Student Handbook
and
Code of Conduct
2026-2027

Hampton High School
2929 McCully Road, Allison Park, PA 15101
(412) 486-6000
www.ht-sd.org

Mission Statement

Hampton Township School District works collaboratively with the community to support all children in becoming creative and innovative problem-solvers and communicators. The District maintains high expectations by furthering our Tradition of Excellence as our students develop the knowledge, character, and integrity to impact the world.

STUDENT HANDBOOK
2026-2027

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HAMPTON TOWNSHIP SCHOOL DISTRICT
CIVIC VIRTUES

September – Cooperation
Working together to achieve a common goal or benefit

October – Responsibility
Having personal accountability; being dependable and doing what is expected

November – Respect
Showing consideration or regard

December – Humanitarianism
Working to improve the health and happiness of others.

January – Tolerance
Recognizing and respecting the beliefs and practices of others, even if different from one's own.

February- Fairness
Showing impartiality; treating others equally.

March – Perseverance
Refusing to give up, even when faced with difficulties, obstacles, or discouragement

April – Honesty
Being truthful, sincere, and trustworthy.

May – Courage
Possessing the quality of spirit that enables one to overcome fear and face trouble, challenge, or danger.

June – July – August –Patriotism
Exhibiting national loyalty; demonstrating devoted love, support, and defense of one's country.

ADMINISTRATION

Dr. Marguerite Imbarlina..... Principal
Mr. Michael Gavlik ……..….. Athletic Director
Dr. Joe Sebestyen……..Assistant Principal

SCHOOL COUNSELORS

Mrs. Kimberly Cavitt
Mr. Matthew Combi
Mrs. Terri Koprivnikar
Mrs. Marisa Panzer

Administrative Assistants

Mrs. DeeDee Dorenkott……Administrative Assistant to the High School Principal
Mrs. Lisa Graff…….…….Administrative Assistant to the High School Assistant Principal
Mrs. Dolores Breslawski…….. Administrative Assistant to the High School Counselors
Mrs. Janice Wolff……..……..Student Attendance Assistant
Mrs. Stacy Martin.....Administrative Assistant to the Athletic Director
Mrs. Catherine Seluga…….…….Library Assistant

CUSTODIAL / FOOD SERVICE

Mr. Josh Lavery…...…….....Head Custodian
TBD..... ……..Metz Food Service Director

SAFETY AND SECURITY

Mr. Steve Sciullo ……Safety and Security Specialist
Officer Carl Good……..……..……School Resource Officer

FACULTY

Refer to the District website for individual faculty phone numbers and e-mail addresses.

Mr. Greg Adamczyk..... Science
Mr. Joe Afflerbach..... Science
Mr. Christopher Anastas……..…..Social Studies
Ms. Kristin Baker……..……...Math
Mrs. Elizabeth Barnes .....Special Education
Mr. Derek Brinkley ..... Wellness
Ms. Devon Byrne.....English
Mr. Joseph Bursick..... Math
Ms. Lynn Camilli….....…Special Education
Mr. Joe Cangilla .....Business/Computers
Mr. Jeremy Clendenning .....Enrichment Facilitator
Ms. Cara Coulter ..……..Social Studies
Mrs. Savina Cupps.....English
Mr. Jacques DeMatteo..... Wellness
Mrs. Heather Dietz ..... Science
Ms. Allison Dockter ..... Math
Ms. Hannah Dunlap …..……...…English
Mrs. Kelsey Ehnle-Bassett……...World Language
Mrs. Kate Eskra..... Social Studies
Mrs. Amy Faith .....Special Education
Mrs. Amy Foley ..... Science
Mr. Dan Franklin.....Art
Mr. Connor Green …..…..…….Social Studies
Ms. Kristen Grenda ..... Science
Mr. Terrence Hales.....English/Social Studies
Mr. Andrew Halter .....Instructional Coach
Mr. Nick Helbling .....Technology Education
Mrs. Jessica Heranic..... World Language
Mr. David Hermenau.....English
Ms. Inez Hess ..... World Language
Mr. Chad Himmler .....Music
Mr. Anthony Howard .....Business
Mrs. Ana Hughes ……...Spanish
Mrs. Melinda Jackson.....F & CS
Mr. Kenneth Kemmer..... Science
Mrs. Hannah Krasnow……..…. Social Studies
Mrs. Jennifer Lavella……..... Social Studies
Mr. Brian Lego……...……...Math
Mrs. Amy Leya..... Math
Ms. Elena Liberto …….Special Education
Mr. Dean Longwell …….Social Studies
Mrs. Erin Marron……...Literacy & Media Specialist
Mrs. Allison McBee .....English
Mrs. Amy McKaveney ..... Math
Mr. Grant McKinney…….....…Math
Mr. Ryan Meyer .....Music
Mr. Greg Mihalik..... Wellness
Ms. Kate Owens……..…Art
Mrs. Susan Perry.....F & CS
Mr. Brandon Pickett ……..…World Language
Mr. Mark Popovich..... Science
Mrs. Jamie Pugliese..... Science
Mrs. Shannon Roos…… English
Mrs. Christine Ruffner..... Science
Mr. Christopher Ruggeri.....English
Ms. Kara Ryan……English Keystone Support
Ms. Heidi Sasson ..……..... Special Education
Mr. Ryan Scott ……..... Technology Education
Ms. Madison Sperl…..... Biology Keystone Support
Mr. Scott Stickney… …..…… English
Mrs. Lisa Sturgill ……...…Math
Ms. Samantha Weaver……..…….…...Science
Mrs. Xiaojing Zhang……World Language

ACTIVITIES AND CLUBS

Students are encouraged to get involved in some of the many activities and clubs offered at the High School. Colleges like to see in-depth participation in a few activities rather than superficial membership in many. Listed below are some of the extracurricular opportunities and sponsors a student can contact for more information. **For information regarding clubs contact the Activities Director, Mr. Tony Howard. Information about club sports may be obtained from the Athletic Office.**

Best Buddies
Black Student Union
Chinese Language & Culture Club
Computer Science/Robotics Club
Drama Club
English Festival
Forensics Team
French Club
Future Business Leaders of America (FBLA)
Games Club
Gay-Straight Alliance
German Club
Hometown High-Q
Jazz Band
Keystone Club
Mock Trial Club
Multi- Cultural Student Association
National Honor Society
Ping Pong Club
Political Science/Model UN Club
Rotary Interact Club
Showcase Club
Spontaneous Problem-Solving Club
Student Asian Club
Student Council
Student Science Research Club
Talbot Players
Unified Bocce Club
Winter Guard
Women's Empowerment Alliance Club
Yearbook

STUDENT COUNCIL

President…… Daniela Khoury
Vice President……..... Addi Hanna
Junior Class Rep……..…..... Mia Veverka
Sophomore Class Rep……...…….. Annaliese Good

SENIOR CLASS

Co-President …… Rocco Mangieri & Maddy Rossi
Vice President……..….....Arya Vyas
Secretary……. ……..…..…Addie Kass
Treasurer…….....Caleb Potter

JUNIOR CLASS

President ……..…. Parker Valentine
Vice President …….…. Andrew Reschoff
Secretary……...…… Ella Perry
Treasurer……..... Andy Palmer

SOPHOMORE CLASS

President……...Tianna Rush
Vice President……..……..….. Livi Hanna
Secretary……Oliver Clark
Treasurer……..……..... Jake Kennedy

FRESHMAN CLASS

President……...…….. Ella Van de Velde
Vice President……...……..... Taylor DiCaprio
Secretary……..…… Anna Sieg
Treasurer……...……..… Riya Troiana

Hampton Township School District does not discriminate in its educational programs, services, activities, employment practices, or administration of policies based on race, color, national origin, genetic information, sex, sexual orientation, disability, age, religion, ancestry, or any other legally protected category, and is required by Title IX not to discriminate in such a manner. Announcement of this policy is in accordance with local, state, and federal laws including the Pennsylvania Human Relations Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

Inquiries concerning the application of Title IX, civil rights, school district policies, and grievance procedures should be referred to the Title IX Coordinator, Dr. Rebecca Cunningham, Assistant Superintendent, at 4591 School Drive, Allison Park, PA 15101 or at Cunningham@ht-sd.org or (412) 492-6305.

All policies contained in the Student Handbook are subject to change based on the adoption of new policies and revision of current procedures by the School Board.

ASSEMBLIES

Assembly programs will be scheduled by the Administration, Activities Director, and a committee of the Student Council. Students are required to attend all assemblies. Failure to attend an assembly will be considered a class cut.

ATTENDANCE REGULATIONS/PROCEDURES

I. **Absence from School**

Regular attendance at school by each student is a specific requirement of the School Laws of Pennsylvania. The following attendance regulations are followed at Hampton High School.

A. Parents may phone the school between 8 a.m. and 10:30 a.m. to report a student's absence. Call 412.486.6000 and follow instructions. **This phone call does not excuse the absence, nor does it prevent the automated phone call from our attendance system**.

B. A student who is absent from school must bring a written statement from his/her parents stating the exact reason for the absence and the exact dates of the absence. This statement must be presented to the attendance office on the morning following the absence or you may email the information to HHSattendance@ht-sd.org.

C. Students who fail to submit a written parental excuse within **three (3) school days** following an absence will be charged with an unexcused absence pending receipt of a parental excuse which must be turned into the office two (2) weeks prior to the close of grades for the nine (9) week grading period in which the absence(s) occurred. Any excuse, with consideration to medical excuses, provided after the close of a grading period will not affect the grade for those nine weeks.

D. Absences of more than five (5) consecutive days from school or any class should be made known to the main office and the health office so that assignments can be sent home or procedures for arranging homebound instruction can be initiated. For more information, contact the School Counseling Office.

E. When a student arrives at school after fourth period, it will be considered a half-day absence.

II. **Excused Absences**

A. Medical excuses. All doctor's excuses for whatever reason should be submitted on the doctor's script or letterhead and include the doctor's office phone number.

B. Parental excuses for personal illness, quarantine, or other exceptional or urgent reasons up to **ten (10)** days absent will be accepted. **Parents may not excuse absences beyond ten (10) days.** More than **ten (10) days** absent in any class for any reason will be considered unexcused, unless verified by an excuse from a licensed practitioner of healing arts or pre-approved through the Educational Travel Policy.

C. Excuses from a licensed practitioner of the healing arts related to a student's diagnosis with a chronic illness must be dated within one (1) year from the date of the absence being excused.

III. **Other Approved Absences**

A. **School related field trips and athletic competitions:** Students who sign up for these trips but do not attend will receive an unexcused absence. To participate in a field trip, students must be in good academic standing and may not be failing any classes. Classroom teachers will manage pre-approval of school related field trips and athletic competitions via internal communication. Work assigned for completion during the trip is due the day the student returns to school.

B. **College visitations** must be pre-approved by the Administration. Pre-approval forms are necessary for college visits and are available in the main office and via the school district website. College visits are limited to six a year. Work assigned for completion during the trip is due the day the student returns to school.

C. **Educational travel** must be pre-approved by the Administration. Pre-approval forms are necessary for educational travel and are available in the main office and via the school

district website. Educational travel does count as absences but are not included in the 10 mentioned in II B above. The maximum number of educational travel days allowed per year is five (5). If the student is traveling out of the country, district technology may not function; please notify the building principal with any questions or concerns. These trips will not be approved if scheduled during Keystone testing, AP testing, or final exams. If the school calendar changes for unforeseen reasons each request will be reviewed on an individual basis.

D. Funeral

E. Religious observance

IV. **Penalty for Noncompliance**

A. It is expected that students will make up all missed work **immediately** following their absence(s) from school. If a student missed one day, the student has one day to make up the work, if a student missed two days, the student has two days to make up the work, etc. Teachers will provide assignments to the students upon their return to school. All work will be collected within the appropriate time frame and will be graded. Receiving credit for the work is contingent upon the receipt of an appropriate parent or medical excuse (s) within the accepted time frame (as noted in Sec. IC). Students will not receive credit for work if the absences become unexcused, other than a medically excused absence with appropriate documentation. Being absent for any reason the day before a previously announced exam or assignment due date does not excuse a student from taking the exam or completing and turning in the assignment on the due date.

B. Three (3) unexcused absences will result in a first violation of the compulsory school attendance law. A letter will then be sent home explaining the student's attendance status.

C. If the student incurs additional unexcused absences after the issuance of the notice, a school attendance improvement conference will be scheduled

D. If the student incurs six (6) or more unexcused absences, a referral to the District Magistrate's Office will be filed along with a referral to a school-based or community-based attendance improvement program. Additionally, a referral to the local children and youth agency will be filed for students under the age of fifteen (15) years of age.

E. The Administration will look at each case on an individual basis. Please call with individual concerns. It is the student's responsibility to see each of his/her teachers about making up any work he/she may have missed during an absence. Since it will not always be possible for a student to make up this instruction time or schoolwork, the number of days a student spends out of school must be kept to a minimum and should be limited to the reasons stated in the School Code as "excused absences".

V. **Tardy to School**

A. A student will be considered tardy if he/she is not in first period when the bell rings. Students must present a parental note with date and time in the attendance office when entering school tardy. If coming from a medical appointment, the student should bring a dated medical excuse on the doctor's script or letterhead with doctor's phone number or a parent note. Without a parental note (limited to three (3) per semester), **one (1) detention will be issued for students who arrive late.** Detention is considered **TIME FOR TIME.** If arriving after 11:20am on a regular school day, the student will be marked for half day absence. No note will be accepted after one school day. The first three (3) tardy episodes per semester, if accompanied by a parent note will be considered Excused**.** Thereafter, each tardy will be considered Unexcused. **Unexcused tardiness will be recorded, but students may make up any work missed. Credit for assignments will be given to those students who have turned in a parent note for the tardy, provided the parent note is turned into the office two (2) weeks prior to the close of grades for the nine (9)**

week grading period in which the tardy(s) occurred. The Principal and Assistant Principals, upon appeal from the student and for good cause (medical condition), may forgive the detention.

B. Because emergencies and the unexpected happen, the attendance officer will accept three (3) parental excuses for tardiness to school per semester. It is expected that such emergencies will be the exception, not the rule, so after three (3) parent excused tardy episodes per semester, all other tardiness will be considered unexcused without a doctor's medical excuse. For each unexcused tardy, time for timed detentions will be assigned. After five (5) unexcused tardy episodes, the penalty for being late to school will increase. On the sixth (6) unexcused tardy, the parking permit will be suspended for ten (10) days. Students without a parking permit will receive some form of suspension in addition to the detentions. On the seventh (7) unexcused tardiness, the parking permit will be revoked permanently with no refund of fee. STUDENTS HAVE ONE WEEK TO SERVE ASSIGNED DETENTIONS. Detentions may not accumulate beyond five (5) without a more severe penalty such as some form of suspension, loss of parking permit. (See VII C below)

C. When late to school, regardless of the time of day, students must secure an admittance slip from the high school attendance office and this must be presented to the teacher for admittance to class.

VI. **Tardy to Class**

A. Students who are **late to class** after being marked as "in attendance" for the school day <u>are</u> <u>not</u> to go to the office for an admittance slip. Excuses for being late to class are not obtainable in the high school office.

B. Classroom teachers will keep a record of students who are tardy to class. <u>Teachers may assign detentions for tardiness and/or may refer students to the office for tardiness</u>. After three (3) unexcused late arrivals, the student should be referred to the office for disciplinary action.

VII. **Cutting Class and Study Hall** - Illness is the only acceptable excuse for not reporting to class or study hall. If a student becomes ill he/she must report to the school nurse immediately. Spending the class period in the rest room is not acceptable. Irregular attendance will hamper normal class progress; therefore, the penalties for the violation will be severe and are as follows:

A. Class cuts - "F" for any work or exams missed. The teacher will notify the student's parents by mail or phone and send a referral form to the administration.
One detention per period missed will be assigned by administration.

B. Subsequent cuts of the same class or excessive cuts will result in additional discipline: revocation of parking pass, and/or out of school suspension.

C. Detentions may not accumulate beyond five without more severe punishment. Students who do not serve assigned detentions within **one week** will face the following penalties:
1. the assigned detentions and
2. revocation of parking pass and/or
3. out of school suspension including a parental conference with administration before the student may return to school and
4. ineligibility for participation in extra and co-curricular events

VIII. **Early Dismissal**

A. Students are limited to three (3) parental early dismissals per semester. All other early dismissals must be for medical purposes, which require a medical note, or other approved absences (See III above).

B. All early dismissals should be processed by the attendance office **one day in advance.**

C. The written request must contain the following information:
1. Full name of student and home phone number
2. Date of early dismissal
3. Precise time of early dismissal
4. Reason for early dismissal
5. Signature of parent or guardian

D. No student will be excused without a note from a parent or guardian. Students may not leave school early unless excused by the school nurse or a principal.
E. **Unapproved early dismissals will result in unexcused absences for each period missed. Students will not receive credit for work if the absence is unexcused.**
F. Students should request doctors and dentists to make appointments after school hours, except in case of emergency. **Students must present a note on doctor's script or letterhead including the office phone number of the doctor or dentist upon their return to school in order for the absence to be recorded as a medical excuse.**
G. In compliance with the Pennsylvania School Laws, early dismissals for purposes of any type of employment, including volunteer firefighters, will not be considered except for a Co-op Employment Program
H. All students being dismissed early must sign out and exit the building by the main office.

AUTOMATED MASS NOTIFICATION SYSTEM

The District utilizes an automated mass notification system, which will allow us to send a telephone, text, or email message to you regarding important information about school events or emergencies. The system will notify you of school delays or cancellations due to inclement weather and student attendance. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by the system. The successful delivery of information is dependent upon accurate contact information for each student. The **Contact Preference** section of the Infinite Campus Parent Portal has communication preferences settings for parents. It is important to routinely verify and adjust these settings to ensure that you are receiving all District communications through the desired media (home phone, cell phone, email, text, etc.).

CAFETERIA

The cafeteria is operated by a food service contractor. Students must pay for their lunches on a daily basis. À la carte items may NOT be purchased on any student account without funds. Using another student's account number to purchase products in the cafeteria is prohibited. Such action will be considered stealing, and students may face prosecution. Students with special financial problems should consult with the Cafeteria Manager, regarding participation in the federally funded lunch program for eligible students.

1. Administration may restrict or eliminate open and uncapped drink containers in the school or carried in the halls. Students are expected to accept responsibility for these containers and any mess associated with them or else these privileges will be limited or restricted. Teachers may restrict open containers in their individual classrooms.
2. Students are expected to leave the cafeteria clean and to return trays, dishes, utensils, and trash to the proper places. Violators will be subject to suspension and loss of cafeteria privileges and the cost of discarded or damaged property.
3. Theft of any kind in the cafeteria is a suspendable offense and may result in the prosecution of a student under the criminal code of retail theft.

CAREER EDUCATION

Hampton High School is a sending school to the A.W. Beattie Career Center, 9600 Babcock Blvd., Allison Park, PA. The program includes different curricular areas and is generally designed for students who will pursue a career in a vocational or technical field. Participating students attend Hampton for one-half (½) day for their regular academic work and they attend the A.W. Beattie Career Center for one-half (½) day of study. Arrangements for enrollment are to be made through the counseling office.

CHEATING AND PLAGIARISM

Academic dishonesty involves stealing something that is abstract. Cheating and plagiarism includes, but is not limited to, copying another's homework or classwork, plagiarism which is submitting someone else's work as the student's own (this includes having parents do a student's paper or work), copying any part of another's work without proper attribution to the original source and author (such as using MLA or APA documentation), filling in answers for another student, using or attempting to use unauthorized aids during a test, quiz, project, or other academic exercise intended for assessment or evaluation purposes. Academic dishonesty also includes an unauthorized taking or attempt to take questions and/or answers to quizzes or tests either before or after the quiz or test. Additionally, when students are working on a group assessment, all students in the group are responsible for ensuring the

product is free from plagiarism. Cheating and/or plagiarism in any form will not be condoned. All such incidents will be reported to the assistant principal on a disciplinary referral form. The incident will become part of the disciplinary record and written notification will be sent to the parent. Penalties for cheating and plagiarism apply to the student who steals or copies another's work and, where it is applicable, the student whose work is copied.

For the first offense students will receive an automatic zero for the assignment. For a second infraction in any class over the course of their high school career, the student will receive an F for the 9 weeks marking period. The student(s) will remain in the class to receive instruction and earn points. At the conclusion of the 9-week period, the student will get 59% of the total points earned in that 9-week period. As a result, it is possible for a student to fail in more than one class due to cheating. Should a student violate this policy for a third time in any one class over the course of their high school career, the student will receive an F for that course for the year and will be removed from the course.

Artificial Intelligence (AI) Use

AI tools may be used as a tutor or studying assistant to review, define or clarify content , or otherwise prepare for assessments such as exams or quizzes, but it may not be used -in the context of completing exams or quizzes (this includes the use of a bot or software program to complete any assignment). Unless otherwise noted by a teacher, students are prohibited from using artificial intelligence (AI) to generate original work. AI may be used at the teacher's discretion for brainstorming or preliminary research but using AI to generate content or complete work as one's own is considered plagiarism; this includes, but is not limited to papers, presentations, projects and any homework / classroom assignments. When AI-generated content is allowed to be used, at the teacher's discretion, in an assignment or assessment, the student must properly cite and fully disclose the use of AI to avoid plagiarism and encourage academic transparency.

CLASS RANK

Students who need their class rank for scholarship opportunities need to provide a completed application to their school counselor who will supply the needed information on the form and mail the application directly to the agency.
(For more details regarding class rank, refer to the Hampton High School Program of Studies).

COMPUTER & INTERNET POLICY

Students are reminded that they may not share their password with anyone. Accessing the computer through another person's password is a violation of this policy.

Introduction

By using school computers and the Internet, you may participate in a variety of activities that support learning. With access to other networks and people around the world, students might have access to information that may not be appropriate. The Hampton Township School District has taken measures to prevent access to inappropriate information. However, we cannot control all the information available on the Internet. The District is not responsible for other people's actions or the quality and content of information available through this service. We trust our students to know what is appropriate and inappropriate. The following guidelines are intended to help students use computers appropriately. If students do not follow the user policies listed here, the privilege of using computers may be withdrawn, disciplinary action may be taken and appropriate law enforcement agencies may be notified.

User Agreement

The purpose of this document is to delineate the terms and responsibilities for families taking possession of a Hampton Township School District (HTSD) issued device. Although families will take temporary possession of the device, the device remains the property of HTSD. All equipment must be returned or made available to HTSD upon the student's separation from HTSD, either by graduation, withdrawal, or at the request of HTSD Administration. The option to purchase insurance for the device will be made available annually, at the beginning of the school year, through the District.

Students in the HTSD are being provided access to technology for educational purposes. To maintain the privilege of accessing such technology, students must follow the HTSD Student Behavior Expectations (elementary students), the Student Handbook and Code of Conduct (middle school and high school students), as well as applicable board policies:

- Board Policy # 237 - Acceptable Use of Personal Technology Resources
- Board Policy # 249 – Bullying (including Cyberbullying)

- Board Policy # 815 - Acceptable Use of Internet
- Board Policy # 815.2 - Computer Use

The student and parent/guardian(s) will be responsible for taking the necessary precautions to safeguard the device. If the HTSD determines that loss and/or damage is the result of negligence, the parent/guardian(s) may be held financially responsible for the repair or replacement of the device. HTSD reserves the right to review, monitor, and restrict information stored on or transmitted via the HTSD owned device and to investigate inappropriate use of resources. The District will provide filtered Internet access to its students in compliance with the Children's Internet Protection Act. Students will be educated in the proper use of the device and options for data storage.

This information is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the District's technological resources. If a student violates the HTSD Student Behavior Expectations, Code of Conduct, or any applicable board policies, privileges may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

The student will:

- Use the device in a responsible and ethical manner that upholds the standards of HTSD
- Understand that the device is at all times the property of the HTSD.
- Not uninstall, disable and/or modify any hardware or software installed on the device or install new or additional programs on the device.
- Students will not attempt to bypass or change any security settings or administrative credentials on District devices, including Internet content filtering.
- Not permit individuals, other than HTSD administrators or authorized HTSD Technology Services Department personnel, to access, repair or service the device.
- Adhere to the HTSD Student Behavior Expectations (elementary students), Code of Conduct (middle school and high school students), and all applicable board policies. Devices used off school property are also subject to all applicable HTSD Board Policies, rules, and regulations.
- Understand the device will not be used for personal and/or private purposes and is to be used for the student's educational use and school responsibilities.
- Report loss and/or damage of the device to the Student Help Desk located in the Library Media Center. If the loss and/or damage is a result of negligence, the student/parent(s) or guardian(s) may be held financially responsible.
- Adhere to this Student Device User Agreement in the event the student is issued a "loaner" device during service.
- Notify the administration immediately if a student should receive an electronic communication containing materials that may be unlawful, inappropriate, affected by a virus, and/or a potential violation of the Student Behavior Expectations or Code of Conduct.
- Not share log-in credentials and log off and secure their device to protect their work and information.
- Not deface the device in any way.
- Have a fully charged device prior to the start of the school day.

<u>Network Etiquette and Privacy</u>

Students are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

- BE POLITE: Never send, or encourage others to send, abusive messages.
- USE APPROPRIATE LANGUAGE: Students are representatives of the school and district on a public system. Never swear, use vulgarities, or any other inappropriate language.
- PRIVACY: Do not reveal a home address, phone number, names or addresses of family members, or the address or phone numbers of other students or colleagues.
- DISRUPTIONS: <u>Do not use the network in any way that would disrupt the use of the network by others.</u>
- REPRESENTATION: Do not send anonymous messages or represent a message to have been written by another. All correspondence should be clearly identifiable as to its originator.

Security
If students identify a security problem with District computers, they must notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account. Never tell anyone else your password. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.

Misuse
Misuse is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware, to harm or destroy data or another user or any other agencies or networks that are connected to the system, to gain access or attempt to gain access to unauthorized systems or to access inappropriate materials from school computers. Any misuse will result in loss of computer privileges, possible disciplinary action, or possible legal referral.

CONDUCT
A climate for learning must be maintained throughout the school. Students who threaten this climate with inappropriate behavior will be dealt with promptly, consistently, and fairly. Penalties may vary with the frequency and seriousness of the infraction. (**Refer to the Code of Conduct**.) All rules of conduct apply to any school-sponsored event including those that are held off of school property.

DANCES
Basic requirements for all school, student council, or club sponsored dances and the prom:

- Students who have obligations (including disciplinary, financial and community service) may not attend.
- Students must bring dance tickets and student ID to the dance.
- If a student arrives inappropriately dressed he/she will not be permitted to enter the dance.
- Students are expected to dance appropriately. Sexually explicit dancing such as grinding, or any other type of dancing which could be construed as vulgar or provocative, is prohibited.
- **Guests / Non-Hampton Students**:
  This guest policy only applies to the Homecoming Dance and Prom. One member of the couple must be a current Hampton High School student.
  No other outsiders are permitted to attend.
  Hampton students who wish to bring a guest from another high school must first provide the guest with a permission slip to be signed by an administrator from the guest's school.
  Permission slips for dances may be obtained from the main office or the dance sponsor and must be returned to the dance sponsor before the evening of the dance.
  If the non-Hampton student is not enrolled in a high school, the Hampton student must fill out the permission slip and have it signed by a Hampton High School Administrator.
  Non-Hampton students must have photo ID when entering the dance.
- Outside food and drinks are not permitted.
- All dance attendees, both students and guests, may be subject to a search before entering or during the dance.
- Students must be at least in ninth grade to attend a high school dance. Under no circumstances will a junior high school or middle school student be permitted to attend. **No guest over 20 years old may attend.**
- Smoking and/or vaping is not permitted.
  Early Departure:
  1. Students must provide a parental note giving permission to leave early.
  2. The time must be included in this note.
  3. A phone number where at least one parent may be contacted must be part of the note.
  4. Once a student leaves he/she may not return.

* Guidelines for each individual dance will be added to these rules.
* Complete dance rules will accompany the ticket purchase. Certain variations of the basic requirements may apply.

DETENTION PROCEDURES
Students are expected to report to detention and remain the entire period. Students will not be admitted if they are late.

1. Afternoon detention is held Monday through Friday from.3:05-3:35pm. More than one detention can be served after school when arrangements have been made with the main office. Questions concerning detentions or the location to serve detentions can be referred to the main office.
2. Lunch detention is held in the main office. Space is limited, so arrangements must be made in advance.
3. Detentions may not be served during any academic or study hall periods.
4. Students are expected to do homework or read. They are not allowed to use their cell phone during

detention.

5. Detentions may not accumulate beyond five (5). Students must serve all detentions assigned within one week of being assigned. Students who do not serve any assigned detentions within one week will face the following penalties:
    a. the assigned detentions and
    b. revocation of parking pass and/or release time
    c. out of school suspension including a parental conference with administration before the student may return to school and
    d. Ineligibility for participation in extra and co-curricular events.
6. Teachers may assign detention to be served with the teacher or with administration.
7. Unserved detentions carry over to the next year.

DRESS GUIDELINES

The Hampton High School dress guidelines were developed by a committee of parents, students, teachers, administrators, and a representative of the School Board. Students should dress in a fashion that is safe, sanitary, and non-disruptive. The **school is a workplace for staff and students, so adequate and modest dress is required.** Questions regarding interpretation of the guidelines below will be left up to the discretion of the building level administration. Students in violation of the dress guidelines will be referred to administration for appropriate action including donning additional clothing.

Repeated violations of the dress guidelines will result in additional disciplinary action and possible parental conference with administration.

1. Obscene or profane language and provocative or suggestive pictures on clothing are not permitted.
2. Clothing or jewelry that is dangerous or with socially inappropriate slogans, drug, alcohol, tobacco, or vaping related messages or advertisements are prohibited.
3. Except for legitimate religious purposes or a medical condition, no type of hood that fully covers a student's head is to be worn in the building. Hats cannot be worn in a classroom without the expressed approval of the classroom teacher.
4. Dresses, shirts, and jerseys should cover the majority of the student's chest, back, abdomen and sides of the chest.
5. See-through garments are not permitted.
6. Footwear must be worn at all times.
7. Skirts, skorts, shorts (including slits in them) must be worn so that undergarments, pocket liners, and a student's buttocks are not visible.
8. Wallet chains of excessive length are not permitted to be worn.
9. For physical education class, students must wear shirt and gym shorts or pants. This attire is to follow school guidelines. Tennis shoes or appropriate athletic footwear must be worn.
10. The wearing of robes or blankets is prohibited.
11. Student dress should be respectful of other students and all diverse cultures.
12. With the exception for a medical excuse, sunglasses should not be worn in the building
13. During an instructional period, headphones, Air Pods, and earbuds should not be worn without the expressed approval of the classroom teacher.
14. There is a dress code for the commencement ceremony. Details of the type of dress will be communicated to the senior class from the high school administration.

CONTROLLED SUBSTANCES/ PARAPHERNALIA

The purpose of the District's Controlled Substances/Paraphernalia is to send a clear message that the possession of illegal substances and substance abuse, including the unlawful use and/or possession of alcohol or other drugs or medications, will not be tolerated by Hampton Township School District. Violations of the Controlled Substances/Paraphernalia Policy will be zealously prosecuted. These Administrative Procedures establish fair and comprehensive rules for investigating and resolving allegations of violation of the District's Controlled Substances/Paraphernalia Policy, as well as establishing guidelines for violations. It is the desire of the School Board that similar offenses will result in similar consequences, although the Administration and Board may and should consider the totality of the circumstances in determining the consequences that are most appropriate in each circumstance. Some situations involving inadvertent possession of over the counter or prescribed medications may be addressed under the District's Medication Policy. However, the administration will have discretion in determining the type of violation and the appropriate consequences.

I. Responsibility of School Personnel
    A. All personnel of the Hampton Township School District are to report to their immediate supervisor any student or employee involved in the use, transfer or possession of alcohol, drugs, steroids, narcotics, or other health endangering compounds while on or about the school property or while attending or traveling to or from any school related function.

B. All personnel of the Hampton Township School District are to report to their immediate supervisor any person who is not a student or employee and who is found to be using, soliciting, or transferring to a student or employee any alcohol, drugs, steroids, narcotics or health endangering compounds while on or about the school property or while attending or traveling to or from any school related function.

C. The supervisor is to report such information to the Superintendent immediately and to confirm the same to the Superintendent as soon as possible in writing, relating the specific sequence of events in each case.

D. The supervisor or the Superintendent will immediately notify the appropriate law enforcement agency in any case involving people not related to the District.

II. Students

A. Possession and/or Under the Influence

A student who, while under the school's jurisdiction, on or around school property or while attending or traveling to or from any school related function is found to possess or use or consume alcohol or other drugs, steroids, narcotics, or other health endangering compounds, or controlled substances shall be subject to the following action:

1. Immediate Response

a. Parents or guardians shall be immediately contacted by administration, and the student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by school administration.

b. The police department having jurisdiction over the area, in which the school is located, may be notified by the Superintendent or his/her designee and the student may be referred for appropriate action. Parents are to be notified as promptly as possible that the police are being involved and their presence and direct communication with the police should be requested.

c. The student initially will be suspended for ten (10) school days pending an expulsion hearing by the Board of School Directors.

d. Written verification indicating that parents have received written notice of the date, time, and location of the informal hearing must be obtained from the parents. (Certified mail is acceptable)

2. Procedural Sequence

The Administration shall offer to hold an informal hearing within five-(5) days with the student, his/her parents or guardian, any witness the student might want on his or her behalf, and the school administration. As a result of the meeting, the administration may recommend or require one or more of the following:

a. Referral to the Board of School Directors or a committee thereof for an expulsion hearing unless administration recommends, and parents and/or student agree to sign a waiver in lieu of a formal Board hearing. Any such waiver shall be consistent in outcome with the sanctions described in connection with formal Board proceedings, below.

b. Referral to the appropriate law enforcement agency.

c. Citation for and offense by the appropriate authorities and a request that a copy of the police report and disposition be provided to the district.

d. Referral to the school's Student Assistance Team.

e. Prompt assessment by a licensed drug and alcohol facility acceptable to the Administration, within 10

days where possible.

f. Compliance with all recommendations of that licensed facility.
g. Compliance with all School District requirements.

3. Board Hearing
   A hearing before the Board of Directors of the school system, a committee thereof, or an examiner as selected by the Board shall be conducted in accordance with applicable state regulations and, where a violation is found based on the evidence at such hearing, the sanction imposed shall minimally be as follows:
   a. First-time offenders: expulsion from school and extra-curricular activities for a minimum period of twenty (20) school days. Other circumstances, including, but not limited to, the non-cooperation of the student may result in an administrative recommendation to the Board for a period of expulsion of sixty (60) school days. The Board may impose additional sanctions, including permanent expulsion.
   b. Second-time offenders: expulsion from school and extracurricular activities for a minimum period of ninety (90) school days. Other circumstances, including, but not limited to, the non-cooperation of the students, may result in an administrative recommendation to the Board for a period of expulsion of one hundred eighty-five (185) school days. The Board may impose additional sanctions, including permanent expulsion.
   c. Third-time offenders shall be permanently expelled from school and shall be barred from participating in extra-curricular activities.

B. Transfer or Intent to Transfer
   A student who, while under the school's jurisdiction, or on or about school property or while attending or traveling to or from any school related functions is found to have transferred or possessed with intention to transfer alcohol, other drugs, steroids, narcotics, or other health endangering compounds, regardless of whether the substance transferred or intended to be transferred is actually the substance represented shall be subject to conditions outlined herein:
   1. All steps described in Paragraph (A) 2. Procedural Sequence.
   2. A hearing with the Board of School Directors, a committee thereof, or any examiner selected by the Board, shall be conducted as follows:
      a. First-time offenders: expulsion from school and extra-curricular activities for a minimum period of ninety (90) school days. Other circumstances, including, but not limited to, the non-cooperation of the students, may result in an administrative recommendation to the Board for a period of expulsion of one hundred eighty-five (185) school days. The Board may impose additional sanctions, including permanent expulsion.
      b. Second-time offenders found guilty shall be permanently expelled and shall be permanently barred from participation in extracurricular activities.

III. Procedures and Practices

A. Dealing with Suspects

1. All students and staff members of the Hampton Township School District shall report to the principal or designee any person suspected of soliciting, giving, or using alcohol or other drugs, steroids, narcotics, or other health endangering compounds while on or about the school property or while at school related functions.
2. Persons who have been in a position to make such a report and have failed to do so shall be subject to disciplinary action by their immediate supervisor when reasonable evidence is presented indicating that such person has ignored their responsibility.
3. School administrative personnel shall have the authority to require students [or other persons under the jurisdiction] to submit to a thorough search and test to determine the presence of alcohol, drugs and other controlled substances based upon reasonable suspicion as interpreted by the courts.
4. Students who refuse to submit to a search based upon reasonable suspicion as outlined in this Policy shall be immediately suspended from school and referred to the Superintendent's office for disposition. If a student refuses to give consent to drug or alcohol testing, or if the test is otherwise obstructed, compromised or adulterated, a violation of this drug policy shall be presumed, and the student shall be subject to any and all of the appropriate disciplinary and non-disciplinary sanctions and procedures which accompany a positive test or other finding of drug or alcohol use.
5. Persons found to possess, use, be under the influence of, or transfer alcohol or other drugs, steroids, narcotics, or other health endangering compounds are subject to the steps outlined in this Policy.
6. Persons who, after submitting to a search, are found not to be using, under the influence of, or in possession of alcohol, or other drugs, steroids, narcotics, or other health endangering compounds, are to be promptly excused and no further action taken. A report of the incident shall be filed with the building administrator for future reference and shall be retained from the date of the report until the student graduates or turns 21.

B. Medicine in the Schools (Storage and Taking of Medicine) In accordance with Administrative Procedure 210-AP, principals, in cooperation with school nurses, shall develop rules and procedures for registering prescription and non-prescription medicine and drugs.

1. Student and teacher handbooks and/or building procedures manuals will contain these rules and instructions.
2. Prescription or non-prescription medication drugs which are not registered in accordance with rules and procedures developed by building administrators shall be considered illegal substances until proven otherwise. Holders of unregistered prescription or non-prescription medications shall be treated as offenders. These presumptions may be rebutted by competent evidence to the contrary.
3. A parent, legal guardian or caregiver may administer medical marijuana to their child/student on school premises provided that the parent, legal guardian or caregiver: (1) provides the school principal with a copy of the Patient Authorization Letter; and (2) notifies the school principal, in advance, of each instance in which the parent or caregiver will administer the medical marijuana to the student. The school principal shall provide notification to the school nurse in each instance a parent or caregiver will be administering medical marijuana to the student as well. The parent/caregiver shall follow all school protocols applicable to visitors to the school during the school day. A parent, legal guardian or caregiver shall bring to the school and administer the medical marijuana to their child/student without creating a distraction and shall promptly remove any excess medical marijuana and related materials from the school premises after the administration of

medical marijuana is complete. **Students themselves shall not be permitted to possess any form of medical marijuana at any time on school property or during any school activities on school property.**

4. See the "Health Services" section of the handbook for more detailed information concerning allowed medication.

C. Students Who Come Voluntarily
A student seeking help and not under the immediate influence of or transferring or in the possession of alcohol or other drugs, steroids, narcotics, or other health endangering compounds within the school, who comes or is referred to the principal, is not subject to the provisions of this Policy, and will be referred for appropriate help. Although the School Board has employed appropriate specialists (psychologists, school counselors, nurses, Child Study Team, Student Assistance Team, etc.) for staff members to use in helping students involved in substance abuse, the school is not a rehabilitative organization. School personnel must not attempt to perform services of agencies, which are specially trained and/or dedicated to correcting problems regarding substance abuse. Referral by school personnel, in accordance with building rules and procedures, to appropriate outside agencies may be made as soon as the problem becomes apparent to assist students in solving problems, which may or may not be related to chemical usage.

IV. Definitions

A. Superintendent refers to the Superintendent of Hampton Township School District or his/her designee.

B. Building Administrator refers to the principal or his/her designee.

C. Immediate supervisor refers to administrative and supervisory members of the certified staff.

D. Alcohol or other drugs, steroids, narcotics, or other health endangering compounds includes but is not limited to alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD, controlled substances, and other hallucinogens, glue, or other solvent-containing substances. A more specific and comprehensive list would include all substances consistent with state and federal laws which include but are not limited to the following laws:

1. Drug, Device, and Cosmetic Act 1971 (Commonwealth of Pennsylvania) as amended.
2. Public Law 91-513 Comprehensive Drug Prevention and Control Act of 1970 (Federal Law) as amended.
3. The Controlled Substance Drug, Device, and Cosmetic Act of April, 1972 (P.L 233, No. 64) as amended.

E. Look-a-like drugs - any substances manufactured or designed to resemble drugs, steroids, narcotics, controlled substance or other health endangering compounds included under section 'D' above. It may also include any substance represented in any way to be a substance included in 'D' above.

F. Drug/Mood Altering Substance/Alcohol - shall include any alcohol or malt beverages, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance, or medication for which a prescription is required under law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances, over the counter drugs, herbs, vaping products with any level of THC, and any capsules or pills not registered with the nurse, annotated within the school's health record and given in accordance with the School District Policy for the administration of medication to students in school.

G. Student Assistance Team - is a multi-disciplinary team composed of school personnel: teachers, staff, administrators, nurses, and counselors and community professionals (mental health liaison and drug and alcohol liaison). This team has been trained to understand the issues of adolescent chemical use, abuse, and dependency and will communicate this information to the faculty. It will also play the primary role in the identification and

referral of students coming to its attention through the procedures outlined herein.

H. Transfer - deliver, sell, pass, share or give any alcohol, drug, controlled substance, or mood-altering substance, as defined by this Policy, from one person to another or to aid therein.

I. Possession – means to possess or hold or consume, without any attempt to distribute, any alcohol, drug, controlled substance or mood-altering substance determined to be illegal or other substances referred to in 'D,' 'E,' or 'F' above or any substance represented to be such a substance, in any amount whatsoever.

J. Cooperative Behavior - the willingness of a student to work with the principal and school personnel in a reasonable and helpful manner, complying with requests and recommendations made by the members of the Student Assistance Team.

K. Uncooperative Behavior - is the resistance or refusal, verbal, physical, or passive, on the part of the student with the reasonable request or recommendations of the principal or school personnel. Defiance, assault, deceit, destruction of property, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include parent/guardian and/or a student's refusal to comply with the recommendations made by the principal and/or Student Assistance Team.

L. Drug Paraphernalia - includes any utensil or item, which, in the school's judgment, can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

M. School Property - includes all buildings and property owned or operated by the Hampton Township School District. It shall also include school buses, bus stops, school parking lots, facilities rented or used for school-sponsored activities such as a hotel, or any property where a school sponsored activity is occurring which involves Hampton students.

N. School Related Activity/Function - school sponsored or board approved activity that includes any activity or project, which is under the direction of the school or any authorized person acting on behalf of the school. These activities or projects may or may not be held on "School Property." Authorized persons include chaperones, volunteers, coaches, activity sponsors, all professional staff members, and all other District employees.

ELECTRONIC DEVICES

Technology Resources shall be defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, and/or video data. Technology resources include, but are not limited to, such devices as: cellular devices (those that receive and send messages electronically), digital cameras, laser pointers, and laptop computers. The Board prohibits the use of Technology Resources, including cellular telephones, by students during the regular school day, unless expressly authorized by a building administrator or designee. All cellular devices and any electronics not specifically being used for educational purposes must be placed in the classroom cell phone holder during instruction. During non-instructional time students are permitted to use cellular devices with administrative approval. During all standardized testing (PSATS, Keystone Exams, and SATS), students must keep their cellular devices, include cell phones, smart watches and headphones in the hallway outside of the testing room. Further, students will not be permitted to use such devices while participating in extracurricular activities unless expressly authorized by the building administrator or the sponsor of the activity. In this instance, participant will be defined as any student who is a member of an organized team or who is directly involved in an organized after-school activity (e.g. Band, Theater, Forensics, etc.). The term is not intended to include individuals who attend an event solely as spectators. Additionally, the Board prohibits the use, by students, of any portable devices for the purpose of capturing, storing and/or transmitting information, including text, audio, or video data, unless expressly authorized by the building administrator or designee. Cellular telephones that have the capability of taking photographs or recording audio or video data, shall not be used for such purposes while on district

property, on buses or other vehicles provided by the district, or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee.

Violations of this policy by a student may result in disciplinary action and may result in confiscation of personal technology resources for an extended period of time. If a violation of this policy causes/creates a violation of any other HTSD Policies, additional consequences will result. It is recommended that electronic devices not in use should be stored in LOCKED lockers and powered off during the school day. Equipment that is confiscated will only be returned to a parent or legal authority. Repeated violation may also result in disciplinary action.

ELIGIBILITY-ATHLETIC/ CO-CURRICULAR/EXTRA-CURRICULAR

The school administration may revoke the privilege of participating in athletics/co-curricular/extra-curricular activities at any time for disciplinary reasons, outstanding obligations, flagrant misconduct, poor sportsmanship, excessive absenteeism, and/or failure to meet minimum scholastic eligibility standards. External suspensions are considered absences from school and are applied to the eligibility requirement.

I. **Disciplinary Obligations**

A. A "disciplinary obligation" is acquired by failing to attend and appropriately complete assigned detentions.

B. Any student with an outstanding disciplinary obligation will not be eligible to participate in any school-related activities including, but not limited to the following:

1. Athletic Events
2. Athletic Practices
3. Club Meetings
4. School Sponsored Dances, Social Events & Prom
5. The Musical
6. Commencement

II. **Attendance**

Students must be present at least one half of a school day (a minimum of four full academic periods or 2 blocked periods not including lunch and study hall) to participate that day or evening in athletics or any other school-related activities as described in Section B above. Students who are sent home by the nurse due to illness may not participate in after school or evening events as noted in Section B. Students with a pre-existing medical condition that requires medical appointments that might limit their ability to attend for four periods should contact the athletic director to secure a medical exemption. If a student is absent from school during a semester for a total of 20 or more school days, he/she will lose his/her eligibility until he/she attends school for a total of 45 consecutive school days following the 20th day of absence.

III. **Athletic Academic Eligibility**

All students who participate in a PIAA or a club sport must fulfill the requirements of the school as well as those of the Pennsylvania Interscholastic Athletic Association (PIAA) and/or the Western Pennsylvania Interscholastic Athletic League (WPIAL).

On a weekly basis, Hampton students must fulfill the academic requirements listed below to be eligible to participate in practices and games. Academic eligibility lasts for one week: Monday-Sunday.

- Students must be passing a minimum of four (4) full credit courses.
- Students cannot be failing more than one course.
- Students must maintain a minimum GPA of 2.0.

Students are responsible for turning in missed assignments and completing makeup work in a timely manner. All work must be submitted to teachers by Friday at 3:15PM. The athletic office pulls academic eligibility on Monday morning and shares the eligibility list with coaches. Coaches are responsible for enforcing all eligibility standards (academic and disciplinary).

(See the Athletic Director for detailed athletic eligibility information and other athletic policies.)

EMPLOYMENT CERTIFICATES/ WORK PERMITS

1. A work permit is required for students over 14 years of age and under the age of 18 who are employed part-time during the school year or during the summer.
2. Working papers may be secured through an administrative assistant in the high school office. The application must be completed and signed by a parent prior to the student applying for the work permit.
3. The student must provide a copy of **one** of the following required documents to complete the application process:

- A Birth Certificate, filed according to law with a register of vital statistics or other officer charged with the duty of recording births.
- Baptismal certificate.
- A passport.
- Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor.

4. Upon completion of the application and documentation, the student can come to the Main Office at the High School to receive their work permit.
5. Per Act 2012 P.L. 1209 No. 151 of the Child Labor Act, an issuing officer may deny a work permit if, in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement if permitted to work during the school year. Similarly, an issuing officer may revoke a work permit if in the issuing officer's judgment, the minor cannot maintain adequate academic achievement if permitted to work during the school year.
   Reason a work permit will not be issued or could be revoked:
   a) If the student is not making progress toward completion of graduation requirements.
   b) If the student is age 16 or younger and has not attended school for ten consecutive days.

FACULTY AND STAFF CONTROL
Students should be aware that all high school faculty and staff members have the responsibility of exercising control over all students anywhere in the school building or on the school grounds during the school day or during school activities.

FACULTY ROOMS
No students are to be admitted into faculty rooms.

FOOD DELIVERY
Parents and guardians may drop off food for students in the captured vestibule. Students may not receive food or drinks from a delivery service.

GAMBLING
No gambling or wagering is permitted in school.

GRADING SYSTEM
The district has developed procedures for the utilization of the electronic grade book system. These procedures are intended to give some guidance for the use of Parent Portal through Infinite Campus. However, while these procedures do provide guidance, the teacher shall maintain the right and responsibility to determine student grades and other evaluations within Board Policy or Administrative Procedures.
At the end of each grading quarter, the teacher, using his/her professional judgment, will qualify and verify these grades as they are then represented as quarterly progress grades on the report card. Thereafter, the teacher will qualify and verify the final course grade upon completion of the course. Subject to the limitations described in the immediately preceding paragraph, the electronic grade book system at Hampton High School functions as follows:
A = Excellent (90.00%-100%)
B = Above Average (80.00%-89.99%)
C = Average (70.00%-79.99%)
D = Poor (Passing) (60.00%-69.99%)
F = Failure (59.99% and below)
M = Medical Credit for Physical Education
WM=Withdrawal Medical (no credit earned)
W = Withdrawal Passing (no credit earned)
WF = Withdrawal Failing

All quarterly and final grades are truncated, not rounded.

Calculating Quality Point Average (QPA)
Final grades are used when calculating the year-end quality-point average. Full-year courses receive 1.0 credit; semester courses receive 0.5 credit. ALL COURSES are included in the computation of year-end quality-point averages. QPAs are calculated based on student's total quality points earned divided by the student's total credits attempted. The formula for calculating the weighted quality-point average is located in the high school program of studies.

Please Note:
1. It is important to note that the evaluation of student progress is the sole responsibility of the classroom teacher. No combination of grades can guarantee the passing of a course if the requirement for that course remains incomplete at the end of the school year. For example, a student who receives a grade of C in each of the first two marking periods cannot hope to pass that course if he/she fails to attend the course regularly during the second half of the year. *Regular class attendance is a course requirement,* and no passing grade will be given unless the legitimate requirements for

the course have been completed. There will be a required cumulative final (no exceptions) that will count as one-ninth of the final grade in all English, Social Studies, Math, Science and World Language courses. It is highly recommended that teachers in the Business, Fine Arts, Technology Education, Family and Consumer Science, Physical Education / Wellness and Music Departments also require their students to take a cumulative final at the completion of each course.

2. "M" grades may be given to students who are physically unable to participate in Physical Education because of medical problems or physical limitations but are able to complete an alternative program of assessment assigned and evaluated by the physical education teacher. The practice of the Physical Education Department is as follows:
   a. Students who are unable to participate in Physical Education *for any length of time* due to a medical problem or physical limitation **must** obtain and have their family physician or a medical doctor complete a ***Hampton High School Medical Request for Physical Education Exemption Form.*** The completed form must be submitted to the student's physical education teacher and will be kept on file in the Health Office.
   b. If the student's medical problem or physical limitation is documented to be for less than a four (4) week period, the student will stay in the scheduled Physical Education class and the Physical Education teacher will make adaptations to an individual student's course work relevant to a physician's recommendations.
   c. If the student's medical problem or physical limitation is documented to be for more than a five (5) week period, the student may reschedule the Physical Education class for the second semester or schedule a double Physical Education class in a subsequent academic year. Rescheduling options are dependent on individual scheduling as well as graduation issues.
   d. If a student cannot reschedule the course, adapted work will be evaluated and awarded an "M" grade worth no numeric value towards the student's cumulative grade point average. Adapted work completed, as well as individual situations will dictate final grade awarded by the physical education teacher.

GRADUATION REQUIREMENTS

The minimum requirement for a diploma from Hampton High School is 25 credits. A credit is awarded upon the successful completion of a course, which meets every day for the entire school year. Courses meeting for just one semester have a value of one-half (½) credit.

Grades and credits are awarded only for planned courses and are not awarded for activities such as yearbook, newspaper, etc.

Course Requirements

Students are required to take at least seven (7) full credit courses per year including minor subject electives and physical education. Seniors may schedule 6.5 credits.

English – 4 credits
Social Studies – 4 credits
Science – 3 credits
Arts & Humanities – 2 credits
Mathematics – 4 credits
Academic Seminar– ½ credit
Wellness I – 1 credit
Wellness II – ½ credit
Additional P. E. elective – ½ credit
Personal Finance – ½ credit
Electives – 5 credits

In addition to required credits, please refer to the Program of Studies for a detailed listing of other requirements to earn a Hampton diploma, such as community service, Keystone Exams, and job shadowing.

COUNSELING SERVICES

The general objectives of the counseling services are as follows:

1. To provide individual student help through counseling.
2. To provide teachers, administrators, and other outside agencies with student personal information when appropriate.
3. To assist teachers and administrators to meet current student needs by advising them and by providing alternatives for solving student problems.
4. To work with families in the Hampton community to assure accurate placement and adequate course selection, to meet current student needs, and to provide wise alternatives for post-high school planning. At Hampton High School, the Counseling Department serves a valuable purpose in working individually and in groups with students to help in planning for the future and in solving current academic, social and personal

problems as these problems relate to the students' success in our school. It is our hope that students will take advantage of these opportunities for counseling.

Assignments for students:
Last names A-D.....Mrs. Kimberly Cavitt
Last names E-K ..... Mr. Matthew Combi
Last Names L-P ..... Mrs. Marisa Panzer
Last Names Q-Z ..... Mrs. Terri Koprivnikar

COLLEGE AND CAREER RESOURCES
Throughout the school year, students will continue to develop a career portfolio in Naviance under the direction of the school counselors. Early in the school year, students without Naviance login information will be guided through the counseling office in establishing an account on the computer. Because the program is web-based, it can be accessed from school or home by students and/or parents.
Students have access to a variety of resources in the library and counseling office, including college catalogs, scholarship information when available, and reference books regarding career and college opportunities. Students are also given individualized access to Naviance, an extensive web-based college research and planning tool for students, parents and school counselors. The website helps to guide individual students through the entire college planning, application and decision process. Students can search for scholarships, explore careers, take interest inventories and investigate their learning style. Students will also be able to review academic and admission data for colleges across the United States. Through the Family Connection section of Naviance, the counseling department will be able to share information with parents and their students about upcoming meetings and events, local scholarship opportunities, financial aid, summer classes and events, and other Web resources for college and career information.

HALL PASSES/RESTROOM PASSES
Should the need arise, students are expected to use the restroom facilities during the time provided between class periods. If a student needs to use restroom facilities during class, the student must obtain permission from the teacher, use the E-hall pass system to sign out and sign back in. Restroom passes are only valid for use of the student restroom closest to the assigned classroom.
Misuse of the **restroom/hall pass** will result in a loss or restriction of pass privileges and possible disciplinary action.
Since each student should remain in the classroom to obtain the best possible education, leaving the classroom should not become a regular occurrence. A student will be required to provide documentation from a physician if he/she has a need to use the restroom on a regular basis while class is in session. Students who request permission to leave class for any reason other than restroom use must acquire a **hall pass** from the teacher. A pass is only valid if it is approved by the teacher to whom the student is assigned at the time.

HARRASSMENT/BULLYING
The Hampton Township School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district.
Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off campus. It is a violation of this policy for any HTSD staff member to tolerate bullying.
Bullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students.
2. Occurs in a school setting and/or (in some instances) outside a school setting.
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
    i. substantially interfering with a student's education.
    ii. creating a threatening environment; or
    iii. substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyber-bullying.
Bullying includes but is not limited to:

1. Physically harming a student.
2. Damaging, extorting, or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, or ridicule.
5. Cyber-bullying as defined in this policy

includes, but is not limited to, the following misuses of technology.

a. Harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, digital pictures or images, or web site postings (including blogs).

All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline, which may include legal and/or police proceedings.

6. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
7. Creating verbal statements or written remarks that are taunting, malicious, threatening, or sexual.
8. Bullying includes retaliation against another student for reporting bullying or for assisting or testifying in the investigation or hearing may be subject to consequences as defined in the Code of Student Conduct.
9. Threat Assessment:
   a. When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report to the threat assessment team, in accordance with the applicable law and Board policy.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

School Setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school.

Other Settings

The Board also prohibits acts of bullying that occur outside of the school setting if those acts are directed at another student or students and:

1. are severe, persistent and/or pervasive.
2. have the effect of substantially interfering with a student's education.
3. create a threatening environment.
4. substantially disrupts the orderly operation of the school. The Board prohibits all forms of bullying by District students.

Each student shall be responsible for respecting the rights of others and to ensure an atmosphere free from bullying and therefore the Board **encourages** students who have been bullied to promptly report such incidents to the building principal or designee. It is the obligation of the professional and non-professional HTSD staff to report any incident of bullying which they witness or become aware of to the building principal.

The Board directs that complaints of bullying shall be investigated promptly, and appropriate action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Student and Parent/Guardian:

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct to the teacher, school counselor, building principal, or other school authority figure.

Investigation Procedures:

Each building principal or designee is authorized and directed to investigate reports of bullying brought to their attention by students, parents/guardians, school employees or bus drivers.

Education:

The District may develop and implement bullying prevention and intervention programs. Such programs shall provide District staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

Consequences for students who are found to have bullied others may include counseling, remediation, parent/guardian conference, loss of school privileges, detention, suspension, expulsion, or referral to law enforcement agency, in accordance with the District's disciplinary policies and Code of Conduct.

DISCRIMINATION/HARASSMENT

Every report of alleged bullying that can be interpreted at the onset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator

shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged bullying.

Confidentiality – Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation – Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility – Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Additional Reporters – The school district strongly encourages students, parents/guardians, school employees, or bus drivers who become aware of any act of bullying to immediately report that conduct to the building principal. Each building principal or designee is authorized and directed to investigate reports of bullying brought to their attention by students, parents/guardians, school employees or bus drivers.

Consequences for Violations – Consequences for students who are found to have bullied others may include counseling within the school; parent/guardian conference; loss of school privileges; transfer to another school building, classroom or school bus; exclusion from school-sponsored activities; detention; suspension; expulsion; or referral to law enforcement agency, in accordance with the District's disciplinary policies and Code of Conduct.

HEALTH SERVICES

The Health Office is staffed by a full-time Certified School Nurse. Services include but are not limited to emergency and first aid care for injuries, assessment and care of illnesses, administration of medications, health counseling and management of chronic or serious health conditions.

Except for emergencies, students reporting to the Health Office must first obtain a hall pass from the classroom teacher. Students are not permitted to come to the Health Office between classes without a pass. Students who are too ill to remain in school will receive an early dismissal. Only the School Nurse may authorize an early dismissal due to illness.

1. **Medication** – In accordance with school board policy, students are not permitted to carry medications while in school, except for emergency medications such as asthma inhalers and Epi-pens, which have been registered with the school nurse. All personal medications, prescription and non-prescription, must be taken to the health office immediately upon arrival to school. Medications must arrive in prescription containers or original packaging, labeled with the student's name, and accompanied by instructions for administration and parent authorization. A limited number of over-the-counter medications are available for administration by the school nurse with parent permission.
2. **Accidents -** Students are to report to the School Nurse any accident occurring during the school day or school sponsored event, including sporting events. Reports should be made as soon as possible in order for an accident form to be filed.
3. **Required Exams** – Pennsylvania School Code requires that a physical exam be completed on all students for grade eleven. Exams may be dated up to one year prior to the start of the eleventh-grade year. Parent notification and exam forms are mailed in the early spring of the sophomore year.
4. **Screenings** – Students receive health screenings as required by Pennsylvania School Code. All students receive a vision and growth screening each year. Students in grade eleven are screened for hearing. Screenings are conducted by nurses or trained volunteers under the direction of the school nurse. Referrals for follow-up evaluations are made by the school nurse.

HOMEBOUND INSTRUCTION

In cases of serious illness where a prolonged absence from school is necessary, homebound instruction should be requested. To request homebound instruction the parents of such students should contact the School Counseling Department by calling 412-492-6379. Certified subject area teachers will be provided for one hour per week in academic subject areas, up to a total of 5 hours per week, in order to tutor the homebound student and to assist him/her in keeping up with his/her regular work. The cost of this service is borne by the school district. *The effectiveness of homebound instruction depends on the early notification of school personnel by the parents of the homebound student.* Participation of a student in homebound instruction is subject to review every six weeks.

HOMELESSNESS
Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

Who is considered homeless? Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

Where can students experiencing homelessness attend school? The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interests.
If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

What support can school districts provide to homeless students? Homeless students are eligible for support and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/ mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

Homeless Dispute Process- If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/ unaccompanied youth is ineligible for McKinney Vento Services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney Vento? If you believe you may be eligible for services under McKinney Vento, please contact Dr. Rebecca Cunningham, the Assistant Superintendent, at (412) 492-6305 or cunningham@ht-sd.org.

INSURANCE
School insurance is available to each student at the beginning of the school year. The basic insurance plan covers accidents occurring on school property and is highly recommended.
Students who participate in interscholastic athletics have some benefits provided through the School District's Sports Accident Insurance Policy.
All accidents must be reported to the nurse as soon as possible. To file a claim against the school insurance, one must complete a form in the Health Office. If this is not handled properly, the insurance company may refuse to pay the claim.

LIBRARY
The library is a centrally located resource center that is available and accessible to all students. It is a place for learning, self-development, and enjoyment. The librarian and staff help students find materials for class assignments, leisure reading and special interests. The library maintains a web page and the student can access many materials from home via their student account.
The library opens at 8:00a.m. and normally remains open all day until 3:15. Students may use the library during any study period when the library is open. Students will not be admitted to the library from study hall without a pass from the study hall teacher. Faculty members who want to schedule classes for use of the library should schedule appointments through the librarian. Items borrowed from the library must be properly checked out at the desk and returned on the due date. Students are completely responsible for items borrowed under their name. Fines will be assessed for overdue materials. Unpaid fines will result in a financial obligation.

LOCKERS
Lockers are school property. An individual locker is assigned to each student; the student is responsible for locker care. **Students must use locks that are provided by Hampton High School**. No obscene pictures, gel clings, tape, etc. are permitted in or on lockers.

Each student will also be assigned a locker in the gym locker room. Students MUST always lock their possessions in the gym locker. Valuable possessions and money should remain at home.
School lockers may be searched if school officials have reasonable suspicion to believe that the health, safety or welfare of students or staff is threatened or that school board policies or procedures are being violated. Students will be given the opportunity to be present during a locker search when appropriate. Students are not permitted to change originally assigned lockers unless an Administrator approves the change. Students who change lockers without administrative permission will be responsible for any damage or illegal substances found in their originally assigned locker. **All property is subject to being searched by canine units without prior notice.**

LOITERING
Students may only be in the school building during school hours (8:00am – 3:15pm) or during times of school sanctioned activities that include the supervision of appropriate faculty, staff, or approved adult chaperones. Spectators and activity participants of school approved events may not go into areas of the school building that are beyond the scope and supervision of the approved activity. Young children attending events with parents must remain with their parents at all times while in the school building. Parents may not leave children at the school unattended unless the child is a participant in the supervised activity. Violations of this procedure will be considered trespassing.

LOST AND FOUND
Any article that is lost or found should be reported to the office. A prompt personal report to the office is often important to the reclaiming of such articles. Items of personal or monetary value should be left at home. **The school is not responsible for lost or stolen items.**

LOST OR DAMAGED SCHOOL MATERIALS
Students are responsible for all school owned material that is entrusted to them. Therefore, it is the responsibility of the student or his/her parent to pay the replacement cost for any textbook or school material that is lost, stolen, or damaged while it is assigned to the student. No grades, transcripts or records will be released for any student who has a financial obligation to the district. Lost or damaged materials will be held as financial obligations and may impact a student's participation in activities. Students should carefully examine the condition of materials as soon as the materials are assigned to them and inform the teacher of any damage.

OBLIGATIONS
Obligations may be held by the School District throughout a student's high school career. These obligations may forfeit the students' opportunity to participate in school sponsored sports or activities. These include but are not limited to detentions, financial obligations, library fines, outstanding community service, outstanding job shadowing hours, career portfolio work, and sports equipment. At the end of each school year a letter will be sent home that identifies the obligations that students are responsible for before the start of the next school year. At the end of the student's senior year if obligations still exist a diploma will not be issued.

OUTSIDE OF THE BUILDING
Students outside of the building during the school day without permission from a staff member will be suspended for up to three days.

PARKING ON SCHOOL PROPERTY
Parking at school is a privilege and it must be treated as such. A parking permit may be suspended or revoked if a student's behavior in school is found to be inappropriate or unacceptable. Student drivers are subject to state and township regulations when operating an automobile on school grounds. Application for student parking is only available to juniors and seniors with a valid driver's license. The regulations governing student drivers ***will be strictly enforced***.
Driving privileges may be immediately revoked if/when the district becomes aware of any student driver being issued a warning or citation for any summary violation by law enforcement while traveling on or near school district property. The incident will be reviewed by school administration for sanctions such as warning, suspension, or revocation of the student's parking permit.
We realize there may be an occasion that requires a student, not in possession of a permit, to drive to school. Students must receive permission from a school administrator and a temporary pass will be assigned if accommodation can be made to permit a student to park on school grounds. Requests should be made three (3) days prior to the desired date.
Guidelines for Parking on School Property:

I. Rules Requiring Administrative Action:
   1. Attendance / Tardy to School
      a. Five unexcused tardies result in a warning of possible permit suspension.
      b. Ten unexcused tardies result in a two-week permit suspension.

c. Fifteen unexcused tardies results in permit revocation for the school year with no refund.

2. Obligation /Detention
   a. Five or more un-served detentions will result in a permit suspension until all outstanding detentions are served.
   b. Excessive monetary obligation(s) will result in a permit suspension until obligation(s) are paid.
3. Inappropriate Behavior – The following list of infractions may constitute a permit suspension for a minimum of two weeks, with the potential of a parking permit revocation with no refund.
   a. Leaving school without permission
   b. Excessive referrals to the office for behavior in school/classroom
   c. Multiple suspensions from school
4. Expulsion from school for any reason will result in an automatic permit revocation with no refund.

II. Rules Requiring School Resource Officer (SRO) Action:
1. Applicant must have a valid driver's license, and all vehicles must have current registration, insurance, and inspection.
2. Students must obey all traffic laws.
3. Minor Infractions, resulting in permit suspension for a minimum of two weeks, include:
   a. Parking issues for permit holders that are not reported to the office.
   b. Parking permits that are not displayed from the rearview mirror of the car.
   c. Parking in areas that are **not** student parking as denoted by the yellow lines.
4. Major Infractions, resulting in revocation of a parking permit and possible traffic citation, include:
   a. Repeated minor infractions
   b. All traffic violations – speeding, not adhering to street signs (one way, stop signs), passing a school bus when stop lights are activated.
   c. Careless and reckless driving.
   d. Damage to other cars or property without notification to the SRO or HHS office.
5. Permits are not transferrable. Students who possess a parking permit may not give, loan, or otherwise permit their pass to be used by any other student or permit it to be displayed/used on any other vehicle other than the one for which it was issued. Any transfer of the permit without the approval of high school administration or the SRO will result in a permit suspension and potential permit revocation without a refund.

III. Miscellaneous Rules and Procedures
1. Permission for riders is the responsibility of the driver and the parents of drivers and riders.
2. Students are not permitted to be in the parking lot at any time during the school day without authorization from a teacher or administrator.
3. After a heavy snowfall, the roads and parking lot may still be hazardous, and parking may be limited. Students are encouraged to use district transportation to and from school. Students should allow ample time to drive to school and arrive on time for their first class. Any student arriving after first period will not be excused.
4. Student drivers are responsible for any items found in their vehicles during a search by school personnel or persons acting as agents of the school. Vehicles are subject to search by school administrators and police canine units under the authority/supervision of school administration. The school district is not responsible for damage to a vehicle during a search.
5. Any unauthorized vehicles may be towed or detained at the owner's expense.

REPORT CARDS

Report cards are finalized and visible for review through Infinite campus four (4) times during the school year at 9-week intervals. The Parent Portal via Infinite Campus provides the opportunity for students to view their grades, and for that student's parents to view their child's grades, at any time throughout the academic year. Grades and attendance will continue to be entered by teachers into their electronic grade books at normal intervals. Each student and family will have logon information to access the Parent Portal via Infinite Campus to monitor grades throughout the year. More information regarding Infinite Campus can be found on the district's web site at www.ht-sd.org.

RESTROOMS

Students are expected to be responsible when using the restroom. Individual stalls and single-use restrooms are limited to one student at a time. Restrooms are not areas to socialize, eat, study, vape or use a cell phone.

SPECIAL EDUCATION SERVICES FOR SCHOOL AGE STUDENTS WITH DISABILITIES

HTSD provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Regulations: Autism, Deaf Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness.

The district engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefit and student progress. To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities include review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by a Child Study Team, Pupil Personnel Team, or Student Assistance Program (SAP) Team. When screening results suggest that the student may be eligible for special education services, the district seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the Building Principal, Director of Pupil Services, or the school psychologist. Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The district also provides related services, such as speech and language therapy, physical therapy, and occupational therapy if identified as a need in the student's IEP.

Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's Building Principal or the Director of Pupil Services Department at 412-492-6301.

SPORTSMANSHIP

All students are urged to join in the enthusiasm common to interscholastic sports and are expected to support the teams that represent the school. Actions meant to demean opposing contestants, teams, spectators, and officials are not in the highest ideals of interscholastic education and will not be tolerated. Behavior contradictory to good sportsmanship may result in immediate removal from the event and possible suspension of future events, as well as punitive action identified in our student code of conduct. This implies full cooperation and compliance with W.P.I.A.L. regulations, which ban the use of artificial noisemakers, such as bells, horns, whistles, etc.

STUDENT ASSISTANCE PROGRAM (SAP)

The Commonwealth's Student Assistance Program is designed to assist school personnel to identify issues, including alcohol, drugs, and others, which pose a barrier to a student's learning and school success. Student assistance is not a treatment program; rather it is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, where the problem is beyond the scope of the school to assist the parent and the student with information so they may access services within the community.

Students can refer themselves or express concern about a friend by seeing one of the counselors, nurse, or principals.

STUDY HALL

Study hall periods are available to students seeking a quiet work period to conduct research, seek assistance and complete class assignments. Students are expected to use this time productively and to abide by the following rules while in study hall:

1. Students must bring academic material to work on every study hall period.
2. Students are expected to work quietly.
3. Students must request permission and acquire a pass from the study hall facilitator/teacher to leave the study hall for any reason.
4. Study hall teacher or facilitator may issue passes for students to work in the library, but admittance is at the librarian's discretion.
5. Students who wish to leave study hall to work

with a teacher must obtain a pass from that teacher prior to reporting to the assigned study hall. The study hall facilitator/teacher will then dismiss the student to the teacher.

6. Students are expected to follow all rules and policies defined by the study hall facilitator/teacher.
7. Students who have release time should leave immediately at the end of their day. If they are arriving early in the morning or staying in the building for an appropriate reason, they must report to study hall. The study hall monitor will issue passes for students who wish to use the library. When work is completed, the librarian will sign the passes for students to return to the study hall. Students who need to do work with a teacher should get a pass from that teacher and present it to the study hall monitor before leaving study hall.
8. Only seniors who are obligation free and scheduled for study hall at the beginning or end of the school day are eligible for release time. Students MUST report to school at least five minutes before their first scheduled class or they will be considered late for school. The release time is based on period of the day, not time of the day. Applications for release time are available in the office.

THEFT

Theft of any kind is a suspendable offense and may be prosecuted under the criminal code. Local law enforcement will be notified of any illegal activity.

TOBACCO, NICOTINE, AND VAPING POSSESSION AND USE

A. According to Pennsylvania Act 12, a "Tobacco Product" is defined as:
   i. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, vaped, snorted, sniffed, or ingested by any other means, including, but not limited to, a cigarette, a cigar, a little cigar, chewing tobacco, pipe tobacco, snuff, snus or nicotine pouches.
   ii. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, vape, a cigar, a pipe and a hookah.
   iii. Any product containing, made or derived from either:
      a. Tobacco, whether in its natural or synthetic form; or
      b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

B. Possession and/or use of any tobacco, nicotine, or vaping products on or around school property or while attending or traveling to or from any school related function-is strictly prohibited.
C. Violations of the district policy Tobacco and Vaping Products: #222 will be prosecuted.
D. Vaping devices and products will be tested for possession of drugs or illegal substances as outlined in the district policy Controlled Substances / Paraphernalia: #227. Any infraction of Policy No. 227 will be handled according to the administrative regulations.
E. Possession of any tobacco, nicotine, or vaping product is punishable by a fine through the district magistrate. Following citation by the administration, those convicted by the local magistrate will be subject to a fine.
F. Students using a tobacco, nicotine, or vaping product on or around school property or while attending or traveling to or from any school related will be suspended for three (3) days in addition to receiving a citation.
G. Students possessing any tobacco or nicotine product, electronic cigarette **or any vaping device** or vaping product on school property or at a school sponsored event will be suspended from school.
H. Possession of a lighter or matches will result in a Level II disciplinary consequence.
I. Any contraband will be confiscated and not returned to the student.

VANDALISM

Students responsible for vandalizing school property may be suspended from school and will be held responsible for paying the full cost of the damages (repair/replacement). Local law enforcement will be notified of any vandalism,

VISITORS

Students with the potential of enrolling at the high school for the following year may visit the school with a current high school student. Arrangements should be made through the guidance department for such visits. Visitors must be of high school age, and the host student must obtain clearance on a visitor's

permission form for his/her guest from each of his/her teachers. Visiting students will not be issued passes if they miss a school day in their home school.
No visitors are permitted on days before a holiday vacation or during the last month of school. Students are to treat visitors with utmost courtesy and kindness. Visiting students may not be from neighboring school districts. Final decisions rest with the building principal.
Alumni should visit after the school day ends unless invited by a staff member for a specific time or event. Alumni should obtain a visitor's permit in the office before visiting the school.

WEAPONS
No weapons of any kind or replicas of any weapons should be brought on or around school property or while attending or traveling to or from any school related function. Students in possession of a weapon or replica will receive a full suspension and possible expulsion from school.

Section 912 of the PA Crimes Code reads:

912. Possession of Weapons on School Property

a. Definition - Notwithstanding the definition of "weapon" on section 907 (relating to possessing instruments of crime), "weapons" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, pepper spray, and any other tool, instrument, or implement capable of inflicting serious bodily injury.
b. Offense defined – A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.
c. Defense – It shall be a defense that the weapon is possessed and used in conjunction with a lawful supervised school activity or course or is possessed for other lawful purpose.

Code of Conduct
2026-2027

Code of Conduct
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CODE OF CONDUCT

STUDENT RIGHTS AND RESPONSIBILITIES

Freedom of Expression

Students have the right to speak or express themselves in a respectful, accurate manner and to distribute and post materials in areas designated for posting as part of that expression. The exercise of these rights shall be subject to and in accordance with Hampton Township School District Policy #220 located on the district's website.

Students have the responsibility to avoid the following whenever they speak, write, or otherwise express themselves:

- Obscenity, vulgarity, or profanity
- Ridiculing or causing a person to be ridiculed
- Damaging a person's reputation
- Advocating or advertising any direct and serious danger such as the use or availability of tobacco/nicotine, alcohol, or illegal drugs
- Causing unlawful behavior or serious harm or disruption to the educational process, school, or community
- Using minority or racial slurs
- Engaging in unprotected expression or distributing or posting materials in violation of Policy #220

Searches

The administration may authorize a search of a student, a student's lockers, a student's vehicle, or other belongings if there is a reasonable suspicion that there is a possible threat to the health, welfare and/or safety of any student or staff member. All property is subject to being searched by canine units without prior notice.

- Personal searches—a student's person or personal property (purse, book-bag, jacket, trousers) will be searched whenever the administration has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials or dangerous substances.
- Locker searches—Student lockers are school property and always remain under the control of the school. Students shall have no expectation of privacy in their lockers, and the administration reserves the right to inspect lockers at any time by any means. Students are expected to assume full responsibility for the content of their lockers. Students will be given the opportunity to be present during a locker search when appropriate. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials. Students are encouraged to lock their lockers. Students must use the locks provided by the school.
- Car Searches- students who drive to school may be subject to a car search if the administration has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or dangerous substances.

Flag Salute

Every citizen should show proper respect for our country and its flag. Regardless of a student's decision to participate or not participate in the Pledge of Allegiance and Flag Salute, students will treat each other with respect during the salute.

Confidential Communication

Statutes and regulations govern use of a student's confidential communications to school personnel in legal proceedings. Information received in confidence from a student may be revealed to the student's parents, the principal, or other appropriate authorities where the health, welfare or safety of the student or other persons is clearly in jeopardy.

Unlawful Harassment

The Board prohibits all forms of unlawful harassment of all employees, students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the appropriate authorities.

Dress Guidelines
Student appearance and dress is the responsibility of the individual student. The school is a workplace for staff and students so adequate and modest dress is required. Guidelines are published in the student handbook.

Due Process Procedures for Exclusion of Students from School
A student who breaks school rules may receive a temporary suspension, full suspension, or expulsion, depending on the nature of the offense. The Principal, or designee, may temporarily suspend a student for up to three (3) days without an informal hearing. The Principal is required to establish the facts, allow the student to respond to the charges, and notify parents if the suspension is imposed.

If the suspension is for more than three (3) consecutive school days, the student must have an informal hearing conducted by the Principal within the first five (5) days of suspension. Prior to the hearing, the student and parent(s) must receive notice stating the nature of the alleged charges and all information to which they are entitled. Students are permitted to make up exams and work missed while on suspension.

Expulsion is exclusion from school for more than ten (10) consecutive school days, and it may be permanent. Expulsion proceedings require a formal hearing before members of the School Board. Appropriate notices and appropriate information to which students and parents are entitled will be furnished. Students have the right to legal counsel at a formal hearing before the School Board.

Temporary/Full Suspension - A Principal or designee may assign a student temporary suspension one (1) to three (3) days without informal hearing. Prior to the suspension, the student shall be informed of the reasons and be given an opportunity to respond. The parent shall be given notice of the suspension. A Principal or designee may assign a full suspension of four (4) to ten (10) days. When a full suspension has been assigned, the student must have an informal hearing conducted by the Principal within the first five (5) days of the suspension. Prior to the hearing, the student and parents must receive notice stating the nature of the alleged charges and all information to which they are entitled. Students are permitted to make up exams and work missed while on suspension.

All students ages 6-21 are entitled to a free and full education in Pennsylvania.

HONOR CODE

Respect

For ourselves and others

As a member of the school community, I will do my best to make a positive contribution. Therefore, to show respect for others, and myself, I will

- Dress appropriately for my environment and activity, so as not to embarrass, distract, or disrespect others or myself.
- Avoid the use of any illegal or harmful substance that is in violation of school policy.
- Present myself in a positive manner, understanding that other people will form impressions of my character and values by observing how I behave and speak.
- Not purposely hurt, offend, verbally attack, humiliate, or belittle another person, even though I may disagree with his or her beliefs, choices, and/or behaviors.

For authority

To show respect in attitude and language to those in positions of authority, I will

- Choose appropriate words.
- Act and speak in a positive manner.
- Avoid insubordinate behavior.
- Question in a respectful manner.

For surroundings

I will respect our school and community property. I understand the importance of respecting the possessions of others. Therefore, to show this respect, I will

- Properly dispose of trash, waste, recycle when appropriate, and avoid any action that unduly contributes to pollution.
- Not damage, deface, destroy or vandalize any community, school, or individual property.
- Not take things that belong to others.

Responsibility

As a reliable person in the school community, I will accept responsibility.

- For myself in what I do, say and in the choices I make.
- To treat others as I would like to be treated.
- To adhere to the K-12 Honors Code to maintain a safe and healthy learning environment.

Honesty

I will approach all that I do in a sincere and honest manner. In an effort to uphold my integrity and demonstrate my reliability, I will

- Do my own work, understanding that copying and cheating are forms of plagiarism.
- Work cooperatively with others and not take their ideas or work and present either as my own.
- Act in a trustworthy manner, neither lying nor intentionally misleading others.

Accountability

I understand that the Codes of the Hampton Township School District are necessary to maintain a positive learning environment, and if I fail to follow these Codes, I will accept the consequences.

CONDUCT PROGRESSION LEVELS

Level I

Misbehavior on the part of the student which IMPEDES ORDERLY CLASSROOM PROCEDURES or INTERFERES with the ORDERLY OPERATION OF THE SCHOOL. These behaviors are usually handled by individual staff members but sometimes require the intervention of other support personnel.

Examples But Not Limited To:

- First offense class cut
- Non-defiant failure to complete or carry out directions
- Misconduct in school, at school sponsored functions, or on a school bus
- Excessive unexcused tardiness/Classroom tardiness
- Loitering
- Littering
- Inappropriate public displays of affection
- Inappropriate use of electronic devices
- Violation of dress guidelines

Examples of Disciplinary Options:

- Verbal or written reprimand
- Special assignment
- Written agreement
- Detention
- Denial of privileges
- Confiscation
- Warning
- Modified Day
- Temporary Suspension

Level II

Misbehavior whose frequency or seriousness tends TO DISRUPT THE LEARNING CLIMATE OF THE SCHOOL.

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which DO NOT represent a direct threat to the health and safety of others, but whose EDUCATIONAL CONSEQUENCES ARE SERIOUS ENOUGH to require corrective action on the part of administrative personnel.

Examples But Not Limited To:

- Extreme Level I misconduct
- Continuation of Level I misconduct
- Open defiance of authority, willful refusal to do as directed, or any form of insubordination
- Violation of driving/parking privileges
- Being outside of the building without authorization
- Failure to serve assigned detentions
- Persistent violation of the dress guidelines
- Violation of the computer and internet policy
- Using forged notes or excuses
- Cheating/Plagiarism
- Excessive unexcused absences or unexcused tardies /Recurrent class cuts
- Possession of lighter or matches
- Inappropriate language

Examples of Disciplinary Options:

- Modified day
- Detentions
- Denial of privileges/extra-curricular activities; social probation
- Temporary suspension
- Confiscation
- No credit for assignment
- Referral to School Resource Officer (SRO) or District Magistrate

In cases of temporary or full suspension or exclusion, students shall be entitled to due process rights as outlined in the section entitled "Students Rights and Responsibilities".

Level III

Acts which tend to disrupt the learning climate of school and/or ACTS DIRECTED AGAINST PERSONS OR PROPERTIES, and which COULD ENDANGER THE HEALTH OR SAFETY OR OTHERS IN THE SCHOOL.

Examples But Not Limited To:

- Continuation of or extreme Level II misconduct
- Retail Theft
- Destruction of private or school property
- Violations of the school regulations on the use of tobacco, nicotine, and or vaping products
- Physical Altercation and /or Fighting
- Hazing
- Trespassing on or in school property when closed
- Refusal to leave school property when ordered to do so
- Lewdness or indecent exposure
- Second offense of cheating and plagiarism
- Profanity or other abusive language directed at a staff member
- Failure to identify yourself to a faculty or staff member
- More than one student in a restroom stall or individual bathroom

Examples of Disciplinary Options:

- Detention
- Confiscation
- Temporary removal from class
- Temporary suspension
- Full suspension
- Denial of privileges/extra-curricular activities
- Restitution of property or damages
- Social probation
- Referral to School Resource Officer (SRO)/ police or district magistrate
- Referral to outside agency
- Cheating/plagiarism may result in a failing grade for the nine weeks
- BOCA code enforcement

In cases of temporary or full suspension or exclusion, students shall be entitled to due process rights as outlined in the section entitled "Students Rights and Responsibilities".

Accumulation of three or more Level II and Level III suspensions may be referred to Superintendent of Schools / School Board for a hearing.

Level IV

Acts which tend to DISRUPT OTHERS OR DISRUPT the learning climate of the school. ACTS DIRECTED AGAINST PERSONS OR PROPERTY WHICH COULD OR DO POSE A THREAT TO THE HEALTH, SAFETY OR WELFARE OF OTHERS IN THE SCHOOL. Such acts will require administrative action, which could result in the immediate removal of the students from school and the possible intervention of law enforcement authorities.

Examples But Not Limited To:

- Continuation of or extreme Level III misconduct
- Third offense of cheating and plagiarism
- Possession, sale or use of firecrackers or other fireworks
- Theft
- Engaging in conduct contrary to the criminal code or ordinances of the community
- Possession, sale, or use of drugs and alcohol on school property or at school sponsored functions, or being under the influence of drugs and alcohol on school property or at school sponsored functions
- Possession of a weapon
- Assault
- Terroristic Threats
- Terroristic Acts
- Arson or attempted arson
- Bomb threat or threatening phone calls
- Lighting or igniting objects
- Unauthorized use of fire alarm or equipment
- Retaliation against a student for reporting bullying or for assisting in an investigation
- Minority, ethnic, or racial slurs or intimidation
- Intimidating others
- Harassment
- Bullying
- Striking an employee
- Photography or videography in any District restroom or locker room

Examples of Disciplinary Options:

- Cheating/plagiarism may result in a failing grade for the year
- Confiscation
- Temporary suspension
- Full suspension
- Restitution of property or damages
- Expulsion
- Referral to police or district magistrate
- Referral to outside agency
- BOCA Code enforcement

In cases of temporary or full suspension or exclusion, students shall be entitled to due process rights as outlined in the section entitled "Students Rights and Responsibilities."

A Level IV suspension may result in a School Board Hearing for further disciplinary action: possibly expulsion.

DEFINITIONS OF KEY TERMS

BOCA Code: the Basic Fire Prevention Code which makes it unlawful to smoke, throw or deposit any lighted or smoldering substance in places where No Smoking signs are posted

Detention: requiring a student's presence before or after the regular school day or during lunch time for disciplinary reasons

Due Process: a student's right to be informed of charges and be heard before the designated authority

Expulsion: exclusion from school, after formal hearing, for an offense for a period exceeding ten school days; this may be a permanent expulsion from school rolls

Full suspension: exclusion from school for an offense for a period of up to ten days, after an informal hearing with the principal is offered to the student and the student's parents

Modified Day: a change designated in a student's daily schedule by the principal

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

Terroristic Threat: shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Temporary Suspension: exclusion from school for an offense for a period of up to three school days, by the principal, after a conference with the student

Weapon: an instrument of offensive or defensive combat; something to fight with; anything used, or designed to be used in injuring someone else; the administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger

Below please find a list of the Board Policies referred to in this handbook:

204.0	Attendance
209.0	Health Examinations/Screenings
210.0	Medication Administration
218.0	Student Discipline
218.1	Weapons
218.2	Terroristic Threats/Acts
220.0	Student Expression and Distribution and Posting of Materials
221.0	Dress and Grooming
222.0	Tobacco and Vaping Products
226.0	Searches
227.0	Controlled Substances/Paraphernalia
227.1	Drug and Alcohol Policy-Targeted Testing Procedures
233.0	Suspension and Expulsion
236.0	Student Assistance Program
236.1	Threat Assessment
237.0	Acceptable Use of Personal Technology Resources
247.0	Hazing
248.0	Unlawful Harassment
249.0	Bullying/Cyberbullying
815.2	Computer Use

For further information on the above-mentioned Board Policies, please refer to the Hampton Township School District's website at www.ht-sd.org or you may contact either the High School or the Administrative offices.