

**HATBORO-HORSHAM HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
2018-2019**



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HORSHAM, PENNSYLVANIA 19044  
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[www.hatboro-horsham.org](http://www.hatboro-horsham.org)**



Dear Hatboro-Horsham High School Families,

Welcome to Hatboro-Horsham High School and the 2018-2019 academic year! We are all looking forward to a new and exciting school year. As always, we look forward to serving students, parents and the local community, sharing the successes and challenges of every student, and assisting in the pursuit of student goals. Students, this is YOUR school and YOUR high school experience. Continue to be proud, take care of your school and make the most of every opportunity. It is our greatest desire for every student to maximize their abilities and be successful. Challenge yourself to be the best student you can possibly be. As a member of Hatboro-Horsham High School, we expect you to follow the rules, guidelines and policies that this high school and school district has established for the welfare of the entire student body.

A safe and positive school environment is critical. We expect that the students and adults at Hatboro-Horsham High School treat each other with respect and dignity. We want all of our stakeholders to experience a sense of pride and ownership in our building.

Hatboro-Horsham High School enjoys a very good academic reputation, our comprehensive curriculum and engaging activities enable our students to reach and exceed Pennsylvania State Standards. Our faculty members are well trained and deeply committed to student learning. Teachers utilize current instructional strategies and materials, as we continually strive to create a learning environment that encourages students to become lifelong learners and tomorrow's leaders. As an organization, we strive to facilitate a culture of trust, respect, and collaboration between staff, administration, parents/guardians and the community, based on open communication and a shared commitment to offering outstanding educational opportunities.

Research reveals that effective teaching, combined with parental involvement, leads to student success. Here at Hatboro-Horsham High School, we believe that it takes all of us working together to ensure a successful academic and extra-curricular experience.

This handbook was designed to help students and parents become well informed and acquainted with Hatboro-Horsham High School. It should be kept as a reference should questions arise during the school year. This document is also available online and can be located at the high school home page. I challenge you to make an honest effort to live up to the high ideals and standards of Hatboro-Horsham High School. We hope this school year is exciting, enjoyable, rewarding, and holds many pleasant memories for everyone.

We wish all of you the very best this school year and I look forward to interacting with you at high school events!

Dennis M. Williams, Jr.  
Principal

# **THE VISION**

**At Hatboro-Horsham High School our students will graduate prepared to be successful in whatever they endeavor and become responsible and productive citizens equipped for the 21<sup>st</sup> century.**

## **LOOK WHAT'S NEW AT H-H Check these out!**

<b>Half-Day Bell Schedule</b>	<b>Page 6</b>
<b>Keystone Exams</b>	<b>Page 20</b>
<b>Drug &amp; Alcohol Violations</b>	<b>Page 41 &amp; 42</b>
<b>Tobacco/Vaping Violations</b>	<b>Page 42</b>

**The Hatboro-Horsham High School Student/Parent Handbook is School Board approved. The building procedures and school district policies delineated in this Handbook are significant in the daily operation of the school and for all school sponsored activities including those occurring during or after school and events both on and off our campus.**

## TABLE OF CONTENTS

<u>Topics</u>	<u>Page(s)</u>
Important Phone Numbers	5
General Information	6
Parent Information	9
Academic Life	11
School Counseling	12
Graduating Class Information	13
Student Life	14
Student Health	14
Course Information	18
Assessment Practices	23
Supportive Programing & Discipline Issues	26
Commencement & Student Recognition	29
Student Attendance	30
Student Disciplinary Issues & Response	34
Safety & Security	45
Alumni Recognition	50
High School Athletics	51
School District Guidelines & Policies	57
School Alma Mater	66

## IMPORTANT PHONE NUMBERS

Main Office –Mrs. Kim Miller/Mrs. Loretta Bryant 215-420-5960/5501

### ADMINISTRATION

Mr. Dennis M. Williams, Jr., Principal 215-420-5502  
Mrs. Rudenia Shands, Administrative Assistant 215-420-5503  
Mr. John Zuk, Assistant Principal, Curriculum & Supervision 215-420-5507  
Mrs. Ilze Berzins, Administrative Assistant 215-420-5508  
Mr. Ralph Rapino, Assistant Principal, Grades 10 & 12 215-420-5504  
Mr. Robert Waeltz, Management Assistant 215-420-5511  
Mrs. Bonnie Heil, Administrative Assistant 215-420-5510  
Mrs. Theresa Harris, Attendance Admin. Assistant 215-420-5532

### ATTENDANCE LINE

Mrs. Angela Whelan, Interim Assistant Principal, Grades 9 & 11 215-420-5857  
Mr. Mark Flannery, Management Assistant 215-420-5509  
Mrs. Eleanor Remaily, Administrative Assistant 215-420-5506  
Mrs. Cheryl Lichtner, Attendance Admin. Assistant 215-420-5505  
Mrs. Cheryl Lichtner, Attendance Admin. Assistant 215-420-5518

### ATHLETICS/EXTRACURRICULAR LINE

Mr. Lou James, Athletic, Director of Extracurricular Activities 215-420-5857  
Mrs. Denise Meikrantz, Administrative Assistant 215-420-5519  
Mr. Steve Lipinski, Trainer and Assistant Athletic Director 215-420-5520  
Mr. Steve Lipinski, Trainer and Assistant Athletic Director 215-420-5653

### GUIDANCE DEPARTMENT

Guidance Office Administrative Assistants:  
Mrs. Deann Andrewlevich 215-420-5522  
Mrs. Jeanne Soltis 215-420-5521

### MISCELLANEOUS

Library 215-420-5540/5542  
Nurses' Office – Mrs. Tracy Sutton 215-420-5859  
Student Assistance Program 215-420-5626  
Theatre Office 215-420-5634  
Fax – Main Office 215-420-5613  
Fax – Guidance Office 215-420-5524  
Television Studio – Mr. Bob Anderson 215-420-5547  
Alternative Education Program 215-420-5699

## GENERAL INFORMATION

Please see the district calendar and/or website [www.hatboro-horsham.org](http://www.hatboro-horsham.org) for specific events and dates.

### HIGH SCHOOL HOURS

The school's main office is open from 7:00 a.m. to 4:00 p.m. Students **MUST** report to homeroom by 7:30 a.m. Students who arrive after 7:30 a.m. **MUST** report to the Attendance Office before going to class. The summer hours at the high school are 8:00 a.m. to 3:00 p.m. beginning on June 25, 2018.

### BELL SCHEDULE

The high school bell schedule is based on an extended block model. We operate using a five period day, in which four of those periods are instructional. Classes are 75 minutes in length and each student receives a 30- minute lunch. Homeroom begins promptly at 7:30AM and the last period of the day ends at 2:40PM. The various bell schedules used during the course of the school year are included on page 8.

\*The high school will implement a new bell schedule on early dismissal days. The decision to adjust the early dismissal schedule was based on the desire to increase academic time on days when students are dismissed at noon. Under the previous bell schedule, classes were 40 minutes long so that we could implement lunches and the HATS period for the last 75 minutes of the school day. Beginning in the 2018-2019 academic year, each class will be 60 minutes in length and we provide students with the opportunity to pick up 'grab and go' lunches should they desire lunch prior to leaving school on an early dismissal day.

### LUNCH / H.A.T.S. PERIOD

Lunch is during Period 3 beginning at 10:20AM. Students will be assigned to one specific lunch period, 3A, 3B, or 3C. Each lunch period is approximately thirty (30) minutes in length. When a student is not scheduled to be in lunch, they are required and expected to be present in H.A.T.S. period on a daily basis. Each student will be assigned a specific H.A.T.S. teacher. Failure to report to H.A.T.S. will be treated as a cut and the student will be disciplined accordingly. It is critical that students are accounted for during the HATS period. Therefore, students who need to attend club/activity meetings or visit other teachers for support need to do so by using the HATS Portal. The HATS Portal is an electronic reporting system that tracks student whereabouts and attendance.

### COURSE ROTATION

All full credit classes will meet every day (Red and Black). Classes that meet for less than a full credit – primarily electives, Physical Education, seminars or SAT Prep classes – will meet every other day (either Red or Black). A semester course that meets every day for 18 weeks equals 1.0 credit. A semester course that meets every other day for 18 weeks equals 0.5 credits.

### POWER SCHOOL

Power School is the Hatboro-Horsham School District's Student Information System. Power School is a web-based student information system that provides grade management and viewing for teachers and students alike. Using PowerSchool, teachers are able to record grades and attendance for students to view at home. Power School also includes a Parent Access feature, which allows parents to check all of their child's grades as soon as they are posted. During the last school year, high school parents and students accessed Power School features 305,000+ times for an average of 1,600+ sign-ins per day. The Power School Parent Access feature also provides an opportunity for parents to sign-up for weekly reports that are then automatically emailed. In addition, at the high school, report cards will be made available online for parents to view and print at home along with semester student rosters.

## SAFETY AND SECURITY

In an attempt to protect our students, resources and facilities, our video surveillance system at the high school have cameras in the weight room, hallways, and Hatter Stadium. We continue to take the health, safety and welfare of our students seriously and the maintenance of our equipment and facilities is of high priority.

## PHONE MESSAGES AND EMERGENCIES

The school does not have the personnel or resources to deliver personal messages to students. This can be done only in an emergency stated by the parent/guardian. If this emergency requires the student's release from school, a parent/guardian must come to the high school attendance office.

## H-H CONTINUES TO GO "GREEN"

For the 2018-2019 school year, report cards will be available via PowerSchool and discipline referral forms will continue to automatically be routed to the parent/guardian email address found in PowerSchool. We will continue to make student rosters available electronically. We will continue to use our phone and email blast system to communicate critical and relevant information to parents and guardians on a bi-monthly basis.

## CHANGE OF ADDRESS

When students move to a new address within the Hatboro-Horsham School District or move out of the district, the parent/guardian **MUST** complete a Change of Address/Withdrawal Form for their child. Paperwork can be forwarded to the new address and the parent/guardian is asked to provide four proofs of their new residence. To change your address, home or work telephone numbers, contact for grades 10 and 12, Mrs. Heil at 215-420-5510 and for grades 9 and 11, Mrs. Remaily at 215-420-5505.

## STUDENT TRANSFERS

Parents/guardians are requested to inform the guidance office as soon as they are aware that the student will be leaving Hatboro-Horsham School District to move to another school district. This will enable the office to arrange to forward all necessary records and initiate closing procedures. Written permission is needed to send a student's records to another institution.

## WORKING PAPERS

Working papers are required by the State of Pennsylvania and the Department Of Labor.

### Steps to obtain working papers:

- The student comes to Hatboro-Horsham High School with the completed application (signed by parent/ legal guardian).
- Proof of birth is required - only birth certificate, passport or baptismal certificate will be accepted.
- There is no longer a requirement that a minor get a physical examination prior to receiving a work permit.
- There is no longer a requirement that a minor have a job offer or a job prior to receiving a work permit.
- There is no longer a requirement that a parent/legal guardian signs the application in front of office personnel, which means that the minor can take the application home and parent/legal guardian can sign it and then return to school with the appropriate proof of age.
- Office hours during the school year for this purpose are Monday - Friday 7:15 am - 3:30 pm

Working papers are available on the high school website at <http://www.hatboro-horsham.org/Domain/97> under news.

## HATBORO-HORSHAM HIGH SCHOOL BELL SCHEDULES

2018-2019

EVERYDAY SCHEDULE		
HR		7:30-7:35
PERIOD 1		7:40-8:55
PERIOD 2		9:00-10:15
PERIOD 3		10:20-12:00
	3A	10:20-10:51
	3B	10:55-11:26
	3C	11:30-12:00
PERIOD 4		12:05-1:20
PERIOD 5		1:25-2:40
ECAT BUS LEAVES @ 11:30		

TWO-HOUR DELAY		
HR		9:30-9:35
PERIOD 1		9:40-10:25
PERIOD 2		10:30-11:15
PERIOD 3		11:20-12:58
	A	11:20-11:50
	B	11:54-12:24
	C	12:28-12:58
PERIOD 4		1:03-1:48
PERIOD 5		1:53-2:40
ECAT BUS LEAVES @ 12:00		

SPECIAL HOMEROOM		
HR		7:30-8:10
PERIOD 1		8:15-9:25
PERIOD 2		9:30-10:40
PERIOD 3		10:45-12:10
	3A	10:45-11:10
	3B	11:15-11:40
	3C	11:45-12:10
PERIOD 4		12:15-1:25
PERIOD 5		1:30-2:40
ECAT BUS LEAVES @ 11:40		

HALF DAY		
HR		7:30-7:35
PERIOD 1		7:40-8:40
PERIOD 2		8:45-9:45
PERIOD 4		9:50-10:50
PERIOD 5		10:55-11:45
DISMISSAL		11:45
		Grab & Go Lunches



## **PARENT INFORMATION**

Hatboro-Horsham High School is well known for its high levels of parent engagement and we provide various opportunities for parents to get involved with school activities. Parents are represented by the Home & School Association (HSA), a committee of parent volunteers who perform a variety of important functions including compiling the annual student directory, organizing special events, and fundraising opportunities for scholarships, which further the educational mission and vision of the school. We have other parent run organizations that engage our students and successfully support and advance the progress of our high school community.

### **PARENT-TEACHER COMMUNICATION**

The Hatboro-Horsham School District encourages parents to be actively engaged in their child's education. The dialogue between teacher and parent is critical in the success of students. As a result, parents should feel free to reach out to teachers to discuss progress. That communication can come in the form of telephone conversation, email or a face-to-face meeting. There are structured opportunities for parent-teacher conferences built into the district calendar. The standing dates for conferences for the 2018-2019 school year are **October 26, 2018, from 5:30-7:30 & October 26, 2018, from 12:45-2:45**. We also have a parent/teacher conference opportunity for second semester classes, which occurs on **March 22, 2019, from 12:45-2:45**. During either semester, parents will be able to schedule conferences with any or all of their child's teachers on that date. If you would like to schedule a conference at a time or date other than that standing date, please contact the main office at 215-420-5960 or contact the teacher directly through his/her e-mail address: [www.hatboro-horsham.org/hhhs](http://www.hatboro-horsham.org/hhhs).

### **RESOLVING PARENT-TEACHER DISAGREEMENTS**

Quite often, many issues are caused by misunderstanding, miscommunication or no communication. The guidelines below represent a simple framework for addressing concerns and providing a prompt resolution to ensure that all parties participate in a cooperative manner.

#### **Step 1**

If a parent/guardian has a disagreement or misunderstanding with a teacher, the parent /guardian should address the concern to the specific teacher directly involved with the circumstances surrounding the concern.

#### **Step 2**

If a parent/guardian is not satisfied with the outcome of Step 1, the parent/guardian is welcome to contact the appropriate house principal. Information regarding the concern will be documented and information from the appropriate teacher will be solicited. The administrator will respond to the parent/guardian with clarification and/or recommendations based on all of the information collected.

#### **Step 3**

If a parent/guardian is not satisfied with the outcome of Step 2, the parent/guardian should communicate with the house principal and at that time, it is possible that a face-to-face meeting can be arranged to discuss the issue again. This meeting would include the student, parent/guardian, teacher and house principal.

### **PARENT/GUARDIAN INVOLVEMENT OPPORTUNITIES**

- The administrative team at Hatboro-Horsham High School believes that there is a strong correlation between parent involvement and a student's success in high school.
- We encourage parents and/or guardians to help us strengthen the connection between home and school.
- We have created opportunities that provide forums for parents to gather critical information about our high school and the direction we are heading. These opportunities also work to establish an environment where thoughts and ideas can be shared and feedback is valued.
- Along with our Home and School Association, The Principal's Coffee and Conversation (meetings during the day) provide the aforementioned forum.

## VOLUNTEER CERTIFICATIONS

The Hatboro-Horsham School District *requires* volunteers to obtain clearances in accordance with the Child Protectives Services Law - Act 15. Please read and familiarize yourself with the volunteer policy and certification information at <http://www.hatboro-horsham.org/volunteers>.

## HOME & SCHOOL ASSOCIATION

Parents are encouraged to participate in the Home and School Association. Meetings for the 2018-2019 school year are September 13, 2018, November 14, 2018, January 9, 2019, March 13, 2019, May 8, 2019. All meetings begin at 7 pm in room D108 located in the main lobby next to the elevator. The HSA works with teachers and students to raise funds through various school events that are then given back to the students in the form of scholarships and activities, such as the Senior Post Prom Party held in May.

The Home and School Association invites every family to become a member of the HSA by sending \$10 in the HSA membership envelope in September. All the monies raised allow the HSA to fund various student endeavors, most especially the Senior Awards Night at the end of the 2018-2019 school year. This past year \$5,000.00 was awarded to seniors. School directories are provided to paying members. Families are asked to support fundraisers throughout the school year. Parent help is needed at these specific events: Bake/Snack sales at events, Back to School Night, the 8<sup>th</sup> Grade Open House, Red & Black-Gym Night and the Spring Musical; Designer Bag Bingo (November 16, 2018) and the Post Prom Party (May 24 - May25, 2019). Please refer to the HSA packet of info that was sent home on the first day of school to volunteer to help.

For more information regarding the HSA please contact:

President, Nicole Stasio, [dsnsl@comcast.net](mailto:dsnsl@comcast.net)

Vice President, Deanna Quigley, [deana.quigley@comcast.net](mailto:deana.quigley@comcast.net)

Treasurer – Helen Falguera, [sfalguera@yahoo.com](mailto:sfalguera@yahoo.com)

Co-Treasurer - Wendy Kephart, [wendy\\_kephart@verizon.net](mailto:wendy_kephart@verizon.net)

Secretary – Tara Clarke, [taraclarke7@yahoo.com](mailto:taraclarke7@yahoo.com)

## HATTERS FOR MUSIC

Hatters for Music (HFM) are a parent organization which helps to support and fund the Hatboro-Horsham High School Marching Unit (HHMU), the Hatboro-Horsham Indoor Percussion (HHIP) and the Hatboro-Horsham Winter Ensemble (HHWE). The “Tip of the Hat” Cavalcade of Bands competition is held annually at Hatters Stadium. The Hatters for Music will host the 43<sup>rd</sup> Annual Competition of High School Bands on Saturday, November 3, 2018.

If your student is involved in the HHMU, HHIP or HHWE, you are encouraged and most welcome to attend the Hatters for Music monthly meetings, which are held at 7:30 pm in the faculty dining room on the second Tuesday of each month from September through May. Please check the website for an up-to-date schedule <http://www.hatboro-horsham.org//Domain/254> You can also find us on Facebook! <https://facebook.com/#!/pages/Hatters-for-Music/172025422844406> as well as our official website at [www.hhmarchingarts.org](http://www.hhmarchingarts.org).

The executive Board for the 2018-19 school year is as follows:

President – Nancy Tyron / Trish Cairns [-hfm.president@gmail.com](mailto:-hfm.president@gmail.com)

Vice President – Sue Cisler [-hfm.vicepresident@gmail.com](mailto:-hfm.vicepresident@gmail.com)

Secretary – Tina Santacroe [-hfm.secretary@gmail.com](mailto:-hfm.secretary@gmail.com)

Treasurer – Maryann Murphy [-hfm.treasurer@gmail.com](mailto:-hfm.treasurer@gmail.com)

Special events hosted by Hatters for Music:

Craft Show Chair – Inger Kolecki

Bingo - Maryanne Murphy

Indoor Color Guard & Percussion Show- Becky Pettineo and Lisa Cronlund

Mattress Fundraiser – Nancy Tyron

## ACADEMIC LIFE

### DEEPER LEARNING

Deeper learning is based on the delivery of rich core content to students in innovative ways that allow them to learn and then apply what they have learned. Rigorous core content is at the heart of the learning process; true deeper learning is developing competencies that enable graduating high school students to be college and career ready and then make maximum use of their knowledge in life and work. These successful practices are now being confirmed by increasing bodies of evidence underscoring the necessity for deeper learning as an integral part of the education process.

### CANVAS

Canvas is a learning management system (LMS) developed by Instructure. Canvas is known for its user-friendly online environment and ability to easily connect instructors and students both in and out of the classroom. Canvas includes options for managing and sharing documents, submitting assignments, and assigning grades, as well as personalized features for individual students. Hatboro-Horsham High School students and teachers began using Canvas extensively during the 2016-2017 academic year.

### 1:1 DEVICE INTEGRATION

The Hatboro-Horsham School District vision for education is to effectively transition students to become self-directed and invested learners. Using technology in a student-centric approach enriches the learning environment, deepens student engagement and appropriately supplements face-to-face instruction resulting in more self-motivated learners prepared for the future. The 2018-2019 academic year is the continuation of the transition of the teaching and learning environment at Hatboro-Horsham High School. Students in grades 9 through 12 will receive a personal device for learning. The 1:1 device integration means that an HHHS student will learn to learn how to use technology appropriately and in ways that help achieve a few primary goals listed below:

- It means to use technology creatively and in a way that reflects the goals of their courses by showing enriched learning and depth of thinking.
- It means to use technology in a manner that they can continue to develop “information literacy” -- being able to sift through and discern important information.
- Students will be able to access school material (i.e. assignments, forms, etc.) on a 24/7 basis and will be able to hone their organizational skills using technology.
- Students will have access to collaborative tools such as Office 365 and Canvas, which will help them hone their collaborative skills.

Finally, the 1:1 Device plan will meet the future ready skills needed for students, teachers, and parents alike. Students will learn essential skills that will help them in their social lives, academic lives, and whatever careers they pursue. Teachers will be able to use unique tools to deliver their curriculum in an even more efficient and engaging way. Parents have the opportunity to become even more in tune with how technology affects their family and remain aware of the learning taking place in the classroom in way that has not necessarily existed previously. The high school looks forward to continuing the integration of personal devices for all students and staff. Students in grades 9-12 use the Lenovo Yoga 370, which is a hybrid device that has both laptop and tablet characteristics. The implementation of this device is the next step in our in our goal to transform the teaching and learning environment. The integration of the Canvas learning management system, Office 365 and an improved internal network mark the beginning of a climate and culture designed to create future ready learners. Additional resources and information are available on the Hatboro-Horsham High School webpage at <http://www.hatboro-horsham.org/Page/13621>

## TEXTBOOKS AND SUPPLEMENTAL READINGS

Books are provided for all students free of charge but remain the property of the school district. Students are responsible for the care and return of all books issued to them. Payment for damage or loss of books will be the full price for replacement of a new textbook. If a student loses a book, they should notify the teacher, pay for the lost book and another book will be issued to them. Items such as textbooks and other supplemental materials are given to students for the purpose of course content coverage. If those items are not returned they become obligations. If obligations are not rectified, it will result in the loss of privileges as mentioned in the student obligations section.

## LIBRARY

The Hatboro-Horsham High School library is open Monday, Wednesday and Friday from 7:00 AM to 3:00 PM. The library will have extended hours on Tuesday and Thursday from 7:00 AM to 4:00 PM. The high school library has a variety of materials and resources for students to utilize including a die-cut machine, I-pads, eBooks, magazines, and online resources. The teaching staff at the high school will be using the Canvas platform as a means to organize the learning experience for all students.

## STUDENT OBLIGATIONS

Any student owing money to the school will not be permitted to participate in any extracurricular activity until the balance of monies owed has been resolved. This includes the removal of parking privileges and participation in sports, club, activities and school functions (i.e. school dances, Red & Black Night, etc.).

# SCHOOL COUNSELING

## GUIDANCE COUNSELORS

Alphabet	Counselor Name	Phone Number	Email Address
A-Co	Marjorie Zahn	215-420-5530	<a href="mailto:mzahn@hatboro-horsham.org">mzahn@hatboro-horsham.org</a>
Cr-E	Pamela Hermann	215-420-5526	<a href="mailto:phermann@hatboro-horsham.org">phermann@hatboro-horsham.org</a>
F-I	Phil Noonan	215-420-5531	<a href="mailto:pnoonan@hatboro-horsham.org">pnoonan@hatboro-horsham.org</a>
J-Mb	Meghann Townsend	215-420-5523	<a href="mailto:mtownsen@hatboro-horsham.org">mtownsen@hatboro-horsham.org</a>
Mc-Re	Stacy Soricelli	215-420-5527	<a href="mailto:ssoricel@hatboro-horsham.org">ssoricel@hatboro-horsham.org</a>
Rf-Sh	Pamela Hermann	215-420-5526	<a href="mailto:phermann@hatboro-horsham.org">phermann@hatboro-horsham.org</a>
Si-Z	Marcey Varano	215-420-5529	<a href="mailto:mvarano@hatboro-horsham.org">mvarano@hatboro-horsham.org</a>

## STUDENT SUCCESS CENTER (SSC)

The Student Success Center is designed to assist students with their career and college choices. Contained within the room are catalogs, magazines, brochures, and the career and college computer software. A student may use the Student Success Center by making an appointment with their counselor.

## TESTING

To help students evaluate themselves and their academic placement, the high school continues a program of testing, including aptitude, achievement and interest surveys. Results of these tests are recorded on the student's permanent record and are returned to the student to be taken home and discussed with their parent/guardian. The parent/guardian has a right of access to their child's education record per The Family Educational Rights and Privacy Act of 1974 (FERPA).

## NAVIANCE

Naviance is a college and career readiness solution that helps districts and schools align student strengths and interests to postsecondary goals, improving student outcomes and connecting learning to life. By matching students to colleges or careers based on students' interests and goals, and comparing admissions rates at students' top college choices, the Naviance college planning tools allow students and families to make informed decisions. Naviance helps students find their best-fit higher education institution. Naviance eDocs allows counselors and advisors to securely send student application-related forms, including transcripts, letters of recommendation, school profiles and more, electronically to more than 2,000 colleges and universities.

## COUNSELOR'S CORNER

This monthly parent event is designed to provide workshops for parents and students on key aspects to College and Career Readiness. The event is held on the third Thursday of each month from 6:30-8:00PM. The calendar of events for this year can be found on the Guidance Department webpage.

## **GRADUATING CLASS INFORMATION**

### ACTIVITY FEE

An activity fee is assessed on a sliding scale by class as follows:

- o Class of 2022 (9th grade) - \$30.00 activity fee and should be submitted to Mrs. Remaily
- o Class of 2021 (10th grade) - \$40.00 activity fee and should be submitted to Mrs. Heil
- o Class of 2020 (11th grade) - \$50.00 activity fee and should be submitted to Mrs. Remaily
- o Class of 2019 (12th grade) - \$70.00 activity fee and should be submitted to Mrs. Heil

The fee is assessed on a sliding scale depending on the number and quality of activities available to each grade. Accumulated activity fees defray the costs associated with many of the activities run throughout the year. Students who pay an activity fee receive an activity card, which provides free admission to all home athletic events (not including the Thanksgiving game, H-H Tip-Off Tournament and district playoffs) throughout the year. All class activity fees are due by October 22, 2018. Payments can be made using cash or check made payable to Hatboro-Horsham High School. Please include the graduating class on the memo line (using the Class of 2019, 2020, 2021, or 2022 depending on the year of graduation).

### SENIOR CAP & GOWN FEE

The graduation cap and gown are purchased separately from Student Services Company and students will be permitted to keep their cap and gown after graduation. More information will be given to seniors in the fall during an assembly. Students will not be able to use the cap and gown of an older sibling, as the colors, design and style is completely different from any other year. Again, caps and gowns are purchased through Student Services Company, who is also our graduation stationary and class ring provider.

### SENIOR CLASS TRIP

For the first time last year, the Class of 2017 took their senior class trip to Disney World in Orlando, Florida. The school board approved the trip after significant research and development to present a class trip experience that would serve as a great culminating experience for students. The trip will continue for future graduating classes. The trip for the Class of 2019 will take place **March 16 – March 19, 2019**. For details and information regarding the trip, please contact the Office of Athletics/Extracurricular Activities, or by contacting Mr. James Greenberg or Mr. Joe Grady.

## STUDENT LIFE

### STUDENT DRESS AND GROOMING

Students have the opportunity to wear clothing of their choosing and to engage in personal grooming which is not potentially disruptive to the education process, which does not pose a threat to the health or safety of other students and which is not lewd, vulgar, obscene, sexually explicit or discriminatory. Clothing which displays references to alcohol, chemicals, tobacco or other products, which are illegal for use by minors, is not permitted. Refer to the Code of Conduct Section. If an administrator deems an article of clothing inappropriate, the student will be asked to cover the article of clothing or change into something that meets the code before being allowed to return to class. Disciplinary consequences will be given for repeat offenses.

Students will wear:

- Clothing that does not expose underwear, or reveal abdomen/midriff.
- Skirts or shorts that do not rise above the mid-thigh level.
- Tops that cover cleavage (front and sides), tops that are not low cut with plunging necklines or plunging armholes, or tops that do not expose their bare backs (no halter tops, tube tops or strapless tops).
- Clothing that is free of pictures or wording that contains profanity, vulgarity, ridiculing of any person, group, or references to alcohol, tobacco, or illegal activity.
- Students CANNOT wear Hats or Hoods in the building.

### Where does responsibility lie in upholding dress standards?

It is the mutual responsibility (school and home working together) to teach and monitor the values of dressing for success. The primary impetus, of course, comes from home.

### Where are the standards of student dress applicable?

Acceptable standards for dress, grooming and modesty must be adhered to on school grounds, on school buses, at school dances and other school-sponsored activities.

### What will occur if a student is not dressed appropriately?

The student will be directed to comply by using gym apparel, items in the student's locker, or clothing borrowed from the school or another student. If the student cannot find an appropriate change of clothing, the parent will be called to bring clothing to school. At events outside the regular school day (e.g. dances), the parent will be called to escort the child home.

### PUBLIC DISPLAY OF AFFECTION

It is the goal of the high school to establish proper modes of behavior for students throughout the school day. Teachers will be instructed to use good judgment when observing students who are involved in a public display of affection. However, if a teacher deems that a particular situation is inappropriate, he/she will bring the problem to the student's attention immediately.

Keep in mind that this policy is designed to maintain a comfortable environment and to reinforce proper decorum throughout the school campus. It is not designed to discourage student friendships in an atmosphere of caring among students and teachers. It is our hope that we will be able to establish reasonable limits in a positive climate for the entire school community.

### CLUB/ACTIVITY MEETINGS

We believe in the importance of students being engaged in clubs and extracurricular activities and the impact that it has on the overall high school experience. As a result, we encourage that our club and activity meetings take place during the course of the school day – during HATS Periods. Students must use the HATS Portal platform in order to sign-out for these meetings. Students must check their email in order to finalize meetings and appointments with teachers, etc.

## STUDENT HEALTH GUIDELINES

### EMERGENCY/MEDICAL

In the event of an emergency, the school district requires every child enrolled in school to have a completed/updated emergency information card. This card should be updated annually and includes any and all phone numbers (including cell phone numbers) where the parent/guardian can be reached at any time. If your child has any medical condition (e.g., epilepsy, diabetes, cardiac, asthma, etc.) or is highly allergic or sensitive to certain foods, insect bites or medications, please include that information on the physical and health history forms. Please notify the school if conditions and/or allergies are diagnosed at any time during the school year.

### MEDICAL AND DENTAL REQUIREMENTS

The Pennsylvania School Health Law requires all children to have a medical and dental exam in specific grades. Those requirements are as follows:

MEDICAL EXAM- Within one year prior to kindergarten or 1st grade (if your child is entering school for the first time as a 1st grader). Grades 6 and 11. This exam must be completed by the first day of school.

DENTAL EXAM - Within one year prior to kindergarten or 1st grade (if your child is entering school for the first time as a 1st grader). Grades 3 and 7. This exam must be completed by the first day of school.

### IMMUNIZATIONS

The State of Pennsylvania mandates the immunization requirements for school-aged children in our state. These requirements must be met for school attendance for all students in grades K-12. Students who do not meet the immunization requirements will be excluded from school.

### **FOR ATTENDANCE IN ALL GRADES, CHILDREN NEED THE FOLLOWING:**

- Four (4) doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after the 4<sup>th</sup> birthday)
- Four (4) doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after the previous dose)
- Two (2) doses Measles, Mumps, & Rubella vaccine (MMR). The first dose must be given after 12 months of age.
- Three (3) doses Hepatitis B vaccine. There must be at least 28 days between the 1<sup>st</sup> and 2<sup>nd</sup> doses. If not, a 4<sup>th</sup> dose is recommended.
- Two (2) doses of varicella (chicken pox) or proof of disease or immunity.

### **FOR ATTENDANCE IN 7<sup>TH</sup> THROUGH 12<sup>TH</sup> GRADE, CHILDREN NEED THE FOLLOWING:**

- One (1) dose of tetanus, diphtheria, acellular pertussis (Tdap) if 5 years have elapsed since last tetanus immunization.
  - Two (2) doses of meningococcal conjugate vaccine (MCV)
- \*\*First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12<sup>th</sup> grade.  
\*\*If the dose was given at 16 years of age or older, only one dose is required.

### **\*\*\*EXCLUSION FROM SCHOOL\*\*\***

Your child will be excluded within the first 5 days of school, if immunizations are missing or given at incorrect intervals.

For those students unable to get all immunizations completed due to spacing of vaccines by day #5 of school, the parent or guardian will need to provide the school nurse with a medical certificate signed by the child's healthcare provider. If no medical certificate is provided, then exclusion will occur.

If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

**MEDICAL NEEDS OF STUDENTS** - The following guidelines have been developed in order to ensure the health and safety of HHSD students:

### **MEDICATION POLICY**

The Hatboro-Horsham School District permits the administration of prescribed medication to a student during school hours only when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medication were not available during school hours. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. No student is to keep any medication in his/her locker or school bag, lunch box or pockets unless authorized by the school nurse. Physician and parent permission are required for all medication dispensed in the health office.

When medication absolutely must be given during school hours, these rules will be followed:

1. No medication will be administered in school without a physician's written order and parent permission.
2. All medication must be in the original container, properly labeled, with the student's name on it. No medication will be accepted in an envelope or baggy.
3. Under standing orders from the school physician, Tylenol (acetaminophen) and Tums (antacid) may be administered by the nurse according to the age and weight of the student. Permission for administering Tylenol or Turns (Ibuprofen at the high school only) must be signed by the parent/guardian on the EMERGENCY FORM.
4. All medications administered in school that requires a change in the dose, timing or frequency from the original physician order must be made by the physician in writing. Under no circumstances will a parent alone dictate a change in the medication regimen.
5. "One, two, or three times a day" medication should be given at home unless specifically ordered to be given at a certain time. A parent may come to school and administer medication to their child.
6. Medication administration will be recorded in the nursing sapphire program and paper administration form if necessary.

### **SELF-ADMINISTERED MEDICATION**

If a student needs to keep an inhaler or an Epi-Pen on their person, in the classroom, or in the health room, the following requirements must be met:

1. Parent/guardian and physician must complete the medication permission form.
2. If the student is to administer the medication as needed, the physician must also sign the bottom portion of the form. This signature verifies that the student has been instructed on usage of the inhaler or Epi-Pen and is capable of administering the medication to him/herself.



3. School Nurse will review with the student and complete the student skills assessment sheet.
  4. The student must tell the nurse as soon as possible whenever the medication is self-administered.
  5. The privilege to self-administer may be revoked if the student is not following the rules outlined in the skills assessment sheet.
- \*\*\* THE NURSE SHOULD BE CONTACTED IMMEDIATELY IF AN EPI-PEN NEEDS TO BE ADMINISTERED. \*\*\*

### TRANSPORTATION OF MEDICATION TO SCHOOL

It is the responsibility of the parent or guardian to transport all medications to and from the school. Medications should be handed directly to the school nurse. No student should be carrying or transporting medications unless consent is given by the school nurse and student's physician.

\*\*\*Any medication left in the nurses' office at the end of the school year will be discarded.

### ELEVATOR USE

An elevator is available for use by students who have a need. Students should see the school nurses and present a written request from a physician and parent/guardian. There is a five dollar (\$5) deposit for the elevator key.

### FIRST AID

The school attempts to provide an environment in which the student will be safe from accidents. A registered nurse is on duty during regular school hours. If an accident or sudden illness occurs, first aid will be administered and the student's parents/guardians will be notified. No care beyond first aid, defined as the immediate temporary care given in case of accident or sudden illness, will be given by the school physician or nurse.

### PHYSICALS

Pennsylvania State law requires all grade eleven pupils to have a physical examination. Forms are mailed in the spring of grade 10. Extra forms are available in the main office or on the district website: [www.hatboro-horsham.org](http://www.hatboro-horsham.org) – select schools and click on Health Services. It is the parent/guardian responsibility to submit this form by the first of each school year. Due to HIPPA guidelines, the nurse is not able to request such information from doctors. It is imperative that a copy of the physical be made before sending it in. An additional fee is requested by the physician if the form is lost or misplaced. Students who fail to complete this form may be withheld from extra/co-curricular activities.

### ACCIDENT INSURANCE

It is highly recommended that all students carry student accident insurance. The Hatboro-Horsham School District makes available through a commercial company the opportunity for all students to purchase such coverage. When purchased, the policy is an agreement between the parent/guardian and the insurance company. We do not pay claims nor decide what is or is not a reimbursable claim. We do suggest that the parent/guardian read carefully the terms of the contract concerning time limits for making claims, submitting claim forms, and exclusions. The School District will pay the insurance premium for all high and middle school interscholastic athletes, band members, and cheerleaders during the seasons. Any of these students desiring full school year or 24-hour insurance are encouraged to purchase the school insurance.

## COURSE INFORMATION

### COURSE SELECTION – COLLEGE COURSES

Students taking a college course for remediation, enrichment or in lieu of a high school subject must get the approval of the appropriate department chairperson and guidance counselor at the high school. A transcript must be received from the college before high school credit is awarded. The grades received for these courses will not be included in either the GPA or the class rank. However, the courses taken and the location will be noted on the transcript.

### EASTERN CENTER FOR ARTS AND TECHNOLOGY

Hatboro-Horsham High School students who elect the vocational-technical program commit themselves to a full-year course of four credits. These eleventh and/or twelfth grade students choose an area of intensive vocational training.

Students may drive and/or ride with a fellow student to the EASTERN Center after completing the required forms, which can be obtained from the attendance office. Failure to follow the guidelines around driving and riding will result in consequences issued by his/her house principal that could lead to out-of-school suspension and loss of driving privileges. If a student is suspended out-of-school, he/she is not allowed to attend the EASTERN Center. Students must adhere to all of the EASTERN Center's parking guidelines and regulations. Failure to comply with driving regulations could result in the revocation of driving privileges to the EASTERN Center and Hatboro-Horsham High School. Bus transportation is available for students who do not drive. Students who miss the bus are to report to the appropriate house principal's office. STUDENTS MISSING THE BUS ARE NOT ALLOWED TO DRIVE TO THE EASTERN CENTER UNDER ANY CIRCUMSTANCES UNLESS GRANTED PERMISSION FROM A BUILDING ADMINISTRATOR.

EASTERN Center students who become ill during the day or have any other emergency must be dismissed through the nurse or attendance office of either the high school or the EASTERN Center. Disciplinary and attendance sanctions will be handled by the EASTERN Center in conjunction with Hatboro-Horsham High School.

Students electing EASTERN Center courses for the full half-day session will attend the Eastern Center on Hatboro-Horsham in-service half days and parent/guardian conference days.

### VIRTUAL HIGH SCHOOL

Hatboro-Horsham students may enroll in courses offered by The Virtual High School (<http://www.govhs.org>), a collaborative of high schools offering online courses to students. Courses follow a semester schedule, and students have an assigned class period and classroom in which to work. Spaces are limited, and students must complete an evaluation to determine readiness for online learning before registering. More information about The Virtual High School and the guidelines for participation are available at:

<http://www.hatboro-horsham.org/4068205495324450/site/default.asp>. Interested students should see their guidance counselor or Mr. Zuk for additional information on registration, as these classes should be requested during the course selection process.

### COURSE SELECTION PROCESS

Course selection should be done thoughtfully and carefully after realistic self-evaluation and considerable dialogue with teachers, counselors, and parents/guardians. The course selection guide will be made available online in January. The course selection online process and selection window will be shared with students through email and video messages. All students will meet with their counselors for an individual meeting regarding their course selections and graduation plan. Do not hesitate to seek assistance from counselors, teachers, and administrators in selecting the best distribution of courses. The following items are recommended for careful consideration:

1. Past academic record
2. Achievement in current courses
3. Teachers' recommendations
4. Prerequisites for courses
5. Amount of personal effort and time devoted to school work
6. Total course load anticipated for next year
7. Extracurricular activities

### SCHEDULE CHANGES/COURSE COMMITMENTS

Students are not be permitted to drop courses they have requested. THE ONLY CHANGES MADE WILL BE BASED UPON THE FOLLOWING CRITERIA:

1. ACADEMIC MISPLACEMENT - Determined by previous subject grades, related standardized test scores, teacher information, evidence of sufficient student effort and administrative approval.
2. SCHEDULING ERROR - Missing Graduation requirements, Missing a course prerequisite.
3. CURRICULUM PROGRAM CHANGE - Dropping a less difficult course for a more difficult course as determined by assigned course weight.
4. SUMMER SCHOOL RECORD - Changes resulting from completion of summer school must be made no later than the week immediately following the end of summer school.

### SENIOR SCHEDULE CHANGES – SPECIAL PRIVILEGE

Senior students who have good attendance, are in good academic standing, and do not have a history of discipline concerns are eligible to explore course changes, with their counselor, in courses where space is available. The criteria for those changes for SENIORS ONLY are included below:

- i. Dropping courses for Early Release or Study Hall is not permitted.
- ii. AP courses and Internship are not permitted to be dropped.
- iii. Changes for athletic reasons are not permitted.

- iv. No changes will be permitted if it drops the current student enrollment below the course minimum cap.
- v. No changes will be permitted if it raises the future student enrollment above the course maximum cap.
- vi. No schedules will be changed for the purpose of requesting a different teacher.

PLEASE NOTE: Meeting any of these criteria does not guarantee a schedule change, but allows a senior student to be eligible for consideration for a change. All class changes are subject to final approval by the appropriate administrator. There are times when the student's course change request cannot be met due to full classes, unavailability of classes at appropriate times necessary to meet the student's needs or other similar circumstances.

A course, which is dropped and **does not meet** the above criteria, will result in a Withdraw Failure (WF) course grade. Please note: *This WF becomes part of the student's permanent record and may impact their grade point average.* The request to drop a course with a 'WF' must be accompanied by the appropriate application form signed by the parent/guardian and the student. The form can be obtained from the guidance office.

### **ADVANCED PLACEMENT COURSES**

Advanced Placement Courses are offered in English, Mathematics, Social Studies, Science, Computer Science, Art and World Language. During the 2018-2019 school year, the Hatboro-Horsham School District will pay for one Advanced Placement Exam for all students. Students/Parents are responsible for paying for any additional AP Exams. The cost of AP exams for the 2018-2019 school year is \$98.00. Issuance of college credit for these courses is dependent on the particular college and their requirements. There is an expectation that students who take the class also take the AP exam in the spring semester. Advanced Placement courses are worth 1.5 – 2.0 credits (dependent upon the offering) and attendance at Advanced Placement seminar classes is required for completion and a passing grade in the class.

**This year, Advanced Placement exams are administered May 6, 2019 through May 17, 2019.**

### **PENNSYLVANIA KEYSTONE EXAMS**

The State Senate approved legislation (postponing Keystone Exam proficiency as a graduation requirement until the 2020-2021 school year. The Class of 2020 and beyond must still meet the Keystone graduation requirement. Those students will need to demonstrate proficiency in three content area subjects: Algebra I, Biology and English Literature. The testing windows will take place in December, January and May.

### **PSAT**

On **October 10, 2018**, we will administer the PSAT to 50% of the students at the high school through an arrangement with The College Board. We have already earmarked the funding within the high school budget, as this initiative serves approximately 800 students at the high school. This free PSAT opportunity will provide detailed analysis of where students are academically, helping to aid the scheduling process, qualifying students for National Merit Scholarships, assist with Advanced Placement potential determinations and provide students with the first true practice for the real SAT. The free PSAT administered at Hatboro-Horsham High School will always be the third Wednesday in October.

### REPEATING A SUBJECT

When a student repeats a subject previously taken, the permanent record will reflect the first effort including the year taken, final grade and any credit earned as well as the repeated effort (year taken, final grade and any credit earned).

### REPEATING A SUBJECT – SUMMER COURSE WORK

Students may take courses during the summer through any of the following methods:

- Credit recovery courses online through the Montgomery Virtual Program (MVP) or through Educere. Students who need to take a course virtually should see their guidance counselor for additional details.
- At a college or university

Any academic work done in the summer requires prior written approval. This is to assure that the student is enrolled in a program, which will be acceptable to Hatboro-Horsham.

### GRADE LEVEL PLACEMENT – COURSE FAILURE

A student will be considered a senior when he/she can schedule all remaining course work during a two-semester time period. Students who fail any required course work their senior year will not be permitted to take part in the graduation ceremony. Such students electing to return to Hatboro-Horsham the following September to complete his/her required course work will be considered a member of the senior class graduating the following June.

In order to progress to the next grade level, students must accumulate a specific number of credits. The scale is as follows:

- To move from 9<sup>th</sup> grade to 10<sup>th</sup> grade, a student needs a minimum of 4 credits.
- To move from 10<sup>th</sup> grade to 11<sup>th</sup> grade, a student needs a minimum of 11 credits.
- To move from 11<sup>th</sup> grade to 12<sup>th</sup> grade, a student needs a minimum of 20 credits.

To be athletically eligible for next fall, a student must pass four major credits from the present school year.

### SCHOLAR'S LEADERSHIP SEMINAR

The Class of 2019 will be the third class at Hatboro-Horsham High School to have an opportunity to earn one of our differentiated diplomas. Students interested in obtaining the Scholar's Diploma will take the newly designed Scholar's Leadership Seminar. The course will run during Semester II during this inaugural year. The design and description of the class is as follows:

Leadership is the key to success in every profession or structure of an organization. This required course for the Scholar's Diploma has been designed to help students develop, practice and enhance leadership skills while building leadership capacity. In addition to leadership dialogue with local community and corporate leaders, students will be challenged to:

- *Develop action plans to address global, regional and local community issues using multiple perspectives*
- *Plan and conduct a study and/or investigation*
- *Plan and produce communication in various forms*
- *Collaborate to solve authentic problems*
- *Develop frameworks for effective teamwork, self-direction, social responsibility, accountability and other life skills*

Credit: .5 credit

Students may take this course in either 11<sup>th</sup> or 12<sup>th</sup> grade.

## GRADUATION REQUIREMENTS FOR THE CLASS OF 2019 & BEYOND

The high school graduation requirements include a differentiated diploma model where students will choose to receive either the traditional HHSD diploma at 26 credits, or the Scholar's HHSD Diploma at 29 credits. The breakdown of the new credit requirements along with some additional information is located on the high school webpage.

### TRADITIONAL DIPLOMA

<b>Program</b>	<b># of Credits</b>
English	5.0
Mathematics	4.0
Science	3.5
Social Studies	3.0
Physical Education/ Health	2.0
Technology/Computer Science	0.5
Creative Arts	0.5
Electives	7.5
Keystone Proficiency mandate is suspended for the Class of 2019	
Total	26.0

### SCHOLAR'S DIPLOMA

<b>Program</b>	<b># of Credits</b>
English	5.0
Mathematics	4.0
Science	4.0
Social Studies	4.0
World Language	3.0
Physical Education/ Health	2.0
Creative Arts	0.5
The Scholars Leadership Program [available in either junior or senior year]	0.5
Electives	6.0
Keystone Proficiency mandate was suspended for the Class of 2019	
Total	29.0

#### Additional Criteria:

- Maintain a minimum simple/non-weighted grade point average of 3.4
- Receive a passing score (3 or better) on at least *two* Advanced Placement courses during the sophomore or junior year

## GRADUATION REQUIREMENTS – MID YEAR COMPLETION

A senior who has completed all academic graduation requirements by the end of the first semester may choose to stop his/her schooling; however, the request to graduate early must be received by the end of the first quarter of the first semester. Permission to graduate early must be approved by the guidance counselor and building principal. Students must take a full roster the first semester. In so doing, that student will not be eligible to participate in any school activities the second semester (since they will no longer be enrolled as a Hatboro-Horsham student). However, such a student may take part in the graduation ceremony and the traditional senior activities; i.e., the prom and the senior class trip. Diplomas will not be issued until the graduation ceremony in June.

## ASSESSMENT GUIDELINES

### PHILOSOPHY OF ASSESSMENT

Hatboro-Horsham High School recognizes that assessment is an integral part of the teaching and learning experience. True assessment helps promote learning and is a process of gathering a variety of evidence to identify a student's attainment of learning goals. Assessment should be varied and ongoing, yet there are certainly times where assessment is a culmination of learning. We believe that in order to create an environment that promotes life-long learning, we must include students in the assessment process.

### ASSESSMENT BELIEFS

- Teachers will clarify how grades are determined and the process by which assessment impacts a course.
- Assessment should also include coherent sets of criteria and descriptions of levels of performance for those criteria. Targets for proficiency should be clear, performance based, authentic /relevant and communicated in advance.
- There are varied types of assessments that will be used – summative, formative, project-based, etc.
- Students and teachers should collaborate for personalized learning / differentiated assessment opportunities.
- Students should receive ample and ongoing feedback to know how they are progressing in their learning.
- Students and families should receive feedback on behavior rather than receiving a specific grade for it. In certain disciplines, there is room to assess quality of effort and progression of skill. However, issues with student behavior will be addressed with the student, communicated to the family, and should not become part of the grade.

### CHARACTERISTICS OF ASSESSMENT

- Performance targeted assessment should elicit higher order thinking
- Assessment should accurately measure student mastery of course objectives
- Assessment should be varied, including formative and summative measures
- Assessment should be differentiated when feasible
- Assessment should be relevant and maintain appropriate rigor
- Teacher feedback during and after assessment is critical

### GRADING POLICIES

#### Grading Scale

100 – 97 = A+

93 – 96 = A

90 – 92 = A-

87 – 89 = B+

83 – 86 = B

80 – 82 = B-

77 – 79 = C+

73 – 76 = C

70 – 72 = C-

67 – 69 = D+

63 – 66 = D

60 – 62 = D-

0 – 59 = F

Incomplete = I

Medical Excuse = M

Withdraw Pass = WP

Withdraw Fail = WF

Tested out of Prerequisite =

TOP

\*See the course selection guide for the various phases and their weighted value.

### HOMEWORK GUIDELINES

Students will be assigned homework as determined by the classroom teacher. Homework is a natural extension of the educational program and is assigned for the student's benefit. It contributes to the

development of independence and responsibility on the part of the student. Homework assignments vary by teacher and content area.

The individual teacher will communicate specific information on types of homework assignments, their purposes, and their relationship to the grading procedure to the parent/guardian and the student. Many teachers have homework assignments posted to his/her Canvas Page.

If a student is going to be absent two (2) or more days, the parent/guardian may contact the guidance counselor or classroom teacher directly to arrange for the pick-up of homework assignments.

### **INTERIM REPORTS**

Individual teachers, at the midpoint of a marking period, may send interim reports home with students or they can be communicated electronically with parents. The interim reports are meant as an addition to the regular report card and their purpose is to give parents/guardians and students an approximate indication of the student's academic performance up to that point. There is an expectation that teachers MUST communicate with the parents of students who have <70% in a course at the interim period. Teachers reserve the right to send home a progress report at any point in the semester. The PowerSchool Parent Access feature provides students and parents with an updated electronic snapshot of classroom performance. However, if you would like a hard copy of the student's interim progress, please feel free to ask the classroom teacher.

Parents/guardians needing to speak with a specific teacher may contact the teacher through the main office at 215-420-5960 or through the individual teacher's e-mail address, which you can find on [www.hatboro-horsham.org/hhhs](http://www.hatboro-horsham.org/hhhs).

### **FINAL ASSESSMENTS**

Final assessments can be given in any subject area. The examination schedule is printed and distributed prior to the conclusion of each semester. Exams are held at 7:40 and 10:00 during exam days. Students are not required to report to school unless he/she has a scheduled exam on that day/time. Students who do not take a final examination by the make-up date of the examination schedule will receive a zero (0) for the exam.

Students who have a valid excuse (illness or excused by the house principal) for missing a final exam or for not completing the course requirements on time will have an opportunity to complete these requirements before the end of the final exam schedule. If it is necessary to extend the make-up time beyond the regular exam schedule, an "I" will be used to indicate that the student has not completed the course requirements. This "I" grade may be changed when the exam or work has been made up. Students who miss the final exam for unexcused reasons will receive a final grade of an "F" for the exam.

In a 1.0 credit (one-semester) course, each marking period counts 45%. In a 1.0 and 0.5 credit course, the final assessment counts 10% of the final grade. Every teacher will spend at least two days reviewing in an organized fashion with students. It is suggested that formal review sheets, study guides and studying techniques be provided for students depending on their respective curriculum area. In addition, there will be a moratorium on all assignments, quizzes and unit tests for the last two school days before a final examination. It is our hope that these two days will provide teachers with the opportunity to review properly and will provide students enough time to study appropriately.



Homebound students will take exams at home under direct supervision or at school under guidance department supervision.

Cheating on a final exam will result in an **automatic zero (0)** on the exam and **disciplinary action as deemed appropriate by the Behavior Code of Conduct.**

Final assessment exemptions no longer exist. The final assessment of any particular course is in place because it has value to the overall curriculum; therefore, the assessment is valuable to all students who take that course.

### **FINAL EXAMINATIONS – NEW STUDENTS**

All attempts will be made to schedule incoming transfer students with classes taken previously if that is in the best interest of the student. A student entering H-H within the last thirty (30) days of the semester may attempt the final examination of a course taken in the preceding school. To be eligible, grades in progress from the transfer school must be 70% average or better. Also, students who earn a grade on the final exam will receive a P (passing) grade for the course and thus earn credit; however, the course(s) will not be calculated into their GPA. Teachers are to supply the student with appropriate review materials and study guides.

Students entering our district at any other time will be evaluated on an individual basis concerning courses taken, final examinations, etc., always placing the student in the best position to earn as many credits as possible.

### **REPORT CARDS**

Report cards are available on-line in PowerSchool through Parent Access. Throughout the school year, parents have the ability to print report cards. If you need additional information on how to access the report card feature, please contact the guidance office. We no longer send report cards via U.S. mail. **Parents/students should print report cards at home by June 30, 2019, as PowerSchool undergoes maintenance beginning in July and the access to report cards will close.**

## **SUPPORTIVE PROGRAMMING**

### **GIFTED SUPPORT PROGRAM**

The Gifted Support Program is available to those students in grades nine (9) through twelve (12) who have been identified as gifted as the result of a comprehensive multidisciplinary evaluation. Students meet formally in a seminar once a week and regularly on an informal basis. Classes focus on developing and using higher order thinking skills. In addition, students are expected to participate in a minimum of four (4) culturally related field trips each year and to perform community service. Juniors and seniors are eligible to participate in a professional level internship program. Gifted students are also encouraged to take advantage of the many opportunities available at the high school, including Advanced Placement courses, seminars and workshops sponsored by colleges and local organizations and academic contests. The gifted support teachers meet with each student to individualize the student's program, including independent study opportunities. In consultation with the student's parent/guardian, an individualized educational plan is developed annually. Students earn .5 credit per year, and grading is on a pass/fail basis.

### **ENGLISH LANGUAGE LEARNERS (ELL)**

The School District of Hatboro-Horsham will provide English Language Learning (ELL) or Limited English Proficiency (LEP) students with English language instruction and cultural orientation. The goal of the ESL Program is to have students attain English language proficiency that will enable students to meet with success in their mainstreamed classes.

Families who are new to the district will be asked to complete a Home Language Survey as part of the registration process. Information from the survey will be used as a first level screening to ascertain if the student may require additional assessment to determine if he/she is eligible for ESL services. In addition to providing ESL services to students, the school district will provide interpreters for parent/teacher conferences and other school related activities.

The Hatboro-Horsham School District ESL Program meets the requirements of the No Child Left Behind Act and aligns with the Pennsylvania Academic Standards for Reading, Writing, Speaking and Listening. If you would like additional information about the Hatboro-Horsham School District ESL Program, please contact the Director of Special Education and Special Services at 215-420-5801.

### **RESPONSE TO INSTRUCTION AND INTERVENTION (RTII)**

RTII is a three-tier (or three-level) prevention, early identification, and intervening strategy provided in general education classrooms, and refers to a process that emphasizes how well students respond to changes in instruction. The learning of ALL students is assessed early and often. RTII uses standards aligned (what students must know and be able to do) and research-based (what has been proven to work) interventions that are both based on research and aligned to state standards. With increasing levels of intensity to support students who struggle with reading and math and to help them reach state standards, RTII depends on strong aligned standards, research-based core curriculum (the "general curriculum") and school-wide behavior program that is based on research and aligned to Pennsylvania standards.

This tiered framework will allow us to better identify students at risk for poor learning outcomes, by monitoring progress and initiating evidence based interventions, while adjusting those interventions based on student progress and initiating evidence-based interventions, while adjusting to those interventions based on student responsiveness. This will also provide us with solid data to more effectively identify students with learning disabilities.

### POSITIVE BEHAVIOR SUPPORTS (PBS)

As mentioned, the high school embarked on a journey to implement Response to Instruction and Intervention (RtII). Those efforts were successful and the significant focus on academic progress and addressing skill deficiencies in students helped our growth overall. We have been pleased with the progress made by our students with this additional level of support.

### LEARNING RESOURCE CENTER

The center is staffed by a certified teacher. Computers are available for research and staff assistance is available for organization, editing of papers, and book selection. We also provide interventions and supports for students through the LRC. As a result, a teacher, guidance counselor, or house principal may recommend utilization of the LRC.

### TEST CENTER

The Test Center exists to provide an alternative location for students that need to make-up a missed assessment or need a different environment in which to complete testing. The testing center is designed to support all students, regardless of ability. Accommodations available in the testing center include the following:

- Tests read aloud for those with learning disabilities or visual impairments
- A low stimulation testing environment for those with anxiety or struggles with attention span
- Additional time for those with anxiety or information processing difficulties

### SCHOOL PSYCHOLOGIST

A school psychologist is available for educational consultation and individual psychological evaluations. Parents/guardians may request such services after discussions with the appropriate guidance counselor and/or house principal.

### STUDENT ASSISTANCE PROGRAM - SAP

SAP is a team of certified and trained faculty members offering assistance to students who are having academic, behavioral or other problems in school. The team also offers support for students through one-on-one meetings or student groups (such as drug and alcohol, changing families, women's issues, open support, freshman/sophomore mentor and anger management) with our community counselors. SAP accepts referrals from staff, students and parent/guardian. All information is kept **CONFIDENTIAL**. To contact the SAP team, please call 215-420-5626. The SAP room is located in room A134.

- **Mediation Program** - Students may volunteer or be requested by administrators or teachers to be involved with the Peer Mediation Program to deal with conflicts. This mediation process includes the disputants, a trained faculty mediator and a trained student mediator. The mediators work with the disputants to help the disputants hear each other and for the disputants to determine what they need from each other in order to resolve or to reduce the conflict. A signed agreement is optional depending on the wishes of the disputants.

### LINK CREW

This year Hatboro Horsham High School will continue implementing a program that has had documented and researched based national and international success. Link crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed,

Link Crew is a proven high school transition program that trains mentors from our own junior and senior high classes to be Link Crew Leaders.

This program works to create leadership capacity in 11<sup>th</sup> and 12<sup>th</sup> grade students interested in supporting our newest members of the Hatboro-Horsham family in their transition to our building. As positive role models, Link Crew Leaders are mentors and student leaders who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success. More and more studies show that if students have a positive experience their first year in high school, their chance for success increases dramatically. Link Crew provides the structure for freshmen to receive support and guidance from juniors and seniors who have been through the challenges that high school poses, and understand that the transition to a larger school can sometimes be overwhelming.

Last spring, students were selected to participate and serve as Link Crew Leaders through an intense application, interview and orientation process. Students entering their junior and/or senior year interested in joining the Link Crew team should contact Mrs. Vanessa DeLuca or Mr. Jim Shields.

### HOMEBOUND INSTRUCTION

Homebound instruction is available to Hatboro-Horsham High School students suffering from a long-term illness or injury. The anticipated duration of the illness/injury should be a minimum of two (2) weeks. In order for your homebound request to be processed expediently:

1. Call the guidance office and speak with the appropriate guidance counselor.
2. Hatboro-Horsham High School reserves the right to deny homebound instruction.

When a request is approved by the school board, an attempt will be made to find a certified teacher to instruct your daughter or son. Because of availability of homebound instructors, there may be a delay. Students may receive two (2) hours of instruction per class with a maximum of five (5) hours of instruction per week. Therefore, it is possible that some classes will not be covered by the homebound instruction.

The homebound instructor's role is to assist your child and answer questions that may be generated from week to week. The homebound instructor will not be able to duplicate the role of the classroom teacher or duplicate the classroom experience. This is a modified instructional program. It is important that your child, as long as they are physically able, spends five (5) to ten (10) hours a week working beyond his/her time with the homebound instructor. There will be coordination between the homebound instructor and teachers regarding assignments and work.

If a student is granted homebound instruction, he/she may receive a conventional grade from the assigned instructor(s) upon completion of all assignments. Students, who complete minimum, but not all coursework and assignments, may receive a "P" (Pass) instead of a conventional grade. Grades will be designated as Homebound on the student's transcript.

### HOME SCHOOLING

Any home schooling requests must be made through the Special Services office at 215- 420-5802. Home schooled students who plan on returning to the high school will be required to take and pass the final exam of any courses that are prerequisites for other courses.

### ALTERNATIVE EDUCATION PROGRAM

The School District of Hatboro-Horsham maintains an alternative education program on the campus of the high school. The program is approved and accredited by the Pennsylvania Department of Education.

### THE ALTERNATIVE EDUCATION DELIVERY MODEL

This program functions through a 'Hybrid Model' of instructional delivery, as it combines face to face instruction and virtual learning for students that attend. Due to the district, local and state impact of standardized testing, students would receive face-to-face instruction in both Mathematics, English Language Arts and Health Education. The teachers that will deliver direct instruction in Mathematics and English Language Arts are certified and tenured Hatboro-Horsham High School teachers. Again, this program will afford students the opportunity receive a course of instruction, which recognizes needs and prepares them for a successful return to the regular school setting. Other core content and elective area courses are delivered online via the Montgomery Virtual program. This program will also include opportunities for students to gain access to service learning projects that help create well-rounded students capable of contributing to the local community. Students in the alternative education program at Hatboro-Horsham High School will maintain the same guidance counselor and house principal.

### ALTERNATIVE EDUCATION LOCATION & TIME

The alternative school program functions in two of the existing modular classrooms located in the rear of the high school. The scheduled times for the alternative education students will be 8:00 AM-2:00 PM. Transportation both to and from school will be provided by the school district. Students will be scheduled for a minimum of 4.0 credits per semester while they are members of the alternative education program.

## **COMMENCEMENT AND STUDENT RECOGNITION**

### VALEDICTORIAN / SALUTATORIAN

The senior class valedictorian will be named two weeks prior to graduation when feasible. The award will be based on the weighted grade point average and given to the senior student who ranks number one in the class. The salutatorian award will be presented to the senior who ranks number two in the class.

### GRADUATION CEREMONY PARTICIPATION REQUIREMENTS

Seniors must have completed and passed all work and acquired all credits in order to participate in the graduation ceremony. Seniors who fail any required course and thus do not have all credits to graduate may attend summer school, or request to return to the high school the following September for completion of credits. Those seniors, who fulfill graduation requirements by September 1, will receive their diploma at that time. Those students who return to the high school in September will be considered a member of the new senior class and must complete the graduation requirements outlined for that class. Once completed, they may then choose to participate in the graduation ceremony the following June.

Graduation practice will take place on Friday, June 7, 2019 and Monday, June 10, 2019. Students must be at graduation practice on time – failure to be on time will result in removal from graduation

practice for a period of time determined by administration. If late to practice, the student will be assigned another time determined by administration to review assignments and responsibilities that were missed due to absence and/or lateness. A second lateness may result in removal from the graduation ceremony.

### **ACADEMIC STUDENT RECOGNITION**

**Honor Roll** - Students will be recognized at the end of each marking period for strong academic performance in all of their scheduled courses. This recognition will be separate from the GPA (Grade Point Average), which is calculated from the core academic subjects and used for class rank.

To be recognized for the **Distinguished Honor Roll**, a student must have all "A's" with no grade lower than A-. To be recognized for the **Regular Honor Roll**, a student must have all "A's" and/or "B's" with no grade lower than a B-. An "I" (Incomplete) on the report card will prevent any honor recognition until such time as work is completed and a grade is entered.

Students who excel in the classroom should be honored for their efforts and hard work. Recognition of the top 10% of students in each graduating class will occur in the spring. We refer to this recognition as the 'Top Ten Hats'. This recognition is based on the cumulative grade point average of students during their high school career. The data to determine the aforementioned students is collected and analyzed during the second semester.

Throughout the course of the school year, numerous students are recognized for their accomplishments in and out of the classroom. That recognition takes the form of **School Board of Directors recognition, Student of the Month honors, website and local television and print media acknowledgement.**

### **NATIONAL HONOR SOCIETY**

Being asked to join the National Honor Society is both an honor and a responsibility. Juniors and seniors who meet all of the following criteria are eligible for membership:

- A cumulative GPA of 5.3 (weighted GPA) or 3.75 (simple GPA).
- A significant record of community service activities, both in and outside of school.
- Involvement in the life of the school, as evidenced by meaningful participation in school activities.
- Demonstrated leadership in the classroom setting and in extra-curricular activities.
- Strong character

Once elected to the National Honor Society (NHS), students must continue to meet these criteria to maintain membership. Students who meet the academic requirement following the first semester of their junior year will be invited to complete a student information form to record their service, leadership and character. Selection of candidates is made by a high school faculty committee. Contact main office for more information at 215-420-5960. The National Honor Society induction ceremony will be held in the Spring.

## **STUDENT ATTENDANCE GUIDELINES**

### **ATTENDANCE GUIDELINES**

In an effort to align practices and maintain consistency across all levels and all buildings, the Hatboro-Horsham School District has created a separate attendance manual. You will notice the

attendance guidelines are no longer in the Student Handbook. The district's philosophy, practices and procedures related to attendance can be found in the new district attendance manual located on both the high school and school district webpage.

### FAMILY VACATIONS/EDUCATIONAL TRIPS

Educational trips should coincide with regularly scheduled holidays, breaks, and in-service days. Educational trips are limited to six (6) days per year, days beyond six (6) may be considered unexcused. Parents/guardians who choose to have their son/daughter absent from school for an extended period of time must realize that their child's grades may suffer due to missing class activities that cannot be reproduced; i.e. discussion, labs, cooperative groups. While some may, teachers are not required to provide assignments prior to the student's vacation.

Principals shall determine if an absence is excused or unexcused by applying the following guidelines:

- 1) If prior permission is not sought by the parent, the absence is unexcused unless emergency causes are given and verified.
- 2) If a student's frequency of absences from school prior to the request jeopardizes his/her educational progress, the absences may be denied.
- 3) If a student has a medical letter, the absence may be denied.
- 4) If a student takes a pre-arranged trip within the first ten (10) or the last ten (10) days of the academic year, the absence may be denied.
- 5) Requests for absences during standardized testing, mid-term examinations, and final examinations may be denied. You should refer to the school calendar for applicable dates.
- 6) The student should possess an acceptable school attendance record.
- 7) The request may be denied if the student is failing 2 or more subjects.

### SCHOOL WORK REQUESTS DUE TO ILLNESS/EXTENDED ABSENCES FROM SCHOOL

School work should only be requested when a student is ill or absent from school 2 or more days. School work may be easily made up on the student's return to school after a day's absence. For a one day absence, the student may email a teacher or contact guidance for relevant assignments, materials and/or books. However, we will not collect work on behalf of the student.

NOTE: If a student absence extends beyond two or more school days, please contact the HHHS Guidance Office at 215-420-5522/5521 to arrange for student work to be assembled. Please call prior to 9:00 AM to request the work. We will do our best to compile the work by 4:00 PM on the day it is requested. The aforementioned policy will help us better meet your needs and the needs of the student who is absent from school.

**IT IS IMPORTANT THAT STUDENTS WHO ARE ABSENT FROM SCHOOL MAKE AN EFFORT TO CHECK THE CANVAS PAGES OF THEIR TEACHERS TO GAIN AN UNDERSTANDING OF WHAT IS OCCURRING IN CLASS DURING THEIR ABSENCE.**

### MAKEUP WORK GUIDELINES

It is the responsibility of the student to make up all work after an absence from class. The H.A.T.S. period provides students a unique opportunity to meet with teachers and complete assignments that they have missed due to absence.

Students that miss one (1) day of school due to an excused absence are responsible to make up work the day they return to school. Students that are out for more than one day are afforded time equal to

the amount of days they were absent from class. It is the student's responsibility to arrange the make-up work schedule with each of his/her teachers. Failure to do so may result in losing credit for the work.

Example #1: A student absent from school for two (2) days with a valid approved excuse will have two (2) days to make up any missed assignments and/or assessments.

Example #2: A student absent from school for two (2) days and the absences are not excused and therefore deemed to be unlawful. All work missed by that student in all classes on those two (2) days is due when they return to class.

An assignment with a pre-determined due date must be turned in on the first day the student returns after an excused absence, even if the excused absence(s) occur(s) between the day the assignment was issued and the due date. The same is true of tests or quizzes, which were announced. These assessments must be taken on the date announced or on the first day, the student returns after an excused absence.

### **LEAVING DURING THE SCHOOL DAY/EARLY DISMISSAL**

No student is permitted to leave the building or its premises during the school day unless their parent physically signs them out in the attendance log located in the main office. Parents requesting an early dismissal for a doctor/dentist appointment should provide the attendance secretary with a medical note upon returning to school. It is understood that students who have an early dismissal from school due to illness are not to return to the school building or school property to participate in any extra/co-curricular activities for the rest of the day.

If a student becomes ill during the school day, he/she should report to the school nurse. The nurse will determine whether the student should be sent home due to illness. No student will be sent home without the presence of the parent or the person designated on the emergency card to physically sign him/her out from school. It is important that emergency card information is current and updated as needed. A physician will not treat a student without a parent's direct consent.

## **DISCIPLINARY ISSUES AND RESPONSE**

### **PLAGIARISM**

Although plagiarism is not a violation of the law, it is the highest violation of academic integrity. The act of plagiarism violates our expectation that a student exhibits ethical behavior as expressed in his/her academic work. Plagiarism includes, but is not limited to:

- Any deliberate or negligent act of using another's work or ideas and giving no proper credit (in form of correct citation).
- Incorrectly citing the author. Plagiarism includes **NOT ONLY NEGLECTING TO GIVE THE AUTHOR CREDIT FOR HIS/HER IDEAS, BUT ALSO INCLUDES FALSIFYING INFORMATION AS THAT BELONGING TO ANOTHER AUTHOR.**
- Copying or photocopying someone else's homework or project and submitting it as the student's own.
- Submitting purchased papers or papers from the internet written by someone else as the student's own.
- Utilizing internet assistance without proper citation or permission. This includes internet and/or handheld translators, databases, and/or websites.
- Misquoting an author, even though the student may cite the information.



Any student who plagiarizes will meet with the teacher who assigned the paper for further instruction on plagiarism, will, within 24 hours from the meeting, rewrite, and resubmit the paper correcting all instances of plagiarism. The student's grade for the corrected paper will be 50% for the first offense. Although the consequence for plagiarism in other settings is usually more punitive, it has been decided to view the first offense as an opportunity to impart to the student the importance of avoiding plagiarism and to reinforce the skills necessary to do so. The teacher outlining the offense and the reparation will make communication with the house principal, parent/guardian. If the preceding or proceeding parts of the paper/project are counted as separate grades, they will still be graded and counted.

Subsequent instances of plagiarism will receive the following consequences:

2<sup>nd</sup> offense: Zero (0) for the assignment / assessment and discipline referral (teacher and/or administrator communication with a parent /guardian). There will be no opportunity to rewrite and resubmit the paper.

3<sup>rd</sup> offense: Discipline referral and failure of the marking period during which the action occurs (administrator communication with a parent/guardian).

### Preventative/Proactive Measures to Minimize Plagiarizing or Cheating:

- Submit original work and find ways to personalize your assignments
- Stay organized and avoid procrastination in writing a paper or studying for a test/quiz, etc.
- Never cut and paste unless you intend to use a direct quotation
- Use the appropriate format (APA or MLA) as required by the teacher in all classes
- Submit a bibliography along with the completion of any research paper
- Document all sources used
- Mention sources in the text of the document

Consult the teacher if unsure about a question relating to the originality of one's work

### CHEATING

Cheating robs the students of their opportunity to become competent. Cheating includes; Accessing or giving a test, quiz, or assignment for determining questions/answers in advance. Exchanging assignments with other students either handwritten or electronically generated, whether you believe they will be copied or not. Using any form of memory aid during tests or quizzes without the expressed permission of the instructor. Any effort to give or receive aid during an assessment which may include the inappropriate use of cell phones, graphing calculators, etc. Assessments may include tests, homework, lab work, skill evaluations and other assignments.

1<sup>st</sup> offense: Zero (0) for the assignment/assessment (teacher communication with a parent/guardian).

2<sup>nd</sup> offense: Zero (0) for the assignment/assessment and discipline referral (teacher and or administrator communication with a parent/guardian).

3<sup>rd</sup> offense: Discipline referral and failure of the marking period during which the action occurs (administrator communication with a parent/guardian).

## **DISCIPLINE**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Hatboro-Horsham High School supports Chapter 12 of the Pennsylvania School Code. This section of the code discusses the responsibilities and expectations of a student in detail as stated in the following section of the code § 12.2.

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
  - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
  - (4) Assist the school staff in operating a safe school for the students enrolled therein.
  - (5) Comply with the Commonwealth of Pennsylvania and local laws.
  - (6) Exercise proper care when using public facilities and equipment.
  - (7) Attend school daily and be on time at all classes and other school functions.
  - (8) Make up work when absent from school.
  - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
  - (10) Report accurately in student media.
  - (11) No use of obscene or vulgar language on school premises.

### **PHILOSOPHY AND STUDENT BEHAVIOR EXPECTATIONS**

The Hatboro-Horsham High School is an innovative learning community committed to excellence in academics, citizenship and co-curricular activities. Its mission is to empower all students to pursue their educational and career goals by providing a supportive, engaging and challenging environment, which cultivates learning as an active, relevant and lifelong process. In order to allow students to develop to their full potential, our school community must be a physically, emotionally and intellectually safe place to teach and learn. To aid in bringing about the proper environment for student learning and development, there must be a set of reasonable rules, which define expected student behavior and discipline procedures. These rules and behavior expectations should be based on mutual respect and cooperation among all members of the school community. This mutual respect and cooperation is based on the Hatboro-Horsham High School Positive Behavior Support Program.

The Positive Behavior Support Program maintains its foundation in the four key pillars of **'BE RESPONSIBLE, BE RESPECTFUL, BE ENGAGED & BE SAFE'**. If students would base their decisions and actions on these pillars and descriptors, they would never violate the Hatboro-Horsham High School's Code of Conduct. The four pillars and their descriptors are as follows:

### BE RESPONSIBLE

- Dependability, accountability, reliability.
- Accept responsibility for your actions.
- Consider the consequences of your words and actions.
- Follow all school and community rules and laws.

### BE RESPECTFUL

- Respect yourself and others.
- Treat others as you wish to be treated.
- Appreciate the opinions of others when they differ from your own.
- Be considerate of others.

### BE ENGAGED

- Work to help make the school community a better place.
- Develop good relationships with students and teachers.
- Demonstrate school spirit in appropriate and meaningful ways.
- Get involved in the extracurricular activities and opportunities that exist.

### BE SAFE

- Follow the rules that have been established.
- Be an advocate for your peers.
- Help create positive school climate.
- Make wise choices.

### BEHAVIOR CODE OF CONDUCT

All examples, procedures, and disciplinary responses are applicable in school, on school buses, during school-sponsored field trips, including school activities. Any student misconduct committed on school district property or at school related activities that substantially interferes with normal school functions or educational process at any time including weekends and/or evenings is subject to disciplinary action. Principals and assistant principals will exercise discretion in dealing with offenses involving special education students following consultation with the Director of Special Education.

Level-Description of Behavior	Examples List is not all inclusive	Procedures	Possible Disciplinary Responses
Level I misconduct involves behavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school.	<ul style="list-style-type: none"><li>• Inappropriate attire</li><li>• Late to class or school</li><li>• Classroom disturbance</li><li>• Disrespectful language/gestures (non-direct)</li><li>• Disrespectful language/gestures (direct)</li><li>• Leaving area without permission</li><li>• Use of electronic devices (listening devices, video</li></ul>	<ul style="list-style-type: none"><li>• The staff member who is supervising the student or who observes the misbehavior requires intermediate intervention.</li><li>• Repeated misbehavior may require a parent or guardian/teacher conference; conference with the</li></ul>	<ul style="list-style-type: none"><li>• Verbal reprimand</li><li>• Special assignment</li><li>• Behavior contract</li><li>• Parent/guardian conference (person to phone)</li><li>• Withdrawal of privileges (e.g. assembly, special events)</li><li>• Teacher detention</li><li>• Administrative detention</li></ul>

	<p>devices, cell phones, hand-held gaming devices, beepers and pagers) outside of the cafeteria.</p> <ul style="list-style-type: none"> <li>• Public display of affection gross or excessive</li> <li>• Hallway misbehavior</li> <li>• Failure to report to homeroom</li> <li>• Cafeteria disturbance (minor)</li> <li>• Parking/Driving violations</li> </ul>	<p>counselor and/or administrator.</p> <ul style="list-style-type: none"> <li>• The staff member maintains a record of the offenses and disciplinary action.</li> </ul>	
<p>Level II can involve continuation of prior misconduct or are misconduct acts that involve behavior whose frequency or seriousness disrupts the learning climate of the school.</p> <p>These infractions require the intervention of personnel on the administrative level.</p>	<p><b>Continuation of Level I misconduct</b></p> <ul style="list-style-type: none"> <li>• Bus disruption (minor)</li> <li>• Class/school cuts</li> <li>• Unexcused absences (5)</li> <li>• Cheating/Plagiarism</li> <li>• Forgery</li> <li>• Disruptive classroom behavior</li> <li>• Cafeteria disturbance (major)</li> <li>• Profane/Abusive language</li> <li>• Dangerous horseplay</li> <li>• Lying or insubordination</li> <li>• Failure to serve a detention</li> <li>• Willful disobedience</li> <li>• Leaving school grounds without permission</li> <li>• Verbal altercation/confrontation</li> <li>• Failure to report to attendance office upon late arrival/early departure</li> <li>• Bullying</li> <li>• Violation of AUP (minor)</li> <li>• Parking/Driving violations</li> </ul>	<ul style="list-style-type: none"> <li>• The student is referred to the Administrator/Management Assistant for appropriate disciplinary action.</li> <li>• The Administrator or MA meets with the student and/or teacher and decides the most appropriate response.</li> <li>• The teacher is informed of the Administrator's/MA's action</li> <li>• The Administrator/MA maintains a record of offenses and disciplinary action.</li> <li>• Parent/guardian contact is made via email, telephone or US mail</li> <li>• Truancy Elimination Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/guardian/staff conference</li> <li>• Behavior contract – possible probationary clause</li> <li>• Withdrawal of event privileges</li> <li>• Temporary withdrawal of bus privileges</li> <li>• Administrative detention</li> <li>• Removal of cafeteria privileges</li> <li>• In School Suspension</li> <li>• Out-of-school suspension</li> <li>• Building level fine</li> <li>• Temporary withdrawal of driving privileges</li> </ul>

<p>Level III can involve continuation of prior misconduct or are misconduct acts of misbehavior that take on added seriousness because they involve a violation of the personal property rights of others and/or acts which are criminal or illegal.</p> <p>Level III misconduct acts are immediately handled by the administration. Those acts, which are criminal or illegal, will automatically be referred to the appropriate law enforcement office.</p>	<p><b>Continuation of unmodified Level I &amp; II misconduct</b></p> <ul style="list-style-type: none"> <li>• Fighting/ physical altercation</li> <li>• Unexcused absences (5+)</li> <li>• Bus disruption (major)</li> <li>• Vandalism (minor)</li> <li>• Truancy</li> <li>• Theft</li> <li>• Threats to other students</li> <li>• Throwing harmful objects</li> <li>• Teacher directed disrespectful language/gestures</li> <li>• Obscene language or gestures</li> <li>• Harassment (sexual, racial, gender identity)</li> <li>• Extortion</li> <li>• Smoking or possession of tobacco products</li> <li>• Possession of an incendiary device</li> <li>• Vaping or possession or an electronic cigarette product</li> <li>• Possession of school keys</li> <li>• Misbehavior in In-School Suspension</li> <li>• Violation of AUP (major)</li> </ul>	<ul style="list-style-type: none"> <li>• The administrator/MA initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</li> <li>• The administrator meets with the student and confers with the parent/guardian about the student's misconduct and the resulting disciplinary action.</li> <li>• The administrator maintains a record of offenses and disciplinary actions.</li> <li>• Restitution of property and damages may be required.</li> <li>• Parent/guardian contact is made via email, telephone or US mail.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/guardian or staff conference</li> <li>• Temporary removal from class</li> <li>• Withdrawal of event privileges</li> <li>• Withdrawal of bus privileges</li> <li>• Guidance Services/Referral for risk assessment</li> <li>• Removal of cafeteria privileges</li> <li>• In-School Suspension</li> <li>• Out-of-School Suspension</li> <li>• Building level fine</li> <li>• Parent/guardian hearing with the principal</li> <li>• Parent/guardian hearing with the Superintendent</li> <li>• Placement in an alternative school</li> <li>• Charges under Pennsylvania Civil/Criminal Code and referral to appropriate law enforcement agencies – Section 5503 (disorderly conduct)</li> </ul>
<p>Level IV can involve continuation of prior misconduct or are misconduct acts that involve acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p>	<p><b>Continuation of unmodified Level I, II, or III misconduct</b></p> <ul style="list-style-type: none"> <li>• Arson</li> <li>• Assault/battery</li> <li>• Vandalism</li> <li>• Hazing</li> <li>• Theft/possession/sale of stolen property</li> <li>• Bomb threat or false alarm</li> </ul>	<ul style="list-style-type: none"> <li>• The administrator/MA verifies the offense, confers with the staff involved, and meets with the student.</li> <li>• The student is immediately removed from the school environment. Parent/guardian is notified.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance Services/Referral for risk assessment</li> <li>• Out of School suspension</li> <li>• Building level fine</li> <li>• Parent/guardian hearing with the principal</li> <li>• Parent/guardian hearing with the Superintendent</li> </ul>

<p>The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required by the School Code.</p>	<ul style="list-style-type: none"> <li>• Explicit threats/offensive actions (sexual, racial, gender identity)</li> <li>• Deliberately threatening/striking a district employee</li> <li>• Possession of unauthorized substances (drugs/alcohol, real or perceived) or paraphernalia (drug or alcohol related)</li> <li>• Using or under the influence of unauthorized substances (drugs/alcohol, real or perceived) or paraphernalia (drug or alcohol related)</li> <li>• Possession or conspiring with the intent of furnishing, transferring, or selling of unauthorized substances (drugs/alcohol, real or perceived) or paraphernalia (drug or alcohol related)</li> <li>• Possession/use/transfer of weapons or explosives (real or perceived) and conspiracy to deliver</li> <li>• Risking a catastrophe</li> <li>• Terroristic threats</li> </ul>	<ul style="list-style-type: none"> <li>• School officials contact law enforcement agency and assist in prosecuting offender.</li> <li>• A report is submitted to the superintendent for board action.</li> <li>• Any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or a school sponsored activity will be expelled for a period of not less that (1) year in accordance with <u>(Section 1317.2).of the school code.</u></li> </ul>	<ul style="list-style-type: none"> <li>• Placement in an alternative school</li> <li>• Expulsion</li> <li>• Other board/administrative action which may be considered appropriate</li> <li>• Charges under Pennsylvania Civil/Criminal Code and referral to appropriate law enforcement agencies. Section 5503 (D.C.)</li> </ul>
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### Glossary of Terms

- A. **Administrative detention** - A detention administered by an administrator spent by the student in the school detention hall supervised by a staff member to atone for their behavior.
- B. **Alternative Education Placement** - Enrollment in an alternative education setting.
- C. **Behavioral Contract** - Establishing a contract between staff member, administrator and student regarding appropriate behavior.
- D. **Charges under Pennsylvania Civil/Criminal Code and Referral to Appropriate Law Enforcement Agencies**- The student is referred to the appropriate law enforcement agency when their acts are criminal or illegal.
- E. **Detention** - A period of time spent by the student with the assigning teacher or administrator after school to atone for their behavior.
- F. **Expulsion** - Removal from school for a period of time ranging more than 10 days or permanent removal from school.

- G. **Fine** – monetary payment due to the school for violating building level procedures and protocols.
- H. **In-School Suspension** - Student is assigned to the In-school suspension room under highly structured supervision for the school day. All regular classroom teachers will make study assignments on an assignment sheet for completion by the student.
- I. **Loss of Computer Privileges** - Not allowed to use school computers for a specific time or permanently as determined by administration
- J. **Management Assistant** – assistant to the house principal; maintains administrative responsibilities and authority.
- K. **Out-of-School Suspension** - The student is not permitted in school or on school property for the period during the suspension. The student is responsible for all schoolwork missed which will be due upon return to school.
- L. **Parent/Guardian Conference (face-to-face, telephone or via email)** - Communication between staff members and parent/guardian of student to discuss appropriate methods of resolving behavioral problems.
- M. **Parent/Guardian Conference and/or Hearing with Superintendent** – The student and parent /guardian may be required to attend a conference with an administrator and/or a conference with the Superintendent before reinstatement after an Out of School Suspension.
- N. **Referral for Risk Assessment** – Referral to outside agencies for evaluation.
- O. **Referral to Guidance Services** - Student meets with counselor.
- P. **Referral to Magisterial District Judge and/or Juvenile Probation** – This may occur for a violation of the Code of Conduct that could include truancy, possession of tobacco or smoking on school property.
- Q. **Referral to Student Assistance (SRT and/or SAP) Program** – Student Assistance program meets and develops interventions to support student’s progress.
- R. **Special assignment** - Student given additional or special schoolwork to do in a separate location.
- S. **Temporary Removal from Class** - Student removed from classroom.
- T. **Verbal reprimand** – Explanation/warning to the student by staff member of the implications of the student’s actions, expected behavior, and future consequences.
- U. **Withdrawal of Bus Privileges** - Removal of student from bus transportation.
- V. **Withdrawal of Cafeteria Privileges** – Student loses the privilege to eat in the cafeteria with his/her peers for a period specified by administration. During this time student will eat in an alternative location under administrative supervision.
- W. **Withdrawal of Driving Privileges** – Student loses the privilege of driving to school for a designated period.
- X. **Withdrawal of Privileges** - Removal from assemblies, special events, sports, extra-curricular and co-curricular activities.

### **HARASSMENT AND DISCRIMINATION**

Discrimination, bullying, and harassment based on race, religion, ethnicity, sex, sexual orientation, or gender identity is prohibited within the School District. It is the responsibility of each school and the District and all staff to ensure that ALL students have a safe school environment. The scope of this responsibility includes ensuring that any incident of discrimination, harassment, or bullying is given immediate attention, including investigating the incident, taking age and developmentally appropriate corrective action, and providing students and staff with appropriate resources

### DISCIPLINE PROBATION/LOSS OF STUDENT PRIVILEGE

Chronic accumulation of discipline infractions (tardiness to school, late to class, class cuts, teacher assigned detention, etc.) or acute discipline infractions (school cutting, fighting, blatant disrespect toward school staff, etc.) will result in a **loss of student privileges and placement on discipline probation**. Loss of student privileges will include, but may not be limited to: sports, driving privileges; senior early release; driving to Eastern; participation in class trips or activities; participation in the Variety Show, Red and Black Nights, etc.)

Discipline probation will include a loss of student privileges and removal from co-curricular activities for up to **three weeks**. Students on discipline probation will not be able to participate on sport teams, the marching band, the fall drama, all-school musical, club activities, student newspaper, yearbook, etc.

### COMMUNICATING A THREAT OF DEATH OR SERIOUS VIOLENCE

Communicating a death threat concerning a school employee or student is a class D felony. Verbal, handwritten or threats through electronic mail will be reported to school administration. Any student who communicates a death threat under this policy will be reported to the appropriate law enforcement agency in addition to any school disciplinary action deemed appropriate. Additionally, the parent/guardian will at their expense, provide a psychological examination by a state-licensed psychological examiner to determine if the student is a threat to himself or others. A repeat offense could result in expulsion from Hatboro-Horsham High School.

### WEAPONS POLICY

The School District recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. Weapons under the control of law enforcement personnel are permitted. The complete District Policy for Weapons may be accessed on the District Website – Weapons 218.1.

The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, starter gun, shotgun, rifle, replica of a weapon, incendiary device or explosive, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

The policy also addresses any student in possession of a weapon. Possession is defined as being on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. Book bags, backpacks, purses and other such objects are permitted in school and at school sponsored events only so long as they are used for legitimate purposes. Students shall have no expectation of privacy in their lockers or desks, or their book bags, backpacks, purses or other such objects or vehicles while on school property or at a school district sponsored event.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, onto any public vehicle providing transportation to school or a school-sponsored activity and during the time required in going to and from school. The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be conducted in conformance with formal due process proceedings required by law.



The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis. The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations. The procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall immediately notify, as soon as practicable, the parent or guardian of a victim or suspect directly involved in an incident. In making notification, the Superintendent or designee shall inform the parent or guardian as to whether the local police department has been, or may be, notified of the incident.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

### **CONTROLLED SUBSTANCE GUIDELINES**

As stated in School Board Policy #227, we recognize that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

Controlled substances shall include controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board Policy #227.

Under the influence shall include any consumption or ingestion of controlled substances by a student. Students violating the Controlled Substance Policy may be suspended and/or expelled from school. The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's education, extra-curricular or athletic programs resulting from violation of this policy.

A violation of the Controlled Substance Policy (Policy #227) is one of the most serious that a student can commit. Any violation occurring on school property will be addressed immediately. School property shall include buildings, facilities and grounds on the school campus, school buses, school parking areas, and any facility used for a school function or school-sponsored trips. Book bags, backpacks, purses and other such objects are permitted in school and at school sponsored events only so long as they are used for legitimate purposes. As a result, students shall have no expectation of privacy in their lockers or desks, or their book bags, backpacks, purses or other such objects or vehicles while on school property or at a school district sponsored event. In the event of a violation, the following procedures will take place:

### **FIRST OFFENSE SUBSTANCE VIOLATION**

1. The parent/guardian will be notified by an administrator after the investigation is underway.
2. The student may be suspended for a minimum of five (5) days with the maximum of ten (10) days.
3. The SAP Team will be notified of the offense and will discuss drug/alcohol assessment mandates.

4. During the term of suspension, the student will be required to schedule a Drug and Alcohol Assessment. The SAP Team will provide recommendations for an appropriate agency to complete the assessment.
5. A building level hearing with the principal will be scheduled. The recommendations from the assessment MUST be presented to the principal on or before the date of the hearing.
6. Any paraphernalia or confiscated substances will be turned over to the Horsham Police Department along with a full investigation report.

### Procedure for Re-Admittance to School for Drug and Alcohol Violation

We believe that the following recommendations are beneficial to your son/daughter. Therefore, your cooperation with these recommendations will have a significant influence on your son/daughter's return to Hatboro-Horsham High School.

- Please make a request with your child's counselor for books and missing work for the next week.
- We suggest that you immediately contact your family physician or outside provider for an objective evaluation of drug usage through urinalysis and/or blood test. Results will need to be shared with the administration. The student assistance team at Hatboro-Horsham High School will assist with any problems with health insurance or medical assistance and choosing the appropriate counseling or treatment plan if needed.
- The assessment allows the parent/guardian and student to assess and evaluate the problem with a trained counselor who can help define the problem and/or mediate any discussions between parent/guardian and student.
- The student and parent/guardian will sign a release so that the therapist can discuss with the school your child's progress.
- The student must agree to attend a minimum of three (3) mandatory meetings with an on-site community counselor via the SAP Team. Failure to attend the three (3) meetings will result in another hearing, which could result in additional suspension or expulsion.

The above re-admittance guidelines may be altered at the discretion of the superintendent and principal.

### BUILDING LEVEL HEARING

At the building level hearing with the principal, the evidence and testimony of the student, parent/guardian and house principal are heard. Based on the circumstances, the principal will make one of the following recommendations:

1. End the suspension and return the student to the building immediately
2. Continue the suspension for additional days up to ten (10)
3. Remove or initiate a probation of privileges (i.e. driving, athletics, clubs, etc.)
4. Move this case to the superintendent of schools for alternative placement or expulsion

### CENTRAL OFFICE HEARING

At the Central Office Hearing, the superintendent will review the entire student's record in the presence of parent/guardian, SAP representative, guidance counselor and the appropriate house principal. Based on the individual circumstances, the superintendent will make one of the following recommendations:

1. Petition to the Board of School Directors for an expulsion hearing
2. Placement in an alternative education setting
3. Return to regular education program at Hatboro-Horsham High School with some form of probationary conditions and expectations.

## SECONDARY OFFENSE VIOLATION

In the event a student violates the Controlled Substance Policy for a second time at any time during his tenure as a student at Hatboro-Horsham High School, a fine will be levied, a Central Office Hearing will be scheduled with the recommendation for a change of placement or expulsion. The Controlled Substance and Paraphernalia Policy 227 is available on the District's website.

## SMOKING

Hatboro-Horsham School District Policy #222 references tobacco use and possession. The board policy recognizes tobacco to include a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form to include e-cigarettes, vapor pens, and vaporizers. The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. Students will also be subject to the disciplinary actions defined in the Code of Conduct, which includes suspension and/or building level fines.

\*The high school will be taking a more aggressive approach regarding illegal substances and contraband. For vaping/tobacco violations, students will receive the traditional two-day out-of-school suspension. On the second offense, students will receive the suspension in addition to a \$25.00 fine and 3-5 mandated SAP educational sessions. The third offense will include a formal principal level hearing, the out-of-school suspension, \$50.00 fine. The fines collected are used to pay for assessments and smoking cessation groups organized through SAP.

## HARRASSMENT

Students have the right to be free from sexual harassment and violence, racial harassment and violence, and religious harassment and violence arising out of the physical or verbal conduct of other students, school personnel and others. Students are responsible for being aware of school district policies regarding harassment and for maintaining an environment free from harassment, intimidation and abuse. If students feel they are being harassed, they should report the incident to their house principal or management assistant.

## HARASSMENT THROUGH SOCIAL MEDIA

Harassment can also appear in the form of social media and through text messages. Recently the Pennsylvania Legislature added language to the existing Pennsylvania Crimes Code Harassment Section (Section 2709). The modification of the Harassment section now specifically includes cyber bullying and makes it a punishable crime under Pennsylvania law. Some of the modifications are:

1. Defines cyber harassment of a child and makes it a crime.
2. Explains what occurs if a juvenile is charged with this offense.
3. Defines the following: *emotional distress*, *repeatedly communicates* and *seriously disparaging statement*.
4. Became effective September 8, 2015.

For a more detailed review of Pennsylvania Crimes Code Section 2709(c)(2) please go to the following resource: <http://www.legis.state.pa.us/WU01/LI/LI/CT/htm/18/18.htm> and review section 2709 - Harassment

## IN-SCHOOL SUSPENSION PROGRAM

### **Mission Statement**

The In-School Suspension (ISS) Program at Hatboro-Horsham High School (HHHS) exists to provide disciplinary, emotional and academic support for any HHHS student. The goals of the program are:

- To facilitate a change in the behavior
- To provide an additional level of disciplinary response
- To provide a structured setting

The In-School Suspension (ISS) Program will value the worth of the individual and will help develop and bolster self-esteem by providing:

- Consequences for inappropriate behavior
- A safe environment
- A place to practice socially and academically appropriate behavior

The In-School Suspension (ISS) Program will be an asset to the HHHS staff by offering:

- A place for temporarily removing behavior problems from the classroom
- A resource for managing problems in the classroom
- Consequences for unmodified behavior

### **Process & Procedures**

**In-School Suspension** – Students are placed at the discretion of the building administration.

#### A. Placement Factors

- a. School rules violation
- b. District policy violation
- c. Unmodified behavior

#### B. Process:

- a. A student may be placed in ISS for one or more periods during a school day, or for one to a maximum of three days
- b. Most placements are planned and scheduled ahead
- c. Some placements will be emergency, requiring an immediate placement

#### C. Procedures:

##### a. Students are:

- i. To report to the ISS Room immediately after homeroom
- ii. To remain in their assigned seat in the ISS Room unless otherwise directed by the room supervisor
- iii. To bring all textbooks and materials to the ISS Room
- iv. Report to the ISS Room the day of their assignment. If absent or school is cancelled for any reason, then the assignment will continue the very next school day
- v. To leave campus directly after being dismissed from school and should be off campus by 2:45 pm for the day.

##### b. Teachers are:

- i. To continue sending behavior reports/referrals to the appropriate house principal to determine whether an in school suspension is warranted.
- ii. To coordinate with the house principal, management assistant or secretary, providing the necessary assignments and classroom materials for the ISS assignment period (one to three days)

- iii. Invited to visit the ISS Room to assist students with academic issues and/or to provide tutorial services

### AFTER SCHOOL DETENTION

The key to any successful high school program is to establish a safe, comfortable and orderly environment conducive for learning. Our disciplinary policies, rules and regulations are designed to provide such an environment. As you know, disciplinary policies are only words on a piece of paper unless there is consistent follow through by teachers, administrators and parent/guardian. In addition, any successful disciplinary policy must have meaningful punitive measures to act as a deterrent and/or a corrective tool for students.

Detention hours may be served Tuesday - Thursday after school from 3:00 pm until 4:15 pm. If a parent/guardian has questions regarding the number of detentions their son or daughter may owe, contact the appropriate management assistant or the grade level secretary for further details.

## SAFETY & SECURITY

### SEARCHES

Book bags, backpacks, purses and other such objects are permitted in school and at school sponsored events as long as they are used for legitimate purposes. As a result, students shall have no expectation of privacy in their lockers or desks, or their book bags, backpacks, purses or other such objects or vehicles while on school property or at a school district sponsored event. Please see School Board Policy # 226.

### LOCKERS

Students are financially responsible for locks and lockers. We strongly advise against students sharing lockers. Every student is loaned a locker for use while attending school. Damage to lockers will be charged to the student. Lockers are subject to periodic inspection. Valuables should not be brought to school and placed in lockers. The school cannot assume responsibility for items lost or stolen from lockers. Anything lost or stolen should be reported immediately to the appropriate grade level office. Personal student items should be removed from all lockers by the last day of school. Any item(s) not claimed will be held in the cafeteria for approximately two (2) weeks and then all unclaimed items will be donated to charity. Items placed in our "Lost and Found" will periodically be gone through and given to charity over the course of the school year if not claimed. Contact Mrs. Heil at 215-420-5510 in F213 for issues regarding lockers.

- o Musical instruments are to be secured through the music teacher.
- o Items of extreme value may be placed in the office during the school day but not on a daily or frequent basis.
- o School lockers are the property of the Hatboro-Horsham School District and are therefore subject to search.
- o While we may investigate, the high school is not responsible for items stolen from gym lockers without secured combination or padlocks.
- o Students should purchase a combination lock for their gym lockers. The Physical Education Department can also provide combination locks for student gym lockers at a moderate cost. Items that are stolen as a result of not being secured with a lock are not the responsibility of the school.

## SCHOOL DANCE GUIDELINES

- Middle school students, regardless of age, are not permitted to attend high school dances/proms. The minimum grade level for guests to attend any school dance or either junior/senior prom is ninth grade.
- The maximum age limit for non-H-H students is 22 years of age – all guests must show picture identification at the door. Failure of a guest to provide picture identification will result in refusal of entrance without a refund of ticket price.
- Guests older than 18 years of age must complete the appropriate documentation form and have it signed by a parent/guardian.
- All outside guests must have the appropriate documentation completed along with identification prior to arrival.
- Dates must follow all H-H requirements for attire: formal or semi-formal dress.
- All dates are also subject to search and school district breathalyzer guidelines.

In addition, we believe that school dances provide an opportunity for our students to enjoy a fun filled school event where they can relax and enjoy great times with friends. We do expect all students and guests to behave in a manner that is appropriate for school. This includes interaction with peers and dancing. Inappropriate touching and suggestive dancing is not permitted. The common theme for students at our dances is 'Dance Like Your Grandmother Is Watching'. Staff chaperones are the final judges of what is appropriate dancing. If a student or approved guest is asked to stop inappropriate dancing and refuses to comply, the student or approved guest may be asked to leave the dance. It is also important to know that there is a police presence at all dances.

## NOTIFICATION OF BREATHALYZER TESTING

Based on the concern for the health, safety and welfare of our high school students, Hatboro-Horsham High School administrators and school district personnel support the use of breathalyzers during school-sponsored events (on or off school grounds) and during the school day, if needed. This measure will serve as a deterrent to the use of alcohol by underage drinkers.

This communication serves as notification that a breathalyzer may be used and students may be required to submit to a breathalyzer test. Students will be notified that they will be denied entry and/or be removed from the event or activity (and may face additional disciplinary action) in the event that they are found to have consumed and/or possessed alcohol at, or before a school-sponsored event. A breathalyzer may be administered any time a student's actions, appearance, or physical condition gives reasonable suspicion. Students deemed to be under the influence of alcohol while on school property will have a breathalyzer administered by the local police department.

## TECHNOLOGY COURTESY GUIDELINES

The Hatboro-Horsham School District has specific guidelines and policies regarding the acceptable use of technology. In addition, our high school has specific guidelines for mobile devices (items such as cellular phones, iPods or other communication devices). The Hatboro-Horsham School District's Acceptable Use Policy is accessible on the District website.

We will continue to allow students to use their mobile devices in school during select times and in select areas. Allowing mobile devices but teaching students to use them responsibly is a valuable lesson in the practical application of the educational process. **Students must abide by the guidelines, rules and regulations associated with the appropriate use of the technology allowed.** With this privilege comes responsibility and expectations. The use of communication features on mobile devices during instructional time, or in a disruptive manner in the school atmosphere, is

prohibited. Each teacher has the right to allow the use of **mobile devices** (e.g. cell phones, iPods, PDA's) during instructional time. HHHS realizes that cellular/mobile phone technology is ever changing and current phone applications could be used as educational tools and potentially integrated into the classroom.

Unacceptable use of a mobile device includes but is not limited to the following:

- Cell/mobile device technology used in class without teacher permission
- Blatant use of technology to organize or participate in illegal activity
- Mobile devices used to photograph or record without knowledge or consent
- Mobile devices used to harass and/or cyber bully students will be investigated and reported to the police

The abovementioned offenses may result in suspension and communication with the local police department with the intent to file charges.

## STUDENT PARKING

### Summary of Registration Procedures for the 2018-2019 School Year

Applications for student parking were accepted starting August 15, 2018 and will continue until all parking spots have been assigned.

- To begin the registration process, students must complete and submit the online registration form found on the high school website's homepage.

To finalize the parking application process, I understand that I must bring the following items into Mrs. Bonnie Heil at Hatboro-Horsham High School between the hours 8:00am-12:00pm and 1:00pm-3:00pm Monday through Friday. Please note that all payments must be made in person.

- A photocopy of your valid PA driver's license.
- A photocopy of the registration AND insurance card for Vehicle #1.
- A photocopy of the registration AND insurance card for Vehicle #2.
- Parent/Student Parking Procedures and Enforcement Signature Page complete with original signatures.
- Check, Cash, or Money Order for \$30.00 (\$15.00 if purchasing your permit in the second semester of the school year). If paying by check, please make it out to Hatboro-Horsham School District.

### PARKING PROCEDURES AND ENFORCEMENT

1. Please read the Parking Procedures and Enforcements Guidelines, complete the registration form found on the high school website's homepage. Students must finalize the parking registration process with the required documents and payment with Mrs. Heil.
2. Those Junior and Senior students that receive a driver's license and wish to drive to school and park on campus, may apply for parking privileges immediately upon receiving their valid PA driver's license.  
**Please Note:** Students who **DO NOT** have a valid PA Driver's License should not apply until the license is received.
3. Parking privileges will be issued on first come, first served basis by grade as spaces are available. There will be no parking privileges granted to sophomores and freshman. Parking placards are to be placed in the front window of any vehicle that is parked on the Hatboro-Horsham High School campus during school hours. Students who have outstanding obligations (fees, fines, uniforms, etc.) will not be considered for a parking spot until those obligations have been satisfied.
4. **Parking fee is \$30.00. Payments can be made via check (payable to Hatboro-Horsham School District), cash or money order.** Students who do not receive parking privileges until the second semester will pay \$15 for their permit. *All cash/check payments will be accompanied by a receipt that outlines the date and method of payment. Revenues generated through the collection of parking permit fees are used in part to supplement the cost of parking lot security measures. These efforts include supervision, monitoring, maintenance and additional school security initiatives.*
5. Students with outstanding obligations (library fines, textbooks, technology, detentions, parking fines, etc.) will not have their parking application processed until all obligations are met.
6. Students who accrue any obligation during the school year will be given a set time to resolve them. Failure to do so may result in the loss of driving privileges.



7. Any student violating school parking rules will be issued a 1<sup>st</sup> warning and then a \$5.00 ticket upon further violations. These tickets are the same as any other school obligation and will be paid to the appropriate House Principal's office.
8. Students granted parking privileges will be assigned a lot and a numbered space in that lot. These lots are designated for student parking. Students must park in one space and in between two white painted parallel lines customarily recognized as a "parking space". These parking spaces are identified with a lot letter and number. Students are not permitted to park in the Staff or Visitor sections of Lot E or the staff section of Lot C.
  - Handicapped spaces – unless authorized by displaying a Handicapped registration plate or placard designated for the **student use**.
  - Fire Zones
  - No Parking Areas
  - Turn around driveway in front of the music wing
  - Bus lot directly in front of the school
  - On the grass
  - Blocking driveways or other access areas
  - Any other area not designated for student parking
9. Student drivers who are identified by a staff member as speeding or driving recklessly will **immediately forfeit their parking privileges**. Privileges will be revoked for a period of time determined by the high school administration. Students that have had their privileges revoked will **NOT** be refunded their parking fee.
10. Driving violations will be forwarded to the Horsham Police when a student fails to obey clear traffic, driving, and safety guidelines.
11. Cars will be ticketed for any of the above reasons and for speeding or reckless driving.
12. Lost or stolen permits should be reported immediately to the student's Management Assistant for replacement. A \$5.00 charge will be assessed for a new permit.
13. Additional disciplinary action may be taken for any student who continually violates parking lot regulations. This may include loss of privileges for a period of time if deemed appropriate by the House Principal or Management Assistant.
14. Students who accumulate **six or more late arrivals to school (excused or unexcused) during a semester** may lose driving privileges for the balance of the semester or school year. You will **NOT** be refunded your parking fee.
15. Students who accumulate **5 or more disciplinary referrals** may have their parking privileges **removed** by a House Principal or Management Assistant. You will **NOT** be refunded your parking fee.
16. Students who accumulate **5 or more disciplinary referrals** may have their parking privileges **removed** by a House Principal or Management Assistant. You will **NOT** be refunded your parking fee.

### **PERIODIC PARKING LOT SEARCHES & RANDOM PARKING SEARCHES**

- The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.
- Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for suspension of parking privilege without further warning. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

- Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times. Canine searches could also be part of the aforementioned periodic searches.
- The Court has held that school officials, unlike the police, do not need to obtain a warrant prior to conducting a search. Nor do they need probable cause to believe that a violation of the law has occurred. School officials need only have "reasonable suspicion" that a particular search will reveal evidence that the student has violated or is violating either the law or the rules of the school.
- Random canine searches of classrooms and automobiles in our parking areas. This search serves several purposes with the most important being providing a safe environment for all members of the Hatboro-Horsham High School community. Additionally, these searches will send a message to any student considering bringing harmful substances to our schools. The school administration, faculty, and students will not tolerate this type of activity in our school.

**NOTE: AT NO TIME WILL A STUDENT BE SUBJECTED TO A SEARCH BY THE DOG, ONLY VEHICLES AND INANIMATE OBJECTS.**

Searches are authorized by School Board Policy #226 and with utmost respect for student privacy. Students, teachers, staff, and parents/guardians have the right to expect to come to a safe place to learn, work, or visit.

## **ALUMNI RECOGNITION**

### **ALUMNI ASSOCIATION**

The Hatboro-Horsham Alumni Association was formed with the sole purpose of reuniting the community and School District with alumni in an effort to form a solid bond between the past and present. Together this consolidation will benefit all of those who are touched through the establishment and renewing of friendships, the enjoyment and pleasure of past and future moments, and most importantly the continuation of the history and tradition that has been and will continue to be the legacy of Hatboro-Horsham High School. The Hatboro-Horsham Alumni Association has created a scholarship at the High School. For more information, call Mr. Jim Worthington at 215-968-0600 Ext. 15.

### **HALL OF FAME**

The Hatboro-Horsham Hall of Fame has been created in an effort to honor alumni of the Hatboro-Horsham High School and/or members of the community for outstanding achievements or significant contributions and to reaffirm the excellence of the Hatboro-Horsham educational experience. The Hall of Fame has an operating board, which handles the selection process for the Hall of Fame as well as the induction ceremony and all other important activities surrounding this effort.

Although endorsed by the Hatboro-Horsham School Board, the Hall of Fame committee is responsible for raising its own funds to support this program. The actual Hall of Fame facility is located at the high school. The next induction ceremony is scheduled for April of 2019. If you know of a former classmate or member of the community who would be worthy of consideration for induction into Hatboro-Horsham's Hall of Fame for the school year 2018-2019, please contact Dennis M. Williams, Jr., Principal at 215-420-5502/5503 or email [dwilliams@hatboro-horsham.org](mailto:dwilliams@hatboro-horsham.org). The nomination form may also be found on our website <http://www.hatboro-horsham.org/Page/1578>.

## ATHLETIC WALL OF FAME

The Hatboro-Horsham Athletic Wall of Fame was created to honor Hatboro-Horsham High School individual athletes, teams, coaches and supporters for outstanding athletic achievement and contributions to high school athletics. The Athletic Wall of Fame has an operating board, which handles the selection process for the Wall of Fame as well as the induction ceremony and all other important activities surrounding this effort. Although endorsed by the Hatboro-Horsham School Board, the Wall of Fame committee is responsible for raising its own funds to support this program. The actual Wall of Fame facility is located at the High School. More information regarding the Athletic Wall of Fame can be located on the high school website under the ATHLETICS tab page. The next induction will be in the fall of 2019.

## HIGH SCHOOL ATHLETICS

### EXTRA-CURRICULAR CODE OF CONDUCT

For a full list of activities and clubs, please go the website <http://www.hatboro-horsham.org/hhhs/site/default.asp>, and then click on the short cut on the left hand side – Clubs/activities. Hard copies are also available at the athletic office.

It is the belief of the School District of Hatboro-Horsham that participation in any extra-curricular activity is a privilege, not a right. Students that volunteer to participate in these programs are expected to accept the responsibilities associated with this privilege. These students, as well as their parents/guardians, must also realize that because of their choice to participate in these activities, they have a lesser expectation of privacy than other students. Participants are representatives of the student body as well as the school. Therefore, participants are expected to represent themselves, their activity, their school, their parents, and their community favorably at all times.

The Extra-curricular Code of Conduct is a set of guidelines and expectations for actions and behaviors of students participating in extra-curricular programs. Disciplinary action identified in the Extra-curricular Code of Conduct has been established as the recommended course of action. However, the administration maintains the prerogative to alter the consequences based on the facts and circumstances of the situation.

### GENERAL INFORMATION AND DEFINITIONS

**Carry-Over Suspension:** If a violation of the Extra-curricular Code of Conduct occurs in the last part of an extra-curricular season and the student cannot fulfill the terms of his/her violation in that extra-curricular season the suspension **does carry-over until the suspension is fulfilled**. This includes the student's next extra-curricular activity or the same extra-curricular activity next year.

**Coaches or Sponsors:** Coaches or sponsors have the authority to enforce additional rules and regulations relating to their specific activities. Coaches or sponsors have the responsibility to monitor and supervise the activities and behaviors of students participating in their specific extra-curricular program. Repeated disciplinary issues, absences, tardiness, cutting of practices, events, and meetings are deemed to be in violation of expectations for participation in extra-curricular activities. It should be understood that any participant whose behavior is considered unacceptable by a coach, sponsor or administration, might have his/her privilege to participate in the extra-curricular activity revoked.

**Disciplinary Code of Conduct:** Students participating in any extra-curricular activity are expected to comply with school rules and regulations enumerated in the Disciplinary Code of Conduct found in the Student/Parent Handbook. Any violations of these rules and regulations may result in disciplinary action including loss of privileges to participate in extra-curricular activities.

**Extra-curricular:** Extra-curricular activities include, but are not limited to, those activities defined as: athletics (including PIAA-sanctioned sports, cheerleading, and club sports), theater performances, select Bands and Choruses, National Honor Society, National Art Honor Society, Ski Club, Future Business Leaders of America, Student Council, Interact Club, Key Club, the Partnership Program, Debate Club, Chess Club and others that potentially form throughout the school year. Extra-curricular activities do not include graded activities, field trips, work experience, and other such activities which are directly associated with the instructional experiences of a particular course and its content.

**In-Season:** In-season is defined as commencing with the first practice or activity meeting and ending with the elimination of the team and/or individual from the final tournament series /or the last official meeting of the activity. For some extra-curricular activities the beginning and end dates are seasonal (fall, winter, spring), while other extra-curricular activities are in-season for the duration of the school year. Behavior, incidents, and violations that occur beyond the in-season parameters are viewed as out of season occurrences.

### **STUDENT ATHLETE NATIONAL SIGNING DAYS**

Hatboro-Horsham High School is very proud to have students in our athletic program who have demonstrated the ability to participate at various levels of collegiate athletics. As a result, we attempt to recognize and honor those students in a fair and equitable way. We will host three specific signing dates for student athletes signing NCAA Division I & II National Letters of Intent. One will occur in late fall (November 2018), one in late winter (February 2019) and another in the spring (April 2019). We also recognize that students participating at the Division III level do not have an official letter of intent signing day. However, we want to ensure that their commitment to our program and their academic studies is recognized. Therefore, we will celebrate all Division III recruits in late spring (tentative date is May 2019).

### **ATHLETIC ACADEMIC ELIGIBILITY**

**Athletic Academic Eligibility:** To be eligible for participation in Hatboro-Horsham High School athletics, a student must pursue a curriculum defined and approved by the principal. **A student involved in such athletic programs with two (2) F's in a full credit course or half credit course will be deemed ineligible for one full week.** In order to be eligible, a student must pass at least two (2) full credit subjects along with passing one (1) other half or full credit subject during a marking period. In cases where a student in any preceding grading period does not pass two (2) full credit subjects along with passing one (1) other half or full credit subject during a marking period, the student shall be ineligible to participate for ten (10) school days of the next grading period beginning the first day report cards are issued.

Eligibility is cumulative and shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the Director of Extra-Curricular Activities' office. In cases where a student's cumulative work from the beginning of the grading period does not, as of any Monday morning (8:00 am), meet these standards, the student shall be ineligible from that day through the Saturday immediately following.

## ATTENDANCE REQUIREMENTS FOR ATHLETES

**Daily Attendance:** Students cannot participate or compete on a day in which they are absent or suspended from regular classes. Religious instruction, educational testing, field trips and select school-related functions are not considered an absence. On any given day a student must be in attendance by 8:30 a.m. and until 2:00 p.m. to be eligible to participate in any practice or activity held on that day (Exceptions, on a case by case basis, will be made for doctor appointments, funerals, etc.).

## EXTRA-CURRICULAR CODE OF CONDUCT VIOLATIONS

After confirmation of an extra-curricular code of conduct violation (by the student, by the parent/guardian or a school official), the student will receive the penalties outlined in each of the following sub-sections. These penalties are in addition to any disciplinary responses enacted pursuant to the Disciplinary Code of Conduct.

**I) Tobacco Products:** The use of tobacco products in any form (cigarettes, e-cigarettes/vaporizers, cigars, snuff, chewing tobacco, etc.) is not consistent with the goals and philosophy of the exemplary extra-curricular program and is strictly prohibited.

### **Out of Season:**

Because of the obvious and significant health effects of tobacco products, the School District of Hatboro-Horsham urges all of its students to avoid such use. However, the out of season use of such products will not be considered a violation of the Extra-curricular Code of Conduct.

### **In-Season:**

- 1<sup>st</sup> offense: Counseling by coach or sponsor
- 2<sup>nd</sup> offense: Suspension from one (1) competition or public performance /or suspension from the activity for five (5) school days. If the penalty imposed is suspension from one competition or public performance the principal will determine if the student can participate in practice sessions.
- 3<sup>rd</sup> offense: Suspension length to be determined by Principal, with a minimum suspension being from one competition or public performance /or suspension from the activity for five (5) school days. If the penalty imposed is suspension from one or more competitions or public performances, the principal will determine if the student can participate in practice sessions.

**II) Misconduct:** This section of the Extra-curricular Code of Conduct shall apply to student conduct that occurs during school hours, after school hours, on school property, and off school property. Cumulative or gross misconduct, including behavior unbecoming to a member of an extra-curricular program and a representative of the School District of Hatboro-Horsham is subject to disciplinary consequence. A listing of behaviors considered to be inappropriate can be found in the Student/Parent Handbook in the Disciplinary Code of Conduct section. Behaviors considered to be inappropriate include but are not limited to: gambling, cutting class, vandalism, unsportsmanlike conduct, theft, fighting, hazing, harassment, burglary, assault, cheating /or lying, abusive or inappropriate language, extortion, willful disobedience, and the hosting or attending of drinking/drug parties. Specific disciplinary consequences for misconduct violations will not be listed because of the variability of circumstances and the severity of the infraction will factor into the consequent decision.

Misconduct shall also include activities by a student that result in his/ her arrest and formal charges being filed in a court of law. A penalty will be imposed should the School District have adequate and competent evidence that the student participated in the offense for which he or she is charged even prior to the conclusion of the legal process. Participation in such misconduct behavior will be regarded as a violation of the Extra-curricular Code of Conduct even should such activities be later

determined to not rise to the level of criminal wrongdoing. Should the School District determine not to impose a penalty initially, but the student later admits to or is adjudged to have committed a crime (felony or misdemeanor), the penalty pursuant to this Code will be imposed at that time. In the latter case, the student may continue to participate in his/her activity until resolution of the matter by the judicial system.

Students and their parents should note that the penalties imposed for misconduct might range in severity from a formal reprimand to suspension from participation and possible dismissal from a team, club, group, or activity.

This section of the Extra-curricular Code of Conduct shall be in effect during both the in-season and out of season time parameters.

**III) Drug and Alcohol Violations:** The School District of Hatboro-Horsham recognizes that the abuse of controlled substances is a serious problem with legal, physical, emotional and social implications for the whole school community. As an educational institution, we strive to prevent the use and abuse of controlled substances. Book bags, backpacks, purses and other such objects are permitted in school and at school sponsored events only so long as they are used for legitimate purposes. As a result, students shall have no expectation of privacy in their lockers or desks, or their book bags, backpacks, purses or other such objects or vehicles while on school property or at a school district sponsored event. The use, possession, concealment, distribution, sales or being under the influence of those substances listed in items A-F below is strictly prohibited.

- A. Alcohol or alcoholic beverages in any form
- B. Illegal drugs, including but not limited to those substances defined as “controlled substances” pursuant to federal and/or state statute
- C. Steroids, human growth hormones or other performance enhancing substances
- D. Substances purported to be illegal, abusive or performance enhancing (i.e. “look-alike” drugs)
- E. Misused prescription drugs, non-prescription drugs or inhalants
- F. Testing positive through random drug testing procedures – this refers to student athletes ONLY (Note: The Administration and Board of School Directors are currently developing a policy for the random drug testing of student athletes for implementation in the future. Formal notification of the implementation of this policy will be provided to student athletes and their parents prior to the initiation of the policy.)

Use, possession, concealment, distribution, manufacture or sale of devices designed for and/or associated with the use of controlled substances listed in items A-F above is strictly prohibited.

**Out of Season:**

A violation committed out of season will yield an official warning and will lead to placement on probation for one calendar year and referral for Student Assistance Program assessment. In the face of a single out of season violation or multiple violations, such behavior will have a direct impact on the severity of consequence should a subsequent in season violation also occur at a later point in time.

**In-Season:**

1<sup>st</sup> offense: Suspension from the activity for ten (10) school days, referral for Student Assistance Program assessment and participation in drug and alcohol education program.

- 2<sup>nd</sup> offense: Suspension from the activity for thirty (30) school days, referral for Student Assistance Program assessment and participation in drug and alcohol education program.
- 3<sup>rd</sup> offense: Suspension length to be determined by Principal, minimum suspension from extra-curricular activity for thirty (30) school days, referral for Student Assistance Program assessment, and participation in drug and alcohol education program.

### SELF-DISCLOSURE

**Self-Disclosure:** It is the intent of the Hatboro-Horsham School District to assist students with developing responsibilities for their actions and to encourage honesty. Therefore, any student who by himself/herself or together with his/her parent or legal guardian, voluntarily discloses to a school employee, school official, coach or an administrator a violation of the Extra-curricular Code of Conduct prior to any reports, charges, or complaints under the Extra-curricular Code of Conduct will be granted leniency. Self-reporting will have the disciplinary penalties reduced based on the circumstances and severity of infraction. This self-disclosure exemption is available to a student only once during his/her middle school and once during his/her high school career.

### APPEALS PROCESS

Any student that feels unfairly judged or unjustly punished may appeal the consequences to the Assistant Superintendent of Schools for Secondary Education through the following procedures.

1. This student must submit to the Assistant Superintendent a written rationale for the appeal within three (3) calendar days after a decision has been issued. The written rationale must explain the justification for an appeal and establish the injustice or misapplication of the Extra Curricular Code of Conduct.
2. The Assistant Superintendent will conduct an initial review of the appeal to determine whether it sets forth a legitimate basis to move forward. The Assistant Superintendent will notify the involved parties of his initial determination in writing within five (5) school days of receipt of the written appeal.
3. Should the Assistant Superintendent find merit for the appeal, an appeals hearing will be conducted within five (5) school days after determining there is justification for an appeal.
4. The Assistant Superintendent will chair the appeals hearing. Based on the rationale of the appeal, the Assistant Superintendent will determine who will be present at the hearing. During the hearing process the Assistant Superintendent will take testimony and permit the parties involved to present evidence.
5. The Assistant Superintendent will render a decision within three (3) days. The decision shall be put in writing and a copy sent to all parties involved. The Assistant Superintendent's decision shall be considered final and the matter will be closed.

**During the appeals process the student will remain under the penalties imposed and follow the provisions set throughout the appeal process.**

### CONCUSSION MANAGEMENT POLICY

Concussions are dangerous and life threatening injuries and it is imperative that they are handled appropriately. Any athlete that exhibits signs of concussion must be referred to the Certified Athletic Trainer or a physician that is trained in the evaluation and management of concussions. We recommend a physician that specializes in concussion management that follows the Consensus Statement on Concussion in Sport 3<sup>rd</sup> International Conference on Concussion in Sport Held in

Zurich, November 2008. This policy is in full compliance with the Safety in Youth Sports Act passed into law in November 2011.

### **Concussion Education for Coaches:**

Every coach must take and provide proof of completion of the Sport Safety International ConcussionWise Pro for Coaches education course for coaches before coaching in that seasons sport. This course is taken annually. Completion certificate will be submitted to the Athletic office.

### **Parent and Student Education:**

Hatboro Horsham High School will provide education to Students and Parents regarding concussions, the nature and risk of concussion and traumatic brain injury (TBI), including the risks of continuing to play or practice after a concussion or TBI. This information will be accessible from the athletic department website.

In order to participate in athletics, students and a parent or guardian must sign and return to the student's school each year a form acknowledging receipt and review of a concussion and traumatic brain injury information. This is located on the PIAA sports physical.

### **ImPACT Testing:**

All students who participate in the following sports must take the ImPACT neuro-cognitive baseline test before participating: Baseball, Boys and Girls Basketball, Boys and Girls Lacrosse, Boys and Girls Pole Vault, Boys and Girls Soccer, Cheerleading, Field Hockey, Football, Softball, Volleyball, and Wrestling. All athletes are welcome to take the test.

### **Baseline Testing Frequency Policy:**

Baseline testing is done at least every two years.

Every Freshman and Junior must take the test.

Any Sophomore or Senior that has not taken it the previous year must take it.

(This includes transfers and new student athletes)

An athlete does not need to take it again in the same school year.

Athletes will have to take it again if their results are deemed unacceptable by the program. (Usually because it was taken incorrectly)

Immediate removal from play in case of suspected concussion:

Athletes who are determined by a game official, coach, certified athletic trainer, licensed physician, licensed physical therapist or other designated official to be exhibiting signs or symptoms of concussion or TBI must be immediately removed from play by the coach.

No return to play without written medical clearance: Athletes who have been removed may not return to play until evaluated and received written clearance from either a:

- A licensed physician who is trained in the evaluation and management of concussions or a licensed health care professional with such training designated by such physician; or
- A licensed neuropsychologist trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

### **Return to Play Protocol**

When the athlete is feeling better, he/she needs to be evaluated by a licensed physician who is trained in the evaluation and management of concussions or a licensed psychologist



neuropsychological trained in the evaluation and treatment of concussions or has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions. Your family physician is generally not the best source for this important evaluation.

The Return to Play Progression:

1. No Activity – Complete physical and cognitive rest until symptom free and no balance dysfunction.
2. Cognitive test (ImPACT test) that compares favorable against baseline.
3. When both are complete, then the following stepwise progression of physical activity takes place. Each step takes place on a different day (24 hours). Any return of symptoms results in a return to the previous step after they are symptom free.
  - a. Light aerobic exercise (i.e. exercise bike)
  - b. Sport specific exercise (with athletic trainer)
  - c. Non Contact Practice
  - d. Full Contact Practice (only after medical clearance)
  - e. Full Participation

Without exception, ALL athletes must successfully complete the return to play progression before returning to competition. The return to play progression will be maintained by the athletic trainer. The athlete's teachers will be notified on their status. Students will have academic accommodations depending on symptoms, neurocognitive status, and physician recommendations.

## **SCHOOL DISTRICT GUIDELINES/POLICIES**

### **VISITOR SIGN IN PROCEDURE**

**PURPOSE:** To avoid incidents of consequence by controlling the flow of visitors, parents, vendors and guests within our classroom buildings and hallways. A secondary but equally important purpose is to document who is in our buildings if there is a catastrophic event.

**RATIONALE:** All of the schools and buildings within the Hatboro-Horsham School District are important places. These buildings house our most precious commodity, the children of Hatboro and Horsham. In order to maintain the level of safety that the School District has enjoyed, a decision has been made to control the flow of visitors in all of our buildings and document the specific location visited.

**PROCEDURE:** Each building has signs posted at the entrance noting that all visitors, including School District employees from other buildings, parents, vendors, and guests must be signed in before entering. Listed below are the proper procedures:

- The visitor will go to the sign in area or kiosk, produce photo identification that is entered into the Visitor Identification System, and state their business. If the visitor does not have photo identification, an administrator must approve the visit. School District employees from other buildings must show their school ID.
- If the business is valid as prescribed in the handbook, the visitor will be signed in to the Visitor Identification System listing the information from their photo identification and the area or person to be visited. School District employees from another building must sign in to the Visitor Identification System.
- After signing in, the visitor will be issued an identification badge that contains the visitor's full name, the date, and who they are visiting within the building. School District employees must display their employee identification badge while in the building.
- Upon leaving the building, the visitor's badge will be returned to the main office and the visitor will be checked out of the Visitor Identification System.

Visitors who have not made prior arrangements with teachers will not be issued a visitor's pass.

Unscheduled visitations result in interruptions to the school education program and create a potential liability issue. Unauthorized visitors are not permitted on school grounds during regular school hours and may be subject to legal prosecution. Students are requested not to bring guests to school.

Parents/guardians always have access to the school to discuss, without delay, problems needing immediate attention. Forgotten money, lunches, books, etc. should be left at the office; and your child should come to the office for the item you leave for them. The office is not required to contact the student.

Parents/guardians who wish to discuss their child with a teacher in person must call beforehand and arrange an appropriate conference time.

### **ACT 1990-211 - STATE LAW**

#### **Alcohol, Chemical and Tobacco Abuse Program**

The law states that each public school student shall receive mandatory instruction in alcohol, chemical and tobacco abuse in every grade from kindergarten through grade twelve. The instruction shall be integrated within the health course of study required in accordance with the State Board of Education regulations:

- shall be age appropriate
- shall be sequential in method of study
- shall discourage the use of alcohol, tobacco and controlled substances
- shall communicate that the use of illicit drugs and the improper use of legally obtained drug is wrong

### **ANTI-HAZING GUIDELINES**

The Hatboro-Horsham School District has adopted and embraced School Board Policy #247. The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. The policy can be found on the Hatboro-Horsham School District website.

### **BULLYING AND CYBER BULLYING POLICY**

Protecting the health and well-being of all students is of utmost importance to the Hatboro-Horsham School District. The newly revised Policy 249, **Bullying and Cyber Bullying**, along with recent changes in the **Pennsylvania Crimes Code regarding Cyber Bullying** will guide practices to assist in protecting students through the following steps:

1. Students will learn the definition of bullying/cyber bullying and what actions and methods constitute bullying/ cyber bullying.
2. Students who feel that they are being bullied or wish to report the bullying of another student are informed of available avenues to report such bullying.
3. Students are made of aware of the consequences for violations of this policy.
4. Students are made aware of the district's responsibility to promptly investigate all complaints of bullying that occur on school property, during school hours, and at school related functions.

5. Within a school culture of respect and support, all are invited/encouraged to report and prevent bullying of either themselves or fellow students.
6. For a more detailed review of Policy 249, please go to the HHSD website.

Recently the Pennsylvania Legislature added language to the existing Pennsylvania Crimes Code Harassment Section (Section 2709). The modification of the Harassment section now specifically includes cyber bullying and makes it a punishable crime under Pennsylvania law. Some of the modifications are:

1. Defines cyber harassment of a child and makes it a crime.
2. Explains what occurs if a juvenile is charged with this offense.
3. Defines the following: *emotional distress*, *repeatedly communicates* and *seriously disparaging statement*.
4. Became effective September 8, 2015.

For a more detailed review of Pennsylvania Crimes Code Section 2709(c)(2) please go to the following resource: <http://www.legis.state.pa.us/WU01/LI/LI/CT/htm/18/18.htm> and review section 2709 - Harassment

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

We encourage students who have been bullied to promptly report such incidents to the building principal or any responsible adult who shall then report the incident to the building principal.

Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

A student who violates the District's Bullying Policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another school building, classroom or school bus
- Exclusion from school –sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

Students and parents can access the complete Bullying and Cyber Bullying Policy 249 on the District website.

### **BUS TRANSPORTATION**

The School District will provide transportation for all students in accordance with the School Laws of Pennsylvania. Our transportation department transports 4,600+ students daily to and from our schools and more than 35 private schools. In addition, we provide transportation for field trips and extra-curricular events. Bus safety is very important. Successful bus transportation requires the district, students and parents work together. Should you have any questions or concerns, please contact the Transportation Department at 214-420-5450.

Bus stop assignment information will be posted on our district website and at each school building during the week prior to school opening. Students should arrive at their bus stop at least five minutes before the scheduled bus arrival time. In rare occasions, a bus may be delayed. Students should wait at least 30 minutes before leaving their bus stop, unless a parent determines that weather conditions will not allow waiting.

Courteous and respectful behavior on the school bus and at bus stops is a matter of safety. All students who take advantage of district transportation are asked to obey the following rules. Failure to follow bus safety rules may result in a temporary or permanent suspension of transportation privileges.

### **THE ONLY LATE BUS RUN WILL OCCUR AT 4:30 DAILY FROM THE HIGH SCHOOL.** **“Rules for School Bus Riders”**

1. School buses will pick up and drop off students only at designated stops as determined by the Transportation Department.
2. Students are **required** to be at their stop five (5) minutes prior to their scheduled pick up time.
3. Students should stand on the sidewalk or safe area until the bus arrives and stay out of the road while waiting for their bus.
4. Students should be considerate of private property and **stay off** the lawns of neighbors at the bus stop.
5. Students must wait for the bus to come to a complete stop before starting to board. Boarding should be done in an orderly manner. **Do not** push or shove while boarding or disembarking the bus.
6. Students should look both ways before crossing the street to board the bus.
7. If students are late, they should **never** run after a moving school bus.
8. Any item too large to be held on a student’s lap **cannot** be brought on the bus.
9. Students should remain seated at all times.
10. Eating or drinking is **not** permitted on the school bus.
11. Heads and hands should be kept inside the school bus at all times.
12. Aisles and emergency exits should be kept clear at all times.
13. Students **should not** throw any objects from the bus. Incidents such as this will be reported to the principal for disciplinary action.
14. Students **should not** deface or damage seats or other equipment on the bus. Students will be held liable for the costs associated with the repair.
15. Smoking, fighting, spitting, or the use of profane language is **FORBIDDEN** and may result in suspension or termination of bus privileges as determined by the principal.
16. **The bus driver has the right to assign seats.**
17. When disembarking the bus, students should cross in front of the bus where the bus driver

- can see them. Students should stay a safe distance away from the side of the bus.
18. Bus transportation is intended to bring students from home to school and from school to home. Other uses of district bus transportation are not allowed without permission from a principal.
  19. **Only assigned students** may ride the bus.
  20. Students are expected to be courteous and considerate to the bus driver and fellow students.
  21. No adult/parent is permitted to board the bus for any reason unless prearranged.

### **EMERGENCY SCHOOL CLOSING**

In the event of inclement weather conditions or other emergencies, the School District of Hatboro-Horsham will alter its daily schedule to assure the safety of our students. If schools are closed, their start delayed or an early dismissal, such decisions will be made as early as possible. In the event of a school closing, delay or early dismissal, announcements will be made through “School Messenger”, cable Channel 28 (Comcast) and Channel 33 (Verizon) and our district website, KYW-1060 am (School Code number 313) and most of the local television stations and their websites. We ask that parents refrain from calling individual school for reports so that building lines can remain open.

### **EMERGENCY COMMUNICATION**

Providing accurate up-to-date information in emergencies is extremely important for the Hatboro-Horsham School District. The school district and each school building utilize the automated messaging system called, “School Messaging”. This system will send text messages, voice messages and email messages to cell phones, home phones and email addresses very quickly in the event of any emergency.

In addition to “School Messenger” communications, emergency information is posted on the district website at [www.hatboro-horsham.org](http://www.hatboro-horsham.org) and is available on the school district’s cable Channel 28 (Comcast) and channel 33 (Verizon). We also utilize the “School Messenger” system to provide information to parents via voice messages and email messages regarding general school information. Text messages are only used for a critical incident.

### **FOOD SERVICES**

Each meal is analyzed for nutrient compositions to better meet the dietary guidelines. Prices for student lunches are: Elementary prices are \$2.80, Middle School prices are \$3.00, and High School is \$3.10. Prices for student breakfasts are: Elementary- \$1.20, Middle School- \$1.35, and High School- \$1.60. Milk is \$.55. Printable versions of each school’s menus are posted on the District website and families without internet service will receive printed copies.

### **Point of Sale Meal System**

The Hatboro-Horsham School District Food Service Department is equipped with a computerized (POS) Point of Sale cash register system in all schools to collect funds for meals. This system gives parents the ability to prepay breakfast, lunch, milk and snacks in any amount. Pre-paying in any manner helps the students avoid losing their money on the way to school, assures where dollars are spent, and speeds meal lines which is greatly appreciated. It also eliminates the need to send money every day. Every student will have a cafeteria account and may deposit into the account whether the student normally pays or receives a free or reduced lunch. Every student has a PIN number (personal ID number) assigned upon enrollment to access their Point of Sale Account and library materials. Your help is appreciated to make sure the students memorize their number before school starts. PIN numbers are confidential and should never be shared with anyone. Cash or preferably checks made out to Hatboro-Horsham Food Services may be used at any time to pay

for meals. Change will not be given for a check or money order deposits. Checks or credit card receipts will serve as the only receipt for such account deposits. Please write your child's name or number in the memo portion of the check. Please send separate checks for each child.

Account balances are rolled forward from year to year, building to building until the student has left the district, at which time a refund can be made to the parent/guardian or transferred to a younger sibling. If the family has moved, a refund will be issued provided the Food Service Department receives a forwarding address for the family.

### **On-Line Payments**

Payments to your child's account can be made thru Visa, Master Card or electronic checks. There is a \$2.49 charge for each transaction or you have the option to choose a Membership Fee. Please visit our website for more information. Go to [www.schoolcafe.com](http://www.schoolcafe.com); go to Site Shortcuts (on the left side) and click on MY SCHOOL BUCKS to set up your account. Payments made may take up to a day to be posted. Once your account is set up you can go into your child's account to check his/her balance. You may also set up your account to receive a reminder on diminishing balances or automatic payments when the account is low, or just monitor meal purchases.

### **Charging Meals**

The Food Service Department is compassionate with the fact that students may lose or forget their lunch money. We encourage you to keep a minimum of \$ 5.00 in your child's account for this purpose. If a student has no lunch, no money and nothing in their account, a meal may be charged.

If the account remains in the negative for three days, a school official may contact the parent. Meals will never be denied for disciplinary reasons. Please contact the Cafeteria Manager from your school if you need specific information or have concerns about a student account.

Our hopes are to make life easier for the students and all comments and suggestions are welcome. Please call the Food & Nutrition Office at 215-420-5973 if you have a problem.

### **Free and Reduced Price Meals**

The Hatboro-Horsham School District participates in the National School Meals Programs that provides breakfast and lunch free or at a reduced cost to eligible families. There is a new preferred way of submitting Free and Reduced Applications! Please apply through the PrimeroEdge website at [www.paschoolmeals.com](http://www.paschoolmeals.com). The turnaround time on this method of application is the quickest.

**Only one Application for Free and Reduced Priced School Meals** needs to be filled out per family however, a new application needs to be completed and approved **every school year**. All students eligible for free or reduced priced meals last school year will be eligible until mid-October in the new school year to receive these benefits. This is to give the parent ample time to submit a new application and be approved for the new school year. It is important that the yearly applications be returned before the October cutoff date. Applications can be submitted at any time in the school year in case family financial pictures change. All information submitted to the school is kept strictly confidential. Since meal transactions are computerized there is no discrimination or identification of free or reduced paying students, so we urge all families in need to consider this program. The cafeteria is off limits throughout the school day, except during lunch.

### **PEST MONITORING**

The School District of Hatboro-Horsham School uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine

cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. Notices will be posted prior to application and for two days following the application.

If you have any questions, please contact Dennis Stinson, Director of Operations and IPM Coordinator at 215-420-5492.

### **DISTRICT ASBESTOS MANAGEMENT PLAN**

The Toxic Substance Control Act (also known as “TSCA”) requires that every local education agency, such as Hatboro-Horsham School District, establish an Asbestos Management Plan which contains information regarding inspections, response actions and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress at any of its facilities. The Hatboro-Horsham School District maintains a complete, updated copy of a management plan for each school, which is available for inspection by the public, including teachers, other school personnel and their representatives and parents during normal business hours at the school administrative office. The Hatboro-Horsham School District reserves the right to charge a reasonable cost to make copies.

### **NONDISCRIMINATION**

The policy of the School District of Hatboro-Horsham shall be to provide educational programs for students as needed based on individual interests, abilities, and potentials. There shall be no discrimination against any student because of race, color, national origin, religion, age, sex or handicap. Related services to allow handicapped students to participate in the same non-academic and extracurricular services and activities, as the student’s non-handicapped peers will be made available based on a student’s unique needs in accordance with P.L. 94-142 and Section 504 of the Vocational Rehabilitation Act of 1973. The School District of Hatboro-Horsham shall take all necessary actions to comply with the letter and spirit of state and federal laws prohibiting discrimination in educational programs.

### **SEARCH POLICY**

The Hatboro-Horsham School District (“District”) acknowledges the need for students to bring book bags, backpacks, purses, and other inanimate objects onto school grounds, for safe in school storage of books, clothing school materials and other personal property and areas for parking vehicles when students are granted parking privileges. The Board permits students to bring book bags, backpacks, purses and similar objects and provides lockers and desks for such storage and parking areas subject always to the need to ensure the health, welfare and safety of students and employees.

All lockers, desks and parking areas are and shall remain the property of the school district. Book bags, backpacks, purses and other such objects are permitted in school and at school sponsored events only so long as they are used for legitimate purposes.

As a result, students shall have no expectation of privacy in their lockers or desks, or their book bags, backpacks, purses or other such objects or vehicles while on school property or at a school district sponsored event.

Students are encouraged to keep their assigned lockers, book bags, purses or other similar objects and vehicles closed and locked against incursion by other students. No student may use a locker, desk, book bag, backpack, vehicle or any other object as a depository for substance or object which is prohibited by law or district regulations, or which constitutes a threat to the health, safety and welfare of the occupants of the school building or the school building itself.

The school district reserves the right to authorize its employees to inspect a student's locker, vehicle, desk, book bag, backpack, purse, or other inanimate objects at any time. The purpose for search is to determine if a report/belief that contraband is present. Obviously any item being improperly used for the storage of contraband is a threat to the health, safety and welfare of the occupants of the school building or the school building itself.

Students shall be notified at least annually or more often if deemed appropriate by the school district, concerning the contents of the policy. Students may be required to sign a waiver in order to have the use of a school locker or parking privileges. Refusal to open any item, including a vehicle may result in a referral to law enforcement officials, and/or disciplinary action including but not limited to loss of parking privileges on school property, suspension or expulsion.

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 12.14

Board Policy – 218, 218.1, 225, 227

### CANINE SEARCHES

The approval of School Board Policy #226 on April 19, 2010, authorizes canine searches. Hatboro-Horsham High School will continue to conduct random canine searches of classrooms and automobiles parked on the high school campus. The health, safety, and welfare of our students are critical in our mission to deliver a quality educational experience for all students. Students, teachers, staff, and parents/guardians have the right to expect to come to a safe place to learn, work, or visit. Therefore, the high school administration and faculty will not tolerate at-risk behavior and activity that jeopardizes that mission. This search serves several purposes with the most important providing a safe environment for all members of the Hatboro-Horsham High School community. Canine searches will be scheduled without administrations' knowledge and all searches will be conducted while the school building is in a state of "structured lockdown".

### SPECIAL EDUCATION PROGRAM - ANNUAL NOTICE

In compliance with State and Federal Law, notice is hereby given by the Hatboro-Horsham School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may need special education and related services. If the District as needing such services identifies your child, you will be notified of applicable procedures. These services and the transportation to them are paid for by the School District. Services and programs are available for children who are determined to need specially designed instruction due to the following conditions: Autism/Pervasive Developmental Disorder, Blindness/visual impairment, Deafness/hearing impairment, Emotional Disturbance, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Specific Learning Disability, Speech and Language Impairment, Traumatic Brain Injury, and Other Health Impairments.

If you believe that your school-age child may need special education and related services, screening and evaluation procedures designed to assess the needs of the child and his/her eligibility are



available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in Hatboro-Horsham. Requests are to be made in writing to the building principal. Communications with parents or with thought-to-be or exceptional students are in English and, if necessary, in the native language or other mode of communication used by the parents or student.

In compliance with State and Federal Law, the Hatboro-Horsham 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 access for a student to participate in and obtain the benefits of the school program. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services for protected handicapped students are distinct from those applicable to all exceptional students enrolled (or seeking enrollment) in special education programs.

If a pre-school child is suspected of being eligible for early intervention, evaluation and services are provided through the Montgomery County Intermediate Unit Early Intervention Services Department. Information can be obtained by calling 610-755-9409. For further information on the rights of parents and their children, provision of services, evaluation and screening (including purpose, time and location), you may contact the Director of Special Education and Special Services, 215-420-5803.

Confidentiality: All information generated about your child is subject to the confidentiality provisions contained in Federal and State Law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, the Director of Special Education and Special Services, 215-420-5802.

# **HATBORO-HORSHAM ALMA MATER**

**Now here's to good old Hatboro-Horsham  
Our praise to her will never lack,**

**To her we pledge our best endeavors  
And rally round the red and black.**

**With Loyal hearts and firm convictions  
We'll sing for her with might and main**

**Now here's to good old Hatboro-Horsham  
Come let us echo the glad refrain.**

