



School Student and Family Handbook
2023-2024

Dr. Matthew Alloway, Principal
601 N. Lansdowne Avenue
Drexel Hill, PA 19026
(610) 622-7000 Main Office

<https://www.upperdarbysd.org/udhs>

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Upper Darby High School Administration & Grade Level Centers 2023-2024

Dr. Matthew Alloway - Principal

William Moore - Assistant Principal - Climate & Culture

Danielle Brino - Assistant Principal - Scheduling & Operations

Russell Benditt- Assistant Principal - Athletic Director

Class of 2024	Class of 2025
Assistant Principal: Joseph Niagara Lead Teacher: Walt Udovich Counselor (A-G): Jason Krauth Counselor (H-O): Jennifer Sullenberger Counselor (P-Z): Mayra Perez Social Worker: Denisha Morton Administrative Assistant: TBD Activities Director: Chris Nielsen	Assistant Principal: Stephanie Sitek Lead Teacher: Dennis Keegan Counselor (A-F): Amanda Rementer Counselor (G-O): Sharon Donohue Counselor (P-Z): Latisha Mejias Social Worker: Susanne Cianfaro Administrative Assistant: Asia Trader Activities Director: TBD
Class of 2026	Class of 2027
Assistant Principal: Jason Kushak Assistant Principal: Lisa Mitchell Counselor (A-F): Jill Morris Counselor (G-N): William Haines Counselor (O-Z): Nina Green Social Worker: Basha Smolen Administrative Assistant: Laretta Kieh Activities Director: Jeremy Park	Assistant Principal: Joshua Peterkin Assistant Principal: Kate Flanagan Counselor (A-F): Kathrine Froschle Counselor (G-N): Katie Guidone Counselor (O-Z): Andrea Downie Social Worker: Gabby Eichelberger Administrative Assistant: Harriet Bailey Activities Director: AJ Bianchi

Administrative Assistants/Support Staff

Belinda Brokenborough	Principal's Private Administrative Assistant
Debbie Beck	Principal's Administrative Assistant
Jayne Worthington	Registrar
Susan Greto	Activities Bookkeeper
Bregetta Williams	Attendance Clerk
TBD	Attendance Clerk
Lori Hughes	Attendance Clerk
Angela Graci	Duplicating Center Clerk
TBD	Social Enrichment Center
Joanne Pusey	Lunch Program Clerk
TBD	Guidance Administrative Assistant

Susan Licci

Special Education Administrative Assistant

Instructional Coaches

Kathy Blair - Instructional Technology

Kristen Hoyt - Literacy

Counseling Department

Emily Catlett - College & Career Counselor

TBD - Post Secondary Planning Coordinator

Athletic Department

Russell Benditt - Athletic Director

Jason McDermott & TBD- Assistant Athletic Directors

Jennifer Kramer - Athletic Administrative Assistant

Career and Technical Education Coordinator

Josh Taffel

Cosmetology

Kelli Barnes, DCIU Staff

School Psychologists

Molly Blew

Stephani Church

Andrykah Smith

Laura DaSilva

Glen Shenkman

Library

Julia Rion - Librarian

Carmen Vitanza, Arek Torosian, & TBD – Library Assistants

Health Service

Mary Stiles

Jennifer McCullough

Services

TBD, Head Custodian

Aramark Food Services - arafood@upperdarbysd.org

UDSD Public Safety

Gil Cunningham, Upper Darby School Director of Public Safety

To contact any school district employee via email:

Use the initial of their first name and full last name @upperdarbysd.org

Ex: Jane Doe: jdoe@upperdarbysd.org

Message from the Principal

My name is Matt Alloway, and I am very proud to serve the Upper Darby High School as the principal for the 2023 - 2024 school year! As a school principal, I take the responsibility to facilitate, organize, and manage an educational environment that serves as an outstanding resource for our community. Many of my decisions and actions are made based on my professional educational experiences, and from twenty years of service to the Upper Darby School District, including serving as a teacher, Assistant Principal at Beverly Hills Middle School, Assistant Principal at Upper Darby High School, and Principal at Drexel Hill Middle School. Other decisions are made based on being a member of your community and also a parent of a high school child. The responsibilities of all of us here at Upper Darby is to make certain that your families have access to the best educational experience that reflects the values of Opportunity, Unity, and Excellence.

In service to our families, I encourage you to participate as members of our school community. I look forward to working with families through the Home and School Association, and through attendance and participation in school-based activities and presentations. Two-way communication is critical to our success in meeting your needs. I will continue to send weekly communication to all families, as well as presentations to the Home and School. On the other side of communication, please connect with our teachers, staff, and administrators to address any of your thoughts and ideas throughout the year.

Thank you for reading and learning more about our school and our programs. I look forward to a great year, filled with new learning, connections, friendships, and positive memories.

Purpose of the HandbookThe purpose of the Upper Darby High School Student Handbook is to provide building specific information. All general Upper Darby School District information is available in the UDSD Family Handbook linked here [UDSD Family Handbook 2023-2024 \[ENGLISH\]](#)

Mission Statement

We, the Upper Darby High School faculty, administrators, and staff, are committed to empowering all learners to acquire the knowledge and skills needed to achieve their full potential in an environment that supports our comprehensive and challenging educational program.

UDHS Bell Schedules 2023-24

The Bell Schedules below indicate a virtual extension block for each course, each day. Students must check-in following all directions in the virtual extension materials located in each teacher's Schoology Folder.

Daily Bell Schedule

	START	END
Block 1E	7:30 AM	7:51 AM
Block 2E	7:51 AM	8:12 AM
Block 3E	8:12 AM	8:33 AM
Block 4E	8:33 AM	8:54 AM
Transition	8:54 AM	9:45 AM
Block 1	9:45 AM	10:45 AM
Block 2	10:50 AM	11:50 AM
Flex/Lunch	11:55 AM	12:31 PM
Block 3	12:36 PM	1:36 PM
Block 4	1:41 PM	2:41 PM

Testing Bell Schedule

Keystone & PSAT

	START	END
Testing Block	7:30 AM	10:55 AM
Block 1	11:00 AM	11:43 AM
Block 2	11:48 AM	12:31PM
Flex/Lunch	12:36 PM	1:05 PM
Block 3	1:10 PM	1:53 PM
Block 4	1:58 PM	2:41PM

Wednesday Extended Flex Bell Schedule

***Every Wednesday except for Early Dismissals**

	START	END
Block 1E	7:30 AM	7:51 AM
Block 2E	7:51 AM	8:12 AM
Block 3E	8:12 AM	8:33 AM
Block 4E	8:33 AM	8:54 AM
Transition	8:54 AM	9:45 AM
Block 1	9:45 AM	10:40 AM
Block 2	10:45 AM	11:40 AM
Flex/Lunch	11:45 AM	12:41 PM
Block 3	12:46 PM	1:41 PM
Block 4	1:46 PM	2:41 PM

Wednesday Extended Flex/ Early Dismissal Schedule

Dates: 9/20/23, 10/18/23, 11/15/23, 12/20/23, 2/21/24, 3/20/24, 5/9/24

	START	END
Block 1E	7:30 AM	7:51 AM
Block 2E	7:51 AM	8:12 AM
Block 3E	8:12 AM	8:33 AM
Block 4E	8:33 AM	8:54 AM
Transition	8:54 AM	9:45 AM
Block 1	9:45 AM	10:21 AM
Block 2	10:26 AM	11:02 AM
Flex/Lunch	11:07 AM	11:38 AM
Block 3	11:43 AM	12:19 PM
Block 4	12:24 PM	1:00 PM

Pep Rally Schedule

	START	END
Block 1E	7:30 AM	7:51 AM
Block 2E	7:51 AM	8:12 AM
Block 3E	8:12 AM	8:33 AM
Block 4E	8:33 AM	8:54 AM
Transition	8:54 AM	9:45 AM
Block 1	9:45 AM	10:21 AM
Block 2	10:26 AM	11:02 AM
Flex/Lunch	11:07 AM	11:38 AM
Block 3	11:43 AM	12:19 PM
Block 4	12:24 PM	1:00 PM
Pep Rally	1:00 PM	2:41 PM

District and School Comprehensive Goals

Upper Darby School District Administration presented the [District's 2021-2024 Comprehensive Plan](#) using the new Future Ready Portal during the June 15, 2021 Education and Pupil Services School Board Committee meeting. The presentation included a review of the process used to develop the plan, the determined strengths and challenges, the action plan for reaching the district's goals and the professional development plan to be implemented. The plan was posted for public review and comments for 28 days as per Chapter 4 of the PA School Code and was approved at the August board meeting.

The Upper Darby High School presented a Comprehensive School Improvement Plan to address needs specific to the following areas:

- Achievement and Growth - English Learners
- Achievement and Growth - Students with Disabilities

A copy of the entire plan can be found on our website and linked [here](#).

Calendars

[Districtwide Master Calendar 2023-24](#)

[Staff Directory](#)

UDHS Home & School Association upper.darby.home.school@gmail.com Home and School website	
Board 2023-2024:	
President	Steve Sarti
Vice President	TBD
Treasurer	Jamar Alston
Corresponding and Recording Secretary	TBD
Committee Heads	
Fall/Spring Flea Market	Lois Johnston (215) 834-2157
Beautification and Service Projects	TBD
Concessions	Steve Sarti
Staff Appreciation Luncheon	Steve Sarti
After Prom	Allison Dobbins

Communication

The Upper Darby School District believes that strong communication and a positive home-school connection are critical to the success of our students and our schools. Upper Darby High School administration, teachers and staff know that good communication with parents is an important part of keeping families connected to school. We are committed to communicating with parents/guardians through a variety of tools. Please note the ways we stay connected with families and stay engaged!

- [UDSD Website](#) - The District website is used to communicate District and school news and information to parents and the school community. The District website also contains information related to each Department, the District's master calendar, Board policies and other District and District news and announcements.
- [UDSD Social Media](#) - The District uses a variety of social media tools to post information on emergency school closings, pictures of students and teachers working together, pictures from events and activities in schools across the District, and information about upcoming meetings and events.



- [Upper Darby High School webpage](#) - The school webpage contains our week-at-a-glance calendar, access to the principal's webpage, the school's monthly school newsletter and other important information.
- [Wednesday eFolder](#) - All families receive school information and updates on a weekly basis through the email address on record on the [Home Access Center](#) (HAC). Please keep your email address up-to-date to receive these important updates. See the [Home Access Center Guide](#) for more information.
- [Schoology](#) - Teachers can send a Schoology message to parents of members in their course(s) or group(s) about course updates and reminders.
- [Community Bulletin Board](#) - Please remember to check out our electronic Community Bulletin Board every week for community, Township, and County resources and events!
- [Principal ParentLinks](#) - From time to time, the Principal will send out communications to families about important school events or information. Please check your email regularly throughout the week for updates. Voice message ParentLinks are reserved for emergency notifications only. Please keep your contact information up to date in HAC.
- [Mobile App](#) - Download on your mobile device today to view the top stories for the district, check out calendar items, social media and to receive push notifications with the latest news and updates from the District. [Install](#) the Upper Darby School District mobile app today!
- [Blackboard Reach](#) - Blackboard Reach lets teachers have a two-way conversation with parents. Conversations can be used to give feedback, information on upcoming assignments or required paperwork due dates, and class information and events. Blackboard Reach allows families to view messages that teachers post to the entire class and to also privately message teachers. Click [here](#) for instructions on using the messaging dashboard.

Emergency Preparedness

The safety of our students, staff, and visitors is our top priority. Emergencies can happen at any time, and when they happen at school, we want to ensure that everyone is prepared to handle them safely and effectively.

- [Safety Terms and Procedures - Frequently Asked Questions for Families - Lock-In, Lock-Out and Lockdown](#)
- [UDSD Communication and Emergency Preparedness Plan](#)
- [CrisisGo](#) - Parents and guardians will now be kept in the loop with school safety news. CrisisGo's app allows you to connect with safety message groups from our school district and school buildings. If an emergency occurs, you will be able to receive updates from the school. Click to learn how to [subscribe](#) to the CrisisGo mobile app.
- [Fire Drills](#) - Each school building is required to hold a fire drill at least once a month during the school year to instruct and familiarize staff and students with the use of fire escapes, fire extinguishers and exits. Each fire drill includes the complete removal of students, staff and visitors in an expeditious manner to a place of safety on the grounds outside.
- [Bus Evacuation Drills](#) - When the District uses its own buses or contracts for busing to transport district students, it must conduct at least two (2) bus evacuation drills to instruct students and practice the location, use and operation of emergency exit doors, fire extinguishers, and proper evacuation of buses in the event of fire or accidents. Bus evacuation drills will be conducted on school grounds. The first bus drill will be conducted during the first week of the school term, and the second will be conducted during the month of March. The Supervisor of Transportation may conduct additional drills at other times of the year when necessary. The district will provide bus operators with proper training and instructions to enable them to carry out the necessary procedures for bus evacuation and may require drivers to attend classes and drills.
- [Emergency Drills](#) - Emergency drills can include drills involving severe weather storms, tornadoes, hurricanes, earthquakes, bomb threats, lockdowns and evacuations. The Director of Public Safety, in consultation with the Superintendent, will determine if and when an emergency drill is necessary. Within 90 days of the beginning of the 2018 - 2019 school year and every year thereafter, school entities must conduct one school security drill in each school building in lieu of a required fire drill.

Attendance

1. At the start of all blocks, all teachers are required to take and submit attendance electronically. Teachers will take attendance every class, every day, and record absences and lates. This includes taking attendance for students in our virtual learning models.
2. In the event that a substitute teacher is assigned, paper-attendance will be taken to account for all students in each block or flex period.

SchoolPass

We are pleased to announce that our district is taking a significant step forward in enhancing school safety and streamlining attendance management with the implementation of SchoolPass, a comprehensive management system. Designed to provide real-time arrival and attendance information, SchoolPass will revolutionize the way we monitor student entry into our three secondary schools.

Beginning this academic year, students will be required to utilize their identification cards to gain access to the school building. This innovative system will not only ensure secure entry but will also facilitate efficient attendance tracking in classrooms throughout the day. By utilizing SchoolPass, we aim to promote a safer environment for our students and staff while reducing administrative burdens.

To ensure a smooth transition and familiarize our students with the program, building-level lessons will be conducted to educate them on SchoolPass functionality and the school's expectations regarding its usage. These lessons will equip our students with the necessary knowledge and skills to seamlessly integrate SchoolPass into their daily routines.

We understand the importance of providing comprehensive information to our stakeholders, and as such, our secondary school principals will be disseminating more detailed instructions and guidelines regarding SchoolPass during the back-to-school period. These resources will address specific queries and provide further clarity on the implementation process.

With the introduction of SchoolPass, we are confident that our district will experience a significant improvement in attendance management and heightened security measures. By embracing this forward-thinking solution, we reaffirm our commitment to creating a nurturing educational environment while leveraging technology to enhance the overall educational experience for our students.

1. Students must present a valid and current Student ID to enter the building
2. Students arriving at the beginning of the day must present Student ID at a SchoolPass kiosk located in the following zones:
 - a. Main Entrance
 - b. Bus Platform Entrance
 - c. Gym Entrance
 - d. PAC Entrance
3. Students arriving after the beginning of the first block of the day must present a Student ID at the SchoolPass kiosk located at the Main Entrance.
4. If a student misplaces his/her student ID, a replacement ID must be purchased by reporting to the main office during flex/lunch with a valid pass from a teacher.

First Block Attendance

1. First block teachers must be at threshold by **9:30 AM**. Teachers on duty are responsible for supervising students and directing students to their first block class in order to free the hallways of crowds.

2. At 9:45 AM Block 1 begins. Students are to be in their assigned first block class by the third bell at 9:45 AM. First block attendance is to be taken and submitted electronically. Students' attendance will be taken based on their specific learning model.
3. Students who are returning from an absence will drop their absence note at the grade level center.
4. Families may send attendance notes electronically to:
 - 9udhs-attendance@upperdarbysd.org
 - 10udhs-attendance@upperdarbysd.org
 - 11udhs-attendance@upperdarbysd.org
 - 12udhs-attendance@upperdarbysd.org

Late to School/Scheduled Late Arrival

All students who are late to school will check in upon entry and then report directly to their scheduled course. Lateness is only excused in accordance with the Upper Darby School District Attendance Policy. **For the safety of everyone, students may not open any exterior door to admit late students into the building.**

Lateness to School

Number of Lates	Intervention
5	Phone Call, and loss of two Royal Points
10	Student Conference, Official Written Notice, and loss of two Royal Points
15	Phone Call, Official Written Notice, SAIP, and loss of two Royal Points
20	Phone Call, Official Written Notice, SAIP and loss of two Royal Points <u>Referral to Tier II</u> <ul style="list-style-type: none"> ● Tier II Group for 6 weeks

Scheduled Late Arrival - All students with a Late Arrival enter through the main entrance of the high school.

Students are expected to attend school daily, on time, according to their rostered schedule and adhere to the Upper Darby School District Attendance Policy. Repeated lateness may result in a social work referral, SAIP (school attendance improvement plan), a SAP(student assistance program) referral, or a referral for investigation by a UDSD truancy officer.

Early Dismissals

An Early Dismissal from school is allowable following the established parameters of the Upper Darby School District Attendance Policy. Written notice from the child's guardian is required to approve an early dismissal. Students with a note from their guardian should check in at their grade level center in the morning and receive a pass to leave class at the appropriate time for planned early dismissals. When it is time for a student to leave class for an early dismissal, they will show their pass to the teacher of that block or flex period and then report to the grade level center to sign out. If a parent/guardian requests an emergency early dismissal, a lead teacher, school counselor, administrator or security will be sent to the student's classroom. Written notification is required for an emergency early dismissal. The student will report and sign out at the Main Office.

Scheduled Early Dismissal

Any student who has an early dismissal on their schedule went through a documented and approved process with their counselor, grade level assistant principal, and Dr. Alloway. Parents/guardians also sign off on this process. Students with a regularly scheduled early dismissal will need to vacate school grounds promptly or they could potentially be cited for Trespassing. Students with scheduled early dismissals are expected to leave the building within ten minutes of the end of their last block.

Attendance Summary Statement

Student grades for a report period should reflect test grades, quizzes, asynchronous assignments, projects and any other assignments, including but not limited to labs, research papers etc. Time spent in school is valuable since lectures, speakers, discussions, notes, demonstrations, and laboratories which are missed due to absence may not be adequately recovered.

The student's responsibility following an absence is to make sure the absence note is received by the school within three (3) days. Students are also responsible for asking their teachers for the make-up work within the allotted time (generally two days for each day of an excused absence). Parents and guardians have the ability to submit notes for absences directly utilizing the grade level attendance email. Each grade level has a unique attendance email address. i.e. 12th grade attendance email is: 12udhs-attendance@upperdarbysd.org.

Students who miss class due to absences will be provided the assignment(s) and are expected to complete make-up work. Students who cut class are not afforded the same opportunity to complete make-up classwork. Throughout the year, many students are absent from school for an extended period of time for various reasons. Students who have an extended illness or condition that requires them to miss may be eligible for Homebound Instruction ([117-AR-0](#)). Please contact your child's school counselor for notification, to receive the appropriate documentation, which must be completed by a licensed physician and returned to the Supervisor of Pupil Services Dr. Brian Ursone for approval.

Extenuating circumstances that are student specific can arise and will be addressed by the grade level assistant principal and the building principal

Athletics

Philosophy

Upper Darby High School and the Athletic Department, through its provision of a comprehensive interscholastic program, desires to involve the widest possible segment of the student body in the program, believing that participation in athletics builds character through competition and engenders a desire for excellence which will carry over into every area of performance, both in school and in any outside activities.

Upper Darby High School desires that participating students develop pride and build respect for themselves, their team, their school, and their community by striving always to do their best in every situation, by exhibiting courtesy and respect to those in authority, and by conducting themselves in the best manner on and off the field as proper representatives of Upper Darby High School. Upper Darby High School also seeks to provide the best guidance for participating students by stressing the importance of academic endeavors throughout the athlete's school career and by affirming that academic and athletic excellence are compatible and inseparable. The department is dedicated to providing excellent coaching and resources for athletes so as to help them reach their greatest potential.

Upper Darby High School strives to foster success by recognizing the contributions of student athletes with a comprehensive awards program and by publicizing their activities in a positive manner.

Athletic Department Policies

All High School and District Policies are in continuous effect and will take precedence over policies of the Athletic Department should there be any conflict.

1. Dropping or Transferring Sports

On occasion an athlete may find it necessary to drop a sport for a good reason. An athlete must notify their coach immediately. Each case will be judged on its own merit and the first line of inquiry for the student should be the coach of the particular sport. When students wish to transfer to another sport in the same season, the coaches of both sports in question will consider the case. The approval of both coaches is necessary, as well as that of the Athletic Director for the transfer to be effective. Reliance on current PIAA regulations regarding transfers is necessary in all cases.

2. Travel

All athletes must travel to and from contests under the supervision of their coaches. All regular school rules will be followed in transit. In emergency/special circumstances, an athlete may travel with their parent/guardian. This request needs to be submitted in writing to the Athletic Director for pre-approval.

3. Conflicts in Extra-Curricular Activities

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities. To this end, the department will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about participating in too many activities where conflicts are bound to happen. Students also have the responsibility to notify faculty sponsors involved immediately when a conflict does arise.

4. Athletic Eligibility

The Athletic Director will run weekly grade reports for all athletes in order to ensure that athletes are in good academic standing. In order to participate in interscholastic sports, students must be passing two academic courses. The Athletic Director/Assistant Principal will place on probation students who do not meet eligibility standards. Students placed on academic probation will not be permitted to participate in interscholastic contests for a period of one calendar week (beginning on Sunday and ending that following Saturday). They may not practice or travel with their teams. The student on probation may return to eligible status if:

1. The teacher(s) issuing the failure warning indicates, on a grade verification form sent by the Athletic Director, that the student is passing in the course(s).
2. Students regaining eligibility status pursuant to the standard set forth above by having attained an average of 60 or better, remain eligible unless the student's average falls below 60 and another failure warning is reissued by the teacher.

5. Team Standards & Discipline

In addition to the Athletic Department standards, each coach is expected to distribute to each athlete a copy of the team's standards by which the athlete's participation is governed. A copy of these team standards is to be on file in the Athletic Office.

An athlete's failure to comply with these standards is an indication of a lack of desire to participate fully in the program and will result in suspension from participating. The precise period of suspension will depend on the violation and the attitude of the athlete. Reinstatement will be made when the athlete and coaching staff have reached a mutually agreeable resolution or agreement

Repeated or flagrant violations may result in suspension from the particular sport or the entire interscholastic athletic program for a period of one season or year.

Interscholastic Sports

Fall

Football	Mr. Dulaney
Field Hockey	Ms. Losch
Girls' Volleyball	Ms. Schuler
Boys' Cross Country	Ms. Ezzie
Girls' Cross Country	Ms. Ezzie
Girls' Tennis	Ms. Conroy
Golf	Mr. Mahoney
Girls' Soccer	TBD
Boys' Soccer	Mr. Flood
Cheerleading	Ms. DiPietro

Winter

Boys' Basketball	Mr. Miller
Girls' Basketball	Mr. Liberio
Wrestling	Mr. Laverghetta
Boys' Swimming	Ms. Marucci
Girls' Swimming	Ms. Burke
Boys' Indoor Track	Ms. Bierling
Girls' Indoor Track	Ms. Ezzie

Spring

Baseball	TBD
Softball	Ms. Schramm
Boys' Lacrosse	Mr. Krauth
Girls' Lacrosse	Mr. Pierucci
Boys' Tennis	Mr. Hoban
Boys' Track	Ms. Bierling
Girls' Track	Mr. B. Gilbert

Athletic Awards

- **Varsity Letter Award**—General: An athlete must complete the season as a squad member in good standing. A season is defined to include all League, District, and State Championship participation. Coaches' discretion will apply in all decisions. Coaches shall be authorized to recommend an earned letter award to an athlete who, because of an injury, has been unable to meet the requirements of the award.

The athlete will be awarded a sport-specific pin for each additional year of Varsity participation after receiving their first year Varsity letter in that sport.

Eligibility

As a member of PIAA, we follow all PIAA rules and regulations. If PIAA eligibility requirements are not met, students may not practice with, compete for, or take part in athletic contests.

Probation/Eligibility

The Athletic Director will run weekly grade reports for all athletes in order to ensure that athletes are in good academic standing. In order to participate in interscholastic sports, students must be passing two academic courses. The Athletic Director/Assistant Principal will place on probation students who do not meet eligibility standards. Students placed on academic probation will not be permitted to participate in interscholastic contests for a period of one calendar week (beginning on Sunday and ending that following Saturday). They may not practice or travel with their teams.

The student on probation may return to eligible status if:

1. The teacher(s) issuing the failure warning indicates, on a grade verification form sent by the Athletic Director, that the student is passing in the course(s).
2. Students regaining eligibility status pursuant to the standard set forth above by having attained an average of 60 or better, remain eligible unless the student's average falls below 60 and another failure warning is reissued by the teacher.

Start of School Year Eligibility

A student not passing two full credit courses at the end of the previous marking period will be deemed ineligible to participate in interscholastic sports (contests and practices), competitions or practices for fifteen (15) school days, beginning the day that report cards are issued and mailed for that particular marking period. Eligibility at the start of 2nd semester will be based on final grades for semester courses and 2nd marking period grades for full year courses.

Marking Period Eligibility

A student not passing two or more full credit courses in the previous school year as determined by the final course average, that have not been made up in summer school, will be deemed ineligible to participate in interscholastic sports (contests and practices) competitions or practices for the first fifteen (15) school days of the new school year.

The following attendance provision and suspension policy apply to student athletes as well as to students participating in singular school activities.

Attendance Provision

If a student participant is absent from school during any semester for a total of twenty (20) or more school days, that student will lose their eligibility until he/she has been in attendance for a total of forty-five (45) school days following the twentieth day of absence.

Suspension Policy

Student participants who are suspended from school for disciplinary reasons are ineligible to practice for and/or participate in interscholastic contests or performances on the day(s) of the suspension. A suspension terminates at 11:59 PM on the last day of the suspension.

Activities

The high school encourages all students to join and participate in as many of the activities currently running throughout the school year. If a student or a group of students wish to organize a new club in the school, they will need to complete the following: Request to Establish Student Activity ([122-AR-6](#)). Students must submit it to the building principal for approval prior to the club's initial meeting. The club will need to have an established staff advisor who is included in the request form. There are specific guidelines related to applying for a new club—attendance, meeting times, meeting locations and expectations for participants.

Code of Character

All students and families are responsible for reading and following the expectations of the [Code of Character](#) during the school day and when participating in school related clubs, activities, events and athletics

High School Publications

The school publications program provides constructive service to the school community by publishing a newspaper, *The Acorn*; a literary-art magazine, *The Royal Crest*, and a yearbook, *The Oak*. To submit letters and articles to *The Acorn*, contact the newspaper staff. For information concerning *The Oak*, see Mr. Keough. To submit poetry, short stories, essays and art to *The Royal Crest*, see Ms. Pinto.

All students are encouraged to join any of these publication groups. Please contact the staff advisor.

- | | |
|--------------------|------------|
| 1. The Acorn | Mr. Wismer |
| 2. The Royal Crest | Ms. Pinto |
| 3. The Oak | Mr. Keough |

Music Groups

Encore Singers	Concert Band
Concert Choir	Indoor Drum Ensemble
Chorus	Marching Band
Orchestra	Color Guard
String Ensemble	Jazz Ensemble & Fundamentals
Wind Ensemble	Indoor Guard

National Honor Society	<p>Upper Darby High School was granted Chapter Number 3000 for the National Honor Society of Secondary Schools on April 20, 1945. Membership in this chapter is based on scholarship, service, leadership, and character.</p> <p><u>Purpose</u> The purpose of this chapter shall be to create enthusiasm for scholarship, to promote worthy leadership, to encourage the development of character in the students of Upper Darby High School, and to reward achievement in these areas.</p> <p><u>Eligibility</u></p>
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	<p>To be eligible for election to membership in this chapter, the candidate must have been in attendance in this school for a period equivalent to one semester. Any member of another chapter who is a transfer student may become a member. Active members will be selected during their junior year, providing they meet the following required standards: Juniors who are eligible must have a G.P.A. of 90, complete an activity sheet documenting six activities, and have four teachers/coaches sign a letter vouching for the candidate's character.</p> <p>The activity sheet is provided by the NHS advisor and will detail the candidate's participation in six activities during his or her freshmen, sophomore, and/or junior years. These activities must fall in at least two of four areas, and may not exceed three in any one area, and must have taken place during a period of more than one year. The four areas that a student can participate in are: music and the performing arts, athletics, school clubs and organizations, and community service. In order for an activity to count toward membership, the candidate must have completed the season of the sport, and the year or duration of the club or an organization. The Faculty Advisory Board will determine if an activity meets the requirements.</p> <p>The Faculty Council shall review the character qualifications for membership. A letter of character will be provided by the NHS advisor on which the candidate must get the signature of four coaches, advisors, or teachers who will vouch for the candidate's good character. The Faculty Council will also send a list of candidates to all members of the Upper Darby High School faculty, seeking their input regarding the character of each candidate. Candidates with a tier 2, 3, or 4 violation, 30 accumulated demerits in any one year, and/or a referral for cheating/plagiarism will be evaluated on a case-by-case basis based on the violation.</p> <p>The election of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal, and the NHS advisor, as the sixth, non-voting member. Any member who violates the rules of this chapter shall be placed on probation or considered for dismissal from membership.</p>
National Art Honor Society	<p>The goal of the National Art Honor Society is to be of service to the school and larger community through art and creativity. Students are nominated twice a year by their art teachers for excellence in art projects and attendance. They must be willing to volunteer considerable time in the Art Department in preparation for the Arts Festival.</p> <p>Cost to students: \$5.00 for National Membership Dues.</p>

National English Honor Society	<p>The National English Honor Society (NEHS) is the only national organization that is exclusively dedicated to acknowledging high school students' accomplishments in the field of English. In order to be fully eligible for membership in NEHS, you must meet the following requirements:</p> <ol style="list-style-type: none"> 1) 87% overall GPA 2) 92% GPA in all English classes 3) Currently enrolled in Accelerated, Honors, or AP English classes 4) Completed two semesters of English at UDHS 5) Transfer students may apply for an exception to this rule if they are in either their Junior and Senior Year. <p>Cost to students: \$10 membership fee; \$15 during Senior Year for graduation pin and cord</p>
National Spanish Honor Society	<p>Upper Darby El Roble Chapter of the Sociedad Honoraria Hispánica</p> <p>The goal of the organization is to honor outstanding academic achievement and to promote the study and enjoyment of the Spanish language and Hispanic cultures. Students will participate in activities throughout the year for this purpose. A student applies to the faculty sponsor to become a member. The requirements to apply are:</p> <ol style="list-style-type: none"> 1. Minimum grade of 90% in each Spanish class. 2. Has completed at least Spanish 3 Honors and is currently enrolled in Spanish class. 3. Overall G.P.A. 3.0 4. Service - Participation in the following: World Languages Celebration, National Spanish Exam and/or Peer tutoring. 5. Letter of recommendation from a former or present Spanish teacher.
National French Honor Society	<p>Academic organization dedicated to further the study and appreciate the culture and language of the french speaking community outside of the classroom. Students become members of a national organization Societe Honoraire du Français, a part of the AATF.</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. 90% cumulative average in French 2. B overall average 3. Students must be enrolled in an advanced French course (French 3 or above) <p>Cost to students: \$22.00 for certificate, pin and cord</p>

Rho Kappa (National Social Studies Honors Society)	<p>Rho Kappa National Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies. The mission and the purposes of this organization shall be to promote scholarship and to recognize academic excellence in social studies among high school students, to provide through its local chapters opportunities for exploration in the social studies in secondary school environments and the community and to encourage interest in, understanding of, and appreciation for the social studies. In order to be inducted into Upper Darby's chapter of the National Social Studies Honor Society you must</p> <ol style="list-style-type: none"> 1. have completed 2 social studies courses and earned a 90% or better in all Social Studies classes, and be prepared to complete at least 1 Social Studies course each year at UDHS; 2. have a cumulative GPA of 3.00 (80%) or better, and 90% or better in each Social Studies class; 3. participate in activities that demonstrate civic engagement in their school or community; provide a recommendation signature from a Social Studies teacher; 4. be enrolled in accelerated, honors, or advanced placement social studies 5. pay a fee each year - \$13 is due upon acceptance for certificate and pin; \$9.00 is due senior year to purchase cords for graduation 6. participate in the chapter fundraiser and Rho Kappa sponsored activities.
Science National Honor Society	<p>The Science National Honor Society (SNHS) is a national organization that is exclusively dedicated to acknowledging high school students' accomplishments in the field of Science. In order to be fully eligible for membership in NEHS, you must meet the following requirements:</p> <ol style="list-style-type: none"> 1. 85% overall GPA 2. 90% GPA in all Science classes 3. Currently enrolled in Accelerated, Honors, or AP Science classes 4. Completed the semesters of Sciences, at least one must be done at UDHS <p>Cost to students: \$35 for pin, graduation cord and membership dues.</p>

Mu Alpha Theta	<p><u>Purpose:</u> The purpose of this organization is to promote scholarship in and enjoyment and understanding of mathematics among high school students. Members shall demonstrate the ability to work with others and shall possess qualities of industry, initiative, and reliability. No student will be denied membership on account of race, religion, color, creed, ethnicity, national origin, gender, sexual preference and/or physical disability. The national requirements for individual membership in a local chapter are as follows. These are the minimum requirements; chapters may elect to have stricter standards but not lower ones. Students are encouraged to participate in Mu Alpha Theta club meetings and activities, even if they do not qualify as members.</p> <p><u>Eligibility:</u></p> <ol style="list-style-type: none"> 1. Members must be registered with Mu Alpha Theta at the school at which their permanent records reside. 2. Members must have completed the equivalent of two years of college preparatory mathematics, including algebra and/or geometry, and have completed or are enrolled in a third year of college preparatory mathematics. 3. On the 4-point grading scale, members must have at least a 3.0 math grade point average. <p>Cost to students: \$30 for the cost of membership, pin and stole for senior</p>
International Thespians Society	<p>The International Thespian Society is an honor society allows for the induction of high school students based on the quality and quantity of work in all realms of theater. Points can be earned from participation in productions (either on stage or backstage), Thespian Festivals, seeing other theater's productions, and holding an officer position in a Thespian troupe.</p> <p><u>Eligibility</u> To be inducted members need 10 points or 100 hours of excellent work. To obtain these hours students must be involved in theater productions at UDHS. Students can complete hours as a performer, technician, orchestra member, marketing team and volunteer service for the productions. There is no GPA requirement.</p> <p>Cost to Students: \$35.00 one-time induction fee</p>

Royal Government

Royal Government is a combination of grade level representatives, previously known as homeroom representatives, as well as any student interested in being a member of the PBIS Royal Revolution Student Group. Each grade will have 35 representatives that will be designated as grade level representatives, in combination with their role in the Royal Revolution. Four class officers are assigned at each grade-level (President, Vice President, Secretary, and Treasurer). Class officers are selected through an election process and must meet the requirements as described below.

Procedure for the Beginning of the 2023-24 School Year

1. Assistant Principals will include information in their back to school presentation inviting students to join the Royal Government.
2. During the first week of school for students, Homeroom teachers will share the [Royal Government Interest Form 2023-24](#)
3. Additional students can also show interest through the grade level Schoology page. If more than 35 students show interest in Royal Government, representatives will be chosen through an application process by the grade level center.
4. Once grade level representatives are established, voting for class officers will be held.
5. Prospective Class Officers will need to submit their interest speeches to their grade level Activities Director for voting purposes.

The Royal Government shall have the power to make recommendations to the Principal. The Royal Government must approve all grade level activities and any use of Class Activity Accounts.

Requirements for Royal Government Representative

1. Must pass 75% of assigned courses (for example - three out of four of their courses). Course grades are checked quarterly.
2. Must attend all mandatory Executive Committee meetings and functions. If more than two meetings are missed, the representative and/or alternate will be replaced.
3. Ability to demonstrate leadership, maturity, responsibility, dedication and good behavior.
4. Must be able to devote time and energy to the job. There will be mandatory meetings held one time a month with the grade level Activities Director and Assistant Principal
5. Must complete the required number of class service hours for the year:

By the start of:

- | | |
|------------------|----------------|
| ● Freshman year | Not Applicable |
| ● Sophomore year | 15 hours |
| ● Junior year | 20 hours |
| ● Senior year | 25 hours |

Requirements for Class Officers

In addition to the above requirements, the following credentials must be maintained in order to be considered for a position as class officer:

1. To be considered in the election for class officer positions, the student must have been a grade level representative.
2. Must achieve and maintain a minimum of an 80% grade point average and have passed all subjects.

3. Code of Character: a student may not be eligible for office if they have been suspended. Any student with a prior suspension may petition to the grade level administrator to be eligible to run for a position as a class officer.
4. Monthly meeting with the Principal for class officers and two representatives from the Royal Revolution student group.
5. Must complete the required number of class service hours for the year:

By the start of:

- Freshman year Not Applicable
- Sophomore year 25 hours
- Junior year 30 hours
- Senior year 35 hours

Failure to meet any of the above mentioned duties and requirements at any time during the term of office, may result in the temporary or permanent disqualification as a Class Officer or Grade Level Representative or an Alternate, as determined by the grade level Assistant Principal. Students who do not fulfill the required number of class service hours for the given school year will not be permitted to vote during class officer elections.

*Required hours are at the discretion of the grade level activities director and assistant principal, due to availability of activities for which a student earns hours.

Transportation

The District provides transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. All decisions relating to transportation eligibility are determined by the Transportation Office. Please refer to the Transportation Office through the district website at [LINK](#).

Bus Boarding Pass

- All riders will use their student ID as they get on the bus. A student that is not eligible or not on the bus routes is not allowed on the bus.

GPS App

- Parents may download GPS based app to track buses for their children at no cost. Parent app download instruction can be found [here](#)

All students are subject to School Board policies regarding bus transportation. There will be a late bus that runs at 6:00 PM daily. The late bus is reserved for students participating in school-sponsored activities and athletics only. All students riding the late bus will need their school ID. The late bus is reserved for students who qualify for daily transportation to and from school.

Career Technical Education (CTE) Removal or Withdrawal Policy

The following policies apply to CTE students only. Exceptions to our regular policies are made based on the exceptionality of CTE which is a unique placement outside of UDHS and accounts for nearly half the students' educational year. The following policies cover voluntary withdrawal or removal from a CTE placement.

30 Day Policy	Students who attend a CTE program and come to the realization that a career technical program is not a good fit, may drop out of their program of study and return to Upper Darby High School (UDHS) and be scheduled for a full day of courses. If a student has extremely poor attendance or grades in the first 30 days they may be removed after a meeting with the counselor, grade level principal, and career and tech coordinator. The student will return to UDHS and be scheduled for a full day of courses.
After 30 days	Students who are not satisfied with their CTE program after 30 days will have the option of changing programs within CTE. If they decide to withdraw completely from their CTE placement before the semester ends, they may be scheduled into new courses at the principal's discretion. However, the student will have the option of finishing the semester with the opportunity to earn two credits if they earn a passing grade. The student will be scheduled for semester two courses at the discretion of the Assistant Principal. A student must notify their counselor by December 1 st of their intention to withdraw from CTE after semester one.
Failing/Attendance Violation	If a student is failing and has exceeded the ten-day absence policy, they will be removed from their CTE program. They will receive no credits for semester one and they will be scheduled into classes at the Principal's discretion for semester two.
Passing/Attendance Violation	If a student is passing at the end of semester one but has violated the 10-day attendance policy there will be a meeting with the counselor, grade level principal, and career and tech coordinator to determine the circumstances of the poor attendance. Excused medical absences for mental or physical health will be closely evaluated to determine if a student should remain in their CTE program. If it is determined that the student should be removed from the program and they complete the first semester with a passing grade then they will be awarded two credits for semester one and will be scheduled for semester two courses at the discretion of the Assistant Principal.
Six consecutive absences	If a student fails to report to their CTE program for six unexcused consecutive absences then the student may be pulled from their CTE placement mid semester. In this case the student will receive no credit for semester one. If they are passing they will receive a WP. If they are failing they will receive a WF.

Change of Instructor Information

When a course section has a change of instructor during the school year, the Assistant Principal of Operations will send an alert to students and families through the TAC email feature detailing the change. The email will include information regarding the new teacher, the teacher being replaced, the approximate date of return (if any), and any other pertinent information.

College and Career Resource Center

The College and Career Resource Center offers extensive resources for college searches, financial aid information, occupational descriptions and trade and technical school searches. The Career Center also has its own library of books and hundreds of college catalogs and college campus videos. Our College/Career counseling staff coordinates our annual College/Career Fair and hosts nearly 100 visits per year to various colleges, technical/trade schools, employers, and the military. Our Career Center is located on the second floor of the high school. Ms. Emily Catlett x2310 is located in Room 255 and is available for support and guidance for students in grades 9-12.

Course Selection Process

In the spring, a Course Request Letter will be mailed to parents. The [UDHS Course Selection Guide 2023-2024](#) can be found on the high school website. The student, parent, and guidance counselor will be required to review the student's course selection card, as an indication of the cooperative effort in rostering. Students are placed into academic levels based on ability as indicated on standardized test scores and input from teachers, parents, and guidance counselors. **Please note: Parent or student requests for specific teachers will not be honored.**

No student will be denied access to courses offered at Upper Darby High School because of race, gender, physical handicap, religion, national origin, ancestry, or culture.

Courses should be selected carefully. Changes in scheduling will only be permitted by date outlined in the [scheduling timeline](#), which will be made available each spring.

Students who would like to withdraw from a class prior to the (Withdraw Pass/ Withdraw Fail) WP/WF deadline, must first meet with their school counselor and Assistant Principal. Parent/guardian permission and approval by the Assistant Principal is required. A student who drops a course will not be able to replace a course and may have to schedule a late arrival, an early dismissal, or a supervised study lab.

If a course is dropped after the WP/WF deadline, a WP or WF will be indicated on the student's transcript, if the withdrawal is approved.

All students considering participating in intercollegiate sports at the Division I or II level during their freshman year of college must meet initial eligibility requirements. Student athletes should understand that courses which are remedial in nature will not be accepted by the NCAA Clearinghouse for the purpose of determining initial eligibility. A list of acceptable courses according to NCAA guidelines is kept by every guidance counselor and can be referenced in the 2022-23 Course Selection Guide.

Please ask your school counselor for advice in these matters, as some of our courses are not listed with a particular level but are remedial. For more information regarding core course requirements, consult the NCAA Guide for the College-Bound Student-Athlete available in the Career Center refer to the NCAA website linked here. [NCAA](#)

Delaware County Community College (DCCC) Dual Enrollment Program

Students in grades 9-12 may participate in the opportunity to take college courses at Delaware County Community College (DCCC). Students may graduate from high school with college courses on their transcript and start a college program with fewer required courses and lower tuition costs. Students may take classes at UDHS in the morning and then one or two classes at DCCC for one or both semesters. If you are interested and want to take advantage of the dual high school and college enrollment program, please contact your school counselor for more information regarding Chapter 4 graduation requirements. For further information, please review the policy and administrative regulation at the following [LINK](#).

Elevator Access

Students who have sustained an injury and cannot negotiate steps throughout the building are eligible for temporary use of the elevator. A written note must be provided by the physician and approved by the school nurse. Students with a disability and/or documented medical condition may have access for the duration of the school year.

Field Trips and In-School Trips

Students may have the opportunity to participate in supervised, school sponsored field trips. All field trips must be paid for in advance. Students who are excluded from field trips after payment may not receive a refund. All rules and regulations of Upper Darby High School remain in effect and students are responsible for all missed assignments. Students need [permission](#) from their parent/guardian, as well as permission from all of their teachers, in order to attend. Permission from teachers is based on whether or not the student is in good academic standing. Classwork completion and assignment due dates must be worked out with the teacher prior to approval. Please see link below for the field trip form used for student eligibility. The district policy for [Student Field Trips](#) is available through BoardDocs.

Grading Procedures/Information

Report Cards

Students will receive a percentage grade for each course. These grades will reflect the precise level of student achievement. The following is a breakdown of the percentages and how they relate to letter grades:

Grading System

A+ = 98 – 100	C = 73 – 76
A = 93 – 97	C- = 70 – 72
A- = 90 – 92	D+= 67 – 69
B+ = 87 – 89	D = 63 – 66
B = 83 – 86	D- = 60 – 62
B- = 80 – 82	F = 0 – 59
C+ = 77 – 79	45 minimum MP grade

The minimum passing grade is 60%. Students earning less than 50% demonstrate an inadequate grasp of the course materials. The scheduling of another course will be at the discretion of the Assistant Principal, considering course availability and course capacity.

The final grade in a semester course is computed by doubling the two-quarter grades and including 10% of the final exam grade and dividing by 5. Doubling each quarter grade, adding them together with the midterm and 10% of the final exam grade and dividing by 10 to determine the final grade in a full-year course. The lowest grade that a student can receive for a quarter grade is a 45%. Exam grades are recorded as is.

Since adequate evaluation data must be collected by the teachers for a grade to be considered valid, the data will include but not be limited to the following:

- Assessments
- Quizzes and check-ups
- Classroom performance grades
- Major projects/assignments
- Asynchronous assignments

The 2023-24 academic school year is divided into four marking periods, which end on the following dates:

MP 1: November 3, 2023

MP 2: January 19, 2024

MP 3: April 5, 2024

MP 4: June 7, 2024

Honor Roll and Distinguished Honor Roll

Each quarter, the school will publish the names of all students who qualify for either The Honor Roll or the Distinguished Honor Roll.

Honor Roll: Those students who achieve an average between 85 and 89% with no posted* grade below 80%. A non-numerical grade disqualifies a student's eligibility to be recognized for honor roll Unsatisfactory, Incomplete, or Needs Improvement (NI).

Distinguished Honor Roll: Those students who achieve an average between 90 and 100% with no posted* grade below 85%. A non- numerical grade disqualifies a student's eligibility to be recognized for honor roll Unsatisfactory, Incomplete or Needs Improvement (NI).

*Posted grades are the actual numerical grade the student earned and which the teacher enters into grade files. For Advanced Placement courses, "posted" grades are given a five-point bonus respectively in calculation of the GPA for Honor Roll and eventually for Class Rank, but will appear on the report card as they were posted. Honor Roll minimum grade levels depend on actual "posted" grades, not the bonus-added grade used in GPA.

Class Rank

For the purpose of ranking, each course will be assigned an academic weight.

Students will receive a certain number of quality points for each course based on their average in the course, the academic weight of the course, and the number of credits the course is worth. The total number of quality points earned by a student will be divided by the number of credits earned in quality point earning courses to calculate a quality point average. To determine class rank, the quality point average will be calculated to the hundredth of a point (rounded to two decimal places) with the student earning the highest numeric quality point average being ranked first.

Courses that are graded pass/fail do not earn quality points and are not included in the calculation for class rank. Credits earned in courses graded pass/fail, though not used in the calculation of class rank, are still accumulated towards graduation requirements and are recorded on the student's transcript. The level of achievement, as represented by the student's percentage grade and the academic weight of each course, make the ranking process precise and discriminatory. Students are to see their counselor for a complete explanation of this chart. Any two (2) or more students whose quality point averages are identical shall be given the same rank. Upper Darby High School reports rank in deciles.

Final Exams

Final examinations are a part of the high school grading system. Exam schedules will be published for students in advance of the testing dates. The following regulations apply:

1. All students must take all exams for which they are scheduled.
2. Absence from any exam must be excused through the office of the grade level Assistant Principal. Documentation is required to verify the excuse for the absence. Make-up exams will be given during scheduled make-up periods only.
3. Any student neglecting to make up an exam will receive a "0" for the exam grade.
4. Any student found cheating on an exam will receive a grade of "0" averaged into the course grade.
5. If a student is unable to make-up an exam during the scheduled make-up exam time, the student will receive a grade of Incomplete. Arrangements will be made and approved by the grade level Assistant Principal prior to the start of exams.

Exemptions from Final Exams

Any student who participates in Keystone Exams for Algebra, Literature and Biology will be exempt from the final exam during the corresponding semester for the given Keystone Exam. Any student who averages an "A" across both marking periods of a semester course (four marking periods in a full year course) will be exempt from the final exam.

Make-up Work

Students will be permitted to complete "make-up" schoolwork missed during periods of absence. Students will be permitted two (2) school days for each day of absence to complete schoolwork missed during the period of absence. For absences in excess of five (5) school days, alternate arrangements may be made with individual teachers. Students who do not complete and submit "make-up" school work, as provided above, shall forfeit the right to receive academic credit for work missed during the period of absence. Students who will be absent due to a planned trip (including field trips and family travel) must make prior arrangements with their teachers regarding tests and due dates for assignments. This does not apply to students with extended medical absences, exigent circumstances or those who have accommodations listed with additional extended time for either an IEP/504.

Incomplete Work

- **General Policy:** As a general policy, students are to be graded at the termination of each grading period.
- **Provisions:** Students shall be granted a reasonable length of time to make up work, which has not been completed due to illness, or unusual circumstances. It is a student's responsibility to approach their teacher for make-up work upon returning from any absences.

- **Absences:** In the case of absences of up to 5 days in duration, the student shall be granted 2 days for make-up for every day absent. In the case of absences of up to two weeks in duration, the student and teacher shall agree on a reasonable length of time for the completion of the work. In the case of absences that exceed two weeks the student, teacher, and Assistant Principal shall agree upon a reasonable length of time to complete the work.
 - In the case of absence due to a suspension of 5 or more days, work can be picked up by a parent/guardian. It is expected that this work will be completed upon the student's return to school. The student will be granted two days for make-up of additional work or tests for each day of suspension.
 - Students anticipating an extended medical absence from school, are encouraged to request course work from their classroom teachers through their counselor. Please allow at least two school days for the counselors to compile the work.
 - Failure to complete work: When a student fails to complete work within the period of time agreed upon, the student may then be granted a mark of zero (0) for the work not completed. Zeros given shall then be averaged in with other marks to arrive at a grading period mark.

Making Up Credits for Courses Failed

Students have the opportunity to recoup credits, for courses failed in the semester, during summer school. A failed course is any course in which a student received a final grade below 60%. Students are not eligible for a course with either a WP or a WF. Students who have withdrawn from school before completing courses are not eligible for credit recovery. Please be aware that courses offered may be limited based on need and capacity. The school may offer Credit recovery courses to qualifying students. Fees may apply to credit recovery courses.

Graduation Requirements

Students in the Class of 2024, 2025, 2026 and 2027 are required a total of 21 credits to graduate from Upper Darby High School in addition to PA state requirements. The requirements are broken down as follows:

Course Category	Credits/Courses
English	4 credits
Social Studies	3 credits
Math	3 or 4 credits (3 courses)
Science	3 credits
Health/Physical Education	1 credit
Arts & Humanities*	2 credits
Electives	5 credits
Total Credits:	21

Credits Needed for Promotion	
The minimum requirements for promotion are as follows:	
9th to 10th	4 credits (Must include a combination of 1 Math and 1 English course)
10th to 11th	10 credits
11th to 12th	13 credits and projection to graduate by June 2024

Library Access Procedure

Students are able to access the library before and after school. The library is open in the morning from 9:20-9:45 am. In the afternoon, the library is open from 2:41-3:01 pm. Students are required to sign in to the library to access materials. Students are unable to access the library during FLEX. Teachers are not to write passes for students to visit the library during FLEX or during class time. If there are extenuating circumstances as to why a student may need to access the library outside of the morning and afternoon sessions, they are to reach out to their grade-level administrator for a pass.

Teachers can access the library for whole class instruction. To access the library with your class, contact Julia Rion. The library has limited capacity, so please make sure that you sign up to secure a timeslot.

Lockers

The use, care and security of the assigned locker will be the responsibility of the student. Please be advised that the district is not responsible for articles lost or stolen. Students are not permitted to share lockers and must keep lockers locked at all times.

Any student who wishes to use a locker can be assigned one. To request a locker, students will submit the request form posted on the grade level Schoology page. The center administrative assistant will directly email the student with the locker number and combination. Students must use the school-provided padlock. Outside locks will be removed and students will be charged a replacement fee. All lost padlocks will require a \$6 replacement fee.

Report locker problems to the grade level center administrative assistant. Students will not receive access to, or information regarding, another student's locker- sharing lockers is not permitted. Please note: Students do not have a right to a private school locker. Use of a locker is a privilege, and students are permitted or "licensed" to use a designated locker.

Lockers for Physical Education

Padlocks are not provided for gym lockers. Students should provide their own locks in order to protect their belongings during gym class. Locks must be removed after each class. Please be advised that the District is not responsible for articles lost or stolen.

Lost and Found

The Lost and Found is located in the Security Office. Articles of value should be placed in an envelope marked with the date and finder's name. If the article is unclaimed after two weeks, it will be returned to the finder.

Medical Excuses From Physical Education

Any exclusion from the requirements of physical education requires a doctor's order, specifying the duration of the medical removal from class. Students identified as having long-term disabilities may, on their doctor's recommendation, may be placed in the Contract PE course.

Obligations

Obligations include textbooks, athletic uniforms, locks etc. and may prevent a student from participating in a school-based event. Obligations are carried over from previous years and will need to be paid in cash.

Parking

Students may not park on school property due to capacity. Students who violate this rule may be subject to school discipline. The automobile will be identified and tagged by UDHS Public Safety. Cars parked illegally may be towed at the owner's expense. The district does not assume responsibility for damage, theft, or vandalism to vehicles.

Posters and Displays

The Principal must approve the location and content of posters or displays. Posters may be posted throughout the building. All posters and displays will be approved by the Principal's office with a removal date. Organizations that do not abide by the removal date in a timely fashion will be notified.

Progress Report Checks

A ParentLink email will be sent to notify parents/guardians to check student grades through the eSchool Home Access Center. Dates are listed on the 2023-2024 school calendar.

- 9/13/23
- 10/11/23
- 11/1/23
- 11/22/23
- 12/13/23
- 1/10/24
- 2/07/24
- 2/28/24
- 3/20/24
- 4/17/24
- 5/8/24
- 5/29/24

Scholarships

A complete list of scholarship assistance and detailed directions for making an application will be made available to students eligible for graduation at the January 3, 2023 assembly. Other scholarships are advertised in the Senior Center, the class Schoology page and Naviance throughout the school year. Applications can be completed and submitted digitally and are available through the school guidance counselors for the Senior Center.

School Counseling

The UDHS Guidance Department issues the following mission statement:

The UDHS school counselors provide counseling and academic guidance, consultation with parents and staff, college and career information and direction, thus enabling each student to be directed toward educational and personal goals.

Counseling services at the high school are designed to assist you in recognizing and developing your potential, both as a student and as a person. School counselors may also help you to develop the skills you need to handle whatever challenges you may encounter.

The major functions of the counselors are:

- To provide personal counseling as deemed necessary
- To be available for crisis counseling when emergencies arise
- To help resolve personal conflicts with respect to classmates, family members, or school personnel
- To plan your high school program
- To help define your career interests
- To assist students with college and vocational choices
- To provide available information on scholarships and financial aid
- To encourage students to utilize the career center
- To review your school record, including results of aptitude and achievement tests
- To plan programs for parents regarding the rostering process, college planning, scholarships, and financial aid
- To initiate and receive phone calls regarding a student's academic and social progress
- To contact parents regarding problems
- To help parents in planning the educational programs for their children.

If there is something that you wish to discuss at some length, make an appointment with your school counselor in advance. Counselors are also available for parent conferences by appointment.

Student Assistance Program (SAP)

Upper Darby High School has a specially trained Student Assistance Team, which is composed of counselors, teachers, school nurses, social workers, psychologists, and administrators. This team is designed to assist students who are experiencing barriers to school success possibly as a result of the use of alcohol and/or other drugs. Parents and students may request assistance through any member of the team.

Student IDs

Due to concerns for safety and school security, all UDHS students must carry a school ID at all times. If an ID is lost, the student must replace the ID. All students are issued a new ID at the start of the school year at no cost. New students are also provided an initial school ID at no cost.

A current Upper Darby High School ID will be needed to purchase tickets to evening events, athletics or dances and in order to attend any event(s) as a spectator. Students will be asked for ID at the door to enter, in addition to providing the purchased ticket(s).

In advance of an event, the UDHS student must submit all guest names and have the guest form completed to purchase a ticket and submitted to the appropriate grade level activities coordinator. Photo ID must be presented by all students and guests to enter an event or dance. Student ID may be used to verify transportation and bus assignments throughout the year.

Replacing a lost, defaced, or illegible ID will cost \$3.00. Students must complete the google form on Schoology requesting a replacement ID and center administrative assistants will be notified electronically. Students will receive a pass from the center secretary to go to the main office to have their picture taken. All payments will be collected and receipts will be issued by the center administrative assistant. Replacement school IDs will be processed by main office staff.

Supporting Parents' Groups

Home & School Association

The objectives as stated in the Constitution are: (1) to develop between educators and parents a united effort to secure for every student the highest educational advantage; and (2) to provide liaison between educators and parents in engendering community support for school activities, including such financial support as is desired for funding of awards, scholarships, gifts to the school and projects of a similar nature.

9/12/23 *Tuesday	Home and School Meeting	6:00 PM- virtual
10/11/23	Home and School Meeting	7:00 PM- virtual
11/29/23	Home and School Meeting	6:00 PM- virtual
1/10/24	Home and School Meeting	6:00 PM- virtual
2/13/24 *Tuesday	Home and School Meeting	6:00 PM- virtual
3/12/24 *Tuesday	Home and School Meeting	6:00 PM- virtual
4/24/24	Home and School Meeting	6:00 PM- virtual
5/22/24	Home and School Meeting	6:00 PM- virtual

Band and Orchestra Association (UDBOP) This group is composed of all parents or alumni of the High School Band and Orchestra who are interested in supporting and encouraging the Instrumental Music Program at the High School.

Executive Board meetings are held once a month in the band room of the high school. General meetings are held three times a year: Fall, Winter and Spring. All parents of Band, Orchestra, and Band Front members are urged to attend.

Choral Music Association (CMA)

This group is composed of parents, alumni, and friends who are interested in the Choral Music Association and interested in supporting and encouraging the Choral Music Program in Upper Darby. Executive Board meetings are held once a month and general meetings are held twice a year. All parents of members are urged to attend.

National, State and Local Testing

School-wide During various points during the school year, our school participates in school-wide testing programs. The tests that you will take depend on your grade level and specific courses upon completion. Results from those tests are used by counselors and teachers for course leveling, and by you for helping you understand your interests and strengths.

Keystone Exams are state mandated exams that are given at the end of Algebra 1B, Biology, and English 10. Students may retake Keystone Exams.

NWEA Measures of Academic Progress (MAP) is a computer based assessment that allows teachers and administrators to identify each student's strengths and weaknesses in the areas of math and reading. MAP results are used to aid in the course recommendation process, as well as to identify students in need of interventions.

Other Testing Programs

1. **The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (Grades 10 And 11).** The PSAT/NMSQT is designed to aid high school sophomores and juniors in planning for college and in their consideration for scholarships administered by the National Merit Scholarship Corporation. The test will be administered to all 10th and 11th grade students in October. Note: Only Juniors qualify for scholarships offered through the PSAT/NMSQT.
2. **The Scholastic Aptitude Test (SAT)** for Reasoning is required for admission to most colleges. The SAT is a comprehensive examination of writing, critical reasoning and mathematical ability. There is a fee for this test. The code for UDHS is 394965 and the Test center code is 39-694.
3. **The Scholastic Aptitude Test for Subjects (SAT Test Subject)** may be required by certain colleges and universities in addition to the SAT Reasoning Test. Generally, three subject tests are required out of the following options: Literature, Math Level I, Math Level II, Biology, Chemistry, U.S. History, World History, French, German, Modern Hebrew, Italian, Latin, Spanish and a select few Language Tests with Listening. There is a fee for this test.
 - a. Go online to www.collegeboard.com. Students must complete their own registration, create their own password and send required fees directly to the College Board. Upper Darby High School does not have access to student passwords or control over registration fees.
4. **American College Testing Program (Grades 11 and 12)** Some colleges, especially those located in the South, West and Midwest, recommend or require the American College Test (ACT) in place of the College Board SAT. In addition, the ACT is required for placement purposes by the Community College of Delaware County. The ACT is a three-hour test that measures a student's ability in English usage, mathematics, social studies and natural science. Registration forms are available in the Centers and must be sent in by students well in advance of the test date.
5. **Advanced Placement Test(s)** Students have the opportunity to take examinations in subjects for which they may qualify for advanced placement in college. Interested students should consult with the AP teacher or with their counselor for further information. There is a fee for these tests. Students do not necessarily need to be in the AP course to take the AP exam. See your counselor for further information and schedule of test dates and fees.

Textbooks, Novels and School Resources

It is the student's responsibility to return textbooks and/or school resources to the teacher who issued the materials. Students are responsible for the replacement costs of their textbooks or novels. An obligation will be issued for any materials that are not returned by the end of the course or are

returned damaged to the teacher. Obligations follow students throughout their high school career and may prevent a student from participating in school-based activities.

Visitors

All visitors must report to the security desk at the main entrance of the high school and show a picture ID (i.e. state license/drivers license/passport to secure a visitor's pass). Visitors must wear the badge provided by school security for the duration of their visit. Visitors may only visit designated areas listed on their pass. Anyone found in the building without a visitor's pass would be considered trespassing.

Students may not bring unauthorized visitors to campus. This is a violation of our school Code of Character and creates a potential safety risk for all students and staff. Unauthorized visitors can include friends, relations, and deliveries (i.e. DoorDash, Grubub, UberEats, etc.). **For the safety of everyone on campus, students may not open any exterior door to admit visitors into the building.**

Working Papers

You must be a resident of Upper Darby School District, which includes Upper Darby Township and the boroughs of Clifton Heights and Millbourne, in order to obtain working papers through Upper Darby High School. There is an electronic process for working papers and all information can be found on the school [district website](#). All applicants will need to download and complete the electronic Work Permit application from the PDE website, linked on the district website. All applications need to be submitted to: workingpapersrequest@upperdarbysd.org. All documents can be scanned and uploaded to your application. You will be contacted once your paperwork has been approved and processed.