

Harriton High School

of Lower Merion School District



Student Guide 2009-2010

WELCOME TO HARRITON HIGH SCHOOL

The Student Guide has been prepared to help students become better acquainted with Harriton High School – its programs, policies and regulations. Please take time to become familiar with the contents of this guide and to exercise all of your rights and responsibilities as an active member of the School community.

The information presented here was developed over a period of years through the efforts of the Board of School Directors, administration, faculty, students and parents. School programs, policies and regulations are reviewed regularly and changed as needed. The Guide is formally revised at the end of each school year to reflect these changes. We encourage you to inquire when you have questions and to make recommendations when you have ideas for improving Harriton High School.

Steven Kline, Principal
Lynn Matsko, Assistant Principal

Philip Matilla, Assistant Principal
Lauren S. Marcuson, Assistant Principal

Lower Merion School District
Mission Statement

Committed to excellence and continuous improvement, the Lower Merion School District strives to ensure that all students achieve their highest level of critical thinking and creativity, that they value themselves and the diversity of others, and that they are knowledgeable, contributing citizens capable of excelling in a rapidly changing world.

This is accomplished by individuals engaging in innovative, active experiences tailored to myriad ways of learning and in partnership with our community.

STUDENT'S NAME _____

ADDRESS _____

ADVISOR _____

GUIDANCE COUNSELOR _____

HARRITON HIGH SCHOOL
COLLEGE BOARD NUMBER 394-290
SCHOOL CLOSING CODE NUMBER 302
WEBSITE: <http://www.lmsd.org>
FAX: (610) 520-3920

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BELL SCHEDULE

Per	Set	A	Set	B	Set	C	Set	D
1	1	7:30 – 8:25 55 min	4	7:30 – 8:25 55 min	3	7:30 – 8:25 55 min	2	7:30 – 8:25 55 min
2	2	8:30 – 9:25 55 min	1	8:30 – 9:25 55 min	4	8:30 – 9:25 55 min	3	8:30 – 9:25 55 min
3	3	9:30 – 10:25 55 min	2	9:30 – 10:25 55 min	1	9:30 – 10:25 55 min	4	9:30 – 10:25 55 min
4A	5	10:30 – 11:00 11:05 – 11:35 11:40 – 12:10 65 min + announcements	8	10:30 – 11:00 11:05 – 11:35 11:40 – 12:10 65 min + announcements	7	10:30 – 11:00 11:05 – 11:35 11:40 – 12:10 65 min + announcements	6	10:30 – 11:00 11:05 – 11:35 11:40 – 12:10 65 min + announcements
4B								
4C								
5	6	12:15 – 1:10 55 min	5	12:15 – 1:10 55 min	8	12:15 – 1:10 55 min	7	12:15 – 1:10 55 min
6	7	1:15 – 2:10 55 min	6	1:15 – 2:10 55 min	5	1:15 – 2:10 55 min	8	1:15 – 2:10 55 min
		Advisory – 25 min 2:15 – 2:40		RAM – 25 min 2:15 – 2:40		RAM – 25 min 2:15 – 2:40		RAM – 25 min 2:15 – 2:40

REGULAR BELL SCHEDULE

7:25 Warning Bell	10:30-11:00 Lunch A (30)
7:30-8:25 Period 1 (55)	11:05-11:35 Lunch B (30)
8:25-8:30 Pass (5)	11:40-12:10 Lunch C (30)
8:30-9:25 Period 2 (55)	12:10-12:15 Pass (5)
9:25-9:30 Pass (5)	12:15-1:10 Period 5 (55)
9:30-10:25 Period 3 (55)	1:10-1:15 Pass (5)
10:25-10:30 Pass (5)	1:15-2:10 Period 6 (55)
	2:10-2:15 Pass (5)
	2:15-2:40 Advisory/RAM

ROTATION

<u>A-Day</u>	<u>B-Day</u>	<u>C-Day</u>	<u>D-Day</u>
Set 1	Set 4	Set 3	Set 2
2	1	4	3
3	2	1	4
5	8	7	6
6	5	8	7
7	6	5	8

EARLY DISMISSAL DATES FOR 2009-2010

A special bell schedule will be created for the following days.

DATES: Nov. 25 Jan. 15 Feb. 11 May 28

Four Day Cycle Schedule 09/10

Day	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1		A	---	A	H	A	C	H	---	B
2		B	C	B	---	B	D	H	---	C
3		---	SD	C	---	C	A	---	B	D
4		---	D	D	B	D	B	---	C/Senior Finals	A
5	---	C	A	---	C	A	C	B	D/Senior Finals	---
6	---	D	D	---	D	---	---	C	A/Senior Finals	---
7	H	A	---	A	A	---	---	D	B/Senior Finals	B
8	A	B	---	B	B	B	D	A	---	C
9	B	C	C	C	---	C	A	B	---	D
10	C	---	D	D	---	D	B	---	C	A
11	D	---	A	A	C	A/ED/SD	C	---	D	B
12	---	D	B	---	D	H	D	C	A	---
13	---	A	C	---	A	---	---	D	B	---
14	A	B	---	B	B	---	---	A	C	Finals
15	B	C	---	C	C/ED/SD	H	A	B	---	Finals
16	C	D	D	D	---	B	B	C	---	Finals
17	D	---	A	A	---	C	C	---	D	Finals
18	A	---	B	B	H	D	D	---	A	SD
19	---	A	C	---	D	A	SD	D	B	
20	---	B	D	---	A	---	---	A	C	
21	B	C	---	C	B	---	---	B	D	
22	C	D	---	D	C	B	A	D	---	
23	D	A	A	A	---	C	B	D	---	
24	A	---	B	H	---	D	C	---	A	
25	B	---	C/ED/SD	H	D	A	D	---	B	
26	---	B	H	H	MID- TERMS	B	A	A	C	
27	---	C	H	H	MID- TERMS	---	---	B	D	
28	H	D	---	H	MID- TERMS	---	---	C	A/ED/SD	
29	C	A	---	H	MID- TERMS		H	D	---	
30	D	B	D	H	---		H	A	---	
31		---		H	---		H		H	

A, B, C, D = School Days H = Holiday Day ED/SD = Early Dismissal / Staff Development

--- = Weekend Day

Note: If school is closed for any reason during the calendar year, the above printed letter days remain the same.

TELEPHONE/EMAIL DIRECTORY

Harriton High School

600 North Ithan Avenue, Rosemont, PA 19010

Main Office	610-658-3950	
Attendance Office (Mrs. Queroli)	610-658-3960	querolt@lmsd.org
Guidance Office (Mrs. Daley)	610-658-3961	daleym@lmsd.org
Registrar's Office (Mrs. Newberg)	610-658-3962	newberm@lmsd.org
Nurse's Office (Mrs. Maron)	610-658-3977	maronr@lmsd.org
Athletic Office (Sandy Johnson, Asst to the AD)	610-658-3976	johnsos@lmsd.org

HARRITON HIGH SCHOOL ADMINISTRATION

Mr. Kline's Office	610-658-3970	klines@lmsd.org
Mrs. Marcuson's Office (A-G)	610-658-3955	marcusl@lmsd.org
Mrs. Matsko's Office (Q-Z)	610-658-3953	matskol@lmsd.org
Mr. Matilla's Office (H-P)	610-658-3973	matillp@lmsd.org
<u>Athletic/Activities Director, Mr. Tom Ferguson</u>	<u>610-658-3976</u>	<u>fergust@lmsd.org</u>

Transportation	610-645-1940
Pupil Services	610-645-1900
<u>District Switchboard Number</u>	<u>610-645-1825</u>
Lower Merion High School	610-645-1810
245 East Montgomery Avenue, Ardmore, PA 19003	

Each Harriton High School teacher has a private voice mailbox. Messages can be left at any time before, during or after school hours. Teachers will make every effort to return phone calls within a reasonable period of time.

Harriton High School Department Chairs

English	Cynthia Mauger	maugerc@lmsd.org
Math	Elissa Rose	roseel@lmsd.org
Science	Lee Mescolotto	mescol@lmsd.org
Special Education	Patricia Galie	galiep@lmsd.org
Social Studies	Chris Santa-Maria	santac@lmsd.org
World Language	Susan Gross	grosss@lmsd.org
Unified Arts	Peter Murray	murrayp@lmsd.org

Harriton High School Guidance Counselors

<u>Student's Last Name</u>	<u>Counselor</u>	<u>email</u>
A-De	Jeannie Semar	semarj@lmsd.org
Di-H	Josh Gansky	ganskyj@lmsd.org
I-Mc	Carla Coleman	colemac@lmsd.org
Me-Se	Betty Knight	knightb@lmsd.org
Sh-Z	Joe Havlick	havlickj@lmsd.org
School Psychologist	Dr. Charlie Gleich	gleichc@lmsd.org
School Social Worker	Bernice Green	greenb@lmsd.org

ESSENTIAL PARTNERS—PARENTS AND SCHOOL

Parents

All parents are expected to:

- Recognize that the education of their child (ren) is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn. Ensure that their children attend school regularly and on time.
- Ensure that absences are excused.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure that homework assignments are completed.
- Serve as role models for students and act in a respectful manner toward teachers, administrators and other school personnel.
- Cooperate fully with school authorities in the investigation of Code of Conduct violations.

PART I--ACADEMIC INFORMATION

A. MINIMUM GRADUATION REQUIREMENTS

1. GENERAL REQUIREMENTS

- 4 credits in English (1 credit each year)
- 3.5 credits in Social Studies
- 3 credits in Science
- 3 credits in Mathematics
- .5 credits in Health
- 1.00 credits of PE (.33 credits each year for 4 years--required)

2. ADDITIONAL REQUIREMENTS

- **Senior Project**: Senior Project is designed to fulfill the requirements established in the PA School Code as a culminating project for every senior. This project will be a self-directed, investigative exploration of a topic of interest for the individual students. This project must be completed satisfactorily in order to graduate.
- **Arts and Humanities Courses (2 credits)**: Arts and Humanities, as defined by the PA Dept. of Education, includes courses in the humanities (English, social studies beyond the minimum graduation requirements listed above), world languages, music and art. No other coursework can be counted in this area.
- **Other Electives (4 credits)**: This requirement can be fulfilled by taking courses in the following areas:
 - a. Additional courses in mathematics and science (beyond the minimum graduation requirements listed above)
 - b. Additional courses in English, social studies, and world languages (beyond those used to fulfill the minimum graduation requirements and for Arts and Humanities credits)
 - c. Courses in family and consumer science, technology education, and technology and information services
 - d. Courses in business education
 - e. Additional courses in art and music (beyond those used for Arts and Humanities credit)
 - f. Vocational education
 - g. Academic Literacy (1 credit only)
 - h. ESL (1 credit only)

**courses in the work program, school-to-work program, COOP, educational field experience and community service do not count towards graduation requirements.

B. GRADING POLICIES AND PROCEDURES

1. STUDENT EVALUATION

Teachers have the responsibility to determine the procedures which govern the requirements for the different letter grades awarded students at the end of each quarterly marking period. The teachers' evaluation procedures are to be explained to students at the beginning of the course. The quarterly grades are explained next.

2. MARKING PERIOD GRADES

Students will receive a letter grade for each marking period according to the following scale:

A	92-100%
B	83-91%
C	74-82%
D	65-73%
F	0-64%

3. MIDTERM AND FINAL ASSESSMENTS

Midterms and final assessments will be factored into the final course grades as separate entities.

4. COURSE GRADE

Administrative Regulation 213: Grading of Student Progress is currently under review by the School Directors. The updated policy will be distributed upon its completion.

Introduction:

The evaluation of student progress and achievement must be continuous and purposeful. Teachers should use assessments diagnostically to help plan appropriate lessons. Students should be encouraged to evaluate their own progress and set realistic goals for themselves. The best kind of evaluation is a mutual assessment by students and teachers which leads to improved teaching and learning.

Grading becomes part of the evaluation process whenever progress is measured and recorded. Grades enable the student, parents and teachers to identify strengths and weaknesses, to consider recommendations for promotion, retention, remediation or acceleration, and to plan an appropriate program of studies for the student.

Each marking period will be worth 20% of the final grade for the course (40% for single semester courses). The midterm will be worth 9% of the final grade, and the final will be worth 11% of the final grade. (The final in a single semester course will be worth 20% of the final grade.)

The process for calculating the course grade is as follows:

- a. Each marking period and exam grade is assigned a value from 0 to 4: A=4; B=3; C=2; D=1; F=0
- b. Each of the six values is calculated by multiplying the quarter grades by 0.2, the midterm by 0.09 and the final by 0.11. (For single semester courses, each quarter is multiplied by 0.4 and the final is multiplied by 0.2.)
- c. The resulting six numbers are added. The result will be a number from 0-4.
- d. The result of step 3 is converted to a letter grade according to the following scale:

A	3.5-4.0
B	2.5-3.4
C	1.5-2.4
D	0.5-1.4
E	0.0-0.4

e. If the teacher believes that the grade that results from the above calculation is not an accurate reflection of the student's performance, he or she may petition the principal, IN WRITING, for permission to assign an alternate grade (as per Administrative Regulations for Policy #213)

f. Explanation of letter grades:

A-92-100%	Excellent	B-83-91%	Above Average
C-74-82%	Average	D-65-73%	Passing
F-0-64%	Failing without effort		
I-Incomplete (make up expected)	M-Medical Excuse (no credit)		
WP-Withdrew Passing (no credit)	WF-Withdrew Failing (no credit)		
P-Passing in Pass/Fail (credit earned)	F-Failing in Pass/Fail (no credit)		
AU- Audit (no credit)	NG- No Grade (no credit)		

5. INCOMPLETE GRADES

A student who fails to complete work for a given quarter for legitimate reasons will receive an "incomplete." This "incomplete" will be changed as soon as the student follows the policy for work missed during absences (see Make-Up Policy). Failure to remove the "incomplete" will result in a failing grade(s) for the missed work. The quarterly grade will be determined by including the failing grade(s) in the final average. **All "incomplete" grades must be removed within two weeks after the end of the marking period or the grade will be entered as a "F".** "Incomplete" grades at the close of the school year are to be given only after consulting with the Principal.

6. WEIGHTED GRADES

Courses identified as Honors courses will earn grade points on the following scale A=5, B=4, C=3, D=2. These grades are considered "weighted."

7. PASS/FAIL GRADING

For any course a student selects to complete beyond the first 4 credits of courses that school year, the student may request to have his grade reported in the form of the normal grading system (A, B, C, D, F) or in the form of the Pass/Fail grading system (P - Passing, F - Failing). The student must secure the permission of his/her teacher, guidance counselor, and parent by September 18th, 2009 if it is a year-long course or first semester course, and by February 11th, 2010 if it is a second semester course if the student wishes to be graded on the Pass/Fail System.

****Neither Advanced Placement (AP) courses nor International Baccalaureate (IB) courses may be taken Pass/Fail.**

The teacher will contract with the student specifying the student's and teacher's obligations with the understanding that the teacher may resolve the P/F designation, or may exit the student from the class if the student is not satisfying the conditions of the contract.

8. G.P.A.

a. Only courses in the five major academic areas (English, mathematics, science, social studies and world languages) will be included in a student's GPA.

b. Only final grades in courses in the five academic areas are used to calculate the GPA.

c. GPA is only calculated at the end of each school year.

d. Elective courses fall into one of three categories:

Elective courses in the first two categories are calculated in the GPA.

i.) The course is in a major subject area and is needed for a student to meet the graduation requirement in that area;

ii.) The course is in a major subject area and is not needed for a student to meet the graduation requirement in that area

Please note that the GPA can be revised, with written administrative approval, when a student can be shown to be disadvantaged from some form of recognition because he/she took an elective course that falls into category two and an honors/AP level for that elective course was not offered at the time the student was enrolled in the elective course.

iii.) The course is not in a major subject area. Elective courses in this category are **not** included in the GPA.

e. Grades in major subject areas taken in the LM summer school, in a pre-approved summer school elsewhere, and in pre-approved college courses **are included** in the GPA.

f. Saturday classes **are included** in the calculation of GPA.

g. If a student fails a course in one of the major academic areas and repeats the same class in summer school, both courses and grades are listed on the transcript, and both are calculated in the GPA. Students do not get credit for the failed class, but will get credit for the summer class if passed.

h. PASS/FAIL: If a student uses this option in one of the five major academic areas and passes the course, the "grade" will not be included in the GPA calculation. If a student fails the course, the grade will be included in the GPA calculation.

i. The weight given to the grades earned by the pupil in each course, calculated in the GPA, will be:

Honors Level Courses

A = 5

B = 4

C = 3

D = 2

F = 0

College Prep Level Courses

A = 4

B = 3

C = 2

D = 1

F = 0

9. AUDITING COURSES

You may audit a course if you wish to explore an area of interest without grade and credit. To audit, you have to make arrangements through the counselor with the individual teacher. No grade or credit shall be given in an audited course and the status of the course cannot be changed during the academic

year. Auditing is allowed only if there is space available in a course and the student fully participates in the class.

10. GRADE APPEALS

If a student or parent questions the grade on the student's report card, the student and/or parent may request that the grade be reviewed using the following procedure:

- a. Student/parent submits a written request **to the teacher** to review the grade in question and to explain any specific concerns.
- b. The **teacher** will review the entire record of grades for the student and will describe to the student/parent the method of calculation used to determine the final grade.
- c. If step 2 does not resolve the concerns or the questions from the student/parent, the student/parent may submit an appeal to the **Department Chairperson**. The Department Chairperson will investigate the matter and either validates the teacher's grade, suggests a change in the grade or recommends an alternative solution.
- d. If this does not result in a satisfactory outcome, **the principal** will, if necessary, decide on the final outcome of the appeal and the final grade for the student.

****Grade appeals MUST be initiated prior to the last day of the following marking period or they will not be reviewed.**

11. LOSS OF CREDIT

Students will be denied credit when they have reached the following number of cuts or a Withdraw Failure (WF) will be recorded for their course(s) if the student must be withdrawn from the course:

- a. One-credit course---4 cuts
- b. Two-Thirds or One-Half credit courses, and/or Physical Education—3 cuts.

12. LMSD HOMEWORK POLICY

The Homework Policy (Policy #132) is a statement of the purpose of homework and the role of students, teachers, and parents in homework assignments. Copies of the policy are available from your Assistant Principal. In Harriton High School, you are expected to spend approximately three hours per day either in school or at home, preparing your next day's assignments. A major factor in determining how successful you are in school is the effort you invest in your own education.

13. MAKE-UP POLICY

a. INTRODUCTION:

Students have the responsibility for finding out what "work" has been missed during absences. "Work" is defined as, but not limited to, examinations, tests, quizzes, homework assignments, class work, class notes, and class discussions. It is each student's obligation to obtain missed assignments and to schedule missed tests (quizzes) on the first day back to school after an absence. This includes absences due to sporting events, theatre, choir and other school activities.

The administrative regulations for Board Policy #240 are listed below.

b. IN THE CASE OF EXCUSED ABSENCE

i. Work Missed Because of a Short Absence (1-3 days)

The responsibility for making up work rests with the pupil. Pupils should assume that normal classroom activities have occurred on the day(s) of the absence and it is suggested that the pupil telephone a classmate to obtain daily assignments. **A pupil shall be given twice the number of school days of absence to complete work missed.** The only exception to such a provision shall be long-term assignments which were due during the absence on the day the pupil returns. Such long-term assignments are due on the day the pupil returns.

Any assignments, quizzes, or tests known to students before absences occur are due or must be completed the day of the student's return to school (defined as the student's first day back on school grounds—tests can be made up in the Help Center).

ii. Work Missed Because of Prolonged Absence (with the exception of pupils who are provided with homebound instruction)

The responsibility for making up work rests with the pupil. After a pupil has been absent from more than three days, assignments may be requested by telephoning the appropriate guidance counselor in middle and

high schools or the elementary school office. Such assignments shall be supplied within twenty-four hours. If assignments have not been secured during an absence, pupils may obtain missed assignments and reschedule missed tests on the first day after an absence or on the first day a class meets thereafter. All missed work shall be completed according to a schedule developed jointly by the pupil and teacher within a period not to exceed twice the number of school days that the student was absent. If the prolonged absence has received pre-approval by the principal or designee, arrangements of the completion of some of the work to be missed may be made prior to the absence at the discretion of the teacher. The school attendance officer shall determine whether an absence is to be classified as excused or unexcused.

iii. Missed Final and Mid-Term Examinations (High School)

When a pupil misses an examination, it is the responsibility of the parent(s) or guardian(s) to inform the principal or designee of the absence and to learn of the procedure to be followed for the scheduling of a make up examination. After reviewing the circumstances of the pupil's absence, the principal or designee shall determine if a make up examination is to be scheduled. Make up examinations shall be scheduled and supervised by the classroom teacher.

iv. Failure to Make Up Missed Work

Failure of a pupil to adhere to the established time limits may result in a zero for all work which has been missed. Pupils who have failed to meet the established time limitations for the make up of missed work may request a hearing before the principal or designee who shall determine whether an extension of the time limit should be granted.

c. IN THE CASE OF UNEXCUSED ABSENCE

A pupil may receive a zero for all work missed during periods of unexcused absence. Pupils wishing to appeal the designation of an absence as unexcused may request a hearing before the principal or designee.

d. IN THE CASE OF SUSPENSION FROM SCHOOL

When work is missed due to suspension from school, the pupil must take the initiative to make up the work missed but the make up shall be done at the teacher's convenience. The pupil may receive a zero for the work which was missed during the period of suspension and that zero shall stand unless the pupil follows the same time limitations which are described in Section 1 above.

e. IN THE CASE OF UNEXCUSED LATENESS OR UNEXCUSED EARLY DISMISSAL

Students will receive a ZERO for all missed work (including tests, quizzes and labs) due to unexcused tardiness to school. Additionally if a student does not have an excused reason for leaving school early, a zero will be given for any missed assignments. It is the student's responsibility to bring a doctor's note no later than THE NEXT DAY if a student states the reason for the early dismissal is a doctor's appt. Failure to provide the note the NEXT DAY will result in a zero for all missed work.

C. OTHER ACADEMIC INFORMATION

1. ACADEMIC DEADLINES FOR STUDENTS IN 2009-2010

June 1:	Last day to request a course or a level change for all courses.
September 18:	Withdraw from a first semester or year-long course without it appearing on your record.
September 18:	Decide to take a year long or first semester course Pass/Fail.
November 6:	Last day to withdraw from a first semester course with a WP or WF; after this, withdrawal results in an automatic "F".
January 22:	Last day to withdraw from a year long course with a WP or WF; after this, withdrawal results in an automatic "F".
February 11:	Withdraw from a second semester course without it appearing on your record.
February 11:	Decide to take a second semester course Pass/Fail.
March 26:	Last day to withdraw from a second semester course with a WP or WF; after this, withdrawal results in an automatic "F".

2. **MID-YEAR and YEAR-END EVALUATIONS**

- A. The purpose of end-of-semester evaluations is to evaluate to what extent students have learned the most essential elements, or the basic objectives, of a course.
- B. A semester evaluation schedule will be in effect during the final week of each semester, providing for two exam periods in the morning of one and one-half hours duration each day.
- C. End-of-semester evaluations are mandatory in all subjects including Health; they must be given during the special times scheduled for them. Teachers have the option of giving evaluations in all other courses.
- D. All students, including students being graded pass/fail, are required to take the evaluations.
- E. Each department decides the type of evaluation to be given, provided the evaluations focus primarily on the work covered in the most recent semester.
- F. Students have the right to see corrected evaluations. Teachers may require that students make an appointment in advance to review an evaluation.
- G. It is essential that students be present at the scheduled time for each exam. Exams must be taken and are only rescheduled by administrators for compelling family reasons
- H. Evaluation schedule for senior students will vary from the other grades due to Senior Project.

Midterm Exam Schedule

- January 26: English/Social Studies**
- January 27: Math/World Language**
- January 28: Science/Electives**
- January 29: Additional Courses**

Final Exam Schedule

- June 15: English/Social Studies**
- June 15: Math/World Language**
- June 16: Science/Electives**
- June 17: Additional Courses**

3. **HONOR ROLL**

HS Honor Roll GPA Calculation

All courses taken for a grade (NOT Pass/Fail) are considered in the calculation of Honor Roll.

GPA points are assigned to letter grades. (No weighting for AP/Honors/IB levels)

A = 4

B = 3

C = 2

D = ANY GRADE OF D disqualifies you from consideration for Honor Roll

F, I, NG, WF, WP = ANY of these grades disqualifies you from consideration for Honor Roll.

- 1. Quality Points are calculated. (GPA points x Credit Value)
- 2. Honor Roll GPA = Sum Quality Points / Sum of Credits Attempted

An Example:

Course	Grade	GPA Points	Credits	Quality Points
Algebra	A	4	1	4
English H	B	3	1	3
Science	C	2	1	2
History	A	4	1	4
Health	A	4	0.5	2
Art	A	4	0.5	2
Music	C	2	<u>0.5</u>	<u>1</u>

Total: 5.5 18

GPA= 17/5.5 (3.27)

1. Straight A Honor Roll - 4.0 and A's in every subject
2. Harriton Honor Roll - 3.0 and no D, F, I, NG, WF, WP grades.

4. CLASS RANK

When a student sends an application to a college, an explanation of Lower Merion School District's policy of not reporting a class rank accompanies the transcript. However, if the college informs Harriton High School that it requires a class rank without which the student applicant could be at a disadvantage, the school will provide an academic class rank. This request must be made by the specific college in writing and must be done for every college requesting the class rank. The rank is based only on grades earned in the **major academic courses meeting 3x out of every cycle** – that is, English, math, science, world languages, and social studies. It includes regular and summer school; by School Board policy, it does not include Saturday classes.

Please note that class rank is calculated only at the conclusion of the student's junior year including summer school.

The Valedictorian and Salutatorian of the graduating senior class are selected at the conclusion of the third marking period

a. VALEDICTORIAN--The Valedictorian is the student with the highest grade point average in the senior class, i.e., the student who is ranked number one in the class by virtue of his/her grade point average.

b. SALUTATORIAN--The Salutatorian is the student with the second highest grade point average.

c. The Valedictorian and the Salutatorian will have the distinct honor of leading the processional of graduates and delivering a speech at the commencement program.

d. Grade point averages to determine the Valedictorian and Salutatorian shall be calculated using the final grades achieved as a freshman, sophomore and junior and all quarter grades from marking periods one, two and three achieved during the senior year. Grades earned in all subjects completed in the five major areas (English, Social Studies, Mathematics, Science, World Language) will be included in these calculations. This does NOT include Art, Music, PE/Health, Tech Ed, Business or FCS courses. Any course graded on a pass/fail basis will not be included in these calculations.

e. Students who are eligible to be recognized as Valedictorian or Salutatorian must have completed 7 quarters in the Lower Merion School District with 3 quarters completed during the student's senior year.

Students who have achieved identical grade point averages using these procedures will be subjected to a series of tie-breaking procedures which include, in order, the following:

- i. Greatest number of A's earned each quarter in all four years (15 quarter marking periods) for all 5 major subject areas
- ii. Greatest number of honors courses completed for all five major subject areas.
- iii. Greatest number of all courses completed for all five major subject areas.
- iv. Decision of the Principal.

5. ACADEMIC AWARDS

An academic awards assembly will be conducted at the end of the school year to honor academic excellence. Students are nominated by faculty members. Recipients will be chosen by a selection committee composed of faculty members from the appropriate subject area. Criteria will be established by departments and subject to approval by the Administration.

A. SENIOR YEAR AWARDS

a. TWELFTH GRADE SUBJECT AREA AWARDS — one student will be chosen from each subject area below:

English	French
Social Studies	Latin
Math	Spanish
Science	Japanese

b. CAREER ACHIEVEMENT AWARD - given to 12TH grade students attaining straight A's in *every* subject, *every* quarter, *every* year grades 9-12.

c. HONOR ROLL AWARD - given to students attaining Honor Roll for every quarter, grades 9-12.

d. STRAIGHT A'S IN SUBJECT AREA AWARD - given to students who receive a grade of "A" every marking period in all the courses taken in a particular subject area.

To be eligible in the following subject areas, a student must earn at least (4) credits in graded courses in the subject area: Art, Business, Education, English, World Language, Family and Consumer Science, Technology Education, Mathematics, Music, Science, and Social Studies.

To be eligible in the following subject areas, a student must earn at least the number of credits specified:

Cooperative Work Program - 4 credits

Health and Physical Education – 1 ½ credits

Area Vocational Technical Schools - 6 credits

Courses taken in the Lower Merion Summer School are included in the minimum credits and the "A" requirement.

Records of transfer students will be evaluated individually.

e. RED AND WHITE AWARD—presented to the student(s) who has/have demonstrated noteworthy courage, persistence and displayed an exemplary attitude while attending Harriton.

f. PRINCIPAL'S AWARD - Given to a senior student for academic achievement, citizenship, and for contributions to the school community. Letters of nominations for this award will be submitted by faculty members to the Principal.

B. AWARDS FOR ALL GRADE LEVELS

Outstanding Student Subject Area Awards

Individuals from any grade level who meet the criteria determined by each department are eligible. One student will be chosen in each subject area:

Business, Computer and Information Technology, Family and Consumer Sciences, Field Experience and Cooperative Learning, Fine Arts, Health, Music(instrumental), Music (choral), , Phys. Ed.-Male, Phys. Ed.-Female, and Technology Education

6. SCHOLASTIC NOTICES

Scholastic Notices are mailed only to those families who have requested to receive them by mail, at the midpoint of each quarter, to notify parents that a student is in danger of failing a particular report period. Otherwise the reporting of academic progress can be viewed on the Parent Portal.

7. PARENT CONFERENCES

Parents are encouraged to contact teachers any time during the school year when they have a question or concern regarding their child(ren). In addition, Harriton teachers are available three evenings during the school year for two hours of parent conferences. The conferences are scheduled midway in each of the first three report periods. These midquarter conference times are intended to provide parents and teachers with opportunities to meet and discuss the progress of students prior to the end of the report period. Each conference is scheduled for 10 minutes in length. Parents should contact the Student Services Department to reserve conference time.

8. ACADEMIC HELP

Students needing additional academic assistance should consider the following sources of help:

- a. Utilizing the RAM period to seek assistance from a teacher
- b. Meeting with teachers on an individual basis before or after school or during non-instructional time.
- c. Using the National Honor Society Tutoring Program. N.H.S. members volunteer their time to help other students. Students needing help should contact the N.H.S. advisor.
- d. Obtaining professional tutoring. Generally, the school does not encourage professional tutoring. However, after careful consultation with parents, teacher, and counselor, a student may choose professional tutoring.

There is a listing in the Student Services Office of tutors whose credentials have been verified by the School District Personnel Office.

9. STUDENT COURSE SELECTION AND SCHEDULES

a. PROGRAM PLANNING GUIDE

During the second semester of each school year students receive a copy of the Harriton Program Planning Guide. This guide is intended to assist students in course selection and in college, career, and vocational planning. The Guide contains descriptions of each course offered and other information related to the academic program.

b. STUDENT SCHEDULES

At the time of course selection (second semester of school year) for the subsequent school year, students carefully select courses in cooperation with parents, teachers, and counselors. These selections are considered final decisions in that these decisions determine what courses are actually scheduled, the number of sections of a particular course, and personnel decisions including adding or reducing of professional staff.

Opportunities to change are due to ACADEMIC MISPLACEMENT ONLY. Please see “Level Changes.”

c. MODIFICATION OF STUDENT SCHEDULES

If students discover a clerical error or omission in their schedules at the beginning of a semester, they should immediately inform the Student Services Office where a correction will be made.

i. COURSE CHANGES

Because considerable effort is made to assist every student to make the most appropriate course selections, changes in courses and levels are made only for compelling reasons. Students who believe that they have such reasons should complete a “Course Change Request Form” (copies are available in the guidance office).

- Completed request forms are to be returned to the guidance office.
- Counselors will review requests, confer with the teachers whose courses are involved and, if circumstances warrant, confer with students and parents in order to arrive at conclusions.
- Counselors will communicate their decisions to students, parents and teachers.
- Students must not make any changes in class attendance prior to receiving written verification of approved changes.
- All course changes must receive approval by an administrator.

ii. COURSE ADDITIONS

Students may add courses to their program of studies on or before the tenth day of school provided that the maximum prescribed number of students in the class is not exceeded. Changes in existing rosters of classes will be made only when courses to be added are essential components of students’ programs of studies.

iii. COURSE WITHDRAWALS

All students must maintain a minimum of six (6) credits. Withdrawals completed prior to the tenth day of school may be replaced by other credit bearing courses provided that all conditions for adding courses are met. If a student withdraws from a class, thus dropping below the 6 credit minimum, he/she will be assigned study halls in lieu of frees for that class.

Students who withdraw after the last school day in September, or February, depending on whether the course is a 1st semester, 2nd semester or year long course, will be assigned to study hall for the remainder of the semester/year in the periods from which courses are removed. Those students will be ineligible for Honor Roll the quarter in which the courses are dropped. When students withdraw from courses after the last school day in September (or February depending on whether the course is 1st or 2nd semester or year long) and prior to the midpoint of the course, one of the following notations will be made on student’s records: “Withdrew-Passing” or “Withdrew- Failing.” Students who withdraw after the midpoint of courses will have a failure, “F”, recorded on their records for the course(s).

iv. LEVEL CHANGES

Level changes may be requested through the last school day in September for first semester courses and the last school day in February for second semester courses DUE TO ACADEMIC MISPLACEMENT ONLY. No level changes will be made after the last school day in September or the last day in February unless recommended by the teacher and approved by the Assistant Principal. Level changes will only be considered due to academic misplacement.

v. CREDIT ASSIGNMENT

In assigning credit for courses involved in a level change, full credit shall be assigned to the new course. The two teachers involved in the transfer shall determine the grade for the transfer period. All previously earned quarterly grades and class absences are transferred without adjustment. The receiving teacher has no formal obligation to provide for make-up work for the transferring student; it shall be assumed that the student's previous work has provided sufficient background and/or that he/she will follow through independently on missed materials.

10. STUDENT SERVICES

The Student Services Department has reorganized its student caseload using an alphabetical distribution of students.

Counselors are available to assist students (and parents) with all aspects of their school lives.

The distribution of students will be as follows:

A--De	Mrs. Semar
Di--H	Mr. Gansky
I--Mc	Ms. Coleman
Me--Se	Mrs. Knight
Sh--Z	Dr. Havlick
Social Worker A-Z	Mrs. Green

In addition to the relationship with one counselor for four years, each student will be scheduled to meet with his/her counselor individually, in small and large groups, to receive information and to discuss pertinent high school issues.

11. COLLEGE AND CAREER CONFERENCES

The schedule of college and career conferences is announced by the Student Services Office in advance of conference dates.

Procedures:

- Juniors and seniors interested in a particular conference should register in the Student Services Office at least one day in advance.
- The students who register must obtain permission slips for the conferences from the Student Services Office at the time of registration.
- Students have the responsibility to inform their teachers of their possible involvement in the conference at least one day in advance.
- The classroom teacher's permission to attend must be secured. Pressing classroom obligations or testing may prevent the teacher from granting permission.
- The students are to report directly to the conference at the scheduled time unless notified otherwise by the Student Services Office.

12. TRANSFERS AND WITHDRAWAL FROM SCHOOL

A student transferring or withdrawing from school must

- a. report to the guidance counselor prior to the leaving date
- b. bring a letter from a parent or guardian officially stating that the student is withdrawing and the reason for the withdrawal
- c. obtain a checkout form from the Student Services Office
- d. return all books and have all parties listed on the checkout form initial the form
- e. return the completed form to the Student Services Office so that records can be released.

**For withdrawals from the IB program, please refer to the IB Diploma Program and Mr. Tom O'Brien, the IB Coordinator.

13. TRANSCRIPTS

The Registrar's office maintains a cumulative record (Academic Transcript) of each student's schoolwork. Information regarding transcripts is given to all students during the spring of their junior year. Students who require an official transcript for a college/university will need to follow the steps listed below:

- a. The registrar needs 3 weeks to process any transcript request.

- b. Students will have to see their counselor for an interview before bring in their applications to college. (Penn State University is the exception to this rule.)
- c. Students must provide an individual envelope for each school. The envelope must be 8.5 x 11.5 and include 4 stamps.
- d. All materials being sent should be inside the envelope when they bring it to the Registrar's office.
- e. If slides, DVD's, CD's, etc are being sent, students must go to the Post Office to have the items weighed for postage (include in the weight, the weight of 5 pieces of paper.)
- f. Students must provide separate envelopes (business size) for teachers to use when submitting letters of recommendation. The students put their names on the inside flap along with the due date.

**Additional information regarding college applications and transcripts can be found inside the Junior Packet.

14. NATIONAL HONOR SOCIETY

The National Honor Society is an active service organization within the school community of Harriton High School. Membership is a privilege awarded to students who have achieved the standards set by the National Association of Secondary School Principals. The criteria for election to National Honor Society are based upon the student's qualifications of scholarship, character, service, and leadership. Membership in the National

Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, character, service, and leadership by which they were selected.

The procedure for selection into the Harriton High School chapter of the National Honor Society follows:

- a. A preliminary list is compiled of all juniors with honor roll standing at least 8 out of 10 report periods, and seniors (after 1st semester senior year) with honor roll standing at least 11 out of 13 report periods.
- b. A list of students who are academically eligible will be sent to all candidates, and they may notify the principal's office about any error of omission or commission.
- c. The same list will be sent to teachers and administrators, who will be asked to comment on service, leadership, and character (discipline code violations will be taken into consideration under this section), as defined by the National Honor Society Handbook.
- d. Candidates will then complete applications for admission by designating their activities. If students have a rationale for failing to achieve the necessary points, they should explain these circumstances in writing as part of their application.
- e. Candidates will send forms to all coaches and sponsors, who will assign points for participation and leadership. In addition, coaches and sponsors will have the opportunity to comment on the student's character.
- f. The range of points for service/participation and leadership is as follows:

- i. Service/Participation (0-5):

All clubs

All contests (District, Regional, State; Band, Orchestra, Debate, Mock Trial, Math, Science Olympiad, etc.) (1 point each)

Student Council member

Student and Principal's Advisory Councils

Newspaper staff

- ii. Service/Participation (0-10):

Theater (including stage crew)

Athletics (intramural and interscholastic)

Academic Decathlon

Science Olympiad

Speech and Debate

Cheerleading

- iii. Community Service (excluding Community Service courses)

10 points for every 20 hours of service performed.

Only for community service unaffiliated with Harriton

HSL (Harriton Service League) and Build-On are 0-5 points

iv. Leadership (0-5):

Editors of newspaper, yearbook, literary magazine

Class and school officers

Team captains

Club officers

School Board representatives

g. Junior candidates must accumulate at least 60 points in service/participation and seniors at least 70 points. Thirty (30) points must be earned from Harriton activities.

Junior and senior candidates must accumulate at least 6 points in leadership.

h. Teachers and sponsors will be asked to respond to the question, "Do you have any reason to doubt this student's character based upon the National Honor Society Handbook's guidelines? Explain."

i. All materials will be returned to the National Honor Society faculty sponsor, who will remove student's names from all documents and assign a number, assuming student anonymity when the Faculty Council meets to evaluate student folders.

i. The Faculty Council will be chosen according to guidelines found in the National Honor Society Handbook.

There will be five voting faculty members and two ex-officio (nonvoting) members, the N.H.S. faculty sponsor and the principal. Faculty members will be appointed by the principal. No students will participate in the selection process.

j. Applicants who have met the criteria will be inducted in May of each year.

The following are grounds for considering dismissal from the National Honor Society.

1. Failure to maintain standards of scholarship, leadership, service and character (used originally as a basis for selection).

2. Suspension from classes/school.

3. Failure to participate in mandatory N.H.S. sponsored activities.

4. Violation of civil laws.

Each faculty member is obligated to notify the Faculty Council if a possible basis for dismissal occurs with an individual student.

The Council will then meet to discuss the issue; and, if it decides to take action, the student and parents will be notified by letter and will have an opportunity to meet with the Council. If, at the conclusion of the meeting, the Council feels dismissal is warranted, the student and parents will be notified in writing by the sponsor.

15. USING THE LIBRARY

Students are encouraged to use the library for research and recreational reading between 7:30 a.m. and 4:30 p.m. Monday through Thursday and 7:30 a.m.-3:30 p.m. on Fridays.

Students may use the library during a class or study hall. Students coming from a class should obtain a note from the teacher in charge.

Students who wish to use the library during a study hall must first report to study hall then sign out to the library. These students will report directly to the library. They will register at the circulation desk and will remain for the entire period. Students with campus privilege may use the library as space permits.

All library materials must be checked out at the circulation desk. Books circulate for three weeks and may be renewed if another student does not need them. Reference books, periodicals, and special reserve books are to be used in the library during the school day. These materials do not circulate, except at the discretion of the librarian. Students must pay for lost or damaged books or materials or forfeit library privileges, except when accompanied by a teacher

Computers are available for student use during library hours. Internet Access, online periodical databases, word processing, database, spreadsheet, and interlibrary loan services are available for student use. No games may be played on library computers.

16. PARENT PORTAL

Parents will be able to access their child's grades and attendance using their assigned password. Accessibility to PowerSchool is available through your home computer or LM Township public libraries. Please keep in mind that this information is only one aspect of your child's performance. Please monitor your child's progress over a period of time and speak with your child about his/her efforts over a period of time prior to contacting the school.

17. LMSD SUMMER SCHOOL

Each summer, Lower Merion School District offers a six-week summer school program that provides two basic opportunities for students in grades 6-12.

- a. Make-Up Work: Students may make up a course failed during the regular school year. All one-credit courses must be taken for four hours.
- b. Advanced Work: Students may take courses for advanced credit if they are in good standing academically.

During the spring semester of the regular school session, the summer school offerings will be made known to students. To be offered, a course must have 15 students registered by the last day of registration. Additional information about summer school is available from the Student Services Office. Please see the summer school brochure for tuition costs. Students in the free/reduced lunch program are exempt from tuition.

Credit Earned At Institutions Other Than LMSD Summer School

Credit for a course failed during the academic school year, or credit for advanced standing can be secured only through passing a make-up course or an advanced standing course in the subject given in the Lower Merion Summer School or in another summer school. In addition, the school must offer courses at 120 hours per credit.

A student who expects to complete work in a non-district summer school **must** have his program approved in writing by the high school principal or guidance counselor **prior to registering for the course**.

Credit will not be granted without prior approval.

18. ADVISORY PERIOD

Purpose: The purpose of our Advisory Period is to provide an effective structure in the high school to personalize the education of our students and to prepare them for a successful transition to their adult lives. Advisories renew the focus on the whole child and ensure that all students have a connection with at least one adult in school. Our advisories meet four times per four day cycle, one of which is designed to include interpersonal activities such as team building and conflict resolution, and to have activities/discussions that engender thinking and communication skills. The other advisory periods are designed specifically for academic support. All students are placed in a twenty-five minute advisory with an advisor who will remain with the students for all four years in high school.

Mission Statement: Our mission is to build a trusting community in which students realize their individual needs and aspirations. We are committed to the establishment of a personalized environment where students value themselves, the diversity of others and the intrinsic worth of all.

Goals:

- Students will develop their own voice and demonstrate the skills of self-advocacy.
- Students will learn a variety of ways to identify and manage their stress.
- Students will be able to use effective decision-making strategies in order to make informed decisions to obtain desired outcomes.
- Students will recognize the value of community as demonstrated by their respectful treatment of others and their commitment to service.
- Students will be able to recognize the importance of understanding differences in culture, gender, sexual orientation, spiritual philosophy and to defend and support one's individual right to be different.

(RAM PERIODS)

These days are for Academic Recovery and other activities. Prior to each A day students will sign up to either work with a teacher, go to the library, help center or one of our many computer labs. In addition to signing up to work with a teacher, students may sign up to participate in an activity with a teacher (for ex: one week a teacher may be presenting an activity on stress management). During the 25 minute Academic recovery period each students will either meet with a teacher, make up missing work, work with a National Honor Society Tutor, work/ study independently or with a group of their peers, or participate in a selected activity. Students who cut RAM will be subject to disciplinary action.

(ADVISORY)

The Advisory day is for connections. Each student will be placed by grade level in an advisory. Students will stay in their same advisory for all four years at HHS. During the A day Advisory students and teachers will first get to know one another and then will begin discussing topics/ issues such as coping skills, team building, self advocacy, diversity, respect, decision making, service and community. Students who cut Advisory will be subject to disciplinary action.

PART II--ATTENDANCE

A. ATTENDANCE—POLICIES AND PROCEDURES

1. POLICY

The Board of School Directors requires that school-aged pupils enrolled in the schools of the district attend school regularly in accordance with the laws of the state. The educational program is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

Attendance shall be required of all pupils enrolled in the school during the days and hours that the schools are in session. Students will be informed by teachers of attendance requirements and the relationship between attendance and grades at the beginning of the course.

State law requires that all students be in school for 180 days each year. The local School Board sets the calendar for these days. Absences from these 180 days fall into two categories: (1) excused absences and (2) unlawful absences.

****Please include Student ID number on all notes for lates or absences!!**

- **Excused absences** may be for:
 1. illness
 2. prearranged medical appointments
 3. quarantine
 4. death in the family
 5. impassable roads
 6. educational tours and trips (** a written request must be made to the Principal prior to the days of absences. Absences will be considered excused only after the Principal has approved the request.
 7. recovery from an accident
 8. required court attendance
 9. exceptionally urgent reasons. If there is a question refer to the office for a ruling.

- **Unexcused/Unlawful absences** may be for:
 1. truancy
 2. absence through parental neglect
 3. illegally employed
 4. missed bus
 5. over slept
 6. any other reason not covered in excused absence above.

If a student has been absent from school, he/she **must** return to school with a note from the parent, explaining the absence. Without such an excuse within three (3) days following an absence, the absence will be considered unlawful (UNL) for all students under the age of 17, unexcused for those 17 and over. Unlawful absences may result in truancy charges being filed.

It is the students' responsibility to take the initiative to make up the work missed due to the absence in accordance to the Make Up Policy. Failure to make up the work in accordance to the Make Up Policy results in a zero for missed work.

**** When a student misses a semester examination or final examination, it is the responsibility of the parent(s) or guardian to inform the appropriate administrator NOT the attendance office about the absence prior to the scheduled exam. The administrator will review the circumstances of the absence and determine if a make up exam is to be arranged.**

Absences due to illness that are 3 or more consecutive days **require a doctor's excuse documenting the reason** for the absence and the dates of the absence.

If a student is absent 5 or more cumulative school days during the first grading period or exceeds 10% of the days to date, the building attendance person reports the absences to the principal/assistant principal.

The administrator will contact the parent/guardian. Pending the outcome of the parent contact, the following steps are possible:

- a. Student may be placed on attendance probation. Absences exceeding 10% of the remaining school days would result in the student being placed on a doctor's excuse status. This means upon returning to school for any and all future absences the student must submit a doctor's note verifying the absence and the dates the student was under the doctor's care or the absence will be unexcused.
A STUDENT PLACED ON DR.'S EXCUSE STATUS REMAINS ON DR.'S EXCUSE UNTIL THE STUDENT IS 17 YEARS OLD.
- b. The student may be immediately placed on doctor's excuse status. Each absence hereafter must be verified by a medical doctor indicating the reason for absence and the dates the student was under a doctor's care.
- c. If appropriate and not already having been referred, student may be referred to the building Child Study Team (CST).

If the student accumulates three (3) or more illegal absences, the principal/assistant principal issues a First Notice of Attendance. After the issuance of this notice, the principal/ assistant principal must notify the district's Home and School Visitor.

If a student is absent again after the First Notice of Attendance, a citation will be filed with the district magistrate which may result in a \$300.00 fine, suspension of the student's driver's license or the right to apply for a driver's license and /or community service. If the student is under the age of 17, a Montgomery Country Court of Common Pleas Juvenile Petition will be filed.

2. ANTICIPATED ABSENCE

Students considering visits to colleges, vocational schools, family vacations, and other travel for **any length of time (1 or more days) must submit to the appropriate Administrator a request from parents for the students to be excused from school.** Requests are to be submitted a minimum of **ten school days prior** to the anticipated absence. The student's administrator will then evaluate these requests.

For students who receive prior permission, teachers have the option of requiring all graded work to be completed prior to the absence and at the convenience of the teachers. If students fail to follow the required ten-day procedure and submit request notes prior to the anticipated absence and are subsequently excused by a school administrator because of extenuating circumstances, teachers have the option of calculating the student's quarterly grades without the missed work being included as a factor. Students are required to complete all missed work for any absence.

Excuse notes for family vacations, college visits, vocational school visits, travel or personal/ family matters will not be accepted after the absence has occurred. These days will be marked unexcused.

3. UNLAWFUL ABSENCE

The decision as to whether absences are excused or unlawful is made by the appropriate Administrator in accordance with school laws.

4. TRUANCY AND SUSPENSION

Students truant from school will have their absence recorded as "unexcused/unlawful."

Truancy from school can result in loss of credit. Suspended students are entitled conditionally to make up work missed. (Refer to Make-Up Policy.)

Frequent or prolonged absence, without satisfactory reason, or willful violation of the compulsory attendance laws, shall be handled in conformity with the procedures stated in the school laws of Pennsylvania. Students themselves may be at risk for attendance violations. The statute provides that if the parents show that they took every reasonable step to assure attendance, for children over 13, the student can be fined \$300, adjudicated and/or lose driving privileges.

5. TARDINESS

Punctuality is your responsibility. Tardies are CUMULATIVE FOR THE YEAR!!

a. TARDINESS TO CLASS AND/OR ACTIVITIES

Students have the responsibility to be in the classroom and prepared to work when the bell rings. Students who are tardy must report directly to classes. Excuse notes, if available, may be given to teachers upon entering the rooms. **Excuse notes will not be provided by the office.**

- Students tardy fewer than fifteen minutes to a class or a scheduled activity (e.g., homeroom, assembly) one time without a valid excuse may be assigned a detention conducted by the teacher.
- Teacher may submit a discipline referral for those students tardy fewer than fifteen minutes to a class or a scheduled activity three times without a valid excuse.
- **Students tardy to a class or scheduled activity fifteen minutes or more without a valid excuse will earn a cut. (Please see above for the cut policy and loss of credit).**

b. TARDINESS TO SCHOOL

Students who arrive at school after the 7:30 a.m. bell MUST report first to the Attendance Office.

Failure to sign in is considered trespassing and students will receive a zero for the day in all classes.

The Attendance Office is located in the Main Office.

Notes from parents explaining the reasons for tardiness MUST be submitted upon arrival.

They will not be accepted at a later date or time. A phone call is not sufficient.

Students who are arriving late because of a visit to a doctor's office MUST submit a doctor's note on letterhead upon arrival to the Attendance Office.

Students will be given 'Admit' slips which are to be presented to the teachers upon entering classrooms.

Students are not permitted to enter classes without "Admit" slips from the office.

i. Excused Tardies

TARDIES ARE CUMULATIVE FOR THE YEAR!!

Notes from parents explaining the reasons for tardiness MUST be submitted upon arrival.

They will not be accepted at a later date or time. A phone call is not sufficient.

- On the 12th excused tardy, the student will lose campus privileges for 9 weeks and the parent will be contacted.
- On the 24th excused tardy, the student will lose campus privileges for 18 weeks, and a parent will be contacted. If the 24th excused tardy occurs in the 4th quarter, campus privileges will be lost for the rest of the year and the first marking period of the following year.
- On the 36th excused tardy, the student will lose campus privilege for the duration of that school year and for the first semester of the following school year. Additionally, a parent contact will be made.
- If a chronic, ongoing and documented medical condition contributes to the periodic tardiness and if the medical condition is verified by a medical doctor (other than the students' parents(s), the excused tardies will not be addressed by this policy.)

****Please make sure that a doctor's note is provided upon arrival from a visit to the doctor.**

In order to participate in extra-curricular activities, you must be in school by 10:00A.M.—and must remain in school for the remainder of the day!!

ii. Unexcused Tardies

TARDIES ARE CUMULATIVE FOR THE YEAR!!

Every student is allowed two unexcused tardies without a penalty.

The 3rd unexcused tardy will result in an after school detention.

On the 6th unexcused tardy- the student will confer with the appropriate Administrator and will receive two detentions.

On the 9th unexcused tardy, the student will receive one Extended Day Detention (EDD) and a loss of campus privilege for nine weeks. On the 12th unexcused tardy, the student will receive 2 EDDs and a loss of campus privilege for 18 weeks.

On the 15th unexcused tardy, the student will receive 1 In School Suspension (ISS) and a loss of campus privilege for the remainder of school year.

On the 18th unexcused tardy, the student will receive 1 OSS and a loss of campus privilege for the remainder of the school year and the first marking period of the following school year. Any unexcused tardies beyond the 18th will result in additional days of OSS and a loss of campus privilege for the remainder of the year and the first semester of the following school year.

****Any unexcused late to school which results in absence from class(es) will result in a zero for all missed work (including tests, quizzes and presentations).**

Students who use transportation other than school buses are NOT excused for tardiness resulting from transportation problems.

6. EARLY DISMISSAL REQUESTS

It is preferable to schedule appointments with physicians, dentists, etc., AFTER school hours. If this is not feasible, students may be excused from school if the reason is acceptable. Requests are to be made in writing from the parents to the Attendance Office on the day students are to be excused. All requests must be given to the Attendance Office no later than 8:00 a.m. Requests should contain the following information:

- a. Student's full name
- b. Homeroom number
- c. Date of early dismissal
- d. Precise time of dismissal
- e. Reason for dismissal
- f. Name and telephone number of practitioner (doctor, dentist, etc.)
- g. Parent's or guardian's signature
- h. Student's signature

****An Early Dismissal for a doctor's appointment will remain UNEXCUSED unless a doctor's note on letterhead is submitted by the next day.**

Students must be excused by the Attendance Office before leaving school or the absence will be considered unexcused and disciplinary action will be imposed. Parents/guardians should make arrangements to meet the student in the Main Office to escort their child out of the building.

LEAVING SCHOOL WITHOUT PERMISSION WILL BE CONSIDERED CUTTING. YOU WILL LOSE YOUR FREES. In case of emergency in school, the nurse or attendance office must approve early dismissal.

CAMPUS PRIVILEGE AND EARLY DISMISSALS

- a. On the 8th Early Dismissal—you lose your FREES (Campus Privilege) for one marking period (9 weeks). If you are a 10th grader, 8 ED's in the first semester will result in NO frees for the 3rd marking period.
- b. On the 16th Early Dismissal—you lose your FREES (Campus Privilege) for the semester. If you are a 10th grader, 16 ED's in the first semester will result in NO frees for the second semester.
- c. On the 24th Early Dismissal—you lose your FREES (Campus Privilege) for the year.

7. OTHER ATTENDANCE ISSUES

a. When You Don't Know Where to Report

Students who have special problems, cannot locate a class or teacher, get mixed up on their schedules — **must report immediately to any Administrator or the Student Services Office.** Failure to report will result in the class absence being classified as unexcused. This includes if you don't know where your RAM period is located.

***If you are late to school and do not sign in you will receive disciplinary action!! In addition you will receive zeros for the day until you do sign in to school.**

****Thus, any absences from class(es) will be counted as cuts.**

YOU MUST GO DIRECTLY TO THE ATTENDANCE OFFICE UPON ARRIVING LATE TO SCHOOL!! FAILURE TO REPORT TO THE ATTENDANCE OFFICE WILL RESULT IN THE FOLLOWING:

- The first time this occurs you will receive 1 Extended Day Detention.
- The second time this occurs you will receive 2 Extended Day Detentions and a loss of campus privilege for 9 weeks.
- Continued violation of this rule will result in further discipline.

b. Absence and Coming to School “TO DROP SOMETHING OFF”

Students may NOT come onto campus to drop something off or to attend one class and leave. If you are on campus—you are in class and in school for the day. If you are found on campus and attending one class or just here to drop something off, it will be recorded as a cut for all classes, and will result in zeros for the day in all classes as well. –THIS INFRACTION WILL RESULT IN DISCIPLINARY CONSEQUENCES AND LOSS OF CAMPUS PRIVILEGE.

8. PARTICIPATION IN EXTRACURRICULAR ACTIVITIES WHEN ABSENT

It is school policy that students may participate in school activities including practices, games, performances or clubs, **only** if the students have been in attendance since 10:00 a.m. **The students must remain in school for the duration of the school day.** The only exception to this policy is certain absences receiving prior approval from the appropriate Administrator. Students suspended from school are prohibited from participating or attending extra curricular activities of any kind. Failure to follow this procedure will result in additional discipline.

9. ACCESS TO SCHOOL DURING ABSENCE

Students absent from school are **not** permitted to return to school property for any reasons. Homework, books, materials, etc must be retrieved by parents/guardians or classmates.

PART III—DISCIPLINE

CODE OF STUDENT CONDUCT

A. INTRODUCTION

1. STUDENT RIGHTS AND RESPONSIBILITIES

The Board of School Directors has adopted a comprehensive Students' Rights and Responsibilities Policy (#235). Copies of the Policy are available in homerooms, in the library, in all counselors' and administrators' offices, and copies are posted on selected bulletin boards.

Students are expected to take full responsibility for their actions whether or not they are directly covered by school rules and policies. Common sense and goodwill should be employed to avoid behavior harmful to oneself, or other members of the Harriton community. All members of the Harriton community are expected to abide by the following code:

- HARRITON CODE OF
GOOD CITIZENSHIP
STAFF – STUDENTS – PARENTS**
- *Be a positive influence in your school community.*
 - *Respect the rights and views of others.*
 - *Treat others with courtesy and dignity.*
 - *Value your school building.*
 - *Be punctual.*
 - *Take pride in your work.*
 - *Accept responsibility for your actions.*
 - *Obey all school rules and regulations.*

2. CIVILITY POLICY OF The Lower Merion School District

Purpose—The Lower Merion School District believes that all schools should be places where mutual respect is practiced and reinforced. This Policy is designed to promote an environment in which all members of the school community will be treated with respect and expect the same in return. We refer to this respect as civility.

Definition—The District has adopted as part of its strategic plan an objective to identify and model behaviors for the entire school community to become collaborative, respectful, contributing citizens. The District's role is to establish and enhance an atmosphere where people are encouraged and expected to exhibit language, attitudes and behavior that foster sound educational practices and allow people to grow socially and academically.

Policy—The best way to promote civility is to practice it on a daily basis. The Lower Merion School District is committed to civility at work through education, training and discipline when necessary. The District does not intend this policy to deprive any person of his or her right to appropriate self-expression. Rather, it seeks to maintain, to the extent possible and reasonable, an environment in which people can feel safe and secure. It is in this spirit that we establish this civility policy for the Lower Merion School District.

The Lower Merion School District expects all administrative, professional and classified staff, all students, parents, board members and other members of the school community to role model civility even in the most difficult of circumstances.

It is the District's position that rude, abusive or intolerant behavior erodes education and that disrespect shall be addressed when it occurs.

Board members, administrators, supervisors, professional employees and classified employees shall communicate with each other and with the community in an atmosphere of professionalism and mutual respect.

Delegation of Responsibility—The Superintendent shall establish procedures to:

- Address complaints of individuals who believe they have been treated in an

- unprofessional and disrespectful manner.
- Ensure the inclusion of good citizenship in the District’s curriculum
- Establish and implement programs for peer mediation among staff and students
- Publicize the contents of this policy and the behavioral expectations it sets forth to the school community through:
 - District publications, the District’s cable access, the District’s website, and student handbooks.

B. DISCIPLINE

You may be suspended if you disrupt the educational and social life of any part of the school and/or repeatedly disobey school regulations. Students can expect to be suspended for the following specific unacceptable behaviors:

- Cutting school, class, RAM and/or Advisory
- Repeated cutting of classes
- Repeated leaving of campus
- Chronic unexcused lateness to school
- Use of cellphone in non-approved areas; failure to turn phone over to a staff member
- Smoking
- Fighting
- Possession of drugs or alcohol (confiscated items are turned over to the police.)
- Insubordination (unwillingness to submit to reasonable authority or defying authority)
- Forging a note or pass
- Using obscene language
- Failing to identify yourself to a staff member
- Throwing snowballs on campus or at bus stops
- Causing disruption and/or physical hazard with firecrackers, smoke bombs, water balloons, and the like.
- Pulling fire alarms when no emergency exists. (Students caught pulling false alarms can also expect to be prosecuted.)

**Seniors about to graduate in June are subject to suspension like everyone, and therefore risk removal from commencement exercise, if the day of suspension includes the day of commencement.

** During suspension you may not attend school functions, participate in school sponsored activities, or be permitted on school premises. If this rule is violated, further discipline will result.

**A suspension is recorded on your disciplinary record, which is maintained by the appropriate administrator and is reported to the Superintendent of Schools and the Pupil Services Office; in the event of very serious offenses—weapons offenses, assault, extensive vandalism—the suspension may be entered into your cumulative record, which is maintained in the Student Services Office.

1. CUTTING

Cutting is a violation of the Campus Privilege Policy and the Code of Student Conduct. Cutting an assigned activity such as ADVISORY or RAM or a class is considered an unexcused absence.

The following punishments apply:

a. CUTTING ONE CLASS --- ZERO FOR ALL MISSED WORK!

9th and 10th grade students-

- i. First offense: 1 Extended Day Detention. Parent notification. Additionally, for 2nd semester 10th grade students: loss of campus privilege for 9 weeks.
- ii. Second offense: 2 Extended Day Detentions. Parent notification. Additionally, for 2nd semester 10th grade students: loss of campus privilege for 18 weeks.
- iii. Third offense: 1 In School Suspension. Parent conference. Plus loss of campus privilege for 10th graders for remainder of the school year.

**Additional cuts will result in additional discipline.

11th and 12th grade students-

- i. First offense: 1 Extended Day Detention. Loss of campus privilege for 9 weeks. Parent

notification

ii. Second offense: 2 Extended Day Detentions. Loss of campus privilege for 18 weeks. Parent notification

iii. Third offense: Loss of Campus Privileges for the balance of the school year and 1 In School Suspension. Parent conference.

****Depending on the credit value of the class 3 or 4 cuts will result in a loss of credit for that class.**

b. CUTTING SCHOOL (More than two classes up to full day) **ZERO FOR ALL MISSED WORK!**

All students:

i. First offense: One day In School Suspension. Loss of campus privileges for 9 weeks for 2nd semester 10th, and 11th and 12th graders. Parent notification

ii. Second offense: Two day In School Suspension. Loss of campus privilege for 18 weeks for 11th and 12th graders and loss of campus privilege for 10th graders for duration of the school year. Parent notification

iii. Third offense: Three day In School Suspension and Notice of Attendance filed. Parent conference.

c. CUTTING STUDY HALL

All students:

i. First offense: One detention

ii. Second offense: Two detentions

iii. Third offense: Extended Day Detention. Parent notification

iv. Continued cutting of Study Hall will result in ISS.

****The responsibility for accounting for one's whereabouts during study hall rests with the student.**

d. CUTS AND ATTENDANCE

Pupils will be denied credits when they have reached the following numbers of cuts, or a failure (WF) will be recorded for their courses if pupils must be withdrawn from such courses:

i. One Credit course--4 cuts

ii. Two-Thirds or One-half credit courses, and Physical Education--3 cuts

THERE ARE NO APPEALS TO THE CLASS CUT POLICY!!

2. BEING IN AN UNAUTHORIZED AREA(S), LEAVING CAMPUS

All students—

Being in an unauthorized area or leaving campus without permission will be treated in the same manner as a class cut. Additionally, you and your belongings may be searched.

The following are considered “unauthorized areas”—this list includes but is NOT limited to:

- the bus circle
- hallways of all buildings (during classes)
- all unused classrooms,
- all areas outside the buildings including areas around doorways,
- the front of the school,
- athletic and playing fields, tennis courts, and parking lots
- auditorium
- stage
- cafeteria (if it is not your lunch period)
- faculty rooms
- construction areas
- custodial areas
- locker rooms

3. SUSPENSION AND AFTER SCHOOL ACTIVITIES

- Students suspended from school (EDD, ISS or OSS) are NOT permitted to attend or participate in ANY extra-curricular activities or events. This includes those school-sponsored activities which take place off campus.
- Students violating this policy will be subject to additional disciplinary action.
- If you are suspended you are not to be on school grounds—if you are found on school property additional disciplinary action will result.

****When work is missed because of suspension from school student must take the initiative to make up the work missed because of the suspension from school. Failure to make up the work in accordance to the make up policy results in a zero for work missed. In the case of a one day OSS, the student will have one additional day to turn in an assignment.**

4. SEARCHES

If a student is found in an unauthorized area or is not where he/she is supposed to be, the student(s) is/are subject to search of their person and belongings (including but not limited to their clothes, locker, book bag and/or car). Or, if there is reasonable suspicion that the student is in possession of stolen property, and/or illegal and/or inappropriate items (including but not limited to cigarettes, cigars, weapons, drugs, alcohol), the student and his/her belongings will be searched. The health and safety of our students is paramount to everyone at Lower Merion School District.

C. DISCIPLINARY CONSEQUENCES

1. DETENTION

a. Guidelines

Detentions are assigned for Tuesday, Wednesday and Thursday to students who violate certain provisions of the Code of Student Conduct. Repetition of that behavior could lead to additional detentions and/or suspension.

Students assigned to detention are to report promptly to the designated room by 2:45 p.m. The detention period will conclude at 3:45 p.m.

Lateness to suspension will not be tolerated. If you are late, you will receive more serious consequences.

**Students may NOT meet with teachers in lieu of serving a detention.

b. Rules For Detention:

- Report on time
- Students must do academic work.
- No talking or making noises.
- No eating or drinking
- No radios, i-pods, Walkmans, personal stereos, or games.
- No sleeping or laying your head down.
- Do not rearrange the furniture (all students must sit and face forward at their desks)
- Do not deface any furniture and/or walls in the detention/EDS room.

**Violation of these procedures may result in further discipline.

****YOU MAY NOT RESCHEDULE A DETENTION. FAILURE TO ATTEND A DETENTION ON THE DATE ASSIGNED WILL RESULT IN ADDITIONAL DISCIPLINARY CONSEQUENCES. A DOCTOR'S NOTE MUST BE SUBMITTED THE NEXT DAY IF A DETENTION IS MISSED DUE TO A DOCTOR'S APPOINTMENT TO AVOID THE ADDITIONAL CONSEQUENCES.**

2. EXTENDED DAY DETENTION

a. Guidelines

The Extended Day Detention is designed to provide an alternative to an out-of school suspension thus allowing students to maintain continuity in their school work.

The Extended Day Detention is scheduled each Tuesday and Thursday from 2:45 p.m. until 5:30 p.m.

When this type of detention is imposed, the parent is contacted by phone. In many cases, a meeting with the parent is necessary and is scheduled by the appropriate Administrator.

Students whose conduct results in an Extended Day Detention may NOT participate in ANY school related activity or function on the date(s) of detention.

Students may not meet with teachers in lieu of serving an EDD.

b. Procedures—for Extended Day Detention

Students must arrive at the Extended Day Detention center by 2:45 p.m. on the day of suspension. Students will be dismissed from EDD at 5:30pm

Students are expected to have textbooks and notebooks along with known assignments. All students serving an Extended Day Detention must remain in the room with the exception of lavatory use. Students absent for excused reasons on the designated day of EDD will serve the EDD at a later date determined by the appropriate Administrator. Students may be involved in the following activities along with their regular assignments during their stay in the EDD center:

1. Individualized study skills programs.
2. Other work activities under direct supervision of the EDD Staff.

Students who are uncooperative in the EDD center, or refuse to report to their EDD in the center, may be assigned to an out of school suspension.

c. Rules for Extended Day Detention:

- Report on time
- Students must do academic work.
- No talking or making noises.
- No radios, Walkmans, personal stereos, or games.
- No eating or drinking
- No sleeping or laying your head down.
- Do not rearrange the furniture (all students must sit and face forward at their desks)
- Do not deface any furniture and/or walls in the detention/EDD room.

**Violation of these procedures may result in further discipline.

****YOU MAY NOT RESCHEDULE AN EXTENDED DAY DETENTION. FAILURE TO ATTEND AN EDD ON THE DATE ASSIGNED WILL RESULT IN ADDITIONAL DISCIPLINARY CONSEQUENCES. A DOCTOR'S NOTE MUST BE SUBMITTED THE NEXT DAY IF AN EDD IS MISSED DUE TO A DOCTOR'S APPOINTMENT.**

3. IN SCHOOL SUSPENSION

a. Guidelines

The In School Suspension is held daily Monday-Friday from 7:30 a.m. until 2:40 p.m

Students suspended in-school will report to the appropriate room at 7:30 each day of their assigned suspension.

b. Procedures

Attendance will be taken by the In School Suspension supervisor. Students will remain in the in-school suspension room until the end of the school day. No student will be excused prior to the end of the school day except for a medical emergency. Hall passes will not be issued.

There will be two (2) five minute lavatory breaks—one in the morning and one in the afternoon.

Students may bring their lunch or will order one from the cafeteria in the morning.

Students absent from school on any day they are assigned In School suspension will report to the In School Suspension room immediately upon their return to school. A student will not be readmitted to class until his/her suspension time has been completed. Students not completing their assignments will receive a zero for those assignments.

Students who are tardy to school on days when they are assigned In School Suspension must still report to the In School Suspension room after signing in with the Attendance Office. All missed time must be made up during the next school day.

Teachers will send assignments to the students assigned to ISS. Students will receive credit for work

completed during the suspension period.

The strictest study rules will be maintained in the In School Suspension room.

c. Rules for In School Suspension:

- In School Suspension will run for the entire school day. Upon arriving at school, students will report to the In School Suspension room. The only legitimate excuses for not reporting to or being dismissed from ISS are medical emergencies or doctor/dental appointments. Doctor/dental appointments need prior approval. All missed time needs to be made up the following school day.
- Students need to bring all of their textbooks, a pencil and some paper to the ISS room at the beginning of the day. (Note: only school approved materials will be permitted in the room). Assignments will be provided by the appropriate teachers whenever possible. Students who fail to bring school work/materials will be provided with assignments.
- Talking is not permitted unless addressed by a faculty member or administrator. Students must be courteous and cooperative at all times. Disruptions will not be tolerated.
- Students are not permitted to leave the room unless escorted by a member of the faculty/staff or an administrator. Loitering in the halls will not be permitted.
- Students will be responsible for maintaining the condition of the room. Marking the desks and/or chairs is prohibited.
- Students will not be permitted to nap/sleep.
- Students may eat food only during the designated lunch break. Glass bottles are not permitted in the room and will be confiscated.
- Students serving in school suspensions may not participate and/or attend any school sponsored event and/or activity. Students serving ISS may not be on school property after school.
- When a student commits an offense warranting a fourth ISS during any school year, he/she will be given Out of School Suspension.
- Violations of ANY of these regulations will result in additional disciplinary action.
- Students are not permitted to return to their regular classes until the entire ISS has been served.

4. SUSPENSION FROM SCHOOL

A student may be suspended if he/she disrupts the educational and social life of any part of the school and/or repeatedly disobey school regulations. The “Code of Student Conduct,” a policy statement of the Board of School Directors available in the library and the Principal’s Office lists the types of misbehavior and disciplinary options.

- If a student is suspended from school for 1-2 days the students is responsible for collecting the work he/she missed.
- If a student is suspended for 3 or more days, the guidance counselor will collect work for the student.

Seniors about to graduate in June are subject to suspension like everyone, and therefore, risk removal from commencement exercises, if the days of suspension include the day of commencement.

During suspension a student may not attend school functions, participate in school sponsored activities, or be permitted on school premises. If this rule is violated, the suspension can be extended.

A suspension is recorded on a student’s disciplinary record, which is maintained in the attendance office, and is reported to the Superintendent of Schools and the Pupil Services Office; in the event of very serious offenses – weapons offenses, assault, extensive vandalism – the suspension may be entered into a student’s cumulative record, which is maintained in the guidance office.

Parent contact is part of the suspension procedure and will include a parent conference.

Referral forms are sent home for all infractions (detentions, EDD, ISS, and out of school suspension)

D. STUDENT CONDUCT AND OTHER ISSUES

1. DRUG AND ALCOHOL POLICY

The use, possession, transportation, or distribution of any drug or alcoholic beverage on school property or in connection with any school related activity is prohibited. The activities listed below will result in a minimum 5 to 10 day external suspension from classes, a conference with parents, and notification of police authorities:

- a. Possession and/or use of drugs.
- b. Possession and/or use of alcohol.
- c. Possession and/or use of drug paraphernalia.

The activities listed below will result in a conference with parents, notification of police and an Informal Hearing at which additional suspensions, or expulsion will be recommended:

- a. Possession and/or use of drugs more than one time.
- b. Possession and/or use of alcohol more than one time.
- c. Possession and/or use of drug paraphernalia more than one time.
- d. Supplying or attempting to supply drugs, alcohol, or paraphernalia.

For more information, please refer to the Drug and Alcohol Policy #227.

2. SEXUAL HARASSMENT POLICY

The Lower Merion School District has administrative regulations in place to facilitate the complaint process for any student “who believes that he or she has been subject to sexual harassment... The complainant should contact any Designated School or District Resource. If the complainant is a student, the contact may be initiated by the student’s parent or guardian.”

“The superintendent will appoint Designated School Resources at each school to whom students may direct their complaints... There will be at least one male and at least one female School Resource person at each school... The names of these Designated Resources will be made public.”

Harrilton High School’s designated school resources are Ms. Christine Jawork and Mr. Jon Rothberg. If your son or daughter believes they have been subjected to sexual harassment, they may contact Ms. Jawork, Mr. Rothberg, or any school administrator to file a complaint.

Concern/Complaint Resolution Procedures for Students

1. Student Concerns/Complaints

Any student who believes that he or she has been subjected to inappropriate or questionable behavior, as defined herein, has the right and is encouraged to file a complaint in accordance with the complaint procedures outlined below and to receive prompt and appropriate attention. Students can directly contact a building Designated School Resource person (DSR) or any other district employee regarding the questionable behavior. District employees who become informed of questionable behavior towards a student will immediately inform the DSR.

2. Definitions

Concern: A report of behavior towards a student that appears to not fall within the Sexual Harassment, Student Code of Conduct, or Civility policies. Reports of behavior towards a student that fall within this category may be handled informally

Complaint: A report of behavior towards a student that appears to fall within the Sexual Harassment, Student Code of Conduct, or Civility policies. At the discretion of the principal, Complaints may be handled informally or formally.

Designated School Resource (DSR): District employees appointed by the Superintendent to whom students may direct complaints.

Incident Report Form (IRF): A standardized document utilized to record questionable behavior reported to DSRs.

Questionable Behavior: Conduct including behavior, language, gestures, depictions, writings, or other form(s) of communication directed towards, relating to, or otherwise affecting a student or students in an inappropriate, negative, or harmful way(s) or other such conduct that appears not to

comport with the District's rules, policies, or procedures. Questionable behavior includes but is not limited to harassment based on sex, race, religion, or disability.

Report Date: Date on which DSR observes or receives a written or oral report of questionable behavior.

3. Concern/Complaint Resolution Procedures

The following guidelines will be followed with respect to a report of questionable behavior:

- A. The Designate School Resource (DSR) observes or receives a written or oral report of questionable behavior towards a student or students. For the purpose of this procedure, the date on which this report is received by the DSR is referred to as the "Report Date."
- B. If the questionable behavior towards the student is reported to have come from a district employee, contracted personnel or adult visitor, the principal or assistant principal must be notified immediately. The principal or designee, who may or may not be the DSR, will complete the Incident Report Form ("IRF").
- C. If the questionable behavior toward the student does not involve a District employee, contracted personnel, or adult visitor, the DSR meets with student/s and obtains relevant information to determine whether the reported behavior rises to the level of a Complaint or could be treated as a Concern. The DSR should utilize the Incident Report Form ("IRF") to collect and document this information.
- D. If the DSR determines that the reported behavior clearly does not fall within the Sexual Harassment, Student Code of Conduct, or Civility Policies, then the report of behavior is treated as a Concern. If the DSR determines that the reported behavior appears to fall within the Sexual Harassment, Student Code of Conduct, or Civility Policies, then the report of behavior is treated as a Complaint. If the DSR has any question about the nature of the reported behavior, then the DSR should treat the report as a Complaint.
- E. If the reported behavior appears to be a Concern:
 - 1). The DSR will attempt to resolve the Concern with the affected student/s by the end of the first school day following the Report Date. Any meetings between the affected student/s and the accused must be mutually agreed upon in advance. If the Concern is resolved, the nature of the Concern and the resolution will be reported to the Principal by the end of the second school day following the Report Date using the IRF. The Principal or designee will review the IRF to ensure that the reported behavior should not be treated as a Complaint.
 - 2). If the Concern is not resolved by the end of the first school day following the Report Date, then the DSR will report to the principal, by the end of the second school day following the Report Date, the nature of the Concern and the attempts at resolution using the IRF. From this point forward, the reported behavior will be treated as a Complaint.
- F. If the reported behavior appears to the DSR to be a Complaint, the DSR reports the nature of the Complaint to the Principal or Assistant Principal as soon as possible but not later than the end of the next school day. The Principal or Assistant Principal will review the IRF and the Principal or designee on a case by case basis, at this point the Principal or designee and DSR may determine that the nature of the Complaint is such that the DSR or another individual such as school counselor, social worker or teacher may be the appropriate person to conduct some or all of the investigation and/or resolution of the matter will take appropriate action which may include:
 - 1). If the reported behavior appears to be Sexual Harassment in nature:
 - Interview the complainant (determine at what point to contact parents)
 - Interview the student reported to have engaged in the behavior [accused?] (at what point contact parents?)
 - Interview third parties
 - Document all interviews
 - A written report of the investigation will be compiled and kept by the building principal with a copy to the Superintendent's office
 - Report any activity which constitutes a criminal offense to the police (after consultation with Superintended and/or Solicitor)

- Discipline any student found guilty of sexual harassment in accordance with School Board Policy 235, Student Rights and Responsibilities, and provide student with counseling and information regarding sexual harassment
- Meet with affected student/s to discuss the investigation of the complaint and the disposition to the extent appropriate.

2). If the reported behavior appears to not be Sexual Harassment but does appear to be a violation of the Code of Student Conduct as outlined in School Board Policy 235, Student Rights and Responsibilities (Policy 235), then the procedures and responses for addressing student misbehavior will be followed as provided for in Policy 235.

3). If reported behavior appears not be sexual Harassment but does appear to be incivility as defined in School Board Policy 006, Civility (Policy 006), then the strategies for addressing incivility will be followed as outlined in Policy 006.

4). If the reported behavior does not appear to fall under Policy 246, Policy 235, or Policy 006 but remains unresolved, the Principal in consultation with the DSR will determine the course of action.

If at any time the DSR is not certain of the nature of the questionable behavior, the DSR should treat the reported behavior as a Complaint in order to bring the matter to the attention of the building administration as soon as possible but not later than the end of the following school day.

Sexual harassment is a violation of district policy and a cause for disciplinary action. Sexual harassment means unwelcome or unsolicited sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct. It may include verbal harassment, or abuse, repeated remarks with sexual or demeaning implications, unwelcomed or unsolicited touching, suggesting or demanding sexual involvement, accompanied by explicit or implicit threats, or the inappropriate display of explicit or sexually suggestive objects, pictures or materials. Incidents of sexual harassment should be promptly reported to a teacher, counselor and/or administrator.

3. HAZING

Lower Merion School District is committed to establishing an atmosphere, which enhances self-worth, promotes appropriate behavior and ensures that students and staff recognize the value of others.

Hazing: Behavior which subjects newcomers or initiates to pranks and humiliating horseplay with the intent to ridicule, mock or demean—violates this commitment. At Harriton High School, hazing, of any type, is unacceptable. Students involved in hazing will face disciplinary action, including suspension.

4. NO SMOKING POLICY

To protect individuals from the hazards of smoking tobacco and an environment noxious to nonsmokers, students, employees and visitors are prohibited from **smoking and the use of tobacco products (chewing tobacco)** at any time on or in School District property.

a. Definitions

For the purpose of this policy, the following definitions shall apply:

- Smoking-being observed **holding** or **disposing** or either a **lighted** or **unlighted cigarette, cigar, etc.**, or being observed drawing in and/or exhaling the smoke of a lighted cigarette, cigar, or being observed **chewing tobacco, spitting** tobacco or found in possession of tobacco products.
- School District Property-all vehicles, grounds and buildings of the School District; either owned or leased.
- Visitors-individuals who are neither enrolled in nor employed by the Lower Merion School District.
- Student-an individual who is enrolled in any public or private school.

b. Implementation

- i. Preliminary Provisions

- Annually, students and employees shall be informed of the Board's No Smoking Policy.
 - The School District may provide to students and employees, smoking cessation clinics to be offered in the schools.
 - The curriculum shall include information about the potential hazards of smoking.
- ii. Disciplinary Provisions
- First Offense: Mandatory civil fine of \$50.00 and court costs or adjudication alternative in lieu of fine (attendance at Smoke Enders program). (Court costs will only be imposed if the case is heard by the district justice. Only the district justice can create the adjudication alternative.) Plus, one day of In School Suspension.
- Second Offense: Mandatory civil fine of \$50.00 (see above) and three days of In School Suspension.
- Additional Offenses: \$50 fine (see above) and Out of School Suspension.
- iii. The administrative staff shall prepare and implement appropriate procedures to enforce the No Smoking Policy.

5. VANDALISM

Acts of vandalism will not be tolerated. When apprehended, vandals will be expected to make restitution. They may expect to receive punishment according to provisions of the Code of Student Conduct and to be referred to the police for prosecution.

6. SCHOOL PROPERTY

All school property is paid for with tax money collected from students' parents and from other township residents. Proper care will extend the useful life of that property and allow the purchase of additional equipment and supplies for all to use and benefit.

Students are expected to return in the best possible condition all school property that is loaned to them. If the property is damaged, part or full payment will be required. If the article is lost, full payment or replacement will be required. Property includes but is not limited to, lockers, textbooks, laptops, sports equipment.

Parents will be notified annually of any obligation owed to the school.

7. DRESS AND GROOMING

The students, faculty and administration believe that student dress is primarily the responsibility of the family and the school district must support the efforts of our parents in the enterprise. For years we have been proud of the appearance of the majority of our students. We have confidence that our students and parents will make appropriate decisions on both school attire and appearance. However, it remains the final decision of the school in cases of flagrant abuses.

The following standards of dress and grooming are to be maintained:

- a. Students are to dress and groom themselves to meet reasonable standards of safety and health, and not to cause disruption to the educational process.
- b. Students are to keep themselves, their clothes and their hair clean.
- c. Some type of protective footwear is required at all times.
- d. Special dress requirements exist in the physical education classes, in the arts, and science laboratory classes.
- e. Special hair control requirements may be required in "laboratory" classes.
- f. Students are not permitted to wear dress/apparel that demeans or degrades another, suggests sexual activity (innuendo), or refers to violence, alcohol, drugs, or tobacco.
- g. Hats shall be removed when students are in the auditorium
- h. Shirts without straps such as tube tops may NOT be worn.
- i. The bottom of a shirt MUST be able to meet the top of the lower garment. NO BARE MIDRIFTS!!

MIDRIFTS!!

- j. No shirt may be worn if it excessively reveals cleavage or a student's chest.
- k. Pants, shorts, skirts or skorts may NOT be excessively revealing. The top of the pants or other lower garment MUST be worn at or above the hipbone.

1. The dress code applies for all school related events at Harriton or elsewhere.

The first and second times a student violates this dress code, he/she will be required by the administration to cover the offending article of clothing with HHS apparel. Any subsequent violation will result in the student being sent home by the administration, until such time as the student returns wearing clothing acceptable to this dress code. Additional disciplinary consequences may result.

OUTERWEAR: Outerwear MUST be put in your locker upon arrival to school. NO outerwear may be worn during the school day. First violation: warning. Second violation: 1 hour detention. Third violations: additional level 1 or higher consequences. If you are cold, wear a sweater or a sweatshirt!

8. THROWING SNOWBALLS, ACORNS, STONES, AND/OR OBJECTS

Since throwing objects can be extremely dangerous and destructive, no throwing of objects is permitted. An **automatic Extended Day Detention** will result for anyone seen throwing snowballs, acorns, stones, or other objects. Repeated offenses will be punished more severely.

9. GAMBLING

Gambling of any type is not permitted on campus or at any school function. Students found gambling may be subjected to a discipline referral and parents will be notified.

10. DISHONESTY IN CLASS

Students are expected to maintain the highest standards of honesty in academic areas and in all other aspects of school life. The school views cheating as a very serious offense for which the **minimum** penalty is a zero for work covered by the particular assignment or test.

Examples of Dishonest Behavior:

Plagiarism:

- a. Copying homework from another student or enabling someone else to do so.
- b. Using someone else's (whether a classmate or a publisher author) words in a paper without using quotation marks. Whenever you use a key word or more than two words in a row from another source, you must put those borrowed words in quotation marks and cite your source.
- c. Using someone else's (whether a classmate or published author) ideas in a paper without giving that person credit.

Other Dishonest Behavior: (including, but not limited to. . .)

- a. Looking at another student's paper during a test or quiz.
- b. Telling a student answers during a test or quiz.
- c. Telling a student who has not yet taken a test or quiz what questions are asked on the test.
- d. Bringing in a "cheat sheet" to a class.
- e. Having a cellphone out and on during an assessment.
- f. Photographing a test with a camera phone or other photographic device and sending or delivering that photo to others.

Distinction Between Honest and Dishonest Collaboration:

You are encouraged to work with your classmates on regular assignments. In fact, sometimes you will be required to do so. It almost always helps to talk about assignments with other people, whether parents, peers, tutors or teachers. When it comes to putting words on paper, however, **THE WORDS YOU WRITE MUST BE YOUR OWN**. Unless the teacher gives explicit instructions for an assignment to be written collaboratively, assume that—even if you work on it with a friend—you must do the actual writing by yourself. If you are ever in doubt about the expectation for a given assignment, ask the teacher.

Creating, reproducing, or revising work/papers for use by another student, when that work/paper is represented exclusively as his/her own work, is considered cheating.

Submitting a copy or revision of another student's work/paper, if represented exclusively as your own work is considered cheating.

Penalty:

The school looks upon cheating in tests and all other classroom situations as a very serious offense for which the MINIMUM penalty is a ZERO for work covered by the test or assignments. In any case involving academic dishonesty, your parents will be informed of the facts by the teacher. Counselors and appropriate administrators will also be informed.

Additional penalties include but are not limited to:

- zero on the test, assignment, etc
- suspension
- jeopardizes membership in National Honor Society and/or participation in academic awards or other school endeavors

****STUDENT WHO ARE WRITTEN UP FOR PLAGARISM, ACADEMIC DISHONESTY, AND/OR CHEATING WILL LOSE THEIR FREES FOR A MINIMUM OF ONE SEMESTER.**

11. PROHIBITED AND RESTRICTED ITEMS

- **PAGERS:** Students **are not permitted to bring beepers/pagers onto school property or into schools.** If a student violates this policy, the beeper/pager will be confiscated and the parent/guardian will be contacted to pick up the item from the appropriate Administrator. Repetition of this offense will result in suspension and the item may be impounded for the remainder of the school year. The Principal must approve any exception to this policy.
- **CELLULAR PHONES:** Students **are not permitted to use cellular phones on school property, except in THE TECHNOLOGY ZONE**, during school hours (7am-2:40 pm Monday-Friday THEY ARE TO BE “OFF AND AWAY” FOR THIS TIME PERIOD, EXCEPT IN THE TECHNOLOGY ZONE**.** Any usage of cellular phones during that time NOT IN THE TECHNOLOGY ZONE** is prohibited. Students who violate this policy will surrender the phone to a member of the staff upon request and will receive disciplinary action. Failure to turn the phone over to a faculty/staff member will result in additional disciplinary action.

**The Technology Zone is an area confined to the JSL, enclosed courtyard and the cafeteria.

Cell Phone Policy

Students are permitted to bring cell phones on school property during school hours. Cell phone use is allowed in the Technology Zone, an area confined to the JSL, enclosed courtyard and the cafeteria. However, cell phones must be “OFF AND AWAY” during all classes and while students are in any building on campus. **BUILDING USE IS EXPRESSLY PROHIBITED. Students who violate this policy will surrender their phones to a member of the staff upon request and may be subject to the following disciplinary action:**

- A one (1) hour detention for relinquishing phone willingly
- A three (3) hour detention for students who refuse to give up their phone or argue with the staff

member or are insubordinate in any way.

**This policy is subject to change during the year.*

- **ELECTRONIC EQUIPMENT:** Privately owned electronic equipment such as radios, CD players, tape recorders, televisions, i-pod’s and/or MP-3’s may not be displayed or used in classrooms or other instructional areas unless permitted by the individual teacher or professional staff member.
- **VIDEO GAME PLAYERS:** Electronic video games are strictly prohibited and will be confiscated and will only be returned to a parent/guardian.

These same items with an earphone (or other means to allow private or non-intrusive use) may be used during student time in the school day in the cafeteria, junior-senior lobby, and the permissible outdoor areas such as the Tombs.

Students who violate this policy are to surrender the specified item to a member of the staff upon request. **Failure to do so will result in disciplinary action.**

On a subsequent offense or offenses, the parent of the student will be contacted, and the item may be held for release to the parent or guardian.

PERSONAL ITEMS SUCH AS CD PLAYERS, IPODS, CELL PHONES, PDA’S, ETC. ARE THE

RESPONSIBILITY OF THE STUDENT. THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS, THEFT, OR DAMAGE OF THESE OR SIMILAR ITEMS.

The school is not responsible for any lost or stolen electronic equipment.

OTHER ITEMS:

- **PAY PHONES:** Use of pay phones is intended for necessary communications only. Use should be brief. Campus aides, teachers and administrators have the right to ask a student to end their conversations.
- **MUSICAL INSTRUMENTS:** may be played or performed only as directed by a member of the professional staff, and should not be brought to school unless for such a purpose. Any other audio or visual equipment for classroom use is supplied by the school.
- **SKATEBOARDS:** **Skateboarding is not permitted on school property at any time.** Appropriate activities are permitted during the lunch periods in designated areas only. Skateboards, skates or hazardous items are prohibited at all times and are subject to confiscation. If you fail to follow these regulations, your parents may be called to recover the prohibited items.

12. FIGHTING

Overt acts of antisocial behavior such as fighting, physical harassment, verbal abuse, threats of violence, etc. are unacceptable and suspendable offenses. Students involved in this kind of behavior will have their parents contacted immediately and be sent home for the remainder of the day. After a thorough review of the facts, guilty person(s) will be suspended out-of-school.

The suspension can range from one (1) to ten (10) days and the day of the incident will not count as a day of suspension. Most often, police contact will occur, especially in the event of bodily injury or property damage or the unwillingness of the students to stop their fighting when directed by an adult. The police involvement can be initiated by the school, the parents of the students involved, or both.

13. SUBSTITUTE TEACHERS

- a. Students are required to adhere to the rules and regulations specified by a substitute teacher.
- b. Students are required to treat substitute teachers with the same respect and consideration extended to regular classroom teachers.
- c. Students who become disruptive, inconsiderate or insubordinate or in any way violate the rules of the substitute teacher will be referred to the appropriate Administrator.
- d. The Administrator will conference with the student's parent(s) and may assign to the student at least one day of Extended Day Detention.
- e. Students who are repeat offenders will require that parents attend a conference with the appropriate Administrator and the Principal. Additional days of detention or suspension will be implemented.

**Please see Disciplinary Chart for specific details on disciplinary options for various offenses.

14. BEHAVIOR IN THE CAFETERIA AND DURING THE LUNCH PERIOD

All waste materials must be removed from tables and floors and placed in the receptacles provided. Luncheon foods are to be eaten only in the cafeteria with the exception of water. Poor conduct in the cafeteria will result in one of the following: work (clean up, detention, and/or suspension). **Food and beverages may not be consumed in hallways.** Violation of this may result in a warning, detention, and/or suspension. Students may remain in a classroom during the lunch period only if they are supervised directly by a teacher. Students are not permitted to be in the hallways during the lunch periods.

15. BEHAVIOR ON BUSES

Students are expected to observe the Code of Student Conduct during all phases of their transportation to and from school. Failure to do so will result in disciplinary action. Continued misbehavior may result in temporary loss of transportation privileges.

16. BEHAVIOR DURING ASSEMBLIES

Students are expected to abide by the Code of Student Conduct during all assembly programs. Students will sit with homerooms in assigned seats, unless directed otherwise. Failure of students to attend assemblies, which they are required to attend, will be considered cuts. Students are expected to follow the following rules while in the auditorium:

AUDITORIUM RULES FOR STUDENTS

- Students are to end their conversation once they are officially addressed.
- Students are not permitted to eat or drink in the auditorium.
- No hats are to be worn in the auditorium.
- Students are not expected to leave the auditorium once an assembly program has begun. Students who do leave will not be permitted back into the auditorium but will sit in the cafeteria under the supervision of a campus aide.
- Students are not permitted to have ipod devices or other MP-3 on their heads, necks, etc.
- All students must be on time.
- All late students will sit in the cafeteria under the supervision of a campus aide and will be treated as late to class.
- Students are not to sleep in the auditorium
- Students will sit in an appropriate manner

17. BEHAVIOR IN THE LIBRARY

Students are encouraged to work quietly and purposefully in the library, to use library materials with care, and to return them on time. Students, who commit acts of vandalism, bring food or beverages into the library, create a disturbance, or neglect obligations to return materials on time will be denied the use of the library except when accompanied by a teacher.

18. BEHAVIOR IN STUDY HALL

Students are expected to report on time to study hall. They should have with them materials suitable to occupy their time constructively. Students may not lie down or sleep in study hall. An orderly atmosphere will be maintained.

Students disturbing the orderliness of study hall may be subjected to a discipline referral by the Study Hall teacher.

19. BEHAVIOR IN THE HELP CENTER

The Help Center is designed to be a place where any student, regardless of ability can go to seek assistance with school work or to make up work. This is a comfortable, supportive environment.

a. DROP-INS: Students are encouraged to come to the Help Center during “frees” or lunch periods to work with teachers.

b. CODE OF CONDUCT:

- The Help Center is an extension of a teacher’s classroom. Disruptive and inappropriate behavior will not be tolerated. Students will be sent back to class if they are not being productive. The classroom teacher must report a student being returned to class as a “cut.”
- No food or drinks are permitted in the room at any time.
- Students are responsible for maintaining an orderly and clean environment.
- The Computer Set-Up is not to be altered for any reason.
- Installation of unauthorized software, key loggers, or other hacking devices is strictly prohibited.
- All LMSD AUP guidelines will be enforced.
 - No surfing of inappropriate sites.
 - No playing games.
 - No on-line shopping, etc.
- Students are encouraged to save work in assigned network folders.
 - Work may be saved in Public Work Folders. However, there is no guarantee that work saved in Public Work Folders will not be inadvertently erased or altered.

c. PRINTING PROCEDURES AND COPIER USE:

- Only final copies should be printed. Rough drafts may be printed if needed for class.
- Editing should be completed on the computer.
- The copier is for Faculty/Staff use only. Teacher must send a note with a student to have work copied.

****Computers will be available to authorized users only. LMSD Acceptable Use Policy must be on file.**

20. STUDENTS IN BUILDING AFTER SCHOOL

a. Policy:

With the following exceptions, students on school days are NOT to be in the building after 2:40 p.m. The following is a list of exceptions.

- i. Students who have made appointments to work with or confer with teachers, counselors, or administrators.
- ii. Student who are participating in scheduled extra curricular activities or events, (i.e. clubs, athletics, dramatics, class activities, intramurals)
- iii. Students who are using the Library.
- iv. Students who are spectators at scheduled events.
- v. Students assigned to detention or Extended Day Suspension

b. Rationale for policy:

This policy was developed to help insure a safe and secure after school environment.

c. Procedures for Students:

- i. Students whose activity begins between 2:45 and 3:00 p.m. are to report directly to that activity.
- ii. Students, who are in the building for an event that begins after 3:00 p.m., are to report to the JSL and wait there until the starting time of the activity.
- iii. When an activity ends after 3:00 p.m., students are to be directed by the teacher supervising the activity to report to the
 - the waiting area for the late buses
 - a main exit if the student is not going to wait for the bus.

d. Violations of the Policy:

- i. Students who violated the policy are to be reported to the appropriate administrator.
- ii. On a first offense, the administrator will meet with the student, contact the parent and warn that the student will be required to leave the building daily at 2:40 p.m. if there were to be another offense.
- iii. On a second offense, **THE STUDENT WILL RECEIVE AN EXTENDED DAY DETENTION** and will be required to leave the building daily at 2:40 p.m. for a time period of four weeks.
- iv. If there were to be a subsequent offense, **THE STUDENT WILL RECEIVE TWO EXTENDED DAY DETENTIONS** and will be required to leave the building daily at 2:40 p.m. for a time period to be determined by the administrator.
- v. Failure to follow these procedures will result in additional disciplinary action.
- vi. Students will be searched.

21. BREATHALYZERS

The school administration has been given approval from the Lower Merion School Board to use breathalyzers at school sponsored dances, proms and activities.

E. CAMPUS PRIVILEGE POLICY

1. INTRODUCTION

As students progress through high school, they should be granted increased opportunities to develop self-discipline by choosing how to use their non-instructional time, as long as such use does not interfere with the operation of the school. "Non-instructional time" refers to time when a student is not scheduled for a class but may be assigned to a study hall. The Campus Privilege Program allows qualified students to select alternatives to study hall assignment for their non-instructional time on a graduated basis.

The Principal shall designate areas of the campus for use by students during their non-instructional time and shall establish appropriate procedures for managing the Campus Privilege Program and for supervising student conduct.

All students are required to be scheduled for 6 credits for the year. If you fall below 6 credits, due to class withdrawal, you will be scheduled for study halls during that class time NOT frees.

2. ELIGIBILITY

Before being permitted to participate in the Campus Privilege Program and to remain eligible for it:

- a. students must obtain annually, the **written consent of their parents or guardians**,
- b. must achieve and maintain quarterly, an academic record with no grade below a "C" and no failure in a pass/fail course,
- c. must meet responsibilities of regular classroom attendance, and
- d. must conform to school rules and regulations, including any restrictions specified in this policy for their grade level. Eligibility for any and all students to participate in the Program may be withdrawn by the school administration in order to protect the safety and welfare of students when conditions are judged to warrant such withdrawal.

Ninth grade students are not eligible for the program and are required to remain on campus for all non-instructional time, including lunch.

Tenth grade students become eligible for the program **after the first semester** for no more than two periods per cycle and are **required to remain on campus for all non-instructional time, including lunch**. **Eleventh and Twelfth grade students** are eligible for the program in the first quarter and **are required to remain on campus for all non-instructional time, including lunch**.

*****SENIORS**—IF YOU DID NOT SCORE AT THE PROFICIENT LEVEL IN READING AND WRITING ON YOUR JUNIOR YEAR PSSA'S, YOU WILL NOT RECEIVE CAMPUS PRIVILEGES FOR THE FIRST QUARTER OF YOUR SENIOR YEAR. YOU WILL BE PUT INTO STUDY HALLS. IN ORDER TO RECEIVE CAMPUS PRIVILEGES, YOU WILL NEED TO RE-TEST IN ANY AREAS THAT YOU SCORED BELOW PROFICIENT. FAILURE TO RE-TEST WILL RESULT IN A LOSS OF CAMPUS PRIVILEGE FOR THE REMAINDER OF THE YEAR.

Second Semester Sophomores, and Juniors and Seniors with unassigned time at the beginning of the day may come in at their first scheduled class AFTER SIGNING IN AT THE ATTENDANCE OFFICE.

Second Semester Sophomores, and Juniors and Seniors with unassigned time at the end of a school day may leave campus following their last scheduled class EXCEPT on Advisory A days. Cutting Advisory will result in the same discipline as cutting a class.

****For any suspension or Extended Day Detention which occurs after the Memorial Day Weekend, Campus Privilege is revoked for the remainder of that school year and the first marking period of the following school year. For the current freshmen, Campus Privilege may be revoked for their sophomore year.**

3. DESIGNATED AREAS

Students who qualify for the Campus Privilege program will have access on a come-and-go basis to the following areas during their non-instructional time.

- a. Library (no food or beverages)
- b. JSL
- c. Student Services Office
- d. cafeteria courtyard

- e. Students must have teacher permission to enter the following areas:
 - Individual classrooms (to meet with teachers or to audit courses)
 - Music Practice Rooms
 - Science Laboratories including the greenhouse
 - Fine Arts Area (including the Courtyard off of the Art Rooms)
- f. Students are **not** permitted in the following areas during their non-instruction time:
 - Lobby areas and corridors of the school building
 - All areas outside the buildings including areas around doorways, the front of the school, athletic fields, tennis courts, and parking lots, except for the courtyard.
 - Off campus except as indicated in COOP/EFE.
 - Cafeteria
 - The auditorium and stage areas—including the Black Box Theater
 - The bus circle
 - Faculty rooms
 - Construction site/areas
 - Locker rooms

NOTE: Concerning parking lots: Students with permission to arrive late or to leave early may, of course, use the student parking lot; however, no students are permitted to loiter in the parking lot.

4. BEING IN UNAUTHORIZED AREA, LEAVING CAMPUS

Students who go to **unauthorized** areas will be referred to the appropriate Administrator who will assign appropriate consequences which include, but are not limited to: search of their person, belongings, locker and a suspension (either ISS or OSS).

- Students who **leave the campus** in violation of the Campus Privilege Policy will be suspended and will lose privileges for up to nine weeks (may extend beyond the current school term) including the revocation of the parking tag. You may be banned from purchasing a parking tag.
- Repetition will result in suspension for at least 3 days, loss of campus privilege and revocation of the parking tag for up to 18 weeks. You may be banned from purchasing a parking tag.
- Subsequent abuses may result in extended suspension.

5. LOSS OF CAMPUS PRIVILEGE

If a student loses campus privilege due to poor grades, discipline issues, excessive tardies and/or excessive early dismissals, it will be for the ENTIRE NINE (9) WEEKS or multiple of nine week period.

Campus privilege will be forfeited for at least nine (9) school weeks if a student is suspended for any reason or receives an Extended Day Detention for any reason. Students must petition for reinstatement of campus privilege at the end of the period of revocation. They must keep records then check with their Guidance Counselor who will verify the appropriate date of reinstatement. The student must have teachers and administrators sign off on the reinstatement form before reinstatement can occur.

- YOU WILL NOT EARN/WILL LOSE FREES IF A QUARTER GRADE IS BELOW A "C" AND/OR YOU EARN A "D, E, F, I".
- YOU WILL NOT EARN/WILL LOSE FREES IF YOU OWE MONEY AND/OR UNIFORMS/EQUIPMENT.
- YOU WILL NOT EARN/WILL LOSE FREES IF YOU ARE CAUGHT CHEATING/PLAGIARIZING (ACADEMIC DISHONESTY).
- YOU WILL NOT EARN/WILL LOSE FREES IF YOU HAVE ACCRUED 12 OR MORE EXCUSED TARDIES.
- YOU WILL NOT EARN/WILL LOSE FREES ONCE YOU ACCUMULATE 8 EARLY DISMISSALS FROM SCHOOL. THIS INCLUDES EXCUSED AND UNEXCUSED EARLY DISMISSALS.

**Students who are new to HHS may NOT apply for Campus Privilege until nine (9) weeks from registration.

GROUP OR LEVEL	EX. OF BEHAVIOR, INCLUDING BUT NOT LIMITED TO:	DISCIPLINARY OPTIONS	PROCEDURES
<p>ONE: actions which interfere with orderly operation of the classroom or school.</p>	<ul style="list-style-type: none"> • Abusive language • Destructive behavior • Classroom disturbance • Classroom tardiness • Disrespectful speech or action • Failure to follow established procedures • Failure to report to a teacher's detention • Failure to submit required note • Horseplay or pushing (no harm intended or inflicted.) • Littering • Unauthorized use of communication facilities • Violation of acceptable use policy • Failure to abide by student responsibilities as outlined in this policy • Writing in books or on desks 	<ul style="list-style-type: none"> • Behavioral contract • Parent contract • Conference • Teacher detention • Loss of classroom privileges • Work detail in classroom commensurate with infraction • Verbal reprimand • Loss of network privileges 	<ul style="list-style-type: none"> • An intervention by the staff member who is supervising the student • Student may be referred to the appropriate administrator • Repeated misbehavior requires a conference • A record of the offenses should be maintained for forwarding to the proper administrator in the event that the problem contains and moves into Group Two • In any cases of injury, the student must be seen by school nurse or other qualified medical personnel. • Parents or guardians of all involved shall be notified.
<p>TWO: actions whose frequency or seriousness disrupt the orderly operation of the classroom or school.</p>	<ul style="list-style-type: none"> • Cont. of unmodified Group One misbehavior • Being in an unauthorized area • Cutting class, SH, activity • Cutting school (cutting more than one class) • Disruptive behavior at social functions, athletic contests or extra-curricular activities • Disruptive behavior on school property, the properties bordering the school, on the school bus, or at a bus stop. • Failure to identify oneself correctly • Fighting • Harassment of other persons • Insubordination • Leaving school or assigned area without permission • Obscene language or gestures • Possession of tobacco (elem or middle school) • School tardiness • Throwing objects • Trespassing • Truancy • Using and/or supplying forged notes or illegal excuses • Vandalism (minor) 	<ul style="list-style-type: none"> • Any appropriate option from Group One • Referral to outside agency • Schedule adjustment • Parental conference • School detention • Social probation • Suspension from student activities • Extended Day Suspension (one or more days) • In school suspension • Out of School Suspension (1-3 days) • Withdraw of privileges • Temporary removal from class • Search of person and/or car if caught leaving or returning from off campus 	<ul style="list-style-type: none"> • Student is referred to administrator for appropriate action • Staff member submits a written record of offenses and disciplinary actions taken • The administrator meets with the student • Parent is notified of misbehavior and disciplinary action • Referring staff member is informed of administrator's action. An accurate record is kept of the offense and disciplinary action shall be maintained • In the event of an injury, the parents or guardians of all involved shall be notified • The injured student shall be seen by the school nurse or available medical personnel

GROUP OR LEVEL	EX. OF BEHAVIOR, INCLUDING BUT NOT LIMITED TO:	DISCIPLINARY OPTIONS	PROCEDURES
<p>THREE: includes offenses against persons or property or offenses whose consequences may endanger the health or safety of self or others in the school. On occasion, these offenses may result in the intervention of law enforcement officers.</p>	<ul style="list-style-type: none"> • Continuation of modified Group Two misbehavior • Obscene and/or threatening calls or messages on electronic bulletin board • Possession of firecrackers, smoke bombs, etc. • Smoking –violation of smoking policy • Student to student assault/battery or physical attack (no injury incurred – intent to harm) • Tampering with fire extinguisher • Petty theft • Threat to others • Turning in false alarms • Vandalism (major) • Gambling 	<ul style="list-style-type: none"> • Any appropriate disciplinary option from proceeding groups • Out of School Suspension • Implementation of Smoking Policy 	<ul style="list-style-type: none"> • Referral to grade level administrator • Administrative investigation • Administrator confers with parent about student’s misconduct and the resulting disciplinary action • Accurate record kept • Restitution of property and cost of damages • In the event of an assault/battery, the victim must be seen by the school nurse or other available medical personnel. Parents or guardians of all involved students must be informed. • Possible police contact
<p>FOUR: includes acts resulting in violence to another’s person or property or posing a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative action which may result in immediate removal of the student from school and/or action by the Board of School Directors. Group Four misbehaviors shall be reported to law enforcement officials.</p>	<ul style="list-style-type: none"> • Arson • Assault/battery or physical attack on any staff member • Bomb threat • Continuation of unmodified Group Three behaviors • Extortion • Furnishing/selling/possession of “drugs” • Possession/use/transfer of weapons (P.S.C.13-1317.2) • Student to student assault/battery or physical attack (injury incurred) • Theft/possession/sale of stolen property • Use of firecrackers, smoke bombs, etc. • Any other criminal acts committed at school or school-related events 	<ul style="list-style-type: none"> • An appropriate disciplinary response from proceeding groups • Expulsion • School Board Action resulting in appropriate placement of student • Implementation of Drug-Free Schools Policy #227 	<ul style="list-style-type: none"> • Administrative investigation • Meeting with student • Complete statements by student and staff witnesses or those reporting offense shall be immediately given to administrator • Students who have been victims of an assault/battery must be seen by the school nurse or other available medical personnel • Parents/guardians of all students involved shall be notified • Law enforcement officials shall be contacted immediately • Accused student shall be removed from class and detained in a supervised area. Upon completion of the initial investigation the accused student may leave the school with a parent/guardian, authorized emergency contact or law enforcement official • A complete and accurate report submitted to the Superintendent within 24 hours • If appropriate, the Superintendent shall recommend action to the Board of School Directors • In the event of a weapon, Public School Code 24, P.S.C.13-1317.2, (possession of Weapons) shall be forwarded • The student is entitled to a due process hearing before the School Board if expulsion is recommended

PART IV--SCHOOL ACTIVITIES

A. ASSEMBLIES and CLASS MEETINGS

Assemblies at Harriton provide information, entertainment and a showcase for curricular and extra-curricular activities. A special bell schedule is employed on assembly days. Attendance at assemblies is required for all students or for portions of the student body. Students will sit in assigned seats in the auditorium with their homeroom teacher. Failure to attend will be considered a cut.

B. EXTRA-CURRICULAR SCHOOL ACTIVITIES

The following section contains information about a variety of activities which are offered at Harriton High School. A brief description of each activity is listed. Every student is encouraged to become involved in one or more of these activities. Extra-curricular activities are given serious consideration when students apply for jobs and for college admission. Students who find an activity of interest should contact the sponsor to learn the details of how they can become involved. Announcements of meetings are made in homeroom.

Students who are suspended may not participate in any school related activities on the dates of suspension; and they must attend a regular daily session of school following the suspension before participating in such activities.

Students MUST attend school the day of an activity or the day before if the event is on a Saturday.

1. CLUBS

ACADEMIC DECATHLON

Open to all students 9-12. The competition involves a regional site, usually Methacton High School; a state site, either the Eastern or Western part of the state; and a national competition, either a Western, Midwestern, or Eastern site. The top three teams advance from the regional to the state. One team moves on to national competition. The ten events involve a super quiz on a national issue, a speech, and essay (usually on the super quiz), an interview, and written tests in Art, Music, Literature, Social Science, Science, Economics, and Math. The team practices from October through March. The regional competition is held in early February, the state competition is in mid-March, and the national competition is in late April.

ART CLUB

Students meet to design and discuss projects for enhancing the quality of art work around the Harriton campus. They meet for special presentations after school on various techniques and styles of art work. They also gather for hands-on volunteer activities here and at other LMSD schools. There is also the possibility for field trips to museums.

ASTRONOMY CLUB

The Astronomy Club provides an opportunity for students to explore their interests in the field of Astronomy. Students meet two or four times a month to observe the night sky with the naked eye, telescopes and binoculars. Students record observations and measurements and discuss exciting new developments in the science. The club also serves the greater community by inviting the entire Harriton community including parents to come to the night sky observations.

BUILD ON

The mission of Build On is to enhance education and empower youth in the U.S. to make a positive difference in their communities while helping people of developing countries to increase their self-reliance through education. The Three Way program involves Global Education, Community Service and International Experience. We have a Sister Schoolhouse that we work to help fund and build through a variety of projects.

CHESS CLUB

The Chess Club is open to both accomplished as well as beginning players. We usually practice once a week and play one match each week against another school. This year we competed in the Lower Bucks County Chess League and the Philadelphia Scholastic Chess League. In March we go to Bloomsburg University to compete in the PA Scholastic Chess Championships. We will enter a team in the High School Open and the High School Novice Divisions.

SPEECH AND DEBATE TEAM

This student organization competes against other regional schools through the Pennsylvania High School Speech League. Debate formats include Cross Examination Policy and Lincoln-Douglas Debate. Speech events include Extemporaneous Speech, Informative, Persuasive, Prose, Poetry, and Dramatic Interpretation events. The Speech and Debate team's competitive season runs from October to March.

ENVIRONMENTAL CLUB

The Environmental Club is made up of a group of students who wish to raise awareness about environmental issues and improve the school environment. In addition to educating themselves about environmental issues, members participate in a variety of service projects throughout the year. Some examples of these projects are: participating in Habitat for Humanity, planting flowers on the Harriton campus, and participating in the Pennsylvania adopt-a-highway program.

FLOWER SHOW CLUB

The Flower Show Club consists of a diverse group of students, who create an exhibit for the internationally known Philadelphia Flower Show. This is an unusual opportunity for students because it is a professional competition. Students are involved in every aspect of the exhibit from creation to installation at the Convention Center. Planning for the exhibit begins in April and culminate the following March when students compete for the "Blue Ribbon". In the past, students have competed in the Garden, Entryway and Container classes.

WORLD LANGUAGE CLUB

Strives to promote the understanding and acceptance of foreign cultures, with an emphasis on French culture. Activities include visits to museums, drama and dance exhibitions, guest speakers, movie reviews, and French cuisine.

FREE FORUM

Student published newspaper of Harriton High school serving as a forum for the free expression of ideas. Published six times a year, this award-winning journal is written and published by the student staff.

GAY/STRAIGHT ALLIANCE

Our goal for this organization is to promote the awareness and tolerance for all sexual orientation in our school and our community. We hope to encourage a more holistically aware Harriton society where all people feel accepted and we will provide a support group for those questioning their sexual orientation and who are fearful of making this known. Through various events, fundraisers, discussions, and speakers, we anticipate creating a better and more accepting environment. In addition, for promotion, we will organize a community service activity related to our cause, such as working with the AIDS Fund.

JAZZ BAND

This club is a select group of instrumentalists who perform and analyze jazz of various types and styles. The standard instrumentation of the Jazz Ensemble is 5 trumpets, 4 trombones, 1 tuba, 2 alto saxophones, 2 tenor saxes, 1 baritone sax, drum set, bass guitar, electric guitar, piano and auxiliary percussionist. Members are required to attend all concerts and practice sessions.

LITERARY MAGAZINE (Corinthian)

The Corinthian is Harriton's journal of student-produced original writing and art. Interested and enthusiastic students meet every Wednesday after school to review and discuss one another's stories, poems and other writings and artwork. Students come to appreciate varying points of view as they give and receive support, encouragement, and specific suggestions for improvement of each other's work. It's a great opportunity for growth in technique as well as in group interaction skills. The end result is the long-awaited publication of the Corinthian in May of each year, a cause for celebration and pizza-eating!

MATH TEAM

The purpose of our Math Team is to compete in six contests offered during the school year by the Pennsylvania Math League. It is open to all students who have a keen interest in mathematics and a desire to be challenged by difficult and unique problems. Although our team will post a "Team Score" on each competition, individuals are invited to other contests held at PA universities in the fourth quarter of the school year.

MOCK TRIAL

The goals of Mock Trial are to promote an understanding of the American legal system and courtroom procedure and etiquette while promoting thoughtful analysis and teamwork as students prepare a case for trial. Team members act as witnesses and attorneys as they present their case in front of a judge and jury at the Montgomery County courthouse. Mock Trial meets three times a week from December through March.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that recognizes in students the ideals of scholarship, character, service, and leadership. Those inducted perform services such as peer tutoring and food drives for needy individuals and families.

PEP BAND

The Pep Band is a group that performs at various sporting events and other activities.

PERFORMANCE ART CLUB

The performance art club is designed to provide students with the opportunity to share their talents in a public forum through participation in open mic nights over the course of the school year. In addition to performing, students will be encouraged to assume leadership positions by assisting in the overall production of the events. Finally, with an eye towards public service, all proceeds from donations and the sale of beverages and snacks will be donated to charities selected by the students.

PHILOSOPHY CLUB

The Philosophy Club is a place for discussion and debate on basic philosophical issues, guided in part by readings. The club meetings are held once a week. Among the topics discussed are: Free Will, Relativism, Kant, Fate, Science and Scientific Philosophy, Ethics and Morality, Epistemology, Political Philosophy.

SADD (Students Against Destructive Decisions)

The SADD club will help provide students with the best prevention and intervention tools possible to deal with the pressures and issues of destructive decisions (i.e. underage drinking, drug use, sexual mistakes, etc.) SADD is an inclusive organization that aims to inform, educate, support and empower students to make positive decisions in their lives.

SCIENCE CLUB

Activity designed to involve students in science. Members observe demonstrations and learn how to present them to an audience. Science shows then are performed for elementary school students.

SCIENCE OLYMPIAD

Part of a national program designed to promote an interest in science. Members compete in 23 events dealing with all the major branches of science and engineering.

SERVICE LEAGUE

The Harriton Service League is an organization centered around providing services to Harriton and the community. Some of our annual projects include running blood drives at Harriton (one in the fall and one in the spring), assisting with the College Fairs (two in the Fall), serving as tour guides at Main Line School Night on selected Wednesday nights, assisting as guides at the Harriton Open House and the Eighth Grade orientation, as well as raising money for a cause selected by Harriton Service League members.

STOCK MARKET CLUB

The purpose of the Stock Market Club is to promote an understanding of economic issues, different situations that have taken place in the market, and to remain current with business news. We enhance this experience by participating in real life stock market games and trading during market hours.

STUDENT BUILDING COMMUNITY TEAM

This student organization meets on an ongoing basis to discuss issues related to acceptance and appreciation of individual differences and how these issues impact each member and the student body at large. One of the goals of the group is to foster a sense of mutual respect and understanding among the individual members of the team and throughout the student body as well.

STUDENT COUNCIL

Student Council is an active governing body of elected student officers and representatives from each homeroom concerned with academic, social and physical plant issues as they relate to the student body of Harriton. Student Council names committees, appoints chairpersons and acts on the input from the committee findings and its representatives to interact with the administration to affect change promote programs and improve communication.

TECHNICAL STUDENT ASSOCIATION/ENGINEERING CLUB

As members of the Technology/Engineering Club, we compete in locally sponsored engineering competitions, such as the Widener School of Engineering competition that takes place every October, and the F.I.R.S.T. Robotics competition every spring. Also, as members of the nationally recognized TSA, we compete in regional, state and national competitions. Over 70 events are available for students to compete in, that all involve elements of design, hands-on problem solving, and the development of various engineering projects.

THEATRE COMPANY

The Harriton Theatre Company produces two shows a year, usually a drama or comedy in the Fall and a musical in the Spring. The company's purpose is to foster stage craft, and all members are encouraged to take part in all aspects of production – from performance to set crew. The Company Band consists of student musicians who perform between drama/comedy acts and provide the music for our musicals.

TV/FILM PRODUCTION CLUB

We produce quality programming for the LMSD TV channel. We videotape Harriton events such as concerts, plays, and sporting events. We provide faculty, staff and students with video assistance for various requests. We learn about cameras, sounds, lighting and editing.

WORLD AFFAIRS CLUB

The World Affairs Club involves its members in debates, seminars, trips to museums and the UN, games and simulations (Model UN, Senate Foreign Relations Committee, the World Court, etc.) and more. A large and diverse club, it focuses on providing students with opportunities to learn through the World Affairs Council of Philadelphia and other organizations. Students can become very active with club activities and trips.

YEARBOOK (AURORA)

The purpose of the Aurora is to produce a professional publication by and for Harriton students. The yearbook staff will learn the real life skills and responsibilities of producing a 200 page historical document. Under the advisor's guidance, the staff will: create a theme, plan and layout every page, organize photo shoots, sell books and advertisements, write, and edit text.

2. ACTIVITIES OFFERED AS COURSES

THE FOLLOWING ARE OFFERED AS A COURSE (MUST BE SCHEDULED)

Please refer to the Harriton High School Planning Guide for further information.

- **BAND**

During the football season the band functions as a pep band. During the rest of the school year, the band performs as a concert group.

- **CONCERT CHOIR**

These groups perform at numerous school and community concerts.

- **ORCHESTRA**

The orchestra plays for scheduled concerts both in and out of school.

3. PARTICIPATION IN EXTRACURRICULAR ACTIVITIES WHEN ABSENT

It is school policy that students may participate in school activities including practices, games, performances or clubs, **only** if the students have been in attendance in school since **9:00 a.m.** The only exception to this policy is certain absences receiving prior approval from the appropriate Administrator. Students suspended from school are prohibited from participating or attending extra curricular activities of any kind. Failure to follow this procedure will result in additional discipline.

4. INTERSCHOLASTIC ATHLETICS AND INTRAMURALS

The following intramural activities have been conducted in recent years. Students with suggestions for additional activities should see the Director of Athletics. Meeting times and places of intramural activities will be announced in homerooms.

Intramural athletics include: Badminton, Basketball, Ping Pong, Soccer, Softball, Strength Training, Indoor Lacrosse, Volleyball, and Squash.

Interscholastic Athletics are as follows:

FALL SPORTS:

Golf-Boys and Girls; Varsity Only

Boys Cross Country - Varsity only

Girls Hockey - Varsity, Junior Varsity

Boys Soccer - Varsity, Junior Varsity

Girls Volleyball - Varsity, Junior Varsity

Girls Cross Country - Varsity only

Boys Football - Varsity, Junior Varsity

Girls Soccer - Varsity, Junior Varsity

Girls Tennis - Varsity, Junior Varsity

Cheerleading - Varsity, Junior Varsity

WINTER SPORTS:

Girls Basketball - Varsity, Junior Varsity

Boys Basketball - Varsity, Junior Varsity, Freshmen

Boys Ice Hockey - Varsity, Junior Varsity

Indoor Track - Boys and Girls; Varsity only

Girls Swimming - Varsity only

Diving – Boys and Girls; Varsity only

Cheerleading - Varsity, Junior Varsity

Squash-Boys and Girls; Varsity, Junior Varsity

Boys Swimming - Varsity only

Boys Wrestling - Varsity, Junior Varsity

SPRING SPORTS:

Crew - Varsity, Junior Varsity, Freshman/Novice

Girls Track - Varsity only

Boys Lacrosse - Varsity, Junior Varsity

Girls Softball - Varsity, Junior Varsity

Boys Volleyball—Varsity, Junior Varsity

Boys Tennis - Varsity only

Boys Track - Varsity only

Girls Lacrosse - Varsity, Junior Varsity

Baseball - Varsity, Junior Varsity

Participation in Harriton Athletics is a privilege, not an entitlement.

a. Student/Athletes are expected to attend all practices at their scheduled times. Failure to do so will require extraordinary circumstances approved by your coach as well as a note from your parents explaining the circumstances.

b. Unexcused absences are unacceptable and may result in dismissal.

c. If you are unable to participate in PE due to a medical condition, you may NOT practice or compete in extra-curricular athletics. You must provide a doctor's note for the injury to your coach and asst. principal.

C. ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS

Pupils shall be eligible to represent their high school in athletic contests only after they have been examined by their own physician before the first practice of each season and found in satisfactory physical condition. Fall sport examinations may be given no earlier than July 1st. Winter and Spring sport examinations may be given no earlier than six (6) weeks prior to the first practice date. Certificates to this effect, together with parents' or guardians' consent, shall be filed with the school.

1. GENERAL PRINCIPLES

A student's grade-point average at the end of a quarter will determine the student's eligibility the next marking period. A grade-point average of less than the one specified at the end of each quarter will make the student ineligible to participate in interscholastic athletic activities for a period of 15 school days. After this time period, the School will evaluate the student's academic record for the current quarter. If the student has achieved a grade-point average the same or higher than the one which is required, the student becomes eligible to participate in interscholastic athletics. On the Wednesday of each succeeding week of the quarter, teachers will report the student's letter grade in order that a determination can be made as to whether the student has maintained the required grade-point average. Any student whose average falls below the required grade-point average becomes ineligible for the next week.

To prevent eligible students from falling below the required grade-point average during a quarter, any student who receives three warning notices at the midpoint of any quarter will be subjected to weekly evaluation.

2. ELIGIBILITY STANDARDS

Eligibility standards are as follows:

a. First quarter

1. Ninth grade students must have passed at least the equivalent of four major courses of school work determined from their final grades of the previous school year and must maintain that standard during the first quarter of the following school year. The eligibility status of the students shall be monitored during the first 15 school days of the first quarter.

2. Tenth, eleventh and twelfth grade students must have earned a 1.5 grade point average based upon their final grades of the previous school year, may have only one failing grade, and must maintain that standard during the first quarter. The eligibility status of the students will be monitored after the first 15 days of the first quarter.

b. Second, Third and Fourth Quarters

Ninth, tenth, eleventh and twelfth grade students must have earned a 1.5 grade point average, may have one failing grade for the preceding quarter and must maintain that standard during the current quarter. The eligibility status of students shall be monitored after the first 15 days of each quarter and during the remaining weeks of each quarter for those students who are found to be ineligible and those who are "at risk."

Scale for Determining Grade-Point Average

Grade	Honors Course	Regular Course
A	5	4
B	4	3
C	3	2
D	2	1
F	0	0

3. APPEAL PROCESS

- a. A student's parent(s)/guardian(s) may appeal an eligibility ruling, in writing, to the school Principal who shall have the authority to modify the eligibility requirements because of extraordinary circumstances.
- b. The decision of the principal may be appealed, in writing, to the Superintendent who shall convene an Eligibility Policy Review Committee which shall be composed of a representative of the Superintendent, a representative of the Director of Pupil Services, and the athletic director from each high school. The review committee shall make a recommendation regarding the appeal to the superintendent who shall make a final decision.
- c. The student shall not be permitted to participate in extra-curricular activities while the appeal is being processed.

4. SUPPORT SYSTEM

Guidance counselors will be responsible for identifying the special needs of students and for arranging to have those needs met.

a. At the beginning of the school year and continuing throughout the school year, the counselors will identify “at risk” students (those who appear to be in jeopardy of becoming ineligible) and those students who are ineligible.

b. The counselors will assess the nature of each student’s problem by utilizing his/her as well as the teacher’s knowledge and understanding of each student.

c. The counselors will prepare a remedial plan which will take into account whether the student’s placement in the courses he/she is taking is appropriate; whether the student has the necessary coping and study skills and whether the student is experiencing difficulties with the mastery of the subject matter.

d. The counselors will attempt to ensure that the student has appropriate and adequate tutorial assistance, which may include the regular teachers and a volunteer from the National Honor Society.

e. The counselors will monitor each student’s remedial plan and will communicate with the student’s parent(s)/guardian(s), the Athletic Director and the Principal.

5. ATTENDANCE

Students who have been illegally absent from school twenty days in a semester, immediately become ineligible until they have attended school for sixty (60) days. Any members of high school athletic teams who participate in athletic contests as members of similar teams the same season shall be ineligible to compete for the remainder of that season, unless waivers have been issued. Pupils who have been in attendance more than eight (8) semesters beyond the eighth grade shall not be allowed to represent their school in any form of interscholastic athletics. Transfer students are eligible only if their families have moved to Lower Merion Township, or if they have been tuition students one full year. Pupils transferring from private schools either inside or outside the district to their home school district in which their parents or guardian reside are eligible according to the following:

a. A student who transfers for athletic purposes, in whole or in part, or as a result of recruiting, will be ineligible to participate in interscholastic athletics for a period of one year from the date of transfer. A student who transfers for any other purpose will be eligible.

b. Upon written certification by both of the Principals of the two schools involved in the student’s transfer that the student’s transfer was not for athletic purposes, in whole or in part, or as the result of recruiting, the student will be eligible.

c. In cases in which the Principal of one or both of the schools involved in the student’s transfer do not certify that the student’s transfer was not in whole or in part for athletic purposes or as the result of recruiting, the case shall be referred to the PIAA District Committee in which the school receiving the studying is located for an eligibility ruling.

D. DUAL SPORT PARTICIPATION

The following guidelines for student participation in two sports during the same season are as follows:

1. The student athlete shall contact the head coaches at least two weeks before practice begins and will declare a primary sport.

Participation in the primary sport will take precedence if there is an unavoidable schedule conflict.

2. Before practice begins, the coaches will meet to develop a schedule for the student athlete’s participation.

The Athletic Director may be asked to become involved for input or to resolve differences of opinion.

3. The development of the student athlete’s schedule of practice and competition shall be the sole responsibility of the coaches and Athletic Director. Copies of the schedule shall be made available to all parties.

E. OUT OF SCHOOL SPORT PARTICIPATION

Out of school participation, including private lessons, shall not be permitted during scheduled practices and interscholastic events.

F. INSURANCE FOR SPORTS

Varsity and Junior Varsity football players are covered by a special insurance policy provided by the School District. All other sports participants must have their parents sign a waiver form indicating that they are adequately covered by insurance. Parents may purchase regular school insurance, but are still required to sign the waiver form because of the limited coverage provided by the school-wide policy.

G. ATHLETIC PHYSICAL EXAMS

The examination for Fall sports shall not be completed earlier than July 1. The examination, re-examination or certification for all other sports for each season shall not be completed earlier than six weeks prior to the beginning of practice for each season.

H. ATHLETIC TRAINING RULES

The training rules below shall apply to all high school teams. The training rules are an extension of the Student Rights and Responsibilities guidelines for the extra-curricular program. The students are volunteering to participate on an athletic team and are expected to maintain a higher degree of conduct. Excellent physical and mental condition is necessary for high performance of athletes as well as protecting personal health and safety of the participants

- Smoking or using tobacco in any form at any time or place is prohibited.
- Drinking alcoholic beverages at any time or place is prohibited.
- The illegal use of drugs at any time or place is prohibited.

Proof of a first violation of any or more of the above will result in immediate suspension from the team. Proof of a second violation of any one or more of the above will result in immediate dismissal from the team. Prior to dismissal, the head coach will inform the Principal, Athletic Director, and parents. Any decision is subject to appeal by the participant or parents through the school Principal and, if desired, the Superintendent of Schools.

I. CUTTING POLICY

Interscholastic athletic team coaches are required to issue a written outline of the criteria used when “cutting” students from an interscholastic sport team. This outline will be provided to each student athlete on the first day of practice.

J. SPORTSMANSHIP

A new season brings new challenges, and new opportunities. The privilege you have won to be part of an interscholastic athletic team at our school is a true extension of your work in the classroom. We hope you will benefit as much from your athletic experiences as you do from academic endeavors.

A challenge before us this year is that of good sportsmanship. As a high school athlete, acceptable levels of behavior on the playing field are best learned now, as the lessons learned will last a lifetime. .

As an athlete, you are constantly in the public eye. You are a leader of today. Many people look to your display on the field as a source of community pride. Many young people in our school look to you as a role model they would like to emulate.

That is why good sportsmanship is so important. The example you provide sets the standard of behavior by everyone associated with our program. It only takes a single moment to create a negative environment. It takes as much hard work as you put into honing your skill to set an example of good sportsmanship. The latter pays the bigger dividends in life.

Please take the time to review the following guidelines, stating the example we expect our student-athletes to display as leaders of our school. We hope these guidelines will become part of your goals in preparing for the upcoming season. We hope the upcoming season is a rewarding one for you.

1. Behavior Expectations of the Student Athlete

- Accept and understand the seriousness of your responsibility and the privilege of representing the school and the community.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend.
- Wish opponents good luck before the game and congratulate them in a sincere manner

following either victory or defeat.

- Respect the integrity and judgment of game officials. Never argue or make non-verbal gestures which indicate disagreement. This type of immature activity may incite undesirable behavior in the stands and by teammates.
- Students participating in activities or athletic events MUST attend school the day of the event or the day before if the game/event is on a Saturday.

ANY VIOLATION OF THE SPORTSMANSHIP CODE WILL RESULT IN SUSPENSION FROM THE TEAM AT THE DISCRETION OF THE ATHLETIC DIRECTOR—THIS APPLIES FOR ANY CLUB, SPORT OR ANY EXTRA-CURRICULAR ACTIVITY.

ANY PARTICIPANT, MANAGER, AND/OR SPECTATOR WHO VIOLATES THE SPORTSMANSHIP CODE IS SUBJECT TO DISCIPLINARY ACTION.

K. LMSD’S RULES AGAINST DRUG, ALCOHOL AND TOBACCO ACTIVITY BY PARTICIPANTS IN INTERSCHOLASTIC ATHLETICS AND OTHER PERFORMANCE ACTIVITIES.

I. PURPOSE

Because of the inherently harmful nature of drugs, alcohol and tobacco, the District strictly prohibits their use in school and in connection with school-related activities. Use of drugs, alcohol and tobacco by participants in interscholastic athletics and other performance activities increases risk of injury and adverse health consequences and also adversely affects performance of the individual which, in turn, undermines the performance of the team and other program participants. Therefore, Lower Merion School District establishes these rules (“Rules”) regarding the possession, use and distribution of drugs, alcohol and tobacco to supplement the existing Codes of Student Conduct with respect to students who participate in interscholastic athletics and other activities in which Lower Merion School District students publicly compete or perform (“Performance Activities”). A complete listing of interscholastic athletics and Performance Activities is attached to these Rules as Appendix “A”. Any discipline imposed by these Rules is in addition to the discipline imposed by the Code of Student Conduct applicable to all students.

II. DEFINITIONS

A. DEFINITION OF IMPROPER DRUG AND ALCHOL ACTIVITY

The possession, use and/or distribution of alcohol or other illegal drugs or substances is contrary to the training goals of all interscholastic activities and performance activities in Lower Merion School District. The use of alcohol or other illegal drugs or substance at any time or place will not be tolerated. The District provides assistance to those students who recognize they have a problem with the use of illegal drugs and/or alcohol. The Board of School Directors, the administration and the faculty strongly encourage students to seek help for problems of drug and alcohol abuse.

Please note that the penalties refer to any possession, use, or distribution of alcohol and/or other illegal drugs or substances including:

1. anabolic steroids or any performance enhancing substances not specifically pre-approved by the athletic office,
2. drinking of alcoholic beverages,
3. using illegal substances,
4. being in possession of alcohol or illegal drugs, or

“Distribution” means selling, dispensing or otherwise facilitating the sale or dispensing of substances prohibited by these Rules.

We expect our students to do the right thing. Participants in interscholastic athletic activities and performance activities are expected not to indulge in the consumption, possession, or distribution of alcohol or any illegal drug or substance. They are further expected not to attend any affair or activity in which alcohol or drugs are being used illegally or even presented with the possible intent of illegal use. We expect our students to leave such affairs and activities immediately.

B. DEFINITION OF TOBACCO USE

For purposes of these Rules, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and/or pipe; other lighted smoking product; and smokeless tobacco in any form. The use of tobacco at any time or place will not be tolerated. The District provides assistance to those students who

recognize they have a problem with the use of tobacco. The Board of School Directors, the administration and the faculty strongly encourage students to seek help for tobacco use.

C. DEFINITION OF SEASON

The "season" for interscholastic activities starts with the first day of practice or participation following the final tryout and ends with the last contest, meeting or practice, whichever is the latest date. The "season" for other performance activities starts with the first competition date and ends with the final competition date. When a participant is suspended for the number of weeks indicated in these Rules, the participant may not participate in the activity until the suspension is completed. For interscholastic activities, at the discretion of the coach/faculty adviser, the student may still report to practice, but may not dress for games, may not be in or around the bench area, may not travel, or in any way take part in contests or scrimmages for the duration of the suspension. Suspensions are only for one sport or performance activity unless the offense occurs in-season for more than one activity in which case the suspension will be for all in-season activities.

D. DEFINITION OF "STUDENT ASSISTANCE PROGRAMS"

Student Assistance Programs are available to assist with the social and emotional needs of all students. These confidential programs are activated on a referral basis and is intended to help students access school and outside programs equipped to handle student problems.

III. INVESTIGATION

Whenever a report of improper drug, alcohol or tobacco activity by a student member of an interscholastic athletic team or performance activity comes to the attention of any member of the Lower Merion School District, it shall be reported to the Athletic Director (interscholastic athletic activities only) and/or an Assistant Principal. Such reports will be investigated and verified by the Athletic Director and/or Assistant Principal who will be responsible for notifying the student's parent or parents in a timely manner. Every effort will be made to verify the truthfulness of each report, and the investigation shall be done in a timely manner. The coach or faculty adviser ("coach/faculty adviser") of the activity shall be informed. After proper verification, the Athletic Director and/or Assistant Principal will make a final presentation of all evidence to the Principal. The decision of the Principal will be the final determination of whether a violation occurred. The Athletic Director and/or Assistant Principal shall notify the parent and the coach/faculty adviser of the action taken. The coach/faculty adviser of the activity will meet with the student involved. The appropriate discipline will be administered immediately.

IV. PENALTIES FOR USE OF DRUGS AND ALCOHOL

Students who seek the help of the district's student assistance team prior to an incident leading to the District's awareness that a problem may exist may be suspended from participation in interscholastic activities and performance activities in order to participate in a therapeutic intervention program. These students seeking treatment may return to team or activity participation upon the recommendation of the drug and alcohol counselor that the student is no longer actively using illegal substances and poses no risk to other team members. Such students who seek help on their own will not be subject to the other penalties under these Rules other than described above.

All students who are subject to the penalties set forth below must be assessed through the Student Assistance Program and must follow through on the Student Assistance Program recommendations in order to be reinstated to the sport or performance activity.

Any student caught violating this policy out-of-season (the remainder of the year that is not in-season) will be put on probation for the upcoming season. If the student violates the probation, the consequence will move to a second offense.

Parents shall be promptly notified of all offenses.

A. FIRST OFFENSE

If the student possesses and/or uses drugs or alcohol

The student will be suspended from participation for a period of two weeks from the day the coach/faculty adviser informs the student of the suspension. The coach/faculty adviser must confront the student as soon as he/she is made aware of the suspension. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from all interscholastic athletics and performance activities for the remainder of the school year. Following the two-week suspension, return to the interscholastic athletic team or performance activity is contingent upon recommendation of a drug and/or alcohol counselor.

Example 1 - A student is arrested for underage drinking on Saturday night. Officials at the school find out on Monday. The information is verified. The coach/faculty adviser informs the student and a building administrator notifies the student's parents in a timely manner. The student is suspended from the activity for two weeks. The student attends a District approved educational/counseling program and is reinstated contingent on the recommendation of the drug/alcohol counselor.

Example 2 - A student is at a party where underage drinking occurs on Saturday night. Officials at the school find out on Monday and the information is verified. The coach/faculty adviser informs the student and a building administrator notifies the student's parents in a timely manner.

Example 3 - A student is arrested for possession of drugs on Saturday night. Officials at the school find out on the following Monday. The student is out-of-season. The coach/faculty adviser is informed on Tuesday. The coach/faculty adviser informs the student and a building administrator notifies the student's parents in a timely manner. The student agrees to undergo the appropriate counseling (which may begin as soon as possible). The student will be suspended when the next "season" begins. If tryouts begin August 1, the student will be suspended for fourteen days until August 15.

B. SECOND OFFENSE

If the student possesses, uses or distributes drugs or alcohol following the first offense

The student will be suspended for two seasons from participating in the interscholastic athletic sport or performance activity the day the coach/faculty adviser confronts the student and informs the student of the suspension. The coach/faculty adviser must inform the student as soon as he/she is made aware of the violation. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from interscholastic athletics and performance activities until such time as the student gets the appropriate counseling. Return to the activity is contingent on recommendation of a drug/alcohol counselor.

Example 4 - A student is disciplined in September 2004 for underage drinking. He/she is suspended two weeks and reinstated. Two months later, the student is arrested for possession of drugs. School officials find out on Monday, November 8 and the coach/faculty adviser is informed the same day. The coach/faculty adviser, in turn, informs the student immediately. The student is suspended from interscholastic athletics and performance activities for the remainder of the current season and for the following season. The student does attend an approved educational/counseling program. The student is reinstated on November 8, 2005.

Example 5 - A student is disciplined in September 2004 for underage drinking. He/she is suspended two weeks and reinstated. Two months later, the student is arrested for possession of drugs. School officials find out on Monday, November 8 and the coach/faculty adviser is informed the same day, who in turn informs the student immediately. The student is suspended from interscholastic athletics and performance activities for the remainder of the current season and for the following season. The student refuses to attend approved educational/counseling sessions and therefore is suspended from interscholastic athletics and performance activities indefinitely or until the counseling requirements are met.

C. THIRD OFFENSE

If the student possesses, uses or distributes drugs or alcohol following the second offense

On the third offense, a student will be banned from any further participation in interscholastic athletics and performance activities for the remainder of the time they are enrolled in the District with a right to appeal to the Principal for reinstatement. An educational and counseling program will still be made available to the student, but he/she will not be reinstated for interscholastic athletics or performance activity participation absent a successful appeal to the Principal.

D. DISTRIBUTION OF DRUGS AND/OR ALCOHOL

The penalties for distribution of alcohol and/or illegal drugs shall be as set forth above except that a first offense for distribution shall be treated as a second offense under these Rules and a second offense for distribution shall be treated as a third offense.

V. PENALTIES FOR TOBACCO USE

A. FIRST OFFENSE

The student will be suspended from participation for a period of one week from the day the coach/faculty adviser informs the student and informs the student of the suspension. The coach/faculty adviser must inform the student as soon as he/she is made aware of the violation. The student must also agree to attend

appropriate counseling related to the infraction. Failure to do so will result in suspension from interscholastic athletics and performance activities for the remainder of the school year.

Example 6 - A student is seen smoking on Friday night, November 1. Officials at the school find out on Monday, November 4. The coach/faculty adviser informs the student and a building administrator notifies the student's parents in a timely manner. The student is suspended for one week. The student attends an approved smoking educational/counseling program and is reinstated.

Example 7 - A student is observed smoking on Saturday night, December 1. Officials at the school find out on Monday, December 3. The coach/faculty adviser informs the student and a building administrator notifies the student's parents in a timely manner. However, the student refuses to attend an approved smoking educational/counseling program and is therefore suspended from interscholastic athletics and performance activities for the remainder of the school year.

B. SECOND OFFENSE

The student will be suspended from participation for a period of two weeks from the day the coach/faculty adviser confronts the student and informs the student of the suspension. The coach/faculty adviser must confront the student as soon as he/she is made aware of the violation. The student must also agree to attend an appropriate smoking counseling program. Failure to do so will result in suspension from interscholastic athletics and performance activities for the remainder of the school year.

Example 8 - A student is seen smoking on Friday night, November 1. Officials at the school find out on Monday, November 4. The coach/faculty adviser informs the student and a building administrator notifies the student's parents in a timely manner. This is the student's second offense. The student is suspended for two weeks. The student attends an approved smoking educational/counseling program and is reinstated.

Example 9 - A student is observed smoking on Saturday night, December 1. Officials at the school find out on Monday, December 3. The coach/faculty adviser informs the student and a building administrator notifies the student's parents in a timely manner. This is the student's second offense. However, the student refuses to attend an approved smoking educational/counseling program and, therefore, is suspended for the remainder of the school year.

C. THIRD OFFENSE

The student will be suspended for the remainder of the activity or thirty days from the date of the suspension, whichever is greater. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from interscholastic athletics and performance activities for the remainder of the school year.

Example 10 - A student is seen smoking on Friday night, October 1. Officials at the school find out on Monday, October 4. The coach/faculty adviser informs the student and a building administrator notifies the student's parents in a timely manner. This is the student's third offense. The student is suspended for thirty days. The student attends an approved smoking educational/counseling program and is reinstated.

Example 11 - A student is observed smoking on Saturday night, December 1. Officials at the school find out on Monday, December 3. The coach/faculty adviser informs the student and a building administrator notifies the student's parents in a timely manner. This is the student's third offense. However, the student refuses to attend an approved smoking educational/counseling program and, therefore, is suspended from interscholastic athletics and performance activities for the remainder of the school year.

D. FOURTH OFFENSE

The student will be suspended for a period of one calendar year from the day the coach/faculty adviser confronts the student and informs the student of the suspension. The coach/faculty adviser must confront the student as soon as he/she is made aware of the violation. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from interscholastic athletics and performance activities until such time as the student gets the appropriate counseling.

Example 12 - A student is seen smoking on Friday night, November 1. Officials at the school find out on Monday, November 4. The coach/faculty adviser informs the student and a building administrator notifies the student's parents in a timely manner. This is a fourth offense. The student is suspended from interscholastic athletics and performance activities for one year. The student attends an approved smoking educational/counseling program and is reinstated.

Example 13 - A student is observed smoking on Saturday night, December 1. Officials at the school find out on Monday, December 3. The coach/faculty adviser informs the student and a building administrator notifies the student's parents in a timely manner. This is the student's fourth offense. However, the student refuses to attend an approved smoking educational/counseling program and is therefore suspended from

interscholastic athletics and performance activities indefinitely or until such a counseling program is completed.

Note: If a student has had no violations within one calendar year of his/her first offense, then the next violation past that date will again be considered the student's first violation and will be dealt with accordingly.

VI. NOTIFICATION OF DISCIPLINARY ACTION

Parents must be notified when a student has been suspended by a coach/faculty adviser from interscholastic athletics and performance activities.

A. The Athletics Director (interscholastic athletics only), Assistant Principal, and Principal must be notified of all disciplinary suspensions from interscholastic athletics and performance activities pursuant to these Rules.

B. Other than automatic suspensions based on the aforementioned Rules, the Athletics Director (sports only), Assistant Principal, and the Principal must be involved in the final decision to suspend a student for an entire season or the balance of a season.

VII. APPEALS PROCESS

Appeals must be made in writing by the student and endorsed by the student's parents by 4:00 p.m. of the business day following the day notice of disciplinary action is received by the student. The appeal should be directed to the Assistant Principal to whom the student is assigned.

The appeals committee will consist of the Assistant Principal, the Athletic Director (or principal's designee for students not involved in interscholastic sports) and a varsity coach/faculty adviser other than a coach/faculty adviser of the student in question. A decision will be made within two business days following the appeal.

A second and final appeal may be made to the building Principal by 4:00 p.m. of the business day following the rejection of the first appeal.

**Lower Merion High School Drug and Alcohol
Consequences Summary¹**

I. Drug & Alcohol Violations for possession or use (including anabolic steroids & performance subs)

- | | | | |
|----|-------------------------|---|---|
| A. | 1 st offense | = | 2 week suspension if counseling. Return to team requires recommendation of drug/alcohol counselor.
= Remainder of school year if no counseling |
| B. | 2 nd offense | = | 2 seasons if counseling. Return to team requires recommendation of drug/alcohol counselor.
= Indefinite beyond 1 year if no counseling |
| C. | 3 rd offense | = | permanent ban with right to appeal to the Principal for reinstatement. Counseling still available |

II. Drug & Alcohol Violations for distribution (including anabolic steroids & performance subs)

- A. 1st offense = 1 calendar year if counseling. Return to team requires recommendation of drug/alcohol counselor.
= Indefinite beyond 1 year if no counseling
- B. 2nd offense = permanent ban with right to appeal to the Principal for reinstatement. Counseling still available.

III. Tobacco

- A. 1st offense = 1 week suspension if counseling
= Suspension remainder of school year if no counseling
- B. 2nd offense = 2 week suspension if counseling
= Suspension remainder of school year if no counseling
- C. 3rd offense = Suspension for greater of 30 days or remainder of activity if counseling
= Suspension remainder of school year if no counseling
- D. 4th offense = 1 calendar year if counseling
= Indefinite if no counseling

¹ This document is intended to serve only as a short summary of the procedures and consequences associated with drug, alcohol, and tobacco activity by participants in interscholastic athletics and other performance activities. To the extent that there is any conflict between this summary and the Rules, the Rules shall govern the situation.

Harriton H.S. Athletic Teams

<u>Fall Sports Teams</u>	<u>Varsity</u>	<u>Junior Varsity</u>	<u>Freshman</u>
Boys Soccer	x.....	x.....	
Cheerleading	x.....	x.....	
Boys Cross Country.....	x.....	x.....	
Girls Cross Country	x.....	x.....	
Field Hockey	x.....	x.....	
Football.....	x.....	x.....	
Girls Soccer	x.....	x.....	
Girls Tennis	x.....	x.....	
Girls Volleyball	x.....	x.....	
Golf.....	x.....		
<u>Winter Sports Teams</u>			
Boys Basketball.....	x.....	x.....	x.....
Boys Indoor Track.....	x.....	x.....	
Boys Swimming / Diving	x.....		
Girls Basketball	x.....	x.....	
Girls Indoor Track	x.....	x.....	
Boys & Girls Squash (LM/Harriton Team)	x.....	x.....	
Girls Swimming / Diving	x.....		
Ice Hockey (LM/Harriton Team)	x.....	x.....	
Wrestling	x.....	x.....	

Spring Sports Teams

Baseball	X.....	X
Boys Lacrosse.....	X.....	X
Boys Tennis	X.....	X
Boys Track	X.....	X
Boys & Girls Crew	X.....	Xx (novice)
Girls Lacrosse.....	X.....	X
Girls Track.....	X.....	X
Softball	X.....	X

Lower Merion H.S. Athletic Teams

<u>Fall Sports Teams</u>	<u>Varsity</u>	<u>Junior Varsity</u>	<u>Freshmen</u>
Boys Soccer.....	X.....	XX
Cheerleading.....	X.....	X	
Boys Cross Country.....	X.....	X	
Girls Cross Country.....	X.....	X	
Field Hockey	X.....	XX
Football.....	X.....	XX
Girls Soccer	X.....	X	
Girls Tennis	X.....	X	
Girls Volleyball	X.....	XX
Golf.....	X		

Winter Sports Teams

Boys Basketball.....	X.....	XX
Boys Indoor Track.....	X.....	X	
Boys Swimming / Diving	X		
Girls Basketball	X.....	XX
Girls Indoor Track	X.....	X	
Boys & Girls Squash (LM/Harriton Team)....	X.....	X	
Girls Swimming / Diving	X		
Ice Hockey (LM/Harriton Team)	X.....	X	
Wrestling	X.....	X	

Spring Sports Teams

Baseball	X.....	XX
Boys Lacrosse.....	X.....	X	
Boys Tennis	X.....	X	
Boys Track	X.....	X	
Boys Volleyball.....	X.....	X	
Boys & Girls Crew	X.....	Xx (novice)
Girls Lacrosse.....	X.....	XX
Girls Track.....	X.....	X	
Softball	X.....	XX

**Lower Merion/Harriton
Performance Based Activities
2009-2010**

1. Academic Decathlon
2. Chess Club
3. Drill Team (LM)
4. Dance Team (H)
5. Jr. Jazz Band
6. Mock Trial
7. Pep Band
8. Players (LM)
9. HTC (Harriton Theater Company)
10. Science Olympiad
11. Speech & Debate
12. Stage Crew / AV
13. Student Council
14. Technology Student Association

L. FIELD TRIPS

1. FIELD TRIPS DURING THE SCHOOL DAY (EXCLUDING OVER NIGHT)

a. THE POLICY

The Board of School Directors' policy entitled "Field Trips" (#121) sets forth the following:

- i. A parent/guardian shall be notified in writing at least one week in advance of a field trip. The parent/guardian must sign and return the notice regarding the field trip before the pupil is permitted to participate. The Field Trip Medication Authorization Form, including Release, must also be signed and returned before the pupil is permitted to participate.
- ii. Only those field trips which are specifically included in a course of study are authorized. Field trips not included in a course of study must be approved by the superintendent or designee based upon a proposal submitted by the school principal.
- iii. The School District shall provide transportation to and from the destination of the field trip. Pupils shall pay admission fees where required. However, no pupil shall be denied the opportunity to participate in a field trip because the parents/guardians are unable to afford the admission fee.
- iv. If a parent/guardian or a teacher believes that it would not be in the best interest of the pupil or of the class for a pupil to participate in a field trip, the teacher shall arrange with the school principal for the supervision of the pupil while the class is away from the school. The teacher shall notify the parent/guardian in writing of the arrangements which have been made with the approval of the school principal.
- v. The following ratio of adults (including school personnel) to pupils for field trips are required but in no case should the number of adults exceed five per bus.

9 th - 12 th grade	1 adult per class	1 adult/class
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- | | | | |
|--|-------------------|--------------------|----------------|
| | Special Education | 2 adults per class | 2 adults/class |
|--|-------------------|--------------------|----------------|
- vi. There can be no guarantee that a nurse will be available for every field trip. Student health needs must be identified and considered prior to committing to a particular field trip. Requests for a nurse to accompany a field trip should be made at least three months in advance.

2. OVERNIGHT STUDENT FIELD TRIPS

New Forms for overnight trips have been developed. Building principals have the forms which should be carefully completed in triplicate and submitted to the superintendent or designee after the principal has signed the same. The overnight trip proposal outlined below under Administration Regulations should be attached to this form. Field trips must be approved by the Lower Merion Board of School Directors prior to the actual date of the trip.

a. POLICY #135

The Board of School Directors recognizes the educational value that overnight travel may have for groups of students. When trips are planned, it is essential that the purpose is consistent with the educational program and that all students wanting to go have the chance. Trips requiring extensive travel, extended absence from school, or excessive cost, are discouraged.

Overnight student trips must enhance a course of study or the objectives related to a particular area of the district's educational program. Trips should ideally be planned to take advantage of the weekend or school holiday, and should limit absence from school to two days or less. With the exception of substitute teacher costs, overnight student trips are not subsidized by the annual budget of the school district.

- i. The superintendent shall be responsible to draft written regulations and procedures consistent with the intent of this policy.
- ii. Overnight student trips for small numbers of students who represent a school or school district through performance and/or competition are not subject to the requirements of this policy. These activities must be approved by the building principal and allocated for in the annual budget.
- iii. Overnight student trips for small numbers of students participating in foreign exchange programs are not subject to the requirements of this policy.
- iv. Board approval of all other overnight student trip proposals must occur at least three (3) months prior to the trip itself.
- v. Overnight student trips are to be planned, organized and implemented by conforming to the Administrative procedures of this policy.

b. ADMINISTRATIVE REGULATIONS

- i. All students who are part of the class or organization planning an overnight trip shall be given the chance to attend.
- ii. Written parental permission shall be required of all students attending.
- iii. No penalties shall be imposed against any student who does not attend.
- iv. Staff shall submit in writing an overnight trip proposal for Board approval and be subject to the following:
 - at least three (3) months prior approval by the Board
 - a detailed plan to include the:
 - educational purpose
 - itinerary
 - supervision
 - projected cost
 - methods for subsidizing cost
 - methods for identifying and meeting student health needs, including completion of the Field Trip Health Needs Checklist
 - Principals shall approve all proposals indicating agreement of planning efforts and assurance that all children will be given the change to attend regardless of ability to pay.
 - All student behavior on overnight student trips will be subject to the Code of Student Conduct (Policy #235, Rights and Responsibilities).

- With the exception of substitute teacher payments, all costs of overnight student trips are to be charged to the student organization, the students, or to the adult sponsors supervising the trip.

3. HEALTH CONCERNS

- a. The Field Trip Medication Authorization Form must be completed for all students who are required to take medication during the school day.
- b. Student health needs must be identified and considered prior to committing to a field trip.
- c. There can be no guarantee that a nurse will be available to attend all trips and requests for nurses to attend trips should be made at least three months in advance.
- d. The need for transportation accommodations in respect to students with special needs must be specific (these should also be made well in advance).
- e. The revised Field Trip - Health Needs Checklist must be completed for Overnight Trips, the detailed plan that is already required will need to include a statement regarding the methods used to identify and meet students' health needs that will or may arise during the trip. It is recommended that the Board approve the requests as submitted with the understanding that all new provisions pertaining to increased student health/safety will nonetheless be followed prior to and during these trips.
 - i. Field Trip Medication Authorization Form:
 - Seeks to identify all students who can self-administer medication and seeks parents approval.
 - Lists the behaviors the student must demonstrate prior to self-administration.
 - Provides a written release of liability in respect to those who are responsible for and/or assist the student in the self-administration.
 - ii. Medication Policy/Administrative Regulations:
 - Provides for the administering of Epi-Pens
 - Outlines self-administration procedure and removes clause suggesting that non-health trained personnel can administer medications routinely.
 - Allows for students to possess over-the-counter medication (such as aspirin) under limited and specific circumstances.
 - Provides additional deference to district health personnel in terms of administering questionable doses of medication to students despite parents' request and physician's prescription.

M. SCHOOL DANCES AND EVENTS

The student body at Harriton High School has been very fortunate with the success of their dances. The following regulations are in effect.

1. No visitors from other schools will be permitted to attend the dance unless he or she is a guest of a student from Harriton High School. Guests must be registered with the appropriate Administrator prior to 2:00 p.m. the day BEFORE the dance.
2. Students are not permitted to return once they have left the dance.
3. Normal school regulations are in effect at all dances.
4. No students will be admitted after specific time identified by that dance's sponsor.

When attending other school sponsored functions, please remember that all normal school regulations are in effect. Please conduct yourself in a manner that is a credit to you, the school, and the community.

PART V—USEFUL INFORMATION

A. MEDICATIONS

The Lower Merion School District Drug and Alcohol Policy prohibits the use and possession of drugs and alcohol on school property, or in connection with any school sponsored activity. This prohibition does not apply to prescribed and patent medications under certain circumstances. Whenever possible, students taking prescribed or patent medications should schedule a maintenance dosage prior to or after the school day. In the event of a medical problem that requires medication to be taken during the school day, the school nurse must be informed.

Prescription medications may be given by school personnel in school only when the form, “Request from Parent and Physician to have Emergency Medication Administered in School”, is completed and returned to the school nurse or Principal. The form includes the name of the medication, dosage, route and instructions for administering, and possible side effects. The form must be signed by the parent and physician. The parent is responsible for supplying the medication in the original labeled bottle or container and the completed form. This authorization and medication is kept on file only during the current school year.

When the nurse is not available, the responsibility for administering the medication shall be delegated by the Principal.

STUDENTS FOUND IN POSSESSION OF PRESCRIPTION AND OVER THE COUNTER MEDICATION WILL BE SUBJECT TO THE CONSEQUENCES AS IDENTIFIED IN THE DRUG/ALCOHOL POLICY— POSSESSION OF PRESCRIPTION MEDICATION AND OVER THE COUNTER MEDICATION IS A VIOLATION OF THE DRUG AND ALCOHOL POLICY AND IS CONSIDERED A LEVEL IV VIOLATION.

B. HEALTH EXAMINATIONS

In compliance with the Pennsylvania Health Law, the Board of School Directors requires that all eleventh grade students must receive a comprehensive health examination. This grade has been selected because it represents a critical period of growth and development in a child’s life.

Moreover, important immunization boosters are frequently needed at this time. A report of the student’s physical status will enable the school to meet individual needs as appropriate in the school environment. Parents and guardians are encouraged to have these physical examinations completed by their family physician. However, parents or guardians because of financial considerations may request the school physician to provide the examination.

These examinations are due by the last day of the September of the student’s junior year. Students who do not have completed physical examination forms on file in the school health office prior to the start of their senior year will not be permitted to attend classes on the first day of the senior year until the nurse receives the forms.

C. MEDICAL EXCUSES FROM PHYSICAL EDUCATION CLASSES

If a student has a medical excuse from a doctor in which the student may not participate in PE for fewer than four (4) weeks, the student will stay in PE but will NOT participate. If a student has a medical excuse from a doctor in which the student may not participate in PE for four (4) weeks or more, the student will be assigned to a study hall.

Procedures: Student will submit the doctor’s note to the nurse AND Mr. Matilla. If a schedule change is necessary, the student will be provided a new schedule through the Guidance Office. Once clearance is obtained from the doctor, that note must also be submitted to the nurse AND Mr. Matilla. Again, if that requires a schedule change, the new schedule will be provided by the Student Services Office.

If you are out of PE for ANY length of time you MAY not practice or compete in any school sponsored athletic event/competition/practice.

D. ILLNESS OR INJURY DURING SCHOOL

Students who become ill or injured at the beginning of a class or during a class period, should inform the teacher who will provide assistance to the student in reporting to the Health Suite. Parent(s) will be notified when deemed necessary. **No student will be dismissed from school without permission of parent(s) or guardian(s) or designated emergency contact person(s).** Parent(s) or guardian(s) are responsible for providing transportation for ill or injured students. When the services of an ambulance are necessary, the cost of the ambulance is the responsibility of the parent or guardian.

Students who become ill before or after school or during lunch should report directly to the Main Office.

Students who privately contact parents/guardians to leave school and leave without permission of the nurse or main office are subject to disciplinary action.

No Student May Leave School Without First Reporting To The Main Office. Students who privately contact their parents/guardians to leave school and then leave without permission of the nurse or the main office will be assigned a cut for each class missed and appropriate disciplinary action will be taken. **ABSENCE FROM CLASS DUE TO ILLNESS IS EXCUSED ONLY WHEN THE STUDENT HAS BEEN SEEN BY THE NURSE AND RETURNS TO CLASS WITH A PASS.**

E. STUDENT ASSISTANCE REFERRAL TEAM

The Student Assistant Referral team is a confidential intervention program staffed by teachers, guidance counselors, nurse, administrator and appropriate agencies from the community. The START members are trained to identify and refer “at risk” students for appropriate assessment.

At Risk Concerns may include: substance abuse, mental health issues, and suicide prevention.

F. CHILD STUDY TEAM

The Child Study Team is a group of professionals who take referrals from teachers, counselors, and parents concerning students having academic and/or behavioral difficulties. **ALL REFERRALS MUST FIRST GO THROUGH THE CHILD’S COUNSELOR.** After an extensive collection data, a case manager presents the information to the team. The team discusses the information collected to decide on the course of action that would best benefit the student. After the team determines the best plan for the student, the case manger gives feedback, along with guidance and direction to the teachers, parents, and the student referred.

G. CRISIS INTERVENTION

Students may be confronted with problems which they cannot solve themselves or their families may not be able to help them solve. The following is a list of local community sources willing and able to assist students and their families in dealing with emergency problems. For immediate assistance, students should see their guidance counselor.

- AIDS Hotline** 800-342-AIDS
- AL-ANON** 222-5244
- Overeaters Anonymous** 687-4812
- Narcotics Anonymous** 934-3944
- Cocaine Hotline** 325-9134
- 24° Contact Line** 879-4402
- Incest Survivors** 848-3830
- Bryn Mawr Youth & Family Center** 610-526-3234
- Child Study Institute (Bryn Mawr College)** 610-527-5090
- Family Service of Montco** 610-527-5354
- Montgomery County Drug and Alcohol Office** 610-278-3630
- Montgomery County Emergency Service (24 hours)** 610-279-6100
- Philadelphia Aids Task Force Hotline** 215-732-AIDS
- Suicide Intervention (24 hours)** 610-686-4420
- Lower Merion Counseling Service** 610- 649-6512
- Tough Love** 800-333-1069; 610-348-7090

H. NETWORK USE PROCEDURES

1. MISSION STATEMENT: The school's goal in providing access to the Internet is to enhance the quality of education by making it easier to share resources and exchange ideas and information. Computers and the LMSD network which are district property may only be used for school-related and educational work. The general statements below apply to all computer use.

2. GENERAL STATEMENTS:

- a. Students are expected to maintain the highest standards of honesty in academic areas and in all other phases of school life.
- b. All computer stations require a user login and will have an AUG banner posted. Students should never use anyone else's screen name or password under any circumstances (i.e. to login or enter a controlled site for someone else, when a screen name or password is forgotten or not working, to help a friend).
- c. Priority for computer usage will be given to the following types of educational work:
 - i. Classes scheduled for research projects
 - ii. Students working on class-related assignments
 - iii. Students working on school-related extracurricular activities
 - iv. Appropriate personal interest research
- d. A supervisory adult has the authority and responsibility to monitor technology use. When the adult perceives the student to be using the technology in an inappropriate way, the adult will ask how it is school-related and if no direct connection is established, the adult will direct the student to stop working on the activity.
- e. All reported offenses will be handled in accordance with the LMHS Student Code of Conduct as outlined in the Student handbook and may be subject to additional legal consequences.
- f. Plagiarism & Copyright:
 - o "Copyright protection is granted for 'original works of authorship' when they become fixed in a tangible form of expression, such as the written work, a picture, an audiovisual program, etc." (Becker 7).
 - o "Copyright still pertains to materials placed on the Internet.
 - Assume materials are copyrighted, unless otherwise stated
 - Properly cite net resources
 - Request permission when in doubt or if use will extend beyond the classroom
 - Notify webmaster or owner of a website if you intend to 'whack' (capture) a web site with statement of reason for need to whack. Request permission if used beyond research or classroom presentation" (Becker 56).

Becker, Gary H. ©Copyright: A Guide to Information and Resources, 2nd ed. Lake Mary, FL: Gary H. Becker, 1997.

- g. Plagiarism as it relates to un-copyrighted materials (cheating):
 - o The school looks upon cheating (plagiarism) on tests and in all other classroom situations as a very serious offense for which the minimum penalty is a ZERO for work covered by the test or assignment. Academic dishonesty includes presenting another person's words or ideas as your own, or enabling someone else to do so. Some examples of plagiarism and cheating are:
 - Using someone else's words in a paper without citing your source
 - Copying an assignment from another student, or enabling someone else to do so
 - Cheating during a test or quiz in any format (e.g. saving answers to a computer for someone else's use, looking at another student's paper, giving another student answers, using e-mail for questions or answers, etc.)

- Downloading and uploading of any application software is considered inappropriate. This pertains to any chat (e.g. Instant Messenger), game, video and audio software.

- E-Mail:

- All communications and information accessible via the network are not private.
- All users must always abide by an appropriate use standard as outlined in the ACCEPTABLE USE GUIDELINES OF THE LMSD-NET BY STUDENTS document.
- Use of non-network e-mail accounts will only be approved by a supervisory adult when it has a direct connection to a class assignment.

3. AREAS OF COMPUTER USE

a. Library

Students are expected to:

- work on class work
- work on research directly related to a class assignment

Students are expected not to:

- do work related to an extracurricular school activity
- do work for personal interest research
- play games, audio files or videos without the prior approval of a supervisory adult who has agreed that there is a direct connection to a class assignment

b. Classrooms/Computer Labs

Students are expected to:

- work on class work
- work on research directly related to a class assignment
- do work related to an extracurricular school activity

Students are expected not to:

- do work for personal interest research
- play games, audio files or videos without the prior approval of a supervisory adult who has agreed that there is a direct connection to a class assignment

c. Help Center

Students are expected to:

- work on class work
- work on research directly related to a class assignment
- do work related to an extracurricular school activity
- do work for personal interest research

Students are expected not to:

- play games, audio files or videos without the prior approval of a supervisory adult who has agreed that there is a direct connection to a class assignment

d. Before/After School in Library/Labs

Students are expected to:

- work on class work
- work on research directly related to a class assignment
- do work related to an extracurricular school activity
- do work for personal interest research

Students are expected not to:

- play games, audio files or videos without the prior approval of a supervisory adult who has agreed that there is a direct connection to a class assignment.

4. ACCEPTABLE USE GUIDELINES OF LMSD-NET BY STUDENTS OF LMSD

Through the Internet, students of Lower Merion School District are now able to locate information beyond that available in our school libraries. The district's goal in providing access to the Internet is to enhance the quality of education by making it easier to share resources and exchange ideas and information.

Lower Merion School District students will have access to:

- The World Wide Web
- Email (world-wide electronic mail)
- Information and news from NASA
- Opportunity to correspond with scientists at research institutions
- Discussion groups on a wide range of educational topics
- University library catalogs, the Library of Congress and ERIC

Internet access is coordinated through a complex association of government agencies and regional and state networks. It enables the members of our school community to communicate with computers and people all over the world. Because it is impossible to control the materials available through the Internet, individuals engaging in research may inadvertently access some material that is controversial or that has no educational value. However, we firmly believe that the educational value of the information and interaction available on this world-wide network overrides the risk that users may access material inconsistent with our educational goals.

The smooth operation of the network is dependent upon the proper conduct of users. The following terms and conditions are provided so that you are aware of your ethical, legal and practical responsibilities as a user of the Internet. Violation of the terms and conditions may lead to suspension of the user's account as well as subject the violator to the usual disciplinary procedures of the District (see Policy 235: Students Rights and Responsibilities).

5. USE OF INTERNET – TERMS AND CONDITIONS

a. Acceptable Use: The use of your account must be in support of research associated with your education and consistent with the educational objectives of the Lower Merion School District. Use of other organizations' network or computing resources must comply with the rules of that network. The LMSD-Net shall not be used:

- i. for the posting or distribution of information that is harmful or prejudicial to students, fosters disruptiveness among the students so as to interfere with the learning environment in the school district, threatens immediate harm to the welfare of the school community or any individual, discriminates against any segment of the student body or interferes with another's individual rights, encourages and abets unlawful activity, violates the separation of church and state;
- ii. for illegal activity; including the violation of copyright laws;
- iii. to access or obtain pornographic materials;
- iv. to send material that has been determined to be offensive or objectionable;
- v. to intentionally cause damage to hardware, software or data;
- vi. to gain or attempt to gain access to restricted material or systems;
- vii. for gambling.

b. Student Accounts: A student who receives an account must participate in a designated training session with school personnel. Inappropriate use of the account, as deemed by the school administrator, will result in its cancellation. Administration, faculty and staff of the Lower Merion School District may recommend to the Technology Coordinator that specific user accounts be denied, revoked or suspended.

c. **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. For example:

- i. Be polite. Messages to others should not be abusive.
- ii. Use appropriate language. Do not swear or use vulgarities.
- iii. Do not reveal your home address or phone number or those of other students.
- iv. Do not use the network so that you disrupt its use by others.
- v. Assume that all communications and information accessible via the network are private property.

d. **Email:** Email is not guaranteed to be private. The Technology Coordinator has access to all mail. Messages relating to or in support of illegal activities will be reported to authorities.

e. **No Warranties:** Lower Merion School District makes no warranties of any kind, either expressed or implied, for the service it is providing. The District will not be responsible for any damages incurred, including but not limited to the loss of data resulting in delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or by your errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Use of any information obtained via the Internet is at your own risk.

f. **Security:** Security on any computer system is a high priority, especially one with many users. If you believe that you can identify a security problem on the LMSD-Net, you must notify the Technology Coordinator or your Computer Support Person. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of being a security risk with other computer systems may be denied access to the Internet.

g. **Vandalism:** Any malicious attempt to harm or destroy data of another user, of the Internet or any of the above listed agencies or other networks that are connected to any of the Internet backbones, including but not limited to the uploading or creation of computer viruses, will result in cancellation of privileges.

6. **COMPUTER USE POLICY**

All computers and computer-related equipment purchased by the District and placed within Harriton are the property of the District and are intended to be used solely for educational purposes.

All software and software licenses purchased by the District are the property of the District and are not to be installed in violation of the respective companies' licensing.

Teachers are prohibited from installing or allowing students to install unlicensed, or otherwise unapproved, software on District owned equipment. This includes shareware and freeware software. Any software installed in violation of this policy will be removed from the respective machines. This does not include software temporarily installed for evaluation in accordance with the District's software procurement procedures.

All software purchases and installations must be reviewed and approved in accordance with the District's software procurement procedures. Any software installed in violation of this policy will be removed from the respective machine(s).

All problems and concerns about computers, computer-related equipment, and/or software will be directed to the school's Computer Support Person. If the Computer Support Person is unable to fix the problem, he/she will inform the District Technology Office and they will deploy the necessary personnel to address the problem.

It is the responsibility of each individual teacher with a computer or computers in their care to make sure that any security and/or virus protection software installed on their machine(s) is functional and turned on. The Computer Support Person is available to assist in this process.

If an individual has a question or concern about this policy; it should be directed to the Computer Support Person at the school.

7. ONE TO ONE INITIATIVE

For information on this initiative, please refer to the District website. There are FAQ's and other helpful information.

Guidelines:

The laptops issued to students of Lower Merion School District are the property of Lower Merion School District. High School students at Lower Merion and Harriton High Schools are responsible for the appropriate use of these laptops both at school and at home. These laptops are for the use of students for educational purposes. All commercial, illegal, unethical and inappropriate use of these laptops is expressly prohibited.

Students are to comply with copyright laws. Downloading games or software is expressly prohibited. Only District licensed software is to be installed on the laptops.

The maintenance of these laptops is the student's responsibility. If laptops need repair or maintenance students are to contact the Lower Merion School District Technology personnel in their building.

Vandalism to any laptop or accessory is strictly prohibited. Students must present school issued picture ID when they bring their laptop in or pick up from repair.

Students should refer to the Student Acceptable Use Policy and their Guidelines. Any violation will be subject to discipline as outlined in the Harriton and Lower Merion Student Guide.

I. LOST AND FOUND

Any items (textbooks, clothing, and valuables) that are found should be delivered to the Main Office. The lost and found is located underneath the C building in, the head custodian, Brian Kerper's office.

J. OWED/LOST BOOKS and SPORTS EQUIPMENT/UNIFORMS

1. If a student loses a book, laptop, sports equipment or uniform, the student must pay for the lost item before he/she can be given another one.

2. Failure to meet obligations such as payment for lost books, laptop and/or equipment or uniforms results in removal from eligibility to participate in interscholastic sports and extra-curricular activities, denial of transcript privileges to institutions, and diploma.

3. Students who owe outstanding books, laptop, and/or equipment or uniforms and have not paid for the books by the end of the previous school year (no later than the last day of final exams), will be ineligible for campus privilege and parking privileges for the first quarter of the school year!

4. If the books, laptop, equipment, uniforms are still not returned, students will remain ineligible for campus privilege or parking privileges for the remainder of the school year.

5. Juniors and seniors who owe lost books, laptop, equipment or uniforms will be unable to purchase tickets to the prom until the obligation is paid.

6. Seniors who owe books or laptop (or money for books or laptop) will NOT receive a cap and gown and will be unable to participate in graduation.

K. TELEPHONE MESSAGES/EMAILED MESSAGES FOR STUDENTS AND TEACHERS

The school receptionist accepts messages for students from parents and guardians only. An effort will be made to deliver emergency messages only.

When emailing teachers please use the first six letters of the last name and the first initial of the first name followed by "@lmsd.org." There should be seven (7) letters in all before the "@lmsd.org." For example: If a teacher's name were John Smith, the email address would be "smithjo@lmsd.org". If, however, a teacher's last name has fewer than 6 letters, write the entire last name and the first initial of the first name.

L. DAILY ANNOUNCEMENTS

Students wishing to place notices in the 'Daily Announcements must contact their faculty advisor/coach/teacher who will email the receptionist by 12:00 noon on the day prior to the day on which the notices are to appear. All announcements must have a faculty signature. The number of people affected and the length of the announcement will determine whether announcements will be accepted for publication.

With few exceptions, announcements will be limited to two days.

M. SCHOOL CLOSING

Serious weather conditions may result in a closing, a delay in opening, or an early dismissal of school. If this occurs, radio station KYW (1060) will announce Lower Merion School District's emergency number: **302**.

Please do not call the school. This station may also announce the cancellation of extracurricular activities. You may also access this information on the LMSD website: www.lmsd.org and/or the LMSD Comcast community channel 6.

N. SNOWY DAYS – SPECIAL PROCEDURES

1. It is recommended that students use the bus when snow is predicted in the weather forecast.
2. Parents who telephone the school and request an early dismissal for their son/ daughter must report to the main office to escort their child(ren) home.
3. If a student drives to school and a parent subsequently requests an early dismissal to avoid the hazards associated with driving in snowy conditions, **all classes missed by the student will be considered unexcused absences.**

O. FIRE ALARMS/EXTINGUISHERS

Anytime that a fire alarm sounds, it must be assumed that there is a fire. EVERYONE must vacate buildings according to the directions posted in all rooms. Individuals apprehended initiating false fire alarms or tampering with fire extinguishers will be suspended for a minimum of three (3) days and reported to the police/fire marshal.

P. BUS PASSES

Students wishing to go home on the bus with a friend must come to the main office with a note from each parent stating that a) the student can home with the other student and b) the student is allowing the friend to ride the bus. So, two notes are needed one from each person signed by parents.

Q. CAR PASSES PROCEDURES

- a. Students must first come to the Main Office and speak with an administrator before the parent is called to obtain a car pass.
- b. If an administrator is not available, a car pass may NOT be obtained.
- c. Students may NOT transport other students without the express permission from both parents (parents of driver and parents of passenger)
- d. Car passes are limited to thirty (30) minutes
- e. Students are not permitted to miss class to secure/use a car pass.
- f. Students violating this policy will no longer be able to secure a car pass and may be subject to disciplinary consequences.

R. LOCKERS

Student lockers are for the convenience of the students. This privilege can and will be remove if the student abuses the privilege by abusing the locker or using it to hide alcohol, drugs, weapons, stolen items, or any other material that does not belong in school. The lockers can and will be inspected by the Administration at any time, for any reason, without prior notification. Students should not have the expectation of privacy in locker use. Students must understand that lockers are school property. Combinations should be kept private.

NOTE: Any student discovering an object(s) that may not be appropriate for school on his/her person or in

his/her locker should report the matter to the appropriate Administrator immediately. Corridor lockers are assigned by homeroom teachers. Gym lockers are assigned by the physical education teachers. All students must have a gym locker and a lock. Only school locks are permitted on lockers. Students may not trade lockers under any circumstances. The school assumes **no** responsibility for any thing taken from lockers.

S. MOTOR VEHICLE PARKING

Parking on school property is a privilege. Students who have registered their car and have a parking tag may drive to school if they observe the following regulations:

- All drivers must be registered in the Main Office. Parking tags will be distributed for \$25 per year and must be placed on the rear view mirror of cars registered. Additional tags may be purchased at a cost of \$25 if lost.
- If you are student with a tag, the tag must match the car that is registered—if not, the tag will be revoked.
- Students must observe safe driving regulations on campus (maximum 5-mph speed limit).
- Vehicles may not be used during the regular school day from 7:30 a.m.-2:40 p.m. except for those students authorized by their participation in Educational Field Experience or COOP.
- Special care shall be exercised by operators of all vehicles while buses are loading or unloading, and under no condition shall a vehicle pass while the bus is loading or unloading passengers on school grounds.
- The parking lot is off limits during the school day unless permission (car pass) is received from your administrator.
- The practice of driving to school and picking up friends to go for a ride (leaving campus) before school opens is not permitted.
- Students will have driving privileges revoked for reckless driving and speeding.
- *Students will lose driving privileges for the following violations: including, but not limited to illegal parking, persistent lateness to school, leaving school without permission, cutting class(es), counterfeiting parking tags, giving his/her tag to another student, selling/transferring tag to another unregistered car and other Student Guide violations.
- Students may lose their driving privileges for the year if revoked.
- Students who park illegally (no tag) the first time will be warned and their car will be searched. For the second offense an Extended Day Suspension will be assigned, the car will be searched and a letter will be sent home notifying them and their parents of the consequences. On the third offense, the car will be towed at the owner's expense.
- Students who were declined parking privileges for the fall of 2009 and display appropriate decision-making by making positive behavioral choices the first semester (no suspensions) may reapply for a parking permit at the beginning of the second semester and be placed on the waiting list.
- Senior students who obtain their driver's license during the school year may apply for their parking privilege at that time.
- The driver or owner of the car is responsible for the car. The school is not responsible for damage to the car on the lot. Please keep cars locked. A school district campus aide monitors the parking lots throughout the day as a precautionary measure to maintain a safe school environment.
- No student cars are to be parked in the access and fire lanes. Each car **MUST** be parked in a marked space. Failure to do so will result in disciplinary action, removal of driving privileges and/or towing.

****STUDENTS WILL NOT BE ABLE TO PURCHASE A PARKING TAG IF THEY OWE MONEY AND/OR UNIFORMS OR EQUIPMENT OR BOOKS OR LAPTOPS.**

School parking lots are public property and parking on school property is a privilege. Cars parked on school property are under the jurisdiction of school administrators, and students have no right to expect that the contents of their cars are private. Vehicles may be searched if an administrator has reasonable suspicion that the vehicle(s) may contain items that are illegal or violate school rules.

Traffic Rules

1. The lower parking lot is off limits to all traffic except school buses during the morning drop off and afternoon pick up times.
2. There shall be no passing at any time on school property.
3. No vehicle shall proceed against traffic at any time.
4. Students may not go to their cars during the school day without a car pass.
5. Cars must be parked in a designated parking space. Diagonal parking across spaces is prohibited
6. Students are to park in the area designated for student parking only.
7. Dropping off and picking up students at the beginning or end of school should be done at the upper parking lot.

Students who use the parking areas must identify themselves when requested to do so by staff members.

Student parking is permitted in the upper parking lot adjacent to the athletic fields.

Student parking is NOT permitted in the following areas:

1. Any construction area
2. Any reserved parking area
3. All areas marked "No Parking"
4. On the grass
5. Any teacher parking space

Students who park in unauthorized areas will lose the privilege of parking on school property. Automobiles illegally parked will be towed away at the student's/owner's expense. Please note that students' park on school property at their own risk. There is no parking lot attendant available to supervise the lot.

Parking tags are available for seniors (all) and juniors who participate in Educational Field Experience or COOP. Should there be any spaces available other juniors and sophomores will be permitted to purchase tags on a first come-first served basis.

T. SIGNS AND POSTERS

The posting of class activities, dances, club meeting, sports events, etc. is permitted on selected boards and walls. Activities must be school related. **All posters/signs/circulars must be dated and approved by the appropriate Administrator prior to posting or they will be removed.** Signs and posters may not be placed on windows adjacent to doors or on doors. Signs and posters may not be placed on painted surfaces.

U. STUDENT COUNCIL

The Student Council acts as a bridge of communication between the student body and the school's administration. Programs and ideas are created for the improvement of Harriton High School. Student Council meetings are open to the entire student body to observe and express individual opinion. An agenda is distributed prior to each meeting and minutes are posted after each meeting. The elected officers are: President, Vice President of Public Relations, Vice President of Finance, Chair, and Administrative Officer, four Class Presidents (one from each grade), and Representatives of the student body. Only elected officers may vote on issues.

Juniors are elected officers of the Student Council in January of the school year and serve in this capacity for the second semester of that year and the first semester of the following year. Meetings are scheduled monthly and are announced at least three (3) days in advance. Usually, meeting dates are posted a month in advance.

Students are responsible for obtaining permission to attend a Council meeting at least one day in advance of the meeting. Assignments due on the day of a Council meeting must be submitted prior to attending the meeting. Please note that substitute teachers may not give permission to attend Council meetings.

To be a part of Student Council you must be in good academic standing (no D's or F's), have good moral character, and have no Level II-IV violations.

V. VISITORS

1. PARENTS

Parents are always welcome to visit Harriton High School and observe classes at any time. Parents are asked to report to an Administrative Office to receive a visitor's badge before visiting classes.

2. STUDENTS/OTHER VISITORS

Harriton students who wish to bring other students or other visitors with them to school are to receive

approval from the Assistant Principal at least **TWO DAYS** in advance of the visit. The Assistant Principal will require that the Harriton student obtain approval from his or her teachers. Visitors are **NOT** permitted on day's immediately preceding or following holidays/vacations, exams and on special bell schedule days. No visitors will be allowed after Memorial Day weekend.

VISITORS ARE NOT PERMITTED TO USE DISTRICT TRANSPORTATION.

Former Harriton students may visit only after 2:40 pm.

W. TRANSPORTATION OF MUSICAL INSTRUMENTS

The state transportation code states that band instruments, school projects, or similar items are not permitted on a school bus unless they can be held on the student's lap without endangering the safety of other students. The two front seats on both sides of every bus will be designated as seats reserved for students with moderately large instruments (trombones, horns, saxophones, violas, etc.). This will assure that a student with an instrument boarding the bus at any point of the route will have a place to sit comfortably while supporting the instrument in his or her lap and need not carry the instrument through the aisle looking for a seat. These seats will always be the last seats filled on any bus by students without instruments. The following instruments are considered too large to be transported on buses to and from school: baritone sax, marimba, baritone horn, mellophonium, bass trombone, Sousaphone, cello, string bass, drums, tuba, electric bass, vibraharp, electric piano, and xylophone.

X. FOOD IN SCHOOL

Food purchased in the cafeteria **MUST** stay in the cafeteria. Food purchased from the breakfast table must be eaten in the JSL and/or enclosed courtyard. Water is the only beverage that may be taken into the halls and/or classrooms. Students who need to eat during non lunch times because of medical conditions need to arrange this through the Nurse. Violations of these rules will result in disciplinary action.