

# **Hopewell High School**

## **2019-2020**



## **Important Information for Grade 12 Students**

Seniors must meet all graduation requirements in order to receive a Hopewell High School Diploma.

This includes:

- Pass all required credits
- Demonstration of proficiency on any standardized assessments that may be required, or achievement of IEP goals
- Satisfy all financial obligations to the district
- Meet attendance requirements

Additionally, to participate in commencement activities, seniors must meet the above criteria and also have a passing grade in all senior year courses including electives and meet attendance/discipline requirements for the district.

If you have questions about your graduation requirements or commencement participation, please discuss with a principal or guidance counselor.

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BOARD OF EDUCATION  
2354 Brodhead Road  
Aliquippa, PA 15001

Daniel Caton  
Lesia Dobo  
Rob Harmotto  
Lori McKittrick  
Darren Newberry  
George Patterson  
Kathryn Oblak  
Daniel Santia  
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**SUPERINTENDENT**

Dr. Michelle Miller  
2354 Brodhead Road  
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**ASSISTANT SUPERINTENDENT**

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**HOPEWELL HIGH SCHOOL ADMINISTRATION**

Michael E. Allison – Principal  
Douglass C. Rowe – Assistant Principal  
1215 Longvue Avenue  
Aliquippa, PA 15001  
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**SUPPORT PERSONNEL**

Letitia Vallecorsa – Administrative Assistant - Principal  
Pamela Sundy – Administrative Assistant  
Cindy Jamison – Administrative Assistant-Attendance

**GUIDANCE**

Dr. Janice L. Dreshman	Guidance Counselor	Last Names A-G
Maria Vanyo	Guidance Counselor	Last Names H-O
Mr. Rich Collins	Guidance Counselor	Last Names P-Z

**ATHLETICS**

Don Short – Athletic Director/Trainer  
Diane Rohm - Administrative Assistant

**SCHOOL RESOURCE OFFICER**

Jared Rogers

## **MISSION OF HASD**

The Hopewell Area School District is committed to preparing students to be productive citizens and life-long learners in an ever changing world.

## **VISION**

The Hopewell Area School District will be a united community in which rigorous curricula will be fostered. Students and staff will embrace educational opportunities and experiences in a diverse society.

## **SHARED VALUES FROM THE HASD STRATEGIC PLAN**

### **We believe:**

- **The development of personal potential is influenced by**
- **Learning is a life-long process**
- **The student, family, school and community all share responsibility for learning**
- **Adaptability is essential for functioning in a changing world**
- **All individuals have a right to be treated with respect and dignity**
- **Responsible behavior is learned by holding students accountable**
- **High expectations promote excellence**
- **The health, safety and welfare of all students is vital**
- **Recognizing and respecting the diversity of all people enriches our school community**
- **Dynamic organizations respond to change in effective ways**
- **Students should be able to work both independently and collaboratively**

## **HISTORY**

Hopewell, Independence, and Raccoon Townships all have a long history. Hopewell was formed in 1812 taken from a name of a Presbyterian Church in the early 1800's. Independence Township was formed in 1848 from a southwest portion of Hopewell and the village of Independence, which had served as the voting place for the area. Also, Raccoon Township was formed in 1833 from parts of Moon and Green Township. It takes its name from raccoon Creek, which divides it from Center Township on its eastern boundary.

Hopewell, Independence, and Raccoon Townships make up the present Hopewell Area School District. After many discussions and much soul searching, the three communities decided to become a jointure in June of 1952.

At that time a commission was given to the University of Pittsburgh to study the area's educational needs. The present schools of Hopewell SD are the result of that study completed in 1953. The present high school building opened its doors in September 1963. Prior to that time high school students attended the present junior high school.

The school board has sought to keep quality facilities and maintain excellence in curriculum demands. It is our intention that this tradition will be carried forward.

## **PHILOSOPHY**

We believe the public school is an agency of our democratic society created to transmit and improve the cultural patterns of that society and to guide the development of competencies and ideals essential to the wellbeing of the students and to their responsibilities as citizens.

We believe our American democracy is based on the premise that all human beings have inherent and equal dignity, rights, and importance, and the school is obligated to foster and encourage the development of attitudes that manifest respect for these qualities.

We believe we are living in a period of rapid social and technological change, which presents problems and challenges extensive in number and complexity, and the school must equip the students to cope successfully with these problems and challenges.

We believe education is both a right and a privilege, with the school responsible for fostering the pursuit of excellence in the development of equalities, values, and skills essential to the well being of the students and society. We believe the students are responsible for actively participating in this development.

We believe the school is responsible for the continuing development and utilization of effective practices, instructional materials, and curricula, in order to meet the needs of all students with a program based upon the most reliable studies of educational psychology.

We believe the administration and faculty must exhibit the highest possible degree of understanding, initiative, resourcefulness, adaptability, and training in their relations with the students.

We believe informative and constructive communication between administration and faculty personnel is essential to the efficient operation of the school's educational program.

We believe the school, home, church, and community share in the responsibility for the education of these students, with the school assuming primary responsibility in scholastic areas.

## Letter from the Principal

Dear Students,

Hopewell High School is a place of tradition and history. We have seen many students come through these halls and go on to become successful doctors, lawyers, mechanics, musicians, actors, plumbers, teachers, and athletes, as well as many other occupations. The opportunity to follow in their footsteps is before you – you should challenge yourself and work throughout your high school career to leave here with new skills and knowledge that will serve you through the rest of your lives. Strive to become a person who recognizes the value of dedication, hard work, commitment, friendship, and academics. Our school district can provide you with numerous challenges and learning opportunities in academic areas, in the arts, and in athletics. Reach high – get involved – and be the best you can possibly be!

Use this handbook as a resource. You and your parents should read the contents carefully in order to familiarize yourself with our academic requirements, our school policies and procedures, and other information useful to our students. Periodic updates and revisions to policy will be provided when necessary.

Your teachers and administration are here to work with you to maximize your learning. Working cooperatively we can take our school and each student to new levels of excellence. We wish you the best for your high school years and beyond. If you need assistance or clarification with any items in this handbook – please see your teachers, counselors or a building principal.

Sincerely,

Michael Allison, Principal

### ALMA MATER

Dear Hopewell High,  
we'll cherish thee forever,  
where e'er we go,  
although our paths may part.  
In all our thoughts thy name will be remembered.  
Thy flag unfurled,  
wave golden and blue.  
We sing thy praise,  
with voices raised on high.  
deep in our hearts,  
you'll never die.

## WHAT DO I DO IF ...

### I NEED TO COME TO SCHOOL EARLY?

The building will be open at approximately 6:50 am for students who need to arrive at school early. *If students arrive early, they are expected to stay on campus at all times until their school day officially ends, or administrative permission has been granted to leave early.* Students are to report to the cafeteria or main lobby until the warning bell has admitted them to their lockers for the day.

### I NEED TO LEAVE SCHOOL EARLY?

Submit an early dismissal request to your homeroom teacher or directly to the office. *Each dismissal will be verified, so we must have a valid phone number on the notes where we can reach a parent or guardian.* If the parent or guardian cannot be reached, the student may not leave. If the student leaves after we inform him that we cannot verify the Early Dismissal, it will be treated as a class cut and disciplinary action will be taken.

### I AM TARDY TO SCHOOL?

If you arrive after homeroom has begun, report to the main office immediately to sign in. This is a must. Failure to check in will result in disciplinary action.

### I HAVE LOST or FOUND SOMETHING?

Lost books and other items should be turned into the main office. Items left in the cafeteria may be found on the shelf in the cafeteria.

### I NEED TO SEE MY COUNSELOR?

Unless it's an emergency, an appointment is necessary to see your counselor. You may stop in the Guidance Center before school, between classes, during lunch, or after school to set up an appointment. Students must schedule an appointment with the Guidance Secretary, or if she is unavailable the Office Secretary. However, students may see a counselor without an appointment if they are experiencing a personal crisis. Please ask for help!

### I AM LATE TO CLASS?

Unless you have a pass from an administrator, counselor, and/or previous period teacher it is considered a class cut.

### I HAVE TROUBLE WITH MY LOCKER?

Students that have difficulty with their lockers should see the secretary in the main office between classes to fill out a report.

### I NEED TO USE THE PHONE?

Office telephones are to be used only for emergencies and with permission of office personnel. Students wishing to use the office phone must have a pass from a teacher. There is a limit of three minutes on phone use.

## GENERAL GUIDELINES AND PROCEDURES

### AUDITORIUM AND ASSEMBLIES

Students should enter the auditorium quickly and quietly after being dismissed from class or homeroom for an assembly program. Students will report to their assigned seating area. Homeroom teachers will take attendance prior to the start of the program. Any student who does not wish to attend an assembly program will have the option of reporting to a study hall instead.

Students should be on their best behavior when in the auditorium for any program. Appropriate applause should be the only form of response to programs presented. Any misbehavior while in the auditorium will result in disciplinary action.

### BELL SCHEDULE

<b>SCHEDULE A</b>		<b>SCHEDULE B</b>	
Warning Bell	7:30 A.M.	Warning Bell	7:30 A.M.
Homeroom	7:35-7:42	Homeroom	7:35-7:42
Period 1	7:46-8:28	Period 1	7:46-8:28
Period 2	8:32-9:14	Period 2	8:32-9:14
Period 3	9:18-10:00	Period 3	9:18-10:00
Period 4	10:04-10:46	Period 4	10:04-10:46
Lunch 5	10:50-11:20	Period 5	10:50-11:32
Period 6	11:24-12:06	Lunch 6	11:36-12:06
Period 7	12:10-12:52	Period 7	12:10-12:52
Period 8	12:56-1:38	Period 8	12:56-1:38
Period 9	1:42-2:24	Period 9	1:42-2:24

<b>SCHEDULE C</b>	
Warning Bell	7:30 A.M.
Homeroom	7:35-7:42
Period 1	7:46-8:28
Period 2	8:32-9:14
Period 3	9:18-10:00
Period 4	10:04-10:46
Period 5	10:50-11:32
Lunch 6	11:36-12:18
Lunch 7	12:22-12:52
Period 8	12:56-1:38
Period 9	1:42-2:24

**TEACHER DISMISSAL – 2:55 P.M.**

## **BUILDINGS AND PROPERTY**

Buildings and property owned by the Hopewell Area School District are public properties. On these premises, students are encouraged to help in keeping all buildings and grounds as safe and clean as possible. This will serve as an example of individual pride in our educational system, our school building, and our community as a whole.

Destruction or defacing of school property by a student will result in disciplinary action. Cost of repairs or replacement of property will be incurred by the student and/or parent. Also, the student will be suspended with charges being filed with the district magistrate.

## **BULLETINS and ANNOUNCEMENTS**

When requesting that an announcement be made, the following rules should be followed to decrease classroom disruptions:

- Type all announcements in an email and send to Mr. Mohrbacher at [hsannouncements@hopewell.k12.pa.us](mailto:hsannouncements@hopewell.k12.pa.us).
- Administration will approve all announcements.
- Only announcements directly related to Hopewell High School activities will be read. Exceptions require the approval of administration.
- Announcements pertaining to only a few people should be omitted and those persons contacted individually.
- Only emergency announcements will be made during the school day at the end of the ninth period. Regular announcements will be made during homeroom period in the morning.

## **CAFETERIA**

The dining area is maintained as a vital part of the health program of the school. Students are encouraged to eat a balanced lunch for good nutrition. It is a proven fact that good nutrition and ability to learn go hand in hand.

Students are to report directly to the cafeteria at their assigned time for lunch without stopping to loiter in halls or restrooms. Supervised restroom time will be allowed during lunch period. While at lunch, students should enjoy the break from class, but remain mindful that the majority of the school is in class. Tardiness to lunch will receive discipline similar to class tardiness.

The lunchroom supervision, administrators, and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in wastebaskets.
- Leaving both the table and the floor around your place in clean condition for others.
- Not taking any food from the cafeteria.
- Being on your best social behavior while eating – any pushing, throwing of food or other antisocial behavior will result in disciplinary action.

### CHANGE OF ADDRESS

Any student who moves within the district during the school year should report his/her new address to the high school office.

### EMERGENCY CLOSING/DELAY SCHEDULE

Please remember that when school is cancelled so are all school-related activities unless announced otherwise. When a two-hour delay is called the following schedule will be followed at the high school.

<b>Warning Bell</b>	9:30am
<b>Homeroom Pd</b>	9:35 - 9:42
<b>Period 1 or Period 3</b>	9:47 – 10:16
<b>Period 2 or Period 4</b>	10:20 – 10:46
<i>1<sup>st</sup> delay will run periods 1 and 2</i>	<i>2<sup>nd</sup> delay will run periods 3 and 4</i>
<b>Regular afternoon schedule.</b>	

### EMERGENCY CLOSINGS

In the event of school delays or closings due to inclement weather, check the school website or please listen to the following stations for information:

KDKA RADIO 1020 AM; TV – KDKA;  
WBVP RADIO 1230 AM; WMBA RADIO 1460 AM;  
TV - WTAE

### EMPLOYMENT CERTIFICATES/WORK PERMIT

The high school office will issue an employment certificate when a completed application is returned and checked. In order to obtain an employment certificate the applicant must: be at least 14 years of age; have a promise of employment (verbal promise is sufficient); produce a birth certificate to the high school office; have a parent sign the original application for work certificate.

The application can then be issued to the student, who should take it to his/her employer for signature and days and hours of work. The student must also have a physical examination and have the application signed by the physician.

### FLAG SALUTE – PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect of his/her country and its flag. However, the laws of our country allow students to decline to recite the Pledge of Allegiance on the basis of personal beliefs or religious convictions. Students who choose to refrain from reciting the pledge must respect the rights and interests of classmates who do wish to participate in this meaningful ceremony. Students who choose to refrain from reciting the Pledge of Allegiance must stand and remain respectfully silent.

**HB 592 (Act 157 of 2002) The bill requires the display of an American Flag in every classroom during school hours and the recitation of the Pledge of Allegiance or the national anthem at the beginning of each school day. Student may decline to participate in the recitation. However, we will report this refusal to parents.**

### **HALL PASSES**

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have a hall pass from an authorized staff member. Students who violate this policy will receive disciplinary action. Students who chronically abuse their hall pass privilege may be placed on hall pass restriction at the discretion of the administration.

### **HIGH SCHOOL OFFICE**

The high school office plays an integral part in the life of each student. The office staff serves a variety of functions including maintenance of various student records. Each student should be aware of the location of the high school office; the names of office staff members; and those responsibilities a student has in regard to the office and staff.

### **HOMEROOM**

At the start of each school day all students will report to their assigned homeroom. This brief time is provided for handling the many issues that arise in the course of the school year. The homeroom teacher can often times provide answers to questions about policy and procedure or send a student in the correct direction to find the information needed. Students are required to attend homeroom unless they have a pass from a teacher or authorized staff member. Failure to do so will result in disciplinary action.

### **LOCKER and LOCKER COMBINATION ASSIGNMENTS**

Students will receive information concerning their lockers from the homeroom teacher. There is a school board policy in regard to student use of lockers. Lockers are the property of the school and may be opened by administrators in order to protect student safety or with reasonable suspicion of a policy violation. Students are strongly encouraged not to share lockers with other students.

### **LOST AND FOUND**

Personal property or books found by an individual should be submitted to the high school office for holding. Likewise, students missing personal property should check the high school office and may claim their property if found. The school is not responsible for personal property or books that belong to the student.

### **OBLIGATIONS AND DEBTS**

Students are responsible for all obligations and debts that may accumulate during the school year. Examples of such obligations may include but are not limited to failure to pay for a lost or damaged book, damage to school property, and failure to submit money owed for club fund-raisers or cafeteria debt. Students with outstanding debts will have their report cards and/or diplomas withheld until all financial obligations to the school district are satisfied.

### **RESTROOMS**

Students may use the restrooms before and after school, between class periods, during specified times during the lunch periods, and with the permission of a classroom teacher and use of the hall pass. Smoking and loitering are not permitted in the restrooms. Those students who become ill should obtain a pass from their class or study hall instructor and report to the nurse's office immediately, not remain in the restroom. Students remaining in the restroom during class time will be treated as cutting class. If you are ill, report to nurse or a teacher.

## **SOCIAL REGULATIONS**

All school socials, unless announced otherwise by the principal, are closed dances. This means that *dances are open only to students of Hopewell High School*. Students may not leave socials until 10:00 p.m. unless sponsors have parental permission to leave.

Students are reminded that all school rules, including prohibition of any tobacco use and/or use of any alcohol or drugs in the building and /or on the grounds, are also in effect during school socials. **Specific guidelines and regulations will apply to the prom and holiday semiformal.**

## **STUDY PERIODS/STUDY HALLS**

In order to maintain the proper atmosphere in a study hall, certain rules must be followed.

- Each student in the study hall must bring materials to pursue academic areas.
- Study hall teachers may issue passes to the office, counselor's office, nurse and library.
- Students desiring to see a teacher must present a previously obtained pass to the study hall teacher at the beginning of the period.
- Students are not permitted to go to teacher's classrooms on a regular basis. Students may go to a classroom with prior teacher approval to make up tests, quizzes, or other class work only. Students will not simply hang out in a teacher's classroom instead of their assigned study hall. There will be no permanent passes to leave study hall.
- Students may study together pending teacher approval.
- Playing cards and other games are not permitted.
- Students are not permitted to sleep in study hall.
- Under the provisions of the BYOD policy, students are permitted to use personal electronic devices in study hall.

# ACADEMICS

## ACADEMIC HONESTY POLICY

It is essential that grades reflect the individual's achievement. Therefore, maintaining academic honesty is a necessity in the school community. Use of cell phones, cameras or other technology for purposes of cheating will not be tolerated and will be immediately referred to the administration.

### Violations of Academic Honesty

- Obtaining help from another student during tests/exams/quizzes.
- Giving help to another student during tests/exams/quizzes.
- Using books or any unauthorized sources of information during tests/exams/quizzes.
- Obtaining, without authorization, a test/exam/quiz or any part thereof.
- Plagiarizing-defined as: to take the language, ideas, writing or thoughts from another source or person and offer them, as one's own.
- Providing one's work for another student to copy and submit as his/her own.
- Using another student's work to copy and submit as his/her own work.
- Altering the record of any recorded grade.

Any violation of the policy will be documented by the teacher on the standard discipline form and submitted to the assistant principal.

### Consequences

- *First Consequence:* Student will receive a 0.0 for that evaluation.
- *Second Consequence:* Student will receive a 0.0 for the 9 weeks.
- *Third Consequence:* Student will receive a 0.0 for the course.

### Appeal Process:

- *First Appeal:* The student may appeal directly to the teacher involved.
- *Second Appeal:* The student may appeal to the assistant principal who will form a three-member committee consisting of two teachers and one administrator.

Nothing in this Academic Honesty Policy should be interpreted as preventing the school board, through the board of directors and the superintendent and the staff, from imposing consequences for any activity whose purpose is to improperly assist a student or students to earn a grade in a manner not specifically sanctioned by the Hopewell Area School District, the superintendent or its staff.

In addition, nothing in this Academic honesty Policy should be interpreted to prevent the board of directors of the school district from considering consequences in addition to those set forth in this policy where the student or students involved engaged in conduct which is deemed to merit additional consequences including suspension and expulsion in accordance with applicable law.

## BOOKS

All books are temporary loans from the school district to the student. The student's responsibility ends when books are returned as received, allowing for normal wear. Lost books will be reported, and the student will pay replacement cost for the text. Students will also be held financially responsible for books returned damaged beyond normal wear.

## **FIELD TRIPS**

School policy states that a field trip is an extension of the regular classroom program. Field trips are not to be regarded as a right, but rather as a privilege. Conformity to all school standards of discipline and conduct is expected on all field trips. The enforcement is the responsibility of sponsors, chaperons, and the district.

- All school rules and regulations set forth in the Student-Parent Handbook and applicable to conduct in school and at school events, at home or away, are equally applicable on field trips.
- Parent and staff chaperones are to be in numbers sufficient to comply with school policy regulations and state minimums.
- Any student who willfully disobeys the reasonable direction of the principal, assistant principal, any teacher, or parent chaperone, or violates district regulations relative to behavior, shall be subject to parent notification, return to his/her home, notification of local authorities, a formal administrative hearing upon return to school to determine a course of action commensurate with the violation, and/or such restrictions or penalties as may properly be determined.
- Special note is to be made of district policies on smoking, alcohol and drugs. Violation of these policies will result in the initiation of procedures by school authorities as though the offense had occurred in school.
- Student participants on field trips will conduct themselves in a manner intended to reflect credit on themselves, their families, and their school. Staff and parent chaperons are expected to observe this standard strictly.
- It is the responsibility of students to meet obligations that result from missed classes.
- Each student must submit a permission slip signed by the parent/guardian before taking any field trip.

## **GRADUATION REQUIREMENTS**

### **Purpose**

It shall be the policy of the board to acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the awarding of a diploma or certificate at fitting graduation ceremonies.

### **Authority**

The board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by this board. Twenty-one and one half (21.5) units of credit in grades 9, 10, 11, and 12 shall be required for graduation for all students and shall include the following:

- Four units of English credit
- Four units of social studies unless three units are petitioned by the high school building principal and approved by the superintendent due to exceptional circumstances.
- Three units of mathematics
- Three units of science
- Three units of arts or humanities or both  
Physical education shall be taken at least one semester in each grade (9, 10, 11, and 12) at .25 units each year.
- One half unit of health education shall be taken five periods per week for one semester in grade 10.
- Score proficient or better on any standardized assessments that may be required.

Electives shall make up the additional five and one-half (5.5) necessary units. A student may select elective units from other subject offerings, including approved vocation education courses. However, he or she should make sure that his or her choice will contribute to his or her preparation for immediate employment or for admission to college, as well as satisfaction of personal and cultural needs and the required twenty-two and one half (22.5) credits for graduation.

All students must register for six credits plus Physical Education per academic year. The building principal must approve any deviation from this requirement. Seniors must have completed all requirements before participation in Baccalaureate and Commencement is permitted. Requirements include but are not limited to the completion of his or her classes, and compliance with the district attendance policy. Permission for any waiver must be granted by the building principal.

## **HOMEBOUND INSTRUCTION**

### **Purpose**

Homebound instruction is provided five hours a week to ensure educational continuity for those students confined to home or hospital for physical disability, illness or injury, or when such confinement is recommended for psychological or psychiatric reasons.

### **Procedure**

- Parental written request for homebound instruction must be submitted to the building principal. This can be accomplished by discussing homebound instruction with the guidance counselor. The physician or psychologist must also forward a document to the building principal, which specifically verifies the recommended need and dates for homebound instruction. These documents are then routed to the superintendent for school board approval.
- Information regarding homebound instruction may be made by contacting the building principal, counselor, or the school nurse.
- Students who are on homebound instruction will not be permitted to participate in school activities including the prom, dances, graduation, homecoming, sports, clubs, etc.

## **HOMEWORK POLICY**

### **Definition**

Homework is any work planned or approved by the teacher to be completed by the student outside of the classroom without the immediate and direct supervision of the teacher.

### **Philosophy**

Homework is an ongoing and integral part of the educational process designed to be a constructive tool in teaching/learning process. In general, there is a positive relationship between homework and student achievement. Research studies indicate that regular assigned homework based on student needs, capabilities, and/or interests, enhances that achievement.

Data shows that overall that students assigned homework outperform those who typically are required to do no homework. This positive relationship between homework and achievement is strongest for reading comprehension and mathematics concepts.

### **Objectives**

- To foster the principal that homework is a constructive tool to aid learning.
- To review, reinforce and extend important classroom learning.
- To prepare for classroom instruction.
- To develop skills needed for independent work.
- To stimulate initiative, creativity, and responsibility.
- To teach planning of long-term projects and budgeting time.
- To acquire good study skills, work habits and techniques.
- To enhance home/school communication.
- To relate school learning to out-of-school interests.
- To use school and community resources to develop research skills.

## **Responsibilities**

While the teacher is responsible for defining the specific role such study will play in the student's education, the student and parent must also assume their responsibilities.

### **Student should**

- Understand the purpose, due date, and procedures for completion of the assignment.
- Budget available time.
- Arrange to make up missed assignments.
- Initiate a request for help when needed.
- Develop a system for remembering assignments, such as an assignment book.
- Complete assignments on time according to criteria established by the teacher.
- Develop self-initiated activities that will supplement the subject matter.

### **Parent should**

- Show interest and establish helpful attitudes towards homework.
- Provide an environment (space, time, conditions) conducive to study.
- Help develop a schedule for specific study hours, television, computer use, special interests and activities and a process for monitoring.
- Help motivate the child to achieve the best work and to complete assignments, without using undue pressure.
- Give assistance that will enable a child to learn how to do an assignment; do not do the assignment for the child.
- Provide feedback to the school regarding problems such as time, difficulty and progress.

## **Guidelines**

- Homework should be related to desired learning outcomes.
- Consideration should be given to social, cultural, recreational and family commitments that require time and attention and that are of benefit to the student.
- Homework shall never be used as punishment or needless busywork.
- Reasonable time limits should be considered. Increasing amounts of time will be the norm as the student progresses through the grades culminating with as much as two hours per day at the secondary level.

### **Types of Homework**

- Practice - assignments given to provide the student the opportunity to continue what has been presented and practiced in class to reinforce newly acquired skills.
- Preparation - assignments aimed at preparing the student for the next lesson in that subject.
- Extension - assignments provided to extend a previously learned skill, body of knowledge or the thinking process.
- Creative - assignments provided to allow a student to apply previously learned knowledge in a creative and imaginative way.

## **LIBRARY MEDIA CENTER**

The library mission is to ensure that students are effective and efficient users of information by developing their information literacy skills, providing resources for students and faculty research, providing students and faculty with leisure reading materials, and encouraging life-long learning. The library has:

- Over 11,000 print resources
- Twenty computers with Internet access
- VHS tapes, DVD's, audio-books (including play a-ways, CD's, and cassette tapes)(
- Over 30 magazine subscriptions
- Access to resources from over 2,800 libraries throughout the state through inter-library loan via Access PA
- Access to over 40 databases
- <http://www.hopewellhslibrary.org/Homepage.html>

The library is open before school, during homeroom, during the school day, and after school until 2:50. Students who wish to visit the library independently (without a class) during the school day must obtain a study hallpass from the librarian in the morning. The library schedule is posted daily in the library and weekly on the website.

### **Study hall passes**

- Students may get a study hall pass to access library material, conduct research, do group work or read quietly. Students must remain productively occupied at all times.
- Students must obtain a pass from the librarian in the morning before the late bell rings for first period. No passes will be given out after the bell. Students may NOT get a pass from a teacher.
- At the beginning of study hall, students must take their pass to their assigned study hall monitor to check in and then they will go directly to the library and arrive before the late bell. Students who do not check in with their study hall monitor will receive a class cut. Arriving late to the library will result in disciplinary action pursuant to the library behavior policy (below).
- Upon arrival, each student must sign in at the circulation desk and print his or her name legibly.

### **Borrowing library materials**

- All library materials leaving the library must be checked out at the circulation desk
- Students may check out five materials at a time
- Materials are borrowed for three weeks, except reference books (denoted by REF on the spine), which can only be checked out overnight
- New magazines do not circulate, but older ones do. Ask for them at the circulation desk
- Overdue books are fined 5 cents per school day
- All students are charged the full price of the book for any books lost or damaged
- Students will not receive their report card until books are returned and paid for

### **Library Code of Conduct**

- Do come prepared to work
- Do use a quiet voice. Group work is allowed; however, voices must be lower than the music behind the circulation desk
- Do treat other library users and the library staff with respect
- Don't eat or drink
- Do take care of borrowed materials, as they are your responsibility
- Do remain seated until the bell rings
- Don't come to the library during a study hall without a pass
- Do take care of library materials
- Do use the computers correctly
- Check out a computer pass at the circulation desk. Go to the computer designated on your pass
- Follow the school's Internet Acceptable Use Policy

### **Behavior Policy**

- 1<sup>st</sup> offense: Warning, sent back to class
- 2<sup>nd</sup> offense Loss of library privileges for the semester, unless with a class
- 3<sup>rd</sup> offense Loss of library privileges for the year, disciplinary action

**NOTE:** This is subject to change with the discretion of the librarian

## **SENIOR COMMENCEMENT ACTIVITIES**

**Students who elect to participate in school activities (i.e. graduation ceremonies, Homecoming, Semi-formal, Prom, May Day, athletics, clubs, etc.) are required to follow all guidelines related to these activities.**

**These guidelines may include but are not limited to designated apparel (caps, gowns, shoes, slacks, etc.), grade requirements, practice commitments and other standards as identified by the organization's sponsors. Failure to comply will result in forfeiture of participation.**

**Baccalaureate is an event sponsored by the senior class. The officers of the senior class are responsible for making a written request to the building principal to conduct baccalaureate ceremonies.**

*Note: All students during their senior year must pass all course work and meet the attendance requirement (no more than 20 absences) in order to participate in the commencement program.*

*Additionally, all outstanding financial obligations must be paid in full to participate in commencement.*

### **Distribution of Senior Lists**

The distribution of lists of graduating seniors for commercial or business interest is prohibited.

### **Issuance of a Diploma other than by Formal Graduation**

- The issuance of a high school diploma other than by formal graduation shall be governed by the requirements identified herein:
- The class with which the applicant would normally have completed his or her schoolwork must have graduated.
- Applicant must be a bona fide resident of Hopewell Area School District at the time of filing the application.
- Applicant must present evidence of additional credits from an accredited school or agency, to meet the requirements of graduation from the local high school.
- Applicant must successfully complete a senior project and demonstrate PSSA Proficiency.
- An honorable discharge is required if the applicant is a veteran.
- Applicant who has been granted a high school diploma or equivalent from another state is not eligible for the local high school diploma.
- No fee for the diploma is required.
- Application should be by letter to the local high school; no special form is required.
- Applicants not meeting the aforementioned standards may apply for the Commonwealth Secondary School Diploma (GED), issued by the Department of Education to certify that the holder meets high school graduation requirements set by the State Board of Education, by corresponding with the Bureau of Vocationally and Adult Education, Commonwealth Diploma Program, Harrisburg, Pennsylvania 17126.

## **GUIDANCE AND HEALTH SERVICES**

### **HEALTH SERVICES**

If a student becomes ill in school, he/she reports to the nurse; the nurse will recommend what should be done. Students who are ill must not leave the building without authorization as this is considered truancy. If the nurse is not in, students are to report to the high school office.

Please be advised when coming to the Health Room you must bring a pass from your teacher, unless it is an emergency. The health room is to be utilized for illness only.

All calls to parents regarding illness **MUST** come from the nurse/school administration. No student is to call their parent from their cell phone or classroom phone.

### **POLICIES OF THE HEALTH ROOM**

- Students must have a signed pass from their classroom instructor to enter the Health Room. Departure time from class must be on the pass.
- The nurse will decide if the student should go home and will make parent contact.
- **Students who call a parent/guardian for an early dismissal due to illness without going to the Health Room will be marked as illegally absent.**
- Students leaving the Health Room will have a pass signed by the nurse with the departure time.
- Acetaminophen/Ibuprofen will be given **only** to students with a signed permission form from their parent/guardian.

### **POLICIES FOR PRESCRIPTION MEDICATION TAKEN AT SCHOOL**

It is the policy of Hopewell Area School District that any prescription or non - prescription medication, which has been certified by a physician as necessary for the student to receive during school hours, be administered in accordance with the following guidelines:

### **ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

The physician's written request for the administration of medication shall include:

1. Date
2. Student's name
3. Diagnosis
4. Medication, specific dosage, direction for administration, time schedule, and length of time to be given in school.
5. Possible side effects or contraindications.
6. Any curtailment of specific school activity (sports, tech. Ed., etc.)
7. A listing of any other medications which have been prescribed by the physician.
8. Physician's signature and telephone number
9. Parent's signature

The parent or guardian shall assume the responsibility for ensuring that the Physician Request for Administration of Medication During School Hours Form is completed by the physician and submitted to the school nurse.

- The parent or guardian must also complete the Hold Harmless Agreement which authorizes the school nurse or other designee to administer medication. This form must accompany the physician's written request.

### **DELIVERY OF MEDICATION**

- If possible, the parent or guardian should notify the school nurse in advance that the child will need medication.
- Medication should be delivered to school by the parent or guardian and not by the student. Please contact your school nurse if you require special consideration.
- The date, name, and amount of medication delivered shall be recorded in the health room log.

### **MEDICATION RESTRICTIONS**

- A single day supply of medication is recommended for short-term illnesses
- Provisions for long-term treatment necessitating the daily dispensation of medication can be arranged when deemed medically necessary by the physician. This treatment plan shall be in compliance with all existing guidelines. Also, parent releases must be signed by the parent or guardian to enable the school nurse to communicate with the physician.

### **LABELING AND STORAGE OF MEDICATION IN SCHOOL**

**Prescription medication is to be given to the school nurse.** Medication brought to school must be in a container labeled by the pharmacist or doctor. The label must include:

1. Student's name
2. Name of physician
3. Date of prescription
4. Name and telephone number of pharmacy
5. Name of medication, dosage and frequency of administration

Nonprescription medication must be delivered to school in its original container

The school nurse is not permitted to administer medication unless the parent or guardian complies with the above guidelines. When possible, the school nurse will attempt to contact the parent or guardian to provide assistance to ensure compliance.

### **IMMUNIZATION REQUIREMENTS**

The following immunizations are required as a condition of attendance in school in the Commonwealth of Pennsylvania:

- *Diphtheria*. Four or more properly-spaced doses of diphtheria toxoid, which may be administered as a single antigen vaccine or in a combination form. The fourth dose shall be administered on or after the 4th birthday.
- *Tetanus*. Four or more properly-spaced doses of tetanus toxoid, which may be administered as a single antigen vaccine or in a combination form. The fourth dose shall be administered on or after the 4th birthday.

- *Poliomyelitis*. Three or more properly spaced doses of either oral polio vaccine or enhanced activated polio vaccine, which may be administered as a single antigen vaccine, or in a combination form. If a child received any doses of inactivated polio vaccine administered prior to 1988, a fourth dose of inactivated polio vaccine is required.
- *Measles (rubeola)*. Two properly-spaced doses of live attenuated measles vaccine, the first dose administered at 12 months of age or older, or a history of measles immunity proved by laboratory testing by a laboratory with the appropriate certification. Each dose of measles vaccine may be administered as a single antigen vaccine or in a combination form.
- *German measles (rubella)*. One dose of live attenuated rubella vaccine, administered at 12 months of age or older or a history of rubella immunity proved by laboratory testing by a laboratory with the appropriate certification. Rubella vaccine may be administered as a single antigen vaccine or in a combination form.
- *Mumps*. Two properly-spaced doses of live attenuated mumps vaccine, administered at 12 months of age or older or a physician diagnosis of mumps disease indicated by a written record signed by the physician or the physician's designee. Mumps vaccine may be administered as a single antigen vaccine or in a combination form.
- *Hepatitis B*. Three properly-spaced doses of hepatitis B vaccine, unless a child receives a vaccine as approved by the Food and Drug Administration for a two-dose regimen, or a history of hepatitis B immunity proved by laboratory testing. Hepatitis B vaccine may be administered as single antigen vaccine or in a combination form.
- *Chickenpox (varicella)*. One of the following:
  - a. *Varicella vaccine*. Two properly-spaced doses of varicella vaccine, the first dose administered at 12 months of age or older. Varicella vaccine may be administered as a single antigen vaccine or in a combination form.
  - b. *Evidence of immunity*. Evidence of immunity may be shown by one of the following:
    - i. Laboratory evidence of immunity or laboratory confirmation of disease.
    - ii. A written statement of a history of chickenpox disease from a parent, guardian or physician.
- *Required for entry into 7th grade*. In addition to the immunizations listed above the following immunizations are required at any public, private, parochial or nonpublic school in this Commonwealth, including vocational schools, intermediate unit, special education and home education programs, and cyber and charter schools as a condition of entry for students entering the 7th grade; or, in an ungraded class, for students in the school year that the student is 12 years of age:
  - a. *Tetanus and diphtheria toxoid and acellular pertussis vaccine (TdaP)*. One dose if at least 5 years have elapsed since the last dose of a vaccine containing tetanus and diphtheria as required in subsection (b). TdaP may be administered as a single antigen vaccine or in a combination form.
  - b. *Meningococcal Conjugate Vaccine (MCV)*. One dose of Meningococcal Conjugate Vaccine. MCV may be administered as a single antigen vaccine or in a combination form.

In accordance with the above regulations your child will not be admitted to school until a certificate of immunization or exemption is completed by your physician or other health care provider.

If you have written records that provide dates your child received the required immunization, they may be brought to school where school personnel can verify the dates and complete the Certificate of Immunization.

### **INSURANCE**

Homeroom teachers will distribute insurance forms to students. This coverage is optional and available in either 24 hour or school time coverage. It is imperative that parents return the insurance form to the school if they wish to purchase this insurance.

## **GUIDANCE**

Counselors are available in the high school for consultations with students. All students, grades 9 through 12, are assigned alphabetically to one of the counselors.

In matters of personal counseling, all of the counselors are available to the student as is deemed necessary. In addition, a prevention specialist is on staff that will be available to meet the needs of all students.

It is important that the students take advantage of the consultation services made available through the guidance department. These services, available to students and their parents, are listed below. Students may make an appointment to see their counselor through the school secretaries or with the counselor personally. Appointments should be scheduled during study periods if possible. Visiting the guidance office may be considered a class cut or unexcused.

### **Available counseling services**

- Course selection - Counseling with students and parents in order to make appropriate high school and vocational-technical course selections for each succeeding year.
- Academic needs - Counseling with students who may have course work problems and who may need schedule adjustments or tutorial assistance.
- Standardized test results - Interpretation of standardized testing data to students in order to provide a more complete picture of the student's aptitudes, interests, and post-high school potentials.
- Post-high school - Counseling with students and parents in order to assist in making appropriate college or technical school applications, or in finding employment.
- Career planning - Counseling with students and parents for the purpose of exploring career possibilities and alternatives.

Special and confidential counseling services are available upon request; make appointments with assigned counselor. This would include outside agencies, psychologist, and prevention specialist.

Your assigned counselor is responsible for auditing and evaluating all student records, with a special emphasis on current year grade and course level requirements leading to meeting graduation requirements.

## TESTING PROGRAM

### **Ninth Grade**

- Keystone Exams

### **Tenth Grade**

- National Merit Scholarship Qualifying Test
- PSAT (on elective basis-Preliminary Scholastic Aptitude Test)
- ASVAB (on elective basis-Armed Forces Vocational Aptitude Test)
- Keystone Exams

### **Eleventh Grade**

- National Merit Scholarship Qualifying Test
- PSAT (on elective basis)
- SAT (on elective basis - Scholastic Aptitude Test - necessary for college entrance)
- ASVAB (on elective basis - Armed Forces Vocational Aptitude Battery - vocational test)
- Keystone Exams

### **Twelfth Grade**

- Scholastic Aptitude Test and Achievements
- SAT (on elective basis). Students on the “Free and Reduced Lunch Program” may be eligible to receive a waiver for SAT and ACT. If you qualify, please see your counselor as soon as possible.
- ASVAB (on elective basis)
- ACT (on elective basis)
- Advanced Placement Tests

## SCHEDULING OF COURSES

Throughout the year, counselors meet with students in an effort to advise them on the appropriate selection of courses to fulfill their needs and goals. Effort is made to provide students with the most competent professional counseling available. In addition to the school counselor, students are advised to consult with faculty, parents, professionals in the world of work, and college representatives. The choice of the appropriate program is probably the most important decision a student can make during the high school years.

Scheduling is done during the spring of each year. Students may request a Course Description booklet and will be given a course selection sheet. After appropriate consultations, courses are selected for the forthcoming year. Both parents and counselor must approve requests for courses. Once course selections are finalized, changes should only be made for

- Change of track or level.
- Fulfillment of graduation requirements.
- Medical excuse in physical education.
- Accommodation of a work-study program.
- Extraordinary circumstances as approved by the principal.

Students are not permitted to take sequential courses during any single school year. Failed courses that serve, as prerequisites for other courses must be completed successfully before a student will be permitted to enroll in the next sequential course. For example: a student who fails English 10

in his/her sophomore year will not be permitted to take both English 10 and English 11 during his/her junior year. He/she must take English 10 during summer school to register for English 11 during his/her junior year.

### **STUDENT RECORDS**

Student cumulative records are maintained in the office. These records include grades, standardized test results and other pertinent data. A school district policy relative to the collection, maintenance and dissemination of student records is in effect. This policy is congruent with the existing federal laws and guidelines set forth by the Pennsylvania Department of Education. The information in these records is available to parents upon request, to the student who has reached the age of 18, or any others with the written permission of the parent or legal age student. Updated records are the responsibility of your son/daughter's counselor.

### **BEAVER COUNTY CAREER AND TECHNOLOGY CENTER**

The Beaver County Career and Technology Center is an extension of Hopewell High School. Students attend CTC in one of the programs designed to prepare them to enter the job market with a salable skill. Application is made in December of the sophomore year and participation in CTC training occurs in the next two school years as students spend one-half or their school days at CTC.

The selection of candidates who will attend CTC is made based upon the following belief: Students selected should be those who can best profit from the program and will most probably succeed. This is determined by evaluating the student's interests' abilities and assessing school performance. The minimum requirement for selection is that a student must pass all 9<sup>th</sup> and 10<sup>th</sup> grade required subjects. Selection beyond basic requirements is based upon the best available student(s) within our given quota from CTC. Very often an interview is required to help us make our decision.

The courses available at CTC are listed with the guidance counselors.

Vocational career counseling is available through any of the guidance counselors. There are also special events and programs outside the school that provide career counseling. The students will be notified of these events and programs.

### **WITHDRAWAL FROM SCHOOL**

Any student contemplating withdrawal from school for any reason must initiate the move in consultation with a counselor. Before any final withdrawal can be accomplished the principal must consult with the student and counselor and parents must agree in writing if student has reached 17 or be notified if the student is 18 years of age or older. No student can withdraw who is not 17 years of age.

**ATHLETICS  
EXTRACURRICULAR ACTIVITIES**

**ATHLETIC AND ACTIVITY SELECTIONS**

**Fall Sports**

Volleyball      Girls Tennis      Cross Country      Football      Golf      Soccer

**Winter Sports**

Basketball      Swimming      Wrestling      Gymnastics      Bowling      Bocce

**Spring Sports**

Track & Field      Softball      Volleyball      Baseball      Boys Tennis

**The following is a general list of activities available for high school students:**

Band	German Club
Bowling	Health Careers
Cheerleaders	Latin Club
Chorus	Stage Crew
Freshman Class	National Honor Society
Sophomore Class	Newspaper (Hi-Lites)
Junior Class	Scarab Art Club
Senior Class	Spanish Club
Conservation Club	Student Council
Ski Club	Thespian Troupe (Drama)
DreamScapes	Public Address Club
VIP Club	Forensics
French Club	Yearbook (Viking)
Bible Club	Fellowship of Christian Athletes

All students participating in interscholastic athletics or any school related extracurricular activities are expected to work to their highest potential in all academic areas. Students involved in our Viking athletic programs must adhere not only to the guidelines established by the Pennsylvania Interscholastic Athletic Association (PIACC), and the Western Pennsylvania Interscholastic Athletic League (WPIAL) but also to those determined by the Hopewell Area Board of School Directors to be essential for student athletes in this district. Students involved in clubs, cheerleading, and other extracurricular activities must adhere to the school district's policies.

If any student athlete has a question concerning any procedure used by any of the above mentioned governing bodies, that student should contact the head coach or the athletic director or the principal of the high school to resolve any potential problems.

Students who are ineligible on a week-to-week basis will **not** be permitted to practice, play or participate in any way in that week's activities. The extra time allotted is to be utilized by the student to improve his/her work or to make up any missing tests and assignments.

**All athletes planning on attending college MUST see their counselor for NCAA guidelines.**

### **AGE**

There is an age limit in interscholastic sports competition. Students may not have reached their 19<sup>th</sup> birthday by June 30 immediately preceding the school year (16<sup>th</sup> birthday for junior high sports).

### **AMATEUR STATUS**

Student athletes must be amateurs in order to participate in any PIAA sponsored contest. Athletes may not have received any form of prize money or merchandise or play on teams that do receive such compensation.

### **ATHLETIC ACCIDENT INSURANCE**

Because our insurance carrier is likely to change from year to year, all student athletes will be advised as to their coverage at the beginning of their respective sport season.

### **AWARDS**

A student will receive an athletic award/letter at the end of a sport season if he/she has fulfilled the requirements set forth by the coach of that sport in which he/she is participating.

### **ATHLETIC TRAINING**

Our school district has on its staff a full time licensed trainer who works in cooperation with our school nurse to provide treatments of routine athletic problems. The trainer is available daily from approximately 1:30 p.m. until the completion of all athletic programs scheduled for the day. The trainer will address individual groups of athletes at the beginning of each season to inform all student athletes of his services.

### **ELIGIBILITY – ACADEMICS**

Student athletes and participants in extracurricular activities must pursue a curriculum defined and approved by the principal as a full-time curriculum.

Students must meet or exceed PIAA standards to be eligible to compete. Currently, students must have passed four of six or five of seven full credit subjects during the previous grading period. Eligibility for the first grading period in the fall is based upon the final grades from the proceeding year.

Students must maintain an overall grade point average of 1.6 while competing in interscholastic athletics and extracurricular activities. The principal and athletic director provides a roster of all student-athletes, to all classroom teachers. Each week teachers will refer to the principal those student athletes who have a cumulative failing grade for the current grading period.

If the student athlete is failing three subjects or more, or if the student has not maintained a 1.6 grade point average, that student athlete will be rendered ineligible on a week-to week basis until said student has raised their grade point average to 1.6. Students involved in the other activities will follow the same guidelines and will be monitored by their sponsors for all major activities.

If a student is rendered ineligible for any reason, the principal or athletic director will advise the head coach or sponsor for the activity and the participating student of the reason for the

ineligibility. The head coach or sponsor will, in turn, advise the student's parents or guardians concerning the performance of the student and possible remedies.

Students who are ineligible on a week-to-week basis will not be permitted to practice, play, or participate in any way in that week's activities. The extra time allotted is to be utilized by the student to improve his/her work or to make-up any missing assignment and/or tests.

#### **ELIGIBILITY – ATTENDANCE**

Student participating in any athletic event or extracurricular activity, including practice, must be in attendance the full day on which the activity takes place. Tardiness will not be tolerated, and any student who is tardy must have special clearance through the principal's office in order to participate in any activity that day.

Students, who are legally tardy because of a medical appointment, funeral, etc., must produce a legal excuse and also must be cleared through the principal's office.

#### **ELIGIBILITY – DISCIPLINE**

**Participation in extracurricular activities is a privilege. Any student currently serving consequences for inappropriate school conduct will be prohibited from participating in extracurricular activities. Student who have multiple or serious disciplinary events may be excluded from participation for an extended period at the direction of administration.**

#### **EQUIPMENT**

Students participating in interscholastic activities are responsible for returning school equipment at the completion of the season or upon demand by a school official. If the equipment is lost or otherwise unavailable, reimbursement must be made to the district for the value of the equipment as determined by the athletic director.

#### **PHYSICAL EXAMINATION**

Every student must have a physician's certificate and parental certificate signed by a licensed physician and a parent or guardian before he/she is permitted to practice or compete in any interscholastic sport or in cheerleading. No student may practice or compete until the physical exam has been given.

Physical examinations for sports are given by the school physician at no cost to the student. However, the proper forms must be complete and returned to the nurse by the announced deadline for students to receive this privilege.

**PLEASE REVIEW THE PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION (PIAA) ELIGIBILITY REQUIREMENTS APPENDIX H ON PAGE 92**

## POLICIES AND REGULATIONS

### ATTENDANCE POLICY

The attendance policy is adopted in recognition of the relationship between attendance and learning. Learning and development are more likely to occur when there are adequate opportunities for interaction between students and teachers. These opportunities occur when students attend school on a regular basis. The following policy sets forth the consequences of failing to meet acceptable attendance standards.

1. No pupil's absence shall exceed **twenty days in any two-semester** course of study or class regularly scheduled to meet five days per week.
2. No pupil's absence shall exceed **ten days in any one-semester** course of study or class regularly scheduled to meet five days per week.
3. Except as above provided, no pupil's absence shall exceed ten percent of the total number of days regularly scheduled for each course of study or class to which he/she may be assigned or enrolled.
4. **In the event that a pupil's absence shall exceed the number of days above specified, the pupil shall receive an incomplete for such course of study or class and shall not be permitted to enroll in any further course of study or class for which the incomplete course of study or class is a prerequisite. In the case of physical education, students may make up absences on a schedule mutually agreed upon by the student, teacher, and the principal or his designee. Such makeup work must be completed within two weeks (ten school days) of the grading period in question with exception of seniors who must fulfill all obligations prior to the commencement exercise. In the future event that any other incomplete course of study or class is not completed prior to the time annually fixed by the school board for graduation exercises; such pupils (notably seniors) shall not be permitted to participate in such exercises or ceremonies.**
5. In all cases where the school district shall have approved and provided homebound or other tutorial instruction of a pupil because of extended illness or disability, such tutored pupil shall for the purpose of this school rule be regarded as present in the classroom for each day such approved instruction shall have been given to such pupil.
6. In all cases where disciplinary suspension has been imposed against any pupil in accordance with the regulations of the Pennsylvania State Board of Education, such disciplined pupil shall be permitted to make up examinations and work missed during the period of his/her disciplinary suspension, and when such pupil shall have made up such missed examinations and work, such pupil for the purpose of this school rule shall be regarded as present in the classroom during each day of his/her period of disciplinary suspension.
7. Days of absence not counted toward the twenty day limit include excuses for religious holidays, illness confirmed by a doctor's excuse (received within three days from return to school due to the absence), or an excuse obtained from the principal for a medical appointment or other urgent reason; out-of-school suspension.

When students arrive in the morning, they are to go straight to their lockers, and then to their assigned homeroom for attendance and morning announcements. A warning bell rings at 7:30 a.m. and the late bell rings at 7:35 a.m. Students are tardy if they are not present in homeroom at that time.

All absences, tardies and early dismissals are processed through the homeroom. At the end of the homeroom period, attendance folders are sent to the high school office. An absentee sheet is generated daily listing student absences, tardies, early dismissals, and specific daily announcements. When arriving after the homeroom period, all students should report to the office to sign in and obtain a late slip.

### **ABSENCE PROCEDURES**

Upon their return to school, students who have been absent must report to homeroom with a written excuse from a parent/guardian stating the reason for the absence and the date of the absence. The homeroom teacher will file the excuse. The high school office may call a student's parents on questionable absences.

If a student returns from absence and does not have an excuse, the homeroom teacher will extend no more than three days grace for the receipt of the excuse (this includes any doctors' excuses that will cover that period of absence.) If the student does not submit an excuse within three days, their absence will be classified as unexcused if the student is seventeen years of age or older or illegal if the student is under sixteen years of age.

PARENTS MAY CHECK ATTENDANCE DAILY USING THE PARENT PORTAL.

### **REASON FOR ABSENCE**

Only the following absences (proper documentation submitted within three days) are excused:

- Illness/doctor or dentist appointment
- Death in the immediate family/funeral
- Court appearance
- College visit (with prior approval from a principal)

**All other reasons for absence will be considered unexcused and/or illegal.**

If the student is not 17 years of age, the unexcused absence is also illegal. If the student is absent for three days illegally, the school is required by law to serve notice on the parents, and the parents may then be fined. Students sixteen years of age or under are governed by the Public School Code of 1949, amended January 14, 1970 Section 1333, Violation of Compulsory Attendance. Fine for violations under this Public School Code cannot exceed \$300. Parents/guardians will also be expected to pay court costs or be sentenced to complete a parenting education program.

The Hopewell Area School District attendance policy provides that a claim on continual or repeated illness in excess of twenty school days per year requires a physician's statement

regarding the illness. If a student has absences in excess of twenty days with no medical excuse, that student may be denied all academic credit for that school year. **All medical excuses must be submitted within three days of the student's return as with any other excuse.** Medical excuses not submitted within this time period may not be accepted.

Absence from school without the knowledge of consent of the parents is unexcused and considered truancy. A student will be assigned three days in the Time Out Center for truancy. Repeated offenses of truancy will result in TOC up to ten days, Saturday detention and /or out-of-school suspension, and could lead to a fine of the parents.

If the parent or guardian is contacted and he/she has knowledge of the student's whereabouts, such absence is then excused, unexcused or illegal, depending on the nature of the excuse. Students whose absences are determined to be unexcused or illegal will not be allowed to make up missed work.

Students who are not subject to compulsory attendance laws (17 years and older) shall be excluded from school for flagrant violation of attendance regulations. Rules for attendance have been established as appropriate at the building level. Violation of these rules after warning may result in suspension from school, or after a proper hearing before the school board, such student may be permanently expelled. A specific and clearly defined procedure will be followed, as a student's misconduct demands exclusion from school.

#### **EARLY DISMISSAL PROCEDURE**

All early dismissal requests must be processed by the secretary in the senior high office by **8:00 a.m.** Students should request doctors and dentists to make appointments after school hours except in case of emergency. Students must provide names of doctors or dentists prior to the early dismissal. No student will be excused without a note from a parent or guardian. If a student must be excused for illness, the nurse must give a special excuse, and the parent notified to pick up the student.

The written request for an early dismissal should contain the following information for the high school office:

- Full name of student and homeroom.
- Date and time of early dismissal.
- Reason for early dismissal (include name of any physician where appointments have been made).
- Signature of parent and phone number where he/she can be reached for verification.

A parent/guardian should call the high school office to confirm the written request before 9:00 a.m. on the day of the request. The high school office will verify all early dismissals. If the parent/guardian cannot be contacted to verify the early dismissal, the student will be notified not to leave the building.

If the parent/guardian calls the high school office with a request for an early dismissal, the parent/guardian will be advised to report to the high school office at the time of the early dismissal. This is necessary so that the office staff can verify exactly with whom the student is leaving. This procedure is for the safety of all students.

## SCHOOL TARDINESS

**All students must be in their respective homerooms by 7:35 AM or they will be marked tardy unless they have a pass from a teacher or authorized staff member.** When a student arrives at school after the late bell, he/she is marked tardy to school. The total number of days tardy is recorded automatically on the student's permanent record card.

When tardy to school after the homeroom period, students must report to the high school office with a written reason for the tardiness signed by a parent/guardian and sign in. The office will issue an admittance slip, which the teacher will require for entry into class.

Students who are tardy and do not report to the high school office to sign-in on the appropriate roster shall be assigned TOC or Saturday detention.

A student is permitted four tardies per semester. Upon the fifth tardy to school in one semester, office detention will be assigned. Saturday detention will be assigned for each additional; tardy during the same semester. If a student reaches seven tardies in one semester, parking privileges will be suspended. If a student reaches eleven tardies in one semester, out-of-school suspension will be assigned. (See Tardiness under Disciplinary Actions and Procedures.)

## CLASS TARDINESS

Every student should be in his/her classroom before the class tardy bell rings. This includes classrooms on the lower level of the building. If a teacher is responsible for a student's tardiness, the teacher must provide a written excuse before the student proceeds to the next class. Excuses for class tardiness are not obtainable in the high school office unless the student is tardy to school.

Hopewell High School is a large building and a reasonable amount of time, four minutes, has been allotted for the changing of classes. If a student loiters on the way to class, he/she will no doubt be late. If a student is late to class, the teacher will make a record of this offense. The individual classroom teacher will handle tardiness between classes. If the tardiness persists, the student will be referred to the office for disciplinary action.

## CLASS CUTS

Illness is the only acceptable excuse for not reporting to class. If a student becomes ill, he/she **must** report to the school nurse with a properly signed pass. Spending the class period in the restroom is unacceptable. Any class cut of one period will result in one day of TOC. Cutting more than one class per day will result in one additional day of TOC, up to a maximum of three days for the first offense. Any student leaving the school building or grounds will be assigned a minimum of three days in TOC. Additional class cuts after the first instance or day will result in TOC for up to ten days, Saturday detention and/or out-of-school suspension. (See Truancy under Disciplinary Actions and Procedures.)

## LEAVING THE BUILDING WITHOUT PERMISSION

Unless permission to leave has been granted by an administrator, students are to remain in the school building at all times during the school day. **Any student who leaves the school building without permission will be assigned a minimum of three days in the Time Out Center.** Additional offenses will result in TOC up to ten days, Saturday detention and/or out-of-school suspension. (See Truancy under Disciplinary Actions and Procedures.)

## **VACATIONS**

Subject to the conditions and requirements regarding student attendance, each principal in his/her sole discretion may approve requests for student vacations during the school year in accordance with defined terms and conditions. Requests must be submitted on the District's Approval Vacation Form, which is available in the high school office and must detail the specific reasons for requesting the accommodation. The decisions to approve or disapprove the request shall be made by the principal. Appeals of the principal's determination may be forwarded to the superintendent of schools. The decision of the superintendent shall be final. No student will be approved for vacation beyond a total of ten days for any school year. The vacation form must be submitted to the office prior to the vacation time or absences will be considered illegal. Vacation time will be counted towards the twenty-day secondary attendance policy and, if approved, will be listed as legal absences but as unexcused. Approved vacation days do not count towards social suspension.

## **DELINQUENT CHILDREN**

Students who break the law in any manner that threatens the health and safety of others in the school environment may be dealt with as prescribed by the laws of Pennsylvania, the school Board's duly passed regulations or by a decision rendered by a due process hearing procedure carried out by the school board.

## **ATTENDANCE GUIDELINES FOR HANDICAPPED STUDENTS**

By Section 504 of the Rehabilitation Act of 1973

Existing school board policy #204 which pertains to pupil attendance states that for:

### **Grades 9 through 12, Inclusive:**

1. No pupil's attendance shall exceed twenty days in any two-semester course of study or class regularly scheduled to meet five days per week.
2. No pupil's absence shall exceed ten days in any one-semester course of study or class regularly scheduled to meet five days per week.
3. A child may be exempt from attending school because of physical, mental or other urgent reasons.

Each building has an attendance committee which consists of the building administrators, counselors, school nurse and additional relevant school staff to review individual cases where student absenteeism has exceeded board policy #204 due to extenuating factors such as "physical, mental or other urgent reasons." To ensure uniformity and to minimize arbitrariness regarding the evaluation of student and parent petitions regarding exemption from pupil attendance requirements as per board policy #204, the administrators have reviewed the legitimacy of student absences due to "physical and mental reasons" within the context of Section 504 of the Rehabilitation Act of 1973 and offer the subsequent guidelines:

1. A handicap as defined in Section 504 of the Rehabilitation Act of 1973 is a "physical or mental impairment, which substantially limits one or more of such a person's major life activities such as...learning." Also Section 504 is not an aspect of special education, but rather a responsibility of the comprehensive general public education system. Therefore,

Section 504 applies to all “handicapped” students and not only to special education students.

2. Section 504 guarantees all handicapped students equal access and opportunity to services (education) afforded other students. Therefore, if absenteeism is related to the student’s handicapping condition, then the district must demonstrate that efforts were made to address this problem through supportive interventions by the counselors, school psychologist, school nurse and other pupil services personnel and by the modification of the instructional day, classroom organization/structure, and district policies/procedures (such as increasing the number of permitted excused absences for mental or physical health reasons).

### **DRIVING, PARKING AND RIDING REGULATIONS**

The board regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents and students. The board will permit the use of bicycles by students in accordance with the rules of the district provided that such students have obtained parental permission to ride a bicycle to school. Permission must also be obtained from the building principal. Students who drive automobiles to school regularly or occasionally shall conform to the rules identified herein:

- Registration for permits will be done online at [www.permitsales.net/HHS](http://www.permitsales.net/HHS)
- During online registration, students will provide the following information to the high school office: insurance carrier, policy number, license plate, make, color, and year of automobile.
- Students will park in the student parking lot or in additional spaces at the rear of the building by the band room. Students who have earned honors designation will park in the honors parking lot.
- Students are not to enter any automobiles during the school day without permission from the administration.
- All driving codes must be followed on and off school grounds. Off school grounds is defined as the travel to and from school.
- Violations of school policies will subject the student to denial of driving privileges at the discretion of the building principal.

### **PERMIT DRIVING/PARKING**

All registration for student parking permits will be done online at [www.permitsales.net/HHS](http://www.permitsales.net/HHS). Students may pay for permits using a credit or debit card online, or they may complete the registration online then and pay in the high school office with cash or a check made out to Hopewell Area School District. Permits will not be assigned until payment has been made. Upon completion of the online registration, students will print a confirmation and bring it to the office along with a photocopy of their driver’s license. Permits will only be issued to students who have completed the online registration, paid for the permit in full and presented a photocopy of their driver’s license. The student will be issued a parking permit tag according to the following guidelines, which is to be displayed on the inside rear view mirror of whichever vehicle the student drives to school.

**All financial obligations must be fulfilled before a permit will be issued.**

**Remember: Driving is a privilege not a right! Permits can be revoked at the discretion of the administration for behavioral or attendance issues. Fees will not be refunded.**

The rules issued with the sticker must be observed or the driving privileges will be rescinded. The rules are as follows:

- The speed limit is posted 10 mph
- Cars must be parked in assigned areas only
- Smoking in cars on the school grounds is prohibited
- Drivers and riders are not to leave the school grounds until all the buses have departed
- Students should not return to their cars after arrival at school without special permission from the high school office or a validated early dismissal
- The principal or his designee will assign parking areas
- Drivers and passengers are expected to arrive at school on time and be in their homeroom before the tardy bell

The school is not responsible for cars or any of their equipment or any items left in them. The school district will not assume any liability in connection with student use of automobiles. It is understood that in registering for a parking permit that both student and parent/guardian agree to abide by the driving and parking regulations as defined in the Student Handbook.

#### **PROCEDURE FOR SEARCHING STUDENT VEHICLES**

**The following administrative procedures will be used upon receipt of knowledge that contraband (alcohol, weapons or illegal drugs) may be in a student's vehicle parked on school property.**

1. The report shall be made to the building principal, assistant principal or superintendent.
2. The administrator shall then inform the student that contraband is suspected to be in the student's vehicle parked on the school property. The administrator shall request that the student accompany him/her to the vehicle and open the vehicle so that it may be searched.
3. If contraband is found, the student's parents/guardians shall be notified and the drug and alcohol policy and /or weapons policy shall be followed.
4. If the student refuses to permit access to the vehicle, a phone call will be made to the parent/guardian of the said student indicating that the administration has received information that contraband may be in the student's vehicle parked on school property. A request that the parent/guardian give permission to search the said vehicle will be made. If the parent/guardian also refuses to permit the administration to search the vehicle, a call to the Hopewell Township Police will be made and the information shall be passed on to them.
5. The administrator and another school district employee shall conduct the search. The search shall be nondestructive.

#### **BUS REGULATIONS**

Bus transportation is provided for the majority of students who live in the district. The riding of school busses is a privilege, not a right. Students are expected to conduct themselves in an orderly manner while waiting for the bus as well as riding the bus. Misconduct on the bus will not be tolerated and may result in forfeiture of riding privileges. All students are expected to demonstrate

self-discipline and follow directions from the bus driver. Misconduct will be reported in writing to school administration with disciplinary action following.

Bus drivers have complete authority while transporting students. Misbehavior or disrespect of any nature is sufficient reason to deny a student riding privileges. If this occurs, it is the responsibility of the parent or guardian to provide transportation until such time as the principal has reinstated privileges.

- The following rules should be followed:
- Students should be at their designated bus stop five minutes prior to scheduled bus arrival.
- Students will enter and exit the bus in an orderly fashion.
- Students will take the first available seat when entering the bus. No seat is reserved for any pupil unless specifically assigned.
- Students will remain seated for the duration of the bus trip.
- No smoking, foul language or immoral conduct will be permitted.
- Upon exiting the bus, students will cross the road in front of the bus after given a “safe” signal by the driver.
- Students will leave the bus only at designated stops and may not ride another bus without parental permission signed by the principal or assistant principal.

#### **REQUEST TO RIDE A DIFFERENT BUS**

A student wishing to ride a different bus to or from school should submit a request in writing stating the bus number, date and reason for request, and phone number of parent or guardian. The assistant principal will grant permission and notify the bus driver of the temporary change.

## STUDENT DRESS STANDARDS

The school district reserves the right to establish dress and grooming guidelines that are within the parameters of generally accepted community standards. Students are required to show proper attention to personal cleanliness. Fashions and fads that constitute a health or safety hazard to oneself or others will not be permitted.

Student dress and personal appearance must be of such character so as not to disrupt or distract from the education environment of the school. Any form of dress or appearance so determined is prohibited.

Any emerging trend, which is not addressed below, will be evaluated by the administration based upon the following guidelines:

- Prohibits the wearing of earrings and body rings in a location other than the ears, during physical education classes, as well as during school sponsored athletic events and practice sessions. A teacher may require the removal of earrings or other jewelry, in such situations; to the extent such jewelry poses a health or safety hazard to the students or others.
- Requires the wearing of shoes. Slippers are prohibited. Flip-flops are not permitted in physical education classes, and or lab classes for the purpose of student safety. It is recommended that all footwear should strap, buckle, or tie to the student's foot and have a rubber sole.
- Prohibits the wearing of any apparel that may constitute a threat to the health, safety or welfare of students. This will include chains on wallets, belts, etc.
- Requires that shirts/blouses/trousers be properly buttoned in accord with the design. See-through apparel must be worn with shirts, shorts, or skirts underneath.
- Provocative dress such as see-through fabrics, deeply plunging necklines, strategic cutouts, and extreme bare midriffs will not be permitted during the school day.
- Shorts, skirts, and dresses must be worn at a length that reaches the middle of the wearer's thigh.
- Prohibits the wearing of cut-off, crop tops, mesh clothing, strapless or tube tops, backless tops, or bare midriff attire. Sleeveless shirts must meet the shoulder and may not have been cut or altered by the wearer.
- Prohibits the wearing of hats, headgear, and sunglasses in the building. Hats are to be removed upon entering the building and are not permitted to be carried during the school day.
- Prohibits the wearing of bandannas or handkerchiefs on heads, around necks, hanging out of pockets or tied to any part of the body. Prohibits any clothing identified as gang related.
- Prohibits the display of slogans advertising for alcohol, tobacco products, drugs, or sexual in nature and/or offensive to any ethnic group on clothing which by their controversial or obscene nature disrupt the educational setting.
- Prohibits the wearing of torn ripped clothing above the knee that shows skin.
- Requires that pants and shorts be worn to the waist and that pants be of such length, unrolled, so as not to touch the floor.
- Prohibits the wearing of oversized clothing, which shall include pants, T-shirts, shirts, coats and jackets.
- Requires that coats, jackets, or garments designed for protection from outside weather shall not be worn during the school day.

- Prohibits canes or cane-like items unless approved by the nurse.
- Prohibits the wearing of improper hair adornments (e.g. accentuated spikes).
- Emerging trends will be evaluated by the administration based upon the above-mentioned guidelines.

Procedures:

### **CONSEQUENCES FOR DRESS CODE VIOLATION**

*First violation:* A warning will be given and the student will be asked to change. If no such clothing is available, that student will report to TOC for the school day.

*Second Violation:* The student will be assigned one office detention. The student will be asked to change. If no such clothing is available, that student will report to TOC for the school day.

*Third Violation:* The student will be assigned TOC.

Administrative discretion may be used in any case where it is deemed necessary to resolve a dress code violation. Continuous infractions of the dress code may result in an out-of –school suspension.

In the event a student believes his/her First Amendment rights are abridged by the application of this policy, such student shall notify the principal of this claim and arrangements shall be made promptly for the student to demonstrate:

- That she/he has a particular message that she/he wishes to convey.
- That there is likelihood that the message will be understood by those who view the message.
- That there is no less disruptive method for presenting the communicated message.
- That the health and safety of the student individually or of the student body as a whole would not be impaired by the communication.

Prior to this meeting with the principal on the matter, it shall be mandatory for the student to comply in all aspects with the aforementioned dress code. After completion of the meeting, the principal shall inform the student of whether the issue she/he has raised warrants modification of the policy to permit the particular message to be expressed.

## ELECTRONIC DEVICES POLICY

### Personal Devices (cell phones, smart phones, smart watches)

#### Expectations:

1. Students will not use devices during instructional periods. This includes hallways and restrooms.
  2. Students may use devices in between periods, during their assigned lunch period, and during study halls.
  3. All devices are to be kept on silent mode during the school day.
  4. Camera use and video recording are strictly prohibited unless prescribed for educational purposes.
  5. Students are not to call, text message, email, or electronically communicate with others from their devices including other students, parents, guardians, friends, and family during instructional time.
  6. Phone calls during the school day are not to be made from devices. Students may use the main office phone with permission of the classroom/study hall teacher.
  7. Students are permitted to access only the school's network through personal devices, not private networks.
  8. If a student chooses to bring a device to Hopewell High School they agree to full transparency and will be prepared to show their device to any school personnel at any time.
  9. Students are not permitted to use devices during detention, TOC, Saturday Detention, or attendance makeup.
  10. Maintenance, repair, updates or any technical difficulties related to devices are the sole responsibility of the owner, not District personnel.
- **First offense** – confiscation of device, one day of TOC, device returned to student at end of the day.
  - **Second offense** – TOC (two days), confiscation of device, parent required to pick up device and the student loses device privileges for 45 school days.
  - **Third offense** – TOC (three days), confiscation of device, parent required to pick up device, and the student loses device privileges for 45 school days.
  - **Fourth offense** – out of school suspension, the student loses device privileges for remainder of school year and is assigned a 45 day social suspension.

Extreme caution must be exercised in regards to the content stored in students' PEDs. Serious offenses can arise with the possession of PEDs on school grounds containing inappropriate or pornographic pictures/video clips, inappropriate or harassing text messages, illegal activity, and information stored for the purposes of cheating academically. The District will not be held responsible for any lost or stolen cellular phones.

## **SEXUAL HARRASSMENT POLICY**

### **Section 1 – Statement of Policy**

The Hopewell Area School Board of Education prohibits sexual harassment of, or by all persons within the district including, by the way of illustration but not by way of limitation, all students and employees with or without compensation. This policy applies to conduct during and related to the operation of the schools and school-sponsored activities. The board considers sexual harassment in the educational environment to be inappropriate and offensive. It will not be tolerated under any circumstance.

### **Section 2 – Definition of Sexual Harassment**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual behaviors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting when

- Submission to the conduct is made either expressly or by implication, a term or condition of any student's educational or extracurricular program.
- Submission or rejection of such conduct by an individual is used as the basis for an educational or extracurricular decision affecting the student.
- The conduct has the purpose or effect of unreasonably interfering with the student's academic or extracurricular performance or of creating an intimidating, hostile, or offensive educational or extracurricular environment of adversely affecting the student's performance, advancement, or educational or extracurricular programs.
- Submission to, or rejection of, the conduct by the student is used as the basis for any decision affecting the student regarding honors, assignments, programs, or activities available in or through the educational institution.

### **Section 3 – Examples of Conduct Which May Constitute Sexual Harassment**

- The examples designated herein are intended to include all persons affiliated with the district, whether adults or children, students or non-students. These examples are provided to illustrate the type of conduct proscribed by this policy and are not to be interpreted as all-inclusive.
- Unwelcome leering, staring sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Unwelcome graphic verbal comments about an individual's physique or overly personal conversation.
- Unwelcome sexual jokes, stories, drawings, pictures or gestures.
- Unwelcome spreading of sexual rumors.
- Unwelcome touching of an individual's body or clothes in a sexual manner.
- Cornering or blocking of a sexual nature of normal movements.
- Displaying objects in a sexually suggestive manner in the educational or extracurricular environment.
- Unwelcome teasing or sexual remarks about a student.
- Conditioning academic and/or extracurricular activity privileges on submission to unwanted sexual conduct from students or non-students as hereinafter defined.

### **Section 4 – Sexual Harassment Policy Governing All Students within the District**

#### Definition of Student.

- As used in this policy, a student is a person who is enrolled and is regularly attending
- classes with the district, including kindergarten through twelfth grade regardless of
- age.

#### Discipline/Consequences

- Any student who engages in sexual harassment of any student in the school setting and school-sponsored activities may be subject to disciplinary action as set forth in the current Code of Student Conduct.
- The district will take all necessary steps to put a stop to sexual harassment of any student in a school or at a school-sponsored activity and to prevent any future occurrences of such harassment. Any employee who permits or engages in such conduct may be subject to disciplinary action, up to and including dismissal. Any non-employee who engages in such conduct may be subject to sanctions to the extent of the District's authority and control over the alleged harasser or employer of the alleged harasser.
- Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal or director shall be disciplined appropriately.
- Any principal or director who receives a complaint of sexual harassment from a subordinate and who does not act promptly to inform the superintendent shall be disciplined appropriately.
- Any employee who retaliates against any individual who has made a complaint of sexual harassment or participated in an investigation of a complaint of sexual harassment will be subject to disciplinary action up to and including dismissal. In addition, any non-employee doing business with the district who retaliates against any individual who has made a complaint of sexual harassment or participated in an investigation of a complaint of sexual harassment may be sanctioned to the extent of the District's authority over the non-employer. Any student who retaliates against any individual who has made a complaint of sexual harassment or participated in any investigation of a complaint of sexual harassment may be disciplined as set forth in the current Code of Student Conduct.

#### **Section 5 – Reporting Procedure/Investigation**

- The board encourages and expects all students to immediately report incidents of sexual harassment to their teacher, principal or other staff member within the school.
- Any principal or director who receives a report verbally or in writing, from any student regarding sexual harassment of that person, by an employee, non-employee doing business with the district, or a student must notify the superintendent immediately or within a reasonable extension of time thereafter for good cause. Failure to comply with this requirement could result in disciplinary action.
- All Complaints of sexual harassment will be investigated and promptly resolved. The investigation will begin within twenty-four (24) hours of receipt of the complaint.
- Each complaint of sexual harassment shall be promptly investigated in a department that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.

- Verbal reports of sexual harassment should be reduced to writing by the student complaining or by the person who receives the complaint and should be signed by the person complainant; however if a complainant chooses not to sign a written complaint for any reason, a thorough and complete investigation of the complaint must still be made.
- All administrators, directors, and school psychologist will be trained to
- Investigate sexual harassment complaints.
- The principal or director will reduce his/her findings with recommendation to writing and will forward a copy to the superintendent within twenty- four (24) hours following completion of the investigation.
- The principal or director will communicate the findings and disciplinary action
- If required to the complainant and the alleged harasser within twenty- four (24) hours of notification from the superintendent.
- Nothing in this reporting procedure shall relieve any employee at the school district from reporting obligation imposed under the child abuse reporting acts.

### **Section 6- Retaliation Prohibited**

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process.

### **Section 7 - Enforcement**

- Each principal and director has the responsibility of maintaining an educational environment free of sexual harassment and shall take appropriate action to reinforce the District's sexual harassment policy.
- These actions will include:
- Removing promptly all vulgar or sexually offensive graffiti.
- Providing staff in service within two weeks of adoption of this policy and by the first week of each school year thereafter.
- Providing student instruction about sexual harassment through at least one assembly and two full class periods each school year.
- Taking appropriate disciplinary action as needed.
- In addition, all teachers' counselors and administrators shall instruct students on procedures for reporting sexual harassment within educational settings on an as needed basis.

### **Section 8 - Notifications**

A copy of this sexual harassment policy shall:

- Be included in the student handbook distributed to students annually.
- Be provided as a part of the orientation program conducted for new students at the beginning of each school year.

### **Section 9 - Penalty for Falsely Accusing a Person of Sexual Harassment**

Any student covered by this policy who has filed a complaint alleging that he/she has been a victim of sexual harassment with the district and a subsequent investigation reveals that the student has falsely accused the purported harasser of sexual harassment and that, in fact no sexual harassment has occurred shall be subject to disciplinary action which may include an expulsion hearing.

### **Section 10 - Reporting to Outside Agencies**

Any student who has been sexually harassed may have the right to file complaints with federal or state regulatory agencies. Time limits exist for filing complaints. The complaint should check directly with the agency for specific instructions for filing a complaint.

Office of Civil Rights  
Department of Health, Education and Welfare  
3535 Market Street  
Philadelphia, PA 19130  
(215) 596-6772

### **References**

Sexual Harassment in the Schools: Preventing and Defending Against Claims  
The San Ramon Valley Unified School District  
Huron Public Education System  
Educator's Guide to Controlling Sexual Harassment  
Pittsburgh Public Schools

## **NO SMOKING POLICY**

### **Purpose**

The board recognizes that smoking presents a health and safety hazard, which can be serious consequences for smokers, nonsmokers, and the safety of the school district itself. The Surgeon General of the United States has recognized the dangers presented by smoking. In addition, the adverse effect of smoking on non-smokers has been recently demonstrated and is now well documented. Further, as an educational organization, which teaches about the dangers of smoking in its health classes, the school district should reinforce its educational programs and set a positive example to students concerning the use of tobacco. Therefore, in furtherance of its duty to promote education, the school district adopts this No Smoking Policy.

### **Authority**

Section 510 of the Public School Code, 24 P.S. 5-10, gives school boards the power to adopt and enforce reasonable rules and regulations, as it deems necessary and proper. In addition, the Pro-Children Act of 1994, 20 U.S.C. 6081 et seq. specifically prohibits any smoking within any indoor facility of a school district that receives funds, either directly or indirectly, from the federal government, which includes the Hopewell Area School District.

### **Definitions**

“School building” means any indoor facility owned, leased or under the control of the school district.

### **Policy**

- The lighting, igniting, smoking or otherwise setting fire to any cigarette, cigar, pipe tobacco or other form of tobacco, including smokeless tobacco, or holding, throwing or depositing ignited tobacco in any school building is strictly prohibited. Violation of the Rule shall be prosecuted under the applicable Fire Code of the municipality in which the school building is situated or the school-related activity takes place.
- Defacing or removing posted signs marked “No Smoking” is prohibited. Violation of this Rule shall be prosecuted under the applicable Fire Code of the Municipality in which the school Building is situated.
- This Rule is applicable to all professional and nonprofessional staff and students, and to members of the public while they are in a school building.

## **HAZING POLICY**

It is the policy of the Hopewell Area School Board and district that hazing activities of any type are inconsistent with the education process and will be prohibited at all times.

Hazing is defined as any willful act done by a student, whether individually or in concert with others, to another student for the purpose of subjecting such a student to humiliation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace.

Permission, consent or assumption of risk by another individual subjected to hazing does not lessen the prohibition contained in this policy. No administrator, faculty member or other employee of the school district will encourage, permit, condone or tolerate hazing activities. No student, including leaders of student’s organizations and sports teams, will plan, encourage, or engage in hazing.

Administrators, faculty members and all other employees of the school district will be particularly alert to possible situations and/or circumstances of events, which might include hazing. If planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing plans immediately. If hazing is discovered, all incidents are to be reported through the principal to the superintendent with a full investigation to be completed within a 48 hour time period. Students who are guilty of hazing other students are subject to removal from the team or organization for one calendar year and a ten-day suspension from school.

Administrators, faculty members and all other employees who fail to abide by this policy shall be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with state law.

The contents of this policy will be distributed in writing annually to all students and school district employees following its official adoption by the Board of Education. In addition, this policy will be incorporated into building employee staff meeting or in-service programs.

## **WEAPONS POLICY**

Any student, who is determined to have brought a weapon onto school property, to any school-sponsored activity or on any public conveyance providing transportation to a school or a school sponsored activity, shall be expelled for a period of not less than one year. The superintendent of the school district may make recommendations relative to discipline on a case basis in conformance with existing law. Any student found to have brought a weapon onto school property, to any school-sponsored activity or any public conveyance providing transportation to a school or a school sponsored activity regardless of intent, will be immediately reported to the local police, scheduled for an informal hearing, cited for a ten-day out of school suspension, and presented to the school board for formal expulsion hearing proceedings in accordance with Pennsylvania School Code. The superintendent shall, in the case of an exceptional student, take all steps necessary to comply with the individuals with Disabilities Act (Public Law 91-230, 20 U.S.C. & 1400 et seq.)

The term "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool nunchaku, firearm, shot gun, riffle and any other tool, instrument or implement capable on inflicting serious bodily injury whether loaded or unloaded, including pellet guns, BB guns and look-alike firearms, any explosive devise of any kind, any Bowie knife, dirk knife, lock blade knife, hunting knife of any other too or instrument that is not reasonable related to education such as chains, brass knuckles, nightsticks, axe handles, etc. The provisions of this policy shall not apply to (1) a weapon being used as a part of a program approved by the district by an individual who is participating in the program; or (2) a weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premise is authorized by school authorities. A student will be determined to have brought a weapon onto school property, to a school sponsored activity or a public conveyance providing transportation to a school sponsored activity, if the weapon is found on the person of a student, if under his/her control, or on property being used by the school or at any school function or activity, or any school event held away from school, or while the student is on his or her way to or from school.

### **Notification Procedures**

Any professional staff member of school employee shall immediately inform the school principal and superintendent who will determine who shall conduct the complete investigation. Upon suspicion of a weapon, the school principal will request the student to volunteer to be searched by a school official in the presence of a witness. If the student resists being searched, the principal will immediately notify the superintendent and summon the police and request assistance in this manner from the local police. Parents should be notified as soon as possible. If a weapon is found, it shall be confiscated. Upon confiscation, the superintendent must be immediately notified and the superintendent shall arrange for notification of the parents of any and all students involved in the incident.

The principal will cooperate with the superintendent to develop a public statement as well as determine the most effective method for informing school personnel. The superintendent will inform board members as soon as measures have been taken to eliminate any immediate danger associated with the incident.

The superintendent/principal shall report the discovery of any weapon prohibited by this policy to local law enforcement officials. The superintendent shall report to the Department of Education all incidents relating to expulsion for possession of a weapon on school grounds, school sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. The report shall include all information as required by law.

### **Investigation Responsibilities**

The superintendent will direct the coordination of the informal hearing procedure e.g., investigation, securing written statements, witness statements and anecdotal records substantiating the charges of possession, transmitting and/or transporting a weapon, and, the informational and notification requirements for formal hearing for expulsion proceedings in accordance with the Pennsylvania School Code, with the assistance of the school district staff.

## **STUDENT CONDUCT AND CONSEQUENCES**

### **DISCIPLINARY ACTIONS AND PROCEDURES DEFINED**

#### **Alternatives**

Whenever, in the opinion of the building principal, specified penalties have failed to affect changed behavior on the part of the student, the principal may elect to impose an alternate to the specified penalty. The alternatives identified herein, and others not necessarily identified, exist at the discretion of the building administrator.

- parent conferences
- referral to the school psychologist
- referral to the superintendent
- referral to county assisting agencies
- referral to the board of School Directors

Although not all-inclusive, the items identified herein define the general categories of offenses resulting in disciplinary action.

### **CORPORAL PUNISHMENT**

Corporal punishment will not be utilized by Hopewell High School.

However, teacher(s) and school authorities may still use reasonable force

- to quell a disturbance,
- to obtain possession of weapons or other dangerous objects,
- for the purpose of self-defense, and
- for the protection of persons or property.

### **TEACHER DETENTION**

Teacher detention shall refer to the assignment of additional in-school time to a pupil to be served after the normal instructional day. The requirements for detention are promptness, no talking, and constructive writing and studying.

Teacher detention will be assigned at the discretion of classroom teachers for minor disciplinary incidents and class tardiness. These detentions will be served in the teacher's classroom.

Failure to attend teacher detention will result in referral to the office and assignment to the Time Out Center or Saturday detention at the principal's discretion.

*Note:* Students will be given one day from the date the detention is assigned to arrange for transportation and amend work schedules. Assignment to the Time Out Center may result in cases where parents cannot provide transportation.

### **OFFICE DETENTION**

Office detention shall refer to the assignment of additional in-school time to a pupil to be served after the normal instructional day. Office detention is held from 2:25 – 2:55 p.m. each day. Every student who is assigned detention should report to the detention room on the days designated by the administrator. The requirements for detention are promptness, no talking, and constructive writing and studying.

The detentions will be assigned at the discretion of the building principals and will be served in a designated area and supervised by an assigned teacher.

Failure to attend office detention will result in assignment to the time Out Center or Saturday detention at the principal's discretion.

*Note:* Students will be given one day from the date the detention is assigned to arrange for transportation and amend work schedules. Assignment to the Time Out Center may result in cases where parents cannot provide transportation.

Any student accumulating eight periods of after school detention in any one-year may be suspended in lieu of any additional hours of detention for any subsequent offense that requires detention. Detention time must still be completed.

Teacher and office detentions take priority over all school activities, work and other student commitments. The only acceptable excuses for missing detention are extreme circumstances or student illness.

### **TIME OUT CENTER (TOC)**

Students assigned to the Time Out Center (TOC) will spend the day in TOC instead of his/her regular class schedule. The TOC room is supervised at all times by regular classroom teachers and/or the TOC coordinator. Students assigned to the Time Out Center will receive assignments from their instructors to be completed during their days in TOC.

TOC assignments will vary from one to ten days depending on the nature of the student behavior. Students who fail to follow TOC rules will be assigned an additional day of TOC, Saturday detention and/or out-of-school suspension.

Students on suspension, in Saturday detention, or in TOC will forfeit the right to participate in any extracurricular school activities. Examples include but are not limited to athletic events and practices, student trips, school plays, prom, dances, etc.

Students will not be dismissed from Hopewell High School to attend CTC on days in which they have been assigned TOC. Students will not attend CTC until they have fulfilled their TOC obligations.

### **TIME OUT CENTER GUIDELINES**

Students assigned to the Time Out Center will be required to abide by the following rules:

1. Sit in assigned seats.
2. Must be engaged in appropriate work; no talking, sleeping, resting head on desk, or gum chewing will be permitted.
3. Students must show adequate progress on meaningful work each period. This includes reading. Failure to do so will result in disciplinary action.
4. Eating and drinking will be permitted only at the assigned lunch period. Students are encouraged to bring a lunch from home. If unavailable, a student may purchase a standard lunch from the cafeteria.
5. Students may use the hall pass twice a day. Exceptions may occur with a valid medical excuse. Students are only to use restroom near TOC room.
6. Students will place cell phones and other electronic devices in the designated box at the beginning of the day. These devices will be returned to the student at the end of the day.

Students may be assigned an additional day of TOC or OSS if behavior is deemed inappropriate; student is sleeping; or student refuses to work or comply with TOC regulations.

### **SATURDAY DETENTION PROGRAM**

Saturday detention shall refer to the student being assigned to the Saturday detention. Students who are assigned Saturday detention will report to the school on Saturday morning from 8:00 a.m. to noon.

They will be required to complete assigned work from classroom teachers and will be supervised by professional staff members. Saturday detention takes priority over all school activities, work and other student commitments. The only acceptable excuse for missing Saturday detention(s) are extreme circumstances or documented student illness.

### **SATURDAY DETENTION**

#### **Rationale**

The Hopewell Area School District made a commitment to our students to provide them with the best possible learning environment. Consequently, we believe that how a student behaves in class has a direct connection to all students' learning.

The Hopewell Area School Board, administration, and instructional staff are greatly concerned about those students who consistently disregard school rules and policies. The Saturday detention has been established to provide a quality-learning environment free from disruptive behavior. It is our belief that Saturday detention can be an effective deterrent to disruptive behavior providing all

students with an environment conducive to learning. Students who attend the Saturday detention will not miss valuable classroom experiences, thus will remain in the learning environment.

### **Guidelines**

- Classes will be conducted, as the need arises, on Saturday mornings from 8:00 a.m. to noon in a senior high school classroom.
- Classes will be supervised at all times by professional staff members. No discipline problem will be tolerated in the room. No food of any kind is permitted. Students are not permitted to sleep.
- Students must report on time and remain until dismissed. Student arriving late will be required to be assigned an additional day of Saturday detention. Students will receive a break at 10:00 a.m. to go to the restroom.
- It is the student's responsibility to bring the necessary materials to study. This includes books, paper, pencil, and assignments from their teachers.
- Transportation is the student's responsibility.
- The high school administration will have the authority to assign students to the Saturday detention.
- Students assigned Saturday detention forfeit their rights to participate in school activities on the designated Saturday.

### **Procedures**

The parents will be contacted by the principal's office with information regarding the reason for assignment, date(s) of assignment and a summary or procedure.

Students are to report promptly to the Saturday detention room as assigned. Illness or extreme emergencies that prevent attendance shall be reported to the principal immediately by the parent. Should a student fail to report as assigned and no acceptable excuse is presented, the steps identified herein shall be implemented.

- The parents shall be notified by telephone that an additional Saturday shall be added to the student's assignment.
- A letter shall be sent to the parents notifying them that the student was absent, that one Saturday will be added to the original assignment, **and participation in all school activities will be denied until the Saturday detention(s) are completed.** Failure to attend any other session will result in out-of-school suspension for up to 5 days and a conference will be required with the principal.
- Upon returning from a five-day out-of-school suspension for not attending the Saturday detention, if the student is assigned a subsequent Saturday detention and fails to attend, a hearing may be set with the school board after a required conference with the principal.

Any disruptive behavior or refusal to work with may occur during the Saturday session will result in immediate removal from the session. Parents will be contacted and additional assignment will be added. If a student is assigned to the Saturday detention program on more than three separate occasions, then a five-day out-of-school suspension will be assigned.

## OUT OF SCHOOL SUSPENSION

Out of School suspension shall refer to the exclusion of a pupil from school for disobedience for period of up to ten school days.

A student may receive out-of-school suspension if the administrator determines that his/her presence in the building could cause a disruption in the orderly operation of the school.

Out-of-school suspensions are reserved for those infractions where other forms of punishment have failed or where it is felt that the health and safety of others is in jeopardy with the student in the building.

**Temporary Suspension** – shall refer to exclusion from school for an offense for a period up to three school days. The principal or assistant principal will provide an opportunity for the student to explain the circumstances surrounding the event for which the student is being suspended. The purpose will be to determine if there is some compelling reason why the student should not be suspended.

**Full Suspension** – Shall refer to exclusion from school for an offense for a period of up to ten school days. Principals who utilize the full suspension provision will conduct an informal hearing with the student and his/her parent within the three days prescribed for the temporary suspension.

In addition, a written report on the offense committed, the parental conference and the reason for extending the suspension period must be prepared and submitted to the superintendent, with a copy to the principal.

## SOCIAL SUSPENSION

Hopewell High School students receiving a social suspension will be ineligible to attend or participate in all Hopewell Area School District extra-curricular activities including but not limited to athletic events (home or away), band and choral concerts, musical, club activities, dances, field trips, assemblies, etc. This includes practices for above listed activities. Student will receive social suspensions for meeting discipline or attendance criteria. Social suspensions will last for a set number of school days, not calendar days.

### *Behavioral Social Suspension*

A student will receive a 45 day social suspension by accumulating 10 days of suspension (TOC, OSS, Saturday detention, or any combination). Any subsequent suspensions will result in another 45 day social suspension.

### *Attendance Social Suspension*

- A student will receive a ten day social suspension for accumulating five absences in any nine week grading period. Any subsequent absences during that grading period will result in an additional 35 day social suspension (invoking the full 45 day social suspension). The social suspension will be lifted if the student makes up the unexcused

time (after school, Saturdays, in-service days), but will go back into effect if additional unexcused absences occur.

### **CIVIL ACTION**

In accordance with Section 1341 of the Pennsylvania School Code as amended, certain actions may result in charges filed with the district magistrate for further civil action. The action will result in the arrest for disorderly conduct, harassment or assault.

### **STUDENT RIGHTS**

Students do have rights. They have the legal rights as persons and citizens. The rights include the right to due process, the right to an education, the right to express their opinions, and the right to be free from discrimination. They also have the human rights as persons and participants in the educational community. The rights include the right to be treated with dignity by other members of the school community and the right to contribute to the educational programs.

## **STUDENT RESPONSIBILITIES**

Minors are compelled by law to attend school until they are 17 years of age. Student responsibilities include regular school attendance, conscientious efforts in classroom work, and conforming to school rules and regulations. Students share with the administration and faculty the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

## **SCHOOL BOARD POLICY ON STUDENT DISCIPLINE**

The Hopewell Area School Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.

The Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infractions of those rules. The rules govern student conduct in school, during the time spent in travel to and from school, and during all school activities. Such rules require that students:

- Conform to reasonable standards of socially acceptable behavior.
- Respect the rights, person and property of others.
- Preserve the order necessary to the educational programs in which they are engaged.
- Obey constituted authority and respond to those who hold that authority.

Data regarding disciplinary action(s) may be entered on a students' records when such notation can be used to assist counselors. All such information shall be removed from the student's record/file when he/she leaves this school district.

The superintendent may establish more specific guidelines to the extent necessary to implement the rules and regulations which have been promulgated by the board to ensure that the board's regulations:

- are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning.
- do not discriminate among students.
- do not demean students.
- do not violate any individual rights constitutionally guaranteed to students.

The superintendent shall designate sanctions for the infractions of rules, which shall:

- relate in kind and degree to the infraction.
- help the student learn to accept responsibility for his/her actions.
- be directed, where possible, to ameliorating any harm, which may have been caused by the student's misconduct.
- hold parents or guardians accountable for the actions of their sons or daughters or wards to the extent permissible under law.

The superintendent shall prepare rules for actions against delinquent children, which provide for

- parental conferences.
- sequential discipline.
- psychological and medical examination.
- suspension from school attendance in accordance with board policy.
- referral to juvenile authorities.

The Hopewell Area School District is dedicated to the development of each student's potential for learning in a positive environment. Schools must, therefore, be free from disruptions, which interfere with teaching and learning activities. Students, parents, and school staff must assume a

responsible role in promoting behavior that encourages learning and the development of individual potential.

The superintendent shall publish and provide to all students and their parents the rules of this district regarding the code of student conduct and the sanctions, which may be imposed for breach of those rules. The board shall adopt the code of conduct. A copy of such shall be made available in each school library.

The policies identified herein are assumed to be reasonable and in effect until they are rescinded. Students may be assigned detention, Saturday detention, and TOC and/or out-of-school suspension, expelled and/or legally prosecuted for violating the code. These regulations are to be instituted by the building administrators as appropriate behavioral measures relative to the student's present age and learning level in school.

<b>DISCIPLINARY ACTIONS AND STUDENT BEHAVIOR CODE</b>		
<b>Arson/Related Offense</b>	Setting fires on school property.	Immediate office referral. <b>Offenses: Ten</b> days out-of-school suspension, possible referral to superintendent for expulsion.
	<b>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under institutional vandalism (18 PA. C.S. 3307) and/or disorderly conduct (18 PA. C.S. 5503) at the discretion of the administration.</b>	
	Setting or creating false alarms.	Immediate office referral. <b>Offenses: Ten</b> days out-of-school suspension, possible referral to superintendent for expulsion.
	<b>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under (18 PA. C.S. 3305) and/or disorderly conduct (18 PA. C.S. 5503) at the discretion of the administration.</b>	
	Tampering with fire extinguishers. Guilty offenders will be required to compensate the school district all costs associated with the incident and repair/refill of extinguisher(s).	Immediate office referral. <b>Offenses: Ten</b> days out-of-school suspension, possible referral to superintendent for expulsion.
	<b>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under (18 PA. C.S. 3305) and/or disorderly conduct (18 PA. C.S. 5503) at the discretion of the administration.</b>	
	Bomb Threats	Immediate office referral. <b>Offenses: Ten</b> days out-of-school suspension, possible referral to superintendent for expulsion.
	<b>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under terroristic threats (18 PA. C.S. 2706) and/or disorderly conduct (18 PA. C.S. 5503) at the discretion of the administration.</b>	
	Possession/use of firecrackers, explosive devices, and/or dangerous chemicals. (Not limited to smoke bombs, stink bombs, and/or firecrackers)	Immediate office referral. <b>Offenses: Ten</b> days out-of-school suspension, possible referral to superintendent for expulsion.
<b>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under disorderly conduct (18 PA. C.S. 5503) or current fireworks laws at the discretion of the administration.</b>		

<b>Assault</b>	Verbal or physical assault of an administrator, teacher, school staff and/or their property.	Immediate office referral. <b>Offenses:</b> Up to <b>ten</b> days out-of-school suspension, possible referral to superintendent for expulsion.*
	<b>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under aggravated assault (18 PA. C.S. 2702), harassment (18 PA. C.S. 2706) and/ or disorderly conduct (18 PA. C.S. 5503) at the discretion of the administration.</b>	
<b>Cafeteria Misbehavior</b>	Level One: Include but not limited to excessive noise, not cleaning up after eating, etc.	Office referral/Cafeteria clean up. 1 <sup>st</sup> One to three day(s) detention. 2 <sup>nd</sup> One to three day(s) TOC. 3 <sup>rd</sup> Three to ten day(s) TOC.*
	Level Two: Pose an immediate threat or major disruption. Include but not limited to throwing items, popping beverage cartons, and other offenses determined by administration	Office referral/Cafeteria clean up. 1 <sup>st</sup> One to three day(s)TOC. 2 <sup>nd</sup> One to three day(s) Saturday School. 3 <sup>rd</sup> Up to ten days out-of-school suspension.*
	<b>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under disorderly conduct (18 PA. C.S. 5503) at the discretion of the administration.</b>	
<b>Disorderly Conduct*</b>	1. Misconduct, disobedience, or disorderly conduct will not be tolerated. 2. Performing any act of violence against school personnel, physical plant of the school, or members of the student body. 3. Engaging in any conduct or activity contrary to, or in violation of PA Crimes Code, or ordinance of any municipality in the district. 7. Use of profanity directed at staff member and/or disrupting school environment.	Immediate office referral, one or combination of: 1. TOC up to ten days. 2. Saturday School 3. Out-of-school suspension 4. Referral to school board for expulsion.  In Addition, in accordance with Section 1341 of the PA School Code, charges may be filed with the District Magistrate for further civil action. This action will result in arrest.
<b>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under disorderly conduct (18 PA. C.S. 5503) at the discretion of the administration.</b>		

<b>Driving and Parking Violations</b>	Violation of driving regulations listed in this handbook will result in disciplinary action	Office referral/one or combination of: (depending on nature of offense(s)) 1. Loss of driving privileges one week or remainder of school year. 2. TOC up to ten days. 3. Tow vehicle at owner's expense. 4. Police action.
<b>Harassment (verbal, physical, sexual), Extortion, and/or Bullying</b>	Harassing a student for the purpose of obtaining money, other advantages, or which results in intimidation.	Office referral/restitution all cases. 1 <sup>st</sup> One to three day(s) out-of-school suspension.* 2 <sup>nd</sup> Three to ten day(s) out-of-school suspension.* Superintendent referral. 3 <sup>rd</sup> Up to ten days out-of-school suspension.* Board expulsion hearing.
<b>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under harassment (18 PA. C.S. 2706) and/or disorderly conduct (18 PA. C.S. 5503) at the discretion of the administration.</b>		
<b>Fighting</b>	Hopewell has a strict HANDS-OFF policy, fighting, slapping, shoving, kicking will not be tolerated.	Office referral 1 <sup>st</sup> Three to five day(s) out-of-school suspension.* 2 <sup>nd</sup> Three to ten day(s) out-of-school suspension.* Superintendent referral. 3 <sup>rd</sup> Up to ten days out-of-school suspension.* Board expulsion hearing.
<b>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under simple assault (18 PA. C.S. 2701) and/or disorderly conduct (18 PA. C.S. 5503) at the discretion of the administration.</b>		
<b>Falsifying Information</b>	Falsifying information includes but not limited to altering/forging signatures, excuses, making and/or conspiring false telephone calls and giving alias or no name to staff members.	Office referral 1 <sup>st</sup> One to three day(s) TOC 2 <sup>nd</sup> Three to five days TOC. 3 <sup>rd</sup> Three to five days Saturday School/Out-of-school suspension.

<b>Gambling/Card Games</b>	Violation of regulations listed in this handbook will result in disciplinary action.	Office referral 1 <sup>st</sup> One to three day(s) TOC/Police action 2 <sup>nd</sup> Three days TOC/ Police action 3 <sup>rd</sup> Three to five days TOC/Saturday School/Out-of-school suspension and Police action.
<b>Insubordination (defiant to a staff member.)</b>	Students are required to follow all directions provided by school personnel to ensure safety and effective management of the student body.	Office referral/parent contact 1 <sup>st</sup> One to three day(s) TOC. 2 <sup>nd</sup> One to ten days TOC/Saturday detention. 3 <sup>rd</sup> Up to ten days out-of-school suspension/Saturday School/TOC. <b>See Disorderly Conduct*</b>
<b>Loitering</b>	Students are to report immediately to the assigned areas. Loitering in lavatories, parking lots, hallways, etc. will not be tolerated	Office referral 1 <sup>st</sup> One to ten day(s) TOC 2 <sup>nd</sup> Three to ten days TOC. 3 <sup>rd</sup> Three to ten days TOC/Saturday School/Out-of-school suspension.
<b>Obscene Language/Gestures</b>	<b>Level One:</b> Using profanity or obscene gestures in conversation at any time during any school function or in any school area will not be tolerated.	Parent contacted by teacher 1 <sup>st</sup> One to three day(s) detention. 2 <sup>nd</sup> One to three day(s) detention. 3 <sup>rd</sup> One to three day(s) TOC.*
	<b>Level Two:</b> Profanity or obscene gestures directed at any student or staff member or in a manner disrupting the school environment.	<b>See Disorderly Conduct* File Citation</b> Immediate office referral 1 <sup>st</sup> Up to ten day(s) TOC 2 <sup>nd</sup> Three to ten days TOC. 3 <sup>rd</sup> Three to ten days TOC/Saturday School/Out-of-school suspension.
<b>Possession of Audio Equipment and Communication Devices</b>	For guidelines of BYOD policy, refer to pages 42 and 43.	For consequences for violations of BYOD policy, refer to pages 42 and 43.

<p><b>Inappropriate displays of affection</b></p>	<p>Our high school is a public building and we ask students to develop an understanding of socially acceptable behavior. We ask that students refrain from bodily contact and other types of overtly sexual behavior. This type of behavior is not acceptable nor does it serve any educational purpose.</p>	<p>Office referral  1<sup>st</sup> Students will be asked to cease any inappropriate behaviors, warning issued.  2<sup>nd</sup> Students will be asked to cease any inappropriate behaviors. Parents will be notified, detention assigned.  3<sup>rd</sup> &amp; Subsequent: Parent conference and up to ten days TOC/Saturday School/Out-of-school suspension.</p>
<p><b>Sleeping in class</b></p>	<ol style="list-style-type: none"> <li>1. Students will be required to sit up in their desk and remain attentive during class.</li> <li>2. Sleeping will not be permitted in class or study hall.</li> <li>3. If students have a medical reason for their inability to stay awake – they should be referred to school nurse.</li> </ol>	<p>Incidents will be handled by individual teachers; including assigning detention and contacting parents.</p> <p>Repeated offenses will be referred to the office. Actions will include TOC up to ten days and/or Saturday school.</p>
<p><b>Smoking Tobacco Products Lighters/Matches</b></p>	<ol style="list-style-type: none"> <li>1. The possession and/or use of tobacco (including smokeless tobaccos) on any part of school property or busses, or at any school-sponsored event are strictly prohibited by state law.</li> <li>2. Students serving as lookouts for smokers will be disciplined.</li> <li>3. Possession of lighter/matches in school serves no educational function and can disrupt school activities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Violations involving possession and/or use of tobacco products will require the items confiscated and will result in office referral with assignment of TOC three to five days. Also, a citation will be filed with the District Magistrate’s Office.</li> <li>2. Lookouts for individuals partaking in aforementioned activities will receive a minimum one-day TOC.</li> <li>3. Students possessing lighters/matches will have them confiscated and will be assigned a minimum one day TOC.</li> </ol>
<p><b>Snowballing/Throwing Items</b></p>	<ol style="list-style-type: none"> <li>1. Students throwing any item at school personnel, other students, buildings, and/or vehicles will face disciplinary action.</li> </ol>	<p>Office referral  1. Minimum one day TOC up to ten days.  2. Saturday School/Out-of-school suspension up to ten days.  <b>See Disorderly Conduct*</b></p>

	2. Any student throwing any item including snowballs at a moving vehicle will be reported to the appropriate law enforcement agency	Immediate office referral 1. Saturday School/Out-of-school suspension up to ten days. <b>See Disorderly Conduct* File Citation</b>
<b>Tardiness to class</b>	1. The individual teacher will handle tardiness between classes. If it is habitual, the student will be referred to the office for disciplinary action.	Warning/Reminder of class policy Parent contact After parent contact and policy review: 1 <sup>st</sup> One to three day(s) teacher detention. 2 <sup>nd</sup> Three days teacher detention. 3 <sup>rd</sup> Three to five days teacher detention. Office referral
<b>Tardiness to school</b>	1. Fifth, per semester	Office referral 1. Office detention
	2. Sixth, seventh, eighth, ninth and tenth tardy; per semester.	Office referral 1. Saturday school (each successive tardy up to and including ten) 2. Seventh tardy results in loss of driving privileges
	3. Eleven and subsequent tardies; per semester	Office referral 1. One day out-of-school suspension each successive tardy. 2. Possible referral to truancy abatement program.
<b>Theft and/or receiving stolen property</b>	1. Students taking/receiving any item not belonging to them.	Office referral/restitution all cases. 1 <sup>st</sup> One to three day(s) out-of-school suspension.* 2 <sup>nd</sup> Three to ten day(s) out-of-school suspension.* Superintendent referral. 3 <sup>rd</sup> Up to ten days out-of-school suspension.* Board expulsion hearing.
	<b>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under theft (18 PA. C.S. 3921 or 18 PA. C.S. 3924) and/or disorderly conduct (18 PA. C.S. 5503) at the discretion of the administration.</b>	
<b>Truancy I/Class Cut</b>	1. Student who fails to report to a class and/or to receive proper authorization from their assigned classroom teacher to report to other areas will be treated as if they cut class.	Office referral <i>One class period:</i> One day TOC <i>Two class periods:</i> Two days TOC <i>Three or more periods:</i> Three days TOC

	2. When a student cuts class, she/he will not be permitted to make up any missed assignments during the class cut.	Repeated offenders will result in TOC/Saturday School and/or Out-of-school suspension up to ten days.
<b>Truancy II/Leaving School</b>	1. Students who cut class and leave the school building or grounds will be considered out of the building without proper authorization. 2. When a student cuts class, she/he will not be permitted to make up any missed assignments during the class cut.	Immediate office referral 1 <sup>st</sup> Minimum of three days TOC 2 <sup>nd</sup> Three to ten days TOC/Saturday School. 3 <sup>rd</sup> Three to ten days TOC/Saturday School/Out-of-school suspension.
<b>Truancy III/Full Day(s)</b>	1. Truancy is defined as being absent from school without a legitimate reason. These reasons include medical and/or extreme circumstances. 2. Truancy is considered to be illegal and unexcused absence from school. 3. When a student is truant she/he will not be permitted to make up any missed assignments during the period of truancy.	Immediate office referral 1. Three to ten days TOC/Saturday School/Out-of-school suspension. <b>2. Truancy is a violation of the Compulsory School Attendance Law. The student and parent(s) will be referred to the appropriate law enforcement agency for prosecution.</b> 3. Referral to truancy abatement program.
<b>Transportation/Bus Misconduct</b>	1. All requirements of appropriate student conduct pertain to the time period students are being transported to and from school and school-sponsored events. 2. The bus driver/transportation director will report misconduct to the school principal.	Office referral Possible suspension of riding privileges. 1 <sup>st</sup> Up to ten days TOC 2 <sup>nd</sup> Three to ten days TOC/Saturday School. 3 <sup>rd</sup> Three to ten days TOC/Saturday School/Out-of-school suspension. <b>See Disorderly Conduct*</b>
<b>Willful damage to school property</b>	1. To include but not limited to: institutional damage, graffiti, destruction of books, defacing lockers, marking or carving desktops, etc.	Immediate office referral. <b>Offenses:</b> Up to ten days out-of-school suspension, possible referral to superintendent for expulsion.* Restitution

	<b>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under institutional vandalism (18 PA. C.S. 3307) and/or disorderly conduct (18 PA. C.S. 5503) at the discretion of the administration.</b>	
<b>Failure to Attend Assigned Discipline</b>	<b>1. Not staying for teacher assigned detention.</b>	1 <sup>st</sup> One to three day(s) office detention. 2 <sup>nd</sup> One to three day(s) office detention. 3 <sup>rd</sup> One to three day(s) TOC.*
	<b>2. Not staying for office assigned detention.</b>	1 <sup>st</sup> One day TOC 2 <sup>nd</sup> One to three day(s) TOC 3 <sup>rd</sup> One Saturday School or OSS.*
	<b>3. Not attending Saturday School</b>	1 <sup>st</sup> One additional Saturday School. 2 <sup>nd</sup> Five days Out of School Suspension.* 3 <sup>rd</sup> Five days Out of School Suspension.*
	<b>4. Not attending Time-Out-Center (TOC)</b>	1 <sup>st</sup> One additional day of TOC. 2 <sup>nd</sup> One to three additional day(s) TOC. 3 <sup>rd</sup> One Saturday School or OSS.*
<b>*Students that continue not to fulfill their assigned discipline requirements may be charged with disorderly conduct (18 PA. C.S. 5503)</b>		

## **APPENDIX B**

### **Reasonable Suspicion Drug Testing Policy**

### **Drug and Alcohol Policy Procedure**

Dear Hopewell High School Parents and Students,

During the last several school years, the Hopewell Area School District's Safe and Drug Free Schools Committee has met to develop strategies and procedures to address potential drug use by students in our school district. This committee is composed of students, parents, teachers, and administrators. One of the "hot topics" frequently discussed with this committee was the implementation of drug testing procedures as was being done in other school districts.

In response to these discussions, the high school principals administered a survey of all high school students. Overwhelmingly, high school students and faculty indicated great support for the drug testing of students who indicated symptoms of use, possession of drugs and/or possession of paraphernalia. Three primary findings of the survey are:

- ❖ 77% of high school students believe drug testing would have an impact on making our school drug free.
- ❖ 70% of high school students support mandatory testing of students who are demonstrating signs of being under the influence of drugs/alcohol.
- ❖ 82% of high school students support drug testing of students with drugs or alcohol in their possession.

The high school administrators reviewed drug testing policies from other districts; court decisions supporting the use of drug testing in public schools; and consulted with the school district solicitor to develop a comprehensive policy that meets the needs of our school community. **As a result of this research - a "Reasonable Suspicion Drug Testing Policy" was adopted by the Hopewell Area School District Board of School Directors at their April 2005 business meeting and will be implemented throughout the district with the start of the new school year.**

Two primary goals of the Hopewell Area School District are to provide a comprehensive and high-quality education and to promote and secure the healthful and productive maturation of the District's school-aged populace. One important way in which the District accomplishes these goals is by encouraging students to choose appropriate behaviors that promote their own physical and mental well-being. Another way by which the District advances these goals is by ensuring that a safe, healthy and secure environment for students and personnel is preserved in the District's classrooms, schools and during extracurricular activities. The ability of District students to receive a sound and rigorous education and the District's ability to secure a safe and productive educational environment are significantly hampered by the presence or use of illegal drugs and alcohol by District students. Therein, the District will take an active and preventative role in discouraging and addressing student drug use, providing education concerning the dangers of drug use and offering referrals and other services to both treat and prevent drug use and abuse.

The District's intent in undertaking reasonable suspicion drug testing is not a punitive one. At present, the District has elected not to implement a testing policy targeted at those students who are participants in extracurricular activities or who enjoy other benefits. Rather, the District has decided to test those students in whom a reasonable suspicion is held by the District's representatives that said student is engaged in drug or alcohol use.

**The complete policy will be available on the district website ([www.hopewell.k12.pa.us](http://www.hopewell.k12.pa.us)) at the start of the school year. It will also be provided to all students in their student handbooks.** If you have any questions or concerns relative to the contents or implementation of this policy, please contact me at the high school office and I will address your questions. **Please remember our goal is a safe, orderly learning environment focused on meeting the educational needs of your child.**

Sincerely,

Michael E. Allison, High School Principal

## REASONABLE SUSPICION DRUG/ALCOHOL POLICY

The two primary goals of the Hopewell Area School District are to provide a comprehensive and high-quality education and to promote and secure the healthful and productive maturation of the District's school-aged populace. One important way in which the District accomplishes these goals is by encouraging students to choose appropriate behaviors and promote their own physical and mental well-being. Another way by which the District advances these goals is by ensuring that a safe, healthy and secure environment for students and personnel is preserved in the District's classrooms, school buildings and extracurricular activities. In the opinion of the Board of School Directors, the ability of the District's students to receive a sound and rigorous education and the District's own ability to secure a safe and productive educational environment are significantly hampered by the presence or use of illegal drugs and alcohol by the District's students. With that in mind, the District will take an active and preventative role in discouraging and combating student drug use, providing education concerning the dangers of drug use and offering referrals and other services to both treat and prevent drug use and abuse.

The District's intent in undertaking reason suspicion drug testing is not a punitive one. At present, the District has elected not to implement a testing policy targeted at those students who are participants in extracurricular activities or who enjoy other benefits. Rather, the District has presently explored only to test those students in whom a reasonable suspicion is held by the District's representatives that said student is engaged in drug or alcohol use. To further this end, the District could implement the following Policy and Procedures for reasonable suspicion drug and alcohol testing.

### DEFINITIONS:

For the purposes of this Policy, the following definitions shall apply:

- A. "Distributing of Drugs and Alcohol" is defined as delivering, selling, passing, sharing, or giving any alcohol, drug or mood-altering substance, as defined by this policy, from one person to another or to aid therein in the process.
- B. "Drugs and Alcohol: shall include any alcohol or malt beverage, and any drug listed in Act 64 (1972) as a controlled substance, abused substance, look-alike drug or medication for which a prescription is required under the law.

Examples of the above include, but are not limited to, alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, beer, wine, liquor, marijuana, hashish, LSD and other hallucinogens, chemical solvents, glue solvent-containing substances, anabolic steroids, look-alike substances and any capsules, pills, liquids not registered with the nurse, annotated within the student's health record and given in accordance with the District policy for the administration of medication to students in school.

A more specific and comprehensive list would include all substances identified in the following laws:

- Drug, Device, and Cosmetic Act of 1971 (Commonwealth of Pennsylvania), as amended
  - Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law), as amended
  - The Controlled Substance Drug, Device, and Cosmetic Act of April (P.L. 233 no. 64) as amended
- C. “Drug Paraphernalia” shall include any apparatus associated with the use of alcohol or other drugs such as, but not limited to, papers, bong, clips, pipes, stones, needles or as may be further defined under the Pennsylvania Controlled Substance Drug, Device and Cosmetic Act.
- D. “Look-like Drugs” are any substances manufactured or designated to resemble drugs, narcotics, or other health endangering compounds.
- E. “Possession of Drugs or Alcohol” is to have or hold, without any attempt to distribute drugs or alcohol as they are defined by this policy.
- F. “Reasonable Suspicion” is defined by the presence, observations or suspicion of one of the following factors:
- i. A student’s behavior, in conjunction with physical appearance, indicates the possible use of alcohol, marijuana, or any controlled substance either through erratic or abnormal behavior or other signs of substance use.
  - ii. The possession by a student of drug paraphernalia.
  - iii. Direct observation of use, possession, sales or any outward signs of intoxication. Such drug or alcohol use or influence indicators can include, but are not limited to mood swings, aggressive or lethargic behavior, risk-taking behavior, paranoia, bragging or talking to other students about drug or alcohol use.
  - iv. Reliable information communicated to an administrator by a teacher, parent, other adult or a student indicating a student is using, possessing or under the influence of alcohol, marijuana, or any controlled substance. Any such report will be investigated by the building administrator and may be substantiated by other indicators, if deemed necessary by the building administrator.
  - v. Any other factor or indicator identified by a court of competent jurisdiction to constitute reasonable suspicion for a drug-related search or test.
  - vi. Documentation: Reasons for the reasonable suspicion drug test will be reduced to writing by the administrator or his/her designee and will be provided to the student to be tested; to his/her parent/guardian; and to the Superintendent.

## PROCEDURE FOR DETERMINING REASONABLE SUSPICION

1. The Hopewell Area School District reserves the right to conduct reasonable suspicion testing of its students upon a reasonable suspicion basis that a student is engaging in the use or abuse of drugs or alcohol. The relevant building administrator shall, in his or her judgment, determine whether reasonable suspicion exists to recommend that a student be tested for drug or alcohol use. The reasonable suspicion criteria shall be applied and documented in accordance with the definition set forth in section F, "Reasonable Suspicion".
2. If a building administrator determines that reasonable suspicion exists that a student is engaged in drug or alcohol use, that administrator will inform the relevant student and his/her parent(s)/guardian(s) that drug testing will be or has been conducted.
  - a. Parent(s)/guardian(s) will be notified of the test results. If a student's test sample demonstrates or indicates a positive test result, the Building administrator will notify the student's parent(s)/guardian(s) and a meeting shall be scheduled with the administrator, the student and the parent(s)/guardian(s).
  - b. At the above-described meeting, the administrator shall discuss with the student and his/her parent(s)/guardian(s) any disciplinary sanctions or treatment options available or pertaining to the student.

### Testing procedures

- A. If a building administrator determines that reasonable suspicion exists, the District will order a saliva methodology sample to be taken from the student in question.
- B. The saliva methodology sample will be obtained in the presence of at least one building administrator and designee and, in accordance with acceptable testing practice.
- C. If a student refuses to give consent to the taking of the saliva methodology sample, or if the test is otherwise obstructed, compromised or adulterated, a violation of this drug policy shall be presumed and the student shall be subject to any and all of the appropriate disciplinary and non-disciplinary sanctions and procedures which accompany a positive test or other finding of drug or alcohol use.
- D. If any student being tested is using prescription medication at the time said student is tested, that student must report the taking of said medication to the administrator present and/or the school nurse.
- E. Any administrator, teacher, staff member or other individual who may have knowledge of the results of a particular student's drug test shall not divulge to anyone the results of the test or the disposition of the student involved, other than to the

student or his/her parent(s)/guardian(s) or otherwise in the case of a legal subpoena being made upon that person in the course of a legal investigation.

- F. Any samples obtained from student shall be screened for the presence of any or all of the following drugs:

Alcohol	Amphetamines	Barbiturates
Benzodiazepines	Cocaine	Marijuana
Methodone	Opiates	Phencyclidine
Propoxyphene		

- G. Any student or parent(s)/guardian(s) may challenge the positive results of the drug test by submitting the required fee to cover a second test administered by the District. Further, students who were subjected to reasonable suspicion testing and who tested positive may request to be re-tested provided that such request is received within 72 hours of the initial test result report. Any such re-testing requests must be made in writing and must be accompanied by a cashier's check or money order sufficient to cover the cost of the re-testing process. Alternately, parent(s)/guardian(s) may wish to have the sample obtained re-tested by another certified laboratory. In those cases, parent(s)/guardian(s) must make their requests in writing and must provide the original copy of the results from a certified testing facility.

- H. If a student or his/her parent(s)/guardian(s) claims that a positive drug test was caused by the student's taking of prescription or otherwise permissible medication, the student shall submit proof of such medication, either through showing that a prescription was registered with the District or otherwise that a medication was being taken. If the District is satisfied with said proof, the drug test result may be discarded or the test may be re-administered at a later date.

### **Statement of Policy**

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Hopewell Area School District will work to educate, prevent, and intervene in the use and abuse of all drugs, alcohol, and mood-altering substances by the entire student population.

### **Definition of Terms**

**Drug/Mood-Altering Substance/Alcohol** - shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples include but are not limited to beer, wine, liquor, marijuana, cocaine, crack, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the school district's policy for the administration of medications to students in school.

**Crisis Intervention Counselor** - is a program specialist with an expertise in the area of student high-risk behaviors.

**Distributing** - deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substance, as defined by this policy, from one person to another or to aid therein.

**Possession** - possess or hold without an attempt to distribute any alcohol, drug, or mood-altering substance determined to be illegal or as defined in this policy.

**Cooperative Behavior** - shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the staff and school personnel.

**Uncooperative Behavior** - is resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable requests or recommendations of school personnel. Defiance, assault, deceit, and truancy shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

**Drug Paraphernalia** - includes any utensil or item in the school's judgment which can be associated with the use of drugs, alcohol, or mood-altering substances.

### **Rules and Regulations**

A student who on school grounds, during a school session, or anywhere at a school sponsored activity is under the influence of alcohol, drugs, or mood-altering substances or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug, shall be subject to discipline pursuant to the provisions and procedures outlined in the Hopewell Area School District's Discipline Code.

### **School Guidelines**

As an integral part of the Hopewell Area School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood-altering substance and alcohol-related situations that may occur at school or school sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substance and alcohol-related events. The Hopewell Area School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

### **Confidentiality**

The issue of confidentiality and its application to school personnel can be a complex legal issue. Differing legal interpretations can be drawn describing how laws and regulations affect school personnel and their actions. The school employees for whom specific laws dictate confidentiality requirements due to the nature of their work are school psychologists, school nurses, and school counselors. For other staff, the law is less specific. However, practical extensions of existing laws provide direction for schools to follow in their policies and procedures. It is extremely important that school districts distinguish between educational records and records on treatment for drug and/or alcohol abuse. Different laws govern the confidentiality of different records; they should not be confused. Similarly, confidentiality of health records maintained by local school districts is governed by the school code.

**Act 63, Pennsylvania Drug and Alcohol Control Act**, is one of the laws regulating drugs and alcohol for the Commonwealth of Pennsylvania. **Act 63** governs the care and treatment of clients by facilities in the state. The law addresses two points that apply specifically to minors: consent of minor and confidentiality of records.

**Consent of Minor** - Minors are guaranteed the right to drug and alcohol treatment and counseling without parental consent and without notification of the individual's parent. This was included in **Act 63** in order that minors do not avoid treatment solely on the premise that their parents would find out.

**Confidentiality of Drug and Alcohol Treatment Records** - When students become clients in a treatment program, the confidentiality protections of **Act 63** apply. If a school has any reason to maintain treatment records, these records should not be filed with educational records. **Act 63** provides protection to students only if they become clients of a drug and alcohol abuse treatment program. **Act 63** protections do not extend to school districts which are not actively involved in treatment programs and should not be read to provide school districts with protection of confidentiality records.

All drug and alcohol clients' treatment records, and all information contained therein, shall remain confidential and may be disclosed only with the client's consent to only the following types of people: 1) medical personnel for diagnosis and treatment; and (2) government officials exclusively for the purpose of obtaining benefits due to the individual. The only other time the records can be released is pursuant to a court order upon a showing of good cause. In that case, the court will balance the need for the information sought versus the potential harm to the client, the physician/patient relationship and the treatment services.

**Act 63** expressly states that all records of information gained in connection with treatment and diagnosis may not be used to initiate or substantiate criminal charges against a client under any circumstances.

There may be situations whereby the confidentiality of drug and alcohol treatment records may affect the development of revision of school drug and alcohol policies and procedures.

#### **Steps in Due Process**

A detailed description of due process in school proceedings is contained in the **Pennsylvania School Code, Title 22, Education, Chapter 12, Regulations on Student Rights and Responsibilities.**

Section 12.6: Exclusions From School (Suspensions and Expulsions) and Section 12.8, Hearings, provide clarification of the appropriate due process procedures and regulations that impact on school discipline policies.

It is important to remember that school disciplinary proceedings are not legal proceedings in the same sense as a court trial and do not place students in "double jeopardy" should students be involved in subsequent criminal proceedings.

#### **Police Involvement**

Available case law indicates that police involvement does affect the procedures schools should follow in school searches as well as how to handle students suspected of drug and alcohol involvement. It is important to develop an effective relationship with the law enforcement officials who hold jurisdiction in the location of the school. A cooperative approach can greatly improve both effectiveness and consistency in the handling of drug and alcohol situations. Such a combined effort can help both schools and law enforcement personnel understand each other's abilities and limitations in handling specific situations.

<b>Situational Category</b>	<b>Immediate Action</b>	<b>Investigation</b>	<b>Parent Notification</b>	<b>Police Notification</b>	<b>Testing Procedure</b>	<b>Substance Disposition</b>	<b>Discipline/ Rehabilitation</b>
<b>A student contacts a staff member in regard to the drug or alcohol use of another student.</b>	The student who contacts a staff member is encouraged to get the student with a problem to personally seek assistance.	Limited to staff member contacting the counselor, nurse or principal for assistance. Counselor/ Principal will investigate.	Not Applicable	Not Applicable	Drug Testing Not Required	Not Applicable	None/Referral to the SAP Team.
<b>A student volunteers personal information of drug alcohol use and asks for help.</b>	The student is informed of available help and encouraged to seek assistance.	A staff member may request advice from the SAP Team, counselor, nurse, or principal.	Only with consent of the student unless there is clear and imminent danger.	Not Applicable	Drug Testing Not Required	Not Applicable	Referral to the SAP Team.
<b>A student is suspected of possible drug or alcohol use. There is no violation or physical evidence.</b>	Principal is notified to establish reasonable suspicion. The student is referred to nurse and/or counselor and/or principal and informed of available help and encouraged to seek assistance. Principal/ AP conducts investigation.	Limited to staff member contacting the counselor, nurse or principal for assistance.	Limited to behavioral problems.	Not Applicable	Drug Testing Not Required	Not Applicable	Referral to the SAP Team.
<b>A student is suspected of possible drug or alcohol use. Reasonable Suspicion is established as per policy.</b>	Principal is notified to establish reasonable suspicion. Principal/ AP conducts investigation.	Limited to staff member contacting the counselor, nurse or principal for assistance.	Limited to behavioral problems.	Yes, the student will be referred to the appropriate law enforcement agency for criminal prosecution.	Reasonable Suspicion exists, Drug Testing is mandatory	Analysis will be made for possible use in further proceedings.	Informal hearing. Ten days out of school suspension. Possible formal hearing for expulsion from school. Required participation in a chemical abuse program. Referral to the SAP Team.
<b>A student has a drug or alcohol related medical emergency.</b>	Nurse will be summoned immediately. Principal is notified. Student will be transported to medical facility. Principal/ AP conducts investigation.	The principal(s) will investigate the incident. This may include a search of the student, locker, and possessions.	Yes, Immediate Notification of the incident.	Yes, the student will be referred to the appropriate law enforcement agency for criminal prosecution.	Reasonable Suspicion exists, Drug Testing is mandatory	Analysis will be made for possible use in further proceedings.	Informal hearing. Ten days out of school suspension. Possible formal hearing for expulsion from school. Required participation in a chemical abuse program. Referral to the SAP Team.

<b>The student possesses drug-related paraphernalia.</b>	Principal is notified. Paraphernalia is confiscated. Staff member writes and anecdotal report of the incident. Principal/ AP conducts investigation.	The principal(s) will investigate the incident. This will include a search of the student, locker, and possessions. Confiscation of paraphernalia.	Yes, parental requested to come to the school as soon as possible.	Yes, the student will be referred to the appropriate law enforcement agency for criminal prosecution.	Reasonable Suspicion exists, Drug Testing is mandatory	Analysis will be made for possible use in further proceedings.	Informal hearing. Ten days out of school suspension. Possible formal hearing for expulsion from school. Required participation in a chemical abuse program. Referral to the SAP Team.
<b>A student possesses uses or is under influence of drugs/alcohol. First Offense. Cooperative behavior.</b>	Principal is notified. Items confiscated. Staff member writes and anecdotal report of the incident. Principal/ AP conducts investigation.	The principal(s) will investigate the incident. This will include a search of the student, locker, and possessions. Confiscation of substance(s).	Yes, parental requested to come to the school as soon as possible.	Yes, the student will be referred to the appropriate law enforcement agency for criminal prosecution.	Reasonable Suspicion exists, Drug Testing is mandatory	Analysis will be made for possible use in further proceedings.	Informal hearing. Ten days out of school suspension. Possible formal hearing for expulsion from school. Required participation in a chemical abuse program. Referral to the SAP Team.
<b>A student possesses uses or is under the influence of drugs or alcohol at a school related activity on or off school property.</b>	Chaperone will contact the group advisor and/or principal. Principal is notified ASAP. Principal/ AP conducts investigation..	This will include a search of the student, locker, and possessions. Confiscation of substance(s).	Yes, parent requested to come to the school as soon as possible.	Yes, the student will be referred to the appropriate law enforcement agency for criminal prosecution.	Reasonable Suspicion exists, Drug Testing is mandatory	Analysis will be made for possible use in further proceedings.	The student will be sent home immediately at parental expense or detained until parent can accompany the student. Further discipline as provided by the appropriate Situational category will be administered following principal's investigation. Referral to the SAP Team.
<b>A student is caught again in possession, use, or under the influence of drugs or alcohol.</b>	Principal is notified. Principal writes an anecdotal report of this incident. Principal/ AP conducts investigation.	This will include a search of the student, locker, and possessions. Confiscation of substance(s).	Yes, parent requested to come to the school as soon as possible.	Yes, the student will be referred to the appropriate law enforcement agency for criminal prosecution.	Reasonable Suspicion exists, Drug Testing is mandatory	Analysis will be made for possible use in further proceedings.	Informal hearing. Ten day out of school suspension. Formal board hearing for expulsion. Conditions for the return to school following expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility. Referral to the SAP Team.

<p><b>A student is distributing a drug or controlled substance.</b></p>	<p>Principal is notified. Staff member writes an anecdotal report of the incident. Principal/AP conducts investigation.</p>	<p>This will include a search of the student, locker, and possessions. Confiscation of substance(s).</p>	<p>Yes, parent requested to come to the school as soon as possible.</p>	<p>Yes, the student will be referred to the appropriate law enforcement agency for criminal prosecution.</p>	<p>Reasonable Suspicion exists, Drug Testing is mandatory</p>	<p>Analysis will be made for possible use in further proceedings.</p>	<p>Informal hearing. Ten day out of school suspension. Possible formal hearing for expulsion from school. Required participation in a chemical abuse program. Referral to the SAP Team.</p>

## APPENDIX D

### Grading Scale/GPA Conversion Table/Weighted Courses

Hopewell High School Grading Scale/GPA Conversion Table						
	Percent	4.0 scale	Honors weight	4.5 scale	AP/Adv weight	5.0 scale
A+	100	4.0	0.5	4.5	1.0	5.0
	99	4.0	0.5	4.5	1.0	5.0
	98	4.0	0.5	4.5	1.0	5.0
A	97	3.8	0.5	4.3	1.0	4.8
	96	3.8	0.5	4.3	1.0	4.8
	95	3.8	0.5	4.3	1.0	4.8
	94	3.8	0.5	4.3	1.0	4.8
	93	3.8	0.5	4.3	1.0	4.8
A-	92	3.6	0.5	4.1	1.0	4.6
	91	3.6	0.5	4.1	1.0	4.6
	90	3.6	0.5	4.1	1.0	4.6
B+	89	3.4	0.5	3.9	1.0	4.4
	88	3.4	0.5	3.9	1.0	4.4
	87	3.4	0.5	3.9	1.0	4.4
B	86	3.0	0.5	3.5	1.0	4.0
	85	3.0	0.5	3.5	1.0	4.0
	84	3.0	0.5	3.5	1.0	4.0
	83	3.0	0.5	3.5	1.0	4.0
B-	82	2.6	0.5	3.1	1.0	3.6
	81	2.6	0.5	3.1	1.0	3.6
	80	2.6	0.5	3.1	1.0	3.6
C+	79	2.4	0.5	2.9	1.0	3.4
	78	2.4	0.5	2.9	1.0	3.4
	77	2.4	0.5	2.9	1.0	3.4
C	76	2.0	0.5	2.5	1.0	3.0
	75	2.0	0.5	2.5	1.0	3.0
	74	2.0	0.5	2.5	1.0	3.0
	73	2.0	0.5	2.5	1.0	3.0
C-	72	1.6	0.5	2.1	1.0	2.6
	71	1.6	0.5	2.1	1.0	2.6
	70	1.6	0.5	2.1	1.0	2.6
D+	69	1.4	0.5	1.9	1.0	2.4
	68	1.4				
	67	1.4				
D	66	1.0	0.5	1.5	1.0	2.0
	65	1.0				
	64	1.0				
	63	1.0				
D-	62	0.6	0.5	1.1	1.0	1.6

This chart shows the Hopewell High School Grading Scale and conversions for calculating grade point averages.

For the purposes of calculating Grade Point Average (GPA), percentage grades will be converted to GPA using the chart provided.

Weighted courses will be assigned additional GPA of either 0.5 or 1.0 specific to the course.

Students are advised that this grade scale, conversion chart and weighted course list will be applied retroactively to their course history to calculate their GPA and class

	61	0.6
	60	0.6
	59	0.4
	58	0.4
	57	0.4
	56	0.4
	55	0.4
	54	0.2
	53	0.2
	52	0.2
	51	0.2
	50	0.2

rank.

NOTE: All grades below 50% will be assigned a GPA of [0.0].

<b><i>Full Weight Courses (5.0 max)</i></b> <i>GPA earned plus 1.0</i>	<b><i>Half Weight Courses (4.5 max)</i></b> <i>GPA earned plus 0.5</i>
AP English 11	Honors English 9
AP English 12	Honors English 10
AP Physics I and AP Physics II	Honors Civics 9
AP European History	Honors World Cultures 10
AP Government	Honors US History 11
AP Chemistry	Accelerated Biology
AP Biology	Accelerated Chemistry
Calculus (College in HS Pitt)	Pre Calculus
AP Calculus	Computer Programming
Latin 4	Accelerated Geometry 9
German 4	Accelerated Alg 2-10
Spanish 4	
French 4	
Accounting 2	
Bio 2	
Chem 2	
Adv Social Studies 12	

## APPENDIX E Calculating GPA

To calculate GPA for **honor roll** (nine weeks):

1. Convert all percents (for the current nine weeks only) to the 4.0/5.0 grading scale using the chart in the handbook.
2. Find the total of these numbers.
3. Divide this number by the number of **classes**.

Percents	4.0/5.0 scale
90%	3.6
75%	2.0
100%	4.0
95%	3.8
88%	3.4
93%	3.8
<b>Total</b>	<b>20.6</b>

$$20.6 / 6 = 3.43 \text{ average}$$

To calculate **cumulative** GPA:

1. Using the final averages of each class, all percents to the 4.0/5.0 grading scale using the chart in the handbook.
2. Multiply each grade by the number of credits the class is worth. (1, .5, or .25).
3. Find the total of the numbers from step 2.
4. **Divide this number by the total number of credits.**

Percents	4.0/5.0 scale	# of credits	Column 2 x column 3
90%	3.6	1	3.6
85%	3.0	.5	1.5
100%	4.0	.25	1.0
95%	3.8	1	3.8
71%	1.6	1	1.6
83%	3.0	1	3.0
<b>Totals</b>		<b>4.75</b>	<b>14.5</b>

$$14.5 / 4.75 = 3.05 \text{ average}$$

## APPENDIX F

### ❖ Hopewell Area School District ❖ Acceptable Use Policy for Technology

The Hopewell Area School District recognizes that technology is an essential instructional tool for employees to help all students develop into critical thinkers who use data, innovation, and creativity in order to become skilled problem solvers and learners in the 21<sup>st</sup> century.

Technology skills are a necessity for our staff and students for life-long learning, in the work place, and in the global community. However, access is a privilege, not a right, and carries with it responsibilities for all involved. Misuse means any violation of this Policy or any other use that is not included in this Policy but has the effect of harming people, infrastructure, software or hardware.

For the protection of students, Hopewell Area School District (the “District”) will filter Internet content, monitor the network, and protect information to comply with Act 197 (Pennsylvania House Bill 2262), the Children’s Internet Protection Act (CIPA). Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the Internet may include the potential for access to inappropriate materials for school-aged students. Every user must take responsibility for his or her use of the Internet and network and avoid these sites.

**Hardware and software: Includes, but is not limited to all computers, laptops, smart devices, readers, and printers and all programs installed on said devices.**

1. Hardware and software shall not be destroyed, modified, or abused in any way. Intentionally altering the files and/or the hardware on District computers will be considered as vandalism. Each student will be held responsible for the intentional altering of a computer workstation that occurs while they are logged into the computer network.
2. The user shall be responsible for damages to the District’s equipment, systems, and software resulting from deliberate or willful acts. Students, parents, or guardians will be charged for willful damage to hardware and software.

**Internet and Intranet: The Hopewell Area School District utilizes a local area network and a wireless network. It provides access to the Internet for academic purposes.**

1. The Internet, network, and computer technology may not be used for illegal activity; transmitting or willfully receiving offensive materials; hate mail; discriminating remarks; or to willfully obtain or send obscene, pornographic, sexist, racist, anarchist, violent or bomb making material. If for any reason such material is received, the material is to be deleted immediately. Saving, forwarding, or printing of said material is strictly prohibited.
2. Users shall not intentionally seek information, obtain copies of, or modify data or passwords belonging to other users or misrepresent other users on the network. Users may not give their password to anyone. Users may not send or receive a message with someone else’s name on it.
3. Any unauthorized attempt to access the District’s servers, routers, networking equipment, Internet filters, or operating systems, either from on campus or off campus, will be considered an attempt at “hacking” and is prohibited and will be prosecuted to the fullest extent of the law.
4. Network accounts are to be used only by the authorized owner of the account for the authorized purpose. Attempts to log on to the Internet, network or workstation under an assumed identification will result in cancellation of the user’s privileges. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to the Internet or other technological services.
5. The District reserves the right to log Internet use and monitor computer activity and files by remote access while still respecting the privacy of user accounts.
6. The District may terminate the availability of Internet, network, or computer technologies accessibility at its sole discretion.

**Personal Devices:**

### **Bring Your Own Device**

In recognizing the need to prepare 21<sup>st</sup> Century learners to be adept at the appropriate use of technology as a key component to learning, Hopewell Area School District has adopted a **Bring Your Own Device (BYOD)** policy for the 2014-2015 school year. This policy will allow designated students of the District to bring many of their own technology devices to school for use in the classrooms. For the purposes of this program, incorporating the use of **Personal Electronic Devices (PEDs)** such as laptops, iPads, netbooks and cell phones with browsing capabilities for **educational purposes** has been authorized. Gaming devices are not acceptable educational devices. Similar to other personally owned items, the District is not liable for the loss, damage, misuse, or theft of personally owned devices.

This notification is to inform and guide students through the onset of this new opportunity in the District. Please note that students who are not able to bring in outside technology will have the opportunity to be able to utilize school equipment. No student will be excluded from innovative instruction.

#### **Expectations:**

11. Students will use appropriate PEDs in classrooms entirely at teachers' discretions.
12. All PEDs are to be kept on silent mode during the school day.
13. Camera use and video recording are strictly prohibited unless prescribed for educational purposes.
14. Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during instructional time.
15. Phone calls during the school day are not to be made from PEDs. Please continue to use the main office phone with permission of the classroom/study hall teacher.
16. Students are permitted to access only the school's network through personal devices, not private networks. More information will be provided to students for accessing the available network.
17. Students are not required to bring technology to school; however, if a student chooses to bring technology to the District they agree to full transparency in regards to use of technology. Students who bring PEDs to the District will be prepared to show what they are using their PEDs for (at that specific time) to any school personnel at any time.
18. Students are not permitted to use PEDs during detention, TOC, Saturday Detention, or attendance makeup.
19. Maintenance, repair, updates or any technical difficulties related to PEDs are the sole responsibility of the owner, not District personnel.

Extreme caution must be exercised in regards to the content stored in students' PEDs. Serious offenses can arise with the possession of PEDs on school grounds containing inappropriate or pornographic pictures/video clips, inappropriate or harassing text messages, illegal activity, and information stored for the purposes of cheating academically. The District will not be held responsible for any lost or stolen cellular phones.

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization. Students not following expectations for use of PEDs will face school disciplinary measures and lose the privilege to utilize PEDs in school for a period of time commensurate with the infraction.

The use of PEDs in the classroom for instructional purposes will be monitored by the classroom teachers. Misuse of PEDs will be managed and discipline will be assigned accordingly by the classroom teachers.

If misuse of PEDs rise to the level of the administrative intervention, the following consequences will apply:

- **First offense** – TOC/confiscation of device/device returned to student at end of the day.
- **Second offense** – TOC/confiscation of device/parent required to pick up device/loss of BYOD privilege for nine week period.
- **Third offense** – out-of school suspension/ confiscation of device/parent required to pickup device/ loss of BYOD privilege for a semester.
- **Fourth offense** – progressive discipline.

**ANY USE OF PEDs FOR THE PURPOSE OF ACADEMIC DISHONESTY WILL BE REPORTED TO ADMINISTRATION AND WILL AUTOMATICALLY INVOLVE THE ASSIGNMENT OF TOC.**

### **Web 2.0 Tools**

1. Use of blogs, wikis, educationally-based social networking sites, collaboration sites, and other similar Web 2.0 entities (including the District website and Moodle) are tools for learning, and as such will be constrained by the requirements and rules of classroom teachers.
2. Use of Google apps, including e-mail access, are available through the District’s domain to selected students and teachers inside and outside of the building but this is still considered a classroom space and must be treated as such.
3. Children’s Online Privacy Protection Act (COPPA) regulations require children under 13 to obtain permission to use certain interactive websites (due to exposure to advertising and creation of accounts). Signing will serve as parental permission to use these sites under the guidance of a classroom teacher.
4. Users are forbidden to access chat rooms, blogs, or similar sites without the express permission and guidance of a teacher or administrator.
5. The use of anonymous proxies is a form of impersonation and is strictly forbidden.
6. The use of devices for game playing is prohibited unless approved and monitored within a course or during supervised activity.

### **Digital Etiquette**

There can be serious repercussions with the inappropriate use of social and digital media that can affect your future. All users must abide by rules of network etiquette, which include the following:

1. Users may not swear, use vulgarities, harass, or use any other inappropriate language. Abusive language will not be tolerated.
  - Do not write anything ANYWHERE that you would not want your parents to read or to be read aloud in a court of law.
  - Even though you delete a message, it is backed up on a server somewhere.
  - Speech that is inappropriate for class is also inappropriate for use online.
  - What you say and do online should be reflective of who you are.
  - You are a representative of the District when you are online in class.
2. Use of a network to create or transmit material likely to be offensive or objectionable to recipients is prohibited. Even though you may be in a “private” space. Nothing online is really private.
3. Users are NOT permitted to reveal their personal address or phone number or those of other students and colleagues.
  - Respect others’ privacy and your own.

- Do not give out personal information about yourself or someone else.
  - Instant messages, away messages, and profiles can be copied and pasted.
4. All communications should be clearly identifiable as to who created it.
    - Do not send anonymous messages.
    - Do not send messages claiming to have been written by someone else.
    - Having a copy of something does not infer the right to copy or distribute it.
  5. Respect the ideas of others and if you disagree be constructive, not critical or rude.
  6. Users are expected to adhere to copyright laws.
    1. Fraudulent or illegal copying, communication, taking or modification of material is prohibited and will be referred to the appropriate authorities.
    2. The illegal use of copyrighted software, files, pictures, music or other electronic information is in violation of federal law and therefore strictly prohibited.
    3. Students may not use plagiarized information to complete assignments. All Internet sources must be cited.
  7. Cyber Bullying is prohibited.

**Limitation of Liability:** In no event shall the District be liable for any damages, whether direct, indirect, special, or consequential, arising out of the use of the Internet. Use of information obtained via the Internet is at the user's own risk.

**Failure to follow the policies listed above will result in suspension or loss of the right to access the Internet and to the District's technology. User may be subject to other disciplinary or legal actions.**

**Hopewell Area School District  
Technology Authorization Form**

**Student:**

I have read, understand, accept, and will abide by the rules and procedures which govern my use of the Internet and the Technology of the Hopewell Area School District. I understand that the Internet account is designed for educational purposes only. I understand that failure to follow the procedures listed above may result in suspension or loss of the right to access the Internet and/or use the Hopewell Area School District's Technology and may result in other disciplinary or legal actions as noted above. I will not hold my teacher, other District personnel, or the Hopewell Area School District responsible for or legally liable for materials distributed or acquired from the Internet or network. I also agree to report any misuse of Internet or network to a teacher or administrator.

Date: \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom: \_\_\_\_\_

Printed Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

.....  
**Parent/Guardian:**

I have read the Acceptable Use Policy for Technology. I understand that any Internet/Network account is designed for educational purposes only. I understand that the Hopewell Area School District will do everything it can to adhere to the CIPA (Act 197-PA House Bill 2262) and filter questionable material. I also understand that teacher, District personnel, and the Hopewell Area School District are not responsible or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of information to District administration. I accept full responsibility for my child's use of the Internet/Network in the school setting both on an independent basis and as outlined in the Internet/Network and Computer technology policy and when the student accesses these services when not in school. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct. Once signed, this authorization will remain in effect until I notify the District otherwise.

Printed Name of Parent/Guardian: \_\_\_\_\_

Dated Accepted and Agreed: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

**Hopewell Area School District**  
**Consent and Release to Photograph/Videotape a Student**

To publicize the achievements of our students and the great work they do, we occasionally publish our student's names, photographs, or achievements in our school publications or release the information to the local newspapers. We may also post the information on the School District's website.

We understand that you may not want to have your child's name, photo, and/or achievements published, so please complete the form at the bottom of this letter.

I, \_\_\_\_\_, the parents of \_\_\_\_\_,  
Print Parent/Guardian Name Student Name

in grade \_\_\_\_\_, a student at \_\_\_\_\_, on behalf of my child,  
a. Attending School

\_\_\_\_ Do Consent      \_\_\_\_ Do Not Consent to the photographing/videotaping of my child while he/she is involved in any school programs and/or activities while enrolled at Hopewell Area School District. Your authorization will enable us to use specially prepared materials to increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.

I hereby release and hold harmless the Hopewell Area School District and its authorized representative from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of the recordings as specified above.

It is understood that the School District will not duplicate photograph(s)/videotapes(s) for the use or benefit of any individual student or parent. It is also understood that failure to return this permission form to the District will constitute parent/guardian consent for the purposes described above.

My signature shows that I have read and understand the release and I agree to accept its provisions.

b. \_\_\_\_\_  
c. Parent/Guardian Signature Date

ii. Not to include public events

**APPENDIX G  
INFORMATION FROM SCHOOL NURSE**

**Medication Administration Consent Order Form**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**School** \_\_\_\_\_ **Grade** \_\_\_\_\_

**The Hopewell Area School District policy for administration of medication is as follows:**

**Prescription Medication:** I understand that prescription medication must be in the container in which it was purchased; and the name of the medication, the dosage and the times to be given, the licensed prescriber/physician's name must be printed on the container, along with an order from the licensed prescriber/physician and consent of the parent/guardian.

**Over-the Counter Medication-** I understand that over-the-counter medication (such NSAIDS, antacids, cough medication) must be provided by the parent, in the original container, along with an order from the licensed prescriber/physician and consent of the parent/guardian.

All medication should be taken by the parent/guardian directly to the certified school nurse to be stored throughout the day. Please contact your schools' certified nurse if you require special consideration. **No medication will be administrated without the completion of this form and the signatures of the parent /guardian and licensed prescriber/physician.**

I give permission for the licensed certified school nurse/licensed health personnel to contact the licensed prescriber/physician or pharmacist regarding this medication.

**Parent/Guardian Consent**

I give my permission for my child, \_\_\_\_\_, to receive the following medication ordered by a licensed prescriber/physician during the school day. I understand that the medications will be given by licensed certified school nurse/licensed health personnel according to my child's licensed prescriber/physician's order.

**Parent /Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent /Guardian Name (Printed)** \_\_\_\_\_ **Phone#** \_\_\_\_\_

**OVER** 

## Licensed Prescriber/Physician Medication Order

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each student must provide the certified school nurse with a Medication Administration Consent Order form annually signed by the student's parent/guardian and a licensed prescriber/physician.

Patient/Student Name \_\_\_\_\_ Date \_\_\_\_\_

Name of medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Route: Oral \_\_\_\_\_ Injection \_\_\_\_\_ Inhalation \_\_\_\_\_ Other \_\_\_\_\_

Time of administration: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Discontinuation date: \_\_\_\_\_

Allergies: \_\_\_\_\_

Side Effects or contraindications: \_\_\_\_\_

*The above student has demonstrated the ability to self-carry and/or self-administer the prescribed Asthma inhaler and/or Epinephrine Auto-Injector medication.*

Yes \_\_\_\_\_ No \_\_\_\_\_

Licensed Prescriber Name (Printed) \_\_\_\_\_

Licensed Prescriber Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone# \_\_\_\_\_

## Medication Consent Standing Order Form

The Hopewell Area School District policy for administration of Acetaminophen and/or Ibuprofen via Standing Order as follows:

- Any student receiving Acetaminophen and/or Ibuprofen via Standing Order for 3 consecutive school days or 10 doses in a school year will automatically have the Standing Order discontinued.
- No medication will be administered without the completion of this form and the signature of the parent or guardian.
- I give permission for the certified school nurse/licensed health personnel to give the following prescribed medication to my child during school hours.
- Name of physician prescribing medication and performing 11<sup>th</sup> grade physical examination: Dr. Moka – school physician.

PLEASE INITIAL APPROPRIATE BOX/BOXES

<b>Name of Student</b>		<b>Grade</b>	
• <b>Acetaminophen</b> (generic form of <u>Tylenol</u> )			
<b>Time: Once per day as needed</b> <b>Dosage: 650 mg</b>			
• <b>Ibuprofen</b> (generic form of <u>Advil</u> )			
<b>Time: Once per day ad needed</b> <b>Dosage: 400 mg</b>			
• <b>11<sup>th</sup> Grade Physical Examination Permission</b>			

The PA school health law requires a **MEDICAL EXAMINATION** for children in grade 11. I give permission for my child to be examined by the school physician during his/her grade 11 school year.

**My child had a grade 11 physical examination on (date) \_\_\_\_\_ with his/her Private Physician**

**Private Physician Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

- Attach an updated immunization record from physician with recent immunizations received.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## APPENDIX H

### PIAA ELIGIBILITY

# Know Your Eligibility Rules for Pennsylvania Interscholastic Athletic Association, Inc. Sponsored Athletic Competition

(Revised: July 1, 2011)

## Know Your Eligibility Rules

A student who participates in interscholastic athletics at a school which is a member of the Pennsylvania Interscholastic Athletic Association, Inc. ("PIAA") must comply with PIAA eligibility rules. If you fail to comply with these rules, you will lose your eligibility to participate in interscholastic athletics. If you participate while ineligible, you, your school, and/or your Team will be penalized. It is, therefore, important for you to be aware of applicable eligibility provisions.

The information set forth below highlights and summarizes the major requirements you must meet to be eligible. It does not identify every rule or every detail. Unless otherwise indicated, each requirement applies to students in grades 7 through 12.

The Principal of your school is responsible for certifying as to your athletic eligibility. If you have any questions concerning your athletic eligibility, either now or in the future, you should discuss the matter with your school Principal or Athletic Director. If they are uncertain about a matter, they can request guidance and even a formal ruling from PIAA as to your athletic eligibility. A complete copy of the PIAA eligibility rules may be viewed on the PIAA Website at [www.piaa.org/resources/handbook](http://www.piaa.org/resources/handbook), or may be obtained from your Principal or Athletic Director.

## Age

To be eligible to participate in grades 10 through 12, you must not have reached your 19th birthday by June 30 immediately preceding the school year. Where you will participate only in grades 7 and 8, you may not have reached your 15th birthday by June 30 immediately preceding the school year; where you will participate only in grades 7 through 9, you may not have reached your 16th birthday by June 30 immediately preceding the school year.

## Amateur Status and Awards

To be eligible to participate in a sport, you must be an amateur in that sport. Amateur status, and eligibility, is lost if you, or your parent(s) or guardian(s), receive money or property for or related to your athletic ability, participation, performance, services, or training in a sport.

You may receive be recognized and receive awards for your participation only from your school or school-affiliated booster club, the sponsor of an athletic event, a non-profit service organization approved by your school Principal, or the news media. Permissible awards include items of apparel, a blanket, watch, ring, scroll, carry-on or warm-up bag, photograph, medal, plaque, or similar award, which must bear appropriate institutional insignia or comparable

identification. The fair market value of all of the items provided to you may not exceed \$200. If they do, you must return the items in excess of \$200.

### **Attendance**

You must be enrolled in and in full-time attendance at a PIAA member school or a Charter or Cyber-Charter School, or be home-schooled.

Generally, you are eligible only at the school at which you are enrolled or, if a home-schooled student, at a public school in the public school district in which you reside. If you are a student enrolled in either a Charter School or Cyber Charter School, you should consult with your Principal to determine the school at which you are eligible.

If you are absent from school during a semester for a total of 20 or more school days, you will lose your eligibility until you attend school for a total of 45 school days following your 20th day of absence.

### **Consent of Parent or Guardian**

You are eligible only if there is on file with the Principal of your school a certificate signed by your parent(s) or guardian(s) consenting to your participation in the particular sport(s) involved.

### **Comprehensive Initial Pre-Participation Physical Evaluation**

You are eligible only if you have completed a comprehensive initial pre-participation physical evaluation ("CIPPE"), performed by an Authorized Medical Examiner (as that term is defined in the GLOSSARY of the PIAA By-Laws) before your first sport season's first Practice of that school year. If you want to participate in subsequent sport(s) in the same school year, you may be required to be re-evaluated and re-certified that your physical condition is satisfactory. Check with your Principal or Athletic Director to determine whether re-evaluation and re-certification is needed.

Wrestlers must also obtain a certification of the minimum wrestling weight at which they may wrestle during that season.

In all cases, an Authorized Medical Examiner must certify, on the PIAA CIPPE form, as to your physical fitness to participate in the particular sport(s) involved. A CIPPE may be performed no earlier than June 1st; and, regardless of when performed during the school year, remains effective only until the next May 31st.

### **Transfers**

You are treated as having transferred whenever you seek eligibility to participate in interscholastic athletics at a school other than the one at which you were previously either enrolled or otherwise eligible. You are considered to have transferred even if you are promoted to a higher level school or are out-of-school for a period of time before entering the new school. If your Transfer from one school to another is materially motivated in some way by an athletic purpose, you will lose your athletic eligibility in each sport in which you participate within a period of one year immediately following the date on which you transferred. This requirement applies even if you would be otherwise eligible at the school to which you transferred. If your

school eliminates a sport for budgetary reasons, you may be permitted to Transfer to another school to participate in that sport. You must enroll and attend the other school. If you desire to participate in any other sports at that school, your PIAA District Committee will assess whether the Transfer was materially motivated in some way by an athletic purpose relating to those sports.

### **Period of Time After Eighth Grade, Participation, and Grade Repetition**

Your athletic eligibility extends only until you have reached the end of your fourth consecutive year (8th consecutive semester or the equivalent) beyond the eighth grade. Therefore, if you repeat a grade after eighth, you will be ineligible as a senior.

Additionally, you may participate in (1) a maximum of six seasons in each sport during grades seven through twelve, (2) a maximum of four seasons in each sport during grades nine through twelve, and (3) a maximum of three seasons in each sport during grades seven through nine.

You may participate in only one season in each sport during each school year.

### **Outside Participation**

If you participate in a non-school athletic program during the PIAA Season for that sport, while enrolled at a school which has a Team in that sport, you will not be eligible for District and Inter-District Championship Contests in that sport unless you are in uniform and available to participate as a member of your school Team for at least 75% of its Regular Season Contests.

### **Academic and Curricular Requirements**

You must pursue a full-time curriculum defined and approved by your Principal.

You must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If you fail to meet this requirement, you will lose your eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement.

You must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 15 or 10 school days of the next grading period, beginning on the first day that report cards are issued. If your school has four grading periods, you will be ineligible for at least 15 school days; if your school has six grading periods, you will be ineligible for at least 10 school days.

### **All-Star Contests**

You will lose your eligibility in a sport for one year if you participate in an all-star Contest in that sport. Your eligibility will not be affected if you participate in an event that (1) is not advertised or promoted as an all-star Contest; (2) is open to all participants on the basis of a tryout or a uniform standard of qualification; and (3) you do not represent your school and do not wear any school-affiliated uniform or apparel in the event.

### **Out-of-Season Participation**

All PIAA sports have a defined season. If your school Team conducts Practice and/or participates in Inter-School Practices, Scrimmages, and/or Contests outside that PIAA defined season, your school will be penalized.

If you desire to play interscholastic football for a PIAA member school, and you engage in Physical Contact (as that term is defined in ARTICLE XVI, SEASON AND OUT-OF-SEASON RULES AND REGULATIONS, Section 2, Rules and Regulations, subsection C, Football, sub-subsection 1, of the PIAA By-Laws) outside the PIAA-defined football season, you will be ineligible to participate in interscholastic football for a period up to one year from the date of such participation.

### **Use of Anabolic Steroids**

By state law, all Pennsylvania school districts are required to adopt and enforce rules and regulations prohibiting the use of anabolic steroids, except for a valid medical purpose, by students involved in school-related athletics. School Boards are also required to establish penalties for students found in violation of the adopted rules and regulations. As penalties may vary from school district to school district, you should consult with your Principal or Athletic Director as to the penalties that your School Board has adopted.

### **Concussion Recognition and Management**

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Athletes at your age are particularly vulnerable to the effects of concussions. Once considered little more than a minor "ding" on the head, it is now understood that a concussion has the potential to result in death or short- and/or long-term changes in brain function.

If a sports official removes you from a Contest because you have exhibited signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, and/or balance problems) you may not return to participating in Practices, Inter-School Practices, Scrimmages, and/or Contests until cleared by a licensed physician of medicine or osteopathic medicine who is sufficiently familiar with current concussion management.

## **Senior Acknowledgment**

**As a member of the Hopewell High School class of 2020, I verify that the following pertinent information has been explained to me and that I understand:**

- ❖ I will not earn my diploma unless I have successfully completed all credit requirements and the senior project.
- ❖ If I am absent more than 20 days (excluding properly documented and excused medical, funeral, court, and college visit days) I will not earn my diploma unless I make up the days missed beyond 20.
- ❖ If I fail any course during my senior year (including a withdraw fail) I will forfeit my eligibility for participation in commencement.
- ❖ If any obligations I have incurred during my time at Hopewell are not paid in full by June 4, 2020 I will forfeit my eligibility to participate in commencement.

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(Signature)

(Name Printed)

(Date)

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(Parent Signature)

(Parent Name Printed)

(Date)

## **GRADUATION REQUIREMENTS**

### **Class of 2022 and beyond**

#### **Purpose:**

It shall be the policy of the board to acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the awarding of a diploma or certificate at fitting graduation ceremonies.

#### **Authority:**

The board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by this board.

Twenty Five (25) units of credit in grades 9, 10, 11, and 12 shall be required for graduation for all students and shall include the following:

- Four units of English credit
- Four units of social studies
- Three units of mathematics
- Three units of science
- Students may select additional credits of English, Social Studies, Math or Science.
- Physical education shall be taken at least one semester in each grade (9, 10, 11, and 12) at .5 credits per semester.
- Health education: Grade 10 (.5 credits)
- Digital Awareness: A course addressing understanding the need to create a positive digital footprint and the appropriate use of technology. Grade 9 (.5 Credits)
- Electives shall make up the additional necessary units.
- A student may select elective units from other subject offerings, including approved vocation education courses. However, he or she should make sure that his or her choice will contribute to his or her preparation for immediate employment or for admission to college, as well as satisfaction of personal and cultural needs and the required twenty five credits for graduation.
- All students must register for at least seven credits including Physical Education per academic year.
- The building principal must approve any deviation from this requirement.
- Students must meet any Pennsylvania Department of Education required demonstrations of Proficiency.
- Seniors must have completed all requirements before participation in Commencement is permitted.
- Requirements for Graduation include but are not limited to the completion of his or her classes, and compliance with the district attendance policy. Permission for any waiver must be granted by the building principal.

# Character

<b>Self-Respect</b>	Pride and belief in oneself & in achievement in one's potential
<b>Self-Control</b>	Control of your own actions and emotions
<b>Authority</b>	Respect for individuals who are in positions of responsibility
<b>Learning</b>	Appreciation for importance of acquisition of knowledge
<b>Punctuality</b>	Promptness, on time, to be early.
<b>Trustworthiness</b>	Worthy of confidence, reliable
<b>Respect for Others</b>	Concern for and motivation to act
<b>School Pride</b>	Care and satisfaction in your school's achievement & success
<b>Respect for Environment</b>	Conservation and care of your surroundings
<b>Accountability</b>	Being responsible for your decisions and actions
<b>Cheerfulness</b>	Good humored, bright, pleasant
<b>Honor</b>	A sense of what is right, just and true
<b>Democracy</b>	Individual, responsible participation in decision making
<b>Sportsmanship</b>	Ability to take wins and losses without gloating or complaint
<b>Patriotism</b>	Respectful devotion to one's country
<b>Gratitude</b>	Feeling of thankful appreciation for benefits received
<b>Courtesy/Civility</b>	Polite and courteous behavior towards others in words and action
<b>Generosity</b>	Unselfish willingness to give and share your time and talents
<b>Kindness</b>	Being gentle, willing to help, friendly, and considerate
<b>Self-Confidence</b>	Positive attitude about and trust in one's self, self assurance
<b>Flexibility</b>	Adaptability and versatility
<b>Creativity</b>	Clever, imaginative, inventive
<b>Diligence</b>	Consistent attention to quality work
<b>Initiative</b>	Proactive thinking and taking action on your own
<b>Self-reliance</b>	Relying on one's own abilities, efforts and determination
<b>Acceptance</b>	Recognition of diversity of others and their culture
<b>Forgiveness</b>	Benefiting yourself and others by ceasing to feel resentment
<b>Cooperation</b>	Working with others towards a common goal
<b>Fairness</b>	Equal treatment of behavior and viewpoints of others
<b>Dedication</b>	Sense of commitment and duty
<b>Motivation</b>	Desire or drive to move towards a goal
<b>Determination</b>	Inner strength to pursue a goal or task
<b>Perseverance</b>	Working hard without giving up
<b>Honesty</b>	Truthfulness and sincerity
<b>Dependability</b>	Ability to be counted on and trusted
<b>Loyalty</b>	Faithful to a person, an organization, or a country
<b>Courage</b>	To meet a challenge without giving into fear
<b>Patience</b>	The power to wait calmly without complaining