records of the Client are subject to audit at any time by auditors performing annual fiscal or program audits, as required by the federal government, and/or the Pennsylvania Department of Education, and/or the CAIU as required by a third party.

13. Severance; Full Force and Effect.

13.1 If any provision of this Agreement is found to be invalid, illegal, or unenforceable, that provision shall be null and void, and all other provisions shall remain in full force and effect.

13.2 In the event a term of this Agreement is not strictly enforced, such non-enforcement shall not be interpreted as acquiescence, nor shall it be seen as precedent setting and enforcement of the term at any time in the future shall be binding and not subject to dispute.

13.3 No delay of or omission in the exercise of any right, power, or remedy accruing to any party under this Agreement shall impair any such right, power, or remedy, nor shall it be construed as a waiver of any future exercise of any right, power, or remedy.

14. Governing Law and Venue.

14.1 This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to the provisions concerning conflict of laws.

14.2 Parties hereby irrevocably consents to and agrees that jurisdiction and venue for all disputes arising under this Agreement shall lie exclusively with the state and federal courts for Cumberland County, Pennsylvania and the Middle District of Pennsylvania.

15. Non-Discrimination. The parties agree to treat all persons in a non-discriminatory manner, in keeping with applicable state and federal laws, including, without limitation, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and the Pennsylvania Human Relations Act. No person shall be discriminated against by either party because of race, color, religious creed, ancestry, national origin, sex, age, sexual orientation, or handicap.

16. Compliance with Law and Policy. During the term of this Agreement, both parties hereto shall comply with all applicable federal, state, and local laws and regulations, including the Pennsylvania School Code and applicable Board Policy of either party.

17. Clearances. As a Pennsylvania education agency, the CAIU complies with the Pennsylvania School Code, Pennsylvania Department of Education (PDE), and any other rules and/or regulations regarding the hiring and administration of personnel. All CAIU staff members and independent consultants who may be assigned to work with Client have all met applicable standards regarding hiring and the completion of background checks and clearances, including Act 34, Act 151, and Act 114 background checks and TB/physical exams as required by the PA School Code. Upon written request by the Client, the CAIU will provide a copy of all clearances to its employee(s) and consultants who are providing work to the Client and the employee or consultant will present them to the Client; the CAIU shall not forward clearances directly to the Client.

18. Termination.

18.1 Each party has the right to terminate this Agreement (1) to the extent provided herein; or (2) in the event of a material breach, after giving written notice and at least thirty (30) calendar

days to remedy; or (3) without cause upon ninety (90) days written notice.

18.2 Upon termination by the Client, all work shall stop and payment for all work completed to date shall be immediately due and payable to the CAIU.

19. **Damages.** In addition to termination and any other rights provided hereunder, both parties have the right to seek any remedy available to it in equity or in law, whether monetary or injunctive relief.

20. **Headings.** The headings of this Agreement are for convenience of reference only and do not affect the meaning or interpretation of this Agreement.

21. **Rules of Construction.** No provision of this Agreement shall be construed against a party simply because that party drafted the provision.

22. **Entire Agreement and Modification.**

22.1 This Agreement constitutes the entire contract between the parties regarding the work and supersedes any previous oral and/or written representations, negotiations, and/or understandings between the parties.

22.2 Any changes, additions, or deletions to the Scope of Work shall be considered a modification as described herein. Any such modification must be subsequently labeled *Addendum 1, Addendum, 2, en sic.* To be valid, any modifications/amendments to this Agreement shall be made in writing, signed by an authorized representative of each party, and dated.

22.3 Any and all Addenda shall be considered incorporated as a valid term of this Agreement.

22.4 It is specifically understood and agreed that every Addendum must be separately negotiated and a revised price agreed upon, in writing, by both parties.

22.5 Notwithstanding, this Agreement may be executed in multiple counterparts. Each such counterpart shall be an original and all together shall constitute but one and the same Agreement.

23. Additional Terms and Conditions Specific to this Agreement.

23.1 The Client assures the CAIU that all meaningful consultation between the Client and the nonpublic schools needed to facilitate this Agreement has been completed prior to the effective date of this agreement.

23.2 The Client and the CAIU acknowledge that it may be necessary to modify this Agreement if there are updates as a result of ESSA during the performance period of the contract.

23.3 The parties agree that any Title IIA funds leftover upon the termination of this Agreement shall be pooled and made available to the nonpublic schools listed pursuant to this Agreement on a first-come, first-serve basis, or as required by need.

23.4 An additional 2% was added to the cost to allow for any increase in the per pupil amount if the LEA completes a funding adjustment or addendum within their sub-grant application.

By signing below, each person represents he/she has the authority to execute this Agreement on behalf of his/her respective party and freely enters into this Agreement with the intent to be bound hereby as of the date first set forth above.

CAPITAL AREA INTERMEDIATE UNIT	**LOWER DAUPHIN SCHOOL DISTRICT**
Authorized Signature	Authorized Signature
Dr. Andria Saia	Robert P. Hill, Jr.
Printed Name	Printed Name
Executive Director	Board President
Title	Title

Rev. 5/12/2026

Statement of Work

Client: Lower Dauphin School District [School District]
Project: Title II, Part A Nonpublic Teacher and Principal Training and Recruiting
Effective Date: August 15, 2026

Scope of Services

The Capital Area Intermediate Unit (CAIU) will administer Title II, Part A equitable services on behalf of Client for eligible nonpublic schools located within the District's attendance boundaries. Services will be provided in accordance with the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), applicable federal guidance, and the results of timely and meaningful consultation with participating nonpublic schools.

Services Provided by CAIU

CAIU will:

- Conduct annual consultation with participating nonpublic schools regarding the design and implementation of Title II, Part A equitable services.
- Support participating nonpublic schools in identifying professional learning needs and developing professional development plans.
- Review and approve professional development requests to ensure activities meet Title II, Part A requirements and applicable ESSA evidence-based standards.
- Coordinate, procure, and pay approved vendors, consultants, presenters, and service providers in accordance with federal procurement requirements.
- Maintain programmatic and fiscal records necessary to demonstrate compliance with federal equitable services requirements.
- Collect and review documentation related to participation, implementation, and effectiveness of approved activities.
- Provide technical assistance and program guidance to participating nonpublic schools.
- Prepare and maintain documentation required for state and federal monitoring activities.
- Evaluate the effectiveness of funded services using participant feedback, attendance records, implementation evidence, and alignment to identified professional development goals.

- Provide participating nonpublic schools with quarterly expenditure reports, including remaining allocation balances.
- Communicate available CAIU-sponsored professional development opportunities and other approved Title II, Part A service options.

Service Parameters and Fiscal Requirements

All Title II, Part A equitable services funded under this Statement of Work must comply with applicable federal fiscal requirements and cost principles. Expenditures must be reasonable, necessary, allocable, and allowable under Title II, Part A and directly support the professional growth and effectiveness of teachers, paraprofessionals, principals, and other school leaders.

All professional development activities must:

- Align with the participating nonpublic school's identified professional learning needs and professional development plan.
- Support the purposes of Title II, Part A.
- Be secular, neutral, and nonideological.
- Comply with applicable ESSA evidence-based requirements, when applicable.

Funding requests may be approved, partially approved, or denied based on available equitable services funding, consultation outcomes, federal requirements, and the reasonableness and educational value of the proposed activity.

Tuition Reimbursement Parameters

Tuition reimbursement for college coursework shall be provided only after the participating nonpublic school's contractual obligation for tuition assistance has been satisfied.

Reimbursement rates shall not exceed:

- $322 per undergraduate credit (2026–2027 rate), equivalent to the undergraduate per-credit rate charged by the Pennsylvania State System of Higher Education at the time coursework is completed.
- $650 per graduate credit.

Reimbursement is generally limited to twelve (12) credits per participant per calendar year. Exceptions may be approved by CAIU, in consultation with the District, when special circumstances warrant additional coursework.

Additional eligibility requirements, documentation requirements, reimbursement procedures, and timelines shall be governed by the CAIU Title II, Part A Terms and Conditions for Accessing Equitable Services.

Respectfully Submitted,

Lisa Klingler
Supervisor of Nonpublic School Services

291 E. Main Street
Hummelstown, PA 17036

Lower Dauphin School District

Phone: (717)566-5300
Fax: (717)566-3670
www.ldsd.org

Date: July 26, 2026

To: Ms. Lisa Klingler, Program Supervisor - Nonpublic School Services

Re: Title II Consortium Information 2026-2027 Intent to Participate

Dear Ms. Klingler,

The Lower Dauphin School District requests that Capital Area Intermediate Unit 15 (CAIU) provide Title II services to the indicated nonpublic schools within the district's geographical boundary who requested such equitable share funding during the 2026-2027 school year:

Non-Public School(s)	Title IIA Allocation
Hershey Christian Academy	$3,339.11

Total Anticipated Non-public Title IIA Allocation for 2026-2027	**$3,339.11**
Carryover Funding from 2025-2026	**$0.00**

District Contact: Charles Trovato, Ed.D.

Address: 291 E. Main Street | Hummelstown, PA 17036

Phone Number: (717) 566-5313

Email: ctrovato@ldsd.org

Please let me know if you need any additional information or have any questions.

Take care,

Charles Trovato, Ed.D.

Director of Curriculum

Lower Dauphin School District

AGREEMENT FOR TITLE IVA NONPUBLIC PROGRAMS AND SERVICES

This Agreement for TITLE IVA NONPUBLIC Services (hereinafter "Agreement") is made this 27th day of July, 2026, by and between the **Capital Area Intermediate Unit** (hereinafter "CAIU"), a Pennsylvania Intermediate Unit organized and operating under the Public School Code of 1949, 24 P.S. § 1-101 *et seq.*, with its principal place of business at 55 Miller Street, Enola, PA 17025, and **Lower Dauphin School District** (hereinafter "Client"), a PUBLIC SCHOOL DISTRICT with its principal place of business at 291 E. Main Street, Hummelstown, PA 17036.

1. **Scope of Work.**

1.1 CAIU agrees to provide NONPUBLIC TITLE IVA PROGRAMS AND SERVICES FOR STUDENT SUPPORT AND ACADEMIC ENRICHMENT GRANTS services as follows:

The CAIU will provide STUDENT SUPPORT AND ACADEMIC ENRICHMENT services in accordance with ESSA Nonpublic requirements for Title IVA Nonpublic programs and services. Such services will be secular, neutral, and non-ideological. The CAIU agrees to comply with all Title IVA statutory and regulatory requirements.

The CAIU will provide the following services to all Title IVA participating nonpublic schools located within the boundaries of the Client, in accordance with the Title IVA 2026-2027 Statement of Work attached hereto and incorporated by reference hereby:

- *In collaboration with Client and Nonpublic Schools, engage in meaningful consultation with nonpublic school administrators and staff to determine Title IV needs.*
- *Consult with Client and Nonpublic Schools in establishing performance goals.*
- *Establish a process for pre-approval for Title IV equipment and activities to ensure appropriate use of Title IV funds.*
- *Prepare end of year report for Client outlining the use of Title IV funds.*

See Title IVA Nonpublic 2026-27 Intent to Participate, attached hereto and incorporated by reference herby, for a breakdown of allocation of funds.

In the event of school closures or curtailment of in-person instruction, the parties agree to negotiate in good faith to assess whether and to what extent remote, virtual services can be provided in place of the in-person services contemplated hereby. Any such services will comply with applicable Pennsylvania Department of Education remote instruction and reopening

guidelines and may be updated at any time during the term of this Agreement. Parties further agree to comply with Centers for Disease Control sanitation standards operative, released, and updated at any time during the original term of this Agreement.

1.2 The services described in section 1.1 above include all labor, products, and/or tools the CAIU requires to perform the services, unless otherwise specifically stated as excluded or to be provided/performed by Client or a third party, and said services shall be referenced collectively throughout this Agreement as "work".

2. **Responsibilities of the Parties.**

2.1 Both parties agree to act in good faith in fulfillment of this Agreement. Neither party shall attempt to hinder or otherwise prevent the other party from fulfilling their duties as outlined herein.

2.2 CAIU shall:

- Perform the work as indicated above.
- Assure all financial and legal responsibilities involved in providing the service
- Provide the Client access to the services in accordance with the terms of this Agreement.
- Assume any other responsibilities necessary to conduct the work as intended.

2.3 Client shall:

- Provide the CAIU names of private schools identified to participate in Title IV programs.
- Inform the CAIU of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes to the original funding allocation of Client or private schools identified pursuant to this Agreement.

2.4 Upon the terms and conditions set forth herein, Client requests that the CAIU administer Title IV funds in accordance with ESSA Nonpublic requirements for Title IV Student Support and Academic Enrichment Grants programs at: Hershey Christian Academy.

2.5 Such programs will be secular, neutral, and non-ideological. The CAIU agrees to comply with all Title IV statutory and regulatory requirements.

3. **Cost.** In consideration for the work to be provided under this Agreement, Client agrees to pay and CAIU agrees to accept up to, **$1,447.06** (One thousand four hundred forty-seven dollars and six cents) in fulfillment of this Agreement. The sum not to exceed the district's annual school(s) nonpublic set aside. CAIU will include a 7.5% administrative fee on each invoice, which is inclusive of the LEA's proportional share of equitable services. Additional cost terms, if any, shall be addressed in Section 23 herein or subsequent Addenda as agreed to by both parties.

4. **Invoicing and Payment.** The CAIU shall invoice Client on a(n) quarterly basis for the costs incurred to perform the work. All invoices are due within forty-five (45) days of the date of the invoice. Both the Client and CAIU recognize and agree that CAIU will suffer financial hardship to its cash flow in the event payments are received late; therefore, CAIU reserves the right to impose a two percent (2%) late fee for every thirty (30) days past the forty-five (45) days that payment is late. Additional Invoicing and Payment terms, if any, shall be addressed in Attachment 1 or subsequent Addenda as agreed to by both parties.

5. **Term and Renewal.**

   5.1 The term of this Agreement shall commence **August 15, 2026,** and shall terminate effective **August 31, 2027,** unless otherwise agreed upon in writing.

6. **Notice.**

   6.1 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be direct to the CAIU as follows:

   Contact Name: Lisa Klingler

   Address: 55 Miller Street, Enola, PA 17025

   Phone: 717-732-8400

   Email: lklingler@caiu.org

   6.2 All notice to, contact with, or any provision of information relevant or pertaining to this Agreement shall be directed to the Client as follows:

   Client Contact
   Name: Dr. Charles Trovato

   Address: 291 E. Main Street, Hummelstown, PA 17036

   Phone: 717-566-5300

   Email: ctrovato@ldsd.org

7. **Mutual Release from Liability.**

   7.1 It is specifically understood and agreed that neither party shall be held liable or otherwise responsible for the acts and/or omissions, including negligence or willful misconduct, of the other party or any of the other party's agents, employees, directors, officers, affiliates, consultants, and/or contractors.

8. Mutual Indemnification.

8.1 Both parties are protected under the Commonwealth of Pennsylvania's Political Subdivision Tort Claims Act (Act), and as such, cannot and shall not be held responsible or otherwise liable to each other or third parties for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify, and hold harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs (including reasonable attorneys' fees), to the degree arising out of, relating to, or resulting from the negligent or willful acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, arising under this Agreement.

8.2 Said indemnity is in addition to any other rights that the indemnified party may have against the indemnifying party and will survive the termination of this Agreement.

9. Insurance Coverage.

9.1 The CAIU affirms it carries Workers' Compensation, General Liability, and Errors and Omissions insurance at amounts recognized as customary in the ordinary scope of business. Upon written request, the CAIU shall provide Client with a copy of its certificate of insurance, but under no circumstances shall CAIU name Client as an additional insured.

9.2 The Client shall carry appropriate insurance coverage, including, but not limited to, Workers' Compensation, General Liability, Errors and Omissions, and the like, throughout the entire term this Agreement. Under no circumstances shall CAIU be responsible for any liability incurred by Client as a result of Client not carrying said insurance and Client shall not be required to name CAIU as an additional insured.

10. Limitation of Relationships. The relationship between the parties to this Agreement shall be that of independent contractors. Nothing contained in this Agreement shall be construed to create the relationship of employer and employee between CAIU and Client. CAIU and Client assert that they are not in a joint venture with each other, nor intend to operate as a joint venture. Each party shall be solely responsible to pay its own federal, state, and local income taxes, and any and all other payments incurred in the performance of this Agreement. None of the benefits provided by either party to its employees, including but not limited to workers' compensation insurance, disability insurance, medical insurance, and unemployment insurance are available from that party to the other party or the other party's employees, consultants, or contractors for the Services provided pursuant to this Agreement. Neither party has authority hereunder to assume or create any obligation

or responsibility, express or implied, on behalf or in name of the other party or to bind the other party in any way whatsoever.

11. Confidentiality.

11.1 Under this Agreement, the parties may have access (verbally or in writing) to information that is confidential in nature. Such information may include, but not be limited to student information and data, work product, facts or statistics, ideas, materials, business plans, technical information, methodologies, or any other shared data.

11.2 CAIU and Client agree not to use or disclose such confidential information for any purpose other than in fulfillment of this Agreement, and/or as required by activities described herein, and then, only to the designated employees and/or consultants of CAIU and Client. Additionally, both parties acknowledge and agree that they are bound by the Family Education Rights and Privacy Act of 1974 (FERPA) and all other applicable State and federal laws.

11.3 Notwithstanding the above, both parties are public governmental entities subject to public disclosure and right-to-know laws, and this Section 11 and its subsections shall not apply with respect to any information that is required to be disclosed under or by any law or which subsequently enters the public domain through no fault of the receiving party.

11.4 The provisions of this Section 11 and its subsection shall survive termination or expiration of the Agreement.

12. Audit. All service and billing records of the Client are subject to audit at any time by auditors performing annual fiscal or program audits, as required by the federal government, and/or the Pennsylvania Department of Education, and/or the CAIU as required by a third party.

13. Severance; Full Force and Effect.

13.1 If any provision of this Agreement is found to be invalid, illegal, or unenforceable, that provision shall be null and void, and all other provisions shall remain in full force and effect.

13.2 In the event a term of this Agreement is not strictly enforced, such non-enforcement shall not be interpreted as acquiescence, nor shall it be seen as precedent setting and enforcement of the term at any time in the future shall be binding and not subject to dispute.

13.3 No delay of or omission in the exercise of any right, power, or remedy accruing to any party under this Agreement shall impair any such right, power, or remedy, nor shall it be construed as a waiver of any future exercise of any right, power, or remedy.

14. Governing Law and Venue.

14.1 This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to the provisions concerning conflict of laws.

14.2 Client hereby irrevocably consents to and agrees that jurisdiction and venue for all disputes arising under this Agreement shall lie exclusively with the state and federal courts for Cumberland County, Pennsylvania and the Middle District of Pennsylvania.

15. **Non-Discrimination.** The Client agrees to treat all persons in a non-discriminatory manner, in keeping with applicable state and federal laws, including, without limitation, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and the Pennsylvania Human Relations Act. No person shall be discriminated against by the Provider because of race, color, religious creed, ancestry, national origin, sex, age, sexual orientation, or handicap.
16. **Compliance with Law and Policy.** During the term of this Agreement, both parties hereto shall comply with all applicable federal, state, and local laws and regulations, including the Pennsylvania School Code and applicable Board Policy of either party.
17. **Clearances.** As a Pennsylvania education agency, the CAIU complies with the Pennsylvania School Code, the Pennsylvania Department of Education (PDE), and any other rules and/or regulations regarding the hiring and administration of personnel. All CAIU staff members and independent consultants who may be assigned to work with Client have all met applicable standards regarding hiring and the completion of background checks and clearances, including Act 34, Act 151, and Act 114 background checks and TB/physical exams as required by the PA School Code. Upon written request by the Client, the CAIU will provide a copy of all clearances *to its employee(s) and consultants* who are providing work to the Client and the employee or consultant will present them to the Client; the CAIU shall not forward clearances directly to the Client.
18. **Termination.**

    18.1 Each party has the right to terminate this Agreement (1) to the extent provided herein; or (2) in the event of a material breach, after giving written notice and at least thirty (30) calendar days to remedy; or (3) without cause upon ninety (90) days prior written notice.

    18.2 Upon termination by the Client, all work shall stop and payment for all work completed to date shall be immediately due and payable to the CAIU.
19. **Damages.** In addition to termination and any other rights provided hereunder, CAIU has the right to seek any remedy available to it in equity or in law, whether monetary or injunctive relief.
20. **Headings.** The headings of this Agreement are for convenience of reference only and do not affect the meaning or interpretation of this Agreement.
21. **Rules of Construction.** No provision of this Agreement shall be construed against a party simply because that party drafted the provision.

22. Entire Agreement and Modification.

22.1 This Agreement constitutes the entire contract between the parties regarding the work and supersedes any previous oral and/or written representations, negotiations, and/or understandings between the parties.

22.2 Any changes, additions, or deletions to the Scope of Work shall be considered a modification as described herein. Any such modification must be subsequently labeled *Addendum 1, Addendum 2, en sic.* To be valid, any modifications/amendments to this Agreement shall be made in writing, signed by an authorized representative of each party, and dated.

22.3 Any and all Addenda shall be considered incorporated as a valid term of this Agreement.

22.4 It is specifically understood and agreed that every Addendum must be separately negotiated and shall be agreed upon, in writing, by both parties.

22.5 Notwithstanding, this Agreement may be executed in multiple counterparts. Each such counterpart shall be an original and all together shall constitute but one and the same Agreement.

23. Additional Terms and Conditions Specific to this Agreement.

22.1 Client assures the CAIU that all meaningful consultation between the Client and the nonpublic schools needed to facilitate this Agreement has been completed prior to the effective date of this Agreement.

22.2 The parties agree that any Title IVA funds leftover upon the termination of this Agreement shall be pooled and made available to the private schools listed pursuant to this Agreement on a first-come, first-serve basis, or as required by need, at the discretion of the Client.

22.3 An additional 2% was added to the cost of work to allow for any increase in the per pupil amount if the LEA completes a funding adjustment or addendum within their sub-grant application.

By signing below, each person represents he/she has the authority to execute this Agreement on behalf of his/her respective party and freely enters into this Agreement with the intent to be bound hereby as of the date first set forth above.

CAPITAL AREA INTERMEDIATE UNIT

Authorized Signature

Dr. Andria Saia

Printed Name

Executive Director

Title

LOWER DAUPHIN SCHOOL DISTRICT

Authorized Signature

Robert P. Hill, Jr.

Printed Name

Board President

Title

291 E. Main Street
Hummelstown, PA 17036

Lower Dauphin School District

Phone: (717)566-5300
Fax: (717)566-3670
www.ldsd.org

Date: July 26, 2026

To: Ms. Lisa Klingler, Program Supervisor - Nonpublic School Services

Re: Title IV Consortium Information 2026-2027 Intent to Participate

Dear Ms. Klingler,

The Lower Dauphin School District requests that Capital Area Intermediate Unit 15 (CAIU) provide Title IV services to the indicated nonpublic schools within the district's geographical boundary who requested such equitable share funding during the 2026-2027 school year:

Non-Public School(s)	Title IVA Allocation
Hershey Christian Academy	$1,418.69

Total Anticipated Non-public Title IVA Allocation for 2026-2027	**$1,418.69**
Carryover Funding from 2025-2026	**$0.00**

District Contact: Charles Trovato, Ed.D.

Address: 291 E. Main Street | Hummelstown, PA 17036

Phone Number: (717) 566-5313

Email: ctrovato@ldsd.org

Please let me know if you need any additional information or have any questions.

Take care,

Charles Trovato, Ed.D.

Director of Curriculum

Lower Dauphin School District

Cross-District Data Sharing Agreement

THIS DATA SHARING AGREEMENT is entered into as of 7/1/2026, between **Lower Dauphin School District**, with a place of business at **291 East Main St., Hummelstown, PA 17036**, and **[LEA Name]**, with a place of business at **[LEA Address]**. Lower Dauphin School District and **[LEA Name]** shall include all officers and employees with direct need to know requirements of data specified below. The purpose of this agreement is to authorize the release of student personal identifiable (PII) for the explicit and sole purpose of fulfilling Pennsylvania Department of Education reporting requirements as defined within the Pennsylvania Information Management System (PIMS).

WHEREAS:

1. Lower Dauphin School District and [Partner School District] are both public school districts in Pennsylvania and required by law to report specific student data to the Pennsylvania Department of Education as determined by PIMS. Data must be collected for all students who reside within the legally defined boundaries of the school district whether the student attends the public school district defined by those boundaries or attends an alternate Local Educational Agency (LEA).

2. Tina M. Bates is an authorized representative of Lower Dauphin School District and may receive a data extract from outside entities to comply with PIMS collection requirements.

   a. The fields being requested include students up to the age of 22.

   b. The fields being requested include:

Data Element	Rationale
Educating AUN	Required for state reporting
Educating School Building (4-digit state number)	Required for state reporting
PASecure ID	Helps ensure an accurate match
Last Name	Helps ensure an accurate match
First Name	Helps ensure an accurate match
Birth Date	Helps ensure an accurate match
Gender	Required for state reporting
Grade Level	Required for state reporting
Race/Ethnicity	Required for state reporting
Food Program Participation Code	Required for state reporting
EL Status	Required for state reporting
Grad Status (graduates, drop outs, or transfers)	Required for state reporting
Economic Disadvantaged Status Code	Required for state reporting
Grade 9 Entry Date	Required for state reporting
Homeless Student (if applicable)	Required for state reporting
Migrant Student (if applicable)	Required for state reporting
ED at Risk Student (if applicable)	Required for state reporting
Home Language Code (if other than English)	Required for state reporting
ED Neglected or Delinquent (if applicable)	Required for state reporting

Data Element	Rationale
Food Program Eligibility	Required for state reporting
ED Health Code (if applicable)	Required for state reporting
ED Income Status Code (if applicable)	Required for state reporting
Military Family Code	Required for state reporting
Foster Student (if applicable)	Required for state reporting
Gender Identity (if applicable)	Required for state reporting
In-school and out-of-school suspensions for special education students (date and duration)	Required for state reporting Table 9A and Safe Schools

3. Lower Dauphin School District shall maintain data security measures and protocols consistent with FERPA to ensure the protection, security, and confidentiality of data shared under this agreement.

4. Lower Dauphin School District shall only use the data received from the LEA named herein for the authorized purposes for which it is provided.

5. Data shall be reported only in the aggregate.

6. The term of this agreement shall be 12 months from the Effective Date above and will be renewed annually upon completion of a newly signed data-sharing agreement. Upon termination of this agreement all student data obtained from the partner LEA shall be destroyed.

7. Lower Dauphin School District shall destroy any PII obtained from **[LEA Name]** no more than 30 days from when it is no longer needed for compliance with Pennsylvania Department of Education reporting requirements.

EXECUTION

Lower Dauphin School District	[LEA/SCHOOL NAME]
BY: _____	BY: _____
Robert P. Hill, Jr. – Board President	[Name], [Title] – [Department, if applicable]
Authorized Representative	Authorized Representative
DATE: _____	DATE: _____

Rev. 8.20.2024

LOWER DAUPHIN SCHOOL DISTRICT
Books, Equipment and Furniture
Disposal Form

This form must be completed and board-approved prior to the equipment being sold/disposed of. After board approval, the completed form will be returned to requestor with a copy sent to the Grounds & Custodial Supervisor, Maintenance Supervisor, Assistant to the Superintendent-Secondary, Business Manager and the Office of the Superintendent.

Date Requested: 7-13-26 Requested by: Steph Bruno

School Name: SOUTH HANOVER Equipment Location: Principal's Office

Collected by: _____

Description of Equipment (Quantity; Make/Model; Date Purchased, if known)	Serial Number/ LD Tag # (if applicable)	Sell, Dispose or Donate?	Disposal Code O - Obsolete D - Damaged SC - Scrap WT - Wear & Tear PM- Parts missing SURP- Surplus	Condition Code P - Poor F - Fair G - Good E - Excellent
Desk	?	Dispose		F

APPROVALS

Books- Principal: _____ Date: _____

- Ass't Superintendent: _____ Date: _____

All other equipment/furniture-

- Principal/Dept. Supervisor: S Bruno Date: 7/13/26
- Grds/Custod.or Maint. Spvsr: _____ Date: 7/20/26
- Assistant Superintendent: _____ Date: 7/14/26

Superintendent: _____ Date: 8/3/26

Business Manager: _____ Date: 08/03/2026

- Hazardous Waste - Contact Environmental Health &Safety regarding the disposal of: Batteries
- Other - Remove any auxiliary equipment which may be used on other equipment

Board Approval: YES ☐ NO ☐

Rev. 8.20.2024

LOWER DAUPHIN SCHOOL DISTRICT
Books, Equipment and Furniture
Disposal Form

This form must be completed and board-approved prior to the equipment being sold/disposed of. After board approval, the completed form will be returned to requestor with a copy sent to the Grounds & Custodial Supervisor, Maintenance Supervisor, Assistant to the Superintendent-Secondary, Business Manager and the Office of the Superintendent.

Date Requested: 7/15/26 Requested by: Melissa Mumma

School Name: South Hanover Equipment Location: Office

Collected by: _____

Description of Equipment (Quantity; Make/Model; Date Purchased, if known)	Serial Number/ LD Tag # (if applicable)	Sell, Dispose or Donate?	Disposal Code O - Obsolete D - Damaged SC - Scrap WT - Wear & Tear PM- Parts missing SURP- Surplus	Condition Code P - Poor F - Fair G - Good E - Excellent
Bonsaii Paper Shredder	4530181214BA0076	Dispose	D BROKEN	P

APPROVALS

Books- Principal: _____ Date: _____

- Ass't Superintendent: _____ Date: _____

All other equipment/furniture-

- Principal/Dept. Supervisor: S Bruno Date: 7/15/26
- Grds/Custod.or Maint. Spvsr: _____ Date: 7/20/26
- Assistant Superintendent: _____ Date: 7/30/26

Superintendent: _____ Date: 8/3/26

Business Manager: _____ 08/03/26 Date: _____

- Hazardous Waste - Contact Environmental Health &Safety regarding the disposal of: Batteries
- Other - Remove any auxiliary equipment which may be used on other equipment

Board Approval: YES ☐ NO ☐

Rev. 8.20.2024

LOWER DAUPHIN SCHOOL DISTRICT
Books, Equipment and Furniture
Disposal Form

This form must be completed and board-approved prior to the equipment being sold/disposed of. After board approval, the completed form will be returned to requestor with a copy sent to the Grounds & Custodial Supervisor, Maintenance Supervisor, Assistant to the Superintendent-Secondary, Business Manager and the Office of the Superintendent.

Date Requested: 08/05/2026 Requested by: Vincent Crone

School Name: TMC Equipment Location: Price/East

Collected by: Vincent Crone

Description of Equipment (Quantity; Make/Model; Date Purchased, if known)	Serial Number/ LD Tag # (if applicable)	Sell, Dispose or Donate?	Disposal Code O - Obsolete D - Damaged SC - Scrap WT - Wear & Tear PM- Parts missing SURP- Surplus	Condition Code P - Poor F - Fair G - Good E - Excellent
2006 Ford Taurus Wagon		Sell/Dispose	SURP	F
2006 Ford F350 p/u		Sell/Dispose	SC	P

APPROVALS

Books- Principal: _____ Date: _____

- Ass't Superintendent: _____ Date: _____

All other equipment/furniture-

- Principal/Dept. Supervisor: _____ Date: _____
- Grds/Custod.or Maint. Spvsr: _____ Date: 08/05/26
- Assistant Superintendent: _____ Date: 8/6/26

Superintendent: _____ Date: 8/6/26

Business Manager: 08/06/2026 Date: _____

- Hazardous Waste - Contact Environmental Health &Safety regarding the disposal of: Batteries
- Other - Remove any auxiliary equipment which may be used on other equipment

Board Approval: YES ☐ NO ☐

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

NEW/READY FOR BOARD APPROVAL

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
ATHLETICS											
Cheerleader Advisor - HS	FALL	Alysia Weary	11	$6,619	$4,444	$4,835	$5,884	$6,619	$6,751	$6,885	$7,023
Cheerleader Assistant - HS	FALL	Jessica Barton	6	$2,942	$2,221	$2,419	$2,942	$3,309	$3,376	$3,443	$3,512
Cheerleading Volunteer	FALL	Makenzi Lutz		-							
Assistant Equipment Manager	FALL	Brandon Fritz	1	$2,352	$2,352	$2,576	$2,808	$3,042	$3,341	$3,668	$4,048
Weight Room Fall								$1,312			
Weight Room Winter								$1,312			
Weight Room Spring								$1,312			
Unified Bocce - (HS)								$1,000			
Unified Bocce - (HS)								$1,000			

Group A: Football					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Football Head Coach - HS	FALL	Josh Borreli	9	$8,953	$7,570	$7,786	$8,953	$10,141	$10,343	$10,549	$10,760
Football 1st Assistant Coach- HS	FALL	Don Fureman	23	$7,124	$5,411	$5,622	$6,328	$6,732	$6,983	$7,124	$7,267
Football Assistant Coach - HS (1)	FALL	DJ Sechrist	4	$4,418	$4,202	$4,418	$5,068	$5,714	$5,828	$5,944	$6,063
Football Assistant Coach - HS (2)	FALL	Phil Green	17	$5,828	$4,202	$4,418	$5,068	$5,714	$5,828	$5,944	$6,063
Football Assistant Coach - HS (3)	FALL	Dave Gourley	19	$5,828	$4,202	$4,418	$5,068	$5,714	$5,828	$5,944	$6,063
Football Assistant Coach - HS (4)	FALL	Luke Longenecker	3	$4,418	$4,202	$4,418	$5,068	$5,714	$5,828	$5,944	$6,063
Football Assistant Coach - HS (5)	FALL	Pablo Beltran	2	$4,418	$4,202	$4,418	$5,068	$5,714	$5,828	$5,944	$6,063
Football Volunteer	FALL										
Football Volunteer	FALL	Lance Baird		-							
Football Volunteer	FALL	Rick Borreli		-							

Group B: Basketball (Boys), Basketball (Girls), Wrestling					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Boys Basketball Head Coach - HS					$7,123	$7,343	$8,443	$9,587	$9,780	$9,975	$10,174
Boys Basketball 1st Assistant Coach - HS					$4,961	$5,179	$5,829	$6,533	$6,663	$6,796	$6,932
Boys Basketball Assistant Coach - HS					$3,754	$4,162	$4,569	$5,107	$5,209	$5,313	$5,419
Girls Basketball Head Coach - HS					$7,123	$7,343	$8,443	$9,587	$9,780	$9,975	$10,174
Girls Basketball 1st Assistant Coach - HS					$4,961	$5,179	$5,829	$6,533	$6,663	$6,796	$6,932
Girls Basketball Assistant Coach - HS					$3,754	$4,162	$4,569	$5,107	$5,209	$5,313	$5,419
Wrestling Head Coach - HS					$7,123	$7,343	$8,443	$9,587	$9,780	$9,975	$10,174
Wrestling 1st Assistant Coach - HS					$4,961	$5,179	$5,829	$6,533	$6,663	$6,796	$6,932
Wrestling Assistant Coach - HS (2)					$3,754	$4,162	$4,569	$5,107	$5,209	$5,313	$5,419

Group C: Baseball, Field Hockey, Lacrosse (Boys),					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Baseball Head Coach - HS					$5,342	$5,561	$6,532	$7,561	$7,711	$7,866	$8,023
Baseball 1st Assistant Coach - HS					$3,310	$3,581	$4,120	$4,664	$4,758	$4,853	$4,950
Baseball Assistant Coach - HS (2)					$2,865	$3,026	$3,534	$4,052	$4,133	$4,216	$4,300
Field Hockey Head Coach - HS	FALL	Erin Catalfano	17	$7,711	$5,342	$5,561	$6,532	$7,561	$7,711	$7,866	$8,023
Field Hockey 1st Assistant Coach - HS	FALL	Abby Spanos	9	$4,120	$3,310	$3,581	$4,120	$4,664	$4,758	$4,853	$4,950
Field Hockey Assistant Coach - HS (SPLIT)	FALL	Mandi Mease	9	$1,767	$2,865	$3,026	$3,534	$4,052	$4,133	$4,216	$4,300
					$2,865	$3,026	$3,534	$4,052	$4,133	$4,216	$4,300
Field Hockey Volunteer	FALL	Alexa Shaffer									
Boys Lacrosse Head Coach					$5,342	$5,561	$6,532	$7,561	$7,711	$7,866	$8,023
Boys Lacrosse 1st Assistant Coach					$3,310	$3,581	$4,120	$4,664	$4,758	$4,853	$4,950
Boys Lacrosse Assistant Coach					$2,865	$3,026	$3,534	$4,052	$4,133	$4,216	$4,300
Girls Lacrosse Head Coach					$5,342	$5,561	$6,532	$7,561	$7,711	$7,866	$8,023
Girls Lacrosse 1st Assistant Coach					$3,310	$3,581	$4,120	$4,664	$4,758	$4,853	$4,950

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

NEW/READY FOR BOARD APPROVAL

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Girls Lacrosse Assistant Coach					$2,865	$3,026	$3,534	$4,052	$4,133	$4,216	$4,300
Boys Soccer Head Coach - HS	FALL	Gerald Lynch	35	$8,023	$5,342	$5,561	$6,532	$7,561	$7,711	$7,866	$8,023
Boys Soccer 1st Assistant Coach - HS	FALL	Damon Kaylor	21	$4,853	$3,310	$3,581	$4,120	$4,664	$4,758	$4,853	$4,950
Boys Soccer Assistant Coach - HS	FALL	Nick Lagnemma	3	$3,026	$2,865	$3,026	$3,534	$4,052	$4,133	$4,216	$4,300
Boys Soccer Volunteer - HS	FALL	Tyler Schleig		-							
Boys Soccer Volunteer - HS	FALL	Nic Amici		-							
Girls Soccer Head Coach - HS	FALL	Roy Gesford	32	$8,023	$5,342	$5,561	$6,532	$7,561	$7,711	$7,866	$8,023
Girls Soccer 1st Assistant Coach - HS	FALL	Jamie Ketty	3	$3,581	$3,310	$3,581	$4,120	$4,664	$4,758	$4,853	$4,950
Girls Soccer Assistant Coach - HS	FALL	Adeline Gesford	5	$3,026	$2,865	$3,026	$3,534	$4,052	$4,133	$4,216	$4,300
Girls Soccer Volunteer-HS	FALL	Alicia McCulloch		-							
Girls Soccer Volunteer-HS	FALL	Hailey Lynch	1	-							
Softball Head Coach - HS					$5,342	$5,561	$6,532	$7,561	$7,711	$7,866	$8,023
Softball 1st Assistant Coach - HS					$3,310	$3,581	$4,120	$4,664	$4,758	$4,853	$4,950
Softball Assistant Coach - HS (2)					$2,865	$3,026	$3,534	$4,052	$4,133	$4,216	$4,300
Swimming Head Coach					$5,342	$5,561	$6,532	$7,561	$7,711	$7,866	$8,023
Swimming - Assistant Coach					$2,865	$3,026	$3,534	$4,052	$4,133	$4,216	$4,300
Track Head Coach - HS					$5,342	$5,561	$6,532	$7,561	$7,711	$7,866	$8,023
Track 1st Assistant Coach - HS					$3,310	$3,581	$4,120	$4,664	$4,758	$4,853	$4,950
Track Assistant Coach - HS (4)					$2,865	$3,026	$3,534	$4,052	$4,133	$4,216	$4,300
Boys Volleyball Head Coach - HS					$5,342	$5,561	$6,532	$7,561	$7,711	$7,866	$8,023
Boys Volleyball Assistant Coach - HS					$2,865	$3,026	$3,534	$4,052	$4,133	$4,216	$4,300
Girls Volleyball Head Coach - HS	FALL	Kasey Gentry	8	$6,532	$5,342	$5,561	$6,532	$7,561	$7,711	$7,866	$8,023
Girls Volleyball Assistant Coach - HS	FALL	Zach Higgins	4	$3,026	$2,865	$3,026	$3,534	$4,052	$4,133	$4,216	$4,300
Girls Volleyball Volunteer-HS	FALL	Dave Machamer		-							
Girls Volleyball Volunteer-HS	FALL	Jenson Burnheimer		-							

Group D: Cross Country					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Cross Country Head Coach - HS	FALL	Scott Payonk	7	$4,901	$4,083	$4,356	$4,901	$4,926	$5,545	$5,655	$5,768
Cross Country Assistant Coach - HS	FALL	Teisha Eismann	3	$2,457	$2,309	$2,457	$2,860	$3,254	$3,320	$3,387	$3,455
Cross Country-HS Volunteer	FALL	Elliot Cassel		-							
Cross Country-HS Volunteer	FALL	Matt Ishman		-							
Cross Country-HS Volunteer	FALL	Aaron Bray		-							
Cross Country-HS Volunteer	FALL	Grace McNeil		-							

Group E: Golf, Tennis(Boys), Tennis (Girls)					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Golf Head Coach - HS	FALL	Scott Yeakle	11	$4,028	$2,673	$2,942	$3,483	$4,028	$4,110	$4,192	$4,275
Golf Assistant Coach - HS	FALL	Matt O'Donnell	1	$1,990	$1,990	$2,154	$2,666	$3,182	$3,245	$3,311	$3,377
Golf Volunteer - HS	FALL	Wyatt Yeakle	1	-							
Boy's Tennis Head Coach - HS					$2,673	$2,942	$3,483	$4,028	$4,110	$4,192	$4,275
Boy's Tennis Assistant Coach - HS					$1,990	$2,154	$2,666	$3,182	$3,245	$3,311	$3,377
Girl's Tennis Head Coach - HS	FALL	Derek Margetan	6	$2,673	$2,673	$2,942	$3,483	$4,028	$4,110	$4,192	$4,275
Girl's Tennis Assistant Coach - HS	FALL	OPEN			$1,990	$2,154	$2,666	$3,182	$3,245	$3,311	$3,377

Group F Middle School: Basketball (Boys), Basketball					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Boys Basketball - Head Coach MS					$3,118	$3,332	$3,980	$4,629	$4,722	$4,815	$4,911
Boys Basketball Assistant Coach - MS					$2,672	$2,941	$3,483	$4,028	$4,109	$4,192	$4,275
Girls Basketball Head Coach - MS					$3,118	$3,332	$3,980	$4,629	$4,722	$4,815	$4,911
Girls Basketball Assistant Coach - MS					$2,672	$2,941	$3,483	$4,028	$4,109	$4,192	$4,275

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

NEW/READY FOR BOARD APPROVAL

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Football Head Coach - MS	FALL	Steff Chortanoff	19	$4,722	$3,118	$3,332	$3,980	$4,629	$4,722	$4,815	$4,911
Football Assistant Coach - MS (1 of 2)	FALL	Greg Kratzer	19	$4,722	$2,672	$2,941	$3,483	$4,028	$4,109	$4,192	$4,275
Football Assistant Coach - MS (2 of 2)		OPEN									
Football Volunteer-MS	FALL	Luis Armenta		-							
Wrestling Head Coach - MS					$3,118	$3,332	$3,980	$4,629	$4,722	$4,815	$4,911
Wrestling Assistant Coach - MS					$2,672	$2,941	$3,483	$4,028	$4,109	$4,192	$4,275
Group G Middle School: Basketball (Boys), Basketball					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Cross Country Head Coach - MS	FALL	Anne Masorti	16	$3,764	$2,449	$2,608	$3,152	$3,689	$3,764	$3,839	$3,914
Cross Country Assistant Coach - MS	FALL	Michael Masorti	29	$3,238	$1,953	$2,080	$2,568	$3,051	$3,111	$3,174	$3,238
Field Hockey Head Coach - MS	FALL	Jennifer Kastelic	20	$3,839	$2,449	$2,608	$3,152	$3,689	$3,764	$3,839	$3,914
Field Hockey Assistant Coach - MS (2)	FALL	Crystal Mohr	2	$2,080	$1,953	$2,080	$2,568	$3,051	$3,111	$3,174	$3,238
Field Hockey Volunteer	FALL	Linda Kreiser		-							
Field Hockey Volunteer	FALL	Diane Angstadt		-							
Field Hockey Volunteer	FALL	Amy Hanshue		-							
Field Hockey Volunteer	FALL	Taylor Long		-							
Field Hockey Volunteer	FALL	Kiley Strohm		-							
Field Hockey Volunteer	FALL	Lillie Weaver		-							
Field Hockey Volunteer	FALL	Catherine Lutzkanin		-							
Field Hockey Volunteer	FALL	Kayce Hoch		-							
Boys Soccer Head Coach - MS					$2,449	$2,608	$3,152	$3,689	$3,764	$3,839	$3,914
Boys Soccer Assistant Coach - MS					$1,953	$2,080	$2,568	$3,051	$3,111	$3,174	$3,238
Girls Soccer Head Coach - MS					$2,449	$2,608	$3,152	$3,689	$3,764	$3,839	$3,914
Girls Soccer Assistant - MS					$1,953	$2,080	$2,568	$3,051	$3,111	$3,174	$3,238
Track Head Coach - MS					$2,449	$2,608	$3,152	$3,689	$3,764	$3,839	$3,914
Track Assistant Coach - MS (3)					$1,953	$2,080	$2,568	$3,051	$3,111	$3,174	$3,238
Post Season Pay											
Head Coach					125/week						
Assistant Coach					75/week						
Band Director					75/week						
Cheer Advisor					75/week						
MUSIC					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Concert Band Director - MS					$1,538	$1,621	$1,871	$2,142	$2,184	$2,228	$2,273
Concert Band Director - HS					$4,003	$4,223	$4,873	$5,576	$5,687	$5,800	$5,917
Marching Band Director - HS	FALL	Keith Richardson	25	$6,101	$4,373	$4,586	$5,112	$5,778	$5,883	$5,989	$6,101
March Band Assistant Director - HS	FALL	Gregory Hutchison	25	$4,577	$3,279	$3,335	$3,824	$4,313	$4,399	$4,488	$4,577
Choral Director - MS					$1,538	$1,621	$1,871	$2,142	$2,184	$2,228	$2,273
Choral Director - HS					$4,003	$4,223	$4,873	$5,576	$5,687	$5,800	$5,917
Orchestra Director - MS					$1,538	$1,621	$1,871	$2,142	$2,184	$2,228	$2,273
Orchestra Director - HS					$4,003	$4,223	$4,873	$5,576	$5,687	$5,800	$5,917
Jazz Band Director					$1,126	$1,202	$1,464	$1,726	$1,759	$1,795	$1,831
Modern Band Director					$1,126	$1,202	$1,464	$1,726	$1,759	$1,795	$1,831
Indoor Drum Line Instructor - MS (2)					$832	$911	$1,010	$1,109	$1,135	$1,159	$1,186
Guard Coach - HS	FALL	Sarah Milletics		$2,442	$1,914	$2,035	$2,442	$2,843	$2,900	$2,959	$3,019
Assistant Coach Guard Coach - HS		OPEN			$1,529	$1,612	$1,861	$2,130	$2,172	$2,215	$2,260
Marching Instructor - HS	FALL	Athena Garrison		$1,464.00	$1,387	$1,464	$1,699	$1,956	$1,994	$2,032	$2,072

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

NEW/READY FOR BOARD APPROVAL

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Marching Instructor (1 of 4) (SPLIT PAY)	FALL	Adrian Olweiler	1	$693.50	$1,387	$1,464	$1,699	$1,956	$1,994	$2,032	$2,072
Marching Instructor (2 of 4) (SPLIT PAY)	FALL	Wes Culwell		$732	$1,387	$1,464	$1,699	$1,956	$1,994	$2,032	$2,072
Marching Instructor (3 of 4) (SPLIT PAY)	FALL	Josh Spada	1	$693.50	$1,387	$1,464	$1,699	$1,956	$1,994	$2,032	$2,072
Marching Instructor (4 of 4) (SPLIT PAY)	FALL	Reese Holl		$732	$1,387	$1,464	$1,699	$1,956	$1,994	$2,032	$2,072
Percussion Coach - HS	FALL	Sheldon Rodgers	14	$2,843	$1,914	$2,035	$2,441	$2,843	$2,900	$2,959	$3,018
Assistant Coach Percussion Coach - HS	FALL	Keely Schrum		$1,862	$1,529	$1,612	$1,862	$2,130	$2,172	$2,215	$2,258
Marching Band Volunteer	FALL	Dalton Rife	1	-							
Indoor Coordinator - Winter					$3,745	$3,952	$4,582	$5,179	$5,282	$5,388	$5,497
Indoor Drill Coach - Winter					$2,288	$2,414	$2,777	$3,152	$3,214	$3,279	$3,345
Indoor Music Coach - Winter (3)					$1,559	$1,690	$2,153	$2,393	$2,442	$2,490	$2,540
Indoor Music Coach - Winter					$1,559	$1,690	$2,153	$2,393	$2,442	$2,490	$2,540
Assistant Coach Indoor Music Coach - Winter					$1,092	$1,164	$1,420	$1,675	$1,709	$1,742	$1,776
Instrumental Elementary					$444	$490	$616	$770	$785	$801	$815
Orchestra Elementary					$444	$490	$616	$770	$785	$801	$815
District Wide Elementary					$444	$490	$616	$770	$785	$801	$815
Vocal Elementary					$444	$490	$616	$770	$785	$801	$815

MUSICAL/DRAMA					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Musical/Play Director - MS					$1,664	$1,784	$2,165	$2,551	$2,602	$2,653	$2,707
Musical/Co-Play Director - MS		Joseph (Larry) Fausnight	1	$1,664	$1,664	$1,784	$2,165	$2,551	$2,602	$2,653	$2,707
Set Construction - MS					$1,311	$1,418	$1,785	$2,218	$2,263	$2,307	$2,354
Stage & Lighting Manager - MS					$2,219	$2,375	$2,880	$3,395	$3,462	$3,533	$3,603
Drama Director/Thespian Advisor - HS					$2,228	$2,387	$2,897	$3,416	$3,484	$3,554	$3,624
Assistant Drama Director					$1,338	$1,443	$1,879	$2,309	$2,355	$2,401	$2,451
Set Construction - HS					$891	$958	$1,218	$1,453	$1,484	$1,514	$1,544
Stage & Lighting Manager - HS					$4,455	$4,666	$5,372	$6,126	$6,249	$6,373	$6,500
Musical Choreography - HS					$1,338	$1,443	$1,878	$2,309	$2,355	$2,401	$2,450
Musical Costumes/Props - HS					$891	$958	$1,218	$1,453	$1,484	$1,514	$1,544
Musical Director - HS					$3,913	$4,128	$4,776	$5,425	$5,535	$5,644	$5,757
Musical Make-up Advisor - HS					$446	$490	$616	$770	$785	$801	$816
Musical Producer - HS		Elizabeth Colpo	1	$1,743	$1,743	$1,811	$2,072	$2,309	$2,355	$2,401	$2,450
Musical Set Design & Construction					$2,226	$2,399	$3,095	$3,762	$3,840	$3,915	$3,993
Musical Pit Director					$1,338	$1,443	$1,880	$2,309	$2,355	$2,401	$2,451
Musical Choral Director - HS					$1,338	$1,443	$1,880	$2,309	$2,355	$2,401	$2,451
Musical Stage Manager - HS					$446	$490	$616	$770	$785	$801	$816

Co-CURRICULAR					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Outdoor Education (Plan & Stay)					$851	$906	$1,069	$1,232	$1,250	$1,272	$1,293
Outdoor Education (Stay Only)					$425	$453	$535	$616	$625	$637	$647
Department Coordinator (K-12) Health Services					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (K-12) Guidance	N/A	Teresa Coller	1	$1,828	$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (6-12) Art					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (6-12) FCS					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (6-12) Foreign Language					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (6-12) HPE					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (6-12) Music					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (6-12) Technology Education					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

NEW/READY FOR BOARD APPROVAL

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Department Coordinator (6-8) English	N/A	Alana Tepsich	1	$1,828	$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (6-8) Mathematics					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (6-8) Science					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (6-8) Special Education					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (6-8) Social Studies					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (6-8) Social Studies	N/A	Alexander Bechtold	1	$1,828	$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (9-12) Business					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (9-12) English (Split)					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (9-12) Mathematics (Split)					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (9-12) Mathematics (Split)					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (9-12) Science (Split)					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (9-12) Social Studies					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (9-12) Special Education (Split)					$1,828	$1,938	$2,072	$2,218	$2,395	$2,587	$2,793
Department Coordinator (9-12) Special Education (Split)											
Induction Team (3)					$957	$984	$1,039	$1,203	$1,330	$1,362	$1,394

PUBLICATIONS/COMMUNICATIONS					1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years

STUDENT ORGANIZATIONS/Clubs: $20/hr up to with		Name			
Newspaper Advisor - HS					$1,800
Yearbook Advisor - MS (1 of 2)					$2,308
Yearbook Advisor - MS (2 of 2)					$2,308
Yearbook Advisor - HS					$3,141
Yearbooks Business Manager - HS					$770
FNN Advisor - MS					$1,495
FNN Advisor - MS					$1,495
Class Advisor 9 -HS (1 of 2)					$662
Class Advisor 9 -HS (2 of 2)					$662
Class Advisor 10-HS (1 of 2)					$797
Class Advisor 10-HS (2 of 2)					$797
Class Advisor 11-HS (1 of 2)					$1,061
Class Advisor 11-HS (2 of 2)					$1,061
Class Advisor 12-HS (1 of 2)					$1,324
Class Advisor 12HS (2 of 2)					$1,324
English National Honor Society - Advisor					$872
German National Honor Society - Advisor					$872
History National Honor Society - Advisor (1 of 2)					$872
History National Honor Society - Advisor (2 of 2)					$872
Math National Honor Society - Advisor					$872
Art National Honor Society - Advisor					$872
Computer National Honor Society - Advisor					$872
French National Honor Society - Advisor					$872
Science National Honor Society - Advisor					$872
Spanish National Honor Society - Advisor					$872
Tri-M Music Advisor - Advisor (1 of 2)					$872
Tri-M Music Advisor - Advisor (2 of 2)					$872
National Honor Society Advisor - HS (1 of 2)					$1,495
National Honor Society Advisor - HS (2 of 2)					$1,495

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

NEW/READY FOR BOARD APPROVAL

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Student Council Advisor - MS (1 of 2)					$2,309						
Student Council Advisor - MS (2 of 2)					$2,309						
Student Council Advisor - HS (1 of 2)					$2,392						
Student Council Advisor - HS (1 of 2)					$2,392						
Volunteen Advisor - HS (1 of 2)					$1,495						
Volunteen Advisor - HS (2 of 2)					$1,495						
Nanoline Advisor - HS					$1,495						
Mini-THON Advisor - HS (1 of 3)					$1,495						
Mini-THON Advisor - HS (2 of 3)					$1,495						
Mini-THON Advisor - HS (3 of 3)					$1,495						
Youth and Government					$1,495						
Brain Busters					$1,495						
Civil War Advisor - MS (2)					$770						
Academic/Science Fair Coordinator - Elementary					$659						
Academic/Science Fair Coordinator - MS					$659						
Best Buddies (1 of 3)					$770						
Best Buddies (2 of 3)					$770						
Best Buddies (3 of 3)					$770						
NOSB (1 of 2)					$687						
NOSB (2 of 2)					$687						
LD Youth Advisory Committee (1 of 2)					$687						
LD Youth Advisory Committee (2 of 2)					$687						
BIG (Believers in the Gospel					$883						
Teen Republicans					$942						
Educators Rising (1 of 2)					$785						
Educators Rising (2 of 2)					$785						
LD Agrilculture & Gardening Club					$687						
Thespian Club					$589						
Science Club Advisor (Envirothon)					$589						
Ski Club-HS (1 of 2)					$687						
Ski Club-HS (2 of 2)					$687						
Ski Club (MS-1 of 2)					$687						
Ski Club (MS-2 of 2)					$687						
Diversity Club					$883						
Future Nurses Club (split)					$589						
Future Nurses Club (split)					$589						
Spelling Bee Coordinator (1 of 2)					$506						
Spelling Bee Coordinator (2 of 2)					$506						
Debate Club Advisor					$687						
Pokeman club MS					$687						
Grey Hawk Club Advisor					$687						
Chess Club Advisor					$687						
Creative Writing Club Advisor					$687						
Newpaper club (South)					$506						
MLS Mental Health Awareness Club					$687						
French Club					$687						
Step Team					$687						
Young Democrats					$0						

LOWER DAUPHIN SCHOOL DISTRICT
SUPPLEMENTAL SALARY/VOLUNTEERS
2026-2027

NEW/READY FOR BOARD APPROVAL

POSITION	Season	Name	Current Year	Pay Amount (26-27)	1 Year	2-5 Years	6-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
Spirit Council					$0						
Pens For Patients					$0						
Pickleball - HS					$0						
Pickleball - HS					$0						
Building Art Show (Conewago)					$770						
Building Art Show (East Hanover)					$770						
Building Art Show (High School)					$770						
Building Art Show (Londonderry)					$770						
Building Art Show (South Hanover)					$700						
Building Art Show Nye (SPLIT)					$350						
Building Art Show Nye (SPLIT)					$350						
District Art Show (Secondary -5)					$770						
District Art Show (Elem - 5)					$548						
Post Season Pay (Athletics)											
Head Coach					125/week						
Assistant Coach					75/week						
Band Director					75/week						
Cheer Advisor					75/week						

Unifified Bocce (Grant) Jen Kastelic

Child Accounting / Central Registration
Lower Dauphin S D
Job Description

JOB INFORMATION

Title:	Child Accounting / Central Registration - Lower Dauphin S D
FLSA:	Non-Exempt
Terms of Employment:	12 Month
Employee Group:	Support
Location	Central Office
Last Edited On:	7/31/2026 3:28:34 PM

ORGANIZATION

County:	Dauphin
Entity:	Lower Dauphin S D
Department:	Student Services
Reports To:	Data Systems Administrator

JOB GOAL

Responsible for overseeing student registration, enrollment, residency verification, and child accounting processes for the school district in accordance with Pennsylvania Department of Education (PDE) requirements, School Code, and district policies. The position maintains accurate student records, ensures compliance with attendance and membership reporting regulations, and serves as a resource for families regarding enrollment procedures and residency matters.

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:
-prompt responsiveness to inquiries
-professional and courteous verbal and nonverbal communication
-proactive problem solving

ESSENTIAL FUNCTIONS

1. Collects and reports child accounting information for state reports used for reimbursement. Assists with the auditing and verification of information using the district's student information system.
2. Oversees daily operations relating to child accounting and processes paperwork to register incoming students, handle transferring students and pertaining to withdrawal of students. Determines each new student's proper school assignment in accordance with Pennsylvania School Code, district policy and residency requirements.
3. Responds at the district level to all schools and sites regarding attendance, registration procedures, and withdrawal procedures and securing proper information for admission of non-resident students.
4. Maintains accurate recordkeeping of foster, incarcerated, institutionalized and non-resident students with the assistance of district personnel Including timely preparation, processing and maintenance of PDE 4605 forms or other forms used to verify students' school district of residence.
5. Verifies residency and enrollment of cyber charter and charter school students and coordinates any discrepancies with the State. Reconciles invoices.
6. Processes dual enrollment requests from home school students and private school students.
7. Review and verify all enrollment documentation including proof of residency, birth certificates, immunization records, custody agreements, guardianship paperwork, affidavits, and other legal documents.
8. Maintains current enrollment data, prepares periodic enrollment projections, and makes annual reports on gains or losses in student membership.
9. Effectively interact with appropriate departments including Special Education, Transportation and the Business Office regarding students' transportation, lunch status and applications, etc.
10. Regularly attends Pennsylvania Department of Education (PDE) trainings offered on child accounting. Maintains knowledge of and trains staff on changes regarding the Public School Code provisions, PDE regulations and guidelines/BECs, and school district policy pertaining to enrollment and attendance of pupils, residency and child accounting. Maintains confidentiality with all District information, including District and school population information.
11. Maintain accurate records for charter school students, cyber charter students, tuition students, foster students, homeless students, and court-placed students.
12. Maintain and store records for withdrawn students and provide to new schools as required.
13. Assign students to schools based on attendance boundaries, grade levels, and district procedures.

14. Maintain knowledge of School Board Policies regarding students.
15. Maintain knowledge of special programs related to placements outside of the district and the enrollments of the non-residents within the district.
16. Maintain knowledge of immunization requirements and work with school nurses as needed.
17. Perform any additional duties as assigned.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	*Education Details*	*Req*	*Pref*	
High School		X		
Associates Degree			X	

Work Experience

Experience	*Experience Details*	*Req*	*Pref*	
	Prior experience in child accounting, school registration, student services, or related field		X	
	General knowledge of standard office practices, procedures, equipment and secretarial techniques.	X		
	Ability to operate a variety of office equipment.	X		
	Skill in the use of data and word processing equipment.	X		
	Ability to establish and maintain effective working relationships with others.	X		
	Ability to follow oral and written instructions.	X		

Licenses and Certifications

Enter Licenses/Certifications	*Lic/Certification Details*	*Req*	*Pref*	
	Must have or be able to obtain valid Act 34, Act 114, and Act 151 clearances	X		
	Active Notary Public		X	

SCOPE

Analytical Demands

☐ Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

Supervision

☐ No supervisory duties.

Sensory Abilities

☐ Visual acuity and auditory acuity.

Sensory Abilities

- ☐ Ability to communicate effectively in all aspects of the job.

Temperament

- ☐ Must possess excellent interpersonal skills.
- ☐ Must be cooperative, congenial, and service oriented.
- ☐ Ability to work as a coordinator and a member of a team.
- ☐ Must be courteous and able to effectively manage job responsibilities.
- ☐ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☐ Ability to work in an environment with frequent interruptions.
- ☐ Ability to be respectful and empathetic.

Cognitive Ability

- ☐ Ability to communicate effectively.
- ☐ Ability to organize tasks.
- ☐ Ability to exercise good judgment.
- ☐ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☐ Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☐ Ability to work on multiple tasks and prioritize appropriately.
- ☐ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☐ Maintains productive working relationship with immediate supervisor.

Specific Skills

- ☐ Must possess active listening skills.
- ☐ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☐ Able to adjust to changes in the work environment.
- ☐ Reports to work on time, gives a full day’s work and makes effective use of time while on the job.
- ☐ Maintains a good attitude toward administration, fellow employees and the public.
- ☐ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☐ Proofreads work for grammar and spelling accuracy.
- ☐ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☐ Acknowledges individuals’ requests and handles them in a friendly and courteous manner.
- ☐ Promotes a positive team environment through active cooperation with others.
- ☐ Maintains awareness of the School District’s policies and procedures. Follows the chain of command.
- ☐ Shows initiative and works with minimal supervision.
- ☐ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☐ Responds appropriately to supervision and direction.
- ☐ Dresses appropriately for job environment.
- ☐ Ability to follow directions and give direction to others.
- ☐ Ability to work independently and make work-related decisions.
- ☐ Ability to exercise good judgment in prioritizing tasks.
- ☐ Ability to communicate effectively at all organizational levels.
- ☐ Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- ☐ Ability to appropriately handle confidential information in accordance with District policies.

Standard ADA Settings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Selection	**X Office** Classroom Other(to include Physically Demanding Positions)

This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	*Rarely*	*Occasionally*	*Frequently*	*Constantly*	*Weight*
☒	Sitting			X		
☒	Standing		X			
☒	Walking		X			
☒	Talking: On the phone; person-to-person, and in groups			X		
☒	Hearing: On the phone; person-to-person, and in groups			X		
☒	Vision: Near, midrange, far, peripheral, depth and color			X		
☒	Driving Requirements (personal vehicle, and/or company vehicle):	X				
☒	Machines or tools used: Computer:			X		
☒	Machines or tools used: Telephone			X		
☒	Pushing/Pulling/Lifting(Enter Weight)		X			25 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	Working Condition
☒	Typical office environment
☒	Subject to inside environmental conditions

Executive Assistant & Board Secretary
Lower Dauphin S D
Job Description

JOB INFORMATION

Title:	Executive Assistant & Board Secretary - Lower Dauphin S D
FLSA:	Exempt
Terms of Employment:	12 month
Employee Group:	Support
Location	Central Office
Last Edited On:	8/6/2026 10:29:43 AM

ORGANIZATION

County:	Dauphin
Entity:	Lower Dauphin S D
Department:	District Administration
Reports To:	Superintendent of Schools, Assistant to the Superintendent, Director of Curriculum

JOB GOAL

The Executive Assistant & Board Secretary is responsible for supporting the Board, the Superintendent, the Assistant to the Superintendent/Assistant Superintendent and the Director of Curriculum by serving as an organizational resource; providing clear communications; complying with confidentiality requirements; keeping correct and proper record of all proceedings of the board; and preparing reports, keeping accounts and managing records as required by law.

ESSENTIAL FUNCTIONS

1. Monitor timelines for submission of board meeting agenda items and assist with the development of board and committee meeting agendas and supplemental materials; fulfill public notice requirements of the Sunshine Act; attend school board meetings; conduct roll call; prepare accurate and complete minutes and, following board approval, sign the minutes.
2. Serve as Open Records Officer for Right-to-Know Law requests, meeting all legal requirements of the law and consulting with the Superintendent or legal counsel as appropriate.
3. Provide support to assist the Superintendent, Assistant to the Superintendent/Assistant Superintendent, and Director of Curriculum with administrative duties, including but not limited to: telephone communication, greeting visitors, processing forms, and processing data associated with respective offices.
4. Assist in the processing and maintenance of current and compliant board policies.
5. Prepare and sign orders of the district's bills in conjunction with the board treasurer.
6. Attest in writing to the execution of all deeds, contracts, reports and other instruments that are to be executed by the board.
7. Furnish reports as required by the Pennsylvania Department of Education or the Secretary of Education.
8. Prepare and review district office communication for distribution including correspondence for the Superintendent.
9. Be the custodian of all records, papers, office property and official seal of the school district.
10. Knowledge of district website software with the ability to update information.
11. Prepare correspondence as directed or as determined by requirements of position or as determined by Board action.
12. Attend all Board meetings.
13. Serve as Secretary to the President of the Board and the Superintendent in those matters so assigned and pertaining to their respective areas of responsibility as it relates to the Board.
14. Liaison to local media sources for notification of school delays, closures and early dismissals.
15. Continue to grow professional and technical knowledge by attending educational trainings and reviewing professional publications. Perform such duties pertaining to the business of the district as are required by law in coordination with District's Business Manager or as directed by the board of school directors.
16. Coordinate retirement gifts for all district employees.
17. Schedule will flex based on School Board Meeting needs.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	*Education Details*	*Req*	*Pref*	
High School		X		
Associates Degree			X	

Work Experience

Experience	*Experience Details*	*Req*	*Pref*	
3-5 years	Secretary or administrative assistant experience	X		

Licenses and Certifications

Enter Licenses/Certifications	*Lic/Certification Details*	*Req*	*Pref*	
	Must be able to obtain valid Act 34, Act 114, and Act 151 clearances	X		

SCOPE

Analytical Demands

☐ Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

Supervision

☐ Occasionally gives instructions and/or directions to other department employees.

Sensory Abilities

☐ Visual acuity and auditory acuity.

☐ Ability to communicate effectively in all aspects of the job.

Temperament

☐ Must possess excellent interpersonal skills.

☐ Must be cooperative, congenial, and service oriented.

☐ Must be courteous and able to effectively manage job responsibilities.

Cognitive Ability

☐ Ability to communicate effectively.

☐ Ability to organize tasks.

☐ Ability to exercise good judgment.

☐ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

☐ Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.

☐ Ability to work on multiple tasks and prioritize appropriately.

Specific Skills

☐	Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
☐	Reports to work on time, gives a full day's work and makes effective use of time while on the job.
☐	Proofreads work for grammar and spelling accuracy.
☐	Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

☐	Acknowledges individuals' requests and handles them in a friendly and courteous manner.
☐	Maintains awareness of the School District's policies and procedures. Follows the chain of command.
☐	Shows initiative and works with minimal supervision.
☐	Responds appropriately to supervision and direction.
☐	Dresses appropriately for job environment.
☐	Ability to follow directions and give direction to others.
☐	Ability to exercise good judgment in prioritizing tasks.
☐	Ability to communicate effectively at all organizational levels.
☐	Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
☐	Ability to appropriately handle confidential information in accordance with District policies.

Standard ADA Settings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Selection	**X Office** Classroom Other(to include Physically Demanding Positions)

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	Physical Demand	*Rarely*	*Occasionally*	*Frequently*	*Constantly*	*Weight*
☒	Sitting			X		
☒	Standing		X			
☒	Walking		X			
☒	Talking: On the phone; person-to-person, and in groups			X		
☒	Hearing: On the phone; person-to-person, and in groups			X		
☒	Vision: Near, midrange, far, peripheral, depth and color			X		
☒	Driving Requirements (personal vehicle, and/or company vehicle):		X			
☒	Machines or tools used: Computer:			X		
☒	Machines or tools used: Telephone			X		
☒	Pushing/Pulling/Lifting(Enter Weight)		X			25 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	Working Condition
☒	Typical office environment

Lower Dauphin School District Personnel Action

NO	REASON	ACTION	NAME	POSITION	BLDG.	EFFECTIVE DATE	SALARY	Prorated	Step
1	Approval of FMLA	Classified Custodial Staff Action	Edwin Santos	Custodian	Middle School	Intermittent FMLA Anticipated start date 10/1/26-11/30/2026			
2	Approval of Resignation	Professional Staff Action	Monica Hockenbrock	Learning Support Teacher	South Hanover	9/18/2026			
3	Approval of Resignation	Professional Staff Action	Alice Wellems	3rd Grade Teacher	East Hanover	8/31/2026			
4	Approval of Resignation	Professional Staff Action	Morgan Smith	ELA Teacher	Middle School	8/4/2026			
5	Approval of Resignation	Classified Hourly Staff Action	Victoria Twigg	Paraprofessional	South Hanover	7/14/2026			
6	Approval of Resignation	Classified Salaried Staff Action	Christopher Reynoso	Assistant Network Technician	TMC	8/6/2026			
7	Approval of Transfer	Professional Staff Action	Leslie Harrington	Learning Support Teacher	East Hanover	8/18/2026			
8	Approval of Transfer	Classified Salaried Staff Action	Barbara Brown	Child Accounting/Central Registration	DAC	8/11/2026	$51,140.00	Yes	
9	Approval of Revised Job Description	Classified Salaried Staff Action		Executive Assistant & Board Secretary	DAC	8/11/2026			
10	Approval of Revised Job Description	Classified Salaried Staff Action		Child Accounting/Central Registration	DAC	8/11/2026			
11	Approval of Hire	Professional Staff Action	Emma N Walt	Science Teacher	Middle School	8/18/2026	$57,228.00		Column A Step 1
12	Approval of Hire	Professional Staff Action	Thomas E Prostko	Technology Education Teacher	High School	8/18/2026	$57,228.00		Column A Step 1
13	Approval of Hire	Professional Staff Action	Katie E Dellinger	Autistic Support Teacher	Middle School	8/18/2026	$58,084.00		Column A Step 2
14	Approval of Hire	Long Term Substitute Professional Staff Action	Lauren R Ferrell	4th Grade Teacher	South Hanover	8/18/2026-11/30/2026	$57,228.00	Yes	Column A Step 1
15	Approval of Hire	Classified Hourly Staff Action	Julie Cummins	Computer Room Aide	Nye	8/18/2026	$16.66 per hour		
16	Approval of Hire	Classified Hourly Staff Action	Sarah A Lefevre	Paraprofessional	Nye	8/18/2026	$16.66 per hour		
17	Approval of Hire	Classified Hourly Staff Action	Michele M Ryan	Receptionist	High School	8/18/2026	$15.83 per hour		
18	Approval of Hire	Classified Custodial Staff Action	Larisa F Klingler	Custodian	High School	8/11/2026	$18.70 per hour		
19	Approval of Hire	Classified Substitute Custodial Staff Action	Doug Bostdorf	Custodial Substitute	District Wide	8/11/2026	$18.60 per hour		
20	Approval of Hire	Classified Substitute Custodial Staff Action	Lauren Conard	Custodial Substitute	District Wide	8/11/2026	$18.60 per hour		
21	Approval of Hire	Classified Substitute Custodial Staff Action	Zach DeLano	Custodial Substitute	District Wide	8/11/2026	$18.60 per hour		
22	Approval of Hire	Classified Substitute Custodial Staff Action	Christian Sanders	Custodial Substitute	District Wide	8/11/2026	$18.60 per hour		
23	Approval of Hire	Classified Substitute Custodial Staff Action	Sherry Klingler	Custodial Substitute	District Wide	8/11/2026	$18.60 per hour		
24	Approval of Hire	Classified Substitute Custodial Staff Action	Rick Landis	Custodial Substitute	District Wide	8/11/2026	$18.60 per hour		
25	Approval of Hire	Classified Substitute Custodial Staff Action	John Bowen	Custodial Substitute	District Wide	8/11/2026	$18.60 per hour		
26	Approval of Hire	Classified Substitute Custodial Staff Action	Lori Kilgore	Custodial Substitute	District Wide	8/11/2026	$18.60 per hour		
27	Approval of Hire	Classified Substitute Custodial Staff Action	Mike Wenner	Custodial Substitute	District Wide	8/11/2026	$18.60 per hour		
28	Approval of Hire	Classified Substitute Custodial Staff Action	Roger Olinger	Custodial Substitute	District Wide	8/11/2026	$18.60 per hour		
29	Correction to previously Board approved Action	Professional Staff Action	Julia Zakovitch	5th Grade Teacher	East Hanover	8/18/2026	$57,228.00		Column A Step 1
30	Approval of Stipend	Classified Salaried Staff Action	Rebekah Kratzsch	Special Assignment Stipend	DAC	8/11/2026	$3,000.00		
31	Approval of Summer Staffing	Professional Staff Action	Kelly Rudy	JS/SRA Substitute	District Wide	7/6/2026	Per diem hourly		

LOWER DAUPHIN SCHOOL DISTRICT
DAUPHIN COUNTY, PENNSYLVANIA

RESOLUTION #2026-11

2026 Homestead and Farmstead Exclusion Resolution

RESOLVED, by the Board of School Directors of Lower Dauphin School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2026, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

1. **Aggregate amount available for homestead and farmstead real estate tax reduction.** The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2026:

   a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of $2,335,829.40.

   b. **Philadelphia tax credit reimbursement funds**. PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of $12,140.82.

   c. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is $2,347,970.22.

2. **Homestead/farmstead numbers.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report on June 2026, listing approved homesteads and approved farmsteads as follows:

   a. **Homestead property number.** The number of approved homesteads within the School District is 7,083.

   b. **Farmstead property number.** The number of approved farmsteads within the School District is 72.

   c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 7,155.

3. **Real estate tax reduction calculation.** The school board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(c) aggregate amount available during the school year for real estate tax reduction of $2,347,970.22, by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 7,155 (before considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead and farmstead exclusion amount), the preliminary calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is $328.15.

   Based on calculations provided by the School District Business Office from the best available information and carefully evaluated by the School Board, considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead exclusion and the farmstead exclusion amount, an additional aggregate amount of $41,559.30 will be available during the school year for real estate tax reduction applicable to approximately 6,813 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of $6.10. Adding this additional amount to the preliminary calculation

of the maximum real estate tax reduction amount of $328.15, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is $334.25.

4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of $ by the School District real estate tax rate of 22.0486 mills (.0220486), the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is $334.25, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is $15,160.00.

5. **Homestead/farmstead exclusion authorization – July 1 tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of $15,160.00. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of $15,160.00. For purposes of this Resolution, "approved homestead" and "approved farmstead" shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 5 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

6. **Homestead/farmstead exclusion authorization – interim real estate tax bills.** No homestead or farmstead exclusion will apply to any interim tax bill except an interim tax bill applicable to a property that includes an approved homestead or approved farmstead listed in the report received by the School District from the County Assessment Office on or before May 1, but not included in the tax assessment reflected in the July 1 tax bill for the pr5operty. In most cases, the assessment of approved homesteads and approved farmsteads will be reflected in July 1 tax bills. However, in any case when there is an approved homestead or an approved farmstead that is not included in the assessment reflected in the July 1 tax bill, and when an interim real estate tax notice is issued later based on an interim assessment including the approved homestead or approved farmstead, the interim tax notice shall reflect a homestead or farmstead exclusion real estate assessed value reduction calculated under paragraph 5, except that the paragraph 4 maximum real estate assessed value reduction will be prorated in the same manner as the real estate tax is pro-rated. Assuming the interim tax notice reflects taxation as of July 1, as will occur in most such cases, the full amount of the paragraph 4 maximum real estate assessed value reduction will apply. In the extraordinary case where the new interim tax assessment is effective after July 1, the paragraph 4 maximum real estate assessed value reduction will be pro-rated in the same manner as the real estate tax reflected in the interim tax bill is prorated.

Adopted at a meeting of the Board of School Directors of the Lower Dauphin School District on August 10, 2026.

ATTEST:

LOWER DAUPHIN SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS

BY: _____
Carron K. Wolf, Secretary

BY: _____
Robert P. Hill, Jr., President

(SEAL)

LOWER DAUPHIN SCHOOL DISTRICT

ACT 35 CIVICS ANNUAL REPORT SUMMARY

2025-2026 SCHOOL YEAR

Course Affiliated with Assessment	Type(s) of Assessment	Grade(s)
American Government	LEA Created	11th Grade
# of Students Assessed	**# of Students w/ Passing Grade**	**Students Scoring 100%**
244	230	15

Chief School Administrator Gregory Milbrand, Ed.D.

Single Point of Contact Charlie Trovato, Ed.D.

ELLEVATION | BENCHMARK

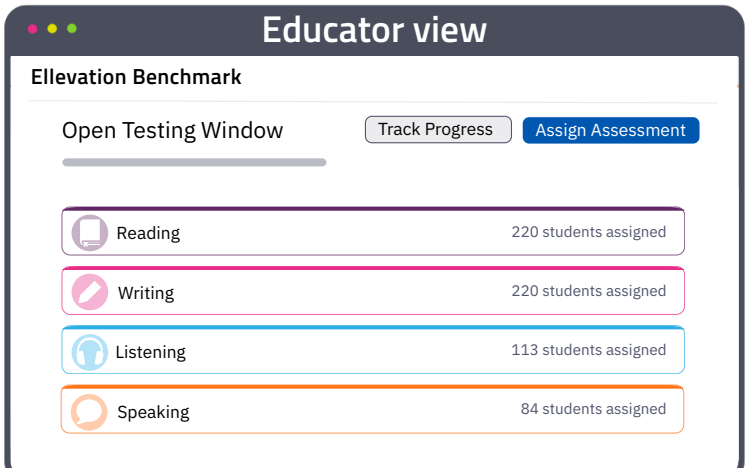
Measure EL progress. Inform instruction. Drive proficiency growth.

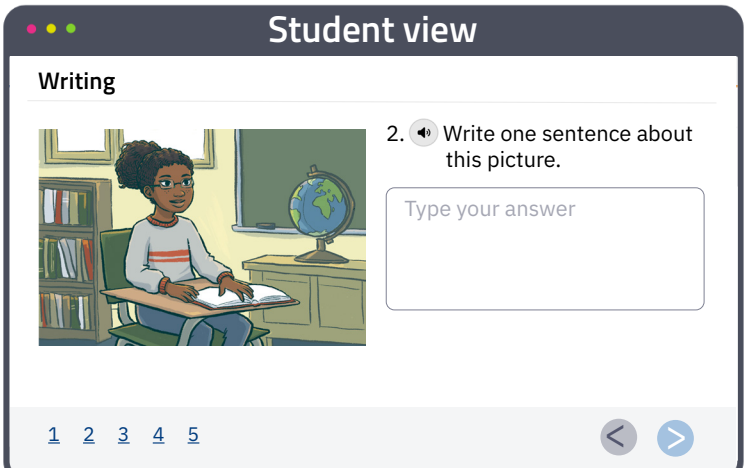
Track student progress towards English proficiency with confidence. Administered up to three times per year across reading, writing, listening, and speaking, short, 20-minute assessments provide timely data to drive meaningful student outcomes, while keeping the focus on learning and minimizing testing fatigue.

Timely, actionable insights: Move beyond limited end-of-year insights. Get regular data to make instructional adjustments and target support exactly where it's needed.

Control what you measure: Gain the data you need without sacrificing valuable learning time. Test student groups, in the domains you choose, up to three times a year.

A complete student view: Combine assessment results with other EL data points in one platform, providing holistic insight into student progress and program outcomes.





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ELLEVATION | BENCHMARK

Insights that inspire growth.

Designed to support instruction, not disrupt it.

> "The data from the Ellevation Benchmark is excellent! It is very detailed so that teachers can adjust their instruction to meet the exact needs of their students. Having this data periodically throughout the year improves the quality of our instruction for ELs. It also helps motivate students as they see their scores and set goals for the next benchmark assessment and the summative assessment."
>
> *- Cleveland, TN*

Data that helps you meet students where they are.

> "The near-immediate availability of data is transformative. Instead of relying solely on lagging indicators like ACCESS, we now have leading data that allows us to adjust instruction in real time. This helps us make more informed placement decisions at the start of the year, recalibrate at the mid-year point, and plan proactively for the following school year. Instructional decisions are now grounded in timely evidence rather than historical data."
>
> *- River Trails, IL*

With Ellevation, enjoy a powerful way to connect data, instruction, families and benchmark insights further – a complete ELD solution, all in one place.

Transform the way you serve English learners with Ellevation.

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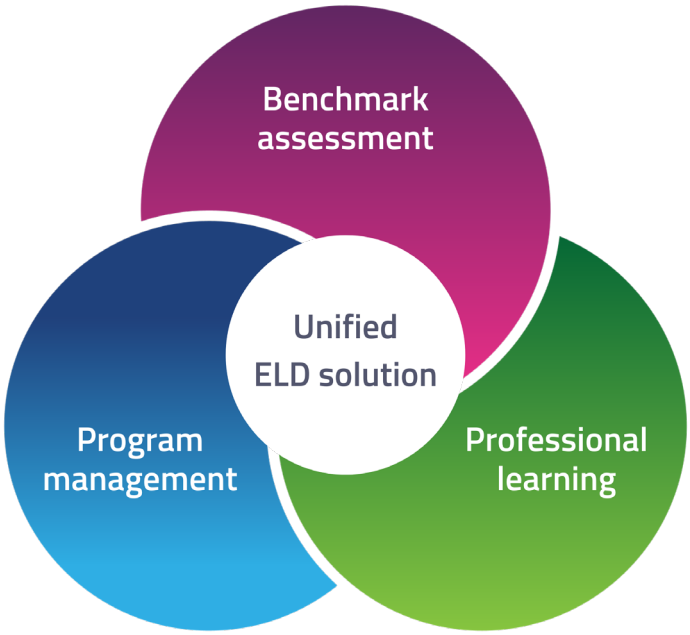
Ellevation – your unified ELD solution.

Ellevation is the nation's leading K-12 software solution for multilingual learners and the educators who serve them. Standalone assessments and instructional resources often provide isolated insights, leaving districts with fragmented data and disconnected program tools.



With Ellevation, enjoy a powerful way to connect data, instruction, families and benchmark insights further – a unified ELD solution, all in one place.

One connected system for your entire ELD program. Bring compliance workflows, instructional insights, and family engagement together. Save time, stay audit-ready, and deliver consistent, impactful support for all multilingual learners.

Ongoing insight into language proficiency growth. Measure student progress throughout the year and turn insights into instructional action. With regular, low-lift benchmarks administered up to three times per year, teachers can better target instruction and assess growth across reading, writing, listening, and speaking.

Instructional support grounded in student data. Empower educators with research-based strategies, differentiated instruction techniques, and professional learning modules that are directly connected to real-time English learner (EL) data. Translate insight into classroom practice with confidence, using strategies that align to student needs and language goals.

Transform the way you serve English learners.

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