



School Student and Family Handbook  
2021-2022

Kelley L. Simone, 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 2021-2022**

Kelley L. Simone – Principal  
 Jill Palladino- Assistant Principal – Climate & Culture  
 James Finch- Assistant Principal - Scheduling & Operations  
 Gretchen Cammisio- Assistant Principal - Athletic Director

<p style="text-align: center;"><b>Class of 2022</b></p> <p>Assistant Principal: William Hensil                  Lead Teacher: Josh Peterkin                  Counselor (A-G): Jill Morris                  Counselor (H-O): William Haines                  Counselor (P-Z): Taylor Dawson                  Social Worker: Allison Davis                  Administrative Assistant: Laretta Kieh                  Activities Director: Alicia Sakers</p>	<p style="text-align: center;"><b>Class of 2023</b></p> <p>Assistant Principal- Russell Benditt                  Lead Teacher: Rich Gentile                  Counselor (A-G): Madalena Tran                  Counselor (H-M) Sarah Czar                  Counselor (N-Z) Katie Mertens                  Social Worker: Gabby Eichelberger                  Administrative Assistant: Charlene Shay                  Activities Director: Michelle Pickett</p>
<p style="text-align: center;"><b>Class of 2024</b></p> <p>Assistant Principal: Wayne Remyey                  Lead Teacher: Walt Udovich                  Counselor (A-G): <b>TBD</b>                  Counselor (H-O): Jennifer Sullenberger                  Counselor (P-Z): Mayra Perez                  Social Worker: Denisha Morton                  Administrative Assistant: Leah Treacy                  Activities Director: Chris Nielsen</p>	<p style="text-align: center;"><b>Class of 2025</b></p> <p>Assistant Principal: Stephanie Sitek                  Lead Teacher: Dennis Keegan                  Counselor (A-F): <b>TBD</b>                  Counselor (G-O): Sharon Donohue                  Counselor (P-Z): Latisha Mejias                  Social Worker: Mary Cannon                  Administrative Assistant: Karen Major                  Activities Director: <b>TBD</b></p>

**Administrative Assistants/Support Staff**

Elizabeth Colozzo	Principal’s Private Administrative Assistant
Debbie Beck	Principal’s Administrative Assistant
Jessica Beaton	Registrar
Susan Greto	Activities Bookkeeper
Bregetta Williams	Attendance Clerk
Terrence Ferguson	Attendance Clerk
Lori Hughes	Attendance Clerk
Angela Graci	Duplicating Center Clerk
Harriet Bailey	Social Enrichment Center
Joanne Pusey	Lunch Program Clerk
Elizabeth McNaull	Guidance Administrative Assistant
Susan Licci	Special Education Administrative Assistant

**Instructional Coaches**

Kathy Blair - Instructional Technology  
Kristen Hoyt - Literacy  
Kelly Remmey - Mathematics

### **Counseling Department**

Emily Catlett - College & Career Counselor  
Ashley Lee- Post Secondary Planning Coordinator

### **Athletic Department**

Gretchen Cammiso- Athletic Director  
Jason McDermott, Jim McGroarty- 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  
Tiffany Robbins

### **Library**

Robert Dambman - Librarian  
Carmen Vitanza, Arek Torosian, Julia Rion – Library Assistants

### **Health Service**

Kathleen Casper, R.N., Mary Clary, R.N., Peg Gallagher, R.N.

### **Services**

Dave Olsen, Head Custodian  
Angelou Nicolaou, Food Services

### **UDSD Public Safety**

Mark Manley, 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](mailto:jdoe@upperdarbysd.org)

### **Message from the Principal**

*My name is Kelley Simone, and I am the proud principal of Upper Darby High School. I have been in the Upper Darby School District for the last ten years. Before becoming the principal of UDHS, I was the principal at Beverly Hills Middle School. I take pride in having the most equitable and safe learning environment for all students and staff, and I am committed to the community I serve. I embrace our district's ideals of opportunity, unity, and excellence and believe our school and*

*community to be rich in diversity and culture. When it comes to being a leader in this district, I am motivated by researchers such as Brene` Brown that believes, "Every time we choose courage, we make everyone around us a little better and the world a little braver," and Simon Sinek who believes that great leaders start with their WHY, and that "people won't truly buy into a product, service, movement, or idea until they understand the WHY behind it." I wake up every morning and come to work inspired and motivated to do better and be better.*

*~Principal Simone*

**Purpose of the Handbook**The purpose of the Upper Darby High School Student Handbook is to provide building specific information. All general information is available in the UDSD Family Handbook linked [here](#).

### **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.

## Daily Bell Schedule

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

# Testing Bell Schedule

Keystone, MAP, PSAT

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

## Wednesday Extended Flex Bell Schedule

\*Every Wednesday

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



# Wednesday Extended Flex/ Early Dismissal Schedule

Dates: 9/15, 10/20, 11/17, 12/15, 2/16, 3/23, 5/11

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

## Pep Rally Schedule

	<b>START</b>	<b>END</b>
<b>Block 1E</b>	7:30 AM	7:51 AM
<b>Block 2E</b>	7:51 AM	8:12 AM
<b>Block 3E</b>	8:12 AM	8:33 AM
<b>Block 4E</b>	8:33 AM	8:54 AM
<b>Transition</b>	8:54 AM	9:45 AM
<b>Block 1</b>	9:45 AM	10:21 AM
<b>Block 2</b>	10:26 AM	11:02 AM
<b>Flex/Lunch</b>	11:07 AM	11:38 AM
<b>Block 3</b>	11:43 AM	12:19 PM
<b>Block 4</b>	12:24 PM	1:00 PM
<b>Pep Rally</b>	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 plan was also approved and our goals are as follows:

- The overall proficiency rate in the area of Keystone Literature will increase (above state average).
- The overall proficiency rate in the area of Keystone Algebra I will increase (above state average).
- The overall proficiency rate in the area of Keystone Biology will increase (above state average).
- UDHS is committed to creating graduation pathways for all students. Every student will identify their graduation pathway prior to entering 9th grade. Staff and students will collaborate to develop personalized plans leading to high school graduation that will result in 95% of the four-year cohort earning an Upper Darby High School diploma. These plans will provide students with specific pathways taking into consideration their specific academic and career goals.

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

### Calendars

 [UDHS Calendar of Events 2021-22](#)

[Districtwide Master Calendar 2021-2022](#)

[Summary of Calendar Events 2021-2022](#)

### [Staff Directory](#)

**UDHS Home & School Association**

[upper.darby.home.school@gmail.com](mailto:upper.darby.home.school@gmail.com)

[Home and School website](#)

**Board 2021-2022:**

<b>President</b>	Steve Sarti
<b>Vice President</b>	TBD
<b>Treasurer</b>	Jamar Alston
<b>Corresponding and Recording Secretary</b>	TBD

**Committee Heads**

<b>Fall/Spring Flea Market</b>	Lois Johnston (215) 834-2157
<b>Beautification and Service Projects</b>	Kathy Johnson
<b>Concessions</b>	Kathy Johnson
<b>Staff Appreciation Luncheon</b>	<b>TBD</b>
<b>After Prom</b>	<b>TBD</b>

**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. Highland Park Elementary 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.
- [School Board Meetings & Committee Meetings](#) - These meetings empower parents to stay informed about policy and to observe and become familiar with the policy-making process.
  - [School Board Meeting Schedule](#)
  - [Meeting Agendas](#)

## 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 Comprehensive Disaster Response 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.

## General Information

### Attendance

#### General Attendance

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

## 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, first block 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.
  3. Students who are returning from an absence will drop their absence note at the grade level center.
- 

## Late to School

All students who are late to school must report directly to their first block until the end of block 1. From 10:40 AM-2:41PM, late students must report directly to the Main Office. Lateness is only excused in accordance with the Upper Darby School District absence policy and discretion of the grade level Assistant Principal.

Repeated lateness may result in a social work referral, SAP referral or referral for investigation by a UDSD truancy officer.

- 5th Unexcused Lateness: Phone call home by window attendance personnel
- 10th Unexcused Lateness: Phone call and letter home via email by window attendance personnel and center administrative assistant
- 15th Unexcused Lateness: Phone call, letter home via US postal, student conference by window attendance personnel and center administrative assistant
- 20th Unexcused lateness: Late lesson by flex period teacher
- 25th Unexcused Lateness: referral to Tier II team and SAIP created and issued by Tier II team member assigned

## Early Dismissals

Students must 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. 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 through their counselor, grade level assistant principal and Mrs. Simone. Parents/guardians also needed to 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. 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.

For example 12th grade attendance email is: [12udhs-attendance@upperdarbysd.org](mailto:12udhs-attendance@upperdarbysd.org)

Students who miss class due to absences will be provided the assignment(s) and complete it for a make-up grade. 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. Extenuating circumstances that are student specific 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 his/her 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**

Refer to current Eligibility Policy & Procedures. Note this policy applies equally to many extra-curricular activities.

In addition, note that students who are not marked as present in their synchronous/ in person school day will not practice or play in contests that day.

### **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. Barr
Field Hockey	Mrs. Farley
Girls' Volleyball	Ms. Schuler
Boys' Cross Country	Ms. Ezzie
Girls' Cross Country	Ms. Ezzie
Girls' Tennis	Mr. Regester
Golf	Mr. Mahoney
Boys' Tennis	Mr. Regester
Girls' Soccer	Ms. Church
Boys' Soccer	Mr. Flood
Cheerleading	Mrs. Romesburg

### Winter

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

### Spring

Baseball	Mr. Carey
Softball	Mrs. Tomczuk
Boys' Lacrosse	Mr. Niagara
Girls' Lacrosse	Ms. Church
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.

The Athletic Director/Assistant Principal will place on probation students who receive failure warnings in two or more full credit subjects. Seniors who need all credits for graduation will be placed on probation if they receive a failure warning in any subject and/or graduation requirements.

Students placed on probation for academic deficiencies (receiving two failure warnings) will not be permitted to participate in interscholastic contests for a period of one calendar week (beginning on Sunday and ending that following Sunday) They may practice 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 failing 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.

### **Marking Period Eligibility**

A student failing two or more 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.

\*Seniors must be passing all courses required for graduation to remain eligible to participate.

**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 his/her 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 p.m. on the last day thereof.

The High School encourages all students to join and participate in as many of the activities listed here as you find valuable. If a group of students wishes to organize a new club or activity in the school, you need to do the following: Request to Establish Student Activity ([122-AR-6](#))

### 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                 |

<p><b>National Honor Society</b></p>	<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> 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>
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	<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>
<p><b>National Art Honor Society</b></p>	<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>
<p><b>National English Honor Society</b></p>	<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"> <li>1) 87% overall GPA</li> <li>2) 92% GPA in all English classes</li> <li>3) Currently enrolled in Accelerated, Honors, or AP English classes</li> </ol>

	<p>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> <p>Cost to students: \$10 membership fee; \$15 during Senior Year for graduation pin and cord</p>
<p><b>National Spanish Honor Society</b></p>	<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"> <li>1. Minimum grade of 90% in each Spanish class.</li> <li>2. Has completed at least Spanish 3 Honors and is currently enrolled in Spanish class.</li> <li>3. Overall G.P.A. 3.0</li> <li>4. Service - Participation in the following: World Languages Celebration, National Spanish Exam and/or Peer tutoring.</li> <li>5. Letter of recommendation from a former or present Spanish teacher.</li> </ol>
<p><b>Rho Kappa (National Social Studies Honors Society)</b></p>	<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"> <li>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;</li> <li>2. have a cumulative GPA of 3.00 (80%) or better, and 90% or better in each Social Studies class;</li> <li>3. participate in activities that demonstrate civic engagement in their school or community; provide a recommendation signature from a Social Studies teacher;</li> <li>4. be enrolled in accelerated, honors, or advanced placement social studies</li> </ol>

	<ol style="list-style-type: none"> <li>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</li> <li>6. participate in the chapter fundraiser and Rho Kappa sponsored activities.</li> </ol>
<p><b>Science National Honor Society</b></p>	<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"> <li>1. 85% overall GPA</li> <li>2. 90% GPA in all Science classes</li> <li>3. Currently enrolled in Accelerated, Honors, or AP Science classes</li> <li>4. Completed the semesters of Sciences, at least one must be done at UDHS</li> </ol> <p>Cost to students: \$35 for pin, graduation cord and membership dues.</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. All grade levels will still have the standard 4 class officers (President, Vice President, Secretary, and Treasurer) that must be vetted and complete the electoral process.

**Procedure for the Beginning of the 2021-22 School Year**

1. Assistant Principals/Activities Directors will include information in their back to school presentation inviting students to join Royal Government
2. Through schoolology, students will submit their interest in Royal Government to the grade level Activities Director. If more than 35 students show interest in Royal Government, representatives will be chosen through an application process by the grade level center.
3. [Royal Government Interest Form](#)
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.

**Requirements for Royal Government Representative**

1. Must pass 3 out of 4 or 75% of their courses. (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 current 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 he/she has been suspended for a petition to a Center Staff Committee to be eligible to run for a position as a class officer. Attendance is not to exceed 10 days of absence per semester.
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 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 varied learning environments.

**Transportation**

All students are subject to School Board policies regarding bus transportation. There will be a late bus that runs at 4:30 PM and 6:00 PM daily for students participating in school sponsored activities only. All students riding a late bus will need their school ID. This is in addition to any student who qualifies for daily transportation to and from school.



## Career Technical Education (CTE) Removal 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.

<b>30 Day Policy</b>	<p>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.</p>
<b>After 30 days</b>	<p>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<sup>st</sup> of their intention to withdraw from CTE after semester one.</p>
<b>Failing/Attendance Violation</b>	<p>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.</p>
<b>Passing/Attendance Violation</b>	<p>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.</p>
<b>Six consecutive absences</b>	<p>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.</p>

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### 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.

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### 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 catalogues and college campus videos. Our College/Career counseling staff coordinates our yearly College/Career Fair and hosts nearly 100 visits per year for 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 and Ms. Ashley Lee are located in Room 255 and are available for support and guidance for students in all grades.

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### Course Selection Process

In the spring, a Course Request Letter will be mailed to parents. The [Course Selection Guide](#) 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 WP/WF deadline, must first meet with their counselor and Assistant Principal. Parent/guardian permission, and approval by the Assistant Principal is required. Scheduling of another course will be at the discretion of the Assistant Principal.

If a course is dropped after the WP/WF deadline, a WP or WF will be indicated on the student's transcript, if the withdraw is approved. Scheduling of another course after the deadline will be at the discretion of the Assistant Principal.

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 referred to via the 2021- 22 Course Selection Guide.

Please ask your 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, [www.ncaa.org](http://www.ncaa.org).

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### **Delaware County Community College (DCCC) Dual Enrollment Programs**

Students may participate in an 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 dual high school and college credit, please contact your counselor for more information regarding graduation requirements.

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### **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.

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### **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

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### **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. Scheduling of another course will be at the discretion of the Assistant Principal and course availability, including 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 2021-2022 academic school year is divided into four marking periods, which end on the following dates:**

MP 1: November 5, 2021

MP 2: January 21, 2022

MP 3: March 25, 2022

MP 4: June 8, 2022

**\*Class of 2022 Flex Period Rubric**

The purpose of a learning community is to support students in their school work and/or provide students the opportunity to have a wide variety of engaging activities, adding to their overall high school experience.

Category	4	3	2	1
Readiness	Needed materials are brought to class and students are ready to work.	Almost always brings needed materials to class and is ready to work.	Almost always brings materials but needs reminders to settle down and get to work.	Often forgets needed materials and is rarely ready to get to work.
Engagement	Very self-directed engagement and/or leadership in the classroom.	Consistently Engaged. No Prompting.	Often engaged. Needs to be reminded to stay on task.	Rarely engaged. Needs constant reminders and prompting.
Follows Classroom Rules	Follows rules and does not disturb other students. Follows teacher directions/ classroom rules.	Some times follows rules and rarely disturbs other students. Needs to be reminded to follow teacher directions/ classroom rules.	Rarely follows rules Sometimes disturbs other students. Often needs to be reminded to follow teacher directions/ classroom rules.	Disturbs other students. Needs constant reminders to follow teacher's directions/ classroom rules.

**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.

### **Make-up Work**

Students will be permitted to “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 “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 field trip 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 his/her 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, which exceed two weeks, 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**

Courses eligible to be remediated through credit recovery during summer school: Students may make up only those courses in which they have remained in attendance until the completion of the course. Students may not make-up courses which they have dropped either with a WP or a WF. This rule also applies to students who have withdrawn from school before completing courses.

Credit recovery courses at the Upper Darby High School Summer School require a final average between 50 - 59%. Courses with a final average 49% or below must take the entire course during the summer, through our district online learning or the following school year. Summer credit recovery courses will be offered to all students who qualify and will be charged a fee per course.

Scheduling Make-Up Courses: Students may not begin a make-up course until a failing grade has been officially recorded in the school records.

## **Graduation Requirements**

Students in the class of 2022 are required a total of 26 credits to graduate from Upper Darby High School. The graduation requirements are broken down as follows:

<b>Course Category</b>	<b>Credits/Courses</b>
<b>English</b>	<b>5 credits (4-course minimum)</b>
<b>Social Studies</b>	<b>4 credits (4-course minimum)</b>
<b>Math</b>	<b>4 credits (3-course minimum)</b>
<b>Science</b>	<b>3 credits</b>
<b>Health/Physical Education</b>	<b>2 credits</b>
<b>Reading classes/electives</b>	<b>6 credits</b>
<b>Arts &amp; Humanities</b>	<b>2 credits</b>
<b>Total credits:</b>	<b>26</b>

Students in the Class of 2023, 2024 and 2025 are required a total of 21 credits to graduate from Upper Darby High School in addition to PA state requirements.

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

**Credits Needed for Promotion**

The minimum requirements for promotion are as follows:



9th to 10th	5 credits (Must include a combination of 2 Math and/or English courses)
10th to 11th	11 credits
11th to 12th	18 credits and projection to graduate by June 2022

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### Library Access Procedure

Students will have the opportunity to sign up for access to the library via their teacher using a google doc for each block and date. Teachers will issue each student a disposable hall pass to access the library. When students arrive at the library, their name will be highlighted green to indicate their location. If a student who was signed up for access to the library, during a given block does not arrive their name will be highlighted red. The teacher who assigned the library access will be responsible for submitting the referral in TAC for cutting class (CUT). There will be a seat capacity for library access. Passes will be issued to each student as they request access via classroom teacher.

Access to reliable and current information is available via the library's magazine and newspaper subscriptions as well as via electronic databases such as Gale Net, SIRS, and Ebsco. Students may use the Internet for class assignments. Students may use the library printers to print for academic or college and career readiness items i.e. SAT login tickets, job applications, etc. Printing privileges may be revoked if abused. Graphics or pictures may be printed by special arrangement with the librarian. Rules for Internet usage are posted in the library and can be found in this handbook. The library has coin-operated copy machines.

Students in the library are expected to maintain an academic environment. No more than four students may sit at any one table, and students must remain in their seats until the bell rings. We reserve the right to deny library privileges to students who may disrupt the tone of the library.

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### 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 (links provided below). When the center administrative assistant receives the request they will 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. Obligations will be written for locks not returned at the end of the school year. Store bought replacement locks will not be accepted as a substitute.

Locker request Links  
Class of 2022 Form- [Link](#)  
Class of 2023 Form- [Link](#)

Class of 2024 Form- [Link](#)

Class of 2025 Form- [Link](#)

Report locker problems to the center administrative assistant; please have your ID with you. Students will not be given access to or information regarding another student's locker as 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 should be removed after each class. Please be advised that the District is not responsible for articles lost or stolen.

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### **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.

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### **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.

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### **Obligations**

Obligations include textbooks, 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.

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### **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.

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### **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.

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### **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 2021-2022 school calendar.

- 9/22/21
  - 10/13/21
  - 11/3/21
  - 11/24/21
  - 12/15/21
  - 1/5/22
  - 1/26/22
  - 2/16/22
  - 3/9/22
  - 3/25/22
  - 3/30/22
  - 4/20/22
  - 5/11/22
  - 6/1/22
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### **Scholarships**

A complete list of scholarship assistance and detailed directions for making an application will be made available to interested seniors at the January 5, 2022 assembly. Other scholarships are advertised in the Senior Center, the class webpage and Naviance throughout the school year. Applications can be found in the College and Career Center located in Room 255.

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### **School Counseling**

The UDHS Guidance Department issues the following mission statement:

The UDHS 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. Counselors may also help you to develop the skills you need to handle whatever problems 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 counselor in advance. Counselors are also available for parent conferences by appointment.

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### **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.

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### **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 a school ID at no cost.

Replacing a lost, defaced, or illegible ID will cost \$3.00. 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 purchased tickets. In advance of an event, the UDHS student must submit all guest names and have the guest form completed to purchase tickets, to the activity coordinator. Photo ID must be presented by all students and guests to enter an event or dance.

Students must complete the google form on Schoology requesting a replacement ID and center secretaries will be notified electronically. Students will receive a pass from the center secretary to go to the main office. All payments will be collected and receipts will be issued by the center secretary. Replacement IDs will be processed by main office staff.

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### **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.

8/11/21	Home and School Meeting	7:00 PM- Board Room/virtual
10/13/21	Home and School Meeting	7:00 PM- Board Room/virtual
11/10/21	Home and School Meeting	7:00 PM- Board Room/virtual
1/12/22	Home and School Meeting	7:00 PM- Board Room/virtual
2/9/22	Home and School Meeting	7:00 PM- Board Room/virtual
3/9/22	Home and School Meeting	7:00 PM- Board Room/virtual
4/6/22	Home and School Meeting	7:00 PM- Board Room/virtual
5/11/22	Home and School Meeting	7:00 PM- Board Room/virtual

#### Band and Orchestra Association

The 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

The 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.

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### 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](http://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.
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### **Textbooks and Books/Novels**

It is the student's responsibility to return textbooks and/or novels to the teacher who issued the textbooks or novels. Students are responsible for the replacement costs of their textbooks or novels. An obligation will be issued for any books 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.

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### **Visitors**

All visitors must report to the Security Desk at the main entrance of the high school and secure a pass. Visitors may only visit designated areas listed on their pass. Anyone found in the building without a visitor's pass would be considered trespassing.

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### **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. The process for obtaining working papers has been transitioned to an electronic process; all information can be found on the 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](mailto:workingpapersrequest@upperdarbysd.org). All documents can be scanned and uploaded to your application.

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### UDHS Code of Character 21-22

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 activities, events and athletics.