

**WELCOME TO HICKORY HIGH SCHOOL  
HOME OF THE AAA AWARD FOR EXCELLENCE  
IN ACADEMICS, ARTS, & ATHLETICS**

The administration and staff would like to take this opportunity to welcome you to Hickory High School. Everyone is here to assist you with your education and we hope your time spent here maximizes your learning and is an enjoyable experience. The information in this booklet has been carefully prepared to help you succeed at Hickory High School. This information is to be used as a frame of reference upon which reasonable conduct can be based.

Dr. W. Chris Gill	Principal
Mrs. Diane N. Brest	Principal, 8-10
Mr. Rice Whaley	Assistant Principal, K-12
Mrs. Carol Hinkson	Administrative Assistant
Mrs. Karen Stephenson	Administrative Assistant
Ms. Roshelle Green	Guidance Counselor
Mrs. Jeanette Whitehead	Guidance Counselor
Mrs. Paula Bittler	Guidance Counselor
Mrs. Cindy Foster	Guidance Secretary
Mr. Patrick Aretz	School Psychologist
Mrs. Morgan O'Connor	School Psychologist
Mrs. Barb Dzuricko	Athletic Director/Activities Coordinator
Mrs. Wendy Donner	Athletic Secretary
Mrs. Tricia Millan	School Nurse
Mr. Adam Reagle	Food Service Director

**ALMA MATER MATER**

*Hickory High to thee we sing,  
To thy cherished name we'll cling.  
Thru the years your fame will grow,  
Ever forward you will go.  
Glory, honor all for thee  
Truth, Fidelity  
With your banners furled on high  
Hickory High, Hickory High*

The mission of the Hermitage School District is to educate our students to become motivated and responsible citizens. We will graduate students who are critical thinkers, effective problem solvers, strong communicators and creative individuals. Our students will use literacy, writing, and technology as tools to contribute and compete in a diverse society.

**NON-DISCRIMINATION POLICY  
Of  
HERMITAGE SCHOOL DISTRICT**

The Hermitage School District is an equal opportunity education institution and will not discriminate on the basis of sex, race, color, national origin, religion, marital status, or handicap in its activities, programs or employment policies as required by Title IV, Title IX and Section 504 of the Rehabilitation Act. For more information contact the Director of Special Services, Compliance Officer, 411 North Hermitage Road, Hermitage, PA 16148, (724 981-8750, ext. 6015).

## **INTRODUCTION**

The code of conduct contained in this handbook is an attempt to bring about responsible student behavior by carefully defining unacceptable acts and prescribing their consequences. Every effort will be made to assure that a fair, reasonable and consistent approach to school discipline will be practiced. All regulations have been established for the health, safety and welfare of all students, faculty and staff members of the Hermitage School District. Unacceptable acts on the part of students are grouped together taking into account the seriousness of the inappropriate behavior. This code of conduct is developed in conjunction with and concurring with the Commonwealth of Pennsylvania State Board of Education Regulations regarding student rights and responsibilities the Hermitage School District official school board approved policies and all local, state and federal regulations.

### **PRIVACY RIGHTS OF PARENTS AND STUDENTS**

The school district and its employees are required by federal law and state and federal rules and regulations to protect the rights of students. The foundation of these rights comes from federal legislation entitled Family Educational Rights and Privacy Act of 1974 (also known as Buckley Amendment). There are rules and regulations dealing with regular and special education students' rights and privacy. All students are covered by the state regulations contained in Chapter 12, known as Students' Rights and Responsibilities. The basic premise for these laws, rules, and regulations is that information about students cannot be disclosed without written parental consent. A more detailed description of the Family Educational Right and Privacy Act can be found on our website under "Annual Public Notice".

### **PROCEDURES REGARDING HANDICAPPED STUDENTS**

The Hermitage School District assures all handicapped students will be provided with an equal opportunity to participate in extra-curricular programs and activities as are non-handicapped students. Handicapped students will be provided with reasonable support services or accommodations in accordance with individual needs. If you feel a handicapped student is in need of additional support services or if have any questions concerning this, please contact the Director of Special Services at (724) 81-8750, ext. 6015.

### **CHAPTER 15 PROTECTED HANDICAPPED STUDENT**

A protected handicapped student is a school age student with a physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the school program. In compliance with state and federal laws, Hermitage School District will provide to each protected handicapped student without discrimination or cost to the student or family those related aids, services, or accommodations which are needed to provide equal extra curricular activities to the maximum extent appropriate to the students and are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

#### **SPECIAL EDUCATION: 342,23; 14.21 (a); 14.25 (b)**

The Hermitage School District seeks to identify any handicapped child, ages 3-6, and a resident of the Hermitage School District. The specific purpose is to engage the parent/guardian and child in early identification and to institute the appropriate education interventions. Confidentiality of information is guaranteed. Parents/guardians of indentified special education students are afforded specific rights by law. These rights are, but not limited to, annual program review, request for evaluation/re-evaluation, records review and specific procedural rights in matters of dispute over educational program/planners. For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact the Director of Special Services, at (724) 981-8750, ext. 6015.

### **CHAPTER 16 GIFTED EDUCATION**

The Hermitage School District offers a comprehensive K-12 program for students who are mentally gifted. Informational brochures are available in the principal's office or guidance office of each building. Parents may obtain information about

evaluation for "thought to be gifted" students from the principal's office or the Director of Special Services at (724) 981-8750, ext. 6015.

#### **SPECIAL EDUCATION PROGRAMS**

To meet the special needs of eligible students, the following program options are available. These programs may be operated within or outside of the district:

\* **Within the district:** Gifted, Support, Learning Support, Emotional Support, Speech/Language Support, Itinerant Autistic Support, Vision Support, Occupational Therapy Support, Physical Therapy Support, Life Skills Support, Multi handicapped Support, and Hearing Support.

\* **Approved private schools:** For information regarding the services, activities, programs, and facilities that are accessible to and useable by handicapped persons contact the Director of Special Services, telephone at (724) 981-8750, ext. 6015.

#### **STUDENT RIGHTS**

Students have legal rights as persons and citizens. This includes the right to an education, the right to express their opinions, and the right to be free from discrimination. Students have the right to be treated with dignity and to contribute to the educational process.

#### **STUDENT RESPONSIBILITIES**

Students have responsibilities which include consideration of other students and staff, proper care of school property, regular school attendance, a conscientious effort in school work, and conformance to school rules and regulations and directives given by the school administration and staff. Students share with the school administration and staff the responsibility to develop a school climate conducive to learning and wholesome living. Students should express their ideas and opinions in a respectful manner. No student has the right to interfere with the educational process of any other student in the school. Students are responsible to dress and groom themselves to meet standards of safety, health, common standards of decency and consideration of others.

#### **ACADEMIC INTEGRITY POLICY**

The mission and expected school wide learning results of Hickory High School advocate high standards in ethical behavior as well as scholarship. Academic honesty is an integral component in fostering self-respect, achievement and positive relationships among all stakeholders in our school community. Our academic integrity policy is intended to clarify the expectations we have for all students to maintain an ethical climate at Hickory High School that values honesty, effort and respect for others. Please refer to the library or your English or social studies teacher to view this academic integrity policy. **Students who violate this policy will be subject to academic consequences.**

#### **FIELD TRIPS**

If you are failing a class, you are not permitted to attend any field trips. In addition, please make arrangements for assignments with teacher (s) prior to leaving for any field trip. Failure to do so may result in a loss of credit from missing work.

### STUDENT ACTIVITIES

The Hickory High School student activities program strives to fulfill today's parent and student expectations by providing a broad extracurricular program. Our student activities program is a vital component of our students' training and preparation for participation in our democratic form of government. The number of clubs varies from year to year. The variety and number is determined by the interest of the students and the availability of advisors. Ultimately each club must submit a constitution to the Student Council for approval. Also, a "recap" of the year's activities is to be submitted before the summer recess. **If you are not involved in an activity, you are not permitted to be present at Hickory High School past 2:45 p.m. For further information regarding clubs and activities, refer to the school website or inquire at the athletic office.**

### INTERSCHOLASTIC ATHLETICS

The school board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement. The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork. For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests; or games or events involving individual students or teams of students when such events occur between schools within this district or outside this district. It shall be policy of the board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with the law and regulations. **The district recognizes that the student's education, health and welfare are more important than participation in any athletic contest, school activity, or school event, therefore, the final decision on participation lies with the principal, advisor, director, coach, athletic director, and/or supervisor.**

### PROM

The prom is a junior-senior event. Students must have attended high school for 3 years and are on track to graduate their senior year to attend the Prom. Guests from outside Hickory High School must be registered as an 11<sup>th</sup> or 12<sup>th</sup> grade student and their student status will be verified at least one month prior to the prom date. These guest students must be in good standing at their high school. Guests who are high school graduates and have not reached their twenty-first birthday may be invited by a junior or senior. Dress code will apply to the prom. Before a ticket can be purchased, all school related obligations must be met. All students driving to or from the prom must possess a senior license and furnish a copy of it at the time of registration. Any junior/senior completing their school year at an alternative education program or school must have administrative approval to attend the prom.

### **HIGH SCHOOL GRADUATION REQUIREMENTS** (See Program Studies book)

The curriculum regulations published by the State Board of Education set forth high school graduation requirements with the provisions that other requirements may be established by local school authorities so long as those requirements do not conflict with those established by the state. Please see the Program of Studies booklet for a list of the minimum graduation requirements for Hickory High School with the recommended year the course should be taken. A total of 25 credits are required for graduation.

#### **HONOR ROLL POLICY**

1. To be considered for honor roll status, students must take six (6) courses or a total of 6 credits each semester.
2. A grade of 84% or lower in **any** subject automatically excludes a pupil from honor roll consideration.
3. Students with incomplete grades are not eligible for the honor roll. Students may be considered for honor roll recognition if the incomplete is replaced with a grade of 85% or better.
4. Students who drop any subject after the first grading period will receive an automatic failing grade for that semester, if the subject is a semester course, or for the school year, if the subject is a year long course. This will unfavorably affect grade point average and class rank.
5. The two-stage honor roll is designated by the following grade point averages:  
High Honor 97%-100%  
Honor 90%-96%

The honor roll is computed after each nine-week grading period. Starting with the graduating class of 2018, students must have at least a 93% Hickory High School cumulative average to wear honor chords at graduation.

#### **GRADING SCALE**

<b>A: 93%-100%</b>	<b>B: 85%-92%</b>
<b>C: 75%-84</b>	<b>D: 65%-74%</b>
<b>F: 64% and below</b>	

1. For grades of incomplete: work must be completed 10 school days after the last day of the previous nine weeks or a grade of 0 will be earned.
2. Students must pass the 2nd semester to pass their respective class for the year.
3. Students must earn a 50% or higher during the 2nd nine weeks of a semester class, with the 1st and 2nd nine weeks averaging to a 65% or higher, in order to pass the semester course.
4. AP and advanced courses: You must earn at least a 75% to earn the weight for these courses. **To drop an AP or advanced course, see the Program of Studies booklet for procedures.**

#### **HOMEWORK**

**Homework is not to be assigned as a form of punishment. The purpose of the homework assignments should be to :** 1. Provide practice and reinforcement of skills presented by the teacher. 2. Broaden areas of interest through enrichment. 3. Provide opportunities for parents/guardians to know what their child is studying. 4. Encourage parent/guardian and child interaction. Each student is responsible for completing homework assignments as directed.

**PROJECTS:** A variety of projects are assigned in most classes. Any project turned in late will receive an automatic 8% reduction for each day late, unless it is an excused/approved absence. (Please refer to specific

class syllabus for clarification.)

#### **ONLINE GRADING ACCESS**

At the beginning of each school year, parents/guardians will receive the access code, password, and website to access student grades via the Internet. Grades are updated weekly. Use of this service is highly recommended. If you do not have the Internet, please contact the guidance office for grade updates.

#### **REPORT CARDS**

Report cards are issued at the end of each nine-week grading period. The report card is a permanent record for parents/guardians and need not be returned. Progress reports indicating reasons for unsatisfactory or failing work, as well as positive comments, are sent home midway through each grading period. Failure to receive a progress report does not necessarily mean a student will receive a passing grade, as other factors also impact grades.

#### **DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN**

The valedictorian and salutatorian of the graduating class will be determined by the calculation of student ranking at the end of the 3rd nine week marking period.

#### **MERCER COUNTY CAREER CENTER**

Vocational-Technical education is an integral part of the total school program of Hickory High School. Any Hickory student attending the M.C.C.C. will be held responsible for the rules/regulations of Hickory High School while at the Career Center. Any Mercer County Career student wishing to drive to the Career Center must receive permission from administration and the Career Center prior to driving to school.

#### **SCHEDULE CHANGE POLICY**

Given the many years of experience and education of our staff, they make the appropriate placement recommendations for our students. Therefore, schedule changes in the fall can be made for the following reasons:

1. A senior does not have the courses or credits required for graduation.
  2. A student has been misplaced; that is, needs to repeat a course he/she failed last year, or needs to be moved on because he/she passed the course in summer school.
  3. The teacher recognizes that the student's abilities are not challenged by the level scheduled. Upon teacher recommendation, the student may change their class to a more appropriate level.
  4. The student has a study hall and would like to add an elective that is offered that period and space is available.
  5. Any student wishing to drop a class during the first 10 school days of the year or second semester, (for 2nd semester class-only) can do so and be allowed the opportunity to make up the assignments at his/her new class. Any drop after this 10th school day will result in the student being assigned the grade earned in the previous class at the time of the class change.
  6. Please remember that the schedule is built to meet the students' needs. Class size, number of electives offered, and balance within classes are all taken into consideration when the master schedule is built. Therefore, students will not be allowed to arbitrarily drop classes.
- NO COURSE MAY BE DROPPED AFTER THE FIRST 4 1/2 WEEKS OF THAT COURSE (QUARTER, SEMESTER, OR YEAR**

**LONG) UNLESS THERE ARE EXTENUATING CIRCUMSTANCES AND THE PRINCIPAL APPROVES. COURSES DROPPED AFTER THE FIRST 4 1/2 WEEKS WILL BE RECORDED AS THE GRADE CURRENTLY EARNED IN THE DROPPED COURSE.**

7. Any parent/guardian choosing to override a teacher recommendation must contact the guidance office.

#### **ATTENDANCE**

**The Pennsylvania school code, state board of education regulations, and Hermitage School District policies require regular attendance.** Regular daily attendance is necessary for students to achieve the maximum potential benefit from any course.

When a student has an unlawful/unexcused absence or tardy, or cuts class, she/he is permitted to make up any work missed and take any tests administered during the period of unlawful/unexcused absence, tardy, or class cut. This is to receive instruction and benefit from the course content. However, no credit will be issued due to the unlawful/unexcused nature of the absence/tardy/cut. (The number of days absent equals the number of days made available to make up assignments.)

#### **PERFECT ATTENDANCE**

A student must be in attendance every day that school is in session to be considered as having perfect attendance.

#### **TARDIES/LATE TO SCHOOL**

Tardiness is defined as arriving to school or to classes after the class period tardy bell has rung. Students are to be in their homeroom no later than 7:45 a.m. Students entering the building after 7:45 a.m. **will** report to the main office to check in and receive a blue slip. Students will receive an excused or unexcused tardy to school. Students must present their excused pass to each of their teachers in order to receive any missed work. It is the student's responsibility to communicate with those teachers whose classes they missed due to their tardiness by the close of the same school day. Excuses for tardiness must be presented upon arrival.

**TARDY TO CLASS:** If you are tardy to class three (3) times in a semester, you will receive detention. Six (6) or more tardies will result in in-school suspension the length of which will be determined by the administration. This policy includes study halls, lunch, and any other assigned area. This includes tardies to homeroom without a blue slip. Teachers will track tardiness and issue detention (s).

If you are tardy to class because of detainment by another teacher, you must have a pass from the staff member who was responsible for your lateness.

**GUIDELINES FOR UNLAWFUL/UNEXCUSED TARDIES & ABSENCES**

- Students may make-up work missed but will not receive credit for unlawful/unexcused tardies and absences.
- After 10 days absent and/or 10 days tardy, parents/guardians will receive a letter from the attendance administrator indicating the student is on medical excuse only for the remainder of the school year.
- That is, absences and tardies will only be considered lawful if the student presents an excuse from a doctor, dentist, counselor, hospital, court, etc.
- After 10 unlawful absences and/or tardies, the attendance administrator may proceed with compulsory attendance charges with the district judge.

**UNLAWFUL ABSENCES (TRUANCY)**

In Pennsylvania, parents or guardians of children between the ages of 8 and 16 years are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Therefore, a high school student under 17 years of age who has an unexcused absence is considered to be unlawfully absent. If students are habitually absent (truant), they and their parent(s)/ guardian(s) can be referred to the district judge in accordance with the provisions of the Juvenile Act of Pennsylvania. A copy of this act is on file in the main office.

**EDUCATIONAL LEAVE/ VACATION POLICY** Family educational leave/ vacations will be approved if they have educational merit, are supervised, and if the student does not have poor grades or attendance. Requests for such trips are to be completed and returned to the main office at least one (1) week prior to the trip. Blank forms are available in the main office. The forms must be completed prior to the trip or make-up work will not be permitted. All make-up work must be submitted on the student's return date. **With no prior school approval the absence is considered unlawful/unexcused and treated as an ABSENCE FROM SCHOOL - UNLAWFUL/ UNEXCUSED.** A family will be permitted five (5) approved family educational leave/vacation days during the course of the school year approved by the principal that will not be applied toward a child's ten (10) days of absence without a doctor's excuse. The first 5 days of an approved vacation (whether taken together or spread apart), will NOT count toward total number of absences before a medical excuse is required for the remainder of the year. If a vacation request is DENIED, and the student still goes, the absence code will be unlawful, (UL) or unexcused (UX) for Kindergarten students and those 17 years and older.



**EXCUSES FOR EARLY DISMISSAL** If the student has a doctor or dentist appointment, it should be scheduled after 2:45 pm. If it is absolutely necessary to be excused for an appointment, the student should bring in a note signed by the parent requesting that the student be excused. The note should be turned in to the main office no later than 7:52. No student will be released without parent/guardian permission. In the absence of a note, students must wait until phone verification is made as necessary. After five early dismissals for "appointments", even with parent/guardian permission, students are required to submit proof of the appointment(s) to the teacher(s) whose classes they missed. Without appointment verification, the student may complete the work missed but will not be awarded the credit/grade(s).

**ABSENCE FROM SCHOOL**

**Medical** is defined as "under a doctor's care for a specific absence", i.e., doctor's excuse due to surgery, serious flu, mononucleosis, etc. **Non-medical** excused absence is a parent excuse stating the reason for absence, i.e., cold, stomach ache, sore throat, etc. **Family Educational Leave /vacation Forms:** Any student who is removed from school for a trip is to fill out the appropriate form at least a week before the anticipated absence. Failure to do so in advance may result in an unlawful/unexcused absence. Please make arrangements with teachers prior to your absence. Students who are absent for trips must make up work in a manner satisfactory to the teacher. If the district application procedure is not followed, absences due to trips may be considered unlawful/unexcused. When a student is absent from school for 1, 2, or 3 days and a legal excuse is provided, an equal number of days will be allowed for work to be made up. Students who are absent for more than 3 days should return with a doctor's excuse. In these cases, students should see their individual teachers for guidance in regard to making up work.

**A family will be permitted five (5) approved educational leave/vacation days during the course of a school year, (approved by the principal), that will not be applied toward a student's ten (10) days of excused absence without a doctor's excuse. If your child accumulates three (3) unlawful/unexcused absences, you will receive a letter from the attendance administrator and you could be subject to legal charges and fines. Unlawful/unexcused reasons such as "missed the bus", "slept in", "helping sick mother at home", "shopping", etc., are considered as unlawful/unexcused absences or tardies.**

**EXTENDED ILLNESS/HOMEBOUND:**

1. Homebound instruction will be provided to those students with a bonafide medical need as attested to by a physician. It is intended to service students who will have an anticipated long-term absence, not merely students who will have an absence of less than 10 days duration. For more information about homebound instruction, please contact the office of administrative services.

2. Homework requests for extended absences (3 or more days) will require a 24 hr. notice for teachers. Please contact the guidance office.

**Responsibility Room (In-School-Suspension):**

The responsibility room coordinator will assure that all school work is continued and opportunity is given to make up work. The student is expected to complete assignments by the end of the day. Failure or refusal to do so will result in zeros for incomplete assignments.

A student's due process rights will be protected during the suspension process, following guidelines established by the district. Any assignment to the responsibility room for 2 or more days will result in the loss of privileges/activities that occur after the school day until the consequence is completed. This may include a carry over through a week-end.

**GUIDELINES FOR THE RESPONSIBILITY ROOM**

1. No talking / No sleeping.
2. Students must work on school related items. If students have no school work to complete, work will be assigned, or students will sit quietly.
3. Responsibility room students will eat lunch together in a supervised cafeteria. They do not eat at their regularly scheduled time.
4. Restroom opportunities will be provided at regular intervals when the responsibility room monitor deems it appropriate.
5. If a student's behavior is deemed inappropriate by the administration, they will be removed from the responsibility room and assigned out-of-school suspension; the length of which will be determined by the administration.
6. No electronic devices will be permitted. They will be turned off and submitted to the responsibility room coordinator who will return at the end of each day.

**Out-of-school suspension** is reserved for the most severe or repeat offenders. While work will be permitted to be "made-up", the student is responsible for obtaining the assignments, completing them, and turning them into the appropriate teacher within three (3) days of returning to school unless the teacher grants an extension. Due process rights will be explained and protected throughout the process. However, the responsibility continues to belong to the student.

**GUIDELINES FOR SCHOOL USE OF PERSONAL ELECTRONIC DEVICES:**

Student possession of cell phones and other personal electronic devices designed to communicate, create or store information is permitted by the Hermitage School Board at the discretion of the classroom teacher. Students, parents/guardians, and community members who choose to connect to the district network agree to the requirements of the Computer/Network Acceptable Use Policy and should consider his/her personal device subject to the same level of monitoring and access as any district-owned technology device. The district reserves the right to monitor Internet and network use of personal devices on district guest networks.

It should be noted that the Hermitage School District does not require bringing personal devices into school and that owners assume all risks of damage, theft, loss or misuse of such devices. The use of personal devices is with the understanding that the students have the permission

of their parents/guardians to bring it onto school property. **The District holds no responsibility for damage or loss of the personal device.** Personal electronic devices must be powered off or silenced during the school day unless otherwise permitted by district procedures. Use of personal or district technology devices that disrupt the instructional day or includes possession, viewing, sending or sharing video or audio information which has sexual, violent or threatening content on school grounds, school events or school buses is prohibited and will result in disciplinary action and/or confiscation of the personal device. The District recognizes that students have the ability to use personal devices to access sites that would otherwise be restricted if they were using the District owned equipment or network. The District is not responsible for such content being accessed or posted. However, the District may take action if it is in violation of an existing policy.

#### **MOBILE DEVICE POLICY**

- Use of any digital imaging device including, but not limited to, scanners, cameras, communication devices, to capture still images, audio recordings, or video footage of students or school personnel unless under the direct supervision of a teacher and only for internal school use is prohibited. Any image or video created under the teacher's supervision may be published with the parent/guardian's written consent on the AUP Agreement.
- Students will not be permitted to access mobile devices during exams/tests.
- No speaking on phone in hallway. ALL students will be referred to the office.
- Texting and/or accessing mobile device in academic class(es) for purposes not related to instruction will be a violation of policy and will be referred to the office.
- Students are permitted to text, listen to music and play games during non-academic times only i.e., study hall, lunch, hallway with use of headphones only.
- Sending text, image, sound, video or files for the purpose of cheating is prohibited.
- The extent of tech support is providing access to the wireless network.
- **CELL PHONE AND OTHER ELECTRONIC DEVICE USAGE AND ACCESS IS CONSIDERED A PRIVILEGE NOT A RIGHT. IT IS THE INDIVIDUAL TEACHERS' DISCRETION AS TO WHETHER CELL PHONES AND OTHER ELECTRONIC DEVICES CAN BE USED IN CLASS.**

### DISCIPLINARY CODE

The disciplinary procedures herein pertain to the school day, school functions, home or away, school buses, or any other time students are representing their school. Not all acts of misconduct can be itemized, however, appropriate and reasonable disciplinary action will be taken for offenses not necessarily specified in this section. Respect and decency will prevail at Hickory High School. Below is a list of main areas of misconduct, which will lead to disciplinary action. Reminder to students and parents/guardians: all actions can be viewed using Hickory High School security cameras.

### INFRACTIONS:

Behaviors which could be considered as infractions will include, but are not limited to:

1. Tardiness to class.
2. Dress code violation.
3. At the start of homeroom each day, (7:45 a.m.), all students are responsible for discarding all food/drink items. There is to be no eating in any unauthorized area, after 7:45 a.m., i.e., hallway, classroom, auditorium, gymnasium, or stairwell)
4. Bringing laser pointers or other non-approved electronic devices to school unless granted permission by the office for a class project.
5. Failing to follow proper procedures in the cafeteria, including pan-handling.
6. Failing to follow class rules and regulations as described by your teacher.
7. Disruption of the normal school process.
8. Damage, destruction, or theft of property, school or private. Restitution will be made when actions constitute damage to school property, textbooks, etc.
9. Fighting and/or assault on any person will result in out-of-school suspension of up to ten (10) days depending on the severity and the number of occurrences. Referral will be made to proper authorities.
10. **\*\*Any student who carries a weapon on school property, a school vehicle, or at any school event without proper authorization will be in violation of school policy. Act 26 of 1995 states a weapon includes but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, rifle, and other tool, instrument, or implement capable of inflicting serious injury. Act 30 of 1997 requires expulsion from school for a period of not less than one year for any student who is determined to have brought onto or is in possession of a weapon on any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The superintendent may recommend on a case-by-case basis modifications to the above item. The administration can immediately suspend the student for up to 10 days, and confiscate the item. During the first 3 days of the suspension, an informal hearing with the Parent/Guardian will be conducted. Due Process rights will be observed. In addition, the superintendent, in case of an**

**exceptional student, shall take all steps necessary to comply with the individual with the Disabilities Education Act. Employees/ students must immediately report to a staff member any knowledge of the presence of a firearm/weapon on school property.**

11. Threatening, intimidating, verbal abuse, causing, or attempting to cause physical injury to any person. This would include fighting and/or inciting a fight. Referral will be made to proper authorities.

**12. \*\*Possession, distribution, or sale of drugs or look alike drugs and/or alcohol or being under the influence of drugs or alcohol on school property: ten (10) day out of school suspension, referral to proper authorities, and possible recommendation to the superintendent for expulsion. Before returning to school the parent/guardian must notify the school that a drug/alcohol screening has been scheduled. An S.A.P. referral will accompany the screening. The permission form for the screening/ S.A.P. referral will be signed at the time of the informal hearing.**

13. Use of tobacco. The definition of "use of tobacco" is possessing or holding tobacco or tobacco products, lighted or unlighted; smokeless tobacco is included in this definition. A student who is in violation of this regulation anywhere on school property the first time will automatically receive a suspension with referral to proper authorities. If a second offense occurs during the school year, the student will receive a ten (10) day out-of-school suspension, and/or recommendation for expulsion, and referral to proper authorities. (This policy is in effect at all school functions including extra curricular events after regular school hours.) Possession of a lighter/matches or any item that can be considered smoking paraphernalia will result in automatic suspension, (length to be determined by the administration). Possession and use of electronic cigarettes (e-cigs) on school property will result in automatic suspension (length to be determined by the administration.).

14. Cutting class (skipping): More than six (6) minutes late to a class or absent from a class on a pass will be considered a "skip".

15. Leaving the building or grounds without permission of authorized school personnel. Even with parent permission, the school must first authorize an early dismissal.

16. Forging, altering, or theft of school-related documents including classroom tests and other related documents.

17. Insubordination/disrespect.

18. Gambling.

19. Unauthorized publications and/or distribution of materials.

20. Wrongful discharge of an alarm system. Referral will be made to proper authorities.

21. Unauthorized use of fire. Referral will be made to proper authorities.

22. Obscene, vulgar and/or profane language; obscene gestures; written, verbal, or pictorial. Referral will be made to proper authorities.

23. Gross misbehavior.

24. Misuse of any electronic device includes but is not limited to: (see Mobile Device Policy)

- Disruption to learning
- Possessing, retrieving, sending, viewing, or sharing video or audio information which has sexual, violent, or threatening content.
- \*Cheating.
- Failure to turn over a device used for above stated infractions will result in immediate consequences.

**25. \*\*Harassment, sexual harassment/misconduct. Hermitage School District is committed to assuring equal educational opportunities to all persons without discrimination on the basis of sex. Furthermore, the Hermitage School District is committed to maintaining an educational environment for all its students which is free of any type of harassment, bullying, sexual harassment, abuse, misconduct.**

**Harassment/sexual harassment/misconduct may include but is not limited to the following:**

- 1. Verbal, written or pictorial harassment, bullying, or abuse.**
- 2. Repeated remarks to a person with sexual or demeaning implications.**
- 3. Pressure for sexual activity.**
- 4. Unwelcome touching.**
- 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.**

**All cases involving students/staff/employees will be investigated to the fullest in a timely and reasonable manner. False accusations will result in severe disciplinary action. All cases will be treated on an individual basis and any disciplinary action and it's length will be determined by the administration.**

26. Plagiarism. Individual/classroom consequences will be supported by administration.

27. Cafeteria disruption. (food fight, horseplay, stealing.)

28. Computer policy violation. (Use of computer for anything other than educational purposes.)

Consequences for any of the above infractions can include, but are not limited to:

- Administrative detention
- In-school suspension (1-10 days)
- Out-of-school suspension (1-10 days)
- Referral to an alternative school setting
- Recommendation for expulsion

**The administration will make the decision as to what action will follow based on the severity of the infraction as determined by the administrator.**

### **DISCIPLINARY ACTIONS**

Possible actions could be but are not limited to: administrative detention (failure to serve without an excuse will result in an assignment to the responsibility room); teacher detention; teacher/student conference; teacher/student/parent conference; written/verbal apology and/or reflective assignment; responsibility room assignment; out of school suspension (1 to 10 days); cleaning; loss of privileges; administrative referral to attend alternative education schooling; recommendation for expulsion; referral to proper authorities.

### **BUS GUIDELINES**

The Hermitage School District is responsible for providing safe, and appropriate transportation to/from school and to/from school sponsored events. All school rules/policies apply to bus transportation. Disciplinary actions for inappropriate conduct include but are not limited to: warning, detention, bus suspension, school suspension, referral to proper authorities. **\*WARNING: All buses contain video equipment with audio.**

### **ABUSIVE ACTIONS BY STUDENTS/BULLYING BY STUDENTS**

1. The Hermitage School District is committed to a safe and hate free educational environment. An administrative investigation into charges of bullying will apply in all cases. Any student or group of students deemed by the administration to be involved in acts of bullying or discrimination against their peers and/or staff members because of race, creed, color, sex, national origin, age or handicap that would jeopardize the health, welfare, and/or safety of other students and/or staff members may be subject to the following action:
  - a. Peer mediation coordinated by a trained facilitator.
  - b. Three (3) day suspension.
  - c. Informal hearing with parent/guardian
  - d. Ten (10) day suspension and/or proceeding for expulsion.
2. Any student or group of students deemed by the administration to be involved in incidents jeopardizing the health, welfare and/or education of other students and/or staff members will be subject to the following action:
  - a. Three (3) day suspension
  - b. Informal hearing with parent/guardian followed by:
  - c. Ten (10) day suspension and/or proceeding for expulsion.
3. Disrespect/Harassment – Disrespect to teachers, students, or other school employees will not be tolerated. Students will be disciplined for being disrespectful to school employees or their peers at any time either on or away from school property. Any form of harassment including verbal, sexual, physical, ethnic, and/or religious intimidation to include but not limited to: taunting, threats, assaults, name calling, belittlement, etc. are all considered forms of disrespect/harassment to others. This will not be tolerated and will be dealt with as a disciplinary infraction. Hickory High School students are reminded that taunting, verbally/physically, at athletic and co-curricular events will not be toler-

ated. Students are expected to be respectful of their peers and competitors at all athletic and co-curricular activities.

- a. The previous actions may result in a 1, 3, or 5 day: in/out of school suspension:
- b. Informal hearing, (depending on the severity).
- c. Ten (10) day out of school suspension/possible recommendation to the superintendent for expulsion.

All other situations not mentioned in the above will be considered on an individual basis.

### **BULLYING**

1. The Hermitage School District policy is to maintain a safe environment for all district students, all professional and non professional district employees and all legitimate visitors to the district. This will include: before, during and after school activities on campus, or at school functions, and while using school transportation. The policy extends to an environment in which bullying is unacceptable and not tolerated.

2. **Definition of Bullying:** Bullying is a pattern of aggressive, repetitive, deliberate, conscious, systemic and/or premeditated intent by an individual or group to inflict physical, verbal, graphic, emotional, racial, and/or sexual suffering on another individual group.

Any behavior which is the improper use of power to intimidate, threaten, humiliate, distress, or hurt others is bullying behavior.

Bullying may include, but is not limited to:

**Physical:** Assault, pushing, shoving, taunting, unwanted contact.

**Social:** Extortion; intimidation; threats; looks; gestures; threats of harm of retaliation; taking and holding hostage of a person or possessions for any reason.

**Emotional:** Social isolation, harm to ego, harm to self or others.

**Verbal/Communication:** Spoken/written/drawn; rumors—true but hurtful and/or false; name calling; teasing; offensive graphics; purposeful false allegations.

3. Consequences for persons who bully and persons who fail to report bullying towards others may be subject to disciplinary actions. These may include counseling, parent conference, detention, suspension, recommendation for expulsion or other consequences as provided in the PA School Code, board policy, and /or building handbooks.

Anti-bullying activities and procedures to include, but not limited to:

Curriculum development in reference to bullying

Develop pledges for staff, parents, and students.

Utilization of surveys and incidents reports

Bullying program should be ongoing throughout the year

Policy to be board approved and submitted into handbooks

The anti-bullying policy will be published in the news media, school news letter, and sent to school community organizations. Collaboration with community agencies such as Community Counseling Center of Mercer County, Behavioral Health, St. Anthony's Point.

### **TERRORISTIC THREATS/ACTS**

Terroristic Threat: shall mean a threat (oral, written or pictorial) to commit violence communicated with the intent to terrorize another, to



cause evacuation of a building, or to cause a serious public inconvenience, in reckless disregard of the risk of causing such terror and inconvenience.

Terroristic Act: Shall mean an offense against property or involving danger to another person.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied

1. The building administrators may immediately suspend the student.
2. The building administrators shall promptly report the incident to the superintendent.
3. Based on further investigation, the superintendent and/or administrators will report the student to law enforcement officials.
4. The superintendent and/or administrators may recommend expulsion of the student to the board.

Due process rights will be followed in all cases.

#### **MEDICATION**

**All prescription and OVER-THE-COUNTER medication is to be dispensed through the Nurse's office. Prescription medications must be in the original pharmacy container. (NO EXCEPTIONS) Possession and/or use of any prescription or over-the-counter medication without authorization will be considered a violation of the drug/alcohol policy. Appropriate consequences will be issued by the administration.**

#### **FIRE DRILLS**

Fire drills are necessary to assure orderly exit in an emergency and also required by state law. As soon as the fire alarm sounds, you should exit the building quickly and safely as directed by your teacher. Know the exit designated for each area to which you are assigned. Please remain outside and away from the building until you are told to re-enter.

#### **SEVERE WEATHER DRILL**

Upon arrival at their designated area, students are to face the wall and be in a crouching or sitting position, hands and arms shielding the head. Cooperation and silence is expected at all times.

#### **PERSONAL VALUABLES**

**WARNING:** The school will not be responsible for lost or stolen articles. **LEAVE VALUABLE ITEMS AT HOME.**

#### **STUDENT LIABILITY**

Failure to return books and school property, not meeting financial obligations, and other encumbrances are recorded as they occur. Student participation in school-related activities may be jeopardized until such obligations are met.

### **STUDENT LOCKERS**

Lockers are to be considered Hermitage School District property; therefore, students are to have no privacy expectations with respect to lockers and the materials they place in the lockers. The appropriate school authorities may search such lockers with or without any suspicion of wrongdoing on the students' part, and without providing notice to the student or the parent/guardian.

### **DIRECTORY INFORMATION FOR STUDENTS**

The Hermitage School District receives requests for student lists, including addresses and telephone numbers throughout the school year from businesses, armed forces recruiters, and post secondary schools.

Parents/guardians or eligible students have the right to refuse to permit the release of this information. The refusal must be in writing and received in the principal's office within thirty (30) days of the beginning of the school year or within thirty (30) days of enrollment in case of the student's entering during the year.

### **BOOK BAGS/SIMILAR CARRYING –TYPE ITEMS**

Students are permitted to bring book bags or similar carrying-type items to and from school. During the school day these items are to remain in the student's assigned locker and are not to be taken to class. Any bag large enough to hold textbooks will not be permitted in classes. Due to privacy considerations, students are permitted to wear/carry string backpacks to and from physical education classes only. **NO EXCEPTIONS** The Administration reserves the right to search these items if there is reasonable suspicion that a student possesses anything that is in violation of school policy.

### **AAA Academics/Arts/Athletics**

All students are encouraged to participate as much as possible. Those that do so with a 90% GPA, participation in a PIAA sanctioned sport, and participation in an applied/media or performing arts arena will receive the AAA Award for Excellence. Four years participation will result in the student receiving the AAA Plate of Distinction.

### **H.I.V.E. Extracurricular Eligibility**

In-season athletes who are failing any class must attend one (1) H.I.V.E. session for the designated week on Wednesday or Thursday from 2:50 p.m. until 3:50 p.m. to remain eligible for Hickory High School extracurricular activities and athletics. H.I.V.E. is also available to any student seeking academic tutoring.

### **Athletic Eligibility of Students using Anabolic Steroids**

Pennsylvania Act 1989-93 requires the school board in every Pennsylvania school district to prescribe, adopt, and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any student involved in school related athletics. The act also requires the school board to prescribe the following minimum penalties for any student found in violation of the rules and regulations adopted by the school board:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the

remainder of the season and the following season.

3. For a third violation, permanent suspension from school athletics. The athletic director and building principal will enforce the above penalties for any student involved in school related activities without a valid diagnose/excuse from a medical doctor. A student who has been suspended for violation of the school board regulations shall not be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The penalties which the law requires school boards to adopt are minimum penalties. More severe penalties may be adopted by individual school districts, and the actual penalties may therefore vary from school district.

#### **DRESS CODE:**

**In all judgmental situations, the building administrators will have final determination as to the appropriateness of dress.** Each student is encouraged to be appropriately dressed and groomed in order to promote pride in oneself and the school he/she attends. Each student must be neat, clean and wear clothing that is not disruptive to the educational process, or that constitutes a threat to the purpose of education, safety and health. All dress codes are to be adhered to during the school day:

- No garment with a design, wording or advertisement, which is in poor taste.
- No garments with implications concerning tobacco, alcohol, drugs, violence, racial/ethnic slurs and /or sex.
- **Skirts and shorts must be fingertip length the entire way around.**
- No spandex shorts, or excessively tight clothing will be permitted.
- All rips/tears in pants, shorts, & skirts must be below finger length.
- No trousers that reveal underwear, that inhibit leg mobility or that can be readily pulled or readily fall down.
- No undershirts or tank tops worn as outer garments.
- No bare midriff tops, halter tops, tube tops, sheer see-through tops that reveal undergarments, spaghetti straps or clothing that exposes shoulders (cap sleeves are acceptable).
- Chains are not permitted to be on or hanging from clothing.
- No sunglasses are to be worn.
- No hats or hoods permitted in the building.
- No Jackets and coats designed to be worn outdoors.
- No yoga or spandex shorts, etc. **STUDENTS WEARING YOGA PANTS, LEGGINGS, STRETCHY JOGGING PANTS, TIGHTS, ETC., MUST ALSO WEAR A SHIRT THAT IS FINGERTIP LENGTH, (SUCH AS A TUNIC OR LONG LENGTH TOP) that completely covers the "buttocks" / "backside".**
- For reasons of health and safety, additional restrictions may be required for students participating in certain activities or classes. These restrictions will be determined by the person in charge of the activity or class and reviewed by the building administrators.

- Consequences will be given and will be determined by administration.

Violations of the dress code can include but are not limited to:

1. Warning / change immediately
2. Detention
3. Second detention
4. ISS (1-10 days)
5. OSS (1-10 days)

**The administration will make the decision as to what action will follow based on the severity of the infraction as determined by the administrator.**

#### **STUDENT USE OF AUTOMOBILES**

Students are expected to abide by the state driving laws and follow all safety precautions while on school property. Failure to do so will result in a referral to the school resource officer.

#### **CAFETERIA**

**Mr. Adam Reagle - 724-981-8750 x. 1800/1801**

**Purchases and Meal Charging:** All students attending the Hermitage School District are provided the opportunity to purchase breakfast and lunch at the school cafeteria in accordance with the National School Lunch Program (NSLP). An NSLP free/reduced meal application will be sent home at the start of the year. At the start of the school year, parents/guardians & students will be encouraged to deposit money into their account(s) so that adequate money is available to purchase school lunches and breakfasts. An amount equal to ten (10) meals is recommended, so students will be able to purchase ten (10) meals. This eliminates the need for the parent/guardian to send money with the student each day. This also helps increase the speed of the serving line so students have more time to eat lunch.

**Alternate Lunch Program:** When a student has a negative account balance, the student will be served a lunch that meets all NSLP nutrition requirements with limited entrée choices. The meal will include all required NSLP meal components. The entrée component of the meal will consist of a cheese sandwich. The other components will consist of a vegetable, fruit and a carton of white milk. A dessert is not an NSLP-required component and is not included in the alternate lunch. (Example: cheese sandwich, piece of fruit, carrot sticks, white milk.) Students in the High School (grades 8-12) will be permitted to charge a maximum of three (3) meals to their account. Charging of ala carte items is not permitted. The cafeteria manager will provide a monthly notification letter that will be mailed to the parents/guardians of all students who have a negative cafeteria account balance in excess of ten dollars (\$10.00). The student will be offered a cheese sandwich and/or milk at prevailing prices. No charges will be permitted the last three (3) weeks of the school year. If a student refuses to receive the alternate meal, he/she will be required to sign a refusal form.

**Other Considerations:** The School District will pursue collection of negative account balances of \$100.00 or more at the close of each

school year through the Office of the District Judge. If there is an outstanding balance at the time of graduation, the student will not receive the diploma until the balance is paid.

#### **HALL PASSES**

When a student is in the halls other than class change times they are to have a pass issued by a staff member at all times. Passes for make-up tests, computer lab, and/or library must be pre-signed by the issuing teacher. The student will not be permitted into the computer lab and/or library without the proper pass **pre-signed** by the issuing teacher. Students may not leave study halls or lunches without a pre-signed pass.

#### **COMPUTER POLICY**

The Hermitage School District Computer Use Policy will be given to each student at the beginning of each year. **This policy must be signed and adhered to throughout the school year. Violation of this policy will result in loss of privilege to use the computer and may carry further disciplinary action as determined by the administration. While the computer and its electronic information have become an integral part of the student's education in the district, it is imperative that the student comply with this policy. Students will have until the mid-way point of the 1st nine weeks to turn in Internet Permission Forms. Failure to turn in the Internet Usage Form after the mid-way point of the first nine weeks will result in immediate removal of computer privileges. This will include the inability to log onto the student wireless network using personal electronic devices.**

Any computer usage either in or out of school that interferes and/or causes a disruption of the normal school process will be subject to disciplinary action. In addition, any damage to or use of school computers for any task other than school related work is prohibited.

#### **NATIONAL HONOR SOCIETY**

1. The Hickory Chapter of the National Honor Society (NHS) is a prestigious organization that focuses upon academic achievement, while cultivating the ideas of leadership, service and character in its members. To be considered for NHS, students must have at least a 93% GPA, must be a member of the junior or senior class and must have attended Hickory High School for a minimum of one semester. If a student meets these initial criteria, they are invited to submit an information sheet and a one hundred and fifty (150) word essay about their character. This information packet will be reviewed by the five members of the faculty council.
2. Membership will be determined by a vote of the faculty council based upon the information received in this packet. Any/all information sheets not completed in their entirety will not be considered for the National Honor Society.
3. After induction into the National Honor Society, the students will be expected to actively participate in all of the volunteer activities in which the NHS engages during the course of the year. Students must also maintain a 93% GPA for the duration of their active membership in NHS. If a member falls below this aca-

demic level and/or level of participation, the faculty adviser will give the member a written warning and they have nine (9) weeks to return their GPA to a 93% or above and nine (9) weeks to reactivate their participation. If the member does not achieve this, he/she will be dismissed. In addition, members are expected to adhere to the school disciplinary policy. If a member fails to follow the school disciplinary code, the faculty council will meet to determine the extent of infraction and the NHS faculty council will provide due process. If such a violation is considered significant by the faculty council, the student will be subject to dismissal. However, prior to dismissal, the member will receive a written NHS notice. The faculty council will make a final decision, notifying the member of its final judgment. Once dismissed, a student will lose membership in perpetuity. Honor cords will be worn at graduation for all NHS members.

**STUDENT ASSISTANCE PROGRAM (SAP) -** Is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning; and when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community. The Student Assistance Program (SAP) assists district employees in identifying issues and providing assistance to students experiencing personal and academic difficulties.

**HHS REGULAR BELL SCHEDULE**

Homeroom.....	7:45-7:52
Period 1 .....	7:55-8:39
Period 2.....	8:42-9:26
Period 3.....	9:29-10:13
Period 4.....	10:16-11:00
Period 5 Lunch.....	11:03-11:33
Period 5/6.....	11:03-11:47
Period 6/7.....	11:36-12:20
Period 7 Lunch.....	11:50-12:20
Period 7/8.....	11:50-12:34
Period 8/9.....	12:23-1:07
Period 9 Lunch.....	12:37-1:07
Period 10.....	1:10-1:54
Period 11.....	1:57-2:41
	+ 4 mins. for announcements
Dismissal.....	2:45

**TWO HR. DELAY SCHEDULE**

Homeroom.....	9:45-9:50
Pd. 1 .....	9:53-10:23
Pd.2.....	10:26-10:56
Pd. 3.....	10:59-11:29
Pd. 4.....	11:32-12:02
Pd.5 Lunch.....	12:05-12:25
Pd. 5/6.....	12:05-12:35
Pd. 6/7.....	12::28-12:58
Pd. 7 Lunch.....	12:38-12:58
Pd. 7/8.....	12:38-1:08
Pd. 8/9.....	1:01-1:31
Pd. 9 Lunch.....	1:11-1:31
Pd. 10 .....	1:34-2:04
Pd. 11.....	2:08-2:45 (37 mins.)
Dismissal.....	2:45







