

**HOPEWELL MEMORIAL
JUNIOR HIGH SCHOOL**



**STUDENT HANDBOOK
2022 - 2023**

2022-2023
JR. HIGH STUDENT HANDBOOK
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Hopewell Memorial Junior High School

Student Handbook



ADMINISTRATION

Interim Superintendent: Dr. Robert Kartychak **Director of Curriculum:** Dr. Joel Roth

Business Manager: TBA **Director of Special Education:** Dr. Lynn Utchell

Coordinator of Pupil Personnel Services / Title IX Coordinator: Mrs. Donna Steff

School Psychologist: Mrs. Heather Roach

Jr. High Principal: Mr. Edward Katkich

Jr. High Assistant Principal: Mr. Louis Ceccarelli

JUNIOR HIGH SUPPORT PERSONNEL

5th/6th Grade School Counselor: Mrs. Janae Batchelor

7th/8th Grade School Counselor: Mrs. Nikki Rodgers

School Nurse: Mrs. Adriane Prickett

SECRETARIAL STAFF

Mrs. Dixie LoVerde & Mrs. Alyana McDonald

PLEASE NOTE:

Only essential visitors will be permitted in the Jr. High. If an item needs to be delivered to a student, the item (**with the student's name attached**) can be placed on a table located within the vestibule, directly outside of the main office. The student will then be called to retrieve the needed item.

If an emergency would necessitate someone to enter the Jr. High School building, the school visitor MUST have picture identification available for review.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of sex in the educational program or activity that it operates and is required by Title IX to not discriminate in such manner. This requirement extends to employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Office for Civil Rights Assistant Secretary, or both. The Title IX Coordinator's contact information is:

Mrs. Donna Steff- Coordinator of Pupil Personnel Services/Title IX Coordinator
Hopewell Area School District, 2354 Brodhead Road, Aliquippa, PA 15001
724-375-6691 x3014



HOPEWELL AREA SCHOOL DISTRICT MISSION STATEMENT

The mission of the Hopewell Area School District, unified from three townships and dedicated to excellence, is to guarantee all students the best possible education by utilizing quality resources, ultimately developing ethical citizens who are committed to their community and who are able to reach maximum potential.

Our beliefs are that family support and encouragement are primary influences in the development of the individual; learning is a lifelong process that contributes to the development of personal potential and self-worth; family and community all share in the responsibility for the learning process. Our attention is also directed toward the fact that all people have intrinsic worth, the right to be treated with respect and dignity, and need to be encouraged to flourish in a healthy learning environment. Adaptability, supported by critical evaluation, applying current technology, and promoting essential ethical behavior, along with high expectations for excellence in academics, all contribute to the development of the skills necessary for functioning in a changing world.

Educational Philosophy for Grades 5 → 8

The purpose of a junior high school is to provide multi-faceted learning experiences for the early adolescent to promote positive growth in learning and an increased awareness of the responsibilities that go hand-in-hand with that growth. This process requires us to bring the early adolescent from the dependence of childhood and the elementary classroom to the maturity and independence necessary for young adults in the high school.

We believe the learning experiences during early adolescence should reflect the need of accepting responsibility for more mature choices in all areas of growth. Our goals for this growth include personal health, maximum effort in academic achievement, positive recreational and leisure time pursuits, and a deeper knowledge of, and commitment to the American way of life.

For the adolescent to fulfill these goals and form the desirable attitudes and habits necessary in order to meet these responsibilities, the Junior High program must provide a solid curriculum in Language Arts, Mathematics, Science, and Social Studies. In addition, our program reflects the exploratory needs of the early adolescent by providing instruction in the areas of Art, Music, Computer Literacy, Physical Education, Health, Technology Education, Band, Chorus, and reading for pleasure. We are also pleased to offer introductory on-line courses this fall along with a STEAM education course entitled InnovatED.

The Junior High must seek a close relationship with the home and the local community in an effort to better nurture, guide and develop the good citizens needed for our future economic and social well-being. We are committed to the concept that early adolescent learning should be structured to the individual's needs and capabilities as far as our current technology makes this possible. We are also committed to extensive guidance and extracurricular programs in order to meet the social growth needs of early adolescents. These programs provide the opportunities to develop self-esteem, leadership skills, poise in stress situations, and a sense of belonging to activities that foster self-worth and emotional maturity.

It is our primary responsibility to develop, within each of our students, a strong sense of Purpose, Passion and Pride through academic accomplishment, self-esteem, and social awareness. The Hopewell Area School District is fortunate to have the support of the Board of Education who provides the facilities, materials, and trained professional personnel to accomplish our goals as junior high educators. Working together, we can achieve the goals set forth herein, and provide our students with a solid foundation to connect the educational bridge from childhood to the status of young adulthood.



2022 - 2023 DISTRICT CALENDAR

Hopewell Area School District

2022-2023 School Calendar

August 2022							September 2022							October 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
February 2023							March 2023							April 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
May 2023							June 2023							July 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

Holiday
 Early Release Day
 In-Service

Act 80 Day
 Act 80 1/2 Day K-12
 Act 80 1/2 Day K-8

First and Last Day of School
 End of Grading Period

Aug 22-24	In-Service (#1, #2, #3)
Aug 25	First Day of School for students
Sep 5	Labor Day (Schools Closed)
Sep 30	Act 80 1/2 Day K-8 Only
Oct 27	End of Grading Period
Oct 28	Act 80 1/2 Day K-8 Only
Nov 4	Act 80
Nov 11	Veteran's Day (School Closed)
Nov 23	Act 80 K-12 1/2 Day
Nov 24-28	Thanksgiving Recess
Dec 22	K-12 Early Dismissal
Dec 23-Jan 2	Christmas Recess (Schools Closed)

Jan 13	End of Grading Period
Jan 16	In-Service (#4)
Jan 27	Act 80 1/2 Day K-8 Only
Feb 20	President's Day (Schools Closed)
Feb 24	Act 80 1/2 Day K-8 Only
Mar 17	In-Service (#5)
Mar 22	End of Grading Period
Apr 6-11	Spring Recess (Schools Closed)
April 28	Act 80 Day
May 12	Act 80 1/2 Day K-8 Only
May 29	Memorial Day (Schools Closed)
May 31	Last day for students, Early dismissal, Graduation
Jun 1	In-Service (#6)

Hopewell Memorial Junior High

Bell Schedule

2022 - 2023

Main Bell Schedule

Pd	Begins	Ends
HR	8:00	8:10
1	8:13	8:55
2	8:58	9:40
3	9:43	10:25
4	10:28	11:10
5	11:13	11:55
6	11:58	12:40
7	12:43	1:25
8	1:28	2:10
9	2:13	2:55



Lunch # 1



Lunch # 2

Two-Hour Delay Schedule

Pd	Begins	Ends
HR	10:00	10:06
1	10:09	10:36
2	10:39	11:06
3	11:09	11:36
5	11:39	12:16
4	12:19	12:46
7	12:49	1:25
6	1:28	1:55
8	1:58	2:25
9	2:28	2:55



Lunch # 1



Lunch # 2

Early Dismissals Schedule # 1

Pd	Begins	Ends
HR	8:00	8:06
1	8:09	8:38
2	8:41	9:10
3	9:13	9:42
5	9:45	10:15
6	10:18	10:47
7	10:50	11:20



Lunch #1



Lunch # 2

Early Dismissals Schedule # 2

Pd	Begins	Ends
HR	8:00	8:06
8	8:09	8:38
9	8:41	9:10
4	9:13	9:42
5	9:45	10:15
6	10:18	10:47
7	10:50	11:20



Lunch #1



Lunch # 2

**Early Dismissal
Bell Schedule Rotation
2022 - 2023**

Date	Schedule
September 30, 2022	Schedule #1 - HR, 1, 2, 3, 5, 6, 7
October 28, 2022	Schedule # 2 - HR, 8, 9 , 4, 5, 6, 7
November 23, 2022	Schedule #1 - HR, 1, 2, 3, 5, 6, 7
December 22, 2022	Schedule # 2 - HR, 8, 9 , 4, 5, 6, 7
January 27, 2023	Schedule #1 - HR, 1, 2, 3, 5, 6, 7
February 24, 2023	Schedule # 2 - HR, 8, 9 , 4, 5, 6, 7
May 12, 2023	Schedule #1 - HR, 1, 2, 3, 5, 6, 7
May 31, 2023	Schedule # 2 - HR, 8, 9 , 4, 5, 6, 7



Write in your daily bell schedule below:

	Class Name	Class Begins	Class Ends	My Lunch Period is...
HR/Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
Period 6				
Period 7				
Period 8				
Period 9				

Morning Arrival Notice

(Reference the following picture for specifics)

Families are to use the left (outside) lane starting near the tennis court. Please do not cross the double yellow line until you get on school grounds near the tennis courts when it turns into a single yellow line. From that point cars are to remain in the outer lane the entire way around the building. **No cars are permitted in the inner lane closest to the Jr. high building. This lane is reserved for school buses only.**

When dropping off your child, pull all the way forward to the end of the median near Laird Avenue and the front tennis courts. Doing so allows for students in multiple cars to exit at one time. If all pull up directly across from the Jr. High main entrance one car at a time and then students exit, we encounter a great deal of congestion around the building.

Please do not cross traffic at any time when departing school property in the direction of the Police Department. Also, do not block the intersection near the Police Department. Doing either hinders the bus drivers' ability to navigate the turn on to school property and delays student departure times. Please use caution while on school grounds during both morning arrival and dismissal times.

Students can enter the building after 7:30 AM. Homeroom begins promptly at 8:00 AM. Students not in their homeroom at the 8:00 AM bell will be marked tardy. A *Grab-N-Go* breakfast is served until 8:00 AM



Dismissal / Student Pick-Up Notice

(Reference the following picture for specifics)

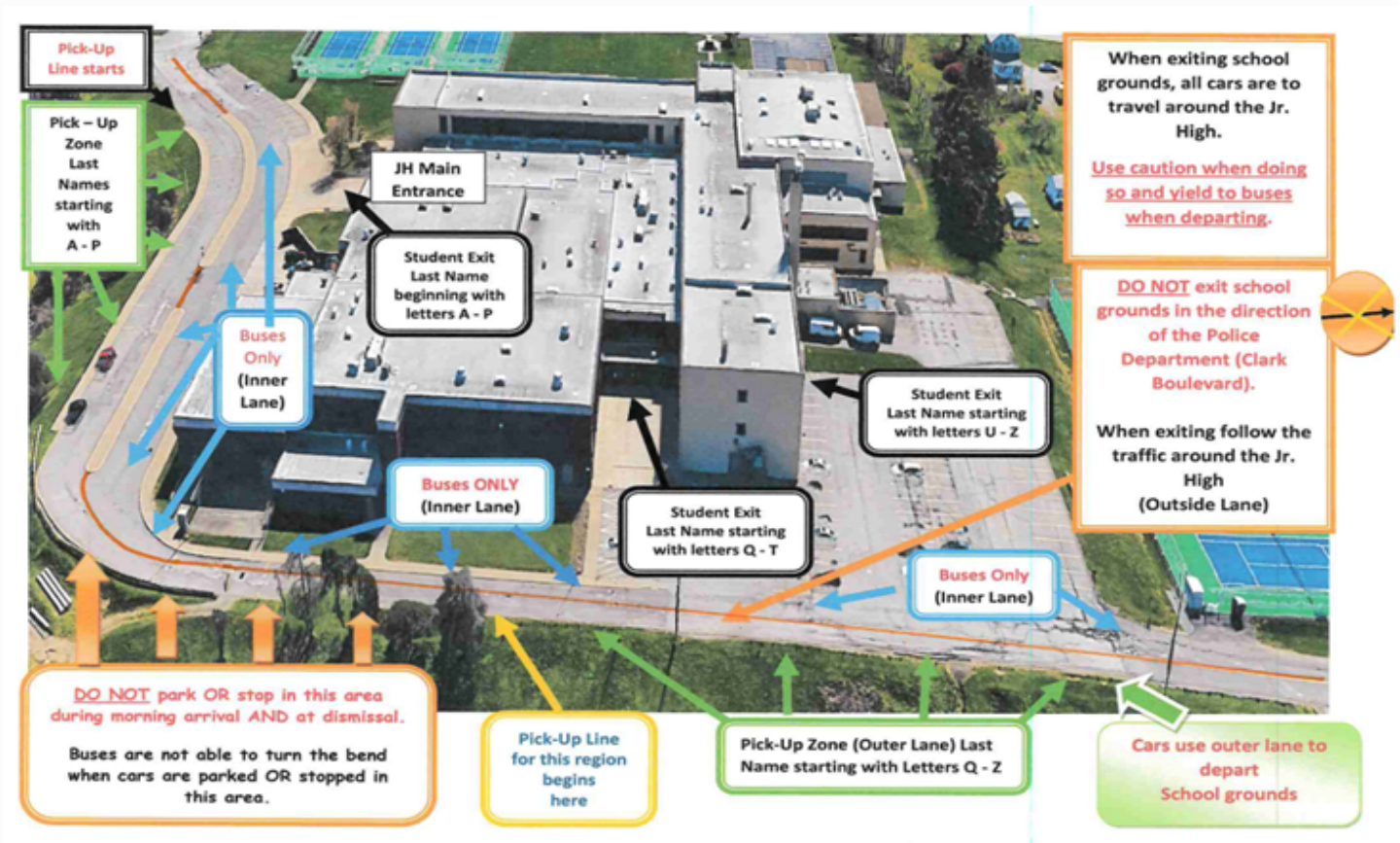
Students walking home from school or picked -up will be dismissed at 2:55 PM.

Families picking-up students are to wait in the designated area by the first initial of the student's last name. These areas are located along the curb near the front entrance to the Jr. High and along the hillside in the back of the building (near soccer/football field). The locations students will exit the building and the designated pick-up areas are noted on the following picture by the first letter of the student's last name.

After your child has entered your vehicle, please do not pull around other vehicles in order to quickly depart school grounds. Use extreme caution when exiting school grounds via the outer lane to prevent an accident or injury. **The inner lane is designated for school uses only.**

Please do not cross traffic at any time when departing school property in the direction of the Police Department. Also, do not block the intersection near the Police Department. Doing either hinders the bus drivers' ability to navigate the turn on to school property and delays student departure times. Again, please use caution while on school grounds during both morning arrival and dismissal times.

Students riding a bus home from school will be called to their bus upon arrival.



Hopewell Memorial Junior High School Expectations

What parents should expect from schools:

- To be treated with respect.
- To be treated as a partner in your child's education.
- To be informed about the school's rules, philosophy and the dates of upcoming events.
- To be informed about what you should do at home in order to assist the school in helping your child be successful in school and in life.

What schools should expect from parents:

- Support of the school's mission, program and rules.
- To be treated with respect.
- Discuss with your child the importance of getting a good education for success.
- Talk every day about school in a positive way and listen to the needs of your child.
- Read to your child. Have books, newspapers and magazines available.
- Communicate with your child's teacher – Be an active partner in the educational process.

What schools should give to students:

- Adults who model what they expect from the students.
- Equal and fair treatment.
- A safe environment that offers consistency and structure.
- Challenging and interesting courses.
- An opportunity to develop competency in basic skills – reading, writing and math.
- Teachers who hold high expectations for all children.

What schools should expect from students:

- **Be Kind....**
- **To Yourself:** Be Honest, Be On Time, Come prepared to class, Dress appropriately, Complete assignments, Use your time wisely, Follow the rules, Do your best on all activities and assessments, Ask questions
- **To Others:** Treat others with respect, Keep hands, feet and other objects to yourself, Listen while someone else is talking, Use property as it was intended to be used, Leave others' belongings alone
- **To Your School:** Be a positive example to others, leave spaces better than you found them, respect school property and equipment, use property as it was intended to be used, Use recycling and garbage cans throughout the building
-

HOPEWELL AREA SCHOOL DISTRICT

ACCEPTABLE USE POLICY FOR TECHNOLOGY

The Hopewell Area School District recognizes that technology is an essential instructional tool 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 21st century. Technology skills are a necessity for our 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 agreement or any other use that is not included in the agreement but has the effect of harming people, infrastructure, or hardware.

For the protection of students, Hopewell Area School 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 network and avoid these sites.

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

- 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 viewed 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.
- 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.

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

- 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.
- 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.
- Any unauthorized attempt to access the Hopewell Area School 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" or is prohibited.
- 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.
- The Hopewell Area School 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.
- The Hopewell Area School District may terminate the availability of Internet, network, or computer technologies accessibility at its sole discretion.

Bring Your Own Device (B.Y.O.D)

In recognizing the need to prepare 21st Century learners to be adept at the appropriate use of technology as a key component to learning, Hopewell Area School District provides a device to all students, but also has adopted a Bring Your Own Device (BYOD) policy. This policy will allow students of the District

- To bring their own technology or personal devices to school.

- To Opt-out of Student 1:1 Device (Chromebook/iPad) A parent/guardian may choose to decline a 1:1 device for their child(ren) ONLY if they decide to provide a personally purchased device to their student. An important consideration: Should your child opt-out and choose to use a personally owned device instead, please understand that
 - software (apps) purchased by the District **may not** be available or distributed to personally owned devices.
 - • **Students who opt-out will not receive technical support of any kind for any personally owned devices.** It will be the responsibility of the parent/guardian & student to ensure the device is working properly and effectively every day. Failure to ensure the device is operating adequately may be viewed as though the student is not prepared for class.
 - • Students who opt-out will be prohibited from using any District-owned PC, Chromebook or iPad. Normally, those enrolled in the 1:1 program have the benefit of having access to loaner devices should they encounter issues or forget their device at home. **This will not be the case for those who opt-out.**
 - Students using personally owned devices are responsible to purchase any software/apps required for a class. The District will purchase software/apps for District owned devices only. Software/apps may be required at any time without notice.
 - Students using personally owned devices **are responsible for providing internet via a hotspot or other telecommunication relay device** to their devices while on school district property. **Their devices will not be allowed on the network at any time**

Web 2.0 Tools

- Use of blogs, wikis, educationally-based social networking sites, collaboration sites, and other similar web 2.0 entities (including the Hopewell Area School District website and Moodle) are tools for learning, and as such will be constrained by the requirements and rules of classroom teachers.
- Use of Google apps, including email access, are available through the school's domain to selected students and teachers inside and outside the building but this is still considered a classroom space and must be treated as such.
- 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 this document will serve as parental permission to use these sites under the guidance of a classroom teacher.
- Users are forbidden to access chat rooms, blogs, or similar sites without the express permission and guidance of a teacher or administrator.
- The use of anonymous proxies is a form of impersonation and is strictly forbidden.
- The use of devices for game playing is prohibited unless approved and monitored within a course or during a faculty 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:

- Users may not swear, use vulgarities, harass, or use any other inappropriate language. Abusive language will not be tolerated.
 - Do not write anything ANYWHERE you would not want your parents to read or to be read out loud 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 not appropriate for use online.
 - What you say and do online should be reflective of who you are.
 - You are representative of the school when you are online in class.
- 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.
- 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.
- Don't give out personal information about yourself or someone else.
- Instant messages, away messages, and profiles can be copied and pasted.
- 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 doesn't infer the right to copy or distribute it.
- Respect the ideas of others and if you disagree be constructive, not critical or rude.
- Users are expected to adhere to copyright laws.
 - Fraudulent or illegal copying, communication, taking or modification of material is prohibited and will be referred to the appropriate authorities.
 - The illegal use of copyrighted software, files, pictures, music or other electronic information is in violation of federal law and therefore strictly prohibited.
 - Students may not use plagiarized information to complete assignments. All Internet sources must be cited.
- **Cyber Bullying will NOT be tolerated.**

Limitation of Liability: In no event shall the Hopewell Area School 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.

- * Students are reminded to log out of their account when done using a Chromebook or other device. Students should also log out of their account when visiting the restroom, or at any time when away from the device. Failure to do so leaves a student's account open for others to access. **All students are responsible for any and all searches conducted while their personal student account is open and accessible on a school provided device.**
- * Failure to follow the procedures listed above will result in limitations to use, or loss/suspension of the right to access the Internet and/or use of any Hopewell Area School District's technology. Dependent on the incident, the user may be subject to other disciplinary or legal actions.

PLEASE SEE THE DISTRICT'S *VIKINGS CONNECT HANDBOOK* FOR ADDITION INFORMATION

Junior High School Academic Information

ACCESS TO STUDENT RECORDS AND ENROLLMENT INFORMATION

1. Access to student educational records is governed by federal and state regulations.
2. Federal regulations give both natural parents the right to inspect, review, copy, and request corrections related to their child's records, unless there is a court order, state statute, or legally binding document specifically prohibiting access.
3. All requests by parents to access or copy their child's records must be put in writing.
4. All written requests should include the following:
 - Name of parent, child, and current address and phone number

- A short explanation as to why the records need to be accessed
5. Requests by non-custodial parents or guardians are to be made according to the following procedure. A written request should be submitted that includes:
- Name, current address, and phone number of the parent making the request; please include 6 (six) stamped self-addressed legal-size envelopes with your request to receive report cards
 - Name, current address, and phone number of the custodial parent
 - Reason for accessing the records
 - Personal identification, verified by school authorities, of the requesting, non-custodial parent
 - Notification to the custodial parent
6. **Custodial parents have two (2) weeks to produce a copy of a court order or similar legal document that may limit this access.**
7. **In the absence of a court order, etc., the requesting parent has the authority to inspect and review the child's records.**

HOMEWORK GUIDELINES

DEFINITION:

“**Homework**” is defined as any work planned by the teacher to be completed by the student, outside of the regular classroom and without the immediate supervision of the teacher.

HOMEWORK PHILOSOPHY:

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

OBJECTIVES OF HOMEWORK / HOMEWORK WILL BE UTILIZED:

- As a constructive tool to aid in the learning process.
- To review, reinforce, and extend important classroom learning.
- To continue use of the skills needed for independent work.
- To stimulate the student's initiative, creativity, and responsibility.
- To assist students in the planning of long-term projects and using the concept of time management.
- To practice good study habits.
- To encourage the out-of-school learning process.
- To encourage the use of community resources to develop research skills.

PARENTS SHOULD:

- Demonstrate an interest in their child's homework.
- Provide an environment at home conducive to studying.
- Help your child to develop a schedule that balances special interests, leisure activities, and academic work.
- Help to motivate your child to complete assignments and do his/her best work.
- Assist your child with assignments, but do not do the assignment for him/her.
- Call the teacher(s) regarding any problems that you may observe.

STUDY SKILLS

THE FOLLOWING INFORMATION SUPPLIES SOME HELPFUL HINTS FOR STUDY SKILLS:

1. Scan your course material;
2. Create a “structural overview” of the information, this includes: focusing on headings, subheadings, support details, key words, charts, graphs, and pictures that are present within the chapter;
3. Read for understanding the first time by chunking reading assignments into smaller segments and using good time management skills;
4. Take short rest periods between reading and studying;
5. Review vocabulary, especially unknown words;
6. Rewrite the material in your own words as often as you can;
7. Associate the ideas presented to something familiar to you;
8. Make up your own test questions for review of the material.

KEEPING UP WITH LECTURES:

1. Be an active participant in class by reading before going to class;
2. Formulate questions about what you read;
3. Ask your questions during class time;
4. Use a “structural overview” or “cognitive map” to organize your material for a clearer understanding of the ideas present;
5. Ask questions about what you hear in class to clarify your understanding;
6. Take notes in class and review your notes periodically for better retention of the material;

MEMORY – STUDY – TIME MANAGEMENT:

1. Do not simply memorize your material; use a study strategy for better recall;
2. Use note cards and image charts (cognitive maps) for a faster association to the materials presented;
3. Use different study techniques for different subjects;
4. Study subjects that you do not like or have difficulty with first;
5. Schedule regular study hours and stick to them.

DECIPHERING TESTS:

1. Pay attention to qualifying words and determiners;
2. Look for the topic of the question, the category of the subject, and the qualifier;
3. Eliminate unnecessary information from the question and focus on what the question is asking for;
4. Rephrase the question to focus on exactly what is being asked;
5. Focus on the “stem” of the question and look for the specific or general data within the question and in the answer;
6. Throw out any irrelevant answers;
7. Evaluate your remaining choices as per what the “stem” of the question is seeking;
8. Know your terms when interpreting questions for essay questions;
9. Choose answers that are synonymous with words or phrases that are related to the question;
10. The word when in a question usually corresponds to if in the answer;
11. Look for grammatical cues and key words within the question;
12. Watch for specific and non-specific determiners;
13. Outline your data before answering an essay question.

PROMOTION POLICY AND HONORS STANDING

A serious effort is always made in evaluating each student's progress.

Distinguished Honors and Honors Standing Computation:

All subjects constitute the major determinants for calculating both distinguished honors and honors standings. Grades are averaged and carried to the tenth place; **the result is rounded off.**

Distinguished Honors

Range: 3.6 - 4.0
All courses averaged
together equal at least
a 3.60 with no C's, D's
or E's

Honors

Range: 3.0 - 3.5
All courses averaged
together equal at least
3.00 with no D's or E's
and at most only one C

Invalid Standing

Any grade of 1.5 or lower
in any subject or an incomplete
will invalidate any honors
standing

GRADE 7 AND 8 PARENTS PLEASE NOTE:

The names of the Hopewell Memorial Junior High School Distinguished Honors and Honor Roll students (grades 7 and 8 only) may be placed on the District web page on the Internet (www.hopewellarea.org). Parents who do not wish their child's name and/or picture to appear on the District and/or Jr. High web-page should send a signed statement indicating so to the Jr. High Office prior to the end of the first grading period.

PROMOTION:

- Students in grades 5-8 who pass all of their subjects will be promoted to the next grade.

RETENTION:

- Students in grades 5-8 who fail **one or more subjects** may be required to repeat the grade.

SPECIAL EVALUATION:

- A student may be transferred when it is determined that it is socially, emotionally, and educationally unsound to retain the student.
- Students in the borderline ability area should be evaluated on individual effort and growth, not on a standard competitive basis.
- Students should be identified in the fifth grade and should receive supportive services from teachers, counselors, and administrators.

INCOMPLETE GRADES:

- Students who do not meet the desired level of completion and fulfill all assessment requirements for a course may be assigned an "INC". (incomplete) on their report grade. An incomplete grade should also be given when prolonged absence occurs due to illness or other problems preventing a student from completing coursework prior to the conclusion of a grading period.
- It is **the responsibility of the student** to make up all incomplete work within a reasonable amount of time that is agreed upon by the teacher and the student. Except for mitigating circumstances, **this time period should not**

exceed four weeks.

- **If the four-week extension is exceeded the grade will become a 0% for the incomplete assignment.**
- An incomplete grade may also be given when course requirements are not fulfilled.

MAKE-UP WORK:

- It is the responsibility of each student to see each of his/her teachers and arrange for the completion of make-up work. Students who are absent three consecutive days or more are permitted to call the Jr. High School Office to request assignments. ***We request a 24-hour turn-around time.*** Work can be picked up in the main office the next day after a request is made.
- Extended long-term absenteeism, (**over one week**), due to a medical condition and certified by a physician should be reported to the School Counselors' Office immediately. A plan for making up work will be devised by the teacher(s), parent, and principal and advice of a physician at a meeting to best serve the needs of the student.
- The number of days students have to make up missed assignments will be the same as the number of days absent. If the absence will be more than 3 school days, a medical excuse will be requested.
- Undocumented, habitual absenteeism that leads to the lack of academic work being completed may result in an incomplete grade being assigned for the grading period.

***** Projects and assignments due on the date of a scheduled school affiliated trip or activities are to be submitted prior to departure, or upon return unless the activity begins prior to 8:00 AM and concludes after 2:35 PM, unless prior arrangements have been made with specific teachers. In the event that the activity starts prior to 8:00 AM and ends after 2:35 PM, students are expected to turn in all projects and assignments the following school day.**

LIBRARY POLICY AND PROCEDURE

Library Admittance:

Passes: Students- you MUST have a pass from your teacher to come to the library.

- You can get your pass from your homeroom teacher or from your subject teacher. Your pass must be signed and timed by the teacher whose class you are currently in. When you come into the library you should sign in on the sign in sheet and put your pass in the plastic bin. When you leave the library, the librarian will sign and time your pass again and you will return your pass to your classroom teacher.
- There are two types of passes, a regular library pass (green or yellow) and a pink research pass. A regular pass allows students to check out books and/or take AR quizzes. Students with a regular pass should limit their library visits to 10 minutes. Students on a research pass may spend up to one period in the library (with their teacher's permission) and may use the internet for their school-related research. Students are not permitted to use the internet or type unless they have a pink pass.

Library Hours: The library schedule changes each week. Your teacher will post a copy of the library schedule in your room each week. The schedule will also be posted on the front doors of the library. If the library is "CLOSED" you may not use it. Please check the schedule before entering the library so as not to disturb classes.

Book Circulation:

Library ID Number: You will be given a library number that you will use to check out books. This number will be yours as long as you are a student at Hopewell Memorial Junior High.

Number of Checkouts: Students in fifth grade can check out up to 2 books at a time. Students in all other grades can check out up to 4 books at a time. (***As long as nothing is overdue.***)

Loan Period: Most books can be checked out for up to 10 school days. The book due date will be written on the whiteboard every day. Books may be renewed as long as there are not any holds on it. You must present the book to the librarian to renew it. Books can be returned before the ten days are up. You may return your books at any time by placing them *gently* in the book drop at the front desk.

Overdue Books: If you receive an overdue notice your books should be returned to the library as soon as possible. There are no fines for overdue books. *If, however, a book is extremely overdue, your report card will not be released to you until the book is returned or you have paid for it.*

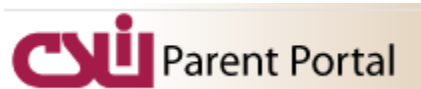
Fines: You are responsible for any book that is checked out to you. Please see the librarian if you cannot find your book. If you lose or damage a book, you will be expected to pay for the cost of repair or replacement. Your report card will be held until you pay for the book. If, within one year, a book you paid for is later found, you will receive a refund for the book. After one year, no refund will be issued.

Holds: You may place a “hold” on a book if someone else has it checked out. Fill out a “Book Hold Form,” located at the front desk. Give the form to the librarian. Your hold will be entered into the computer. When it is your turn to receive the book, it will be checked out to you and placed in your teacher’s mailbox. If you have an overdue book or are up to your checkout limit, you will be given three school days to return the items. After 3 days, the hold expires and the book is re-shelved or passed on to the next person in line.

Young Adult Books: There is a teen section in the library. The books are labeled YA and are exclusively for 7th and 8th grade students. 5th and 6th grade students who wish to check a book out from this section must give the librarian a signed note from their guardian designating the title of the book they are permitted to check out.

Library Computer Use:

- A. Student computers have a variety of programs to help you with information. You can use *the online catalog or OPAC* to find books in our library. Other online resources, including Power Library, can be used for research. Students are instructed regarding the use of these programs and any questions or problems should be directed to the librarian.
- B. Illegally accessing, altering, damaging or the destruction of any computer system, network, software program, or database is unlawful and the appropriate referrals will be carried out for disciplinary action which may include restitution being paid to the District for any damage and/or costs incurred as a result of the act.
- C. **Internet Use:** You must have written permission from a parent or guardian to access the Internet in the library (on file in the office). **You must get a pink research pass from your subject teacher.** You will lose your Internet privileges if you are surfing the net without permission.
- D. **Printing:** You are permitted to print **one (1) copy** of an article to take with you if needed. See the librarian if you only need part of an article or if the article is very large. If you make many copies of the same article you may be charged for the wasted paper. **Please report computer or printer problems to the librarian immediately. Do not try to fix printer problems or computer problems yourself.**
- E. Illegally accessing, altering, damaging, or destroying any computer system, network, software program, or database is unlawful, and the appropriate referrals will be carried out for disciplinary action. This may include restitution being paid to the district for any damage and/or costs incurred as a result of the act.



store grades, track discipline, produce report cards, and more. The Parent Portal provides parents with the opportunity to access up-to-the-minute grades their children are earning in each of their classes. In addition, the Parent Portal shows how many times students have been absent during the year, any projects or assignments that haven't been completed or are missing, and other school information that parents may find useful. The SIS Parent Portal, may be accessed from any location with Internet access. The application uses a secure link that encrypts the data to and from the end user and is very secure.

Parents using the Parent Portal will be able to access the system using one password to access all their student's records. Parents will also be able to update addresses, email information, contact information and emergency contact information through the Portal. Access to the SIS Parent Portal will be provided via a link from the District's website, www.hopewellarea.org Further instructions and FAQ's are provided on the website.

Parents/Guardians must update contact information in the CSIU Parent Portal in order for their child's/children's schedule to be released at the onset of the school year

Junior High Attendance Information

Attendance Issues

(All attendance related issues have been summarized here for the purpose of focusing attention on the specifics within the school board policy.)

No student should exceed absences of:		Exceeding this limit may result in:
Grades 5/6	Thirty (30) days in a school year	<ul style="list-style-type: none"> • A grade of incomplete (I) for the school year • No promotion to the next grade.
Grades 7/8	Twenty (20) days in a school year OR Ten (10) days in a semester course, meeting five (5) days per week	<ul style="list-style-type: none"> • An incomplete (I) for the course • No progression to the next level course for which the incomplete was a pre-requisite. • Summer school will be recommended <ul style="list-style-type: none"> ◦ <i>Upon successful completion of the coursework, promotion may be granted.</i> • Excessive absences that go well beyond the limits will result in the student repeating the grade level.

Absence From School

- Student must report directly to his/her homeroom teacher with a written excuse from parent/ guardian, stating the reason for the absence. If the student forgets the excuse, it must be presented within three (3) days of returning to school or the student will be in violation of Pennsylvania School Code's Compulsory Attendance Law and will be considered truant for the days missed. The number of days students have to make up missed assignments will be the same as the number of days absent. If the absence will be more than 3 school days, a medical excuse will be requested.
- **Although parental excuses will be accepted to verify an absence, the absence is not excused and will count against the number of days allotted per grade level during the school year.**
- Those absences accompanied by medical documentation, signed by a registered physician are considered excused and will not count against the number of days allotted per grade level each year.

Scheduled school affiliated trips or activities (including sports) do not count as absences from school. Students are considered present when participating in these events. Therefore, projects and assignments due on the date of a scheduled school affiliated trip or activities are to be submitted prior to departure, or upon return unless the activity begins prior to 8:00 AM and concludes after 2:35 PM, unless prior arrangements have been made with specific teachers. In the event that the activity starts prior to 8:00 AM and ends after 2:35 PM, students are expected to turn in all projects and assignments the following school day.

Early Dismissal

- To reduce the sharing of paper, parents/guardians can submit an early dismissal request via the [Google Early Dismissal Form](#) on the Jr. High Website, or send an email directly to both Jr. High secretaries – Mrs. Weil (weilv@hopewellarea.org) and Mrs. LoVerde (loverded@hopewellarea.org).
- **Early dismissal notices are recommended to arrive by 9:00AM each day.** Under extenuating circumstances, emails will be accepted after this time.
- **If submitting via email, the email **MUST** include:**
 - Child's full name, homeroom/period 1 teacher, reason for early dismissal, and adult's name and relationship to the student - the individual picking up the child.
- **Upon arrival at the Junior High, adults will buzz the JH Main Office Door Buzzer to notify the secretaries of their arrival.**
- **Students will meet the adult outside. Individuals should have photo identification available for verification purposes.**
- It is the student's responsibility to report directly to the main office at the time of early dismissal.

Tardiness

- A student who is tardy to school must report directly to the main office immediately upon arrival.
- To reduce the sharing of paper, parents/guardians can submit a tardy notice, for attendance purposes, via the [Google Tardy Form](#) on the Jr. High Website, or send an email directly to both Jr. High secretaries – Mrs. Weil (weilv@hopewellarea.org) and Mrs. LoVerde (loverded@hopewellarea.org).
- **If submitting a request via email, the email **MUST** include:**
 - Child's full name, homeroom/period 1 teacher, reason for later arrival dismissal, and adult's name and relationship to the student.
- Late arrival excuses should occur immediately before or after late student arrival to school.
- Parents and guardians do not have to enter the building.
- At the point that a student obtains 3-5 tardies a written warning will be issued. **Those tardies over five (5), or associated with an excessive number of minutes, will result in disciplinary action that may include, but are not limited to, Office Detention, Saturday Detention or T.L.C.** Additionally, repeated tardiness to school places a student and his/her parents in jeopardy of violating the Commonwealth of Pennsylvania School Code's

Compulsory Attendance Law. **[Exception: Student entering late from a doctor or dentist appointment with proof of the visit (medical documentation from the doctor).]**

- Tardiness to class will not be tolerated. Each teacher will take the necessary steps to correct the problem.

Truancy

Any truant behaviors may result in a referral to the Beaver County Truancy Prevention Program (TIPS) for chronic truancy and/or a citation from the district magistrate for a violation of the Commonwealth of Pennsylvania's Attendance Policy.

Withdrawal From School

Students must report to the office on the morning of the last day of attendance to:

- Return all books to the proper teachers.
- Pay all fines due (including library fines).
- Return signed forms to the office.

*** Students are not considered withdrawn from school until all steps within the procedure have been completed and the district receives a request for records from the school or school district in which the student will be enrolling.**

Additional Issues:

a. Homebound/Tutorial Instruction:

Students participating in these school district approved programs will be regarded as present in the classroom for each day of the approved period.

b. Suspension (Disciplinary Action)

- Students are permitted to make up exams and missed work.
- Make up work will be evaluated for credit.

c. Absences Requiring Principal Approval

- Absences for religious holidays.
- Absences exceeding three (3) school days for health care purposes (verified through the school nurse).
- Absences for tours/trips of educational value to the student.
- Absences for career exploration programs, such as "take your child to work" programs.
- Absences for career exploration programs that are a part of the school's curriculum.

HOPEWELL AREA SCHOOL DISTRICT VACATION POLICY

Subject to the conditions and requirements regarding student attendance and academic progress, each principal in his/her sole discretion may approve requests for student vacations during the school year in accordance with the following terms and conditions.

Link to access form on Jr. High Website: (<http://www.hopewellarea.org/HopewellJuniorHighSchoolForms.aspx>)

1. Requests must be submitted on the District's approved Vacation Request Form (located on the Jr. High Website) to the Office of the Principal **a minimum of three (3) days prior to the start of the vacation** or that absence will be considered unexcused or illegal, and must detail the specific reasons for requesting accommodations.
2. Students may not exceed more than ten (10) school days for vacationing.
3. Vacation time will be counted toward the twenty (20) day [grades 7 & 8] or thirty (30) day [grades 5 & 6] Attendance Policy, and if approved, will be listed as legal absences.
4. Students must be in good academic standing (passing all courses) to be considered for a school sanctioned absence.
5. Excused time requires that all schoolwork be completed before, or within three (3) days upon return to school. Work that has not been completed within the time frame indicated will not receive credit.

Appeals of the Principal's determination may be forwarded to the Superintendent of Schools. The decision of the Superintendent shall be final.

RESIDENCY

The Hopewell Area School Board of Directors authorizes district administration the right to verify the residence of any individual attempting to or is currently enrolled within the Hopewell Area School District. Additionally, administration, on behalf of the district, reserves the right to rescind the enrollment of any individual(s) falsely claiming to reside or access a residence within the educational boundaries of the Hopewell Area School District for educational purposes. Verification of residence may entail a district representative's unannounced visit to the residence in question. At any time, additional information supporting residence may be requested of any family thought to be violating residency statutes. A person who knowingly provides false information in a sworn statement/documentation for the purpose of enrolling a child in the Hopewell Area School District for which the individual is not eligible commits a summary offense and is subject to any and all actions allowable by law.

Student Life and Activities

CLUBS & ORGANIZATIONS

Students are encouraged to make the most of the opportunities available to them at this school including our co-curricular activities and athletics. Taking advantage of experiences in a school-sanctioned activity may lead to a more positive education and a well-rounded person. Some of the noted clubs are only available to 7th & 8th grade students.

These clubs and organizations are open to Hopewell Junior High Students:

Algebra Club	Basketball	Book Club
Track and Field	5th/6th Grade Chorus	Softball
Eighth Grade Class	Wellness and Fitness Club	Football
Video Announcements	Garden Club	Drama Club
Soccer	Volleyball	Graphica Club
Newspaper Club	Yearbook	Band of Hope
Seventh Grade Class	Stock Market Club	Student Council
Technology Club	Wrestling	National Junior Honor Society
Art Club		

Criteria for NJHS Selection

- Grades 7 and 8 students with a GPA of 3.5 or higher are welcome to complete an application and return it by the designated deadline. **Please be reminded: When submitting an application for consideration, it does not a guarantee of admittance to NJHS.** A team of teachers and administrators will evaluate the applications.
- These applications are assessed for Leadership (offices held in clubs and activities), Service (volunteer time, without pay, to help others), Character (student disciplinary records and teacher letters of recommendation), and Scholarship (GPA of 3.5 or higher).
- Students selected to the NJHS must maintain a 3.5 GPA (checks are made at the end of each Nine Week Grading Period). Students are also expected to sustain the high qualities/pillars that comprise the National Junior Honor Society.

Locker Use & Policy

Lockers are assigned to students as a convenience for the storage of books, clothing, school materials and limited personal property and to facilitate movement between classes, activities and to and from school. Lockers are and shall remain the property of the school district. **No student may place or keep in a locker any substance or object that is prohibited by law, school board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building, or the building itself.** A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter. **Likewise, lockers can be searched without notice if and when there is reasonable suspicion that a locker contains materials posing a threat to the health, safety and welfare of the school population or district property. It is recommended that students do not keep valuables within their lockers.** Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. It is highly encouraged that students do not share a locker or provide another student with the combination to their locker. All school provided books, resource materials and personal items should be stored in a student's assigned locker and secured with the provided combination lock. Contents of a locker are the responsibility of the student assigned to that locker. Students are expected to maintain their locker and closely monitor contents so as not to violate any law, school board policy or school rule. **Lockers are not to be entered during the class period without written permission.**

To Open Lockers:

1. Spin dial to the right (clockwise) at least twice.
2. Stop at the FIRST number of the combination after 2 spins.
3. Spin to the left (counterclockwise) **PAST the first number** to stop at the second number.
4. Turn to the right (clockwise) straight to the last number of the combination.
5. Pull up on lever to open.

ATHLETIC & ACTIVITY ELIGIBILITY

ELIGIBILITY

- Student athletes and participants in extracurricular activities must pursue a curriculum defined and approved by the Principal as a full-time curriculum.
- **Students must have passed four full time subjects during the previous grading period.** Eligibility for the first grading period in the fall is based upon final grades from the previous year. In essence, if a student has not passed four full time subjects the previous grading period, that student will lose the privilege of participating in interscholastic sports or extracurricular activities for fifteen days of the next grading period.
- **Students must maintain an overall grade point average of 1.6 while competing in athletics or activities.** A roster of all athletes is provided by the school counselors to classroom teachers. Teachers will report students who have a cumulative failing grade during the current grading period in their course. If the athlete is failing other subjects as well, or if the student is not maintaining a 1.6 grade point average, that student will be rendered ineligible on a week-to-week basis until that student has raised his or her grade point average to a 1.6. Students in 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 Athletic Director will advise the coach or sponsor for the activity and the student of the reason for the ineligibility. The Guidance Counselor will advise the student's parent or guardian concerning the performance of the student and possible remedies.
- **Students who are ineligible on a week-to-week Sunday to Sunday basis will NOT be permitted to practice, play or participate in that week's activities.** The extra time allotted is to be utilized by the student to improve his or her work or to make up any missing assignments or tests.
- Participation in extracurricular activities is a privilege. **A student currently serving consequences for inappropriate school and/or bus conduct will be prohibited from participating in extracurricular activities.** Any student with multiple or serious disciplinary events may be excluded from participation for an extended period at the discretion of the administration.
- Participation of students in extracurricular activities (baseball, basketball, football, softball, tennis, volleyball, wrestling, etc.) does not serve as an excuse for not participating in the daily requirements of the physical education program. Students who opt to refrain from participation **will not be permitted** to participate in any school-affiliated activity on that day.

ATTENDANCE

- **Students participating in any athletic 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 partake in any activity that day. Students, who are legally absent because of a doctor's or dental appointment, funeral, etc., must produce a legal excuse and must also be cleared through the Principal's office. At the beginning of the season or school year, the coach or sponsor will address these issues with the participants.
- **A student who is absent twenty (20) or more days per semester will lose eligibility in the interscholastic sports program until such time the student has attended forty-five (45) days of school after the 20th absence.**

PHYSICALS

- Every student must have a physician's certificate signed by a licensed physician and a parent or guardian before he or she is permitted to practice or compete in any interscholastic sport or cheerleading. No student may practice until the exam has been completed. The school physician gives physical examinations for sports to the students at

a cost of \$10.00. Sites and times are posted throughout the year.

- 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.

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. **Report cards will be withheld until resolved.**

TRAINER

- Our District has a full-time licensed trainer who works in cooperation with our nurse to provide treatments of routine athletic problems. The trainer is available from approximately 1:30 pm 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

FIELD TRIPS/FIELD DAY

School affiliated academic trips align with the standards and curriculum at each grade level. Often students will be missing instruction in other classes to participate. Therefore, **projects and assignments due on the date of a scheduled school affiliated trip or activities are to be submitted prior to departure, or upon return unless the activity begins prior to 8:00 am and concludes after 2:55 pm, unless prior arrangements have been made with specific teachers. In the event that the activity starts prior to 8:00 am and ends after 2:55 pm, students are expected to turn in all projects and assignments the following school day.**

While the District offers opportunities for students to attend various school oriented trips beyond the confines of the Jr. High, those individuals failing to comply with established academic and disciplinary policies and/or regulations may be removed from the scheduled activity and/or activities. A student's forfeiture of his/her privilege of attending a field trip does not serve as an excuse from school on the day of the scheduled activity and will be subject to the criteria outlined in the attendance policy.

The following criteria are considered circumstances for removal from field trip/ field day or Olympic activities:

1. Students who have accumulated 10 or more disciplinary referrals over the course of the school year.
2. Students who have accumulated 20 or more non-medically documented absences in grades 7 and 8, or 30 non-medically documented absences in grades 5 and 6. ***Please refer to attendance policy for further information***
3. Students who are failing a course for either the current grading period or the school year.
4. Students who are assigned T.L.C. or O.S.S. on the day of a field trip.
5. Students who have violated the drug, alcohol and/or weapons policy.

YEARBOOK INFORMATION

The yearbook staff is comprised of students in 5th, 6th, 7th, or 8th grade who would like to participate. Meetings are held on Wednesdays after school from 3:00-4:00 p.m. in Mrs. Steff's room, 229. Students should listen to the announcements for details. Notification of yearbook sale dates, costs, etc. will be distributed during the school year and placed on the school website.

SOCIALS/DANCES/ACTIVITIES

Each social/dance will be held in the Hopewell Memorial Junior High School cafeteria.

- **Socials for 5th & 6th grade are from 3:00 –4:30pm.** These students should be picked promptly at 4:30. The time for socials is generally from **7:00 – 9:00 pm for 7th & 8th grade socials.** With this in mind, students should not arrive at the school prior to 6:50 pm and are expected to have made prior arrangements for rides home **promptly** at 9:00 pm. **Students wishing to depart the social prior to dismissal time must have a parent/guardian pick them up at the door with proper identification.** *Once they have entered the building, those students attending the evening's festivities will not be permitted to depart without parental phone contact.*
- Socials/dances are limited to those students from Hopewell Memorial Junior High School. **NO students from other school districts, or Hopewell Senior High School are permitted.**
- **Students absent from school, or assigned to a disciplinary consequence on the date of the scheduled social, dance and/or other school affiliated activity are not permitted to attend.**
- All rules that apply during the regular school day also apply to socials and other school related functions. Any student violating school policy will be subject to removal from the social and their parents will be contacted. In the event that additional discipline is required, the student will be referred to the administration where they may, in conjunction with other consequences, have their privilege of attending school-affiliated functions revoked. **Please note: Any student involved in a physical altercation during these events or any school affiliated event will automatically forfeit the privilege of attending future socials/dances/activities.**

Cell phone use is not permitted during socials.

- Should a student pose a danger to himself/herself, others in attendance, or the chaperones, the Hopewell Police Department will be summoned for assistance and charges are likely to follow.
- Student attendance at any school sanctioned event remains a privilege extended to those individuals in good behavioral standing and attend school in accordance with the attendance policy. Those demonstrating a pattern of detrimental behavioral conduct and/or attendance that violates the set standards are not permitted to attend/participate in school affiliated functions.

PUBLICATIONS AND DISTRIBUTION OF PUBLICATIONS

- Individual students, or groups, are not permitted to publish any materials on school property without proper faculty sponsorship.
- Bulletin boards within the school are used for the display of announcements related to school business. Students are not permitted to post or deface bulletin boards or remove any materials without the permission of a sponsoring teacher or building principal.
- Permission to post information from organizations or activities outside the school can be obtained from building administration.

STUDENT SALES/SELLING

- Students are not permitted to sell items for non-school affiliated activities, groups, sports or organizations during the school day.

- **Under no circumstances are students permitted to sell items for personal profit or gain.**

SCHOOL ASSEMBLIES

- Students are expected to respect one's self and others at all times;
- Unacceptable behavior such as: booing, foot stomping, whistling, heckling, talking, moving about, etc. will not be tolerated. Acts of this nature will result in the proper referral and disciplinary action being taken. Disciplinary action may include, but is not limited to exclusion from the program, future assemblies and/or events.

LOST AND FOUND

- The lost and found department is located in the zig-zag hallway. Any and all items found around the school building should be returned to the office so the owner can claim the item. Periodically, the contents of the lost and found area are removed and sent to charity.

VENDING MACHINES

- **Only available during lunch and after school**

WATER BOTTLES

*****The school district has modified existing water fountains so as to serve as a bottle refilling station rather than a traditional water fountain.**

Hopewell Memorial Junior High School will allow students to have water bottles in the classrooms with the following considerations:

- The container must contain water only. No juice, soda, energy drinks, etc.
- The container must have a closeable lid.
- The student will be responsible to fill the bottle between classes. A student may not leave class to fill a bottle.
- Bottles are not to be in close proximity to ANY technology whether in the classroom, lab or library.
- Water bottles are not to be played with on school grounds or district transportation.

Failure to follow the above guidelines will result in the student losing their privilege of having a water bottle in any classroom.

School-Wide Expectations



All share the responsibility of fostering a junior high culture that promotes Viking PRIDE, a sense of community and the opportunity for any person to work towards his/her optimum potential. All students are expected to conduct themselves in a manner that does not interfere with the education of his/her peers. At all times, the expectation remains that each individual respects the rights and responsibilities of other students, teachers, paraprofessionals, secretaries, custodial staff, cafeteria, maintenance, administration and transportation personnel. Students are to express themselves in a respectful manner so as not to offend, slander or threaten the safety, reputation and well-being of all within our learning community.

Student Discipline Information

This information has been summarized from the school board policy for the purpose of presenting a clearer focus for inclusion in the student handbook.

The policy states that “the school board acknowledges that conduct is closely related to learning and requires that each student adheres to the rules and regulations stated in the school code of conduct, relating to in-school behavior, school bus behavior, and behavior exhibited at all extracurricular activities.”

According to the guidelines set by the Office of the Superintendent and the School Board, the rules and regulations of the Hopewell Area School District regarding behavior are necessary to motivate a school environment conducive to learning. They do not discriminate among students, they do not demean students, and they do not violate individual student rights. The policies are assumed to be “reasonable” and are in effect until rescinded by the School Board. These policies state that a student can be assigned a teacher or Office Lunch Detention, After School Detention, T.L.C (Temporary Learning Center), O.S.S. (Out-of-School Suspension), and/or legally cited and/or prosecuted for violating the school code of conduct.

Alternative Options:

Whenever, in the opinion of the building principals, specified penalties have failed to effectively change the behavior of the student, those principals may elect to impose an alternative method of discipline. Examples include parent conferences and referral to the school psychologist, superintendent, county assisting agencies, or the School Board for additional assistance. Parents may place in writing their own reasons why a policy should be mitigated based upon extenuating circumstances of their case.

Corporal Punishment & Use of Force:

Corporal punishment is unlawful within the Commonwealth of Pennsylvania and is not permitted within the Hopewell Area School District. No corporal punishment will be administered. There are circumstances in which teachers or administrators can carry out the use of physical restraint or force. The situations involve the following:

- to stop a disturbance;
- to confiscate a weapon or dangerous object;
- in self-defense;
- in relation to protection of persons / property;

DISCIPLINE CONSEQUENCES:

1. After-School and Lunch Detention

- These detentions may be assigned by teachers or administrators as part of a consequence for poor or inappropriate behavior and are usually held in the TLC room.

2. T.L.C. (Temporary Learning Center)

- T.L.C. is assigned by the building principals and is an in-school supervised atmosphere where students complete their entire daily assignments.

3. O.S.S. (Out-of-School Suspension)

- An out-of-school suspension is assigned by the building principals for reasons relating to the disruption of the orderly operation of the school, and/or refusal to comply with T.L.C. rules and procedures when the situation warrants such actions. Students who are repeat policy offenders are subject to O.S.S.

4. Temporary Suspensions:

- A temporary suspension is defined as an “out of school suspension” for a period of up to three (3) days.

5. Full Suspensions:

- A full suspension is defined as an out of school suspension for a period of up to ten (10) days. An informal hearing will be conducted within three (3) days by the building principals.

6. Restitution

- **Destruction of school property will not be tolerated.** The student or parents will be required to pay for damages, in addition to disciplinary action.
- **Note:** Charges may also be filed by school administration and/or the School Resource Office with the District Magistrate's Office for destructive acts.

DISCIPLINE PROCESS

All costs incurred relative to **any assessment** (e.g., physical, mental, drug & alcohol) required for the safety and welfare of each individual, and the maintenance of a safe, orderly educational environment will be at the expense of the parent(s) and/or guardian(s).

- **Students assigned a disciplinary consequence forfeit all privileges associated with extra-curricular activities and/or events during the time in which the consequences have been assigned. Chronic behavioral infractions can lead to dismissal from all school affiliated extra-curricular activities for the remainder of the school year.**
- **All students are responsible for adhering to school and/or classroom policies without regard for the presence of their regular teacher or a substitute teacher.**

Disciplinary Offense	Description/ Examples	Disciplinary Responses/Actions
Academic Dishonesty / Cheating	Students are expected to conduct themselves honestly and with integrity in regard to their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to: looking at or copying another student's work; working with others on tasks that are meant to be done individually; allowing another student to look at or copy your work; using any helping method or technique to get or give answers; taking class materials and giving them to others before class; using materials from other students, publications or the Internet;	Disciplinary measures include, but are not limited to, re-doing the assignment / re-taking the test, completing an alternative assignment, receiving a failing grade on the work, Office Detention, T.L.C., Out-of-School suspension or expulsion.
Arson and other Safety Related Offenses	<p>Setting Fires on School Property: Any student(s) setting a fire or assisting in setting a fire on school property will receive a minimum of ten days suspension with arson charges being filed against him/her by the district.</p> <p>Setting-Off False Alarms: Students found guilty of setting-off/tampering with the Area Of Rescue Assistance Alarms will receive a one-day suspension.</p> <p>Tampering with Fire Extinguishers: Any student found guilty of tampering with a fire extinguisher will receive five days suspension and will be required to pay all costs associated with refilling or repairing the extinguisher.</p> <p>Bomb Threats: Any student(s) initiating a bomb threat will receive a minimum of ten days suspension with charges being filed against him/her by the District.</p> <p>Possession of Firecrackers: Any student(s) possessing smoke bombs, stink bombs, firecrackers, or other explosive devices will receive a suspension of up to ten days after an informal hearing with</p>	<p style="text-align: center;">Immediate Office Referral</p> <p>Up to ten days OSS, notification to police department</p> <p>Students possessing lighters will be assigned a minimum one-day T.L.C. with lighters being confiscated.</p>

	the individual's parents. Possession of Lighters in school serves no educational function and can disrupt school activities.	
Assault See Disorderly Conduct	Verbal or physical assault of an administrator, teacher, school staff, student and /or their property	Immediate Office Referral Up to ten days OSS, notification to police department, possible referral to superintendent for expulsion

Bullying / Cyber bullying Public Law #249	The Hopewell Area School District is committed to providing a safe, positive learning environment for district students. The district recognizes that bullying/cyber bullying creates an atmosphere of fear, intimidation, can detract from student learning, and may lead to more serious violence. Bullying that occurs in the school setting (which is defined as: in the school, on school grounds, in school vehicles, at designated bus stops or at any school sponsored activity) is strictly prohibited. Any bullying that occurs should be reported immediately to school administration. All incidents will be investigated promptly, and corrective action shall be taken. Confidentiality shall be maintained. Any student found to be in violation of this policy shall be subject to appropriate disciplinary action, which may include: Detentions, TLC, Out of School Suspension, and/or legal citations or prosecution.	Immediate Office Referral <ul style="list-style-type: none"> • Referral to school counselor • Office Detention • TLC • Out -of -School Suspension up to ten days • Charges filed with District Magistrate • Expulsion *Students may also be referred for Counseling/Therapy outside of school.
Cafeteria Misbehavior	Maintaining order in areas with large numbers of students is vital to the safe and orderly operation of the school. Behavior that disrupts the cafeteria environment has the potential to cause major incidents threatening the safety of all students and staff in the cafeteria. Disruptive student behavior in the cafeteria will result in immediate and severe consequences. Simple offenses include but are not limited to excessive noise, not cleaning up after eating, etc. Serious incidents pose an immediate threat to major disrupting. These include throwing items in the cafeteria, popping milk cartons, and other offenses as determined by the faculty or administrator.	Initial offense: <ul style="list-style-type: none"> • Lunch Detention • Office Referral & Office Detention • T.L.C. up to ten days Repeated violations will result in: <ul style="list-style-type: none"> • Office Referral • T.L.C. up to ten days • Out-of-School-Suspension Citation may be filed for Disorderly Conduct at the discretion of the school administrators
Disorderly Conduct (To included Assault & Fighting)	Misconduct, disobedience, or disorderly conduct will not be tolerated. Commission by a student of any of the following offenses will subject the pupil committing such offenses to be assigned to the T.L.C., Out-of-School Suspension, and/or expulsion. <u>In addition, in accordance with Section 1341 of the PA School Code, charges may be filed with the District Magistrate for further civil action. The action will result in arrest for disorderly conduct, harassment, or assault.</u> <ul style="list-style-type: none"> • Performing any act of violence against school personnel or members of the student body. This includes verbally threatening violence. • Engaging in any conduct or activity contrary to or in violation of the PA Crimes Code, or ordinances of any municipality in the District. • Destruction of private or school property. • Bomb threats or false alarms. • Active participation in school disruptions • Bodily threat and/or harm to others (fighting) • Weapons Violation 	Immediate Office Referral <ul style="list-style-type: none"> • T.L.C up to ten days • Up to 10 days of Out-of-School-Suspension • Possible referral to the School Board for expulsion Charges may be filed with the District Magistrate for further civil action. The action will result in arrest for disorderly conduct, harassment, or assault.

Dress Code Violation	Any student found not conforming to the guidelines established under the Dress Code. <i>Students violating the Dress Code will have an opportunity to alter his/her appearance and/or remove objectionable items. Individuals unwilling to, or unable to alter their appearance shall be placed in TLC until parent/guardian contact has been made and appropriate attire has arrived.</i>	First Offense: written-up for violation & given alternative options to remedy the offense. Additional violations: treated as an insubordination.
Drugs/Alcohol	Any violation regarding the use, sale, or possession of drugs and/or alcoholic beverages or look-a-like substances and/or drug paraphernalia.	Disciplinary actions will follow the Drug and Alcohol Policy guidelines. Students will be referred out for an evaluation and subject to a minimum 3 day Out of School Suspension.
Falsifying Information and Reports	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. Any student who provides a false report/statement pertaining to another student(s), teacher(s), staff or any school affiliated event will be disciplined accordingly.	Immediate Office Referral <ul style="list-style-type: none">• Parent contact• Disciplinary action to include Lunch Detention, Office Detention, T.L.C., or Out-of-School Suspension
Failure to Report for Assigned Discipline	All students are expected to fulfill disciplinary obligations immediately. Disciplinary consequences for policy violations take priority over all extracurricular activities, jobs, and other activities.	First Offense: One additional. day of assigned discipline Second offense: One day T.L.C. Subsequence Offenses: 3-day T.L.C., Out-of-School Suspension
Fighting (See Disorderly Conduct)	Any incident where a student(s) strikes tackles or otherwise engages another with intent to harm. Any individual who becomes an active, aggressive participant in the event is seen as combative and subject to disciplinary action. Fighting will be handled as Disorderly Conduct.	Immediate Office Referral <ul style="list-style-type: none">• Up to 10 days of Out-of-School Suspension.• Notification of police for disorderly conduct citation• Possible referral to superintendent for expulsion
Gambling, Card Games	Any form of gambling, card games, or games of chance will not be permitted on school property. Use of electronic equipment (games or otherwise) are prohibited.	<ul style="list-style-type: none">• Office referral• Confiscation of equipment• Assignment to T.L.C. up to ten days
Hands- Off Policy	The Jr. High School maintains a "Hands-Off" Policy for the reason that unsafe, un-welcomed, inappropriate contact (e.g., punching, kicking, pinching, slapping, grabbing, "horseplay", etc.) not categorized as fighting is viewed as unacceptable for a learning environment and will not be tolerated	<ul style="list-style-type: none">• Lunch Detention• Office Detention• T.L.C. up to 10 days• Out-of-School Suspension• Citation with the District Magistrate. <u>Any, and all incidents referred to the school administration will be investigated and handled on a case-by-case basis.</u>
Harassment (verbal, physical sexual), Extortion, and/or Bullying	Harassing a student for the purpose of obtaining money, other advantages, or which result in intimidation will result in disciplinary action. This is to include, but not limited to, the usage of inappropriate racial terminology.	Immediate Office Referral <ul style="list-style-type: none">• T.L.C.• Out-of-School-Suspension• Possible referral to the School Board for expulsion Students found to be involved in violations will also be required to meet with the School Counselors. Citation may be filed for Disorderly Conduct at the discretion of the school administrators

Insubordination	<p>Any student who fails to follow a direct instruction from any school personnel will face disciplinary action at the principal's discretion based on the nature of the offense.</p> <p>Students are required to follow all directions provided by the school personnel to ensure student safety and effective management of the student body.</p>	<p>Teacher Intervention:</p> <p>Assigned teacher detention, parent contact and discuss behavior with student.</p> <p>Administration Intervention for repeat offenses:</p> <ul style="list-style-type: none"> • T.L.C.: up to ten days • Out-of-School-Suspension <p>Citation may be filed for Disorderly Conduct at the discretion of the school administrators.</p>
Loitering	<p>Students are to report immediately to their assigned classrooms. Loitering in bathrooms, hallways, etc. will not be tolerated.</p> <p><i>Students are to depart the building at dismissal unless involved in a school affiliated activity scheduled immediately following dismissal. This applies to all non-school related hours (e.g. weekend, evening hours, vacation, etc.).</i></p>	<ul style="list-style-type: none"> • Office Detention • T.L.C.- minimum of one day up to ten days for repeated violations • Notification of police department to file trespassing charges
Obscene Language and Gestures	<p>Using profanity and/or obscene gestures in conversation or directed towards another student at any time during the school day, at a school function or in any school area is disruptive to the school environment and will not be tolerated.</p> <p>Using profanity and/or obscene gestures directed at any school employee at any time during the school day, at a school function or in any school area will not be tolerated. The use of profanity or obscene gesture towards a school employee will result in a minimum of three days assigned to TLC.</p>	<p>Teacher Intervention:</p> <p>Assigned teacher detention, parent contact and discuss behavior with student.</p> <p>Administration Intervention for repeat offenses:</p> <ul style="list-style-type: none"> • T.L.C.: up to ten days • Out-of-School-Suspension <p>Citation may be filed for Disorderly Conduct at the discretion of the school administrators.</p>
Public Displays of Affection	<p>Our school is a public building and should be used and enjoyed by all members of the school community. The primary objective of our administration is to provide a safe environment conducive to student learning. Additionally, we hope to have students develop an understanding of socially acceptable behavior. We ask that students refrain from engaging in holding hands, hugging, kissing, bodily contact and other types of overtly sexual behavior. This type of behavior is not acceptable and is often embarrassing to fellow students and faculty. Public displays of affection do not give a favorable impression of our school to visitors and other community members nor do they serve any educational purpose.</p>	<p>Students will be asked to cease any inappropriate behaviors when observed by school personnel.</p> <p>Parents will be notified if the problem is ongoing and/or if the students involved are uncooperative.</p> <p><i>If inappropriate behaviors do not cease, students may be assigned to T.L.C., Saturday Detention, Out-of-School Suspension or a Citation for Disorderly Conduct with the District Magistrate's.</i></p>
Sleeping in Class	<p>Students are required to sit up in their desks and to remain attentive during classes. <i>Sleeping will not be permitted in classes and/or study halls.</i> If students have a medical reason for their inability to stay awake – they should be referred to the school nurse.</p>	<p>Incidents handled by individual teachers, to include notification of parents and assigned detention</p> <p>Chronic violations will be referred to the administration and may result in T.L.C. up to ten days.</p>

Smoking/Vaping/Juling	<p>The possession and/or use of tobacco (including smokeless tobaccos, electronic cigarettes, vapor or vaping devices) on any part of school property or busses, or at any school-sponsored event are strictly prohibited by Pennsylvania State Law.</p> <p>Students serving as lookouts for smokers will be disciplined.</p> <p>Possession of lighters in school serves no educational function and can disrupt school activities.</p>	<p><u>Violations involving possession and/or use of tobacco products will result in three days of OSS and an immediate referral the "Smokeless Saturday" Program sponsored by the American Respiratory Alliance of Western Pennsylvania. Failure or refusal to attend the Program will result in the immediate issuance of a Citation for Tobacco possession with the District Magistrate's office.</u></p> <p>Lookouts for smokers will receive a minimum of one day T.L.C.</p> <p>Students possessing lighters or any smoking or vaping related paraphernalia will be assigned a minimum one-day T.L.C. with lighters being confiscated.</p>
Snowballs/Throwing items including Rocks	<p>Students throwing any item at school personnel, other students, buildings or vehicles will face disciplinary action.</p> <p>Any student throwing any item (including snowballs) at a moving vehicle will be reported to the appropriate law enforcement agency.</p>	<p>Immediate Office Referral</p> <ul style="list-style-type: none"> • After School Detention • T.L.C. up to ten days • Out-of-School Suspension <p>Citations may be filed for Disorderly Conduct at the discretion of the school administrators.</p>
Tardy to Class	<p>The individual teacher will handle tardiness between classes.</p> <p><i>Excessive tardiness to class will result in the student being referred to the administration for disciplinary action.</i></p>	<p>Teacher Intervention:</p> <ul style="list-style-type: none"> • Warning • Parent Contact and Lunch Detention • Parent Contact and After School Detention <p>Administrative Intervention:</p> <ul style="list-style-type: none"> • T.L.C.
Tardy to School	<p>All students are to report to his/her homeroom before the tardy bell rings at 8:00 AM.</p> <p>When a student has accumulated up to five tardies to school per semester, the students will receive a written warning from the attendance officer; the students will face disciplinary actions for the sixth tardy and all subsequent tardiness to school.</p>	<ul style="list-style-type: none"> • 3 - 5 tardies – written warning • Six or more tardies – Lunch Detention • Subsequent tardiness after the tenth will result in the assignment of after school detention • Repeated tardiness to school places a student and his/her parents in jeopardy of violating the Commonwealth of Pennsylvania School Code's Compulsory Attendance Law.
Threats	<p>Students found to have made a valid threat to another student or school employee will be subject to disciplinary action.</p>	<p>Immediate Office Referral</p> <ul style="list-style-type: none"> • Referral to outside agency for evaluation. • Action will include 3 days of OSS and charges filed with the Hopewell Police Department at the discretion of the school district.

Theft	<p>Students taking any item not belonging to them will be dealt with depending on the severity of the case.</p> <p><i>*In all cases restitution must be made for items stolen or damaged.</i></p>	<p>Immediate Office Referral</p> <ul style="list-style-type: none"> • Action ranging from T.L.C, Out-of-School Suspension, criminal prosecution, referral to School Board for further action. • Restitution required.
Transportation/Bus Misconduct	<p>All requirements of appropriate student conduct also pertain to the time period students are being transported to and from school and school-sponsored events.</p> <p>The bus driver/transportation director will report bus misconduct to the school principals.</p> <p>At no time is a student permitted to throw items while on the bus. Likewise, students are not permitted to throw items out of the bus window. Doing so poses a safety hazard to all and will not be tolerated.</p>	<p>Immediate Office Referral</p> <ul style="list-style-type: none"> • Office Detention • Possible seat reassignment and/or suspension of riding privileges • T.L.C. up to 10 days • Out-of-School Suspension <p>Citation may be filed for Disorderly Conduct at the discretion of the school administrators.</p>
Truancy I Class Cuts	<p>Students who fail to report to a class and/or fail to receive proper authorization from their assigned classroom teacher to report to other areas within the school will be treated as if they cut class. (e.g., Reporting to the school nurse, library, computer rooms, counseling office, gymnasium, band room, cafeteria, etc. without authorization from the student's scheduled teacher.)</p> <p>Illness is the only acceptable excuse for not reporting to class. If a student becomes ill he/she is to report to the school nurse with a properly signed pass from the classroom teacher.</p> <p><i>Spending the class period in the restroom is considered unsafe and truant and will be handled as a class cut.</i></p> <p>When a student cuts a class, she/he will not be permitted to make up any missed work or tests administered during the class cut.</p>	<p>Miss one class period: One day T.L.C.</p> <p>Miss two class periods: Two days T.L.C.</p> <p>Three or more periods: Three days T.L.C.</p> <p>Repeated offenses will result in T.L.C. up to 10 days, and /or Out-of-School Suspension.</p>
Truancy II Leaving school without proper authorization of school authorities	<p>Students who cut class and leave the school building or grounds will be considered out of the building without proper authorization.</p> <p>Students who are out of the building without a proper medical excuse, on a forged or false excuse, or for any other illegal reason will be treated as having left the school building without proper authorization. This could include students who have a medical appointment and fail to report back to school in a timely manner.</p> <p>When a student cuts a class, he/she will not be permitted to make up any missed work or test administered during the class cut.</p>	<p>Any student leaving the school building or grounds will be assigned a minimum of three days T.L.C.</p> <p>Repeated offenses will result in T.L.C. up to 10 days, and/or Out-of-School Suspension.</p>
Truancy III Students missing entire school days or extended periods of time	<p>Truancy is defined as being absent from school without a legitimate reason. These reasons include medical reasons and extreme circumstances. All other reasons for missing school are considered illegal and unexcused.</p> <p>Truancy is considered to be an illegal and unexcused absence from school.</p> <p>When a student is truant he/she will not be permitted to make up any missed work or tests administered during the period of truancy.</p>	<p>Students who are truant and missing school without a valid excuse will have charges filed with the District Magistrate's office for violation of the Compulsory School Attendance Laws.</p> <p>Students are not permitted to make up schoolwork when illegally absent and will be assigned to T.L.C. as appropriate.</p>

Unauthorized Use of Electronic Devices Includes devices being visible in class, restrooms, lunch or in the hallways, or interruptions to class.	<p>The PA School Code allots for district's to regulate student possession and use of all forms of technology to include cell phones, smart watches, etc. while on school grounds at school-sponsored events, and on district vehicles.</p> <p><u>All of these devices are to be secured and turned off during the course of the school day. Devices should not be visible or used during the school day. The exception being District Provided technology to be used for learning purposes only as directed by a classroom teacher.</u></p> <p>Radios, video games, laser pointers, etc. are prohibited in school</p> <p>The School and District are not liable for stolen and/or misplaced items and strongly recommend to protect against theft and to guard against disruption to the school environment these items not be brought to school.</p>	<p>First Offense:</p> <p>Confiscation and return at the end of school day, teacher assigned detention</p> <p>Subsequent Offenses:</p> <p>Office referral, confiscation, required parental pick up of device and T.L.C. up to ten days.</p> <p>Failure to comply will be treated as insubordination.</p>
Unauthorized Use of Electronic Devices: Cell Phones Taking Pictures or Using Social Media during the school day	<p><u>All cell phone devices are to be secured and turned off prior to entering the school building and remain off throughout the course of the school day. This means devices are to be completely turned off and not just simply placed or muted, etc. Devices should not be visible or used during the school day.</u></p> <p>Taking pictures or using social media to post information during the school day is in violation of the District's Acceptable Use Policy and violates students' privacy and safety.</p>	<p>First Offense:</p> <p>Office referral, confiscation, required parental pick up of device and assignment of after school detention.</p> <p>Subsequent Offenses:</p> <p>Office referral, confiscation, required parental pick up of device and T.L.C. up to ten days.</p> <p>Failure to comply will be treated as insubordination.</p>
Unprepared for Class	<p>Students are to report to class with assigned textbooks, workbooks, & other instructional related materials (pens, pencils). Students who fail to bring these materials to class are not properly prepared to learn and are likely to create unnecessary disruptions to those students who wish to learn.</p> <p><i>Student's failing to return required forms for class will be subject to disciplinary action handled by each individual teacher.</i></p>	<p>Handled by individual teachers to include assigning detention and contacting parents.</p> <p>Chronic offenses of being unprepared for class should be referred to administration. Actions may include T.L.C. up to 10 days.</p>
Vandalism / Destruction or Defacing of School Property	<p>This will include any act where a student attempts to destroy, break, or deface any school property including but not limited to desks, textbooks, computers, restrooms and lockers.</p>	<p>Immediate Office Referral</p> <ul style="list-style-type: none"> • Student/parent will be required to pay for damages • T.L.C. – up to ten days • Out-of-School Suspension – up to ten days • Charges will be filed with the District Magistrate
Weapons	<p>Possession of any device that could be used as a weapon is a violation of the Criminal Code. All said articles will be confiscated with the student being brought before the District Magistrate for the prosecution. (Refer to Weapons Policy)</p>	<p>Refer to the WEAPONS POLICY</p> <p>Immediate Office Referral</p> <ul style="list-style-type: none"> • Immediate referral to the local police • Informal hearing with the parents • Ten day out-of-school suspension

Searches: Administration has the right to seize any evidence that indicates any law or school rule is, or has been broken so long as the search is reasonable and proper. Students not willing to agree to a search can be disciplined under the school's discipline policy.

Students' Rights & Responsibilities: If you are involved in, have knowledge of, or participate in the planning of any act that violates a school and/or a district policy, it is your responsibility to report the information to the building administration immediately. Failure to do so may result in a disciplinary consequence in accordance with the school code and/or district policy.

The District is responsible for students:

- During the instructional hours during the school day while in school;
- During the instructional hours during the school day on school district property;
- When students are on district sanctioned transportation;
- Before, during and after school events directly observed and/or supervised by district employees.

HOPEWELL MEMORIAL JUNIOR HIGH DRESS CODE

Hopewell Area 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 self or others, or which disrupts the educational environment will not be permitted.

Student dress and personal appearance must be of such character so as not to disrupt or distract from the educational 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. The following are prohibited:

- The wearing of hats, hoods and sunglasses in the building.
- Shirts displaying cleavage, see through fabrics, crop tops, mesh clothing, bare midriff attire, spaghetti straps, or halter-tops are not permitted at any school activity. **Undergarments cannot be visible.** Any clothing that
- displays slogans or advertising for alcohol, tobacco products, or drugs, or that by their controversial or obscene nature disrupts the educational setting or is sexual in nature and/or offensive to any ethnic group.
- Shorts, dresses and skirts with bottoms higher than the tips of the middle finger when arms are fully extended at their sides.
- Clothing with tears or rips in close proximity to the private region of the body. **Undergarments cannot be visible.**
- Sleepwear and slippers.
- Coats, jackets, or garments designed for protection from outside weather shall not be worn during the school day.

**** Shoes must be worn at all times.** Flip-flops are not permitted in physical education class, technology (Industrial Arts) class, and/or lab classes for the purpose of student safety.

**** A teacher may require removal of earrings or other jewelry in such situations to the extent that such jewelry poses a health or safety hazard to the student or others, for example: during physical education and technology (industrial arts) classes, *as well as during school sponsored athletic events and practice sessions.***

An individual violating the Dress Code will have an opportunity to alter his/her appearance and/or remove objectionable items. Any student unwilling or unable to alter their appearance shall be placed in TLC until parent/guardian contact has been made and appropriate attire has arrived.

Lunch Detention Rules & Procedures

- Students are only permitted through the main lunch line.
- Students are prohibited from visiting the snack line at any time while serving a lunch detention.
- Upon entering the cafeteria, students assigned to lunch detention are to proceed to the front of the main lunch line.
- Students are to report to the assigned lunch detention location.
- Students are not permitted to leave the assigned area without the monitor's permission.
- While assigned to lunch detention, individuals are forbidden from partaking in conversation.

*** Failure to adhere to the established rules/regulations concerning this disciplinary consequence will result in additional disciplinary action being taken.**

Temporary Learning Center (TLC)

Expectations/Rules

- Students are to report to the “Temporary learning Center” (T.L.C.) immediately after homeroom and no later than 8:13 A.M. with ALL books and materials necessary for the day.
- Book bags, gym bags and coats are not permitted in T.L.C.
- You must remain in your assigned seat and face forward at all times. All students are to raise their hand for permission if you must leave your seat to sharpen your pencil, use the restroom or obtain any other supplies.
- Initially, students are required to complete a learning packet that affords them the opportunity to reflect on their behavior. Successful completion of the T.L.C. Learning Packet will be followed by classroom assignments submitted by the student’s teachers. You may be given additional work to compensate for the loss of class time and participation. Work that is not completed correctly will be re-done!
- Talking, sleeping or any other form of unacceptable behavior is strictly prohibited and may result in further disciplinary action. Students are expected to complete coursework or read. Magazines, unless provided by the T.L.C. supervisor, are not permitted.
- Students are not permitted to converse with teachers, administrators or students who may enter the room.
- Eating is not permitted. You will eat lunch as a group at the assigned time. Follow all directions given to you on the way to lunch.
- Students are not permitted to participate in extracurricular activities while assigned to T.L.C.
- Failure to follow any of these rules, failure to complete coursework, or disruptive behavior will result in additional T.L.C. assignments, Out-of-School Suspension, and/or a Citation for Disorderly Conduct filed with the District Magistrate.
- In the event of a Fire Drill, please exit the building by the main doors of the school near the office and proceed to the field below the bus ramp.

After-School Detention for 2021 - 2022

Procedures/Rules

- Students are to report to the area outside of the cafeteria near the counseling office no later than 3:00 PM on the day of assigned after-school detention.
- **After-School Detention hours are from 3:00 PM to 4:00 PM** Tuesday and Thursdays.
- Students shall bring necessary materials to class, (e.g., paper, pencil, books, Chromebook, etc.).
- Students will be required to complete a “Detention Learning Packet” that will focus on positive behaviors.
- Sleeping will not be tolerated. Talking is not permitted. Students are to do assigned work. Food and/or beverages are prohibited.
- **Transportation and liability of transportation for After -School Detention is solely that of the parent/guardian.**
- Failure to adhere to the established Procedures/Rules or not report for After-School Detention will result in one day of TLC.

Bus Safety Management

Most of the students attending Hopewell Memorial Junior High School ride the school bus. The school bus transportation system is owned and operated by the Hopewell Area School District. The School Board, along with the transportation division, has established a set of behavioral guidelines that assist in promoting the general health, welfare, and safety of your children when they are being transported to and from school or school activities.

It is vital that the student riders abide by the general rules of conduct and follow the “on board” procedures established by their drivers. It is equally as vital that parents/guardians of the students support the safety process and encourage their child and/or children to make positive choices governing their behavior on the bus, thereby avoiding the consequences of any negative choices. All students are advised to be on their best behavior, and all parents are encouraged to guide their child and/or children in exhibiting appropriate behaviors and making positive choices. Law enforcement’s role is to assist the school in addressing any disorderly conduct that may occur on the bus. The drivers’ role is to report any and all infractions that may occur while in transit. Bus drivers have the authority to change a student’s seat, offer corrective

directions to stop a disruption, call the police for removal of students from the bus when necessary, return to the bus garage, and phone parents or the police to intervene when their driving is impeded by negative behavior of students. Students will both be reminded of the rules and procedures that govern the safe transport of children through bus safety seminars that will be held at the beginning of the school year. They will also learn the consequences of any negative choices that children may make regarding their behavior on board the school bus. Any negative behaviors, causing the driver to be distracted from his/her job of driving the bus, will result in the consequences outlined in the discipline process section of the handbook.

Hopewell Area School District

Rules & Expectations for Students while on District Transportation

The following rules of conduct for students transported on school buses are in effect and will be rigidly enforced. All students and parents must understand that school buses are considered as an extension of school facilities. Students' behavior on our buses should be equal to, or better than that exhibited in the classroom. In those cases when students do not properly respond to reasonable corrective actions as directed by the bus driver, the Principal will administer further corrective action with the ultimate denial of bus riding privileges. The following rules comply with the Pennsylvania Department of Transportation's Rules and Regulations.

- Students shall file onto their bus without pushing or shoving. Upon entering the bus all are required to immediately sit in their assigned seats. Normal seating will be lowest to highest grades - front to back. Exceptions will be made for disciplinary reasons and parochial students. Discipline problems will be assigned to those seats in the front of the bus. Seating assignments may be changed only with PRIOR express permission of the assigned bus driver and/or principal. Students are not to sit on book bags, band instruments or in the aisle way when the bus is in operation. Standing or changing seats while the bus is in motion is prohibited and poses a hazard to the student well-being. Additionally, when buses stop to discharge passengers, students shall remain seated until the bus comes to a complete halt and the door of the bus is open. Students are expected to exit the bus in an orderly and well-disciplined manner.
- Conversation on the bus is permitted so long as the voice volume is maintained at a moderate level and does not cause unnecessary distractions to the bus driver or students in the other seats. Screaming, yelling, name calling or profane/obscene language and/or gestures are prohibited.
- Windows and/or other equipment of buses may be operated only with prior express permission of the assigned bus driver. Students are not permitted at any time to stick their head, hands, etc. out of the bus window. Emergency exits are to be operated only when necessary to vacate the bus during extreme emergencies. Students operating the emergency doors and/or windows at any time other than during an actual emergency situation will be issued a citation with the district magistrate in addition to having his/her bus riding privileges suspended.
- The throwing of, or spitting (spit balls, etc.) objects while waiting for, while aboard or while disembarking from the bus will result in a disciplinary consequence. Throwing any object out of a bus window while in transit is strictly prohibited and will result in a citation with the district magistrate and a suspension of bus riding privileges.
- Possession of firearms, knives, lighters, matches, firecrackers or other explosives, or any other devices are in violation of school policy and can impair the safety of the rider and/or the safe operation of the bus and will be strictly enforced.
- Fighting (verbal or physical) or threatening/ harassing of any student or driver and/or immoral conduct while students are under the jurisdiction of the school are considered serious offenses and shall result in the immediate referral to the principals for appropriate disciplinary action. Violation may result in civil citation and bus and/or school suspension.
- Students shall be responsible for the reasonable care of their assigned seating area while they are on the bus. Students are encouraged to routinely and casually inspect their seating area upon being seated so that they may report damage or defects to the bus driver for repairs and possibly avoid suspicion of their responsibility for the damage. Students responsible for vandalizing bus seats or other equipment will receive a disciplinary consequence that may result in a citation with the district magistrate, bus and/or school suspension and restitution for repairing the damaged item(s). Vandalism of the school bus in any way will result in charges billed to the student's parent(s) / guardian(s). (Example- bus seat covers are \$25.00 to replace.)

- Eating, drinking and littering while on district transportation are prohibited. All beverages and/or edible items are to be secured during transit. This will alleviate the possibility of students littering, choking or arguing over the item in question.
- Students are expected to demonstrate proper respect for the position represented by the bus driver and to obey all reasonable rules, regulations, and/or instruction of the bus driver. Insubordination / defiant acts towards the authority of the bus driver will result in appropriate disciplinary action.

In the interests of safety of students and bus drivers, the Hopewell Area School District specifically authorizes the use of surveillance cameras capable of audio recording on all school busses. It is declared to be the policy of the Hopewell Area School District that there should be no justifiable or reasonable expectation of privacy with regard to any conversation among students on a school bus as such conversation maybe naturally overheard by other passengers in close proximity and may be recorded by the surveillance cameras specifically authorizes herein.

BABY SITTING REQUEST

The District will cooperate with working parents and a reasonable babysitting arrangement. This means that the child will be picked up and/or discharged at the same loading zone EVERYDAY. (The child may be picked up at one location and dropped off at a different location, but this must be done on an everyday basis) Items 1 - 5 below determine if such an arrangement can be honored. The parent/guardian may request IN WRITING that a student be reassigned to a different loading zone and/or route. Each written request shall be reviewed by the Transportation Department and may be granted in accordance with the following criteria:

- The route is operated from the student's assigned school;
- The route does not have to be changed or extended;
- The students assigned to the vehicle shall not exceed the legal limits for the vehicle;
- The change does not increase the cost to the school district;
- The change shall be LONG-TERM except under emergency conditions;
- Please contact the Transportation Department **by July 1** with your WRITTEN request to make those arrangements for your children the following school year. This may be done by mail at 2025 Maratta Road, Aliquippa, PA 15001 or by fax at 724-378-8838

Cafeteria Policies & Expectations

- Students enter the lunchroom and walk calmly to their tables or to a lunch line.
- Students will be seated in a manner that promotes social distancing.
- Students will move through the lunch line in an orderly well-behaved manner - single file socially distant manner.
- Once seated, students should remain seated and speak in a quiet voice; Observe good table manners at all times.
- Grades 5 and 6 will sit with their homerooms, unless directed by administration, during their specified lunch period. Grades 7 and 8 may choose a seat. Once chosen, this becomes the student's assigned seat unless directed by administration. This procedure assists in maintaining discipline and in locating particular students easily, when necessary. It also helps in identifying and assisting students who need to take medications during the lunch period.
- Students **WILL NOT** be provided with locker pass or any pass to leave the cafeteria in order to visit a classroom, the library, etc. passes needed for leaving the cafeteria must be from the teacher whom they plan on visiting. The only exception would be the pass for visiting the restroom that will be provided by a teacher assigned to cafeteria monitoring duty.
- When signaled by monitors, students will throw all garbage from the table and floor into the trash barrel – done in a manner that promotes social distancing.
- Students wait calmly until dismissal.
- Monitor dismisses students table by table after inspecting their area.
- Students will leave the cafeteria in a calm and orderly fashion and calmly report to their next class.

- Students will eat all food in the cafeteria – Food is not permitted in the hallways and/or classroom
- All students are expected to treat each other and the cafeteria personnel with respect at all times. The throwing of food, drinks or any object will not be tolerated.
- Those students choosing to disregard the lunchroom rules may receive Lunch Detention, Office Detention, TLC, Out-of-School Suspension, or be issued a Citation for Disorderly Conduct.
- Students failing to report to the cafeteria without teacher permission shall be referred to the administration for skipping.
- **Vending Machines will be available during lunch and after school.**

Breakfast Rules & Expectations

- **For the 2020-2021 school year, breakfast will be served in a “Grab-N-Go” Format**
- Students will enter the cafeteria and walk calmly to the designated breakfast line. Students will move through the breakfast line in an orderly single file line.
- While waiting to receive their breakfast items, students are expected to treat each other and the cafeteria personnel with respect at all times.
- Once students have received their breakfast items, they will sit in their designated area.
- Students will leave the cafeteria in a calm and orderly fashion and calmly report to their next class.
- Once done eating their breakfast in homeroom/period 1, students are expected to throw away all breakfast related items in the classroom trash bin.
- If a student does not obey the breakfast rules/expectations, to include the time spent eating their breakfast in homeroom/period 1, the individual will be assigned a consequence for non-compliance.

Hallway Behavior

All students are expected at all times to be on their best behavior when moving throughout the school building. The following information relates to the general guidelines for monitoring these behaviors.

All students are expected to move through the hallways without running, jumping around, and pushing or shoving each other.

- 7th and 8th grade students are not permitted in the 5th and 6th grade hallways without a pass specific to that area.
- To use the restroom, students will obtain permission from the classroom teacher. For the 2020-2021 school year, students will not be carrying a hall pass. However, when requesting to use the restroom, this time does not serve as a point to visit the library, a locker, any office, school nurse, etc.
- Students **WILL NOT** be permitted to visit the office in order to use a phone.
- Personal arrangements for after school gatherings or related to school activities should be planned ahead of time. Students are also not permitted to use their cell phone, smartwatch, etc. during class time or during the school day to make alternate travel arrangements.

Note: School counselors, school nurse, secretaries and/or administrators will contact the classroom for the student when conferencing becomes necessary. Students are encouraged to speak with any of these individuals during their assigned lunch times. Teachers **WILL NOT** send students to any of these locations without determining availability of the noted school employees.

DRUG & ALCOHOL POLICY AND PROCEDURES

Purpose of Policy:

Two primary goals in 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 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. To further this end, the District could implement the following Policy and Procedures for reasonable suspicion drug and alcohol testing.

Definitions:

For the purpose 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) and Act 92 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:

- o Drug, Device, and Cosmetic Act of 1971 (Commonwealth of Pennsylvania), as amended
- o Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law), as amended
- o 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, bongs, 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 Drug 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 or more of the following factors:
1. A student's behavior, in conjunction with physical appearance, indicates possible use of alcohol, marijuana, or any controlled substance either through erratic or abnormal behavior or other signs of substance use.
 2. The possession by a student of drug paraphernalia.
 3. Direct observation of use, possession, sales or any outward signs of intoxication. Such drug or alcohol use or influence indicators can include, but not limited to mood swings, aggressive or lethargic behavior, risk-taking behavior, paranoia, bragging or talking to other students about drug or alcohol use.
 4. Reliable information communicated to an administrator by a teacher, parent, other adult or 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.
 5. Any other factor or indicator identified by a court of competent jurisdiction to constitute reasonable suspicion for a drug-related search or test.
 6. 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:

- A. The Hopewell Area school District reserves the right to conduct reasonable drug testing of its students upon a reasonable suspicion basis that a student is engaging in the use or abuse of drugs or alcohol. The building administrator, in his/her judgment, may 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".
- B. If a building administrator determines that reasonable suspicion exists that a student is engaged in drug or alcohol use, the administrator will inform the student and his/her parent(s)/guardian(s) that drug testing will be or has been conducted.
- C. Parent(s)/guardian(s) will be notified of the test results.
- D. 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).
- E. 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 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 subjected 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, the 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 disposition of the student involved, other than to the student of his/her parent(s)/guardian(s) or otherwise in the case of a legal subpoena being made upon the person in the course of a legal investigation.
- F. Any samples obtained from the student shall be screened for the presence of any or all of the following drugs:
- | | | | | |
|--------------|-----------------|-----------|-----------|---------------|
| Alcohol | Barbiturates | Cocaine | Methodone | Propoxyphene |
| Amphetamines | Benzodiazepines | Marijuana | Opiates | Phencyclidine |
- 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 test 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. In cases involving suspected use without possession of a controlled substance or paraphernalia, disciplinary action may be delayed pending outcome of subsequent tests. 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 the certified testing facility.
- H. If a student or his parent(s)/guardian(s) claims that a positive 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.

Situational Category	Immediate Action	Parent Notification	Police Notification	Testing Procedure	Substance Disposition	Discipline/ Rehabilitation
A student contacts a staff member in regard to the drug or alcohol use of another student.	Limited to staff member contacting the counselor, nurse or building administrator for assistance. Counselor/ building administrator will investigate.	Not applicable	Not applicable	Drug testing not required	Not applicable	None. Referral to the Student Assistance Team (SAP). The student who contacts a staff member is encouraged to get the student with a problem to personally seek assistance.
A student volunteers personal information of drug alcohol use and asks for help.	A staff member may request advice from the SAP Team, counselor, nurse, or building administrator.	Only with consent of the student unless there is clear and imminent danger.	Not applicable	Drug testing not required	Not applicable	None. Referral to Student Assistance Team (SAP). The student is informed of available help and encouraged to seek assistance.
A student is suspected of possible drug or alcohol use. There is no violation or physical evidence.	Building administration is notified to establish reasonable suspicion. The student is referred to nurse and/or counselor and/or building administration and informed of available help and encouraged to seek assistance. Building administration conducts investigation.	Limited to behavioral problems.	Not applicable	Drug testing not required	Not applicable	Referral to the Student Assistance Team (SAP)
A student is suspected of possible drug or alcohol use.	Building administration is notified to establish reasonable suspicion. Building administration	Yes, immediate notification of the incident.	Yes, the student will be referred to the appropriate law enforcement agency	Reasonable Suspicion exists, drug testing is mandatory	Analysis will be made for possible use in	Informal hearing. Up to Ten days out-of-school suspension. Possible formal hearing with School Board for expulsion from

Reasonable Suspicion is established as per policy.	conducts investigation to include a search of the student, his/her locker, and possessions.		for criminal prosecution.		further proceedings.	school. Required participation in a chemical abuse program. Referral to the SAP Team.
A student has a drug or alcohol related medical emergency.	Nurse will be summoned immediately. Building administration is notified. Student will be transported to medical facility. Building administration conducts investigation to include a search of the student, his/her 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. Up to Ten days out-of-school suspension. Possible formal hearing with School Board for expulsion from school. Required participation in a chemical abuse program. Referral to the SAP Team.
The student possesses drug-related paraphernalia. No evidence of use.	Building administration is notified. Paraphernalia is confiscated. Staff member writes an anecdotal report of the incident. Building administration conducts investigation to include a search of the student, his/her locker, and possessions.	Yes, parent/guardian 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. Up to Ten days out-of-school suspension. Possible formal hearing with School Board for expulsion from school. Required participation in a chemical abuse program. Referral to the SAP Team.
A student possesses uses or is under influence of drugs/alcohol. First Offense. Cooperative behavior.	Building administration is notified. Confiscation of item(s) and/or substance(s). Staff member writes an anecdotal report of the incident. Building administration conducts investigation to include a search of the student, his/her locker, and possessions.	Yes, parent/guardian 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. Up to Ten days out-of-school suspension. Possible formal hearing with School Board for expulsion from school. Required participation in a chemical abuse program. Referral to the SAP Team.
A student possesses uses or is under influence of drugs/alcohol. First Offense. Uncooperative behavior.	Building administration is notified. Confiscation of item(s) and/or substance(s). Staff member writes an anecdotal report of the incident. Building administration conducts investigation to include a search of the student, his/her locker, and possessions.	Yes, parent/guardian 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. Possible formal hearing with School Board for expulsion from school. Required participation in a chemical abuse program. Referral to the SAP Team.

A student possesses uses or is under the influence of drugs or alcohol and/or drug-related paraphernalia at a school related activity on or off school property.	Chaperone will contact the group advisor and/or building administration. A building / district administrator is notified ASAP. Confiscation of item(s) and/or substance(s). Staff member and/or chaperone write an anecdotal report of the incident. Building administration conducts investigation to include a search of the student, his/her locker, and possessions.	Yes, parent/guardian 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 building administration's investigation. Referral to the SAP Team.
A student is caught again in possession, use, or under the influence of drugs, alcohol and/or drug-related paraphernalia.	Building administration is notified. Building administrator writes an anecdotal report of this incident. Building administration conducts investigation to include a search of the student, his/her locker, and possessions.	Yes, parent/guardian 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 School 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.
A student is distributing a drug or controlled substance and/or drug related paraphernalia.	Building administration is notified. Staff member writes an anecdotal report of the incident. Building administration conducts investigation to include a search of the student, his/her locker, and possessions.	Yes, parent/guardian 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. Possible formal hearing with School Board for expulsion from school. Required participation in a chemical abuse program. Referral to the SAP Team.

Refusal of Drug Testing: ***If a student refuses to give consent** to 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 subjected 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.*

HOPEWELL AREA SCHOOL DISTRICT

SEXUAL HARASSMENT POLICY #253

Section 1

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

Section 2

Prohibited sexual harassment includes but is not limited to the following:

- Unwelcome sexual advances;
- Requests for sexual behaviors, verbal or otherwise;
- Visual or physical conduct of a sexual nature made by someone within the educational setting.

Section 3

The following examples illustrate what may constitute sexual harassment and are intended to include all persons affiliated with the District (adults or children, students or non-students). **The examples are:**

- Unwelcome leering, staring, sexual flirtation or proposition.
- Unwelcome sexual slurs, epithets, threats, and verbal abuse, derogatory remarks 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 normal movements in a sexual manner.
- Displaying objects in a sexually suggestive manner in the educational or extracurricular environment.
- Unwelcome teasing or sexual remarks about a student.
- Unwanted sexual conduct for students or non-students.

Section 4

The sexual harassment policy governs all students within the district. The following identifies the word student: a person who is enrolled and is regularly attending classes within the district in grades K-12, regardless of age.

Discipline/Consequences

- 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.
- The Principal and any school employee receiving a complaint of sexual harassment from a student or subordinate must act promptly to forward that complaint to the Superintendent and/or the building Principal.
- Retaliation against any individual who has made a complaint of sexual harassment or participated in an investigation of a complaint will be subject to disciplinary action up to and including dismissal. Non-employees participating in retaliation actions may be sanctioned to the extent of the District's authority over the non-employee or his/her employer. Student retaliation of any kind may be disciplined as set forth in the current code of student conduct.

Section 5

Reporting procedure for students and investigation process:

- All sexual harassment should be reported to a teacher, principal or other staff member within the school.
- Principals receiving a report, verbal or written, must notify the superintendent immediately or within a reasonable time.
- All complaints will be investigated within 24 hours of receipt of the complaint.
- The privacy of all parties concerned will be respected as permitted by the law to the extent that is practical and appropriate under the circumstances.

- Verbal reports should be put into writing by the student complaining or by the person receiving the complaint, however, if complainant refuses to put the information into writing, an investigation will still be made.
- All administrators and the school psychologist will be trained to investigate sexual harassment complaints. Findings, with recommendations, will be put into writing and a copy will be sent to the superintendent.
- The Child Abuse Report Act mandates the reporting procedure.

Section 6

The District prohibits retaliatory behavior against any complainant or any participation in the complaint process.

Section 7

Enforcement of the sexual harassment policy will be carried out as follows:

- All graffiti will be removed promptly.
- The staff will be in-serviced concerning the policy, each school year.
- Students will be given the information:
 - in the student handbook.
 - at one assembly.
 - within two class periods a year by the school staff they will be advised on the reporting procedure.
- Appropriate disciplinary action will be taken, as needed.

Section 8

A copy of the sexual harassment policy will be included in the student handbook and given out each school year. Students will also be informed of the policy during student orientation sessions.

Section 9

If any student covered by this policy 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 occurred, will be subject to disciplinary action which may include an expulsion hearing.

Section 10

Any student who has been sexually harassed may have the right to file a complaint with the Federal or State Regulatory Agency.

Pennsylvania State Statute 2020 Act 110

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. The act of March 10, 1949 (P.L.30, No.14), known as the Public School Code of 1949, is amended by adding a section to read:

Section 1318.1. Students Convicted or Adjudicated Delinquent of Sexual Assault.--

(a) (1) Notwithstanding sections 510 and 2134, if a student enrolled in a public school entity is convicted or adjudicated delinquent of committing a sexual assault upon another student enrolled in the same public school entity, the public school entity shall, pursuant to applicable laws and regulations, take one of the following actions:

- (i) Expel the convicted or adjudicated student.
- (ii) Transfer the convicted or adjudicated student to an alternative education program.
- (iii) Reassign the convicted or adjudicated student to another school or educational program within the public school entity.

(2) A public school entity shall ensure that the convicted or adjudicated student is not educated in the same school building, transported on the same school vehicle or allowed to participate in the same school-sponsored activities at the same time as the victim.

(3) A public school entity may not take action under paragraph (1) if:

- (i) The public school entity has already expelled, transferred or reassigned the convicted or adjudicated delinquent student for the same sexual assault.
- (ii) The convicted or adjudicated student does not attend the same school as the victim.

(b) The public school entity may not be prohibited from taking action under this section for convictions or adjudications for sexual assaults that occur outside a school setting if the assault:

- (1) was against another student enrolled in the same public school entity; and
- (2) has the effect of:

- (i) substantially interfering with the victim's education;
- (ii) creating a threatening or hostile educational environment; or
- (iii) substantially disrupting the orderly operation of the school.

(c) A student expelled, transferred or reassigned under this section may return to the student's originally assigned school only if:

- (1) the victim ceases to be enrolled in the public school entity from which the convicted or adjudicated delinquent student was expelled, transferred or reassigned; or
- (2) the conviction or delinquency adjudication on which the expulsion, transfer or reassignment was based is reversed and no appeal is pending.

(d) Nothing in this section shall be construed as limiting the authority or duty of a public school entity to make an alternative assignment or provide alternative educational services during or after the period of expulsion.

(e) A student convicted of sexual assault upon another student enrolled in the same public school entity shall notify the public school entity of the conviction no later than 72 hours after the conviction.

(f) A public school entity receiving a student who transfers from a public or nonpublic school during or after the period of expulsion for an act or offense involving a sexual assault conviction or adjudication of delinquency may assign that student to an alternative assignment or provide alternative education services.

(g) Prior to admission to a public school entity, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the student was previously or is presently expelled under the provisions of this section. The registration shall include the name of the school from which the student was expelled with the dates of expulsion and shall be maintained as part of the student's disciplinary record. Any willful false statement made under this subsection shall be subject to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

(h) Each public school entity shall develop or update its written policies to ensure compliance with this section.

(i) A public school entity shall, in the case of students with disabilities, take all steps necessary to comply with the Individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.C. § 1400 et seq.).

(j) As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Convicted" means a finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.

"Public school entity" means a school district, independent school, area career and technical school, intermediate unit, charter school, regional charter school or cyber charter school.

"School setting" means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

"School-sponsored activities" means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the public school entity.

"Sexual assault" shall include any of the offenses specified under the following provisions of 18 Pa.C.S. (relating to crimes and offenses):

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 2. Sections 1310-A(b)(2) and 2011-B(d)(1)(i) of the act are amended to read:

Section 1310-A. Safe Schools Advocate in School Districts of the First Class.--* * *

(b) The safe schools advocate shall have the power and its duties shall be:

* * *

(2) To monitor the school district's compliance with the mandatory expulsion requirements of [section] sections 1317.2 and 1318.1.

* * *

Section 2011-B. School participation in program.

* * *

(d) Participating public school criteria.--The following criteria apply to a participating public school:

(1) Except as otherwise provided in this article, a school district shall enroll students in a participating public school on a lottery basis from a pool of recipients who meet the application deadline set by the Department of Education until the participating public school fills the school's available seats. The pool may not include a recipient who:

(i) Has been expelled or is in the process of being expelled under section 1317.2 [or], 1318 or 1318.1 and applicable regulations of the State Board of Education.

HOPEWELL AREA SCHOOL DISTRICT STUDENT DISCIPLINE

WEAPONS

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 (1) year. The Superintendent of the School District may make recommendations relative to discipline on a case-by-case basis in conformance with existing law. Any student found to have brought a weapon onto any school property, to any school-sponsored activity, or on any public conveyance providing transportation to a school or school sponsored activity regardless of intent, will immediately be 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 the 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, nunchuks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury whether loaded or unloaded. It shall also include pellet guns, BB guns and look-alike firearms, any explosive device of any kind, any Bowie knife, Dirk knife, Lock blade knife, or hunting knife. Included is also any tool or instrument that is not reasonably related to education, such as chains, brass knuckles, nightsticks, ax 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 onto school premises is authorized by the school authorities. A student will be determined to have brought a weapon onto school property, to a school sponsored activity, or on a public conveyance providing transportation to a school or school sponsored activity, if the weapon is found on the person of the student, or under his/her control, or on property being used by the school, or at any school function or activity, or any event held away from the school, or while the student is on his/her way to or from school.

Notification Procedure:

Any professional staff member or 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 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, requesting assistance from the local police in this matter. Parents should be notified as soon as possible. If a weapon is found, it shall be confiscated. Upon confiscation, 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 the school’s 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 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. He will also direct the informational and notification requirements for a formal hearing of expulsion proceeding in accordance with the Pennsylvania School Code, with the assistance of the School District staff.

Student Support Services

STUDENT ASSISTANCE PROGRAM (SAP)

The Commonwealth of Pennsylvania “**Student Assistance Program**” (SAP), is designed to assist school personnel in identifying issues related to severe absenteeism, significant declines in academic performance, drug and alcohol use, and/or mental health concerns, that pose a barrier to a student’s learning and/or school success. “Student Assistance” is not a treatment program; rather, it is a systematic process using effective and accountable professional techniques to mobilize school resources. Where the problem is beyond the scope of the school, the program assists the parents or caregivers and the student with information for accessing services within the community. The SAP Team does not diagnose, treat, or refer for treatment. The SAP Team is made up of professional school personnel who have been trained and certified in all phases of the student assistance process and is approved by the Department of Education, Health, and Public Welfare. Referral forms can be found on the school website, as well as the main office and guidance office. Referrals may be submitted by teachers, administrators, parents, the nurse, guidance counselors or students.

While each individual student situation is unique, the Student Assistance Team will generally:

- Receive referrals from concerned individuals;
- Communicate with parents regarding the reported concerns and affirm family consent prior to providing support services;
- Gather observable, objective data from multiple parties to assess the nature and extent of the student’s concern;
- Discuss and develop a helping plan of action;
- Provide follow-up by monitoring student progress and developing a working relationship with students and families;
- Provide families with appropriate referrals to school and/or community programs, as needed;
- Parents can find a listing of local community resources to assist with families and individuals with mental health or substance abuse concerns on the District website.

HEALTH PROGRAMS FOR GRADES 5-8

The purpose of the school health program is related to the prevention of illness and the promotion of good health. The following information is presented for your awareness and has been set up to illustrate what is monitored at each grade level.

	Grade 5	Grade 6	Grade 7	Grade 8
Height and Weight	X	X	X	X
Vision Screening	X	X	X	X
Hearing Screening (for students with hearing difficulties)	X	X	X	X
Physical Exam*		X		
Scoliosis Screening		X	X	
Sports Physicals (for student athletes)			X	X
Dental Screening*			X	
Blood Lipid Screening for Cholesterol and Triglycerides (parental permission required)			X	

***State Mandated Exams: Grade 6 - Physical Exam, Grade 7 - Dental Exam**

State mandated exams must be completed before the end of the school year and returned to the nurse. Forms available on the school website: www.hopewellarea.org

HEALTH OFFICE COMMUNICABLE DISEASE CHART

The rules to aid in the control for communicable disease in the Hopewell Schools are regulated by state law. For this reason, we feel that this reference guide will help you to maintain better communicable disease awareness. When your child is ill, or shows symptoms of a communicable disease, please notify the school office or the school nurse. If a child returns to school and there are any symptoms warranting attention, the school nurse may exclude the child until readmission seems advisable.

Disease	Symptoms (exclude from school)	Return to School
Chicken Pox	Nasal discharge, temperature elevation, blister-like eruptions	6 days from last crop of vesicles
Whooping Cough	Severe spasmodic cough and vomiting	4 weeks from onset or 7 days from instituting appropriate therapy
Scabies	Localized rash, very itchy	Until treatment completed from child's physician
Impetigo	Open sores, thick watery discharge, crusty	Until under treatment of child's physician
Conjunctivitis (Pink Eye)	Enlarged veins in eyes, discharge	24 hours for institution of appropriate therapy
Pediculosis (Head Lice)	Itchy scalp, nits in hair, especially around ears	Until child is nit free.
Ringworm	Reddish, ring-shaped lesions	Until under treatment of child's physician
Respiratory Strep infections including Scarlet Fever	Sore throat, temperature elevation, scarlet rash	24 hours from institution of antibiotic therapy and temperature is normal for 24 hours.

Health Room Guidelines

Procedures:

- Lunchroom monitors will contact the school nurse if a child becomes ill during lunch.
- Students injured during gym class should come to the health room directly from the gym.
- The school nurse cannot excuse a student from gym class – this is the responsibility of the student and parent to obtain an excuse from a doctor for this purpose.
- Parents and/or a designated Guardian must sign-out their injured or ill child in the main office when picking them up.
- Students **ARE NOT** permitted to phone their parents/guardian via their personal cell phones when feeling ill. When ill, students should report to the nurse's office in accordance with established guidelines. **As stipulated in District Policy, use of cell phones during school hours is not permissible.**

Services

Services provided by the school nurse are for the well-being of your child. These include but are not limited to:

- Evaluate health complaints.
- Administer first aid.
- Refer to private physician of appropriate agencies.
- Distribute medication, in accordance with District Policy.
- Assist with Pennsylvania State mandated screening.
- Evaluate immunization status and health history.
- Maintain comprehensive health records.
- Assist with athletic physical examinations and maintain records.
- Facilitate health programs.
- Provide educational programs.

Medication Policy/Procedures

Non-Prescription Medications:

In accordance with the regulations set up by the school physician and the School Board, no medications, such as aspirin, ointment, cold tablets, or over-the-counter medications of any kind, will be given to a student without prior written permission of the parent/guardian and private physician.

Hopewell Area School District has a standing order from our school physician for Acetaminophen (1 –325 mg. tablet given once daily as needed x 10 doses per year), which can be given only with the written permission of a parent/guardian on file in the health office and a signed “Hold Harmless Agreement* (see Parent Packet). This agreement must be renewed annually. Requests for Acetaminophen dosage above 325 mg. must have the proper request forms from the parent/guardian and private physician.

Prescription Medications:

Any student requiring prescription medication during regular school hours must meet the following guidelines:

- The parent/guardian shall assume the responsibility for ensuring that the Physician Request for Administration of Medication during School Hours form * (**found on District & Jr. High Web-page**) is completed by the physician and submitted to the school nurse.
- **A copy of the completed Hold Harmless agreement * (found on District & Jr. High Web-page)* must be signed and accompany the physician request form.**
- Medications must be brought to school by the parent/guardian or other adult. Medication must be in the original labeled container. Please contact your school nurse if you require special consideration regarding the medication drop off procedure.

IMPORTANT: These procedures must be followed or the medication will not be administered to your child.

HOLD HARMLESS TYLENOL/ACETAMINOPHEN AGREEMENT

The Hopewell Area School District, in consideration of the administration of prescription drugs and non-prescription drugs by the employees of said District hereby covenants and agrees to hold harmless and indemnify all such employees against any and all claims, damages, expenses, attorney's fees, suits, clauses or causes of action in law or equity or any place which may be brought against such employees because of any act or omission committed by such employees in connection with such administrations, including but not limited to negligent acts of omissions.

In addition, the Hopewell Area School District, in consideration of said administrations of prescription medication and /or non-prescription medicine, agrees to obtain from the parent and/or legal guardian of the student, prior to the administration of any prescription medicine, an authorization to administer said medication and an appropriate release against any liability on the part of said employees administering such medication.

The terms of this agreement shall begin on the date executed and continue until the dissolution of the School District by the Generals Assembly of the Commonwealth of Pennsylvania.

- **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, and the physician's name must be printed on the container. I will obtain from the physician Standing Orders for my child should the nurse request more detailed instruction.
- **Over-the-Counter Medication:** I understand that over-the-counter medication (such as NSAIDS, antacids, cough medication) must be provided by the parent, in the original container, and must be accompanied with a prescription by the doctor and written permission by the parent.
- **Prescription Treatments:** I will obtain form the physician Standing Orders for my child for the nurse to follow. The nurse has permission to contact the physician listed if there are medical concerns about my child.

All medications should be taken by the parent/guardian directly to the nurse to be stored throughout the day. Please contact your school's nurse if you require special consideration. No medication will be administered without the completion of the Hold Harmless Agreement and the signature of the parent or guardian.

The form for ACETAMINOPHEN, any other medications, and forms for doctors to complete can be found on the Hopewell Area School District's and Jr. High websites: www.hopewellarea.org

SPECIAL EDUCATION PROGRAMS

The following special education programs are available to students and are directed toward helping in the general development of the child.

Learning Support:

Learning Support services are available to students who have difficulty in the acquisition and retention of the basic learning skills. Such difficulties may include the ability to reason, think, read, or comprehend and apply mathematical skills. Students receiving support through the Learning Support Program may be identified through the MDE process with a specific learning disability, an intellectual disability, visual impairment, hearing impairment, orthopedic impairment, or another recognized disability in the Commonwealth of Pennsylvania. All students participating in the Learning Support program have a current IEP.

Gifted Support:

Giftedness refers to outstanding intellectual and creative ability that requires special services and programs not provided in regular education. Participation in Gifted Support is based upon the individual student's eligibility and need for acceleration and/or enrichment.

Autistic Support:

Instructional services are available to those students identified with autism/pervasive development disorder. Determination of autism/pervasive developmental disorder must include an assessment and a report by a certified school psychologist or a physician qualified to give such a diagnosis and followed by a report by a certified school psychologist.

Emotional Support:

Emotional support programs are for those students whose behavior interferes with their ability to learn. An emotional disturbance may be characterized by one or more of the following: inability to build and maintain satisfactory interpersonal relationships with peers and adults, inappropriate behavioral responses to situations, extreme unhappiness or depression, a tendency to develop physical symptoms or fears related to personal or school problems. Educational programs include behavior management/support plans as part of the student's IEP.

Inclusion Classes:

Students participating in inclusion classes receive most of their instruction in the regular education classroom alongside their peers. Students in these classes receive all the necessary supports as outlined in their IEP. These supports are provided through extensive teamwork and communications. In providing these supports, the Hopewell Area School District considers the best interests of the student receiving special education services, their peers, and all members of the inclusion team. The team includes the special education teacher, the regular education teacher(s), parents, principals, and other support personnel.

Life Skills Support:

The educational program for students requiring life skills support emphasizes a life skills curriculum and community-based experiences. Students receiving these supports may be identified as intellectually disabled, autistic, or multiple handicapped.

Multiple Disabilities Support Programs:

The Hopewell Area School District in conjunction with the Beaver Valley Intermediate Unit provides services to those students identified as multi-handicapped. These students have more than one handicapping condition, including intellectual disability, severe language disorders, vision impairment, motor impairments, and threatening health problems. The combination of disabilities results in needs that require extra-ordinary services.

Paraprofessional Assistance:

The Hopewell Area School District provides paraprofessionals to meet the special needs of students. Classroom paraprofessionals are provided to assist teachers and students in the support programs. Individual paraprofessionals are provided if needed for such services as mandated in the individual student's IEP. The need for an individual paraprofessional can only be determined by mutual agreement of the MDE/IEP teams.

Physical Therapy:

Eligibility for physical therapy will be based upon a physician's recommendation and results of an evaluation conducted by a physical therapist.

Occupational Therapy:

Eligibility for occupational therapy will be based upon a teacher/parent/IEP team recommendation and results of an evaluation conducted by an occupational therapist.

Psychological Services:

Psychological services are provided to increase a student's learning potential. Such services may include, but are not limited to: consultation with staff members, participation in MDE team, individual student assessment, formal classroom observation of referred students, participation in parent conferences, student placement in the least restrictive environment, counseling for students enrolled in the emotional support program, report and record review, and follow-up services for district students in approved private schools.

Speech and Language Support:

Speech and Language Support programs are for those students whose communications disorders exist to such a degree as to interfere with classroom performance. Communication disorders may include language, articulation, fluency, and/or voice. The speech pathologists provide services to those students who have been identified through the MDE process. In addition, the speech pathologists conduct speech and language screenings and diagnostics. Speech and language services operate at each building.

Hearing Support:

Hearing Support programs are for those students whose hearing and communications disorders exist to such a degree as to interfere with classroom performance. The hearing support instructor provides services to those students who have been identified through the MDE process which includes an audiologist evaluation and a physician's report. Hearing Support services operate at each building and are provided through the Beaver Valley Intermediate Unit.

Blind or Visually Impaired Support Programs:

The Hopewell Area School District in conjunction with the Western Pennsylvania School for Blind Children provides services to those students identified as blind or visually impaired. The visual impairment must be of such a nature as to adversely affect the educational performance of the students. Determination of such impairment must include an assessment and a comprehensive report by an eye specialist outlining the nature and degree of the impairment.

Transition Services:

Eligible students who are 14 years of age or older in special education support programs must have transition goals and objectives written as part of the Individualized Education Program. Transition is defined as goals and objectives that will assist students in making the transition from school to either gainful employment or post-secondary education after graduation.

Confidentiality and Notice for Directory Information

The Hopewell Area School District protects the confidentiality of personally identifiable information regarding all students including students with disabilities, children thought to have disabilities, protected handicapped students (if not protected by IDEA or Pennsylvania's Special Education Regulations) and children who are identified as gifted, in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable federal and state laws, policies and regulations.

"Education Records" means those records that are directly related to the student, including stored in computers, through media, and on videotape, which are maintained by an educational agency or a party acting for the agency. "Educational Agency," for purpose of this notice, means the local school district, and/or the BVIU. For all students, the educational agency maintains education records that include, but are not limited to:

- Personal Identifiable Information-Confidential information that includes, but is not limited to the student's name, name of parent/guardians and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory Information – Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy, if disclosed. It includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study (secondary students), participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, information for the annual yearbook, graduation programs, honor rolls, playbills, etc., and the name of the most previous educational agency or institution attended,

The Family Education Rights and Privacy Act (FERPA) affords to parent/guardians, and to students over 18 years of age, certain rights with respect to students' education records. They are:

1. Parent/guardians (or students over 18 years of age) have the right to inspect and review the student's education record. The school district will comply with the request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing (indicating the records the parent/guardians wish to inspect) to the school principal or other appropriate school official. Parent/guardians have the right to a response from the school district to a reasonable written request for explanations and interpretations of the records. Parent/guardians have the right to request copies of the records. While the district cannot charge a fee to search for or retrieve information, it may charge a copying fee, as long as it does not effectively prevent the parent/guardians from exercising their right to inspect and review the records. Parent/guardians have the right to appoint a representative to inspect and review their child's records. If an education record contains information on more than one child, parent/guardians (or students over 18 years of age) have the right only to inspect and review the information related to the specific child.

2. If the parent/guardians (or a student over 18 years of age) thinks information in an education record is inaccurate, misleading or violates the privacy or other rights of the child, an amendment of the record may be requested. Requests should be made in writing and clearly identify the part of the record requested to be changed and specify why it is inaccurate or misleading. The school district will decide whether or not to amend the record and will notify the parent/guardians (or student over 18), in writing, of its decision. If the school district refuses to amend the record, it will notify the parent/guardians (or students over 18) of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parent/guardians or student (if 18 or older) when notified of the right to a hearing.

The school district will inform parent/guardians (or students over 18) when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parent/guardian (or student over 18). Parent/guardians (or students over 18) have a right to receive a copy of the material to be destroyed; however, a permanent record of the student's name, address, and telephone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitations. "Destruction" of records means physical destruction or removal of personal identifiers from information, so that the information is no longer personally identifiable. The school district will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school district keeps records of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

3. Parent/guardians (or students over 18) have the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s)/guardian(s) [or students over 18] have [has] been fully informed regarding the activity requiring consent, in the native language or other mode of communication; they understand and agree in writing to the activities; and, they understand that the consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A "school official" is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Directory information as defined above, may be released without parent/ guardian consent. Parent/guardians have the right to refuse to permit an agency to designate or release any or all of the above information as directory information. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The school district is required by the National Defense Authorization Act (Pub.L. No 107-107) to provide military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and shall provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent/guardian has opted out of providing such information in writing to the school principal.

5. Parent/guardians (or students over 18) have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Students' special education and gifted records are maintained at the Hopewell Central Office. The complete records are kept for a period of five (5) years after completion of the student's program or the student's graduation from high school.

Special education and gifted records that will be destroyed following the five (5) year period are all IEP's or GIEP's with the exception of the initial and final IEP or GIEP. Parent/guardians of students and students that graduated or left this school prior to the 2016-16 year are hereby notified that if they wish for a copy of any "IEP or GIEP" information before it is deleted/destroyed, they must make that request to the special education department (724-375-6691, ext. 3009) by November 1, 2021. The scheduled destruction date of this information is December 1, 2021

HIPPA

The Hopewell Area School District maintains the privacy of protected health information of all students in accordance with the applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). A copy of the HASD Notice of Privacy Practices may be obtained at the Central Administration Office.

Student Rights Regarding Surveys

Protection of Pupil Rights Amendment (PPRA) affords parent/guardians and students who are 18 or emancipated minors ("eligible students") certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or the student's parent/guardian;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as lawyers, doctors or ministers;
- Religious practices, affiliations, or beliefs of the student or parent/guardians; or
- Income, other than as required by law to determine program eligibility.

Receive notice and opportunity to opt out of:

- Any other protected information survey, regardless of funding;

- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and necessary to protect the immediate health and safety of a student, except for hearing, vision, or and physical exam or screening permitted or requested under state law; and activities including collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the referenced marketing, sales, or other distribution purposes; and Board policy has been developed regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Parent/guardians and eligible students will be notified of activities and afforded an opportunity to opt a student out of participation.

Notice of Nondiscrimination

The Hopewell Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and Section 503 and 504 of the Rehabilitation Act of 1973.

Employees and participants who have an inquiry or complaint of harassment or discrimination or who need information about accommodations for handicapped persons should contact the Superintendent at 724-375-6691.

No Child Left Behind Act of 2001

Public Law 107-111, better known as the No Child Left Behind Act of 2001 (NCLB), is one of the most comprehensive education reform plans ever passed by the U.S. Congress. The document can be viewed in its entirety at <http://www.ed.gov/legislation/ESEA02/107-110.pdf>. Additional information concerning NCLB is available at <http://www.nclb.gov/>.

NCLB § 1111 (h)(6)(A) requires that the school district annually inform parent/guardians regarding the professional qualifications of the student's classroom teachers. Each teacher employed by the Hopewell Area School District has been issued a certificate of instruction from the Pennsylvania Department of Education meeting all state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Public Notice on Screening and Evaluation

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parent's rights with regard to confidentiality of information that will be obtained during this process.

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities that if found to cause a child to need services are autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness; and in the case of a child that is of preschool age, developmental delay.

The Hopewell Area School District uses the following procedures for locating, identifying, and evaluating special needs of school-aged students requiring special programs or services. These procedures as required by law are as follows:

The district, as prescribed by Section 1402 of the School Code routinely conducts health screenings for kindergarten (K) through 12th grade students and new students without history of recent exams: Hearing acuity (Gr. K-3, 7 and 11 and any student with a known history of hearing loss), Visual acuity (annually), Dental Screenings (Gr. 1, 3, 7 & 11), Physical Exams (Gr. 1, 6, & 11), Scoliosis Screening (Gr. 6 & 7) and Speech and language screening (annually).

Classroom teachers, Pre-Referral Intervention Team, and school counselors on an ongoing basis informally assess gross motor and fine motor skills, academic skills, and social and emotional skills. Specified needs from all of these screening sources are noted within the student's folder.

Parents/guardians with concerns regarding their child may contact building principals at any time to request a screening or evaluation of their child. Communication with parents/guardians of a student with disabilities and/or parents/guardians of gifted students shall be in English or the native language of the parent and student.

Screening information will be used by the Pre-Referral Intervention Team and the school counselors within the student's school to meet his/her specific needs or to document the need for further evaluation. If it is determined that a student needs additional services, the Pre-Referral Intervention Team and/or the school counselors will implement accommodations appropriate to student's needs. The parents/guardians are members of the Pre-Referral Intervention Team. If a student does not make progress with Pre-Referral Intervention Team involvement and/or services provided through the school counselors, parents/guardians will be asked to give written permission for further evaluation. This process is called Multidisciplinary Evaluation (MDE). The parents/guardians are members of the Multidisciplinary Team (MDT).

If it is determined that a student may possibly be mentally gifted, the student's records will be reviewed, and the respective school counselor will gather information from the student's parents/guardians and teachers. If the data supports a need, parents will be asked to give written permission for further evaluation. This process is called Gifted Multidisciplinary Evaluation (GME). The parents/guardians are members of the Gifted Multidisciplinary Team (GMT).

After Multidisciplinary Evaluation or Gifted Multidisciplinary Evaluation is completed, an Evaluation Report (ER) or a Gifted Written Report (GWR) will be compiled and will include specific recommendations for the types of interventions and/or acceleration and enrichment necessary to deal with the student's specified needs. If an Individual Education Plan (IEP) is recommended by the MDE, the parents/guardians are invited to participate in a meeting where the results of the Multidisciplinary Evaluation (MDE) or Gifted Multidisciplinary Evaluation (GME) will be discussed and an Individual Education Program (IEP) or a Gifted Individual Education Program (GIEP) will be developed for specialized services for the student.

When the Evaluation Report (ER) or Gifted Written Report (GWR) are completed, copies are sent to the parent/guardian of the student along with a Notice of Recommended Educational Placement (NOREP) or a Notice of Recommended Assignment (NORA) with which they may agree or disagree. If parents/guardians disagree with the program recommendation, the issue may be taken to mediation or a due process hearing.

Information about parent/guardian rights, mediation or due process procedures, specific special education services and programs and gifted education services and program offered by the district; and the district's educational records policy are available upon request from the building principal in the student's school. A parent/guardian may request that the district initiate a screening or evaluation of their child's specified needs at any time by contacting the building principal. Further information about these procedures may be obtained by calling the school psychologist at 724-375-6691, ext. 3015.

All information collected as part of an individual student referral or evaluation is treated in a confidential manner and does not become a part of the student's permanent record file. Special Education Programs for Students with Disabilities and Gifted Students

The Hopewell Area School District operates programs for students with disabilities and gifted students in accordance with Chapter 14 and Chapter 16. In addition, the Hopewell Area School District is the host district for the Beaver County Jail and provides regular education and special education services for school age students.

The Hopewell Area School District provides a free, appropriate public education to students with disabilities or mental giftedness according to state and federal rules. To be eligible, the child must:

- Be of school age.
- Have a disability or mental giftedness and be in need of specially designed instruction.
- Meet eligibility criteria for one or more of the following physical or mental disabilities as set forth in the Pennsylvania State Standards: autism, deaf-blindness, blindness, visual impairment, emotional disturbance, specific learning disability, other health impairment, traumatic brain injury, and speech/language impairment, orthopedic impairment, hearing impairment, deafness, multiple disabilities or mental retardation. Services designed to meet the needs of eligible disabled students include:
 - The annual development of an individualized education program (IEP or Gifted IEP).
 - A triennial multidisciplinary re-evaluation for students with disabilities (except for those students with mental retardation where evaluation remains biennial).
 - A range of supports for students from itinerant level to supplemental level to full time level special education support within the school district or placement in a full-time special education disabilities class outside of the regular school.

The extent of special education services for disabled or mentally gifted students and the location for the delivery of such services are determined by the parents and the district staff at the IEP team meeting and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention. The school district also provides related services, such as transportation, physical therapy, occupational therapy and assistive technology if they are required to enable the student with disabilities to derive educational benefits.

Prior to initiation of services, parents of a student with disabilities are presented a "Notice of Recommended Educational Placement/Prior Written Notice" (NOREP) and parents of a mentally gifted student with a "Notice of Recommended Assignment" (NORA) with which they agree or disagree. If parents agree to the program outlined by the multidisciplinary team and the parent signs either the NOREP or NORA, then the program is implemented for their child. If parents disagree with the program being recommended, they have the right to request IEP facilitation, mediation and/or a due process hearing. Parents are issued their "Procedural Safeguards" which outlines in detail their legal rights as a parent of a child identified as having a disability or considered mental gifted.

Printed information regarding available special education services and programs and procedural safeguards as they pertain to special education are available in the office of each building principal and at the Central Administration Office.

For answers to specific questions about special education services, the screening or evaluation process, or any other information, please call the special education director or the school psychologist at 724-375-6691, ext. 3009.

Services for Students in Nonpublic Schools

Public school education may be accessible to resident students attending nonpublic schools on a dual enrollment basis in a special education program operated in a public school. A multidisciplinary evaluation which determines the child's eligibility for services must be conducted and, if eligible, an individualized education program plan (IEP) is developed. Parents of nonpublic school students who suspect that their child is disabled and in need of special education may request a multidisciplinary evaluation of their child through a written request to the building principal or the school psychologist.

Services for Preschool Children

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services.

Young children who are experiencing developmental delays are eligible for early intervention services. At-risk children are eligible for screening and tracking.

Developmental delays occur when children are not meeting expected developmental milestones during predictable age-related time periods. Developmental delays can occur in many areas including behavioral, gross motor, vision, hearing, and speech and language. The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers, defined as children from birth through two years of age. Contact the Base Service Unit at 724-891-2827 for information. The HASD is responsible for providing services to preschool children from ages three through five. These services are provided by the BVIU. Contact the BVIU for screening at 724-774-7800 or the HASD at 724-375-6691, ext. 3009 for more information.

Protected Handicapped Students Public Notice

In compliance with state and federal law, Chapter 15 and Section 504 of the Rehabilitation Act of 1973, Hopewell Area School District will provide to each protected handicapped student without discrimination or cost to the student or family those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

The services and protections for a Protected Handicapped Student are distinct from those that apply to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. In order to qualify as a Protected Handicapped Student, the child must be of an age when public education is offered in his/her school district and with a physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the school program.

The school principal, teachers, or the parent/guardian(s) can refer students to be considered as protected handicapped student. Referrals are made to the school counselor. If the school district 504 team determines that the student is eligible, a Service Agreement will be developed. The principal and the school counselor will make arrangements to implement the Service Agreement. The Service Agreement will be reviewed annually with the parent/guardians and with the school team for either termination or revision.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the building principal or Section 504 Coordinator (724-375-6691, ext. 3009).

Surrogate Parent

The school district has the responsibility of developing a surrogate parent program for school age handicapped children residing in the Hopewell Area School District. The District must see that any handicapped student who is either a ward of the state or whose parent or guardian is unknown or unavailable has a surrogate parent. The surrogate parent acts in place of the parent/guardian in matters concerning the student's educational programs/services. The role of the surrogate parent is voluntary and training is provided regarding the role of a surrogate parent.

Homeless Children and Youth Act

On July 22, 1987 the Stuart B. McKinney Homeless Assistance Act became public law. This was the first comprehensive federal law dealing with the problems of homelessness in America. This act was recently included in the 2001 No Child Left Behind Act and it is now called the McKinney-Vento Education Assistance Improvements Act of 2001, (Public Law 107-110) Subtitle B and covers the Education for Homeless Children and Youths (Sections 721-726). The McKinney-Vento Homeless Assistance Act was reauthorized in 2015 with the passage of the Every Student Succeeds Act (ESSA), which replaced the No Child Left Behind Act.

The district recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The district makes efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education in compliance with federal and state law and regulations.

Homeless students are defined as individuals lacking a fixed, regular and adequate nighttime residence, which include the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations.

- Living in emergency, transitional, domestic violence shelters.
- Abandoned in hospitals.
- Awaiting foster care placement.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as migratory children in conditions described in previous examples.
- Living as run-away children.
- Abandoned or forced out of homes by parent/guardians/guardians or caretakers.
- Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

For more information regarding the McKinney-Vento Education Assistance Improvement Act of 2001 please contact the district's Homeless Coordinator at 724-375-6691, ext. 3014.

Migrant Student Education

The Hopewell Area School District provides that foreign students who do not possess an F-1 Visa and reside in the Hopewell Area School District with parent/guardians, guardians, or individuals gratuitously caring for them are considered residents of the school district and are entitled to the same school rights and privileges available to resident students. For more information regarding Migrant Student Education, contact the district's Migrant Education Coordinator at 724-375-6691, ext. 3014.

Mode of Communication

If a person does not understand any part of this notice, he or she should request an explanation by contacting the Director of Special Education or the Coordinator of Pupil Personnel Services at 724-375-6691, ext. 3009.

The school district will arrange for an interpreter for parent/guardians with limited English proficiency. If a parent/guardian is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent/guardian (e.g., sign language, Braille, or oral communication).

Special Education Department

Dr. Lynn Utchell
Director of Special Education
724-375-6691, ext. 3010
utchelll@hopewellarea.org

Mrs. Donna Steff
Coordinator of Pupil Personnel Services/Title IX Coordinator
724-375-6691, ext. 3014
Steffd@hopewellarea.org

Mrs. Heather Roach
School Psychologist
724-375-6691, ext. 3015
roachh@hopewellarea.org

Mrs. Nancy Barber
Administrative Assistant
724-375-6691, ext. 3009
barbern@hopewellarea.org

Pennsylvania's Official Rights & Responsibilities Policy

The Student Council of Hopewell Junior High School is offering the following guide to Pennsylvania's Student Rights and Responsibilities Policy. We believe that students must know exactly where they stand regarding both their rights and their responsibilities. We do not spell out every section in point-by-point legal detail, but the Student Council hopes that this guide will give a clear overall picture of the rights as Pennsylvania students and the responsibilities that are expected in return. The Student Council urges students to keep in mind those rights and responsibilities cannot exist independently; one is no good without the other.

Rights:

It is the right of each student:

- To a free and full education in the public schools of Pennsylvania. Everyone- white, black, pregnant, married, or whatever – has this right. The only stipulation is that you be between the ages of 6 and 21 years.
- To have an informal hearing before the school principal (in cases of full suspension).
- To be present while his/her locker is being searched by school officials or teachers.
- To freedom of speech and expression as long as it is presented in a respectful manner so as not to slander or offend others. Also, such expression must not interfere with the educational process.
- To distribute leaflets, newspapers, and other printed materials without restriction by school authorities. However, officials have the right to examine the materials prior to distribution to determine whether the distribution would result in disruption of or interference of school activities.
- To wear buttons, badges, or armbands bearing slogans and sayings; however, they may be worn only as long as they are not obscene or offensive to others and as long as they do not interfere with the educational process.
- To determine one's own hair length and style. Schools can make no restrictions limiting the length or style of hair. However, they can demand a change in either the length or style if it can be shown that a student's hair is a health or safety hazard. Schools cannot impose any dress rules based only on taste or fashion. However, certain types of clothing can be required for physical education classes or for extracurricular activities. Students are reminded that their responsibilities include keeping their clothes and hair neat and clean at all times. School authorities may not forbid the reasonable use of cosmetics.
- That information given to a school counselor, school nurse, or school psychologist during the course of their regular school duties cannot be used against you in any civil or criminal court. This information can only be divulged with your consent or the consent of your parents.
- To refrain from joining in with the Pledge of Allegiance salute to the flag if you choose to do so on the basis of personal beliefs or religious convictions. Students who do not want to go along with the ceremony must respect the rights of those who do. You may either stand or sit, and you must remain silent.
- To be fully informed of the reason for a suspension and given the chance to answer the charges.
- To question, examine, and discuss any issue relating to the community or the functions of the school such as discipline, scheduling, or school policy. Every student also has the right to a reasonable and direct answer to the question raised.
- To petition and be heard by the School Board on issues affecting the student body at large. This should be done through the student government and the principal.

Responsibilities:

It is the responsibility of each student:

- To attend school regularly.
- To be on time for all classes and other school functions.
- To make all necessary arrangements for making up work when absent from school
- To make a conscientious effort in all classroom work.
- To pursue and attempt to satisfactorily completion the course of study prescribed by state and local authorities
- To develop a climate within the school that is conducive to wholesome learning and living.
- To not interfere with the education of his/her fellow students.
- To be aware of all rules and regulations for student behavior and to conduct himself/herself in accordance with them.
- To make a conscientious effort to obey all school rules and regulations.

- To assume that until a rule is altered or removed, it is in full effect.
- To be aware of and to comply with all state and local laws.
- To respect the rights of teachers, other students, administrators, and all others who are involved in the educational process.
- To be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- To assist the school staff in operating a safe school for all students enrolled.
- To express his/her ideas and opinions in a respectful manner so as not to offend others.
- To dress and groom oneself so as to meet fair standards of safety and health, and so as not to cause a disruption to other students.
- To show proper respect for his/her country and its flag.
- To not produce anything that will present a clear and present danger in inciting other students to commit unlawful acts or to physically disrupt orderly school operations.
- To avoid inaccuracies in student publications and indecent or obscene language.
- To observe the rules of responsible journalism.
- To exercise proper care when using public facilities and equipment.
- To make the school a wholesome place where people can prepare for whatever it is they want to do with their lives.

Rules and Guidelines:

- School boards have the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited. They may not make rules that are unfair or unreasonable.
- Teachers or school officials may administer corporal punishment (paddling) to discipline students within the guidelines established by the Board of Education. Corporal punishment may not be administered to a student whose parents have notified school authorities that such disciplinary method is prohibited.
- Students shall be permitted to make up exams and work missed while being disciplined by temporary or full suspension.
- School authorities may restrict the use of certain bulletin boards to school announcements. However, bulletin board space should be provided for the use of students and student organizations. School officials may prohibit material that is obscene, slanderous, or riotous in nature.
- School authorities may search a student's locker without prior warning in seeking illegal goods (drugs, alcohol, stolen goods, etc.).
- School authorities should consider offering alternatives to study hall such as student recreation, student research, etc.
- Expulsion of students should be permanent in severe cases such as the physical abuse of a teacher or incorrigibility.
- All student offenses should be considered on an individual basis. A student should not be required to perform work for the school as punishment, unless the work is related to the student's offense. Students should not be punished as a group or at large of the offenses of known or unknown individuals.
- Students are not permitted to participate in extracurricular activities while under suspension.
- A school official of the same sex should only do a pat down search of a student. This search may only be done upon a reasonable assumption that the student is concealing evidence of an illegal nature.
- There will be no student smoking or student smoking areas provided within the school, on school grounds, on school buses, or while attending or participating in any school sponsored activity.
- The possession, consumption, and sale of alcoholic beverages and drugs is strictly forbidden within the schools, on school grounds, on school buses, and/or while students are attending or participating in any school sponsored activity.
- The use of prescription drugs specifically prescribed to a student by a licensed physician for medical purposes must have prior approval of the building principal and/or the school nurse.



Flexible Instruction Day(s)

What is expected of students during a Flexible Instructional Day?

- Junior High students are expected to log on to each teacher's Google Classroom to access assignment information.
- Students are expected to access their synchronous class via Microsoft Teams following the above "Junior High School Schedule." Each individual class will have a synchronous or in-person learning activity, so your child is expected to join their class via Microsoft Teams at the assigned time. Depending on the level of rigor or course content, students may need additional time outside of the 30-minute period to complete coursework.

What happens if a student fails to complete his/her assignment(s)?

- Students are expected to complete all assigned coursework. In some cases, simple assignments will be due the following day. When working on more complex assignments, additional time may be allotted.
- Any student who fails to complete a Virtual Instruction Day assignment in the time frame directed by the teacher will receive a zero on any graded assignment not submitted (unless there is an issue with internet connectivity).

What happens in the event of a power outage or internet connectivity issue on a Virtual Instruction Day?

- In the event a student encounters an issue related to internet access or power outages, parents/guardians are to send an email stating what occurred to either Mr. Katkich (katkiche@hopewellarea.org) or Mr. Ceccarelli (ceccarellil@hopewellarea.org). Parents/Guardians may also phone the school and leave a voicemail message (724-375-6691 ext. 4000). **Under these circumstances, one additional day is allotted for coursework completion.**

Jr. High Attendance

How will student attendance be recorded?

- Attendance will be determined by each Junior High School student reporting their presence via a Google Form posted in their Homeroom/Period 1 class Google Classroom. **Students will need to record their attendance by completing the Google Form before 12:00 PM.** Any student who fails to complete the attendance form by 12:00 PM will be marked absent unexcused for the school day.
- As with in- person learning, Junior High students may be recorded as present for the day school but not earn credit for their individual class(es) or assignments.
- Assignment credit will be earned by reporting to each scheduled class on Microsoft Teams, participating, and completing assignments as directed.
- If a student encounters an issue related to internet access or power outages and unable to actively participate in the Virtual Instruction Day and complete the Google Attendance Form, parents are to send an email stating what occurred to either Mr. Katkich (katkiche@hopewellarea.org) or Mr. Ceccarelli (ceccarellil@hopewellarea.org). Parents/Guardians may also phone the school and leave a voicemail message (724-375-6691 ext. 4000).

Students should not report to the Junior High School on a Virtual Instruction Day.

Junior High Student Assistance

How can I contact a teacher or staff member during a Virtual Instruction Day?

- All teachers and professional staff members will be available via email during a Virtual Instruction day. This includes special area teachers such as music, art, library, physical education, special education teachers, reading specialists, as well as school counselors, nurses, speech therapists, and principals.

What if a student needs assistance with a lesson/assignment on a Virtual Instruction Day? Will teachers be available to answer questions?

- All Junior High School-based staff members will be available to answer questions on a Virtual Instruction Day via email and/or Microsoft Teams during the following time period.
★ 2:30 PM - 3:10 PM

My child has an IEP or 504 Plan, will his/her lesson be modified?

- The Virtual Instruction Day lesson will be designed for students with special needs utilizing their program modifications, specially designed instruction identified in their individualized education plans or 504 Plan. Upon return from a Virtual Instruction Day, teachers of students with special needs will meet with their students to review work submitted, checking for completion and understanding.
- Any related services (Physical Therapy, Occupational Therapy, Speech, etc.) scheduled during the Remote Learning Day will be rescheduled according to the frequency requirements of the students' IEP (Individualized Education Plan) or 504 Plan.

Will after school activities be canceled on a Virtual Instruction Day?

- Continuation of after-school activities will be determined and communicated with families after a review by administration.