

## **Academic and Athletic Awards**

Academic awards for each of the major subject areas will be presented to student recipients in grade 12 at an awards ceremony held toward the end of the school year. In addition, special scholastic awards will be presented to seniors with the highest cumulative averages in their respective academic programs (i.e., college preparatory and vocational-technical). Seniors are also eligible for selection as *Students of the Month*. Faculty members and school administrators will make the monthly selections.

Top student scholars in grades 10-12 who have satisfactory disciplinary records will be eligible for membership in the National Honor Society. Similarly, students in grades 7-9 with excellent academic and disciplinary records will be eligible for membership in the Junior National Honor Society. Varsity athletes, individual champions, and members of championship teams will likewise be honored at the annual athletic awards ceremony.

Academic and athletic award winners are frequently honored at monthly meetings of the Hanover Area Board of Education. Photographs and statistical/biographical information on award recipients are often presented to local newspapers for publication. Students who do not wish to have such information released should notify the Principal in writing at the beginning of the school year.

## **Accidents, Injuries, Illnesses**

Students who become ill or injured during the school day may report to the Nurse's Office for emergency care. Should the illness or injury be serious, the nurse will contact the parent, recommending that the student be taken home or to a doctor.\* In the event that the parent or a family member previously designated by the parent cannot be reached, the student will remain in the Nurse's Office unless the condition become life-threatening.

To assist the nurse in the event of an emergency, parents are required to keep an accurate *Pupil Accident Emergency Information Record* on file in the Nurse's Office. Blank emergency information cards can be obtained from the school nurse. Parents are also asked to leave a current phone number with the Principal's Office where they can be reached during regular school hours. Finally, parents are encouraged to leave the name, address, and phone number of an additional family member who can be contacted in an emergency and who is authorized to take the student home from school in the event of a minor accident or illness should the nurse be unable to contact the parent.

In the case of a life-threatening emergency, the student will be taken by ambulance to Geisinger South Wilkes-Barre for treatment. The nurse will contact the parent or designated family member after arrangements have been made for the ambulance. Students who become ill or injured on the way to school may report to the Nurse's Office for treatment. However, the school assumes no responsibility for the treatment of accidents occurring outside school.

\* Note: In this handbook, the term *parent* refers to both a natural parent and a legal guardian.

## Arrival and Departure

Upon being dismissed from the cafeteria and auditorium, students in grades 7-12 should report to their lockers and then directly to their homerooms for roll call. Students are not permitted to congregate in the parking lot, around building entrances, or outside the school building prior to the start of first period. Those students who walk or drive to school should not plan to arrive more than 10 minutes before the start of homeroom. Students participating in the school breakfast program may enter the cafeteria prior to the 7:35 a.m. homeroom. No food may be taken out of the cafeteria, and students are expected to be in their homerooms for roll call no later than 7:45 a.m.

Students arriving after 7:57 a.m. are considered late for school must report to the hall monitor at the front building entrance for a late admittance slip. Student identification (I.D.) cards must be presented to the hall monitor upon request in order to obtain a late admittance slip. Those students who are frequently late to school without a legitimate, written, and verifiable excuse will be assigned lunch or afternoon detention. Chronic offenders will receive in-school or out-of-school suspension, the suspension or revocation of driving privileges, and possible referral to the local magistrate for violation of school attendance regulations. Any student who is late for school and fails to get a late admittance slip will be disciplined for an unexcused school absence.

For students in grades 7-12, the school day officially ends at 2:00 p.m. Students dismissed at 2:00 p.m. are not permitted in the building or on school grounds after 2:05 p.m. Those students found in the building or on school grounds after that time will be given a warning for the first offense. Upon the second offense, the student will be assigned detention, and the parents will be notified of the consequences for subsequent offenses. Following a third offense, the student will have her/his bus and driving privileges suspended for 5 school days. Subsequent offenses will result in in-school (or out-of-school) suspension, and the student will have her/his driving privileges revoked for the remainder of the school year.

Students assigned to afternoon detention or participating in athletics or some other extracurricular school activity are only permitted in the building during the scheduled time and in the designated area for that activity. Should a student scheduled for a 3:00 p.m. or later activity be unable to make the necessary transportation arrangements, that student must wait in the cafeteria following the 2:00 p.m. dismissal until the scheduled time for the activity.

Any student participating in an after-school activity found walking in the halls, loitering outside the building, or not in their designated area will be given a warning for the first offense, their coach/advisor will be notified, and the incident will be documented. For a second offense, the student will be assigned detention, and the coach/advisor will be notified. Subsequent offenses will result in in-school (or out-of-school) suspension, as well as a suspension from the extracurricular activity for a period 5 school days

## **Assemblies**

Assemblies will be held in the auditorium or gymnasium at scheduled times throughout the school year. Students will be instructed where to sit at the assembly and when to report. Seating assignments will vary depending on the number of grades scheduled to report to the assembly. Other seating assignments may be made to accommodate students with disabilities who require special seating. Assembly programs will begin with the students reciting the Pledge of Allegiance. While at assemblies, students are expected to abide by the following regulations:

- 1.) Report to and leave the assembly in a quiet, orderly manner, following the instructions of their teacher or building administrator.
- 2.) Sit and remain in the section assigned to their class, homeroom, or grade level.
- 3.) Show proper respect toward all program participants.
- 4.) Pay attention to the program and behave in a polite and proper manner.
- 5.) Refrain from bringing food or beverages into the auditorium or gymnasium.
- 6.) Refrain from throwing confetti, glitter, or similar items during the assembly.

Students who disrupt assemblies, disturb other students, leave their seats without permission, etc., will be removed from the assembly and assigned detention or some other appropriate disciplinary action. Such students may be prohibited from attending subsequent assemblies.

## **Athletic Eligibility**

Students in grades 7-12 are eligible to participate in interscholastic sports at Hanover Area Jr/Sr High School if they meet PIAA and Hanover Area eligibility requirements.

### PIAA Requirements

- 1.) Athlete must be an amateur. Athlete is ineligible if s/he accepts money, enters a competition for money, sells or pawns her/his awards for money, or competes under a false name.
- 2.) Athlete must be younger than 19 years of age. Athlete is eligible for sports so long as her/his 19th birthday falls on or after July 1 of the given school year.
- 3.) Athlete is ineligible after s/he has been in school more than 8 semesters beyond the 8th grade, or has played 4 seasons of the same sport beyond the 8th grade.
- 4.) Athlete must pass the equivalent of 4 academic credits in a given grading period. Athlete who does not pass 4 credits is ineligible for the first 15 school days of the next grading period.
- 5.) A student who has been absent from school during a semester for a total of twenty(20) or more school days, shall not be eligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five(45) school days following the student's twentieth (20<sup>th</sup>) day of absence.

## Hanover Area Requirements

- 1.) Satisfactory physical examination--Student must receive a physical examination from the school or family physician and be pronounced in satisfactory physical condition prior to her/his participation in a given sport.
- 2.) Signed parental consent--On the same permit card signed by the examining physician, the parent must sign her/his signature giving permission for her/his child to participate in a given sport. Parents must also complete the required health and insurance forms. These forms, as well as the permit card, must be returned to the Athletic Director's Office prior to a student's participation in sports.
- 3.) Satisfactory academic record--Students with a course load of 6.2 credits who do not pass the equivalent of 4 credits in a given grading period are ineligible to participate in sports for the first 15 school days of the next grading period following the receipt of their report cards. (Students with a course load of 7.2 credits must pass the equivalent of 5 credits.) During the 15 days of ineligibility, students will be permitted to practice but not compete in their respective sports. To be reinstated at the end of the 15 days, students must obtain written verification from their teachers that they are no longer failing. Those students who still fail to meet the requirement will remain ineligible for the entire grading period.
- 4.) Satisfactory disciplinary record--Students who receive more than 10 days of suspension (any combination of in-school and out-of-school suspension) in a given school year are ineligible to participate in sports for a period determined by the Principal but not to exceed 1 year.
- 5.) Satisfactory school attendance--In order to be eligible for practice or competition, students must attend school for the full day unless excused by the Principal. For Saturday practice or competition, students must be in school for the entire day on the preceding Friday.

## **Attendance Regulations**

Regulations governing school attendance have been established by the Commonwealth of Pennsylvania and must be enforced by all schools in the Commonwealth. Schools in the Hanover Area School District are open 180 days each year, and students are expected to attend all classes regularly unless excused. An excused absence, as defined by the state, is one that occurs for reasons *of personal illness, communicable diseases, or the death of a close relative*.

Parents seeking school approval for an excused absence for their child to visit a college for the purpose of being interviewed by an admissions officer or other college official must send a written request to the Principal's Office at least 3 school days prior to the scheduled interview. The student will then be marked excused and will only need to give an excuse card to her/his homeroom teacher upon returning to school. Only students in grade 12 will be excused from school for a college interview, and only 3 visitations will be authorized for a given student.

An unexcused absence is any absence that is not legally excused. Unexcused absence include but are not limited to those that result from parental neglect, illegal employment, or truancy. Unexcused absences are considered unlawful and subject to prosecution when the student is of compulsory school age.

Excessive absences from school or individual courses--especially unexcused absences--affect a student's academic performance and could result in the student failing one or more subjects, losing credit

in one or more courses, or possible failing an entire grade level. The failure of a grade level requires repetition of that grade so that the student can meet the graduation requirements.

The following procedures govern students who have been absent from school or class:

- a.) Each day a student is absent the school's computer-based system will make an evening call to the student's home informing a parent/guardian that their child was absent from school.
- b.) All absences are considered unexcused until a parent/guardian sends to the school a note indicating that the absence is excused. The reason for the absence needs to be indicated on the note. A phone number where the parent can be reached during the day as well as a homeroom number needs to be on the note.
- c.) After three(3) days of unexcused absences, written notification will be sent to the home address indicating the student has three(3) days of unexcused absences.
- d.) If a student is absent without an excuse for three(3) days, he or she is considered a truant by the PDE. The student may be referred to Municipal Court. This is accord with PDE's BEC.
- e.) Parent excuses will be accepted for illness, doctor's appointment, and family illness, approved educational reasons, or death.
- f.) Students who have 10 or more of excused absences may be required to have their parent or guardian document that they have valid medically excused absences.
- g.) Failure to attend school on a regular basis will often result with a student failing courses. Students with unexcused absences may not be allowed to make up missed work. Missed assignments, missed class participation, and missed exams will result in the student receiving a zero on those days of unexcused absence.
- h.) Excessive absences in a class may result in a denial of course credit. It is an expectation that students attend classes in order to do the assigned work, pass the assignments and tests in order to earn course credit.
- i.) Failing two or more courses of English, mathematics, social studies, and science in a school year may result in a student being retained in his or her current grade.
- j.) The student will need to make up the failed courses if they expect to graduate with their class. This can result in having to go to summer school at the parent or guardian's cost.
- k.) In addition to the above negative consequences/penalties, the student may be assigned to the Intermediate Unit 18 Alternative School for lack of attendance at the regular school program.
- l.) The student may also be assigned detentions and suspensions at the discretion of the school administration.
- m.) Unexcused absences from school are a violation of state law mandating school attendance. Parents and guardians are responsible for making sure their child attends school. In addition to referring a student with excessive absences to Municipal Court, the student may be referred to Children and Youth Services for neglect of the child's education.

## Building Security

To ensure adequate security, the building remains locked until 6:45 a.m. on school days. Students who have been scheduled for detention or a physical education class are permitted to enter the building at the assigned times. These students should enter through the lobby entrance adjacent to the cafeteria at the rear of the building. No other students are permitted in the building until the buses begin to arrive. With the exception of the main building entrances, exterior doors are locked by 8:00 a.m. and all visitors must enter through the front entrance.

During the school day, access to the building is strictly controlled through the use of electromagnetic entrance doors and surveillance cameras. Movement throughout the building may also be monitored by cameras located at designated areas. Students and visitors wishing to enter the building during school hours must ring a buzzer located near the front entrance. Upon entering the building, they must then report to the hall monitor stationed at the front entrance. Students will be required to present their I.D. cards, sign in, and get an admit slip. Visitors will sign in and obtain a visitor's pass that must be worn while in the building.

Students in grades 7-12 are prohibited from remaining in the building during 8th period unless they are scheduled for detention or a supervised activity. Athletes remaining in the building during 8th period must wait in the cafeteria until their coaches arrive. Athletes may not practice in the building 8th period unless under the direct supervision of a coach.

At approximately 3:30 p.m. on school days, interior doors and gates are locked. Aside from the gymnasium and any other area where a supervised school activity is taking place, the school building is off-limits to students after 2:05 p.m. At that time, students remaining in the building must be under the direct supervision of a coach or faculty advisor.

## Bus Regulations

Bus service in the Hanover Area School District has been contracted out to a private bus company. Students who violate bus regulations established on behalf of the company and for the safety of its passengers and drivers can have their bus privileges temporarily suspended, or revoked for the duration of the school year. According to the PA School Code, riding the school bus is a privilege that can be revoked due to misconduct.

Students are expected to obey the following regulations when using transportation services provided by the District:

- 1.) Students must obey the instructions of the driver at all times; s/he is in complete charge of the bus or van.
- 2.) Students should enter and leave the bus in an orderly manner; pushing, running, and crowding is prohibited.
- 3.) Students should not talk to or distract the driver while the bus is in motion.
- 4.) No student should leave her/his seat while the bus is in motion.
- 5.) Smoking, eating/drinking, spitting, transporting animals, and the use of profane, obscene, or abusive language is strictly forbidden.
- 6.) Students are not permitted to put any part of their body out of the bus window.

- 7.) Students may not tamper with or deface anything on the bus, nor may they throw objects on the bus or out of the windows.
- 8.) Students should act in an orderly manner while on the bus, and keep their hands to themselves.
- 9.) When waiting for the bus, students should practice good citizenship and respect the property of other people.
- 10.) Students should be at their assigned bus stops 5 minutes before their respective buses are scheduled to pick them up. At the end of the school day, buses will depart from the school approximately 5 minutes after the scheduled dismissal times.
- 11.) Students are required to ride their assigned buses unless otherwise authorized by the Principal's Office or Director of Transportation.
- 12.) Bus regulations are in effect from the time students leave home for the bus stop in the morning until they return home from the bus stop in the afternoon.

Should a student fail to abide by the above regulations or present proper student photo identification upon request of the bus driver or supervisor, a written report on her/his misconduct will be filed by the driver/supervisor with the building at Hanover Area Jr/Sr High School. Depending on the nature and frequency of the misconduct, the penalty for violating a bus regulation will include parental contact; assigned seats; a suspension of bus privileges for 5, 10, or 30 school days; or the revoking of bus privileges for the duration of the school year. When bus privileges are suspended or revoked, the parents shall have responsibility for transporting their children to/from school. In some circumstances, special transportation arrangements may be made for students who repeatedly violate bus regulations. Financial responsibility for any damage done to a school bus or other private property will rest with the student who caused the damage. Videotape cameras may be used to assist bus drivers in the enforcement of bus regulations and the maintenance of passenger safety.

## **Cafeteria Rules**

Students are supplied with a *Personal Identification Number* (PIN) and financial account by the Food Service Office upon entry to the high school. This PIN is used for the purchased of all breakfast, lunch, and a la carte items.

Account balances are shown to students after every transaction. Account deposits may be made in the Food Service Office during the breakfast and lunch periods. No deposits may be made during homeroom or a regularly scheduled class. Amounts deposited at lunch are credited for the following school day. Those students who do not have money in their accounts may use cash to purchase items from the a la carte wagon. Students who have no cash or funds in their accounts will be offered a sandwich and drink.

The following rules will be in effect when students eat lunch in the cafeteria:

- 1.) All students will report promptly to the cafeteria for lunch and remain there throughout their assigned lunch period. No students will be dismissed early from class to report for lunch.
- 2.) Students will enter and leave the cafeteria in a quiet and orderly manner.
- 3.) Students will not be permitted to use another student's Personal Identification Number (PIN) to purchase a la carte items.

- 4.) Account deposits must be received in the Food Service Office by the conclusion of 1st period in order to be credited to a student's account for use on that day. Deposits may be made during the breakfast and lunch periods, but may not be made during homeroom or regular class periods.
- 5.) No shouting, running, pushing, throwing of objects, or other disorderly conduct will be permitted in the cafeteria.
- 6.) Students in grades 7-8 will sit in sections assigned to their respective grades. Unless clearing their trays, purchasing a la carte items, or obtaining a lavatory pass, they will remain seated during the lunch period.
- 7.) A limited number of students for each grade (grades 7-12) will be allowed to use the lavatories at a given time.
- 8.) In the event of an emergency, students will be permitted to call from the Principal's Office.
- 9.) Students will clear their own trays and return to their seats before being dismissed from the cafeteria.
- 10.) Students are responsible for the cleanliness of their tables and the areas around their seats.
- 11.) No food or drink may be taken outside the cafeteria.
- 12.) Students in grades 7-8 will be dismissed one table at a time. Students in grades 9-12 will be dismissed by section or grade level.

Student conduct in the cafeteria may be monitored by surveillance camera. Those students who fail to behave properly will be assigned seats in the cafeteria or removed for lunch detention. Subsequent misbehavior will result in additional detention and possible in-school (or out-of-school) suspension. Students who steal food/beverage items from the cafeteria, or vandalize Food Service property, will have their cafeteria privileges restricted. In addition, they will receive in-school (or out-of-school) suspension, and may be referred to the appropriate law enforcement authorities for prosecution.

When eating breakfast in the cafeteria, students will not be assigned seats. However, they are expected to act in an orderly manner and clear their trays after finishing breakfast. Students who do not behave properly while at breakfast will have restricted breakfast privileges. Due to the limited amount of seating, only those students actually eating breakfast should be in the cafeteria. Special seating accommodations will be available for students with disabilities.

Eating and drinking outside the cafeteria at any time of the school day is strictly prohibited. Students are not to keep food or beverages in their lockers for that purpose. Students who take food/beverages from the cafeteria, or eat/drink outside the cafeteria, will have such items confiscated. Repeat offenders will be assigned detention and may have their locker privileges suspended or revoked.

## **Career and Technical Center**

Vocational-technical education focuses on specific training for employment. Students who are accepted into the program will spend half of every school day at the Wilkes-Barre Area Career and Technical Center (WBACTC) and half of every school day at Hanover Area Jr/Sr High School. Specific occupational training will be provided at the career and technical center, while regular academic instruction will be provided at the home school.



The career and technical program is intended to be a 3-year program scheduled during grades 10-12. Students in grades 9-11 can apply for admission to the program. Parents must sign written consent forms approving participation in the program. In addition, WBACTC offers a special alternative education program for selected students in grade 9.

Any career and technical student who misses her/his bus to the career and technical center must immediately report to the Principal's Office. Upon reporting to the Office, the student will be sent to the in-school suspension room for the remainder of the morning/afternoon, or until s/he can arrange alternate transportation.

## **Child Abuse**

The Child Protective Services Law (11 P.S. 2201 et seq.) established procedures for reporting and investigating cases of child abuse (including self-mutilation), maintaining a central repository for child abuse complaints, and taking protective action in situations where child abuse is confirmed. The Law was enacted in 1975 by the PA General Assembly to protect children under the age of 18 from physical or mental injuries resulting from intentional harm, sexual abuse, sexual exploitation, or serious physical neglect.

Under the terms of the Law, school administrators, teachers, and nurses are required to report to the Department of Public Welfare any situation where, on the basis of their training and experience, they have reason to believe that a child has been abused. The Department of Public Welfare will file the report in its central repository and investigate the complaint.

## **Class Cuts**

Any student who fails to report for class or who misses more than half the class period without a pass will be considered cutting class. S/he will have her/his name placed on a discipline referral form and be assigned detention or in-school suspension for the first offense. Subsequent offenses will result in additional in-school (or out-of-school) suspension.

## **Clubs and Activities**

### Grades 9-12

Band/Bandfront  
Chorus/Musical  
School Newspaper/Yearbook  
Foreign Language Club

National Honor Society  
Key Club/Leo Club/S.A.D.D.  
Student Council  
Chess Club

Drama Club  
Sportsmen's Club  
FBLA

### Grades 7-8

Hanover Area Jr/Sr High School offers a wide range of activities for junior high students. Many of the clubs available to senior high students are also open to junior high students.

## Computer Internet Agreement

Internet access is available to students and teachers at Hanover Area Jr/Sr High School. HASDNET is Hanover Area's electronic network that accesses the Internet. Unlimited access to the Internet presents the possibility that inappropriate material may be introduced into the school setting. The District has taken the necessary precautions to restrict student access to controversial material. However, access cannot be completely controlled, and some students may discover subject matter with questionable educational value. Nonetheless, the District firmly believes that the educational advantages of the Internet far outweigh its potential for misuse by selected students.

The security of HASDNET is a high priority. Students accessing the system are expected to follow a strict set of guidelines that emphasize the efficient, ethical, and legal use of network resources. Students who suspect a security problem should immediately notify their classroom teacher or the Network Administrator. Any student who violates the terms and conditions listed below or who is identified as a security risk will be denied access to HASDNET. No student will be granted access to HASDNET until s/he has signed a *User Agreement* that has been co-signed by the parents indicating that all parties have read and agree to abide by the following terms and conditions. The signed Agreement serves as a legally binding contract.

Computer vandalism is defined as *any attempt to harm, destroy, or alter data and/or system resources of another user, HASDNET, or any agency or other computer network connected to the Internet*. The term includes but is not limited to the uploading or creation of computer viruses. Students responsible for computer vandalism will have their user privileges revoked and make restitution for damages, including service fees and system restoration. In addition, violations may be reported to the local authorities for prosecution.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting privacy rights of both the district user and outside users. The School Board establishes that network use is a privilege, not a right; inappropriate and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

### **HASDNET Terms and Conditions**

- 1.) *Acceptable Use*--The purpose of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Hanover Area School District. Use of other organization's networks or computing resources must comply with the rules appropriate for that network.
  
- 2.) *Unacceptable Use*--Transmission of material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. The viewing and downloading of illegal material by students and employees is strictly prohibited. Illegal activities are likewise prohibited. Unauthorized disclosure, use, and dissemination of personal identification information such as name, address, phone number, or social security number regarding minors is prohibited. Viewing, transmitting, or downloading any material that involves obscenity, child pornography, or is harmful to minors is prohibited.

- 3.) *Privileges*- The use of HASDNET is a privilege, not a right, and the District reserves the right to monitor its use. Inappropriate use will result in the cancellation of privileges. Based on the acceptable use guidelines outlined above, system administrators will determine what is inappropriate and whether or not a student account needs to be closed. The Principal may also request HASDNET administrators to deny, suspend, or revoke privileges for specific user accounts.
- 4.) *Network Etiquette*--The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following: (a) Do not write or send abusive messages to others, or messages that relate to or support illegal activities; (b) Do not use profane, obscene, indecent, immoral, or offensive language; (c) Do not reveal your address or phone number, or the address/phone number of others; and (d) Do not use the network in a careless manner that disrupts the use of the network by others. Offensive material includes but is not limited to sexually-oriented comments or images, racial slurs, gender-specific comments, or any other insult based on age, sexual orientation, religious or political beliefs, national origin, or disability. Messages relating to or in support of illegal activities may also be reported to local law enforcement authorities.
- 5.) *Security*--Network security on any computer system is a high priority, especially when the system involves many users. Any student who has identified a security problem on HASDNET should notify her/his teacher immediately and not demonstrate the problem to other users. Under no circumstances should a student attempt to use another individual's account nor give her/his password to another individual. Attempts to sign-on to the system as another user or as a system administrator will result in the cancellation of user privileges. Unlawful acts will be prosecuted. Any student who is identified as a security risk or has a history of problems with other computer systems may be denied access to HASDNET. Authorized student accounts are not considered private and may be accessed by system administrators in the course of their duties.
- 6.) *Vandalism*--Computer vandalism will result in the cancellation of privileges and payment of all fees necessary for system restoration. Vandalism is defined as any attempt to harm, destroy, or alter data or the system resources of another user, HASDNET, agencies or networks connected to PennTeleData, or the Internet backbone. The term includes but is not limited to the uploading or creation of computer viruses. Criminal violations will be prosecuted.
- 7.) *Student Safety*--Every effort will be made to protect students of the Hanover Area School District from harassment or unwanted, unsolicited contacts. Students who receive threatening or unwelcome communications should immediately notify the Principal's Office or a system administrator. Student users should also be aware that there are many potentially offensive services available on the Internet. While the District is committed to preventing access to such services, students must take responsibility for their own actions when navigating the Internet.
- 8.) *Updating User Information*--HASDNET may occasionally require new registration and account information from the user to continue the service. Student users are expected to notify HASDNET of any changes in their account information.

- 9.) *Due Process*--Any student accused of violating the policy outlined above will receive written notification of the alleged violation. S/he will be given an opportunity to respond to the allegation in accordance with the provisions of the Hanover Area Jr/Sr High School Discipline Code.
- 10.) *Confidentiality of Student Information*--Personally identifiable information concerning students may not be disclosed or sent in any way on the Internet without the permission of a student's parent or--if the students is at least 18 years of age--the permission of the student her/himself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card and Social Security numbers. Supervising teachers or system administrators may authorize the release of directory information, defined by the Family Educational Rights and Privacy Act (FERPA), for internal administrative purposes or approved educational activities.
- 11.) *Service Limitations*--The Hanover Area School District makes no warranties--expressed or implied--for the service it provides. The District is not responsible for damages incurred using the service. These damages include loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by system or user errors and omissions. Use of any information obtained from the service is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through this service.
- 12.) *Exception of Terms and Conditions*--All terms and conditions as stated in this document are applicable to the Hanover Area School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.

## **Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents and students 18 years of age and over certain rights with respect to the student's educational records. These rights include the following:

- 1.) The right to inspect and review the student's education records within 45 days of the District's receipt of a request for access. A parent or eligible student making such a request must submit to the Principal a written request that identifies the records s/he wishes to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2.) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise violates the privacy rights of the student. A parent or eligible student may request the District to amend a record s/he believes is inaccurate, misleading, or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading, or violates the privacy rights of the student. The request shall be made to the Principal. If the District decides not to amend the record as requested, the Principal will notify the parent or eligible student of the decision and advise her/him of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will provided to the parent or eligible student when notified of the right to a hearing.

- 3.) The right to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA and Pennsylvania law authorize disclosure without consent. The District may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student. Disclosure of personally identifiable information can be made without consent to the following:
- (a) School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing her/his tasks.
  - (b) Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The District will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested.
  - (c) Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and State and local education authorities.
  - (d) Officials connected with a student's application for a receipt of financial aid.
  - (e) State and local officials who are required to get specific information pursuant to Pennsylvania law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the State statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by State law, without prior written consent of the parent.
  - (f) Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
  - (g) Accrediting institutions.
  - (h) In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
  - (i) Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the District will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order.
- 4.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

- 5.) The right to refuse to permit the designation of any or all of the categories of directory information. The District is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the Principal by October 1st of the current school year. Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; and other similar information.
- 6.) The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within 21 calendar days a written request to the Superintendent that such information not be released.
- 7.) School districts may send student records to a school that a student has enrolled in. Parent permission is not required.

## **Contraband**

Certain items do not belong in a school environment. They include but are not limited to the following:

- |                                     |                        |
|-------------------------------------|------------------------|
| - tobacco products                  | - knives/sharp objects |
| - radio/ CD players/I-PODs          | - explosive devices    |
| - cell phones/pagers                | - pellet/cap guns      |
| - cameras/video phones/AV recorders | - water pistols        |
| - cards/dice                        | - pins/thumbtacks      |
| - laser pens                        | - spiked accessories   |
| - rubber bands                      | - blackjacks/chains    |
| - lighters/matches                  | - smokeless cigarettes |

These articles will be confiscated by any authorized school personnel. Parents can pick up these items at the Principal's Office.

### **Electronic Devices:**

Electronic devices shall include all devices that can take photographs; record audio or video; store, transmit or receive messages or images; or provide a wireless unfiltered connection to the Internet.

The Board prohibits the use of electronic devices by students during the school day in district buildings, on district property; on school buses and vehicles; during the time, students are under the supervision of the district; and in locker rooms, bathrooms, health suites, and other changing areas at any time.

The exception to the prohibition on the use of electronic devices is equipment provided by the school for instructional activities under the supervision of a staff member. Use of personal electronic devices for academic purposes requires the permission of the school principal or a district administrator.

The School Board prohibits the taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means including but not limited to texting, and emailing. This prohibition also applies to printed or verbally transferred media.

## Cooperative Education Program

Cooperative education is a program for students in grades 11-12 who are not in the vocational-technical education program but would like to combine regular education with occupational experience. With parental consent and school approval, those juniors and seniors with a sufficient number of academic credits can work for an authorized employer as part of the school day. Approved working papers must be filed in the Principal's Office before the student can begin work.

Students approved for the co-op program will attend their regular morning classes at Hanover Area Jr/Sr High School, then spend the afternoons working at their jobs. One afternoon each week, these students must attend a co-op theory class at the Wilkes-Barre Area Vocational-Technical School (WBAVTS). Although interested students are expected to secure jobs on their own, the Guidance Office will be available to assist students in their search for jobs.

Participation in the co-op programs is a privilege, and students can be removed by the Principal for academic and/or disciplinary reasons. Co-op students assigned detention or in-school suspension for a disciplinary infraction will be expected to serve the entire detention or suspension, but will be given adequate time to make the necessary arrangements with their employers.

## Dances

The policies governing school dances at Hanover Area Jr/Sr High School are outlined below.

- a.) The Principal in consultation with the sponsoring organization will determine whether or not separate junior and senior high school dances will be held.
- b.) Aside from the Christmas Dance and the Prom, dances will be held in the high school cafeteria or courtyard.
- c.) All school dances, including the Homecoming Dance, Christmas Dance, and Prom, will begin at 7:00 p.m. and conclude no later than 10:00 p.m.
- d.) The Christmas Dance and the Prom are limited to students in grades 11-12 and their dates-- grades 9-12 only.
- e.) Students attending school sponsored extracurricular activities outside of the regular school day must dress appropriately. Students attending extracurricular activities are representing the Hanover Area School District, and their appearance should reflect the character and ideals invoked by the District. At the discretion of the Administration, students found out of compliance with the Dress Code may be removed from the activity/event and subject to further disciplinary action.
- f.) The dress for the Christmas Dance will be semi-formal for the boys (i.e., coat and tie) and evening dresses for the girls. The attire for the Prom will be formal for the boys (semi-formal attire acceptable) and evening dresses for the girls.
- g.) With the exceptions of the Christmas Dance and Prom, dances at the high school are closed to the general public. Only current Hanover Area students may attend school dances. Permission for outsiders to attend the Semi-Formal or Prom is only allowed with the consent from the principal's office.

- h.) Students will not be admitted to a school dance unless they have signed for and purchased a ticket in advance from the dance sponsor. They will also be required to show proper student photo identification when purchasing the ticket and upon entering the dance. Only 1 ticket will be sold per student, and no tickets will be sold at the door. There will be no admittance to dances after 8:00 p.m.
- i.) Those students who are serving out-of-school suspensions are prohibited from attending school dances while on suspension. Students who have exceeded the in-school suspension limit of 5 days may be excluded from school dances for the remainder of the year. Students with multiple discipline infractions may also be prohibited from attending one or more school dances.
- j.) Students will remain in the assigned area for the dance. Unauthorized areas of the building will be off-limits to students.
- k.) Students will be expected to dance in a safe and appropriate manner (no *mashing*, suggestive dancing, etc.).
- l.) Students will not be allowed to leave the building (excluding the area adjacent to the rear entrance) during the dance unless they are leaving for home and do not plan to return. Once the dance is concluded, students will promptly leave the school building and grounds.
- m.) Smoking, tobacco chew, alcoholic beverages, and other controlled substances are strictly prohibited at all dances, including the Christmas Dance and Prom. Students who violate the tobacco policy will be subject to a fine for the first and all subsequent offenses. Those students who possess or are under the influence of a controlled substance will be subject to the terms of the drug and alcohol policy, and will be prohibited from attending subsequent dances for the remainder of the school year or a minimum of one semester. Following the suspension, student offenders will be required to sign in with an administrator for the remainder of their high school dances.

Students who violate any of the above policies will be sent home from the dance upon notification of the parents. Depending on the nature of the violation, a student risks possible suspension from school or suspension from subsequent dances held during the school year. Drug and alcohol violations will be handled according to the guidelines of the drug and alcohol policy.

## **Debts**

Upon notification, students will be given 10 school days to meet their financial obligations to the school. If no payment is made by the end of the 10 days, a letter will be sent to the parents informing them of their obligation and giving them an additional 30 calendar days to make payment. If no payment is made by the end of the 30 days, all school records are held and the obligation may be referred to the local magistrate's office for processing and collection (collection costs included).

## **Detention**

Detention will be held weekly, and will be monitored by teachers and administrators. Depending on the offense, students will be assigned detention during lunch or 8th period (grades 7-12). Detention may be assigned 1st period for students who are repeatedly late to school. Those students participating in the co-op and vo-tech programs will be assigned a half-day of in-school suspension in place of detention. Parents of students assigned detention will be notified by the Principal's Office.



The following rules will be observed by students assigned to detention:

- 1.) Students will sit in a proper position.
- 2.) Students will not talk, sleep, play games, etc.
- 3.) Students will not read magazines, newspapers, comics, etc.
- 4.) Students will do homework if permitted, but will not be allowed to study with other students.

Students who violate the rules will be subject to a verbal reprimand, additional detention, and in-school (or out-of-school) suspension depending on the nature of the violation. Students who cut detention will be assigned 1 day of in-school suspension plus the original detention, which will be rescheduled on the same day as the in-school suspension.

## **Disruptive/Disrespectful Classroom Behavior**

Disruptive classroom behavior interferes with the education of other students and will result in disciplinary action being taken. The first offense will result in a teacher reprimand and possible parental contact. Subsequent offenses will lead to detention and in-school (or out-of-school) suspension. Any student sent from class for disruptive behavior must report immediately to the Principal's Office. Students who use profanity directly toward a faculty or staff member will automatically be suspended from school a minimum of 3 school days and may be cited for disorderly conduct

## **Dress Code**

All Hanover Area students who attend any District school or the Wilkes-Barre Area Career Technical Center (CTC) will be required to adhere to the Board approved *Dress Code*. Students who attend the CTC are required to adhere to the District *Dress Code* when being transported to and from that technical training facility. Upon arrival at the CTC, students will be allowed to change into their proper vocational-technical training attire. They are required to change back to their approved attire of dress before returning to their home school.

### **Pants**

Pants must be casual, dress, or corduroy in a **solid color** limited to the following—Khaki (Beige/Tan), Navy Blue, or Black.

- a.) Pants must be sized to fit the student—plus/minus 1 size to the student's measurement.
- b.) They must be secured at the waist and have only 2 pockets in the front and 2 pockets in the back.
- c.) Cargo pants, military fatigues, sweat pants, jeans, denim pants, baggy pants, or excessively tight pants are among those clothing items that are not permitted  
(see *Articles of Non-Compliance*, page 20).

### **Dresses/Skirts**

Dresses and skirts must be appropriate in length and of a **solid color** limited to the following—Khaki (Beige/Tan), Navy Blue, or Black.

- a.) Dresses/Skirts must be no shorter than 2 inches above the knee.
- b.) Cargo pockets are not permitted on dresses or skirts.
- c.) Dresses/Skirts must be accompanied by either knee socks or stockings when worn from November 1<sup>st</sup> to March 30<sup>th</sup>.

### **Shirts**

Shirts (short or long sleeves) must have a collar and be of a **solid color**.

- a.) Only polo, golf, or button-down, dress shirts may be worn.
- b.) All shirts must be buttoned or zipped just below the neck.
- c.) They must be sized to fit the student—plus/minus 1 size to the student's measurement.
- d.) Dress shirts must be tucked inside the pants, and polo/golf shirts may not extend past the middle of the pants pocket(s).
- e.) Hanover Area logo or a manufacturer's logo are permitted on shirts provided they are no larger than 3 inches by 3 inches.
- f.) Patterns may not be worn, and no trim colors are allowed around the neck or sleeves.
- g.) A solid T-shirt may be worn under an approved shirt provided the sleeve length does not exceed that of the polo/golf or dress shirt. Any logos or print on the T-shirt must not be visible through the approved shirt.

### **Sweatshirts/Sweaters**

Crewneck sweatshirts, cardigan, and vest sweaters may be worn with an approved collared shirt underneath. They must be of a **solid color** with no patterns.

- a.) Sweatshirts and sweaters may not be ripped or torn.
- b.) They must be sized to fit the student—plus/minus 1 size to the student's measurement.
- b.) They may not extend past the middle of the pants pocket(s).
- d.) Hooded sweatshirts are not permitted during the school day. They may be worn to/from school but must be stored in lockers during the school day.
- e.) A solid turtleneck may be worn under a sweater/sweatshirt or approved shirt provided the sleeve length does not exceed that of the sweater/sweatshirt or shirt.
- f.) V-neck sweaters are permitted so long as they are of a solid color worn beneath an approved shirt.
- g.) A lightweight outer garment of a solid color may be worn over an approved shirt. The logo may not be over 3 in x 3 in and garment may not be ripped/torn or excessively baggy or tight.

### **Shorts**

Students will be permitted to wear dress shorts that are appropriate in length and of a **solid color** limited to the following—Khaki (Beige/Tan), Navy Blue, or Black.

- a.) Shorts must be secured at the waist and worn no shorter than 2 inches above the knee.
- b.) They must be sized to fit the student—plus/minus 1 size to the student's measurement.
- c.) They may only be worn from April 1<sup>st</sup> to October 31<sup>st</sup> inclusively.
- d.) Shorts must be pleated or plain with 2 pockets in the front and 2 pockets in the back. Cargo shorts/pockets may not be worn.

### **Belts**

Belts may be worn, but they must be of a **solid color** (no color preference).

- a.) Emblems or logos are not permitted on belts.
- b.) Belt buckles may not exceed 2 inches by 2 inches.
- c.) Chain link or rope-like belts may not be worn.

### **Shoes**

Some type of shoe or sneaker must be worn throughout the school day.

- a.) Backless shoes—including flip-flops, clogs, and crocs—are not permitted.
- b.) Open-toes shoes may not be worn. Shoes must be closed around the foot and secured.
- c.) Moccasins and similar shoes without a solid sole may not be worn.
- d.) Footwear that poses a safety hazard is prohibited.

### **Piercings**

Ear piercings are permitted but limited to 2 piercings per ear.

- a.) Hoop and drop earrings may not be larger than 1 inch in diameter.
- b.) Plug piercings (*tunnel* or *gauge*) are not permitted.
- c.) No visible piercings other than the ear(s) are permitted. Piercings of the eyebrows, lips, nose, or tongue are prohibited.

### **Articles of Non-Compliance**

Specific items of clothing are not permitted under the *Dress Code*. They include but are not limited to the following:

- |   |  |
|---|--|
| -spandex pants                              | -backless/open-toe shoes               |
| -skateboard pants                           | -shoes without a solid sole            |
| -sweat pants/wind pants                     | -hats/caps/bandanas                    |
| -exercise pants/yoga pants                  | -chains/dog collars                    |
| -jeans/denim pants                          | -spike bracelets/necklaces             |
| -excessively tight pants                    | -offensive/sexually suggestive attire  |
| -baggy/extra-full pants                     | -clothing condoning violence/suicide   |
| -tank tops/T-shirts                         | -drug/alcohol/tobacco related clothing |
| - <i>Henley</i> shirts (short/long sleeves) | -clothing displaying vulgar language   |
| -excessively tight shirts                   | -torn/ripped/camouflage clothing       |
| -basketball shorts                          | -coats/hoods worn inside               |
| -cargo pants/shorts                         | -black outfits                         |
| -silky shorts                               | -offensive/inappropriate jewelry       |
| -fishnet stockings                          | -tunnel/gauge/body piercings           |
| -exposed undergarment                       |  |

### **Exceptions**

- a.) ***Gym Class***—Elementary students (grades K-6) participating in gym class may wear sweat pants and/or gym shorts (no shorter than 2 inches above the knee) with an approved shirt on their assigned gym day.
- b.) ***Sports Activities/Clubs***—Students participating in a school-sanctioned sporting event or club may wear the respective team/club shirt, light pullover/jacket or jersey over an approved shirt on the day of the event.
- c.) ***Approved Dress Down Days***—On days or instances designated as *dress down* by the District, students will be notified in advance of the approved attire for the given day. Student attire should reflect the character and ideals of the District and not disrupt the educational process nor compromise the safety and security of the school.
- d.) ***Extracurricular Activities***—The *Dress Code* applies to the regular school day. However, students attending school sponsored extracurricular activities outside of the regular school day must dress appropriately. Students attending extracurricular activities are representing the District, and their appearance should reflect the character and ideals invoked by the District. Students found in non-compliance with the *Dress Code* may be removed from the activity or event and subject to further disciplinary action.

## **Disciplinary Actions**

The District seeks to ensure a safe and disciplined learning environment. Students are expected to dress in a manner that promotes this goal. Violation of the *Dress Code* will result in parental notification and appropriate school action. At the discretion of the Principal, students found in non-compliance will be subject to the disciplinary actions outlined below.

<b>Offense</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Offense	At the discretion of the Administration, the student will be excluded from class/school (In-School or Out-of-School Suspension) for one day. <i>(For elementary students—depending upon the degree of cooperation from the student and parent—a request for a change of clothing may also be made.)</i> Parents will be notified of the class/school exclusion. The student is expected to return in full compliance with the <i>Dress Code</i> .
2 <sup>nd</sup> Offense	At the discretion of the Administration, the student will be excluded from class/school (In-School or Out-of-School Suspension) for one day. A parent meeting must be held before the child may return to class/school. The student is expected to return in full compliance with the <i>Dress Code</i> .
Successive Offenses	At the discretion of the Administration, the student will be subject to a minimum 3 and possible 10-day Out-of-School Suspension, as well as a 10-day Co-curricular Suspension. A parent meeting must be held before the student may return to school. The student is expected to return in full compliance with the <i>Dress Code</i> .

## **Exemptions**

Parents who object to the *Dress Code* based on religious or medical grounds must complete and present to the Principal a signed letter detailing the reason for the objection. The parent and building principal will then meet to discuss the exemption request, which must subsequently be reviewed and approved by the Superintendent.

## **Drugs and Alcohol**

The possession, use, distribution, or sale of alcohol, harmful drugs, controlled substances, or drug-related paraphernalia on school property or at school-sponsored activities is strictly forbidden. Students are also forbidden to come onto school property or attend school functions while under the influence of any such substances. The only exceptions to these rules are medicines prescribed by doctors, registered and properly stored in the Nurse's Office, and taken in accordance with established procedures for taking medications in school.

Chemical substances forbidden under the drug and alcohol policy include the following:

- a.) Any controlled substance or dangerous drug including but no limited to marijuana, narcotics, hallucinogens, stimulants, depressants, amphetamines, and barbiturates.
- b.) Alcoholic or other intoxicating beverages.
- c.) Any abusable glue, aerosol, paint, or other chemical substance for inhalation.

- d.) Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.
- e.) Any prescription or over-the-counter medication that is abused or not taken in accordance with established school procedures.
- f.) Look-alike drugs.
- g.) Anabolic steroids.
- h.) Drug paraphernalia.
- i.) Substances that when ingested or inhaled or by a patch cause a physiological effect that is similar to the effect of a controlled substance as defined by state and federal law.

Students who violate any of the above rules will immediately be taken to the Principal's Office for disciplinary action. If necessary, the school nurse will be summoned to provide medical care. Students in possession of substances prohibited by the drug and alcohol policy will have such items immediately confiscated.

The appropriate law enforcement authorities will be contacted whenever a student violates the drug and alcohol policy. Chemical substances confiscated by school officials will be turned over to the authorities by the Principal. In addition, the student will automatically be suspended for 10 school days, prohibited from attending extracurricular activities for a minimum of 10 school days, excluded from school and District programs/functions during the period of suspension, and referred to the student assistance team. The Superintendent will also be notified of the incident.

Depending on the nature of the violation, the Superintendent will direct the student to participate in a drug/alcohol evaluation and comply with all subsequent recommendations as a condition for readmission and continued enrollment in the school. Students who fail to complete the evaluation or abide by the recommendations will be placed on immediate out-of-school suspension until they are in compliance. For more serious first offenses, or a second offense, the student will be automatically suspended for 10 school days, and the Superintendent can initiate proceedings to expel the student from school. In both instances, the Superintendent will review the case with the Board of School Directors.

A student apprehended by law enforcement authorities for a drug or alcohol offense while the student was off school property and not directly accountable to the school for her/his conduct may be permitted to remain in school on a probationary basis until a disposition is reached in court on her/his case. Students on probation will be supervised closely by school personnel and may be excluded from all extracurricular activities and school-sponsored functions. Should the Principal determine that a student's continued presence in school jeopardizes other students or the educational process, the student will be suspended from school until the student's case can be reviewed by the Superintendent and the Board of School Directors.

Students convicted of underage drinking by a district magistrate will be subject to fines and the suspension of their driving privileges. Specifically, students will be fined up to \$500 and have their driving privileges suspended 90 days (1st offense), 1 year (2nd offense), or 2 years (subsequent offenses) if convicted of the following:

- a.) Purchasing, consuming, possessing, or transporting alcohol.
- b.) Carrying a false I.D. card, or lying about age to obtain alcohol.

Students convicted of underage drinking may also be required to attend a program of alcohol education, intervention, or counseling. Driving suspensions for students under the age of 16 will begin upon their 16th birthday.

## Early Excusals

A student who wishes to be excused from school prior to the conclusion of the school day must report to the Principal's Office before the start of homeroom and turn in a parental permission slip. The permission slip should have the reason for the early departure, a parent's signature, and a phone number where the parent can be reached during the school day. The permission slip will not be honored until the Principal's Office has confirmed the excuse by telephone. Once the excuse has been confirmed, the student's name will appear in the bulletin and s/he is free to leave at the designated time.

Students may be signed out in the Principal's Office by their parents in the absence of a written excuse. However, no student will be released without a verified permission slip or the physical presence of the parent(s). Excusals by telephone will not be honored. Given the time allotted for the lunch periods, students will not be released from school for the purpose of eating lunch off school grounds.

### Early Excusals from Office/Nurse

Prior to 10:40 a.m.	Full Day Absence
From 10:41 a.m.-1:00 p.m.	½ Day (P.M. Absence)
The absence may be recorded as excused or unexcused.	

Any student leaving the school without the permission of the Principal's Office will be considered truant, and her/his absence will be recorded as unexcused. Students who are unexcused will serve 1 day of in-school suspension for each of the first 3 offenses. After the third offense, a student will be subject to the same disciplinary measures previously discussed in this handbook under the section on attendance regulations. Furthermore, if a motor vehicle is involved, the driving privileges of students in the car will be suspended for a first offense and revoked the duration of the school year for a second offense.

## Educational Field Trips

Students planning to attend a school-sponsored educational field trip must meet the eligibility requirements outlined for extracurricular activities. Two days prior to a trip, the faculty sponsor will review the list of students with the Principal to determine who will be eligible to attend. Students may be refused participation for the following reasons:

- a.) Poor academic record
- b.) Excessive school or class absenteeism
- c.) Chronic tardiness
- d.) Numerous suspensions or other disciplinary violations

Students who plan to take food, beverages, audio equipment, or other personal items on field trips may do so with the permission of the trip chaperones. Such items will be subject to inspection by the chaperones prior to departure.

## **Eligibility for Extracurricular Activities**

Students are permitted to participate in extracurricular activities if they meet the following eligibility requirements:

- 1.) Satisfactory academic record--Students with a course load of 6.2 credits who do not pass the equivalent of 4 credits in a given grading period are ineligible to participate in extracurricular activities for the first 15 school days of the next grading period following the receipt of their report cards. (Students with a course load of 7.2 credits must pass the equivalent of 5 credits.) To be reinstated at the end of the 15 days, students must obtain written verification from their teachers that they are no longer failing. Those students who still fail to meet the requirement will remain ineligible for the entire grading period.
- 2.) Satisfactory school attendance--Student is ineligible after s/he has been absent from school for a total of 20 days during a given semester for any reason other than quarantine. Following 60 days of consecutive school attendance after the 20th absence, the student's eligibility is restored.
- 3.) Satisfactory disciplinary record--Students who receive more than 10 days of suspension (any combination of in-school and out-of-school suspension) in a given school year are ineligible to participate in extracurricular activities for a period determined by the Principal but not to exceed 1 year.

## **Emergency Closing of School**

If it becomes necessary to close school due to inclement weather or an emergency, parents and students are asked to listen to radio stations WARM, WILK, WKRZ or WBAX, or television stations WYOU, WBRE, or WNEP. Parents and students are requested not to call the school or the radio/television stations in order to keep the telephone lines open. If students are being dismissed early in response to threatening weather, announcements will be made through the local media stations. Parents are again asked not to call the school.

## **Emergency Lockdown**

In the event one or more individuals become a threat to the safety of students and staff members inside the building, the Principal's Office will alert the staff and the following procedures will be in effect:

- a.) Students and teachers will remain inside their classrooms.
- b.) Teachers will close their classroom doors and turn off the lights.
- c.) Students will stay clear of doorways and windows.
- d.) Everyone will move toward the interior walls at the back of the classrooms, seating themselves on the floors behind student desks and other furniture that can be used for protection.
- e.) Students will remain quiet during the lockdown, and no one will leave their classrooms until instructed to do so by the Principal or his authorized representatives

## Exclusions from School

Exclusions from school will take the form of suspension or expulsion. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days. Expulsion is exclusion from school by the Board of School Directors for a period exceeding 10 school days, and may involve a marking period, one semester, a school year, or permanent expulsion from school.

Suspensions from school will be for 1-10 consecutive school days. No student will be suspended until s/he has been informed of the reasons for the suspension and has had an opportunity to respond. However, in situations where the health, safety, or welfare of the school community is jeopardized, prior notice of the intended suspension will not be necessary. Students returning from out-of-school suspensions that exceed 3 days must report to the Principal's Office and be readmitted by their parents. Those students who report without their parents will be sent home or detained in the in-school suspension room until their parents are contacted.

Parents will be notified by the Principal's Office when a student is suspended. Should a student be suspended for more than 3 days, a conference involving the Principal, Assistant Principal(s), parents, and student will be mandatory as a condition for the student's readmission to school. The Principal has the option of requesting a conference for suspensions of less than 3 days. Should a student be suspended for 10 days, an informal hearing involving the Superintendent, Principal, Assistant Principal(s), parents, and student will be mandatory as a condition for the student's readmission to school. The Superintendent has the option of imposing additional conditions for readmission during the informal hearing.

Students will have the responsibility to make up exams and school work missed when on suspension. Students will contact their teachers prior to going on suspension in order to obtain assignments that can be completed while on suspension. Upon their readmission to school, students will be given 1 day for each day on suspension to complete all make-up exams and work. Their suspension will be recorded as an excused absence by their homeroom and classroom teachers.

Expulsions require a formal hearing before the Superintendent and Board of School Directors. During the period prior to the hearing and decision, the student will be suspended from school. If it is not possible to hold the hearing within the 10-day suspension period, an informal hearing will be held to determine whether or not the student should be excluded from school for a period beyond 10 days until the formal hearing can be held. Should it be determined at the informal hearing that the student poses a threat to the health, safety, or welfare of the school community, s/he will be excluded beyond 10 days provided the formal hearing is not unreasonably delayed. Should it be determined that the student does not pose a threat to the school community, s/he will be permitted to attend her/his regular classes until the formal hearing is held, but not participate in extracurricular activities or school-sponsored functions. Students excluded beyond 10 days will be provided with a form of alternative education, which may include home study, until the formal hearing is held.

The following due process procedures will be observed during an expulsion hearing:

- a.) The charges will be sent to the parents in writing by certified mail.
- b.) The hearing will be held within 10 school days following the initial suspension period. Sufficient notice of the time and place of the hearing will be given to the parents.
- c.) The hearing will be conducted before an impartial tribunal.
- d.) The student may be represented by counsel.



- e.) The student will be presented with the names of witnesses against her/him, as well as copies of their affidavits or statements.
- f.) At the request of the student or her/his parents, witnesses against the student will appear in person at the hearing to respond to questions and cross-examination.
- g.) The student will have the right to testify and present witnesses on her/his own behalf.
- h.) A record will be kept of the hearing, and the student will be entitled, at her/his expense, to a copy of the transcript.
- i.) The hearing will be held in private unless the student or parent requests a public hearing.

Students under 17 years of age who are expelled from school are still subject to the compulsory school attendance law and must be provided with an education. The initial responsibility for providing this mandatory education rests with the student's parents, who have the option of placing their daughter/son in another school, a tutorial or correspondence program, or some other educational program approved by the Superintendent.

Parents unable to provide for the required education must submit to the District written evidence of their inability within 30 days. The District will then assume responsibility for providing the education. If 30 days pass without the District receiving satisfactory evidence that the student is being provided with an education, the District will recontact the parents and take the necessary legal action to ensure that the student will receive a proper education. The District will pursue similar legal action against parents who no longer comply with an approved alternative education program.

## **Fighting**

Fighting in school is not permitted at any time. This includes the time a student leaves for school in the morning until the time s/he returns home at the end of the school day. Fighting is also prohibited during any school-sponsored activity. Violation of this rule will result in an immediate out-of-school suspension. A complaint will also be filed with the local police, which may result in a monetary fine, community service, or both. Students may also be excluded from school or District programs and activities.

## **Fire Drills and Emergency Evacuations**

Fire and emergency evacuation plans are posted in each classroom notifying students of the proper exits to use in an emergency. When the fire alarm sounds an emergency or an announcement is made by the Principal's Office to evacuate the building, the following evacuation procedures will be in effect:

- a.) Students will immediately stand and arrange themselves in single file to leave the room.
- b.) In a fire emergency, those students nearest the windows will close them. In non-fire emergencies, students nearest the windows will open them.
- c.) Students will walk, not run, as they leave the classroom. Students will not pass one another or break the line of march.
- d.) Students who have a disability that may delay or otherwise impede a safe and expeditious exit from the classroom or building may be assisted by a fellow student, teacher, or other designated individual. Teachers will insure that such assistance is provided during the evacuation procedures.

- e.) Teachers will leave the rooms last, turn off the lights, unlock and close the doors, and follow behind their respective classes. In non-fire emergencies, the doors should be left *open*.
- f.) The first students to reach the outside doors will hold them open until everyone has left the building. They will then rejoin their classes away from the building.
- g.) Upon exiting the building, teachers will lead their classes to the designated safety area located at the track and soccer stadium. During inclement weather, the maintenance garage will serve as the designated safety area for grades 7-10. Grades 11-12 will be escorted across the Sans Souci Parkway to the cafeteria of Leggett and Platt, Inc.
- h.) Students will be quiet during the evacuation, remain in their designated homeroom areas, and stay clear of the emergency vehicle lanes surrounding the building.
- i.) Everyone must leave the building, and no one will return to the building until roll call is taken by the teachers and the signal is given by the Principal or his authorized representative.
- j.) Under no circumstances will students leave the designated safety area until instructed to do so by the Principal or his authorized representative.
- k.) Under no circumstances will students who drive to school leave school grounds during the emergency without the express permission of the Principal or his authorized representative.

In the event of an evacuation, students will be dismissed from designated evacuation sites. Parents are requested not to call or report to the Principal's Office. Instead, parents should listen to the above media stations for announcements and updates. Those who wish to pick-up their children should enter school grounds through the student parking lot and report to the maintenance garage, which will serve as the communication center for grades 7-12. They must report to the registration table and present a valid form of identification, such as a driver's license, Social Security card, or voter registration card. School officials will locate the child(ren) when the parents sign a release roster. Upon signing the release, parents should take their child(ren) and immediately leave school grounds.

### **Flag Salute, Pledge of Allegiance, and the National Anthem**

Every citizen has the responsibility to show proper respect for her/his country and its flag. Students may decline to salute the flag, recite the Pledge of Allegiance, or sing the *National Anthem* on the basis of personal beliefs or religious convictions. However, students who choose not to participate must stand quietly with their classmates and respect the rights and interests of those who do wish to participate. Disabled students who choose not to participate should maintain a similar posture of respect.

## Food and Beverages

Eating and drinking in hallways, stairwells, classrooms, the gymnasium, or auditorium anytime during the school day are strictly prohibited. Students are not to keep food or beverages in their lockers for that purpose. No open containers are to be kept in student lockers or carried through the halls. Teachers are not authorized to send students to the cafeteria to purchase lunch or breakfast items. Other than their assigned lunch period, students are not permitted to purchase beverages from school vending machines. Students who take food/beverages from the cafeteria, transport open containers in the building, or eat/drink outside the cafeteria, will have such items confiscated. Repeat offenders will be assigned detention and may have their locker privileges suspended or revoked. Students and teachers who would like to have a party in the cafeteria or an individual classroom must have the prior approval of the Principal.

## Grading System

Report cards are issued to parents quarterly during the school year. Numerical grades are used to show the individual progress of students. Each grade represents the accumulated average earned by the student during a marking period. An explanation of the grades is shown below.

94-100 percent	-- Excellent	A/4.0
87-93 percent	--Above Average	B/3.0
77-86 percent	--Average	C/2.0
70-76 percent	--Below Average	D/1.0
55-69 percent	--Failing	E/no credit
I = Incomplete	--represents a temporary grade.	

Final Report Card Grades are calculated as follows:

$$[\text{Marking Period 1} \times .25] + [\text{Marking Period 2} \times .25] + [\text{Marking Period 3} \times .25] + [\text{Marking Period 4} \times .25] = \text{Final Grade}$$

Students caught cheating on a quiz, test, exam, or assignment will be given a zero for that particular grade. If a student fails both the 3rd and 4th quarters in a given subject, s/he will automatically receive a failing final grade for the subject, unless the failure is overridden by the subject teacher.

A grade of *incomplete* will be given to any student who has not completed course assignments or examinations (including tests and quizzes) due to *lawful* class absences. Unless exempted, students will be given 1 additional school day after their return for each day of lawful absence to complete the necessary make-up work and examinations. Grades for assignments/examinations not completed during that time will be converted from *incomplete* to *failing*.

Students whose absences are unexcused/unlawful will not be allowed to make up work missed during the absences. Cases of excessive absenteeism--whether excused or unexcused--will be reviewed by the Principal's Office on an individual basis and may result in the loss of academic credit for a given subject(s).

## Graduation and Promotion Requirements

Students must earn a minimum of 5 credits each school year (grades 7-12) in order to be promoted to the next grade level. Seniors must also earn a minimum of 5 credits in their final year in order to graduate even if their total number of credits exceeds 23. Students who fail to meet any of these requirements will have to attend summer school or be retained in their present grades. Students who want to graduate from the college preparatory program must schedule their electives so that they earn at least 2 credits in one foreign language--i.e., 2 years of the same foreign language.

Students who fail one or more courses may be eligible to attend an approved summer school to make up the course(s) depending on their class attendance records and the recommendations of their respective classroom teachers. Vo-tech students must earn a minimum of 2 credits at the home school to be eligible for summer school. Those students who enroll in an approved summer school program may earn no more than 4 credits, of which only 3 can be full-credit courses (i.e., English, Science, + Health/PE).

In order to graduate from the senior high school, students must successfully complete 23 credits during grades 9-12. Among the total credits earned, students must meet the basic subject-area requirements, as outlined:

### Graduation Requirements

English	-- 4.0 credits
Social Studies	-- 3.0 credits
Mathematics	-- 3.0 credits
Science	-- 3.0 credits
Arts and/or Humanities	-- 2.0 credits
Computers/Communication	-- 1.0 credit
Electives	-- 6.0 credits
Wellness	-- <u>1.0 credits</u>

### 23.0 total credits

In addition to the above credits, students must also successfully complete a senior academic project (including a formal presentation of the project) in order to receive their high school diploma. A special committee appointed by the Principal will determine the specifications and requirements of the project.

## Homework

In order to reinforce what has been taught in the classroom, teachers will assign homework on a regular basis. Homework will consist of reading assignments, written assignments, or special projects. Individual homework assignments will be approximately 30 minutes in duration. Longer assignments may be given, but teachers will give students 1 or more additional days to complete them.

If a student is absent from school for 1-2 days, s/he will be responsible for obtaining the homework assignments from a classmate. Each student should choose a responsible friend for this purpose at the beginning of the school year. If a student is absent for 3 or more days, the parents should call the Guidance Office and request the homework assignments. The student's guidance counselor will obtain the assignments from the teachers and telephone the parents with the assignments.

Any student who is aware that s/he will be absent from school should notify her/his teachers in advance and obtain the assignments. Students who are legally absent from school will have 1 day for each day absent in which to complete the make-up work and exams. Those students whose absences are unexcused will not be permitted to make up any work or exams given on the unexcused absent days.

## **Immunizations**

In compliance with the PA Department of Health revised Immunization Regulations (28 PA Code 23. 81-87), students who have not received at least 1 dose of each of the 6 prescribed immunization antigens and who are not exempted for medical or religious reasons will be excluded from attending school. Students who have only received 1 dose will be permitted to remain in school a maximum period of 8 months during which time the full series of immunizations must be completed.

## **In-school Suspension**

As an alternative to exclusion from school, students may be assigned 1-2 days of in-school suspension. Students assigned to in-school suspension are considered absent from their classes but not from school. They report to a special classroom where they spend the entire day working on individual class assignments, isolated from their classmates.

Students will not be assigned in-school suspension until they have been informed of the reasons for the suspension and had an opportunity to respond before the suspension becomes effective. Parents will be notified in writing of the suspension action taken by the school.

The following procedures will be observed by students assigned to in-school suspension:

- a.) Students will report to the in-school suspension room at the beginning of 1st period.
- b.) Unless otherwise specified, students will remain in the in-school suspension room the entire school day. Co-op and vo-tech students will be excused for their programs at the regularly scheduled times.
- c.) While attending in-school suspension, students will not talk to one another, eat, sleep, chew gum, or engage in any other inappropriate behavior. They will work quietly at their desks and not leave their seats without permission.
- d.) Students will be given an opportunity to use the lavatory during the morning, at lunch, and again in the afternoon.
- e.) For lunch, students will proceed to and from the cafeteria in a quiet and orderly manner staying together at all times. They will not be allowed to purchase a la carte items, nor join their classmates for lunch.
- f.) Students will clean up their desks and the area around their seats prior to departing for the day.

Students who do not work while attending in-school suspension will have 1 or more class periods reassigned on the next available day. Students who disrupt the in-school suspension room after an initial warning by the teacher will be removed from the room if necessary and reassigned the entire day. Any student who refuses to attend in-school suspension or who disrupts the in-school suspension room on a day that was reassigned because of a previous disruption will be subject to a minimum out-of-school suspension of 2-5 school days.

## Insurance

School insurance will be offered to students by a reliable insurance company at a reasonable rate. The policy will cover a student on her/his way to and from school, while attending regularly scheduled classes, and during intramural sports. Students who are injured during school hours and who are not covered by school insurance will be responsible for their own medical expenses. Therefore, it is highly recommended that all students carry school insurance. Separate insurance coverage will be provided to students at no cost to their parents for participation in interscholastic athletics and other extracurricular programs.

## Integrated Pest Management

The Hanover Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. The goal is to protect every student from pesticide exposure by using an IPM approach to pest management. IPM focuses on making the school building and grounds an unfavorable habitat for pests by removing food and water sources, as well as eliminating their hiding and breeding places through routine cleaning and maintenance. The District IPM Coordinator assigns a team to monitor the school building and grounds. The team consists of selected maintenance staff, office personnel, faculty, and students. Pest sightings are reported to the IPM Coordinator, who evaluates the problem and determines the appropriate pest management response. Potential responses can include increased sanitation, storage practice modifications, and pest extermination or removal.

At times, the use of chemicals may be necessary to manage a pest control problem. However, chemicals will not be routinely applied, and the District will try to use the least toxic product available. Applications will be made after regular school hours with notices posted 72 hours prior to application and 2 days following application. Parents may receive prior notification of specific pesticide applications made at the school submitting a written request to have their names placed on the school notification. If a chemical application must be made to control a pest emergency (e.g., stinging insects), notice will be given by telephone to those parents on the registry. Exemptions to this notification include disinfectants; anti-microbial products; self-contained baits placed in areas not accessible to students; liquid gel baits placed in cracks and crevices; and chemicals used for swimming pool maintenance.

## Late Arrival

Any student reporting to school after the beginning of homeroom (grades 7-12) will be considered LATE. Students arriving after 7:57 a.m. must report to the front entrance hall monitor for a late admittance slip, to be presented to the appropriate teacher. The lateness will be recorded in either case and printed in the daily bulletin.

Students who arrive late to school or homeroom and do not bring a legitimate, written, and verifiable excuse with them will be recorded as LATE--UNEXCUSED. Multiple offenses will result in detention (lunch period or after school), in-school (or out-of-school) suspension, the suspension/revocation of driving privileges, and possible referral to the local magistrate for failure to comply with school attendance regulations.

If a student arrives late for school but has a legitimate, written excuse with a phone number to contact for immediate verification, s/he will be recorded as LATE--EXCUSED. Students who are late but excused will not be assigned punishment. However, all effort should be made to avoid being late for school. Appointments should be scheduled after school hours if possible.

Lates are recorded as follows:

9:00 a.m.-10:40 a.m.	½ Day (A.M. Absence)
After 10:41 a.m.	Full Day Absence

The absence may be recorded as excused, unexcused, or unlawful. Students who are unlawful or unexcused will receive 1 day of in-school suspension for each of the first 3 offenses. After the third offense, a student will be subject to the same disciplinary measures described earlier in this handbook in the section on attendance regulations.

## Late for Class

Two minutes will be allowed for students to pass from one classroom to another. Any student who is late for class without a signed pass from another teacher or administrator will have her/his name recorded in the appropriate teacher's roll book. When a student has accumulated more than 2 offenses (less than 5 minutes late), s/he will serve detention for the third such offense. If the tardiness exceeds 5 minutes, the student will be assigned detention or in-school suspension depending on the number of minutes the student is late. Subsequent offenses will result in additional detention and in-school (or out-of-school) suspension. Students are not to report to the Principal's Office for an admit slip.

Students who are late to class by more than half the period will be marked *absent* by the classroom teacher. If the student's tardiness is excused, no discipline referral will be submitted to the Principal's Office. Should the student's tardiness be unexcused, a discipline referral will be submitted by the teacher, and the student will be assigned detention or in-school suspension.

## Lavatory

Students will not be admitted to the lavatory during class without a *lavatory pass*. The pass must have the student's name and date, and the time s/he left class. A hall monitor stationed at the lavatory will record the time a student arrives at the lavatory and the time the student leaves. The hall monitor will also write the return time on the student's pass. Lavatory passes are not to be used for unauthorized purposes, such as walking the halls, stopping at one's locker, seeing the nurse, or visiting another classroom.

Two sets of lavatories will be open during the school day--first floor (pink lavatory pass) and second floor (blue lavatory pass). During lunch, the lavatories across from the auditorium will also be available. Under no circumstances will students loiter in the lavatories. Students who abuse their lavatory privileges (i.e., spending too much time in the lavatory, making excessive trips to the lavatory, wandering the halls to or from the lavatory, etc.) will be referred to the Principal's Office by the hall monitors. Disciplinary measures taken against such students will include detention and restrictions on the times a student may visit the lavatory or the number of visits a student may make to the lavatory during class time.

## Library

Students are admitted to the library upon presentation of a hall pass signed by their teachers and approved by the librarian. Students are encouraged to remain in the library for the entire period. Most books in the library may be checked out for 2 weeks and renewed for additional weeks if necessary. Books kept without being renewed will be subject to a fine of 5 cents per school day. Those books that are in high demand will be placed on the *overnight shelf* and may be checked out for 1 day only. If these books become overdue, the student will be subject to a fine of 25 cents per school day. A hold will be placed on grades and other records of any student who fails to pay replacement costs.

## Lockers

All students will be assigned a locker and locker combination. It is the students' responsibility to keep the locker clean and in working order. Inappropriate clippings and photographs are not to be displayed on lockers. Homeroom teachers will periodically inspect student lockers to ensure that they are free of trash, graffiti, and inappropriate items.

Any malfunction of the locker must be reported to the homeroom teacher immediately. Personal locks may not be used to secure a locker. Students are requested not to give their locker combinations to other students, nor share their lockers with other students. Lockers that have been damaged will be immediately repaired at student expense. Locks which cannot be opened with the master key will also be repaired/replaced at student expense.

Students will be allowed to go to their lockers prior to homeroom and between classes provided they do not report late to homeroom or their next class. No student is permitted to go to her/his locker during class unless s/he has a handwritten pass from the classroom teacher. Lavatory passes are not acceptable. Under no circumstances are students permitted to eat or drink at their lockers. Those students who choose to do so will have such items confiscated.

Students who abuse their locker privileges or fail to keep their lockers clean (including the floor area around the lockers) may have their locker privileges suspended or revoked. At the end of the school year, lockers must be cleaned by the students and inspected by the homeroom teachers. If a locker is in unacceptable condition, the student will be charged a cleaning/repair fee.

## Lost and Found

Students who lose items at school should report to the Principal's Office to see if the lost items have been found. Students who find lost items should take them to the Principal's Office so that they may be claimed by the rightful owners. Items that remain unclaimed after 30 days or as of July 1 will be discarded.

## Medications

Medicine authorization forms are available in the Nurse's Office for students who need to take medication while at school. Students in need of medication during school hours will bring this form to the Nurse's Office. No medications, including over-the-counter medicines, will be administered without a completed authorization form or written parental permission.



Both the authorization form and the note from home must contain the following information:

- a.) Student's name
- b.) Medication name
- c.) Purpose or reason for administering medication
- d.) Frequency and total period of time medication should be taken
- e.) Dosage
- f.) Need for refrigeration
- g.) Parent signature
- h.) Physician's signature
- i.) Phone number where parent can be reached during regular school hours

All medication will be kept by the school nurse in the Nurse's Office. She will dispense the medication from her office at the appropriate time. Students will take all medication in the Nurse's Office.

Parents of students with a special medical or health conditions are asked to immediately contact the school nurse and provide her with a written description of the condition, including steps that can be taken to avert a medical emergency. Parents of students who need medication throughout the year are requested to complete the authorization form and return it to the school nurse at the beginning of the school year. In addition to the above information, the form should include the following:

- a.) All medication to be taken on an as needed basis.
- b.) Emergency medication to be kept in the Nurse's Office.
- c.) Medication to be given routinely throughout the school year.

## **National Honor Society**

The National Honor Society is sponsored by the National Association of Secondary School Principals and has some 20,000 chapters throughout the United States. The Society gives special recognition to outstanding high school sophomores, juniors and seniors. A Junior National Honor Society exists for students in grades 7-9. The selection and eligibility requirements are similar to those for the Senior National Honor Society.

Students are selected for membership in the Senior National Honor Society by a Faculty Council. To be endorsed by the Council, candidates must be in grades 10-12 and have maintained a cumulative grade point average of 94% or better since entering the 9th grade. Candidates must also have demonstrated high standards of character, leadership, and public service. Students who no longer meet these eligibility requirements once they have been admitted to the Society will be placed on probation or may have their memberships revoked.

## **Nurse's Office**

Students who need to go to the Nurse's Office because of an illness, minor injury, dispensing of medication, or scheduled examination must have a signed pass from their classroom teacher. The nurse will record the time a student arrives, and the time s/he returns to class. Any student will also determine whether the student should remain for treatment or be sent back to class. Any student unable to return to class will remain with the nurse until a parent arrives to take her/him home. To better ensure patient

confidentiality and safety, students are prohibited from loitering in the Nurse's Office. Students who abuse the privilege will be referred to the Principal's Office for disciplinary action.

In cases of serious illness or injury, students may come directly to the Nurse's Office for emergency care. The school assumes no responsibility for the treatment of accidents occurring outside of school. Should it be necessary to transport a student to the hospital, the nurse will contact the parents by telephone, informing them of the emergency and asking them to meet her and their child at the hospital.

The school nurse must be made aware of any medical conditions that he/she has not been previously made aware of.

## **Parking and Driving Regulations**

Parents are encouraged not to allow their child to drive to and from school unless it is absolutely necessary. Students who do drive to school must have a school parking permit. Applications for parking permits can be obtained from and filed with the Principal's Office. Once an application is approved, the student will be issued a parking permit--which must be displayed from the rearview mirror--and an assigned parking space in the student parking lot. The number painted on the parking space will correspond to the number on the parking permit. Disabled students who drive to and from school may park in any space reserved for the disabled. Students will be charged a nominal fee for the purchase of a parking permit.

The following regulations will govern students who drive or ride to school in an approved private vehicle:

- 1.) Do not park or arrive on school grounds prior to the arrival of the school buses. Enter the building and finish eating breakfast in the cafeteria prior to the 7:40 a.m. homeroom.
- 2.) Enter and exit the parking lot via the rear Ashley Street entrance/exit. Park the vehicle in the lot assigned to students, which is located to the rear of the building near the school cafeteria.
- 3.) Display the parking permit from the rearview mirror of the vehicle.
- 4.) Do not remain in the vehicle once it is parked, and do not invite other students to congregate in the parked vehicle.
- 5.) Do not congregate in the parking lot once on school property. Loitering in the parking lot is prohibited.
- 6.) Keep the doors of the vehicle locked while it is parked at the school.
- 7.) Do not transport any other students in the vehicle unless permission to do so has been given by the parents of the students concerned. Headstart and 10th-grade vo-tech students are prohibited from driving to/from the Wilkes-Barre Area Vocational-Technical School.
- 8.) Observe the 15 m.p.h. speed limit and all other traffic regulations that apply to a school zone. Reckless driving is strictly prohibited.
- 9.) Do not tamper with any other vehicles on the lot. Vandalism is a criminal offense, and students are liable for any damages they cause.
- 10.) Do not return to the vehicle once it is parked, nor move the vehicle during school hours without the permission of the Principal's Office.

- 11.) Remain in the designated holding area behind the sidewalk until students have boarded the buses for dismissal.
- 12.) Do not leave the designated holding area until all buses have departed. Student drivers who block, cut off, or leave ahead of the buses will lose their privileges.

Students who drive to school and violate the above regulations will have their driving privileges suspended (minimum of 10 school days) or revoked depending on the circumstances of the offense. Similarly, unauthorized passengers will have their driving/riding privileges suspended or revoked. In addition, in-school (or out-of-school) suspension will be assigned if a vehicle is used to leave school grounds without authorization. Student drivers who are chronically late to school will have their driving privileges suspended or revoked. Should inclement weather force the early dismissal of school, student drivers may be released prior to the departure of the school buses so that they can arrive home before road conditions worsen.

A student vehicle parked in violation of a driving suspension or loss of privileges; parked in an unassigned space; or failing to display a current parking permit may be cited for trespassing or towed from the premises at the owner's expense.

## **Passes and Permits**

Hall and lavatory passes permits will be issued to students who need to leave class once the period has begun. Only one student will be permitted to leave the classroom at a time with the exception of a disabled student, who may need the assistance of another individual. Students found outside their classes without passes will be sent back to class, and their names will be reported to the Principal's Office. Any student so referred to the Office will be assigned detention for each offense.

All passes must be signed by a teacher, administrator, or staff member. Passes must also have the student's name, correct date, and time of departure or return on them. Those student who abuse the passes--e.g., frequent use of passes, excessive delays in returning to class, and use of passes in unauthorized areas--will be assigned detention for each offense. In addition, their subsequent use of passes may be restricted, suspended, or revoked.

## **Physical Education**

Students are required to attend physical education classes every year from grades 7-12. Senior high students who do not pass all 4 years (grades 9-12) of P.E. will not meet the graduation requirements. Students who attend regularly and do their best in class will be assured of passing the course.

Students must also wear proper gym attire during class. Proper attire is defined as the following:

- a.) Short-sleeved, pullover jersey; T-shirt; or sweat shirt (no tank tops, half-shirts, or halter tops).
- b.) Shorts (no cutoffs) or sweat pants.
- c.) White socks (recommended).
- d.) Sneakers (no boots or street shoes).
- e.) No hats indoors.
- f.) No jewelry.

Students are also prohibited from chewing gum during class, and are encouraged to shower after class if the activities warrant.

In the event that a student has a physical handicap that precludes her/him from participating in the regular physical education program, the parent must supply the school nurse with a note that is signed by a physician and verifies the student's condition. The nurse will then notify the physical education instructors, who will design a physical education program that is adapted to the needs of the student.

## **Public Display of Affection**

A student should not invade another student's personal space--holding hands, hugging, kissing, etc.--on school grounds. When these behaviors are observed by school personnel, referrals will be handled by the Guidance Department and Principal's Office.

## **Search and Seizure**

A principal, or other designated school official, may conduct a search of any student and/or student's possessions whenever that school official has reasonable suspicion to believe the student is in possession of some illegal or other object(s) or controlled substance(s) detrimental to the health, safety, or welfare of the educational process, other students, or school personnel. Such items will be confiscated and used as evidence in disciplinary proceedings.

### Personal Search

Any search authorized under this policy must be reasonable in scope and limited to ordering the student to empty pockets, purses, or other personal articles. In no event, shall a school official conduct a body search of a student.

### Locker Search

Because students' lockers are school property and remain under the control of the school, students have a reduced expectation of privacy. The school retains ultimate control over student lockers and reserves the right to inspect lockers at any time without notice and without student consent.

### Automobile Search

It is lawful for school officials to patrol school parking lots and to look into a student's car without the student's consent on a showing of reasonable suspicion. If the school officials observe an item which would create a reasonable inference that the student is violating school policy, the officials may search the inside of the car.

Hanover Area School District is committed to the protection of the health, safety, and welfare of its students, employees, visitors and guests, School District Property, and to the educational process. With this in mind the Hanover Area School District reserves the right to search any and all vehicles, persons, and personal effects while on School District Property. No expectations of privacy should be realized while on school grounds or using facilities. Therefore, entering onto School District Property is deemed consent to an inspection of any and all persons vehicles, and personal effects at any time, which are located on School District Property.

## Smoking

The smoking, chewing, distribution, or possession of tobacco or tobacco related products including hookah pens and electronic cigarettes, by students on school grounds or at school-sponsored activities is strictly prohibited. Students who violate this policy will be subject to a fine for each offense. No *warnings* will be given for the first offense. In addition, chronic offenders may be subject to in-school (or out-of-school) suspension.

Accomplices of smoking offenders (e.g. *lookouts*) may also be subject to fines and possible in-school (or out-of-school) suspensions. Students in possession of lighters or matches will have the items confiscated and turned into the Principal's Office. Subsequent offenses will result in detention or possible in-school (or out-of-school) suspension.

## Special Education

### Notice of Special Education Services

Hanover Area Public Schools provides special education and related service to resident children with disabilities who are ages three through twenty-one. The purpose of this notice is to describe (1) the types of disabilities that might qualify the child for such programs and services, (2) the special education programs and related services that are available, (3) the process by which the public schools screen and evaluate such students to determine eligibility, and (4) the special rights that pertain to such children and their parents or legal guardians.

#### **What types of disability might qualify a child for special education and related services?**

Under the federal Individuals with Disabilities Education Act, or "IDEA," children qualify for special education and related services if they have one or more of the following disabilities and, as a result, need such services: (1) intellectual disabilities (formerly mental retardation); (2) hearing impairments, including deafness; (3) speech or language impairments; (4) visual impairments, including blindness; (5) serious emotional disturbance; (6) orthopedic impairments, or physical disabilities; (7) autism, including pervasive developmental disorders; (8) traumatic brain injury, or neurological impairment; (9) other health impairment; (10) specific learning disabilities. Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Children with more than one of the foregoing disabilities could qualify for special education and related services as having multiple disabilities. For infants birth through three with special needs, contact the Luzerne County Mental Health / Mental Retardation Agency.

The legal definitions of these disabilities, which the public schools are required to apply under the IDEA, may differ from those used in medical or clinical practice. The legal definitions, moreover, could apply to children with disabilities that have very different medical or clinical disorders. A child with attention deficit hyperactivity disorder, for example, could qualify for special education and related services as a child with "other health impairments," "serious emotional disturbance," or "specific learning disabilities" if the child meets the eligibility criteria under one or more of these disability categories and if the child needs special education and related services as a result.

Under Section 504 of the federal Rehabilitation Act of 1973, and under the federal Americans with Disabilities Act, some school age children with disabilities who do not meet the eligibility criteria outlined above might nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program.

## **What programs and services are available for children with disabilities?**

Public schools must ensure that children with disabilities are educated to the maximum extent appropriate in the regular education environment, and that the instruction they receive conforms as much as possible to the instruction that non-disabled students receive. This practice is commonly referred to as Least Restrictive Environment (LRE). Programs and services available to students with disabilities, in descending order of preference, are (1) regular class placement with supplementary aides and services provided as needed in that environment; (2) regular class placement for most of the school day with itinerant service by a special education teacher either in or out of the regular classroom; (3) regular class placement for most of the school day with instruction provided by a special education teacher in a resource classroom; (4) part time special education class placement in a regular public school or alternative setting; and (5) special education class placement or special education services provided outside the regular class for most or all of the school day, either in a regular public school or alternative setting.

Depending on the nature and severity of the disability, the public school can provide special education programs and services in (1) the public school the child would attend if not disabled, (2) an alternative regular public school either in or outside the school district of residence, (3) a special education center operated by a public school entity, (4) an approved private school or other private facility licensed to serve children with disabilities, (5) a residential school, (6) approved out-of-state program, or (7) the home.

Special education services are provided according to the primary educational needs of the child, not the category of disability. The types of service available are (1) learning support, for students who primarily need assistance with the acquisition of academic skills; (2) life skills support, for students who primarily need assistance with development of skills for independent living; (3) emotional support, for students who primarily need assistance with social or emotional development; (4) deaf or hearing impaired support, for students who primarily need assistance with deafness; (5) blind or visually impaired support, for students who primarily need assistance with blindness; (6) physical support, for students who primarily require physical assistance in the learning environment; (7) autistic support, for students who primarily need assistance in the areas affected by autism spectrum disorders; and (8) multiple disabilities support, for student who primarily need assistance in multiple areas affected by their disabilities.

Related services are designed to enable the child to participate in or access his or her program of special education. Examples of related services are speech and language therapy, occupational therapy, physical therapy, nursing services, audiologist services, counseling including social work, and family training.

Within the Luzerne Intermediate Unit, children of preschool age are served by the Hazleton Area School District in a variety of home and school-based settings that take into account the chronological and developmental age and primary needs of the child. As with school age programs, preschool programs must ensure that to the maximum extent appropriate, children with disabilities are educated with non-disabled peers.

The public school, in conjunction with the parents, determines the type and intensity of special education and related services that a particular child needs based exclusively on the unique program of special education and related services that the school develops for that child. The child's program is described in writing in an individualized education program, or "IEP," which is developed by an IEP team consisting of educators, parents, and other persons with special expertise or familiarity the child. The parents of the child have the right to be notified of and to participate in all meetings of their child's IEP team. The IEP is revised as often as circumstances warrant but at least annually. The law requires that the program and placement of the child, as described in the IEP, be reasonably calculated to ensure meaningful educational progress to the student at all times. IEPs contain, at a minimum, a statement of

present levels of educational and functional performance, an enumeration of annual goals and, for some children, short-term objectives or benchmarks, and a statement of the special education, program modifications, and related services that the child needs to make meaningful educational progress. Transition planning begins at age fourteen. For children aged sixteen and older, the IEP must also include a transition plan to assist in the attainment of post-secondary objectives. The public school must invite the child to the IEP team meeting at which the transition plan is developed.

### **How do the public schools screen and evaluate children to determine eligibility for special education and related services?**

#### ***Multidisciplinary team evaluation***

The public schools must conduct a multidisciplinary team evaluation of every child who is thought to have a disability. The multidisciplinary team is a group of professionals who are trained in and experienced with the testing, assessment, and observation of children to determine whether they have disabilities and, if so, to identify their primary educational strengths and needs. Parents are members of the multidisciplinary team. Public schools must reevaluate school-age students receiving special education services every three years and must reevaluate children with mental retardation and pre-school-age children receiving special education services every two years.

Parents may request a multidisciplinary team evaluation of their children at any time. They must do so in writing or in some cases an oral request can be made but must be followed up by permission to evaluate from the parent. Contact Hanover Area School District Office of Special Education for further information. Parents of preschool age children, age three through five, residing within the Luzerne Intermediate Unit may request an evaluation in writing by addressing a letter as follows: Hazleton Area School District, Early Intervention Services, 1515 West 23rd Street, Hazleton, PA 18202. The telephone number for the Early Intervention Program is (570) 459- 8118.

Parents of children in private schools residing within the Hanover Area School District may request a multidisciplinary team evaluation of their children from the public school district that they reside without enrolling in the public schools. While some services might be available to some private school children found eligible by public school multidisciplinary teams, the public schools are not required to provide all or any of the special education and related services that children enrolled in the public schools would receive. If, after an evaluation, the multidisciplinary team determines that the child is eligible for special education and related services, the public school must offer the parents a Free Appropriate Public Education (FAPE) and an IEP for a public school-sponsored placement. If parents wish to take advantage of such an offer, they might have to enroll or re- enroll their child in the public schools in order to receive services and/or dually enroll in both public and non-public setting.

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the Hanover Area School District Office of Special Education.

***Notice of Services for Gifted Students*** While “gifted” is not one of the “disabilities” required under the Federal IDEA legislation, the State Board of Education’s regulations as set forth in 22 Pa. Code Chapter 16 – Special Education for Gifted Students, provides recognition that gifted students are considered to be “children with exceptionalities” under the Public School Code of 1949 and are in need of special designed instruction.

A district shall conduct public awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs. These awareness activities shall be designed to reach parents of students enrolled in the public schools.

### ***Students Who are Mentally Gifted***

Hanover Area School District offers special education services, in the form of acceleration or enrichment, for students who are identified by a gifted multidisciplinary team (GMDT) as “mentally gifted”. A child is considered mentally gifted when his or her cognitive ability or other factors, as determined by a multidisciplinary team evaluation, indicate that he or she has outstanding intellectual ability the development of which requires special programs and services not ordinarily available in the general education program. The school entity engages in screening activities during regular classroom instruction and uses the data thus generated to determine whether a GMDT evaluation is warranted. In addition, parents may request gifted screening or a GMDT evaluation at any time. Parents are part of the GMDT and, if their child is determined to be mentally gifted, are part of the development and annual review and revision of their child’s gifted individualized education program (GIEP) as a member of the GIEP team. The GIEP describes the present levels, annual goals and measurable objectives, and specially designed instruction and related services through which the District will provide the enrichment or acceleration, or both, that is needed to develop the outstanding mental ability of the child. Parents of students who are mentally gifted have the right to request a special education due process hearing or to file a compliance complaint with the Pennsylvania Department of Education at the address listed below. Details concerning the procedures governing hearing requests can be found on the Website of the Office for Dispute Resolution at <http://www.pattan.k12.pa>.

A child can be identified as both a child with a disability and mentally gifted. In such cases, the rights of the child and his or her parents are governed by the rules applicable to children with disabilities and their parents, as described above.

Pennsylvania Department of Education

Bureau of Special Education

Division of Compliance Monitoring and Planning

333 Market Street, 7<sup>th</sup> Floor

Harrisburg, PA 17126-0333

(800) 879-2301

Complete information about Special Education, 504, and gifted rights can be found on the Hanover Area School District website. If you want a written form of those rights contact the Hanover Area School District Office of Special Education.



## Spectators at Athletic Events

Spectators play an important role in the athletic program. Aside from boosting the morale of the athletic teams, spectators reflect the quality and sportsmanship of the school and community. Improper conduct reflects negatively on the Hanover Area school and community. Such conduct often endangers the safety of others, and sets a bad example for students.

To encourage the proper atmosphere for athletic competition, spectators are requested to abide by the following regulations:

- a.) Stand up and show proper respect for the American flag during the playing of the *National Anthem*.
- b.) Cooperate with the cheerleaders and respond enthusiastically.
- c.) Refrain from using obscene, profane, or abusive language, signs, or gestures.
- d.) Show proper respect toward game and security officials.
- e.) Refrain from heckling, jeering, or taunting players on opposing teams.
- f.) Show proper respect toward any injured player when s/he is removed from the playing area.
- g.) Refrain from applauding opponents' errors or penalties.
- h.) Do not criticize players or coaches for the loss of a game.
- i.) Censure fellow spectators whose behavior is improper.
- j.) Stay off the playing areas before, during, and after a game.
- k.) Do not damage or abuse school property.

Spectators who violate the above regulations or pose a threat to the health, safety, or welfare of participants or other spectators will be removed from the game and prohibited from attending future athletic events. Students are reminded that school rules and regulations are in effect at all school events, including athletic contests.

## Sports Programs

The following sports programs are available to students in grades 7-12:

Football	--boys	--junior high, junior varsity, and varsity
Soccer	--boys/girls	--junior high and varsity
Cross Country	--boys/girls	--junior high and varsity
Volleyball	--boys/girls	--junior varsity and varsity
Field Hockey	--girls	--junior varsity and varsity
Golf	--boys/girls	--varsity
Basketball	--boys/girls	--junior high, junior varsity, and varsity
Wrestling	--boys	--junior high, junior varsity, and varsity
Swimming	--boys/girls	--junior high and varsity
Softball	--girls	--junior high and varsity
Baseball	--boys	--junior high, junior varsity, and varsity
Track	--boys/girls	--junior high and varsity
Tennis	--boys/girls	--junior high and varsity
Cheerleading	--girls	--junior high and varsity

The District purchases an insurance plan for all participants in interscholastic athletics. Students are required to receive medical examinations prior to their participation in sports, and parents must give written consent to have their children participate in a sport.

## **Student Assistance Team**

The Pennsylvania Department of Education requires that each school establish a Student Assistance Team. This team is not to be confused with the Child Study/504 Team. The Student Assistance Team will focus on students with drug and alcohol problems. It will work with social agencies to support students who are having suicidal ideation or attempts. Other serious family problems that students may be experiencing are to be handled by the Student Assistance Team. This team is trained specifically to deal with these issues. PDE has established guidelines to support the activities of this team.

The Child Study/504 Team focuses on students who are having academic, health, emotional, and behavioral difficulties that are affecting their learning. It is also responsible for doing 504 evaluations and developing 504 service plans when needed. It makes recommendations for evaluations by the school psychologist for determination of eligibility for special education services. The team tracks referred students' progress and makes recommendations to teachers to assist these students.

Both teams operate under the supervision of the Director of Special Education/Student Services. Questions about the operation of either team should be referred to the Director.

## **Student Complaint Process**

The Hanover Area School District recognizes the right of any student to request the redress of a complaint. In an effort to help students develop a respect for lawful procedures, individual and group complaints will be accepted and appropriate appeal procedures will be administered by school authorities. Under this policy, a complaint is defined *as any grievance that arises out of actions that directly affect a student's participation in an approved educational program.*

Students who wish to file a complaint must first make the complaint known to the school official most closely involved or, in the absence of such an official, to their respective guidance counselor. Both parties shall attempt to resolve the issue informally and directly.

If an issue remains unresolved, the student must prepare a written statement identifying the specific nature of the complaint, a brief outline of the supporting facts, the manner in which the student has been adversely affected, the relief being sought by the student, and the reasons why the student believes s/he is entitled to the specific relief. The school official hearing the complaint reserves the right to involve the student's parents in the appeal, while the student may seek the help of a parent or guardian at any time.

## **Student Harassment, Bullying, and Discrimination**

All students are expected to treat one another in courteous and respectful manner. Under no circumstances are students permitted to harass, bully, or discriminate against other students or staff members through conduct or communication that is sexually-oriented or based on race, ethnicity, religion, handicap, physical differences, socio-economic status, or sexual preferences. Sexual harassment is specifically defined as *unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature*. Students who violate this policy will be subject to disciplinary action as determined by the Hanover Area School District.

### **Bullying**

Bullying may be defined as the activity of repeated, aggressive behavior intended to hurt another person, physically or mentally. Bullying is characterized by an individual behaving in a certain way to gain power over another person.

Bullying includes cyber bullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, or while a student is going to or from school or at any activity sponsored, supervised, or sanctioned by the school.

The School Board prohibits all forms of bullying by district students.

The School Board encourages students who have been bullied to promptly report such incident(s) to a building administrator or guidance counselor.

The School Board prohibits all forms of harassment of students and third parties by all district students, contracted individuals, vendors, volunteers, and third parties.

Harassment shall consist of verbal, written, graphic or physical conduct relating to the individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, or religion.

Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors, and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature.

The School Board prohibits all forms of dating violence in order to maintain a safe positive learning environment for all students.

The student or third party who believes he/she has been the subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to a building administrator or guidance counselor.

The district Compliance Officer is the Superintendent, District Office (1600 Sans Souci Parkway, Hanover Township, PA 18706, and phone number is 831-2313.)

## **Student Disabilities**

The Hanover Area School District complies with Section 504 of the Rehabilitation Act of 1973 and 28 CFR (Part 350 of the Department of Justice under the Americans with Disabilities Act (ADA) of 1990. The Superintendent has been designated the ADA Compliance Coordinator. Parents are encouraged to contact the District Office if they or their children have or incur a disability which may inhibit their interaction in any of the services or programs provided by the District should such interaction may be made complete through the development of an accommodation for that specific disability.

## **Student Photo Identification Cards**

Each school year, students will be issued individual photo identification cards that must be carried on their persons during the school day or at school-sponsored activities. The use of I.D. cards is intended to promote greater student safety and accountability. Students will be required to show their I.D. cards in order to acquire late admit slips, purchase tickets for school dances, borrow library books, apply of parking permits, obtain movie passes, etc. Students will also be required to show their I.D. cards to staff members upon request (including school bus drivers/supervisors). Failure to do so will result in in-school (or out-of-school) suspension. A modest replacement fee (\$7.00) will be charged to students who lose or deface their I.D. cards

## **Student Services**

Student Services supervises the development and implement of Student Individual and Emergency Health Plans. A number of students that require an Individual Health Plan also are eligible for a Service Plan under Section 504.

The Rehabilitation Act of 1973, Section 504 prohibits discrimination. It applies to schools and students. The revised Section 504 has expanded the areas that anti-discrimination may apply to students. It is the responsibility of the Director of the Special Education/Student Services to implement Section 504 processes.

The Child Study/504 Team evaluates students with a disability for eligibility for a Service Plan. Questions about a student's rights under Section 504 should be addressed to the Director of Special Education/Student Services.

## **Textbooks**

Textbooks will be issued to students by their respective classroom teachers. The textbooks will be numbered, and the condition of the textbooks will be recorded by the teachers. Should a student lose or damage a textbook, s/he will have to make restitution for the book. All textbooks must be returned or their replacement costs paid at the end of the school year.

The full replacement cost will be charged for books that are lost, stolen, or damaged to the extent that they are unusable. Textbooks that are slightly damaged but usable for another school year will be charged a depreciated replacement cost. Students who fail to return books or pay for their replacement will not have their school records released.

## **Vandalism**

All vandalism will be reported to the Principal's Office. Students who vandalize school property, buildings, equipment, grounds, or buses will be required to repair or make restitution for the damages. Further disciplinary action may also be taken in accordance with the provisions of the Discipline Code.

## **Visitors**

During school hours, visitors to Hanover Area Jr/Sr High School are asked to register with the hall monitor assigned to the front entrance of the building. Each visitor should record her/his name and time of arrival in the visitor registration book. Upon completion of the visit, s/he should sign out and record the time of departure. Those visitors who would like to meet with classroom teachers should plan their visits from 2:00-3:00 p.m. on days that school is in session.

While in the building, visitors are requested to wear the visitor identification tags they were issued by the monitor. These tags should be returned to the monitor at the conclusion of the visit. Unauthorized persons who are in the building or on school grounds will be considered criminally trespassing and reported to the local authorities. Students attending Hanover Area Jr/Sr High School are prohibited from bringing guests or family members to school without prior approval from the Principal's Office.

## **Weapons**

Students are prohibited from bringing firearms, explosive devices, knives, or any other object (including facsimiles and clothing accessories) that can be considered a dangerous weapon onto school premises, buses, or bus stops. Those students who violate this policy will be subject to suspension, expulsion, and prosecution by local law enforcement authorities in accordance with state Crimes Code 18 PA C.S. 912.

## **Working Papers**

Working papers are required by law for all students who want to hold part-time jobs during the school year or part-time and full-time jobs during the summer. The necessary forms can be obtained from the Principal's Office during regular school hours. A copy of the student's birth certificate (or driver's license) must be presented, and the parent must personally sign the application in the presence of a school official. Once completed, the Principal will issue a set of authorized working papers to the student.

## **Young Scholars/Gateway**

The Young Scholars program allows high school students to take college courses to help enhance their education experience. The program will be offered to high school juniors and seniors that meet the program requirements which include but are not limited to Keystone test results, class rank, and district assessments. The program is an effort by the Commonwealth to encourage a broader range of students to experience postsecondary coursework and its increased academic rigor, while still in the supportive environment of their local high school. The intent is to increase the number of students that go on to postsecondary education, and to decrease the need for remedial coursework at postsecondary institutions.

**\*Gateway Program is administered by Wilkes University**

# HANOVER AREA JR./SR. HIGH SCHOOL

## Discipline Code

## Discipline

The rules outline in the student-parent handbook have been established to help the Hanover Area Jr./Sr. High School maintain a healthy, safe, and orderly environment; comply with the laws and regulations established by the United States and the Commonwealth of Pennsylvania; and create an atmosphere where all students can take advantage of the opportunity to receive an education. Every effort has been made to identify the punishments associated with a violation of the rules. Needless to say, this handbook does not provide a comprehensive list of all rules and regulations, and punishments associated with violations of the rules may vary depending on the circumstances that surround a given violation. Conduct that is prohibited by federal, state, and local laws outside of school is similarly prohibited in school, and violations of such laws will be referred to the appropriate authorities.

The ultimate purpose of disciplinary action is to help students develop self-discipline, so that externally-imposed discipline becomes unnecessary. Disciplinary action will only be taken after someone has violated a rule or regulation.

While at school, being transported to/from school, or attending a school activity, school officials and teachers have the same authority over a student that the parent has when the student is at home. This authority has been given to them by the Commonwealth of Pennsylvania as recorded in the Pennsylvania School Code.

Students are expected to exercise self-discipline throughout the school day and at school-sponsored activities. Those students who fail to control themselves and comply with school rules and regulations will be disciplined by the appropriate school authorities. Disciplinary measures will progress from a simple reprimand or warning to more serious measures, such as suspension and expulsion.

Due process will be implemented at all times. In addition to those rights and protections found in the U.S. Constitution or other applicable federal and state laws, students have the right to a free, complete, and appropriate education in the public schools of the Commonwealth of Pennsylvania.

However, in addition to their rights, students also have responsibilities. Among those responsibilities are the following:

- a.) Students will attend school daily, make up work when absent from class, and be on time for classes and school activities.
- b.) No student will interfere with the education of other students.
- c.) Students will respect the individual and property rights of teachers, staff members, administrators, and other students.
- d.) Students will express their ideas and opinions in a respectful manner that does not disrupt the educational process, threaten the welfare of the school or community, encourage unlawful activity, involve indecent or obscene language, or interfere with right of others.
- e.) Students will be required to familiarize themselves and comply with school rules and regulations: and assume that until a rule is amended or repealed in writing, it remains in effect.
- f.) Students will voluntarily provide information to school authorities that involves any risk to the health, safety, or welfare of the school community, including the protection of school property.

- g.) Students will respect and refrain from damaging school property.
- h.) No student will jeopardize the safety of the school or school community.
- i.) Students will dress and groom themselves to meet fair standards of safety and health, and to avoid disrupting the educational process.
- j.) Students will comply with federal, state, and local laws.
- k.) Students will make a conscientious effort to complete the courses of study prescribed by the Commonwealth of PA and local school authorities.

## **Discipline Code**

In order for students to derive maximum benefit from the academic and extracurricular programs at Hanover Area Jr/Sr High School, the following Discipline Code has been constructed to govern the conduct of students while on school property, attending school functions, or using school transportation. The underlying philosophy of the Discipline Code is three-fold:

- 1.) Students will not interfere with their own education or the education of other students.
- 2.) Students will not endanger their own safety or the safety of other students.
- 3.) Students will not jeopardize the well-being of staff or faculty members, nor deliberately or recklessly damage school property.

Pursuant to its underlying philosophy, the Discipline Code has three specific objectives:

- 1.) Provide a safe environment in which effective instruction can occur.
- 2.) Teach students self-discipline, responsibility, respect for authority, and good citizenship.
- 3.) Discipline students who commit offenses in violation of the Discipline Code.

Violations of the Discipline Code are classified according to the *level* of their severity. Discipline referral forms are used to record student violations of the Code.

## **Level 1 Offenses**

Level 1 offenses consist of minor misbehavior by students that interferes with orderly school, classroom, or busing operations. A Level 1 offense that occurs in the classroom is normally handled by the individual staff or faculty member, and does not necessarily require the intervention of an administrator. Level 1 offenses that occur outside the classroom or involve public school transportation are usually referred to an administrator for appropriate disciplinary action. Records are kept of all Level 1 offenses, and parental contact may be made where necessary. Level 1 offenses include but are not limited to the following:



## **Classroom Misconduct**

Class tardiness  
Failure to return excuse for school absence  
Unprepared for class  
Inattention in class  
Classroom disruption (minor)  
Failure (non-defiant) to complete assignment  
Failure (non-defiant) to follow directions  
Failure to report with admit slip/valid pass  
Misuse of pass  
Leaving class without permission  
Cheating  
Plagiarism  
Eating/Drinking in classroom  
Littering  
Failure to keep classroom area clean  
Lying to a faculty member  
Misuse of school supplies/shop equipment  
Failure to dress for physical education class  
Public display of affection  
Running/Pushing/Shoving in class  
Disturbing/Taunting other students  
Violation (minor) of safety rules  
Possession of contraband (nondangerous)

## **School/Bus Misconduct**

School tardiness  
Failure to return administrative form(s)  
Intentionally missing the bus  
Misbehavior (auditorium, cafeteria, bus, dance, game, activity ...)  
Failure (non-defiant) to obey authority  
Failure (non-defiant) to follow directions  
Walking through halls without valid pass  
Presence in an off-limits area  
Failure to leave school building at dismissal  
Profanity  
Spitting  
Eating/Drinking outside designated area  
Littering  
Failure to keep cafeteria area clean  
Lying to a staff member/administrator  
Unauthorized use of parking facilities  
Improper dress  
Public display of affection  
Running/Pushing/Shoving in hallways  
Disturbing/Taunting other students  
Violation (minor) of safety rules  
Possession of contraband (nondangerous)

Responses to Level 1 offenses include but are not limited to the following:

### **Teacher Response**

Verbal reprimand  
Written/Verbal warning  
Correction of misbehavior  
Special assignment and/or duty  
Parental contact (written or telephone)  
Referral to guidance counselor  
Student conference (with/without parent)  
Suspension of privilege  
Confiscation of item  
Removal from class/activity  
In-class disciplinary action  
Detained for lunch  
Classroom lunch detention  
Classroom detention

### **Administrator Response**

Verbal reprimand  
Written/Verbal warning  
Correction of misbehavior  
Special assignment and/or duty  
Parental contact (written or telephone)  
Referral to guidance counselor  
Student conference (with/without parent)  
Suspension of privilege  
Confiscation of item  
Removal from class/activity  
School disciplinary action  
Detained in office  
Administrative lunch detention  
Administrative detention (1-5 days)  
Student Peer Mediation

## Level 2 Offenses

Level 2 offenses consist of frequent or more serious misbehavior by students that interferes with the operation of the school, classroom, or school bus. A Level 2 offense requires the intervention of an administrator. Records are kept of all Level 2 offenses, and parental contact is made. Level 2 offenses include but are not limited to the following:

- Multiple Level 1 offenses
- \*Smoking or other use of tobacco products (including any variety of electronic cigarettes/hookah pens)
- \*Intent to smoke or use tobacco product (includes possession)
- Possessing/Using any prescription or nonprescription drug, medicine, vitamin, or other chemical in violation of the school guidelines for dispensing medicines
- Gambling
- Harassing other students/bullying
- \*Fighting/Provoking a fight
- Persistent disobedience/disorderly conduct
- Insubordination
- Use of forged notes/excuses/passes
- Possession of obscene materials
- Leaving school without permission
- \*Truancy (unexcused/unlawful)
- Illegal absence from class
- Exceeding 15 m.p.h. speed limit
- Driving or riding in a vehicle to/from school without administrative approval
- Vehicular traffic violation
- Defacing school property
- Losing school property
- Tampering with computer files and/or data
- Commercial use of school computers
- Endangering safety of others

Responses to Level 2 offenses include but are not limited to the following:

- Appropriate Level 1 response
- In-school suspension (1-5 days)
- Out-of-school suspension (2-4 days)
- Informal hearing (involving administrator, parent, and student)
- Withdrawal of privileges
- Exclusion from extracurricular activities
- Restitution of damages/property
- Towing of vehicle

\* Hanover Area Board of Education policy stipulates that infraction is automatically subject to a fine.

## Level 3 Offenses

Level 3 offenses consist of continued Level 1 and 2 misbehavior or harmful actions directed against persons or property. A Level 3 offense always involves the intervention of an administrator and parental contact. The appropriate local authorities may also be contacted regarding a Level 3 offense. Level 3 offenses include but are not limited to the following:

- Multiple Level 1 and 2 misbehavior
- \*Truancy (excessive)
- Illegal absence from class (excessive)
- School/Class tardiness (excessive)
- Defiant disrespect toward a staff/faculty member
- Refusal to serve assigned administrative punishment
- Returning to school property while suspended
- Possession of pornographic materials
- Using profane, obscene, indecent, immoral, or offensive language/gestures
- Disorderly conduct (serious) while on school grounds or at school-sponsored activity
- Sexual harassment
- Threats toward others
- Reckless driving on school property
- Forgery (includes attempts to breach computer security systems)
- Theft (includes computer programs licensed to Hanover Area or outside entities)
- Vandalism (includes computer vandalism)
- Hacking or attempting to hack into District computers/network
- \*Smoking or other use of tobacco products (multiple offenses)
- Fire safety violation (lighting matches, tampering with fire extinguishers, etc.)
- Possession/Detonation of a smoke-producing device

Responses to Level 3 offenses include but are not limited to the following:

- Appropriate Level 1 or 2 response
- Out-of-school suspension (5 days)
- Informal hearing (involving superintendent, principal, parent, and student)
- Referral to local authorities
- Referral to outside agency

\* Hanover Area Board of Education policy stipulates that infraction is automatically subject to a fine.

## Level 4 Offenses

Level 4 offenses consist of misbehavior that is considered illegal, poses a direct threat to the safety of others, or results in violence to persons or property. A Level 4 offense is typically brought to the attention of the appropriate legal authorities following initial parental contact. Level 4 offenses include but are not limited to the following:

- Multiple Level 1,2, or 3 misbehavior
- Willful and malicious destruction of property
- False fire alarms
- Bomb threats
- Arson
- Possession, use, concealment, or transfer of dangerous weapons
- Molestation
- Reckless or malicious injury to others
- Assault (attempt to do bodily harm to another person)
- Assault and battery (physical contact with another person but without that person's consent)
- Aggravated assault (assault with a deadly weapon)
- Extortion (obtaining money, property, information, etc., from another person through use of force and/or intimidation)
- Burglary/Robbery
- Possession, furnishing, or sale of narcotics, unauthorized/dangerous drugs, or alcohol
- Under the influence of narcotics, unauthorized/dangerous drugs, or alcohol
- Promiscuity/Indecent exposure
- Prostitution (includes soliciting)
- Distribution of pornography
- Other illegal behavior

Responses to Level 4 offenses include but are not limited to the following:

- Out-of-school (10 days)
- Informal pre-expulsion hearing with the District Superintendent
- Formal expulsion hearing before the Board of School Directors
- Expulsion (temporary or permanent)
- Referral to District Solicitor
- Referral to local magistrate
- Referral to juvenile court
- Referral to law enforcement agency
- Referral to fire marshall