

Student Handbook 2019-2020



Pete Donaghy.....	<i>Principal</i>
Steve Quinn, Ed.D.....	<i>Assistant Principal - Class of 2019</i>
Thomas Hankel.....	<i>Assistant Principal- Class of 2020</i>
Rosemary Edmiston.....	<i>Assistant Principal - Grades 9 and 10</i>
John Berardoni.....	<i>Assistant Principal - Grades 9 and 10</i>
Joann Patterson.....	<i>Athletic Director</i>
Joanne M. Hayes.....	<i>Coordinator of Technology Services</i>

200 Mill Road

Havertown, PA 19083

Telephone: Please see website for up to date contact information

[www.haverford.k12.pa.us/hhs](http://www.haverford.k12.pa.us/hhs)

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# HAVERFORD HIGH SCHOOL

THE SCHOOL DISTRICT OF HAVERFORD TOWNSHIP

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

I have read, reviewed and understand the policies and procedures of the following:

Acceptable Use Policy

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

Student Handbook

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

Attendance Policy

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

The policies and handbook are listed on the School District of Haverford Township website by clicking on the following tabs: "Schools" - "Haverford High School" - "HHS" - "School Guidelines" or at the following link:

<https://www.haverford.k12.pa.us/home-high-school/haverford-high-school/school-guidelines>

## **BOARD CREDO HAVERFORD HIGH SCHOOL**

As a public, comprehensive high school, Haverford High School is committed to the full maturation of all students. Unlike other societal institutions, we have as our primary concern the development of our students' intellectual abilities. While the school's curriculum will focus on all aspects of human development necessary for mature adult living, a Haverford High School diploma will be meaningful and especially symbolic of academic proficiency, knowledge of the rights and duties of citizenship, and the ability to succeed in either higher education or productive employment. Our mission is to insure that all of our graduates achieve their full potential as persons competent to participate and interact intelligently in the complex and dynamic society of the 21st century.

To achieve this goal, we will require all students to master courses in the liberal and fine arts, in the natural and social sciences, and in mathematics and technology. Because the next generation will live in a global village, the national, international, and interdisciplinary dimensions of these studies will be emphasized, as will those communications skills necessary to live and work effectively with others. All students must demonstrate the ability to read critically, write clearly, and speak fluently. To insure the success of this goal, all courses will require students to use the English language proficiently.

A demanding core curriculum requires hard work on the part of the students but we believe they will achieve as much as we expect of them. To set our expectations lower would be to do our students and our public a disservice. Because both students and the high school must be held accountable for what they do, assessment measures will be used on a regular basis to verify that our high expectations are being met.

A strong faculty is critical to the accomplishment of our purpose. Therefore, Haverford is committed to recruit, employ, and nurture only the most qualified and talented professionals for teaching positions. First and foremost, our teachers must be enthusiastic about working with and educating adolescents and be experts in the fields they teach. They should know the various pedagogical strategies that produce effective instruction. As professional educators, they must work to continually renew themselves as persons, teachers, and scholars. Moreover, because complacency leads to mediocrity, the faculty will be encouraged to challenge the status quo; innovation and risk-taking will be supported, and doing things in demonstrably better ways will be rewarded.

Realizing also that the school will not be successful without the support of the family and the community, Haverford's mission will be disseminated broadly, and our parents and citizens will be encouraged to participate actively in the education of our youth. Indeed, we believe that a home environment supportive of educational excellence is essential to the realization of our mission as is the continued philosophical and financial support of the community.

The support of parents and community must be matched by a commitment by our students to enhance the public welfare. Therefore, we will require that all students engage in some specific and meaningful service activities in which they can develop and demonstrate their concern for the common good. Such activities will promote the full maturity of students as persons who possess both rights and duties.

Finally, the high school must insure that each student is accorded the recognition and respect due all persons of intrinsic worth. Each must be known and cared for as an individual, and the rules and procedures governing the school must be just and administered equitably. (*See Board Policy No. 102.1*) We expect teachers, administrators, and all who work with our students to serve as role models and as such to exhibit behavior consistent with the ideals of our democratic society.

The Board of School Directors will assure that Haverford High School is a learning community in which faculty and students exhibit mutual respect that is sustained by a supportive community. In their pursuit of truth and excellence, students and faculty will demonstrate pride in their work and a love of learning.

These beliefs shall be our guiding principles.

## **STATEMENT OF POLICY**

Through the use of appropriate curriculum, in-service training, consistent administrative/faculty commitment, and disciplinary and rehabilitative procedures, School District of Haverford Township will work to educate and intervene in the use and abuse of all drugs, alcohol, and mood altering substances by the student population, elementary through high school.

In order to fully implement this policy, the School District of Haverford Township will communicate and cooperate with community agencies and outside resources. As part of this policy, the rules, regulations and guidelines found in this handbook shall be used by all school district personnel.

## HAVERFORD TOWNSHIP SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

Lawrence A. Feinberg, President  
Bridget Wiedeman, Vice-President  
Coleen Bennett, Member  
Ari Flaisher, Member  
Kristin Larsen, Member

Joseph Martin, Ph.D, Member  
Susan Mingey, Member  
Salvatore Scinto, Member  
Kimberly Allen-Stuck, Ph.D, Member  
Gregg A. Parker, Esq., Solicitor

### CENTRAL OFFICE ADMINISTRATION

Maureen Reusche, Ed.D. ....Superintendent  
Gregg A. Parker, Esq. .... Human Resources Director & General Counsel  
Jennifer L. Saska. .... Director of Curriculum and Instruction  
Nicole Battestelli.....Director of Pupil Services and Special Education  
Sara Christianson.....Director of Learning and Assessment  
Robert Reigel..... Business Manager

### HIGH SCHOOL ADMINISTRATION

*To contact the Principal or any Assistant Principal*

***Please use the website for up to date contact information***

**Pete Donaghy, Principal**

**Steve Quinn, Ed.D., Assistant Principal, Class of 2019**

**Thomas Hankel, Assistant Principal, Class of 2020**

**Rosemary Edmiston, Assistant Principal, Grades 9 and 10**

**John Berardoni, Assistant Principal, Grades 9 and 10**

**Joann Patterson, Athletic Director**

**Joanne M. Hayes, Coordinator of Technology Services**

### SECRETARIAL STAFF

*To contact a secretary*

***Please use the website for up to date contact information***

**Christine McCormick, Secretary, Principal's Office**

**Karyn Smyth, Grade Level Secretary, Grades 11 and 12**

**Nicole Natale, Grade Level Secretary, Grades 9 and 10**

**Patti D'Orazio, Athletics and Activities Secretary**

**Kathryn Schnyder & Patricia Novino, Guidance Secretaries**

### **Haverford High School Alma Mater**

Haverford High, thy praise we'll ever sing,  
Long shall thy fame in florid accents ring.  
Pinioned in splendor may our banners soar  
Crimson and Gold, triumphant evermore.

Soon, all too soon, our school day joys are gone.  
Then, with the radiance of the breaking dawn,  
    Ascends our love in loyalty to thee,  
    And memory hold us close eternally.

Students arise, shout now with wild acclaim;  
Join in the song to Alma Mater's name.  
Let not one foe among her ranks be known.  
Fealty and love will ever bring us home.



# HAVERFORD HIGH SCHOOL

## BELL SCHEDULES

### REGULAR SCHEDULE

**1ST BLOCK: 7:30 - 8:55**  
 PASSING TIME: 8:55 - 9:00  
**ADVISORY: 9:00 - 9:16**  
 PASSING TIME: 9:16 - 9:21  
**2ND BLOCK: 9:21 - 10:46**  
 PASSING TIME: 10:46 - 10:51

**LUNCH 1: 10:51 - 11:21**  
 PASSING TIME: 11:21 - 11:26  
**BLOCK 3: 11:26 - 12:51**

**BLOCK 3: 10:51 - 12:16**  
 PASSING TIME: 12:16 - 12:21  
**LUNCH 2: 12:21 - 12:51**

PASSING TIME: 12:51 - 12:56  
**4TH BLOCK: 12:56 - 2:22**

### 2 HOUR DELAY SCHEDULE

**1ST BLOCK: 9:30 - 10:28**  
 PASSING TIME: 10:28 - 10:33  
**ADVISORY: 10:33 - 10:38**  
 PASSING TIME: 10:38 - 10:43  
**2ND BLOCK: 10:43 - 11:41**  
 PASSING TIME: 11:41 - 11:46

**LUNCH 1: 11:46 - 12:16**  
 PASSING TIME: 12:16 - 12:21  
**BLOCK 3: 12:21 - 1:19**

**BLOCK 3: 11:46 - 12:44**  
 PASSING TIME: 12:44 - 12:49  
**LUNCH 2: 12:49 - 1:19**

PASSING TIME: 1:19 - 1:24  
**4TH BLOCK: 1:24 - 2:22**

### 34 MINUTE ADVISORY SCHEDULE

**1ST BLOCK: 7:30 - 8:51**  
 PASSING TIME: 8:51 - 8:56  
**ADVISORY: 8:56 - 9:30**  
 PASSING TIME: 9:30 - 9:35  
**2ND BLOCK: 9:35 - 10:56**  
 PASSING TIME: 10:56 - 11:01

**LUNCH 1: 11:01 - 11:31**  
 PASSING TIME: 11:31 - 11:36  
**BLOCK 3: 11:36 - 12:56**

**BLOCK 3: 11:01 - 12:21**  
 PASSING TIME: 12:21 - 12:26  
**LUNCH 2: 12:26 - 12:56**

PASSING TIME: 12:56 - 1:01  
**4TH BLOCK: 1:01 - 2:22**

### ACT 80 DAY BELL SCHEDULE

**1ST BLOCK: 7:30 - 8:15**  
 PASSING TIME: 8:15 - 8:20  
**ADVISORY: 8:20 - 8:30**  
 PASSING TIME: 8:30 - 8:35  
**2ND BLOCK: 8:35 - 9:20**  
 PASSING TIME: 9:20 - 9:25  
**BLOCK 3: 9:25 - 10:10**  
 PASSING TIME: 10:10 - 10:15  
**4TH BLOCK: 10:15 - 11:00**

11:00 STUDENT DISMISSAL  
 NO LUNCH FOR STUDENTS

### 45 MINUTE ADVISORY SCHEDULE

**1ST BLOCK: 7:30 - 8:48**  
 PASSING TIME: 8:48 - 8:53  
**ADVISORY: 8:53 - 9:38**  
 PASSING TIME: 9:38 - 9:43  
**2ND BLOCK: 9:43 - 11:01**  
 PASSING TIME: 11:01 - 11:06

**LUNCH 1: 11:06 - 11:36**  
 PASSING TIME: 11:36 - 11:41  
**BLOCK 3: 11:41 - 12:59**

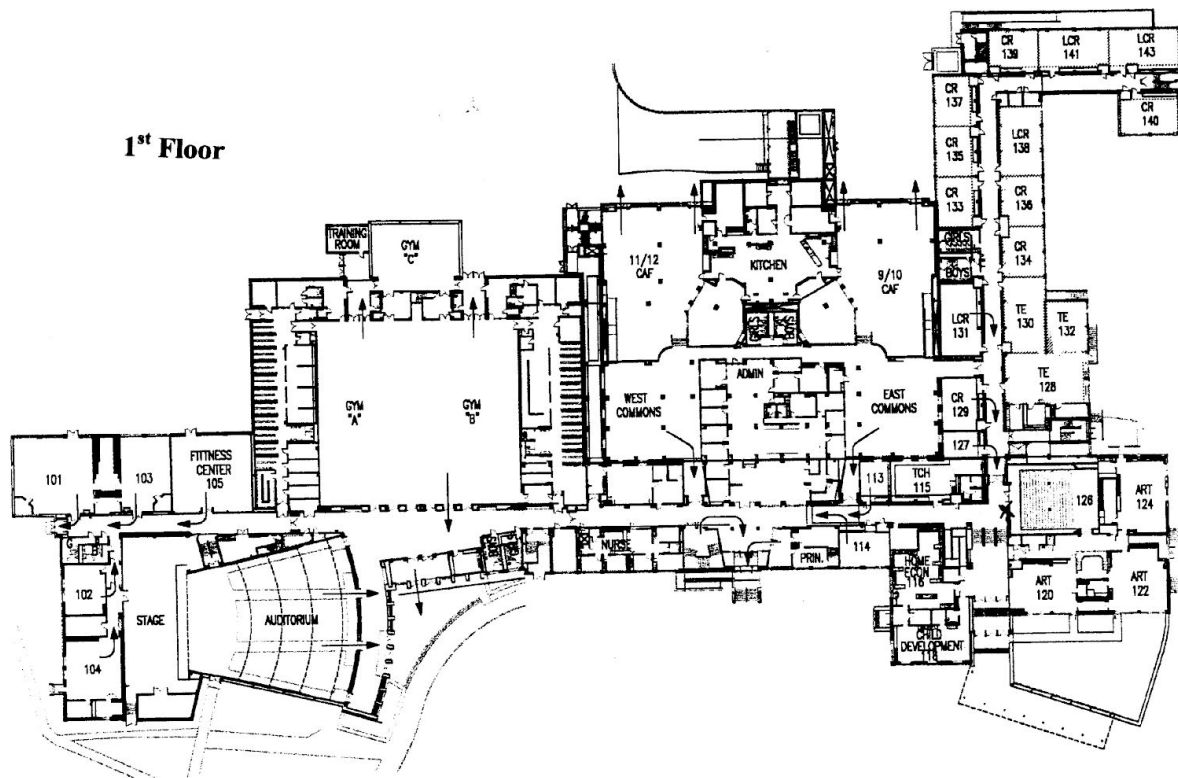
**BLOCK 3: 11:06 - 12:24**  
 PASSING TIME: 12:24 - 12:29  
**LUNCH 2: 12:29 - 12:59**

PASSING TIME: 12:59 - 1:04  
**4TH BLOCK: 1:04 - 2:22**

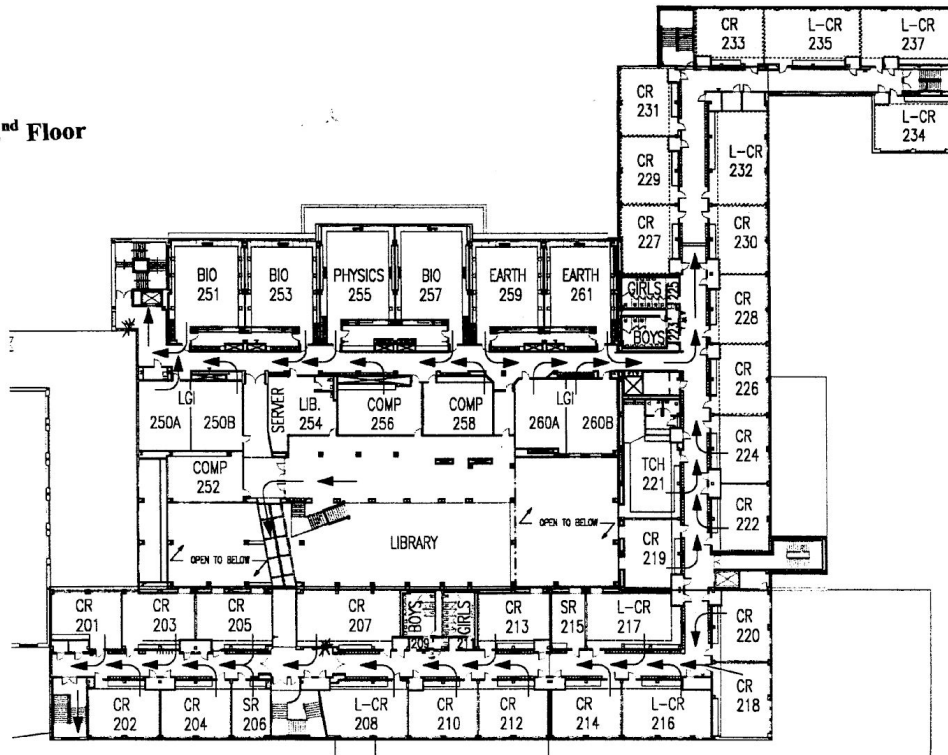


# Map of Haverford High School

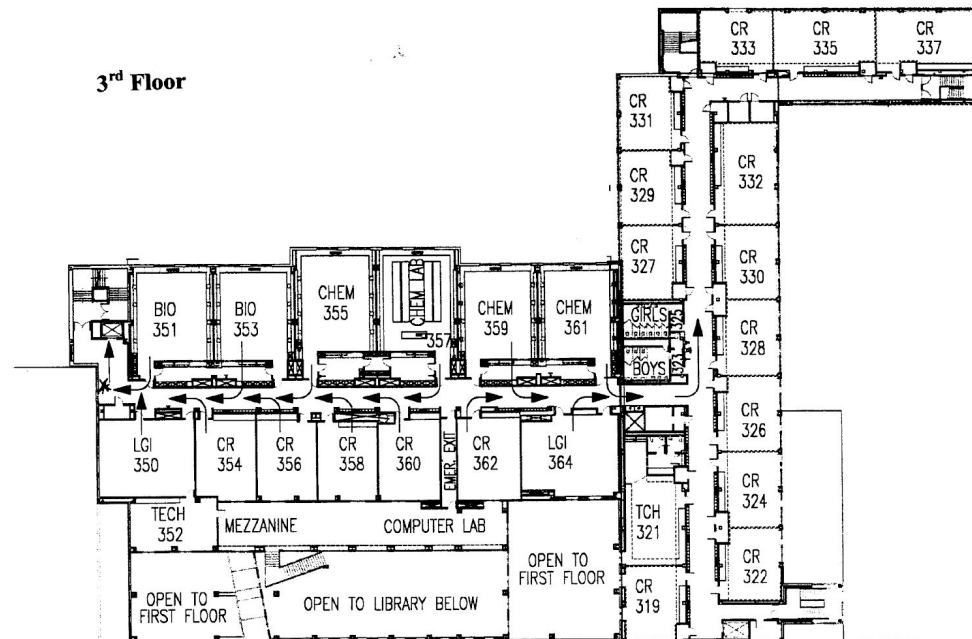
1<sup>st</sup> Floor



## 2<sup>nd</sup> Floor



## 3<sup>rd</sup> Floor



# HAVERFORD HIGH SCHOOL FACULTY

2019-2020

Teacher Name	Ext.	Subject/Position	Teacher Name	Ext.	Subject/Position
Alderfer, Amy	2577	Counselor	Lynn, Michelle	2761	Special Education
Althouse, Ian	2701	English	MacConnell, Keith	2480	Librarian
Barrett,Elyse	2703	English	MacConnell, Meghan	2762	World Language
Bilotti, Nicholas	2705	Science	Mackrell, Becky	2763	World Language
Booze, Raleigh	2569	Stu.Serv Counselor	Malligan, Megan	2764	Phys Ed/Health
Borck-Hadley,Jennifer	2706	Social Studies	Marran, Matthew	2766	Reading Spec.
Brennan , Joseph	2708	Music	Marshall, Jill	2767	Art
Breton, Camille*	2707	World Language	Marshall, Megan	2768	Science
Brown, Doug	2710	Science	Martinelli, Jessica	2769	English
Bruno, Peter*	2709	Social Studies	McAndrews, Kathleen	2579	Home & School Visitor
Caviglia, Ryan	2713	Social Studies	McCallum, Jared	2770	Mathematics
Cesarini, Kate	2714	Special Education	McCarty, Jaclyn	2771	Business
Christiansen, Michael	2711	English	McCool, Kaitlyn	2773	English
Cleary, Michelle*	2715	Math	McCormack,Michelle	2795	World Language
Clinton, Laura	2716	Special Education	McDaniel, Chelsea	2774	Social Studies
Colby, Sara	2717	Art	McGovern, Karen	2776	Special Education
Cook, Monica	2718	Special Education	McMahon, Donna	2777	Fam Cons Sci.
Corsi, David	2720	Tech Ed	Meehan, Kelsey	2775	Health and Physl Ed
Costanzo, Cynthia	2573	Counselor	Milewski, Dan	2779	Special Education
Cox, Kimberly	2721	World Language	Mini, Jessica	2780	Business Ed
Crispin, Sara	2723	English	Monahan, Ellen	2781	World Language
Creed, Michele	2722	Special Education	Montgomery, Kirsten	2782	English
Culik, Katie*	2719	Mathematics	Moore, Bethany*	2811	Special Education
Cunicelli, Anthony	2712	World Language	Moore, Kelly	2783	Special Education
Daniszewski, Michele	2724	Mathematics	Moore, Shannon*	2772	Mathematics
Davit,Sarah	2725	Mathematics	Mortland, Rebecca	2784	Science
Decina, Greg	2726	Social Studies	Mullen, Michael	2785	English
Detweiler, David	2727	Social Studies	Nancarrow, Adam	2748	Tech Ed
DiBona, Daniel*	2728	Science	Neill, David*	2778	Business
Dinsmore, Diane	2729	Fam Cons Sci.	Obenski, Theresa	2787	English
Dyal, Trish	2574	Counselor	O'Sullivan, Mary	2471	Nurse
Dzielak, Kimberly	2730	Special Education	Oh, Angela*	2786	ESL

Federico, Jessica	2731	English	Oleykowski, Jenna	2789	Science
Feeley, Ryan	2732	Social Studies	Payne, Karen	2113	Speech Pathologist
Fein, Michael	2733	Music	Pellicane, Lauren	2578	Counselor
Fields, Lauren*	2737	Art	Perez, Michael	2790	Business Ed
Fidler, Joshua	2734	Physical Education	Peterson, Steven	2791	Mathematics
Forgeng, April	2735	English	Pollard, Victoria	2792	Science
Foster, Tim	2736	Science	Pompetti, Colleen	2793	Science
Gallagher, Joseph	2738	Physical Education	Poppiti, Karen	2794	Mathematics
Geist, Erin	2739	Mathematics	Reiff, Jonathan	2796	English
Gerber, Meghan*	2740	Social Studies	Richards, Leah	2797	Spanish
Goetz, Kimberly	2741	Science	Rudolph, Suzanne	2798	English
Grady, Laurie	2742	English	Runk, Cara	2799	Mathematics
Greb, Christopher	2743	Science	Sangine, Jamie	2801	Special Education
Hallam, Jacky	2715	Social Studies	Schanne, Tricia	2750	Fam Cons Sci.
Harris, Justin*	2753	Science	Scholtz, John	2802	Science
Hart, Jeffrey	2744	Music	Schumann, Stephanie*	2788	Speech
Hartman, Theresa	2745	English	Seifert, Elliot	2803	Science
Heil, Janette	2704	Special Education	Smith, Leon	2804	Social Studies
Hendler, Kelsey*	2719	Music	Stadnicki, Jennifer	2805	Special Education
Heneghan, Mary	2746	Special Education	Stewart, Matthew	2806	Mathematics
Heuisler, Kathleen	2747	Mathematics	Swiniuch, Erica*	2795	Mathematics
Howe, Jonathan	2749	Science	Talkin, Samara	2807	Art
Hulea, Brian	2702	Social Studies	Taraborrelli, Joseph	2808	Social Studies
Inglese, Jenna	2110	School Psychologist	Taylor, Christa	2809	Mathematics
Jackson, Devona	2751	Social Studies	Tomaszewski, Jeremy	2810	Science
Jackson, Jeffrey	2752	Mathematics	Vettori, Marco	2812	Special Education
Johnston, Jo*	2760	Science	Vindler, Kim	2572	Counselor
Jones, Katie	2576	Counselor	Walter, Christopher	2813	Mathematics
Jones, Michael	2754	English	Warren, Andrea	2814	World Language
Keating, Joellen	2755	Special Education	Weinstock, Michael	2815	History
Kelly, Kathleen	2756	Mathematics	Wells, Matthew	2816	Mathematics
Kishbaugh, Kayla	2131	I.U.	Williams, Marie	2575	Counselor
Kravel, Jenna*	2765	Science	Withers, Charlie	2817	Social Studies
Kushner, Sari	2757	Mathematics	Yacovelli, Lisa	2818	PhysEd/Health
Laskaris, Karen E.	2758	Mathematics	Zeoli, Kimberly	2819	Mathematics

Latrano, Riccardo	2759	World Language			* denotes new staff
Ludwig, Petra	8109	Special Education			

# **ACADEMICS**

## **Areas of Study**

Haverford High School is a unit in the 5-3-4 plan of school organization. Although the work is more specialized than work in the Middle School, there is also a much wider range of electives from which the student may choose when planning a course of study. Scholarship, citizenship and health are constantly emphasized. The major areas of study are Preparation for College, General Education and Vocational-Technical Education. A cooperative Work Experience Program permits students to attend regular classes in the morning and have afternoon employment with academic credit and salary. Haverford High School has entered into a Dual Enrollment agreement with Delaware County Community College for appropriate seniors to earn college credits while still attending high school. Eligible students would be those who have completed all core required classes for graduation, are students "in good standing," and have completed the DCCC testing and enrollment procedures. The DCCC testing/assessment procedures will take place early in the year. Courses will begin just prior to the start of second semester. If the DCCC course is at a time comparable to our block 4, you will have to take your 4<sup>th</sup> block final early. If you enroll in a class later in the day or evening, this will not be an issue for you. Please discuss with your counselor if you plan to enroll and have any questions. Your senior year schedule can be arranged with attendance in DCCC in advance or adjusted with counselor or administrator assistance during the summer.

## **Audit Grading System**

Students may take additional courses of study under an AUDIT grading system. Only students with more than six (6) major subjects are eligible to take a major course on an AUDIT basis and only one (1) course may be selected. All students may take one (1) minor course on an AUDIT basis. AUDITS will not be included in the determination of class rank or Honor Roll. In addition, students must identify that they are taking a subject AUDIT no later than 3 weeks into the course. AP courses cannot be taken on an AUDIT basis. Courses that are part of a sequence, meaning they require a B or higher to go on to the next course, cannot be taken as an AUDIT if the expectation is to continue in the sequence. Requests will be arranged on an individual basis and will require the approval of the department head, counselor, grade level principal, and instructor.

## **Plagiarism**

Plagiarism is defined as the taking and/or use of another person's ideas, writings, or creations as one's own. This includes:

- Plagiarising on any school assessment/assignment by using another person's work or allowing another person to use your work
- Turning in someone else's work as your own
- Copying another's lab report or comparable assignment
- Copying material without putting it within quotation marks and crediting the writer
- Paraphrasing any work without giving credit to the initial author

In the event of plagiarism,

- An administrator will be notified by the teacher.
- Parent/guardian will be contacted by the teacher.
- Student will be required to correct and complete the assignment within three school days.
- Student will attend two Writing Center sessions.
- The score for the assignment will be reduced by 20 percentage points.

- For example, an assignment that would have earned 86% will now earn 66%.
- Students who do not complete the rewrite of the assignment will receive a zero.
- If plagiarism occurs a second time, then the assignment will earn a “0” and the student will be subject to disciplinary action, which may include suspension and/or exclusion from activities and/or athletics.
- Any student who participates in plagiarism may be subject to disciplinary action.

## **Class Profile Policy**

The Board of School Directors acknowledges the usefulness of developing certain information which portrays the academic profile of each graduating class. Accordingly, a bar graph showing the distribution of weighted grade point averages is prepared at the end of the 11<sup>th</sup> grade. This graph is called the “Class Profile” and is distributed with each student transcript. The graph represents the lowest to highest weighted GPA (Grade Point Average) attained by the class divided into deciles.

- I. Procedures for Determining a Student’s Weighted GPA:
  - A. Calculations of weighted GPA shall be determined by calculating the courses completed in grades 9, 10, 11, and 12.
  - B. Information regarding an individual’s profile status shall be considered confidential and subject to existing policies and legislation concerning confidentiality.
  - C. Students transferring to Haverford High School from accredited secondary schools shall have the grades and course levels accepted at face value for calculating their weighted GPAs. Said information shall be recorded on their official transcripts.
- D. Method for Determining a Student’s Weighted GPA
  1. Haverford High School will assign a weighting factor of 1.25, for weighted GPA purposes, to all approved Honors, one-credit courses
  2. In determining weighted GPA, the cumulative number of Quality Points earned by each student will be compared to all other students in that grade.
  3. Quality Points are determined by first multiplying the value of the letter grade by the course credit and then by 1.25.

Grade Scale		Unweighted Value	Grade Scale		Unweighted Value
100-98	A +	4.3	77-73	C	2.0
97-93	A	4.0	72-70	C-	1.7
92-90	A-	3.7	69-68	D +	1.3
89-88	B +	3.3	67-63	D	1.0
87-83	B	3.0	62-60	D-	0.7
82-80	B-	2.7	59-0	F	0.0



79-78	C +	2.3			
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## Extra Academic Help for Students

All members of the instructional staff are required to be available for a substantial length of time for the purpose of providing assistance to students who feel a need for additional help. In most cases, this time is scheduled at the end of the school day, but occasionally prior to the beginning of the school day. The students are informed as to when the teachers are available. Conferences are usually initiated by the students; however, there are times when a teacher will require students to report for extra help.

## Final Examinations

Final examinations will be given in all major subject areas within the last three days of the course.

## Grade Level Classification

Listed below are the minimum credits necessary to be promoted from one grade to the next. In each case, the minimum number of credits must include one credit of English per grade level.

<u>School Year</u>	<u>Credits needed</u>
Promotion from 9 to 10	6
Promotion from 10 to 11	12
Promotion from 11 to 12	18.5
<b>Credits to Graduate</b>	<b>26.5</b>

1. Any student who fails to earn the required credits for promotion will be demoted.
2. Mid-year promotions- Only seniors who had been demoted and have earned the necessary credits and are on target to graduate will be promoted at mid-year.

*NOTE:* If a senior fails to earn the required credits for graduation, he/she WILL NOT be permitted to participate in commencement exercises except through special permission of the superintendent. If a student wishes to graduate early, that is, before his/her scheduled year of graduation, he/she must begin by making a formal written appeal to the principal that is signed by the parents or guardians.

## Graduation Requirements

You need to successfully earn 26.5 credits to be graduated from Haverford High School

<b>SUBJECT</b>	<b>CREDIT</b>
English	4.0
Mathematics	4.0
Social Studies	4.0
Science	4.0
Arts and Humanities	2.0
Physical Education and Health	1.5
Art and Humanities	2.0
Electives	<u>5.0</u>
<b>TOTAL</b>	<b>26.5</b>

ALL STUDENTS WILL BE REQUIRED TO SCHEDULE A MINIMUM OF 6.5 CREDITS INCLUDING ONE ENGLISH COURSE PER YEAR. TRANSFER STUDENTS ARE HANDLED ON A CASE BY CASE BASIS

## **Homework Guidelines and Procedures**

**Students should utilize PowerSchool and teacher web pages to determine missing assignments when absent from school.**

### **Philosophy**

Effective homework in which student achievement is raised is dependent upon many variables for success. These variables include purpose, type, quantity and quality of homework assigned, and grade level of the student. Design, completion, and evaluation are a shared responsibility among teachers, students, parents and guardians. Homework should have a clear purpose, should be relevant to students' lives and should at the same time be challenging and manageable (Black, 1996).

### **High School Philosophy**

Homework at the high school level will be used in three ways:

- To formatively assess a student's progress or continued needs
- To build students' critical thinking and analysis skills
- To provide an opportunity for extension and skill integration

### **Grading Policy**

At the high school level, teachers may evaluate homework in the following ways:

- Homework will be checked for understanding and used formatively by the teacher to improve instruction. Such assignments would be used primarily to practice and review new skills and concepts.
- Grades will be awarded for accuracy of homework content. Such assignments would be used to assess students' grasp of subject area content
- Grades will be awarded for students' demonstration of critical thought/analysis in assignments. Such assignments would be used to assess students' abilities to support responses with evidence, citations, or other methods of backing up assertions.

### **Roles and Responsibilities**

#### **A. Parents**

- To provide a time and place for a student to complete homework assignments
- To provide basic materials needed to complete homework assignments
- To expect that all homework assignments are completed by the deadline dates given by the teacher
- To expect that students will follow-up to get make-up homework assignments and complete them according to the make-up work policy of the teacher and/or school district
- To provide feedback about questions and concerns regarding homework

#### **B. Students**

- To record homework assignments on a daily basis in an agenda book or some other planning book
- To bring all necessary books, materials, etc. to class or home, in order to successfully complete assignments
- To allocate an appropriate amount of time necessary to complete homework assignments
- To turn in assignments by deadlines given by the teacher

- To obtain make-up work from the teacher the day the student returns from the absence, and complete the make-up work according to the teacher's and/or school district's policy about when make-up work is due
- To provide feedback about questions and concerns regarding homework

### **Homework Policy-Extended Absences**

Students who are absent less than three (3) days should have THREE designated "homework buddies" whom they are expected to call for their homework. For absences longer than three days, parents may contact the appropriate grade level secretary, who will request assignments from the teachers. (Assignments will be available approximately twenty-four hours after the request is made.)

### **Honor Roll**

Pupils who are doing outstanding academic work are recognized at the end of each marking period through the publication of their names on the Honor Roll. To be eligible for Honor Roll membership, each pupil must have at least one "A," nothing less than a "B" and a passing (P) grade in subjects which allow for Pass/Fail grading. Awards for outstanding achievement in various academic subjects are made at the close of the final semester.

### **Incompletes**

Unless special arrangements are made with the grade level principal, all "Incompletes" will become "Fs" after one quarter has elapsed.

### **Make Up Work**

If a student is absent on the day of a test or other graded evaluation, teachers are to allow at least one day greater than the number of days absent for the students to make-up missed work.

*NOTE:* A student may choose a lesser amount of time, but must be afforded the above. Also, all make-up work should be done before or after school (or during study hall) NOT DURING CLASS TIME.

### **Pass/Fail Grading System**

Students may take additional courses of study under a pass/fail grading system. Only students with more than six (6) major subjects are eligible to take a major course on a P/F basis and only one (1) course may be selected. All students may take one (1) minor course on a P/F basis. P/F grades will not be included in the determination of class rank or Honor Roll. In addition, **students must identify that they are taking a subject Pass/Fail no later than 3 weeks into the course.** AP courses cannot be taken P/F. Courses that are part of a sequence, meaning they require a B or higher to go on to the next course, cannot be taken P/F if the expectation is to continue in the sequence.

Requests will be arranged on an individual basis and will require the approval of the department head, counselor, grade level principal, and instructor.

### **Schedule Changes**

The master schedule and the assignment of faculty are based on students' course selections made every March.

No schedule changes will be made except as noted:

1. A student who attends summer school will be permitted to change subjects related to those taken in summer school.
2. A student may change the level of a course with the recommendation of the current teacher, approval of the administrator for the department, and the grade level administrator. Parental approval is also necessary.
3. A student may add a course during the first 5 days of a course; any added course MUST FIT INTO AN OPEN OR FREE PERIOD. It is not possible to DROP a course and then ADD another course.

Other special circumstances:

- Because of an error, a student is scheduled for a course that he/she did not request, or for which the student did not take or did not pass the prerequisite.
- Teacher recommendation after parent consultation, based upon student performance in the class during the first marking period.

Our staffing is based on student selection. The district attempts to give students every reasonable assurance that the courses they choose and need will be run. Therefore, schedules will not be adjusted except for extraordinary reasons once the school year begins. This includes the dropping of scheduled classes for seniors after college acceptance.

### Course Withdrawal

If a student is dropped from a course for academic or discipline reasons (no chance of passing), and has completed at least three quarters of the course, he/she will be given an "F" for the fourth quarter and final grade, and MAY take the course in Summer School as a repeat course.

## STUDENT SERVICES

### Counseling

Counselors are available to the student and/or parent during school: 7:25 AM to 2:40 PM.

During school hours, students should see their counselors or make an appointment during study halls or lunch periods with the permission of the supervisor in charge and with an official pass. Unless a special request is made by the counselor, students are not to see guidance counselors during class time.

Parents may make appointments with their child's counselor. Please see the website for up to date contact information.

### Counseling Assignments

Counselor	Grade 9	Grade 10	Grade 11	Grade 12
Cynthia Costanzo	2022-A to 2022-C	2021-A to 2021-C	2020-A to 2020-C	2019-A to 2019-C
Patricia Dyal	2022-D to 2022-F	2021-D to 2021-F	2020-D to 2020-F	2019-D to 2019-F
Lauren Pellicane	2022-G to 2022-I	2021-G to 2021-I	2020-G to 2020-I	2019-G to 2019-I
Kathleen Jones	2022-J to 2022-L	2021-J to 2021-L	2020-J to 2020-L	2019-J to 2019-L
Marie Williams	2022-M to 2022-O	2021-M to 2021-O	2020-M to 2020-O	2019-M to 2019-O
Amy Alderfer	2022-P to 2022-R	2021-P to 2021-R	2020-P to 2020-R	2019-P to 2019-R
Kim Vindler	2022-S to 2022-X	2021-S to 2021-X	2020-S to 2020-X	2019-S to 2019-X



**S.A.P.**  
HAVERFORD SENIOR HIGH SCHOOL

Has a  
**Student  
Assistance  
Program**

**HOW S.A.P CAN HELP...**

You may be concerned about a friend because he/she is abusing drugs and/or alcohol, seems unhappy, or depressed. Possibly you may be having difficulties yourself. S.A.P. wants to help you and your friends.

You are not alone. Why not share your concerns with a member of S.A.P.? If you would feel more comfortable talking to someone else, such as another teacher, counselor, or family member, ask that person to contact S.A.P. for you.

*S.A.P. is the name for the Student Assistance Program in the School District of Haverford Township. The purpose of this program is:*

***1. To identify students who are having difficulty being successful in school.***

*Anyone who is concerned about a student can make a referral to S.A.P.. This could be another student, parent or staff member.*

***2. To create a collaboration between parents and the school to determine an action plan.***

*S.A.P. recognizes that parents are valuable partners to the team. Before any interventions with your child, your permission and participation will be requested.*

***3. To provide consultation and referrals to resources when needed.***

*Consultation services from teachers, counselors, school psychologists and social workers are available for parents. Assessment and referral services are available through a Holcomb Behavioral Health Systems consultant.*

***S.A.P. offers other services to students such as:***

- *Support groups*
- *Someone in school who may be an additional support for your child*

***What are mandatory assessments?***

- *Mandatory assessments are student assessments that have been required due to a violation of the disciplinary code of the high school. They are provided free of charge to the family. The Student Assistance Consultant from Holcomb Behavioral Health Systems conducts the assessments in the high school.*

## Health Services

Pennsylvania legislation requires that all children in any grade, including all public, private, parochial, intermediate unit and home schooled students, show proof of immunization at registration before they can attend school in the Commonwealth, unless an exemption for medical or religious reasons is granted. In addition, a completed medical history form and emergency information form will need to be completed.

**Eleventh grade students and all new out-of-state/country students are required by the Pennsylvania School Code law to have a complete medical examination by a family doctor or, if this is not possible, by the school physician.** All students receive mandated screening examinations in accordance with the Pennsylvania School Code.

### *Emergency Information*

The school nurse is responsible only for the emergency care of injuries and sudden illness that occur while the student is in school. The nurse is not available to diagnose or treat students who come to school with prior injuries or illnesses except in special cases that are under medical care and with the physician's written orders.

When contact is made to the parent from the nurse's office for an illness or injury, the parent/guardian must come to the nurse's office in person to transport the ill or injured student to his/her home, the doctor, or the hospital.

The information included on the emergency card is essential for maintaining contact with parents/guardians and physicians. It is recommended that parent/guardians notify the school promptly when there are changes in home or business telephone numbers.

### *Absences*

Please see Website for updated information

<http://www.boarddocs.com/pa/have/Board.nsf/goto?open&id=ANZHBE47AAA4>

Any student that is absent for three (3) days or more, or absent due to an illness, a communicable disease, or due to a hospitalization, must provide a note from a parent and/or physician upon re-admittance to school.

### *Medication*

The nurse's office does not have a cough, cold, or flu medications, antihistamines, allergy medication or antibiotics. All require a PRESCRIPTION FROM A PHYSICIAN AND A SIGNED PARENTAL CONSENT FORM in order for the medication to be dispensed during school hours. The medication must be brought to the Nurse's Office in the original container. Unless specifically ordered by a physician, school policy prohibits (Board Policy #210) students from carrying on their person ANY medication that is prescribed by a physician or purchased "over-the-counter." This includes but is not limited to eye drops, nasal sprays, gargles, herbals, ibuprofen, acetaminophen. RESPIRATORY INHALERS AND ADRENALINE EPI-PENS ARE PERMITTED TO BE CARRIED AND SELF-ADMINISTERED WITH A PRESCRIPTION FROM A PHYSICIAN, A SIGNED PARENTAL CONSENT FORM, AND REGISTRATION OF THE MEDICATION IN THE NURSE'S OFFICE.

### *Medical Assistant Devices*

Crutches, walkers, canes, and any other medical assistive devices must be prescribed by a physician. The use of such devices will not be allowed without a written note from a physician.

The nurse's office has standing orders from a physician to dispense:

*Acetaminophen, Tums® or Maalox®  
for upset stomachs and salt water gargle for sore throats*

Parents may come to the nurse's office to administer medication to their child from the original bottle, if they so choose.

## **Home and School Visitor**

Kathleen McAndrews

9<sup>th</sup> through 12<sup>th</sup> grades

Please see the website for up to date information.

## **Summer School**

An opportunity for students to do advanced work in certain major subjects and to make up credits needed for graduation has been provided for Haverford students in the six-week summer school.

'Make-up' or repeat courses meet for two hours per day, while 'original' advanced courses meet for four hours per day.

In order to take a repeated course, a student must have remained in the course for its duration or completed at least three quarters of the course in which case the student will be given an "F" for the fourth quarter and final grade. No student who has received a "WF" grade in a course may take it as a repeat.

Summer school usually begins one week after the end of the regular school term and ends the first week of August.

A tuition charge exists for all summer courses. The cost varies with the type of course offered. The costs will be made available prior to registration.

## **Scholarships, Grants, and Loans**

There are opportunities for students who show good academic progress and who have a financial need to receive assistance in the form of scholarships to various colleges and universities. Some of these scholarships are competitive and require the student to take an examination.

It is the responsibility of the student to search out these opportunities by consulting scholarship information books in the guidance department, the school library, and by contacting the various scholarship granting sources.

An important source of financial aid for residents of Pennsylvania is the Pennsylvania Higher Education Assistance Agency, which is designed to help qualified students obtain a higher education. Interested juniors and seniors should consult their counselors and obtain complete information about these programs.

## **Withdrawal Procedure**

A student who changes his/her place of residence must report this fact to the guidance secretary and, if necessary, must arrange for transfer to the school in the district of residence. The proper procedure is for the student to obtain a withdrawal slip from the guidance secretary, have a parent/guardian sign the slip,



then have the teacher record his/her grades on the slip. The signed slip is then returned to the guidance secretary. Books and any other property belonging to the school district must be returned before the student's withdrawal is completed. Parents must approve in written form the granting of withdrawals or transfers.

### **Working Papers**

Students who wish to apply for working papers may do so in the school district administrative offices located at 50 E. Eagle Road, Havertown, PA 19083. Working papers must be obtained by those under eighteen years of age who are seeking employment and are not yet high school graduates. High school graduates aged seventeen and over **do not** need working papers.

## **GENERAL INFORMATION**

### **Assemblies**

We have many varied programs throughout the year. Students are to use their best manners when they are part of an audience. Whistling, booing, talking during programs, and/or other disruptions will not be tolerated. Students are to become quiet as soon as someone stands before them during any given program.

In addition to immediate disciplinary consequences for misbehavior, students may also be excluded from special school activities that are enjoyed by the rest of the student body.

### **Books and Supplies**

All textbooks, workbooks, and necessary educational materials are purchased for pupils in the public schools of Haverford Township at public expense. Textbooks are issued to each student for his/her use during the school year and they must be returned at the end of the school year in good condition, providing for reasonable wear and use. Students are held responsible for loss of or damage to school property of any kind. Lost books must be paid for before a new book is issued.

### **Cafeteria**

The cafeteria is located on the main floor. Three lunch periods provide sufficient time for the entire student body to eat. Students are responsible for keeping tables, chairs, and floor areas clean for succeeding groups.

### **Carrying Student Identification Card**

All students are to carry their Student Identification Cards with them on school property. If a student loses his/her ID card, a replacement card can be obtained in the library. The replacement fee is \$10.00

### **Change of Address**

Where children attend school is based on residence. When you registered your student for school, you had to provide documentation that you resided in Haverford Township, and your street address determined the elementary school he or she would attend.

If you move outside of Haverford Township, you must withdraw your child from the school that he/she attends. Talk to the school secretary, who can tell you exactly how to do that.

If you move within the district, you must provide documentation of your new address – just like you did during the original registration. Documents that you can use are:

### **If you purchase a new home**

Settlement Agreement or Agreement of Sale  
Mortgage Statement  
Tax bill from the school district, township, or county

### **If you rent a new home or apartment**

We need to see your rental agreement.  
It must contain: The landlord's telephone number

Your child(ren)'s name listed as an occupant  
Both landlord and tenants' signatures

### **If you move in with someone who owns or rents a home in the township**

You and the homeowner or renter you will be living with must complete a Multiple Occupancy application. In addition to each of you filling out the Multiple Occupancy forms, we require the following:

A photo ID and two or more pieces of mail, all of which contain the address where you will be living  
The person with whom you are living must show a photo ID plus one of the items listed above under "If you purchase a new home".

If you have any questions about the above, please call Barbara Curtin, Registrar, at 610-853-5900, ext. 7139.

## **Central Treasury**

All school funds are deposited in a Central Treasury which is under the control of the Principal and the Treasurer. Class funds, athletic association funds, club funds, etc. are deposited in the Central Treasury and an account is established from which withdrawals can be made through a system of requisitions which are approved by the sponsor and by the high school principal. No monies are to be left overnight in the hands of students or staff. They may be deposited with the Treasurer. Central Treasury is located in the Central Administration building.

## **Detention**

Administrative detention will be held from 2:30 p.m. until 3:25 p.m. Students must be on time for detention in order to be admitted. Students are to sit and work or read quietly while in detention.

## **Doors**

Students are not permitted to open any doors to let anyone into the building or alter doors to prevent automatic closing and/or locking. These are serious safety concerns. Violation of this policy will carry serious consequences.

## **Driving Cars**

Since very little parking space is available, a parking permit system is utilized. Students are requested not to drive to school unless an extreme emergency requires it. Parking has been banned on many of the streets around the school and students' cars cannot be easily accommodated. **CARS PARKED IN THE FACULTY PARKING LOTS WILL BE TICKETED AND MAY BE TOWED AT THE OWNER'S EXPENSE. Repeat parking violations will result in disciplinary action.**

## **Emergency Closing of School**

Notice of the closing of schools in Haverford Township will primarily be done through automatic phone calls or on the website. It will also be given over radio stations WHHS, WCAU, WFIL, and KYW between 5 a.m. and 9 a.m. Otherwise, school will be in session as scheduled. The school closing code is: **455**.

## Emergencies

Students may not make or receive telephone calls or messages from home except in the case of a bona fide emergency. Students are asked to consider the inconvenience placed on a small, busy school staff and the interruption of class work that unnecessary calls impose.

## Fire Drills

FIRE DRILL directions are posted in every room. Pupils must walk rapidly and quietly as directed by the teacher. All pupils and teachers must leave the building during fire drills.

## Harassment and Hazing

Harassment and hazing, including subtle hazing, are disruptive and seriously impact the educational environment of the school. Participation in any harassment/hazing activity associated with the school community will carry serious consequences. Examples of hazing that are not acceptable are "freshman day" and class or grade level pranks.

The PA Human Relations Commission promotes equal opportunity for all and enforces Pennsylvania's civil rights laws that protect people from unlawful discrimination. As Pennsylvania's civil rights leader, it is our vision that all people in Pennsylvania will live, work, and learn free from unlawful discrimination. To learn more click on the link below:

<http://www.phrc.pa.gov/About-Us/Pages/About-PHRC.aspx#.V5iu9vkrKig>

## Lockers

Lockers are assigned to each student. All students are expected to maintain clean lockers during the year and to clean out their lockers before the close of the school year. **Valuables are not to be kept in lockers.** Students are not to use the locker room lockers as their own personal lockers.

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the fourth amendment of the U.S. Constitution. That individual right however, is balanced by the school's responsibility to protect the health, safety, and welfare of all of its students.

## Student Advisory Program

At the June 24, 1999 School Board Meeting, a Student Advisory Program was approved. An advisory system is a simple method that ensures that no secondary school student becomes anonymous. In an advisory system, the goal is to have one adult who sees each student every day during a time similar to the traditional homeroom. Through this program, we strive to ensure that:

- Each student will be well known by one staff member
- Each student will have one person who he/she can go to for help with questions or problems
- The staff member will receive all-important information about the student
- Each student will be assured of one advocate in the school
- Students will perceive that the school shows a personal concern for them as students
- The program will create a sense of family or belonging

The advisory will take place during the daily homeroom time, which is 16 minutes in length.

## Student of the Month

At least two students from each grade will be chosen each month as HHS Students of the Month based on the following H-Pride criteria: Pride, Respect, Involvement, Dedication, and Excellence.

## Student Shadowing

Visitors to the high school are subject to the following restrictions:

- Only students from nearby schools who are considering attending Haverford High School and have received prior written permission (see below) may have a host Haverford student escort them during their visit.
- Prospective visiting students must first have permission from **their own school** in writing and be able to supply emergency contact information.
- The prospective visitor must then request permission in writing from the principal's secretary.
- Clearance must be obtained at **least 24 hours in advance.**
- No one will be admitted without all clearances.

## **Study Hall**

Students are expected to arrive at the study hall in an orderly and quiet manner. They should begin their work immediately. Students are expected to behave in a manner that is conducive to study. There is to be no lounging or loud talking. The study hall is not a social hour but a time to get school work done. Games of chance (i.e. cards, dice, etc.) are prohibited.

## **Technology Usage Guidelines**

**Students will have the ability to use technology in assigned classrooms only under the direction of the teacher. In addition, the use of silent wireless communication devices will be allowed in the cafeteria and in the advisory classrooms with the permission of the advisory teachers.**

**Students who are using electronic devices in any other area, including but not limited to the halls, any instructional classrooms, the gymnasium, and the restrooms, may have their devices confiscated and will be given disciplinary consequences. A confiscated device may be returned to the student or parent depending on the specific circumstances. Students must recognize that the ability to use technological devices is a privilege and not a right. Persistent violators may be required to leave their devices at home or in the main office.**

**Students who have personal electronic devices which can take pictures and videos are not permitted to take pictures or videos in the school building without permission from the person being pictured or videoed and a supervising authority.**

**During fire drills or other emergency procedures, use of technology is NOT permitted.**

In addition, please keep the following guidelines in mind when using technology in the high school:

### **Internet**

The School District of Haverford Township provides Internet access for students to use as part of a teacher's lesson plan. All Internet use must be directly related to a current assignment. The classroom teacher must be with the student and supervise the student's Internet access. All students must have a signed Acceptable Use Policy form on file in the library before they access the Internet.

## Personal Electronic Equipment

Personal Electronic Equipment includes but is not limited to: Cell phones, CD players, Mp3 players, PDA's, and Laptop computers.

The use of personal electronic equipment is only permitted in the approved Technology Zones\*. Use of these types of devices in any other areas will not be permitted during school hours (7:30 a.m. to 2:22 p.m.). When not in the Technology Zones, the devices **must be turned off and concealed at all times.**

Students caught using these devices in unapproved areas will be sent to the office to turn in their technological devices. Students need to be aware that refusal to follow a reasonable request could be considered insubordination.

**\*Technology Zones will be located in the Cafeteria and Commons only during the student's assigned lunch period, during Advisory in the advisory classroom with permission from teacher, and during study hall.**

(The use of personal laptop computers in classrooms during instructional sessions or study hall time will also be at the direction of the classroom teacher, except in circumstances where students use is required through an individualized education plan.)

## Beepers and Pagers

State Law prohibits the wearing and use of beepers and pagers by students. If you are found with one it will be confiscated by the administration. **The confiscated item(s) will be held in the administration office until picked up in person by a parent/guardian.** Exceptions will be made for registered members of the fire or EMT companies and those who have a documented medical requirement to possess and use such devices. In either of these cases, a written statement must be on file with the grade level principal.

## Penalties

Students who violate the high school's technology guidelines will be referred for discipline to their grade-level principals. Devices will be confiscated if used during an unauthorized time. Students may also receive a detention, suspension, and/or revocation of computer privileges.

***Personal items such as CD Players, Mp3 Players, Cell Phones, PDA's, etc., are the responsibility of the student. The school is not responsible for the loss, theft, or damage of these or similar items and will not investigate any loss or theft.***

# ATHLETICS & ACTIVITIES

## Athletics/Activities

Haverford High School offers opportunities for every student to participate in some type of activity through interscholastic or intramural competition, grades 9 through 12. A student must be in school for ½ day in order to participate in any activity that day. Students must be in school by 10:46 A.M. in order to meet the ½ day requirement. Exceptions will be made if the student has an approved medical or educational excuse. Arrangements must be approved by the appropriate grade level principal PRIOR to the day of absence.

**ON THE DAY A STUDENT HAS A DETENTION, OUT OF SCHOOL SUSPENSION, OR AN EARLY DISMISSAL DUE TO ILLNESS, THE STUDENT MAY NOT PARTICIPATE IN ANY SPORTS OR EXTRACURRICULAR ACTIVITIES. STUDENTS ON PROBATION MAY NOT PARTICIPATE IN ANY SPORTS OR EXTRACURRICULAR ACTIVITIES.**

**Scheduled interscholastic sports include the following:**

### FALL SPORTS

Cheerleading  
Cross Country (boys)  
Cross Country (girls)  
Field Hockey (girls)  
Football  
Golf (boys)  
Golf (girls)  
Soccer (boys)  
Soccer (girls)  
Tennis (girls)  
Volleyball (girls)

### WINTER SPORTS

Basketball (boys)  
Basketball (girls)  
Cheerleading  
Ice Hockey  
Swimming (boys)  
Swimming (girls)  
Track (boys)  
Track (girls)  
Wrestling

### SPRING SPORTS

Baseball  
Lacrosse (boys)  
Lacrosse (girls)  
Softball (girls)  
Tennis (boys)  
Track (boys)  
Track (girls)  
Volleyball (boys)

## Eligibility Regulations

Students who participate in any interscholastic activity must conform to the eligibility rules of the Pennsylvania Interscholastic Athletic Association (PIAA). Refer to [www.PIAA.org](http://www.PIAA.org). Some of the most important rules are as follows:

**Grades:** Any student participating in sports must take and pass a minimum of two (2) courses, which meet five days per week, each quarter.

**Age:** No student may participate in any contest who attains the age of nineteen before June 30, if the age is attained on or after July 1, the student shall be eligible, age wise to compete through the school year.

**Amateur:** A student must be an amateur in order to participate.

**Transfer:** Special rules apply to students who transfer from one school to another (other than from the middle school to the high school) which restrict participation.

**Representation:** Any member of a team who participates in an athletic contest and is a member of any other similar team representing any organization other than the school during the same season, which season shall include vacations, holidays, and periods of suspension, shall be ineligible to compete in that sport for the remainder of that season. In golf, tennis, gymnastics, swimming, and volleyball, this rule

may be waived with regard to particular individuals, provided that such waiver is first approved in writing by the principal of the school concerned and is authorized by the District Committee.

## **Athletic Awards**

Students who represent Haverford High School in Interscholastic Athletic contests have been recognized for many years through a program of awards presented by the Haverford High School Athletic Department. The following guidelines have been adopted as the basis for the awarding of varsity, junior varsity, and freshman letters:

1. Any member of an athletic squad meeting the letter requirements as set forth herein shall be given a letter if it is the first letter won in that sport. Persons earning subsequent letters in the same sport will receive a certificate and a pin rather than a letter. Such persons may, at their option, buy a letter at cost.
2. To qualify for an award, an athlete must finish his/her sport season in good standing. An athlete can be disciplined during a season and still finish the season in good standing, but participation missed due to disciplinary action cannot be credited toward earning an award.
3. Any student whose conduct or sportsmanship is in question by a faculty member or coach, may be considered not in good standing and subsequently may be barred from consideration for a letter.
4. An athlete missing playing time due to academic or attendance deficiencies may not receive credit for participation.
5. Students who legally transfer into the school district during an athletic season and participate on a Haverford team during that season will be credited for their participation at their previous school district under the guidelines set forth here.

## **Eligibility**

Eligibility for athletic awards is determined through the degree of participation by the athlete in scheduled contests. The following is a list of minimum requirements for varsity letter eligibility. Junior varsity and freshman letters will be awarded to all participants.

### **BOYS**

Baseball	Participate in 2/3 of scheduled games and attend practices required.
Basketball	Participate in 2/3 of scheduled games and attend practices required.
Cross Country	Participate in half of the dual meets or place in the District or State meets and attend practices required.
Football	Participate in 2/3 of scheduled games and attend practices required.
Ice Hockey	Participate in 2/3 of scheduled games and attend practices required.
Soccer	Participate in 2/3 of scheduled games and attend practices required.
Tennis	Participate in 2/3 of scheduled games and attend practices required.
Track	Score in more than half the dual meets; or score in a championship meet; or set a school record and attend practices required.
Wrestling	Participate in 2/3 of scheduled meets and attend practices required.
Lacrosse	Participate in 2/3 of scheduled games and attend practices required.
Swimming	Earn 8 points and participate in more than 1/2 of the meets and attend practices required. All relay points are divided among individuals swimming in the relay.
Golf	Participate in 2/3 of scheduled games and attend practices required.
Volleyball	Participate in 2/3 of scheduled games and attend practices required.

## **GIRLS**

Basketball	Participate in 2/3 of scheduled games and attend practices required.
Cheerleading	Participate in 3/4 of scheduled games and attend practices required.
Cross Country	Participate in half of the dual meets or place in the District or State meets and attend practices required.
Hockey	Participate in 2/3 of scheduled games and attend practices required.
Soccer	Participate in 2/3 of scheduled games and attend practices required.
Tennis	Participate in 2/3 of scheduled games and attend practices required.
Track	Score in more than half the dual meets; or score in a championship meet; or set a school record and attend practices required.
Lacrosse	Participate in 2/3 of scheduled games and attend practices required.
Swimming	Earn 8 points and participate in more than 1/2 of the meets and attend practices required. All relay points are divided among individuals swimming in the relay.
Volleyball	Participate in 2/3 of scheduled games and attend practices required.

Participation refers to more than a token appearance in a game for brief periods of time as a substitute. Participation involves playing for a period of time equal to 1/4 of the total playing time of a contest.

Exceptions to the above can be made upon the recommendation of the coach and approved by the Athletic Director.

## **School Board Policy 123**

Provisions of Interscholastic Athletics/Co-curricular Activities

### *Use or Possession of Alcoholic Beverages/Illegal Drugs*

Use and/or possession of alcoholic beverages, or narcotics or illegal controlled substances of any kind, at any time or place (24/7) is strictly prohibited and may result in a suspension from athletic activities. The first offense will allow for denial of participation in and attendance at athletic events including practices for a period of 10 school days beginning on the day the athletic department applies discipline to the student. Return to the team following a suspension will occur in coordination with a referral to the H.E.A.R.T. for counseling. A second offense during an athletic school year could result in a 30 day suspension from the team for the current sports season. Additional offenses may result in removal from the team.

Before any suspension provided under these rules shall take effect:

1. The student shall be verbally advised of the alleged violation by the head coach/sponsor and the student will have an opportunity to explain.
2. The coach/sponsor will then make a recommendation, if any, to the appropriate administrator.
3. The appropriate administrator will then notify the student of the penalty after consultation with the head coach/sponsor.
4. The student may request a meeting with the building principal for purposes of reviewing the circumstances and the penalty. The student's parents shall be notified of such a meeting and will be permitted to attend.
5. The decision of the building principal shall be final. The rules and regulations in this Code shall apply to any violations, on and off school premises, during the season of participation where violations can be determined.

Additional rules or regulations from the head coach/sponsor must be cleared by the administrator in charge. Any additional rules and regulations must be in writing and on file in the appropriate office.



**ON THE DAY A STUDENT HAS A DETENTION, OUT OF SCHOOL SUSPENSION, OR AN EARLY DISMISSAL DUE TO ILLNESS, THE STUDENT MAY NOT PARTICIPATE IN ANY SPORTS OR EXTRACURRICULAR ACTIVITIES. STUDENTS ON PROBATION MAY NOT PARTICIPATE IN ANY SPORTS OR EXTRACURRICULAR ACTIVITIES.**

## **Activities**

Extracurricular clubs and activities at Haverford High School

AACT (African Americans Coming Together)	March/Concert Band
Anime Club	MB/Color Guard
Art 4 Alzheimer's Club	Marine Workout Club
Art Club	Medical Professionals of Tomorrow
Asian Cultural Exchange (ACE)	Model U.N.
AWARE	Movie Club
Best Buddies	Music Club
Billy Ball Club	Music and Guitar Club
Bowling Team	National Honor Society
Build-On Haverford	National Artist Honor Society
Chess Club	No Place for Hate (ADL)
Chinese Club	Orchestra Director
Choral Council	Origami Club
Class of 2019	Outdoors Club
Class of 2020	Paws for a Cause
Class of 2021	Pen & Ink
Class of 2022	Philosophy Club
Comic Book	Photography Club
Cooking Club	Ping-Pong
Drama Board	Pokemon Club
Drama Club Producer	Prayer Group
Drama Club--Asst. Director	Rainbow Alliance
Drama Club—Director	Red and Gold Club
Drama Club--Pit Orchestra	Red Cross Club
Drama Club--Tech Director	Robotics Club
Economics & Investments Club	Council)
Fashion Club	SADD
FBLA	Science Olympiad
Fitness Center	Spanish Club
Fordian	Speech/Debate
Fords Fan Club	STAND (Darfur Fast)
French Travel Club	Student Senate
Girls Can	Support for Soldiers
Haverford's Finest	Tri M. Chapter Music Honor Society
Hearthstone Club	TV Station
HECO-Help End Childhood Obesity	Ultimate Frisbee (HUDA)
Heifer International	Unless
Hi Q Team	WHHS Radio
Fords for A Cure	World Affairs Club
Interact Club	Yearbook--General Editor
Jazz Band	

**Sales:** If a school sponsored club sells merchandise as a fundraiser, they must obtain a permit from the administration granting approval. All forms are available from the athletic/activities secretary. No student may engage in any sales except for a school sponsored activity.

## **Student Government**

*Qualification for Running for Class Officer (policy developed 5/89)*

Disciplinary regulations regarding students referred to the grade level principal that are seeking elected office are as follows:

Any student who has been suspended for any reason during the current school year, it is not eligible to run for an elected office.

Any student with a chronic behavior problem (i.e. disruptive classroom or school behavior, argumentative, uncooperative, disrespectful, etc.) may be prohibited from running for office. This will be judged on a case-by-case basis.

**Freshman class elections will take place in the fall. When needed, Upper class elections will take place in the spring. School board representatives will be elected in the spring.**

## **Homeroom Representatives**

During the first week of school, each homeroom will elect a homeroom representative. The person receiving the second highest vote total will be the "alternate." If no one chooses to run and a student(s) volunteers, then the homeroom teacher may appoint him/her as the homeroom representative and the alternate. The role of the representative will be to (a) read the daily student bulletin to the class (b) attend meetings with the Student Senate during the 42 minute homeroom (c) report to the homeroom on the issues discussed at these meetings (d) survey the homeroom students and report the results as needed. In the event of the absence of the representative, the alternate will fulfill these duties.

## **Musical Organizations**

The following are open to all students performing with sufficient technical ability on appropriate instruments:

- Marching Band
- Concert Band
- Symphony Orchestra
- Jazz Band

The Choral Department offers the opportunity for participation to any interested students. There are two vocal music organizations:

- Chamber Singers ( select group of the best music readers and voices)
- Concert Chorale (open to all students regardless of their musical background)

## **National Honor Society**

The National Honor Society is an organization to which students are elected by the faculty on the basis of four criteria: Scholarship, Leadership, Character, and Service. Candidates must have a minimum 3.8 unweighted GPA and 4.125 weighted GPA or 4.25 weighted GPA. Also, their academic record must not contain any quarter grade of an F. After meeting these requirements, a candidate for the National Honor Society must **fully complete an application**.

From the date that students receive the applications, they will have two calendar weeks (14 days) to complete and submit them with all required documentation and signatures. **NO APPLICATION OR DOCUMENTATION WILL BE ACCEPTED AFTER THE POSTED DEADLINE.**

### **Community Service**

Applicants for the NHS must be able to document a minimum of thirty hours (30) of voluntary services. Service is defined as “activities outside of school in which you participated for the betterment of your community and did not receive payment.”

Any service contribution made outside the school environment **MUST** be supported with **WRITTEN DOCUMENTATION**. Community service that is **NOT** documented will **NOT** be taken into consideration during the application process.

### ***Discipline***

In order to be considered for NHS, you must have an exemplary disciplinary record, that is, **NO SUSPENDABLE OFFENSES** as defined by the HHS discipline code.

### **Parent-Teacher Organizations**

**Includes, but not limited to:**

- Basketball Boosters
- Cheerleading Boosters
- Haverford High Drama Parents Guild
- Haverford Band and Orchestra Parents
- Haverford HS Baseball Parents Association
- Haverford Choral Association
- Haverford Football Followers
- Haverford HS Ice Hockey Parents Association
- Haverford HS Parent-Teacher Organization
- Lacrosse Boosters
- Parent Advisory Committee
- Parent' Association of Women's Sports
- Soccer Boosters
- Swimming Boosters
- Clubs and Services Groups

### **Publications**

The Fordian is the school newspaper published once a month during the school year. It is written and edited by the students. Tryouts for staff positions take place during the first quarter.

Pen and Ink, a literary magazine published annually, contains stories, essays and poems, written by students. Any student in Haverford High School may submit work. Staff appointments are made in the fall.

Greystones is the annual yearbook published by the members of the senior class assisted by the underclassmen. Appointments of staff members are made in the junior year (11<sup>th</sup> grade), so that the committees may get organized before the senior year begins.

In each activity there is an opportunity for the interested student to try his hand at makeup, photography, art, and typing.

### **Radio Station (WHHS)**

The School District of Haverford Township holds the unique distinction of owning and operating its own FM broadcasting station. WHHS is operated under the faculty supervision as a co-curricular activity.

The station operates on a daily schedule. Special events, such as football and basketball games are broadcast. The radio station is open to all students who have an interest in broadcast training. Students may listen to WHHS at 107.9 megacycles each day for information regarding school affairs.

### **Guidelines and Consequences for Dances and Extracurricular Events**

- Dances begin at 6:30 p.m. to 9:30 p.m. Students will not be permitted entrance to a dance after 7:00 p.m. without prior approval from an administrator.

All students and guests must have photo ID's and tickets to enter the dance.

#### **NO ID or NO TICKET = NO ADMISSION**

- No bags should be brought to dances. Any bags brought to a dance will be searched upon entry and made unavailable until the conclusion of the dance.
  - Haverford High School is not responsible for lost or stolen items. Personal items, such as cell phones should remain with the student. The school is not responsible for lost cell phones.
  - Students and guests cannot leave before 9 p.m.
  - Haverford High School's Homecoming Dance is a smoke, vape, drug and alcohol-free event.
  - Anyone suspected of being under the influence of alcohol or illegal drugs may be subjected to alcohol screening, face police involvement, and will be removed from the premises.
  - Students or guests who act inappropriately at any time or who are found under the influence of alcohol or drugs will be subject to the disciplinary consequences as outlined in the student handbook.
  - Dancing should be appropriate at all times, based on the discretion of the chaperone.
  - This is a semi-formal event, please dress accordingly.
  - All students and guests will be subject to school rules throughout the dance and when on premises.
- Students or guests who act inappropriately at any time or who are found under the influence of alcohol or drugs will be subject to the disciplinary consequences as outlined in the student handbook.

*We trust that the expectations as outlined above will be successfully met by the students. However, in the event the group behaviors at a dance are deemed inappropriate, the administration reserves the right to end the dance and send students home without refund.*

- A ratio of 1 chaperone for 25 students. We determined that 50% of the chaperones should be present staff members and 50% can be parent volunteers. The student club organizing the dance will be expected to show a list of potential chaperones one week before the event. They will then be expected to show the number of tickets sold and the chaperones listed to the assistant principal in charge of activities on the day before the dance.
- In addition to the faculty and parent chaperones there will be 2 administrators present at every dance.

### **Consequences**

1. The Code of Student Behavior will be carried over to all school dances/events.
2. Chaperones have the right to refuse or remove any student who is causing a disruption or violating the Code of Student Behavior during the dance/event.
3. Any student who displays physical signs of alcohol or drug use will not be permitted into the dance/event. Any student who displays physical signs of alcohol or drug use will be reported to the police.

# ATTENDANCE POLICY

## Rules & Regulations

*Attendance:* According to Section 1326 of the School Code, the term “compulsory school age” means the period of a child’s life from the time the child’s parents elect to have the child enter school, which shall be not later than the age of eight (8) years until the age of seventeen (17) years.

Student attendance is a most critical issue. Block scheduling, with classes that are 84 minutes in length and 18 weeks in duration, demands that students be in attendance to succeed academically. Parents and students need to carefully consider each absence. Additionally, the high school does not sanction “senior cut days,” prom cut days, or junior cut days. Good attendance and good academic performance are usually synonymous.

The only legal excuses for absence from school are:

- Personal illness
- Quarantine
- Death in the immediate family
- Observance of religious holidays
- School-sponsored activities
- Out-of-school suspension
- Approved planned absences

## Attendance

Students are expected to be in their 1<sup>st</sup> block classes by 7:30 a.m. The academic day ends at 2:22 p.m. Students late to school **MUST** report to the attendance desk located in the Main Office. Travel time between classes is five (5) minutes.

Students are expected to be on time and prepared for each class every day.

## Absence and Lateness

An automated call is sent home daily to alert parents of an unexcused absence. Upon the student’s return from an absence, a note explaining the reason for the absence is to be presented to the homeroom teacher. Students late to school **MUST** report to the attendance desk located in the Main Office. Please see the rules and disciplinary sanctions for lateness and absence in the DISCIPLINE section.

After three (3) consecutive days of absence, re-admittance through the school nurse may be required.

## Early Dismissal

Every attempt should be made to schedule doctor’s appointments, dentist’s appointments, etc. around the school day or vacation schedule. However, we realize that this is not always possible. Therefore, the following procedure must be followed when requesting an early dismissal:

- A request for an early dismissal must be submitted to the Attendance Office no later than the morning of the early dismissal. Students will be given an early dismissal slip to show teachers. Parents/Guardians should pick their student up at the attendance desk in the main office. All students must sign out prior to leaving the building.
- When the request for an early dismissal is made *on the same day* as the early dismissal, the student’s parent/guardian must come into the building and pick up his/her son/daughter IN PERSON, from the grade level principal’s office. The parent/guardian should be prepared to

show verification of the last minute appointment or supply information so the last minute appointment can be verified by the school district.

### **Daily Early Dismissals for 11<sup>th</sup> and 12<sup>th</sup> Grade Students**

If an upper class student (grades 11 or 12) has a fourth block or third and fourth block study hall, he/she may apply for a Daily Early Dismissal in the grade level principal's office. The student must keep the Daily Early Dismissal pass in his/her possession or the privilege can be revoked. Any student participating in athletics must be in school at least one half of the school day or must make prior arrangements with the Director of Athletics. The application for a Daily Early Dismissal needs to be renewed each quarter.

### **Daily Late Arrivals for 11<sup>th</sup> and 12<sup>th</sup> Grade Students**

If an upper class student (grades 11 or 12) has a first block or first and second block study hall, he/she may apply for a Daily Late Arrival in the grade level principal's office. The student must keep the Daily Late Arrival pass in his/her possession or the privilege can be revoked. Any student participating in athletics must be in school at least one half of the school day or must make prior arrangements with the Director of Athletics. The application for a Daily Late Arrival needs to be renewed each quarter.

### **PreArranged Absences for Education or Travel**

#### **Planned Absences**

Parents are to verify in writing the cause of the planned absence to the grade level principal at least one week in advance of the planned absence. Forms concerning planned absences are available in each grade level office. Students are responsible for making up all missed work. A maximum of 5 days per school year may be used for these purposes.

Planned absences approval may be requested for the following:

- College visitation(s)
- Family travel with extenuating circumstances
- Other special cases approved by the administration

**Because of the amount of instructional time missed, family trips and/or vacations should be planned to coincide with scheduled school vacations.**

#### **Unexpected Absences (including illness)**

After an absence from school, a note explaining the absence, from the student's legal guardian, is required. The note is given to the homeroom teacher and the homeroom teacher will give the student an admission slip (ABSENCE EXCUSE CARD). The slip is to be presented to each assigned teacher at the beginning of each class. If a student is absent three (3) or more consecutive days, he/she may be required to see the school nurse, regardless of the reason for the absence.

#### **Unexcused Absences (cuts)**

Students who are out of class illegally, i.e. class cuts, truancy, no excuse note, etc., will not be permitted to make up work for the class(es) that was missed. A zero grade will be reflected in the teacher's grade book for the class(es).

## Procedure for Reporting Student Absences

On the day a student is absent from school, the parent/guardian will receive an automated telephone call from the school confirming this absence. On the morning that the student returns to the school, he/she must present to the first block teacher and subsequently to the homeroom teacher a completed **ABSENCE EXCUSE CARD** form (available from his/her homeroom teacher), or written statement signed by the parent/guardian giving the day(s) and the reason for the absence. *If the student forgets the absence excuse card or note, he/she has three days to bring it in. If the student fails to present an absence do so, he/she will receive a "zero" for any missed work.*

## DISCIPLINE

### Student Responsibilities

The ultimate goal with reference to discipline in school is to develop an understanding of self-discipline and its necessity in our society. Each teacher, assistant principal, and principal in the schools shall have the right to exercise the same authority as to conduct during the time students are in attendance (including the time required in going to and from their homes), as the parents, guardians, or persons in parental relation to such pupils may exercise over them.

Student responsibilities include:

- Regular school attendance
- Conscientious effort in the classroom
- Conformance to school rules and regulations

No student has the right to interfere with the education and well-being of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of the students to:

- Be aware of all the rules and regulations for student behavior and conduct themselves in accord with them
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property
- Dress and groom themselves so as to meet the fair standards of safety and health, and so as not to cause substantial disruption to the educational process
- Assume that until a rule is waived, altered, or repealed, it is in full effect
- Assist the school staff in operating a safe school for all students enrolled therein
- Be aware and comply with state and local laws, school policies, and regulations
- Exercise proper care when using public facilities and equipment
- Attend school daily, except when excused, and be on time for all classes and other school functions
- Do not leave the building or school grounds between arrival and dismissal without the permission of the appropriate grade level principal
- Make all necessary arrangements for making work up when absent from school
- Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities
- Avoid inaccuracies in student newspaper or publications and indecent or obscene language

- Comply with classroom regulations as set by teachers
- Pass between classes in an orderly fashion without excessively loud talking; refrain from pushing others
- Comply with directives and requests of school personnel with regard to behavior, whether in or out of a classroom

## **Student Behavior**

Haverford High school is your home away from home for 10 months of the year. It is a place to learn and grow. The staff members hope that you take advantage of the opportunities that our school has to offer you in the coming year. The following guidelines have been developed to help make each day as pleasant and productive as possible for all.

## **General Guidelines for Student Behavior**

As citizens of Haverford High School, students should assume the responsibility to conduct themselves in a positive manner.

Inappropriate behavior will result in disciplinary action in accordance with the School District of Haverford Township Code of Student Behavior for the high school.

In addition to items prohibited by the District's Code of Student Behavior, the following practices will not be permitted in the high school:

- Selling any items without school approval
- Bringing skateboards and bicycles into the school
- Use or possession of any medication without the nurse's knowledge
- Playing audio equipment on school grounds
- Parking in the staff lot (YOUR CAR WILL BE TICKETED)
- Littering
- Defacing or destruction of school or personal property
- Use of profane, obscene or vulgar language
- Use of or possession of tobacco products
- Eating in Inappropriate areas
- Gambling

## **Dress Code**

- We expect students to dress appropriately in school.
- We will accommodate a wide variety of individual tastes.
- The administrative team reserves the right to make decisions concerning attire.
- The administrative team is open to discussing any questions, concerns, and/or issues.

### ***Clothing that is typically unacceptable:***

- **Clothing that creates health and/or safety issue**
- **Clothing that interferes with school work, creates disorder, or is disruptive to the educational program**
- **Examples of clothing that are typically unacceptable:**
  - Clothing that has inappropriate language or graphics
  - Any articles of clothing that contains reference to drugs, alcohol, and weapons
  - Clothing that is too revealing
  - Hats and hoods



## Cafeteria

- The lunch period should be a relaxing and pleasant break in the school day for all students. In order to maintain a pleasant atmosphere, everyone's cooperation is necessary.
- Students are expected to arrive at the cafeteria in a prompt manner as they would for a class.
- Students must eat in the cafeteria during the period to which they have been assigned.
- Trash or food is never to be thrown. Violation of this is considered a Level C offense under the Discipline Code.
- Food must remain in the cafeteria unless students have a pass to eat in library or teacher classroom
- Each table is responsible for the cleanliness of that table and the surrounding area.
- Students are to behave in a courteous and mannerly way to each other and to all adults.
- No food and/or beverages are permitted in the building except in the cafeteria and common areas.

## Hallways

Students are expected to show consideration and politeness when moving through the halls.

- At all times, students will walk through the halls in an orderly fashion.
- There is to be no "horseplay in the halls".
- **No student is permitted in the hallways during class time without a pass.**

## Disciplinary Sanctions for Lateness

### Lateness to Class

#### 1. Excused

- a) A student must have a pass from an administrator, teacher, nurse, or counselor for the lateness to be considered excused.
- b) Make-up work due to an excused lateness is assigned by the teacher and completed during 'non-school' hours under the supervision of the teacher (before or after the student day) within two school days.
- c) Continued occurrences of lateness will be referred to the administration.

#### 2. Unexcused

- a) For the first unexcused lateness, the teacher assigns a 45-minute detention to be served under the supervision of the teacher during non-school hours (before or after school), within two school days.
- b) For the second unexcused lateness, the teacher assigns a 45-minute detention to be served under the supervision of the teacher during non-school hours (before or after school), within two school days. Additionally, the teacher contacts a parent.
- c) The third and subsequent unexcused lateness(es) are reported to the administration and treated the same as unexcused lateness to school.
- d) "0" grade for all work missed.

### Lateness to School

#### 1. Excused

- a) Reasons for excused lateness are illness, religious observation, medical/dental appointments (verification could be required), and judicial appointments. Any other special cases such as there must be reviewed by the principal.
- b) Excessive excused lateness may require a conference with administration, counselor or home & school visitor.

## **2. Unexcused**

- a) Unexcused lateness results in Administrative detentions
- b) Administration assigns a 45-minute detention to be served before or after school, usually within two school days.
- c) Students receive a "0" zero for any missed work due to unexcused lateness(es).
- d) Students are prohibited from participation in activities or athletics after school on the day of the assigned detention.
- e) Excessive unexcused lateness reviewed by the grade level principal and referred to the School Social Worker/Home & School Visitor. Possible disciplinary action taken.
- f) Students who unexcused lateness prevents them from attending a block will receive consequences as per class cut policy.

**\*\*A request to change the date of detention can be made to the grade level office PRIOR to the scheduled detention by the student. This request will be approved on a case by case basis for extraordinary needs.**

## **Disciplinary Sanctions for Cutting**

### *Cutting of Classes*

1. Disciplinary sanctions for class cuts are cumulative and progressive and include prohibition from participation in after school activities or athletics on the day the cut is verified.
2. First class cut: Student is assigned administrative detention(s). Student conference with the Grade Level Principal. Student receives "0" grade for work missed.
3. Additional class cuts: Administrative conference. "0" grade for work missed. Letter sent home to alert parents.

All students are subject to the same disciplinary actions, unless a specifically identified handicapping condition is documented as the cause for disciplinary violations.

## **Truancy**

The parents will be notified in writing of truancy. The penalties, as described in the School Code for violation of the compulsory attendance laws, will be followed.

## **Detention**

Detention Hall will be held Monday through Friday, beginning at 2:30 p.m. and ending at 3:15 p.m. Teachers may assign their own personal detentions. Twenty-four hours' notice must be afforded the student.

### **Search and Seizure**

Searchers of a student's person, locker, desk, or personal property may be made when there is reasonable suspicion to believe that there has been a violation of school district policies, school regulations, or the law. There is no necessity for school officials to obtain a search warrant to make a search.

Lockers, desks, areas of the school building, parking lots, etc., are school district property and remain under the control of the school district, subject to search at any time by school officials. Students have no expectations of privacy in these areas. *Please see Board Policy No. 226 for details.*



# **Code of Student Behavior**

## **GENERAL RULES AND PROCEDURES**

Book	Policy Manual
Section	200 Pupils
Title	Student Discipline
Number	<b>218</b>
Status	Second Reading
Last Revised	August 20, 2018
Last Reviewed	August 23, 2018

### **Purpose**

The Board acknowledges that a positive learning environment is directly related to a school culture where diversity and individualism are valued and honored. This expected mindset and culture is established within our district educational philosophy. From K-12, students are expected to follow the code of conduct in all academic, social, and extracurricular settings, in school, at school sponsored events and activities, on school vehicles, and at other times when the District is authorized to enforce discipline policies and procedures. The Board reserves the right to discipline students for conduct that occurs off campus or at non-school sponsored activities to the fullest extent permitted by law.

### **Authority**

The Board shall establish fair, reasonable and non-discriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school sponsored activities, and while traveling to or from school and school sponsored activities.

The principal and/or his/her designee of each school in the District shall have the authority to discipline students for sufficient reason in accordance with the specific building Code of Conduct, Pennsylvania Public School Code of 1949, as amended, other applicable Federal and State laws and/or regulations and School District Policies (204, 221, 225, 227, 233, 233.1, 237, 247, 249, 259). School personnel shall promptly notify the disciplined student's parent or guardian of such disciplinary action.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

[22][19][20][23][24][14]

### **Student Responsibilities**

Students share with the staff and community the responsibility to develop a climate within the school which contributes to worthwhile learning and living. Student responsibilities include;

- Conscientious effort in classroom and homework

- Accountability for their actions
- Adherence to all school policies, rules, regulations and each schools' Code of Conduct.
- Respect the rights or person and property of others.
- Preserve the degree of order necessary to the educational program in which they are engaged.

### **Guidelines**

The Superintendent shall promulgate an Administrative Regulation implementing this Board Policy governing student conduct which shall detail the behaviors students are expected to exhibit and the consequences students can expect to receive when they make poor choices regarding their behavior. The regulations governing student conduct shall not 1. Be arbitrary, but rather bear a reasonable relationship to the need to maintain a school environment conducive to learning; 2. Unlawfully discriminate against students; 3. Demean students; or 4. Violate any individual rights guaranteed to students.

### **Student Expression**

It is a violation of this policy for student expression or conduct to materially and substantially disrupt the operation of the school. It is also a violation of this policy if the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operation of the school. This includes but is not limited to use of any race, color, national origin/ethnicity, veteran status, gender, age, disability, sexual orientation, gender identity/expression, or religion based slurs.

### **Corporal punishment**

The use of corporal punishment is prohibited in all District Schools. Reasonable force may still be used by teachers and school authorities under any of the following circumstances;

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

### **Special Needs Students**

In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take steps required to comply with state and federal laws and regulations, and the procedures set forth in the memorandum of understanding with local law enforcement and board policy 233.1.

### **Disciplinary Consequences**

The consequences students can expect to receive when they make poor choices regarding their behavior shall;

1. Relate in kind and degree to the infraction;
2. Require the student to accept responsibility for his/her actions;
3. Ameliorate any harm caused by the student's misconduct if possible, and
4. Hold parents and guardians accountable including financial liability for the actions of their child, if applicable.

The severity of any consequence should be proportional to the severity of the offense and take into account among other considerations the age of the student, the student's prior disciplinary record, special circumstances about the incident, as well as any applicable laws and regulations.

Adopted by the School Board on September 6, 2018

## DISCIPLINE POLICY 218

### ADMINISTRATIVE REGULATIONS

Exclusion of students shall be conducted in accordance with the Pennsylvania Public School Code of 1949 which provides: Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct, and any principal or teacher suspending any pupil shall promptly notify the district superintendent or secretary of the board of school directors. The board may, after a proper hearing, suspend such child for such time as it may determine, or may permanently expel the student. Such hearings, suspension, or expulsion may be delegated to a duly authorized committee of the board, or to a duly qualified hearing examiner, who need not be a member of the board, but whose adjudication must be approved by the board.

The following guidelines are established to ensure uniformity of procedure and to comply with Commonwealth directives regarding the exclusion of students from the School District of Haverford Township. Exclusion from school may take the form of suspension or expulsion.

#### Definitions

- Suspension - Suspension is exclusion from school for a period of (1) to (10) consecutive days.
- Expulsion - Expulsion is exclusion from school by the Board of School Directors for a period exceeding ten (10) school days and may be permanent expulsion from school rolls. All expulsions require a prior hearing by the Board of School Directors in accordance with procedures established by the Office of the Superintendent and the Superintendent's Administrative Policy #233 regarding "Expulsion Hearings"
- Self Discipline – The ability to control one's behavior in order to conform to school rules and other age appropriate and desirable behavioral norms.

#### Disciplinary Action

1. Under these District wide guidelines, basic standards of behavior shall be developed and then reviewed annually within each building of the District.
2. Appropriate and consistent action shall be taken not only in the classroom, but throughout the entire building to maintain these standards. Consequences will be proportional to the severity of the infraction with consideration of academic consequences associated with discipline.
3. Building administrators shall be responsible for maintaining such standards building wide.
4. The individuality of each student and each incident shall be taken into consideration in any disciplinary action.
5. If a student is suspended from school, a building administrator shall contact the parents or guardian by telephone or face-to-face prior to the student returning from the suspension.

#### Suspension Procedures:

1. The student shall be told the reason for the suspension and shall be afforded the opportunity to respond to the charges before the suspension becomes effective. This shall be the responsibility of the assistant principal or principal suspending the student. The reason for the suspension also shall be stated in written correspondence to the home. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.

2. The student and parents/guardians are notified of the suspension in the following manner:

- a. The appropriate assistant principal/principal personally contacts by telephone the parents/ guardians if possible.
  - b. If the assistant principal/principal contacts the parent by phone, a letter is sent via regular mail or electronic mail to the parent. A copy of the letter must be forwarded to the individual with student attendance reporting responsibilities; student's file, and others at the discretion of the principal.
  - c. If the assistant principal/principal is unable to contact the parents/guardians by telephone, a letter is sent by the school via regular mail or electronic mail to the parents/guardians on the same day the child is suspended. A copy of that letter must be forwarded to the individuals with student attendance reporting responsibilities; student's file, and others at the discretion of the principal.
3. Students shall be permitted to make up exams and work missed while suspended.

Suspension Procedures - One (1) to Three (3) School Days:

1. The suspension shall not be for a period longer than three (3) school days, unless the infraction involves a serious or repeated offense.
2. In the case of a less serious or isolated offense, the principal and/or designee shall make contact with the parent, and a suspension letter shall indicate that a conference with the parents/guardians may be arranged.
3. If during the conference the principal and/or designee determines that further suspension and/or referral to the Office of Superintendent for possible expulsion proceedings is appropriate, then the principal and or designee shall schedule a principal's conference and offer to hold the conference within five (5) school days of the initial suspension date. The principal shall generate the extended suspension letter and have it delivered to the parent.
4. Students shall be permitted to make up exams and work missed while suspended.

Suspension Procedures Four (4) to Ten (10) School Days

1. Suspensions beyond three (3) school days shall generally be reserved for more serious or persistent infractions of school rules. Such suspensions may be assigned only by a building principal or designee in the principal's absence.
2. After reviewing a three (3) school day suspension, the principal may consider the offense serious enough to warrant further discipline, the principal may extend the suspension up to ten (10) school days and/or refer the matter to the Superintendent for possible expulsion proceedings. If the principal extends the suspension and/or refers the matter to the Superintendent, the principal must off an informal hearing to the student and parents/guardians within five (5) school days after the suspension.
3. To ensure due process, the following requirements are to be observed with respect to the informal hearing:
  - a. The principal must present to the parents/guardians and the student a notification for the informal hearing. A copy of that letter must be forwarded to the individuals with student attendance reporting responsibilities; student's file; and others at the discretion of the principal.
  - b. Sufficient notice of the time and place of the hearing is to be given. Attempts must be made to arrange such meetings for mutually convenient times.

- c. A student must be given the right to cross-examine any witnesses presented by the principal.
  - d. The student must be extended the right to speak and produce witnesses.
  - e. As this is an informal hearing, tape recording of the meeting is not permitted. There is no entitlement to legal representation at the hearing for either the student or the school
  - f. If, after the informal hearing, the principal deems it advisable to extend the suspension up to ten (10) school days and/or refer the matter to the Superintendent for possible expulsion proceedings, the principal may do so. The action must be confirmed in writing by mail or electronic mail to the parents/guardians. A copy of that correspondence must be forwarded to the individual with student attendance reporting responsibilities; student's file; the Pupil Service Office; and others at the discretion of the principal.
4. Suspension may not be made to run consecutively beyond the ten (10) school day period, unless the principal determines that a student's presence in his/her class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, as long as the formal hearing is not unreasonable delayed.
- The principal may request a re-admission conference at the termination of the suspension.
5. Students shall be permitted to make up examinations and work missed while being disciplined by suspensions.

#### Extended Suspensions or Expulsions

1. Recommendations for suspension or expulsion when made by the Superintendent for action shall include:
- a. A chronology of the incident(s)
  - b. Statement(s) by those involved in crucial incident(s)
  - c. Statement(s) of the student's status
- 1. Current grades
  - 2. Attendance record
  - 3. Discipline record
- d. A review and recommendation by the principal or Director of Pupil Services
2. As soon as extended suspension or expulsion is considered as a possible course of action, the principal shall consult with the Superintendent and/or his/her designee, and request legal guidance.
3. The Superintendent or designee shall review such information, including the student's file, and recommend to the Board the setting of a hearing to consider possible expulsion from school.

Offenses committed on school grounds, in school vehicles, or while participating in school sponsored activities on or off school premises while traveling to or from school and school sponsored activities or that have some other legally recognized nexus to the school and that may result in suspension or expulsion include but are not limited to;

- 1. Inappropriate physical contact, verbal threats or attacks, bullying, fighting, hazing, and/or unlawful harassment in person or electronic means.
- 2. Physical or verbal threats or attacks or other retaliatory conduct directed at school staff members, their property, or their families in person or through electronic means.
- 3. The sale of or distribution of, or possession of any substances subject to Policy 227. Aiding or abetting



any of the above actions regarding substances subject to Policy 227 shall be treated the same way.

4. Using, carrying or possessing any items which could be considered a weapon, or which is dangerous in nature in accordance with State Law (i.e. Act 126)

5. Consistent lateness to or cutting class or detentions

6. Theft, vandalism or willful destruction or defacing of school property

7. Infractions of building rules.

8. Conduct adversely affecting the school routine or otherwise endangering the safety, morals, health or welfare of others.

9. Inappropriate remarks/comments that include but are not limited to use of any race, color, national origin/ethnicity, veteran status, gender, age, disability, sexual orientation, gender identity/expression or religion based slurs.

10. Chronic insubordination

11. Use or possession of Tobacco products.

12. Inappropriate use of electronic devices

13. Threatening conduct, terroristic threats/acts, false alarms

14. Academic dishonesty (Plagiarism, cheating, etc.)

15. Classroom disturbance

## **School District of Haverford Township**

### **Tobacco Control Policy**

#### **TOBACCO USE IS NOT PERMITTED AT ANY TIME IN THE SCHOOL BUILDINGS OR ON SCHOOL PROPERTY.**

In accordance with Act 145 of 1996, the Board of School Directors prohibits at all times the possession of and/or use of tobacco by pupils in school buses and vehicles, on school grounds, in school buildings or facilities, and on real property or premises owned by, leased by, or under the control of the School District including but not limited to facilities or real property utilized for School District activities.

Pupils who violate this policy shall be subject to both criminal prosecution as permitted by law, including fines and court costs and to the provisions and penalties of the Code of Student Behavior. Having tobacco in a locker or on one's personal effects or in an automobile owned or operated by the student and on school property will be considered possession in violation of this policy. Building Principals shall report violations on the prescribed form based on information received from staff or administration.

The District shall designate a person to receive the reports of violations and notify the appropriate local law enforcement official or District Justice for disposition. Fines levied and collected for the benefit of the School District shall be deposited into the General Fund.

Tobacco use of any kind by employees, guests, or the general public is prohibited in School District buildings, facilities, vehicles, or on School District premises, and violators will be subject to prosecution and fines under applicable Haverford Township ordinances.

Vaping, e-cigarettes or other similar devices are not permitted on school property. If students are found in possession of a device the device will be confiscated and disciplinary action will be enforced. Use of these devices while on school property will result in confiscation of the device and automatic suspension from school.

#### **Definitions**

*Tobacco*- A lighted or unlighted cigarette, cigar, pipe, electronic cigarettes, or other lighted smoking product and smokeless tobacco in any form.

*Pupil*- A person between the ages of six and twenty-one who is enrolled in school

**Weapons Policy Number 218.1**  
**Adopted August 22, 1996**  
**Last Revised November 10, 2013**

**Purpose**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

**Definitions**

**Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, devices which are capable of exploding, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. [\[1\]](#)

**Possessing** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

**Authority**

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity. [\[1\]](#)

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. [\[1\]](#)[\[2\]](#)

**Delegation of Responsibility**

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act. [\[3\]](#)

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials. [\[1\]](#) The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education. [\[1\]](#)

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. [\[4\]](#)

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the designated form twice per year or as required. [\[4\]](#)

**Guidelines**

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

This policy shall not apply to weapons under the control of law enforcement personnel or to approved district programs, where a student participating in the program is in possession of a weapon solely for that purpose with prior permission. [\[1\]](#)

Transfer Students When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period. [\[1\]](#)

Legal

[1. 24 P.S. 1317.2](#)

2. Pol. 233

[3. 20 U.S.C. 1400 et seq](#)

[4. 24 P.S. 1303-A](#)

[24 P.S. 1301-A](#)

[24 P.S. 1302.1-A](#)

[22 PA Code 403.1](#)

[18 Pa. C.S.A. 912](#)

[20 U.S.C. 7114](#)

[20 U.S.C. 7151](#) Pol. 218

# THE SCHOOL DISTRICT OF HAVERFORD TOWNSHIP

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED:

REVISED: September 9, 1999

	448. UNLAWFUL HARASSMENT
1. Purpose	The Board strives to provide a safe, positive work climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.
2. Authority Sec. 703 of Title VII of Civil Rights Act of 1964; Sec. 5(a) PHRC Act; Title IX of the 1972 Education Amendments	<p>The Board prohibits all forms of unlawful harassment of employees by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.</p> <p>The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment. Allegations of reprisals and/or retaliation for a complaint shall be investigated by the administration and, if confirmed, disciplinary and/or corrective action taken.</p>
3. Definitions OCR Guidelines on Sexual Harassment, Fed. Reg. Vol. 62, #49; PHRC Guidelines; PA Bulletin Vol. II, #5	<p>The term <b>harassment</b> includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap/disability which create an intimidating, hostile or offensive working environment.</p> <p><b>Ethnic harassment</b> includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile or offensive working environment.</p>



<p>Policy Memo OCR USDE March 1997</p>	<p><b>Sexual harassment</b> shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> <li>1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's continued employment.</li> <li>2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual.</li> <li>3. Such conduct has the purpose or effect of substantially interfering with the employee's performance or creating an intimidating, hostile or offensive working environment.</li> </ol> <p>Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; sexually explicit jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with an employee's ability to work or which creates an intimidating, hostile or offensive working environment.</p> <p>The district shall annually inform students, employees, staff, parents, independent contractors and volunteers that unlawful harassment of employees will not be tolerated, by means of:</p> <ol style="list-style-type: none"> <li>1. Distribution of written policy.</li> <li>2. Publication in handbooks.</li> <li>3. Training sessions.</li> </ol> <p>4. Delegation of Responsibility</p> <p>Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.</p> <p>Each employee shall be responsible to respect the rights of district staff and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The Superintendent or his/her designee shall be designated to receive harassment complaints. If the Superintendent or the designee is the subject of a complaint, the employee shall report the complaint directly to the Board President or Board Secretary.</p>
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<p>5. Guidelines</p>	<p>When an employee believes that s/he is being harassed, the employee should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the employee shall follow the established complaint procedures.</p> <p><u>Complaint Procedure</u></p> <p>The Superintendent, or his/her designee, shall establish the complaint and appeal procedures which shall be shared with students and staff in publications and postings.</p> <p><u>Discipline</u></p> <p>Pol. 317, 417, 517 A substantiated charge of harassment against a district staff member shall subject such staff member to disciplinary action, up to and including discharge.</p> <p>Pol. 218, 233 A substantiated charge of harassment against a district student shall subject such student to disciplinary action, consistent with the student discipline code and may include educational activities and/or counseling services related to unlawful harassment.</p> <p>Pol. 317, 417, 517 If it is concluded that an employee has deliberately made false accusations, such employee shall be subject to disciplinary action.</p>
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**Link to Board Policy 815: Acceptable Use of Internet, Computers and Network Resources**

<https://www.boarddocs.com/pa/have/Board.nsf/goto?open&id=APGJJD4D6602#>