

Article 2 - School Day

Section 1 Daily Schedule

School begins at 8:10 a.m., doors will open at 7:50, and dismissal will be at 3:45 pm, Monday through Thursday. Dismissal on Fridays will be at 2:40 pm. No student unless he or she needs assistance from a specific teacher should plan to be in the building before 7:50. **Prior to that time, the school is not responsible for supervision of the students.** No students may be at his or her locker prior to the 8:00 bell. Students not in an organized activity should plan to leave immediately following afternoon dismissal. Students will have 3 minutes to change classes and should use this time wisely. Students not in the room when the final bell begins to ring will be counted as tardy. A student may enter at 7:50 a.m. (before school) or remain until 4:00 p.m. (after school) to use the library. The only other reason for a student to be in the building outside of school hours is if they are required to stay or come in early for some activity or at the request of a teacher. Then such students will be under the jurisdiction of the sponsor requiring them to stay. Students waiting for a ride are to wait in the bus door entry way or new commons area.

Section 2 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. In addition to media broadcasts information regarding cancellations and postponements will be placed on Power School and an attempt will be made to telephone students or parents.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and an attempt will be made to contact parents by telephone. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day.

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What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Hershey Public School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Section 3 Open Campus and Other Student Privileges

The campus is open during the lunch hour for 9th-12th grade students that have submitted signed parental permission slips to the office and who are not otherwise restricted for disciplinary reasons. The following rules as well as other rules and policies set forth in the Hershey High School Handbook will be strictly enforced. No smoking, drinking, etc., will be allowed during the open campus period. Students will not be allowed to use their cars or be in anyone's car during the open campus period. Students may not leave South Lincoln Street during open campus. The downtown bars are off limits to all students during the open campus. Any student who violates either school rules and/or those policies set forth by the Student Council may lose the open campus privilege for a period determined appropriate by the principal. Any violation of state law during the open campus time will be reported to authorities by the principal. The Student Council and all Hershey High School students will be responsible for helping to monitor open campus by immediately reporting any violation to the school office. Immediately after finishing lunch in the cafeteria, students should go either outside or to the commons area if the weather is bad, by the shortest route. If a parent wishes to have their student (9-12) eat at home, they will need to bring written permission. This must be approved by the administration.

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Other Student Privileges

To reward students for compliance with school rules and diligence in the classroom, Hershey Schools offers student lounge privilege to qualified juniors and seniors and study hall release to qualified seniors. To qualify for student privileges students must meet the following requirements:

1. A candidate must be a junior or senior for lounge privileges and a senior for release privileges;
2. Candidates must have met all requirements for their grade level;
3. Senior release candidates must have a completed parental permission slip on file in the office.

The following are reasons for revocation of privileges:

1. On the down-list in one or more subjects;
2. Failure in a class in the previous quarter or semester;
3. Four or more rule infractions within a 3 month period (this would include any violation even if the behavior resulted in only a warning);
4. Any rule infraction resulting in suspension or Saturday school. (minimum 1 month revocation).

The administration reserves the right to revoke these privileges and open campus privileges from the entire student population for whatever reasons it deems necessary.