



Loving God, Loving People, Loving Nation

STUDENT HANDBOOK

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Principal

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STUDENT HANDBOOK

Overview

A major goal of this handbook is to assure that high school is an enjoyable experience for everyone. To achieve this, the HSP Student Handbook defines expectations, sets behavior standards, and promotes a sense of responsibility in students. When everyone does his or her part to follow the guidelines set forth herein, our school functions for the good of all. Our intention is to foster respect and cooperation among all members of our school community and to create an environment conducive to academic and personal growth.

A good education enables students to become highly effective individuals and participants in today's global community. Educating our future leaders to become good citizens and emphasizing the importance of good qualities of personal character prepares HSP students for successful and meaningful participation in their communities.

HIGH SCHOOL OF THE PACIFIC MISSION STATEMENT

*We cultivate a nurturing environment
where rigorous academic standards are upheld
preparing each student to excel in higher
education and life-long achievement.*

*We strive to empower students for ethical,
optimistic leadership, becoming agents of positive
social change and ambassadors between
diverse cultures of our global community.*

STUDENT HANDBOOK INTRODUCTION

Message from the Head of School

As you all know, people and leaders of today continue to see broad disunity and discord. We face conflicts that are often rooted in historical struggles which perpetuate generation after generation.

At High School of the Pacific we are building peace in the Pacific region. We acknowledge and keep foremost in our thoughts the fact that today's students will be tomorrow's leaders. Therefore, at High School of the Pacific a central focus of our curriculum is character and peace education. Thus, our students become well prepared to face and resolve critical issues of our time.

These young future leaders, today's High School of the Pacific students, are living and learning daily in an environment where unity and cooperation are nurtured and growing strong. They are forming new, life-long friendships across the usual barriers of national identity and religious affiliation. With our focus on educating the character and heart of the student as well as the intellect, High School of the Pacific is progressing day by day toward a bright and peaceful future for the Pacific Island Nations and Pacific Rim Nations as a viable foundation for lasting global peace.

Safety

Safety is paramount at High School of the Pacific. Therefore, thorough supervision of students is carefully maintained at all times.

Three Driving Forces of the School

School spirit may be divided into three categories:

1. COURTESY- toward teachers, fellow students, and officials.
2. PRIDE- in everything our school endeavors to accomplish and has accomplished.
3. SPORTSMANSHIP- the ability to win and lose gracefully.

Speaking English

Students are required to speak English on campus and at student housing all times except during separate island group meetings. This creates community and allows students to improve English speaking ability. In this way students improve SAT performance and are better able to succeed in colleges and universities in the United States.

Cultural activities are an integral part of HSP student life. At the same time, scoring high on the SAT is critical to entrance into the best colleges and universities and possible scholarship funding. Students' efforts must be focused on speaking the English language while at HSP. We firmly believe that students are here to be the best prepared student they can be. Reading, writing and speaking English is critical to this success.

With this in mind, students will not be allowed to speak their native language during school hours or in the dormitory except for the Island Meeting time. Cultural activities will continue to be built into the school year, as well as into the coursework, and will always be an important part of both the students' and school's identity.

We're Here To Help

From now until the time you leave HSP, progress reports, mid-quarter reports, student planners, and a monthly newsletter will be sent home to parents and guardians. If you have any questions or concerns, or if you need to discuss something, feel free to email or call the school offices or staff members. Every HSP employee has an e-mail address made available to you at the start of the school year.

Our Student Information System is available to students and parents 24 hours per day. You may use your log-in name and password to check your progress at any time.

High School of the Pacific's website is:

www.hspacific.org (new website still in progress), www.highschool-pacific.org is the website we have been using for the last two years.

GRADING

Report Cards

HSP sends six progress reports and two semester reports to parents/guardians throughout the school year. These student performance reports are sent home during the week following the end of each progress period. They are an important indicator of academic progress. Teachers also provide written comments about individual student performance on each quarter and semester report.

Grading Scale

| Letter Grade | Lower Limit % | Upper Limit % | Definition | GPA Value | Earn Credit (if no GPA) |
|--------------|---------------|---------------|------------|-----------|--------------------------|
| A | 90.00 | 100.00 | Excellent | 4.00 | <input type="checkbox"/> |
| B | 80.00 | 89.99 | Good | 3.00 | <input type="checkbox"/> |
| C | 70.00 | 79.99 | Average | 2.00 | <input type="checkbox"/> |
| D | 60.00 | 69.99 | Poor | 1.00 | <input type="checkbox"/> |
| F | 0.00 | 59.99 | Failing | 0.00 | <input type="checkbox"/> |

Some courses like PE and Choir receive a Pass/Fail grade, others like the following elective World Religions, Health, Speech and Debate receive a letter grade. All main courses receive a letter grade.

Honor Roll Criteria

Principal's Honor Roll

4.0 GPA
All A grades

High Honor Roll

3.5-4.0 GPA with no grades lower than B.

Honor Roll

3.0-3.49 GPA with no grades lower than C.

The Semester Honor Roll is posted on the High School of the Pacific website, and is suitable for publication in local newspapers and other news media in the home islands, or otherwise disseminated to the public.

STUDENT ABSENCES

When a student is ill and does not feel able to attend regular classes the student will notify the resident Dean of Students. The dean will notify the school nurse of the ill student. The nurse will visit at the earliest possible time and determine if the student should be excused from class.

When a student is excused from class the nurse will notify the school administration of the illness and the excused absence. The student then must stay in his/her room until the nurse or dean determines that he/she is well enough to return to his/her studies.

When a student is not excused from class, the student will report to class on time or receive an unexcused absence or tardy.

Students are required to make up all missed assignments and/or tests due to absence for any reason. An absence longer than three days must be approved by the Head of School. Upon their return, students are permitted one school per each day they have been absent, not to exceed ten school days, to make up missed assignments or evaluations; e.g., a student who has been absent three days would have exactly three school days to complete assignments missed while absent.

It is the student's responsibility, not the teacher's, to find out which assignments have been missed, and to complete them in a timely manner.

CAMPUS GUESTS

Students will remain on campus during school hours, including lunch periods. Parents or family members who visit the campus are directed to the school office for sign-in as visitor(s), and to schedule a meeting with the student they are visiting.

School visitors are not permitted inside student dormitories. Weekend visitors must call in advance to schedule a visit. Students then will be brought to the school campus to meet their visitor(s).

Vans and Van Procedures

Students are required to leave HSP campus after classes are dismissed unless otherwise directed by a teacher or administrator. A passenger list is posted, and seating is arranged for vans. Male students sit in front seats and female students sit behind them. Please follow this assignment and do not make arbitrary changes.

HSP provides transportation between the dormitory and school campus each day. The following procedures will assist staff in maintaining a safe trip for everyone.

Van drivers enforce the seatbelt rule for all, and will not allow any student who is not properly dressed in their school uniform to board a van for school.

Students are asked to abide by these procedures:

- Seatbelts are required for all students at all times!
- Vans lists are posted near the front door of the dormitory and the school, and in each van.
- Students are required to stay in the van they are assigned.
- Music is played only at the discretion of the driver. Students do not have rights to the CD player or radio.
- Music shall be played at a sound level that is not heard outside the van.
- Whenever possible another adult will sit in the front seat or it will be left empty. A student should occupy the front seat only when it is necessary.
- Students waiting for vans must have all their items in order, ready to board the van when it arrives.
- Students waiting for the vans should be reading quietly, or at least remaining quiet and orderly so that others may have the opportunity to read or study without distraction.
- As you exit a van please do not leave personal belongings behind, and please remove any trash from the van and place it into an appropriate container.

HSP DRESS CODE

Successful HSP students are well groomed and neatly dressed at all times. When in public places you represent High School of the Pacific to the larger community. Please dress and conduct yourselves modestly and appropriately.

School uniforms are worn at all times on campus or during school activities. Any form of dress or hairstyle that is contrary to good hygiene, distracting, disruptive, or detrimental to the purpose or conduct of the school is not permitted. Failure to abide by the HSP Dress Code constitutes cause for disciplinary action.

HSP Dress Code Requirements

- Students wear the HSP designated uniform while on campus or attending off-campus school related activities. This consists of:
 - HSP uniform shirt or HSP T-shirt
 - Black skirts or shorts for girls
 - Black pants or shorts for boys
 - Boys are required to wear belts
 - HSP windbreaker jackets are optional

- No garment is to be worn over the HSP uniform.
- Personal hygiene: Please keep yourselves fully clothed, clean, and well groomed.
- Students are not permitted to wear sagging or dragging pants, or belts below the waistline.
- Hats, headbands, or caps are not permitted indoors.
- Students must wear shoes.
- At times when students are wearing their own personal clothing:
 - No bare back or bare midriffs are permitted.
 - Students will not wear see-through clothing or underclothing as an outer garment.
 - Boxer, soccer-style shorts, biker pants or overly tight garments are not allowed. Skirts, dresses, and shorts must be at least knee-length.
 - Advertisement of alcoholic beverages/tobacco, or displaying inappropriate words, designs, or comments is not accepted.
 - Clothing having large/offensive holes, or which is untidy or sloppy is not permitted.
 - Any accessories or clothing which staff, faculty, or administrators deem to be inappropriate, anti-social, disruptive, or otherwise improper shall not be worn.

Dress Code Violation

HSP dress code is an important aspect of student life.

If a student violates HSP dress code he or she is required to promptly correct the problem, and the infraction is recorded. If a student repeats dress code infringement he/she is placed on temporary probation for misconduct, and the parent/guardian is notified. Any subsequent misconduct during the probation period will be recorded and may, at the discretion of school administration, result in a student being expelled from HSP.

As you leave your dormitory room you are required to be dressed according to HSP dress code. Do not wait until just before time for boarding vans.

MISCELLANEOUS

TELEPHONE USE ON CAMPUS

Students are allowed to use school telephones only when contacting their parent or guardian, or in case of emergency. Student use of an HSP telephone requires prior

permission from a teacher, secretary, or administrator. You can make no long-distance call charged to the school unless it is an emergency.

DORMITORY TELEPHONE

To accommodate all dormitory residents fairly we must limit the duration of phone calls. This will better assure each student can receive incoming calls from home, and that important messages get through to dormitory staff in a timely manner.

- Calls are limited to ten minutes maximum.
- No calls during study hall hours. Parents will be advised to call back afterward.
- Calls from friends or other family members are accepted on weekends only, and limited to ten minutes maximum.
- You are not permitted to carry a cell phone unless authorized to do so on a special occasion such as a school outing.

Fundraising Projects

Fundraising projects may be undertaken from time to time, and student participation is mandatory. Staff members must have any such projects approved by the Head of School, and if involving off-island travel must have Board approval.

Lunch

Your lunch is provided at no charge. However, this arrangement may change in the future.

Please do not to be wasteful of food or other materials.

When finishing eating be sure to leave your area clean and tidy. A duty person is responsible to see that the lanai is clean and orderly at the end of each meal, with the help of our students. Please offer your help generously whether asked to or not.

Lunch charges for staff

The staff/faculty person(s) on duty receives a free lunch. All other staff may purchase a school lunch for three dollars or bring their lunch; a refrigerator is available.

Lost and Found

HSP keeps a lost and found box. Therefore, it is most helpful if all personal belongings are clearly marked with the student's name, in permanent ink. Any items remaining in lost and found may be disposed of at the end of the month.

Student Discipline

Student Code of Conduct

Students are expected to behave responsibly, according to the guidelines of this handbook, as interpreted by school administration, faculty or staff.

- In disciplinary cases, students may be placed on temporary or permanent probation for misconduct.
- If you are cited for misconduct notification will be sent home to parents/guardians.
- During a probationary period, subsequent offenses may result in prompt expulsion from HSP.
- Certain misconduct may result in immediate expulsion from HSP. These offenses include, but are not limited to: alcohol or drug use/possession, cheating, stealing, lying, sexual misconduct/harassment, fighting or carrying a weapon.
- HSP aims to work with students and parents in a cooperative and positive manner. Therefore, teachers communicate with parents to secure help and support. Parents are contacted by the school office concerning any discipline actions, and the Head of School is immediately informed of any disciplinary problems.

Student Rules of Conduct

- Students who fight or otherwise cause bodily harm to another person, or who threaten or intimidate others may be subject to immediate expulsion.
- You are not to jeopardize the safety or well-being of others at any time.
- Teacher permission is necessary before leaving a classroom.
- At all times you are expected to be mindful of other classes or study activities, and avoid making loud or disruptive sounds.
- Students may not use, possess, or distribute tobacco, alcohol, or illicit drugs.
- You may not possess matches, lighters, knives, sling shots, dart guns, or weapons of any description at or near High School of the Pacific properties, students, or staff.
- You may leave the school grounds only with permission from the Dean of Students, or Head of School.
- Profane or vulgar language or gestures are offensive to an academic setting and constitute misconduct.
- HSP honors property rights. You must never damage, steal, borrow without permission or otherwise misuse personal or public property.
- Boyfriend/girlfriend relationships are too distracting and disruptive to the quality secondary boarding school environment HSP upholds, and tends to undermine the sacred duties entrusted to HSP by parents. Therefore, such young romances will not be tolerated. Noncompliant students may be promptly expelled.
- You are expected to attend and be on time to all classes unless officially excused.

- Chewing gum is not allowed at school.

Student Discipline

Students will abide by conduct standards set forth by administrators, teachers, or directors. A student who disobeys or disrespects a teacher or violates the guidelines of this student handbook will be subject to disciplinary action. Such disciplinary action(s) depend on the severity of a violation and the number of times the student has broken regulations.

CONDUCT DEFINED

Disruption of School

A student shall not by use of force, noise, intimidation, or any other conduct intentionally cause the disruption or obstruction of any legitimate school function. A student who is not cooperative with the legitimate directions of any authorized school personnel is in violation of school regulations.

Drug and Alcohol Abuse

Any student who sells, possesses, or is under the influence of illicit drugs, narcotics, or intoxicants of any kind, whether prescription or nonprescription, while in any way connected with school will be immediately expelled from school, and will be reported to the appropriate law enforcement agencies for possible legal action.

Tobacco Use

Use and/or possession of tobacco or tobacco products (including chewing tobacco, bettel nut and snuff) is prohibited, and violators are subject to disciplinary action.

Routine disciplinary actions:

- First offense: student is place on temporary probation for misconduct.
- Subsequent offense: if not during a probationary period, student is placed on probation with more severe terms.
- Subsequent offense: if already on probation the student may be expelled.

When a student is expelled, or otherwise leaves High School of the Pacific the student loses financial assistance and will not be routinely readmitted at a later date.

Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit any annoying or dangerous device*, or any object that may be considered a weapon. If a student brings a firearm or dangerous weapon onto school property or into school vehicles, he/she will be immediately expelled from High School of the Pacific. Any incident involving a dangerous weapon or facsimile weapon must also be reported to the appropriate law enforcement authorities.

*Laser pointers or sound devices are prohibited at school and will be confiscated.

Vandalism and Property Damage

School buildings and equipment are valuable and costly to maintain. If a student willfully, or due to neglect, damages or destroys school property he/she is required to pay for repairs or replacement; and in the case of willful vandalism the student is subject to immediate expulsion from HSP.

In the case of accidental damages to school or personal property, a student is expected to report the accident to a teacher or to the school office immediately. Damage costs may be reported to parents.

Students who repeatedly break things or cause property damage will be assessed a \$500 damage deposit. Any remaining balance will be returned upon graduation.

Gangs and Gang-related Behavior

Gang related incidents in the school create an atmosphere of intimidation and harm. Such conditions are very disruptive to a school environment and potentially dangerous. Therefore, gangs or gang-related behavior are strictly prohibited.

Gang: Any assembly of individuals, whose purpose HSP staff reasonably believes is to engage in antisocial behavior or otherwise violate school policy.

Gang-Related Behavior or Incidents: Any group behavior or event that has the effect of disrupting school, or which fosters, enhances, or encourages gang activity.

Gang-related behavior includes but is not limited to the following:

- a. Possession, or display of any sign, symbol, or color that is evidence of affiliation with, or membership in, a gang; for example, wearing pants below the waistline (sagging and dragging) or caps, bandannas, handkerchiefs, or any other item associated with gang-related behavior
- b. Participation in any act, verbal or nonverbal, including gestures, expressions, handshakes, and so forth-that may indicate an affiliation with or membership in a gang

- c. Any act that may promote interest in gang affiliation or gang membership
- d. Participation in any act that may be evidence of intimidation, threats, “pay for protection,” or any other behavior of potential violence.
- e. Participation in writing, painting, or inscribing of gang-related graffiti, messages, symbols, or signs.
- f. Assembling or congregating as a gang or members of a gang for any purpose

Profanity/Obscenity/Pornography

Profane language is detrimental to the educational environment of High School of the Pacific. Student offenders are subject to the usual disciplinary procedures of probation and/or expulsion.

Pornography is strictly prohibited. Students in possession of or viewing any form of pornographic material are subject to probation or expulsion for misconduct. Parents are immediately notified of any pornography offense.

Additionally, students and parents sign an Internet Agreement policy that covers misuse of the Internet.

Sexual Discrimination and Harassment

High School of the Pacific maintains an environment which is free from sexual harassment. Any unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature constitutes sexual harassment. No person, student or adult, shall harass through any conduct or communications of a sexual nature any other person.

Sexual harassment has the purpose or effect of creating an intimidating, hostile, or offensive educational/working environment.

Students or staff may file a formal grievance of sexual harassment.

All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Filing of a grievance or otherwise reporting sexual harassment shall not reflect on the individual’s status or affect future employment, work assignment, or grades.

Repeated Misconduct

Severe or repeated misconduct, including failure to serve assigned consequences of misconduct, subjects a student to prompt expulsion from High School of the Pacific.

PREVENTING BEHAVIOR PROBLEMS

Parental support is critical to the success of a student discipline program.

Alternatively, High School of the Pacific reserves the right to refer a student to the appropriate community agency.

CONSEQUENCES FOR MISCONDUCT

Students who have violated school and/or classroom rules will receive disciplinary action that is appropriate for the particular offense. The school office will seek to coordinate with parents in an effort to prevent further misconduct by students. Each time students commit an offense, they will be written up on a school discipline form. Campus violations are reported to the Student Government. Off-campus and dormitory violations are reported to the Student Discipline Committee. These student committees recommend appropriate consequences for the offense.

1. Student conference with administrator
lunch detention
 - a. after-school detention
 - b. Saturday school
 - c. In-school detention (morning, afternoon, or whole day)
 - d. Suspension from school (one to ten days)
 - e. Evidentiary hearing results (modified schedule, referral to appropriate community agency)
 - f. Recommendation of expulsion from school
2. Parent contact:
 - a. Letter and/or copy of discipline report
 - b. Telephone call from Head of School

Detention

Lunch detention is a form of student discipline requiring students to spend their entire lunch period at a designated lunch detention area, which is isolated from the general student population.

After-school detention requires students to remain at school from 3:15PM until 4:00 PM in the designated detention room. Students will be assigned tasks to complete such as cleaning, raking, bathroom cleaning, garbage detail, sweeping, etc.

EXPLANATION OF AFTER-SCHOOL DETENTION

After-school detention is assigned by the discipline committee and is used to deter less serious discipline concerns. Students who do not fulfill their detention requirements could receive Saturday school or in-school suspension. Repeat offenders for even minor discipline concerns may be recommended for expulsion.

In-School Suspension

In-school suspension removes students from the regular school program for a designated period of time. The in-school suspension program will be a highly structured class situation with emphasis placed on intensive student work. Students who refuse in-school suspension or fail to adhere to the policies set forth in the student handbook will be recommended for expulsion. When the student then returns to school, he or she will be required to complete the in-school suspension penalty before returning to regular classes.

Students may be placed in the ISS program at the discretion of the school administration for the following policy violations: creating a disturbance, disobeying a teacher or administrator willfully and openly, using profanity or obscene language or expressions, fighting, interfering with the normal educational processes of other students or themselves, damaging school property, or persistently violating the rules and/or regulations of the school.

Although the Student Government and the Dormitory Discipline Committee are charged with maintaining school rules and policies, teachers and the Head of school may step in at any point and handle certain student problems. Every attempt will be made to work together on discipline and it is strongly felt that students need to monitor themselves and not wait for adults to write students up on discipline forms.

Saturday School

Saturday school and supervised study will be used in two ways:

- **Mandatory attendance:** As a form of discipline, students will be assigned to Saturday school.
- **Optional attendance:** Students who have been suspected will have the opportunity to make up the academic assignments they missed during the suspension period (one Saturday for each suspended day). If no assignment was given in a class during the student's suspension, the student will receive an assignment to complete. The assignment will eliminate the zero, but the student will not receive an additional grade for completing the assignment.

Suspension

After investigation, if investigation is deemed necessary by the Head of School, the Head of School may order a student to be suspended from class or from school for a period up to and including ten days and possible expulsion for the remainder of the semester and up to one additional semester.

Expulsion

An expulsion is a disciplinary measure whereby a student is excluded from attending school for a designated period of time. The student will also be removed from the dormitory. Although expulsion may be for a designated time, at HSP a student who requires this step will usually be expelled for the remainder of the school year. The student is eligible to reapply the following school year.

When considering expulsion of a student, the Head of School should immediately contact the parent(s) or guardian(s) of the student so that travel arrangements can be made.

Parents and students should remember attending the HSP is a privilege, not a right. The cost of educating each student is very high. Students who cannot maintain grades, continually break rules and policies, or have a major infraction are not the type of students HSP is willing to continue in the school.

NOTES ON DISCIPLINE

In approaching discipline management programs to change undesirable behavior, it is wise to take the positive approach. Positive approaches to behavior management should be strategically planned to include variation of reward schedules, separation of incompatible behaviors, and constant reinforcement of desirable behaviors. Behavior management in schools should be the responsibility of administrators, teachers, parents, and students. These management programs should come about through several phases of design. The following is a list of measures that will maintain the focus on student discipline within the school:

- Schools should provide in-service programs for teachers and administrators. These workshops should stress techniques and programs for dealing with behavior management effectively.
- Administrators, teachers, students, and parents should work jointly in an effort to develop and enforce school policies.
- Various approaches to handling consequences should be developed, including Saturday school, in-school suspension.
- All criminal and delinquent activities will be reported and prosecuted by the proper authorities.
- Each student should have an adult advocate who will support his or her efforts in appropriate social behavior.
- There should be constant and consistent rewards and recognition programs that promote appropriate student behavior.
- In situations where students are in a constant state of danger, appropriate security measures should be set in motion, including security guards, parent patrols, and metal detectors

ATTENDANCE AND ELIGIBILITY

Attendance

Attendance is very important in the attainment of a good education. Parents should call the school each day their child is absent. If they cannot call, parents should send a note to school when the student returns. Parents who do not call in absences will be contacted during the day by the school secretaries. Students who leave during the day must be checked out at the office by their parents. Someone from the office will call the student from class. When the student returns to school, parents must check the student in school at the attendance office. A student must be in attendance at least two periods in the morning or two periods in the afternoon to be recorded present for one half day.

Truancy

Being absent from class or classes without permission constitutes an unexcused absence and an act of truancy. There is no legitimate reason for cutting class or skipping. Cutting class will result in one day of in-school suspension for every day truant. Severity of discipline will depend on the record of the student and the frequency of the offense. A parent conference with a school official will be required before admitting a student who has been truant.

Disciplinary Measures

Upon the eighth absence of any type, the parent or guardian must make personal contact with the building principal or his or her designee. Upon the 12th absence of any type, parents will be notified and an attendance review meeting will be held with the attendance officer, counselor, and principal. Mandatory attendance in Saturday school may be assigned to make up work due to absences. Excessive absences will result in an attendance review hearing with the principal, assistant principal, parent, and student. At this time, parents will be advised of what action, if any, will be taken regarding excessive absences. Excessive absences will result in referral to the Head of School for expulsion.

Prearranged Absences

A prearranged absence may be authorized or unauthorized depending on the circumstances of the specific situation. A student may prearrange an absence under the following conditions: A notice three to five school days before the absence should be provided in writing from the student's parent(s) or guardian(s). Notice of less than three days will be considered on an individual basis.

Student Tardies

Teachers will handle the first two tardies per school quarter before referring a student to the discipline committee. Teachers will handle the first two tardies with any combination of disciplinary measures, such as verbal warning, written warning or after school detention, but disciplinary action will be referred to the discipline committee on the appropriate form once the third tardy is recorded. When a student is referred to the discipline committee, the committee will use various disciplinary steps to correct behavior. Continued tardiness will not be tolerated and may be grounds for in-school suspension or possible expulsion.

Semester Grades

- A student must have received passing grades in any five subjects counted for graduation that he or she was enrolled in during the last semester of which her or she attended 15 or more days.
- If a student does not meet the minimum scholastic standard, he or she will not be eligible to participate during the first six weeks of the next semester that he or she attends.
- A student who does not meet the above minimum scholastic standards may regain his or her eligibility by achieving passing grades in all subjects in which he or she is enrolled at the end of a six-week period.

Student Eligibility during a Semester

- Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- A student must be passing all subjects in which he or she is enrolled during a semester. If a student is not passing all enrolled subjects at the end of the week, he or she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, he or she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- A student who has lost eligibility under the provision must regain grades in all of his or her classes to regain eligibility. A student regains eligibility with the first class of the one-week period (Monday through Sunday).
- The weekly grade check is the cumulative grade a student has earned during all of the time he or she has been in school throughout a semester.

STUDENT HEALTH AND SAFETY

HEALTH

General Policy

Our school is making a special effort to help students establish good health habits and stay healthy. The success of our efforts, however, depends on parental follow-through at home. Students should not come to school when they are ill or when they have an elevated temperature or a suspected contagious condition. This is for their own protection as well as for others in the classroom. Students will be sent home if they have elevated temperatures, are vomiting, have diarrhea, have an undiagnosed skin rash, or have red, inflamed eyes. Parents should call the school offices by 9:30 AM if their children will be absent or tardy.

Medication Profiles

Prescribed Medication

It is the policy of our school that no drugs or medications of any kind except those prescribed by a physician be given to student by school employees. If it is necessary for a student to take prescribed medication during school hours, it must be in the original prescription container and have a written note from the parent specifying the time for it to be given. Parents will be notified by the school nurse if students bring medication of any kind that is not accompanied by a note.

Non-prescribed Medication

Students who need to take a non-prescribed medication during school hours should obtain a medication form from the school's nurse's office. All non-prescribed medication should be in the original container, and a signed medication form should be on file before school officials administer any non-prescribed medication.

Prescribed/Non-prescribed Inhalers

Students who use inhalers may leave them in the office throughout the school year. Inhalers may be kept locked in the teacher's desk only with approval by the principal and with an accompanying note from the physician regarding the necessity of this action. Students may carry inhalers on their person if deemed necessary by their physicians.

Immunization Policy

Immunization of school-age children is an important way to protect and promote the health of all our students. In accordance with state law, every school-age child in grades

5-12 must have three DPT (diphtheria, pertussis, and tetanus) immunizations, three polio immunizations, and one MMR (measles, mumps, and rubella) immunization for the fall of the upcoming year.

AIDS Prevention Education

An AIDS prevention education program is offered to students in the school system. Curriculum materials used in the AIDS prevention program shall be approved for accuracy by the Head of School.

At least one month prior to teaching the AIDS prevention, a forum will be held for parents and guardians. The school nurse will present the curriculum and materials that will be used. The meeting will be held in the evening hours.

No student shall be required to participate in AIDS prevention education if a parent or guardian objects. A student permission letter will be sent home to notify parents and guardians of the time and date of the forum and to obtain permission for the child to attend the AIDS prevention program. For a student to participate, a permission letter must be on file in the school nurse's office.

Change of address Policy

All serious accidents or illness are reported to parents. Parents should keep the school informed during the school year of changes in telephone numbers, mailing addresses, and/or persons to contact in case of an emergency. It is absolutely necessary to have telephone numbers to reach parents.

VISITOR POLICY

Parents are invited to visit the school as frequently as they want. All visitors are asked to report to the office upon arrival at school. Student visitors or younger relatives will not be permitted at any time. If, in the judgment of the school principal, the visit is inappropriate, the visitor(s) will be asked to leave.

PLAYGROUND POLICY

- Students should play only on the designated playground area
- Students may play flag (or tag) football only, using no blocking or tackling
- Students should not play next to the buildings during recess
- All students must go outside to play during recess periods unless they bring a note from their parent or guardian excusing them from this activity. Notes should be written excusing students from recess periods for only one day at a time.
- Students should use the playground equipment in the manner in which it was intended:

- Slide sitting down, feet first (no walking up the slide, no sliding backward or head first).
- Follow the rules for tetherball and take turns. A winner can stay up for only two games
- If a ball should be hit or kicked from the playground area, permission to retrieve it will be given by the playground teacher.
- When the bell rings, all students should stop playing at once and prepare to come inside.

CAFETERIA POLICIES

Entering the Cafeteria

- Students should stand quietly in the halls while waiting to enter the cafeteria so that they do not disturb other classrooms
- Students should stand quietly in line inside the cafeteria. Students should not lean on tables or disturb other students who are already seated
- Students who bring sack lunches and are buying milk should stay in line with other students
- Students should sit at the first empty place at their table. Students should fill in one side of the table completely before starting the next table
- Students should leave balls, bats, ropes, and other equipment in the designated area. These articles should be picked up on the way to the playground

At the Table

- Students should eat quietly, whispering to their neighbors and not yelling to students at nearby tables
- Students should be encouraged to eat the main course first then dessert
- Students may have an extra milk that is left on the top of the milk box
- Students should leave uneaten food on their trays. Students are encouraged, but not forced, to eat their food.
- Students should use good manners at all times at the tables
- Students should show the same courtesy to cafeteria supervisors as they do to their classroom teachers
- Students are not to bring anything in a glass container
- Mealtime should be a pleasant, relaxed time for students and teachers

Leaving the Cafeteria

- When it is time to leave the cafeteria, students are expected to be quiet before they can be dismissed
- One side of the table will be dismissed at a time
- Students with sack lunches will stay in line with the other students and will throw their trash away with the students who have plate lunches
- Students will walk in the Cafeteria
- Students should check that the trash on top of their table and underneath their table is picked up before leaving to empty their trays
- Students will leave the building and go straight to the playground

VEHICLE AND PARKING POLICIES

General

Each rider will be given rules and regulations for riding to and from the school and instructions for proper riding and parking. Violation of the rules and regulations could result in privileges being taken from the rider for two weeks. A second violation will result in all privileges of riding to and from school being taken away for a semester and possible suspension. The school does not assume responsibility for damages to or loss of bicycles.

Rules and Regulations

A committee has compiled the following rules and regulations for bicycles and vehicles. The committee feels these regulations are for the betterment of our school operations and asks that all students please comply:

- Students will wear a seat belt at all times while riding in any school vehicle.
- Students are not allowed to drive a motorized vehicle on school campus.
- Students are not allowed to park a personal motorized vehicle on school campus. Parking places are for school staff only. **NO EXCEPTIONS.**
- One parking place is designated for Handicapped Parking.
- Parents should drop off students in the Delivery parking place.
- The speed limit in the school zone is ten miles per hour.
- Students are to be as quiet as possible when entering or leaving the parking area. Excessive noise is not necessary.
- Bicycles will be registered with the school office the first week of school.
- Riding bicycles on sidewalks around the school or on school grounds is forbidden.
- After parking a bicycle in the morning, a student should leave it parked. They are not to return to the parking lot until they leave school.

AWARDS AND RECOGNITION

AWARDS POLICIES

Honor Rolls

A Head of School honor roll list will be posted at the end of each semester. To be eligible for the Head of School's honor roll, a student must have all A's. To be eligible for all honor roll lists, a student must meet the GPA criteria, and all GPA's must be calculated without any C grades.

Citizenship Award

This award is given to all students who demonstrate excellent citizenship during a school year.

Perfect Attendance

Students can be neither absent nor tardy to receive this award.

Student of the Week

One student will be chosen weekly from each grade level and/or team to be recognized. The students will be selected in the basis of citizenship, acceptance of responsibility, and academic achievement.

Subject Awards

Subject awards will be given to individual students who excel in a single academic subject. Academic subjects are defined as math, English, social studies, geography, civics, technology education and science.

STUDENT AND PARENT RIGHTS

SEARCHES

Students shall not have any reasonable expectation of privacy toward school administrators or teachers regarding the contents of school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search.

GRIEVANCE PROCEDURE

HSP recognizes that parents and other school patrons have a fundamental right to discuss grievances that they might have with HSP. However, it is also recognized that there must be an orderly procedure for carrying out the grievances.

If the grievance is directed toward a teacher, the parent should make an appointment to visit with the teacher. After this initial meeting, if the grievance is not settled, the parent should discuss the problem with the principal. If the issue is still not resolved, an appointment should be made with the Head of School or his or her designee. After exhausting all of these available channels, the parents may appeal to the board of education, following board policy. The board's action shall be a final determination of grievance.

EQUAL OPPORTUNITY CLAUSE

The school does not discriminate against students on the basis of sex, race, national origin, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment in the basis of age race, color, national origin, sex, or handicap.

Family Educational Rights and Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the school affirms the following rights:

- The right of a student's parent and an eligible student to inspect and review the student's education records
- The right of the school to limit the disclosure of information contained in a student's education record except (1) by the prior written consent of the student's parents or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the Federal Educational Rights and Privacy Act
- The right of a student's parents or an eligible student to seek to correct parts of the student's education record that they believe to be inaccurate, misleading, or in violation of student rights, including the right to a hearing to present evidence that the record should be changed if the school decides not to alter it according to the request of the parents or eligible student
- The right of any person to file a complaint with the Department of Education if the school violates the Federal Educational Rights and Privacy Act
- The right of a student's parents or an eligible student to obtain copies of this policy and procedures at no expense by requesting this policy from the Head of School's office.