

Hempfield High School

# 2018-19 Student Handbook





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# Hempfield High School





# Contact Information

Hempfield High School  
200 Stanley Avenue  
Landisville, PA 17538

**Grade 9 – Buchanan Office**  
717- 898-5530

**Grade 10 – Buchanan Office**  
717-898-5634

**Grade 11 – Franklin Office**  
717-898-5520

**Grade 12 – Franklin Office**  
717-898-5507

**High School Guidance Office**  
717-898-5545

[www.hempfieldsd.org](http://www.hempfieldsd.org)



## MISSION STATEMENT

**The mission of the Hempfield School District community is to provide safe environments and responsive programs that inspire all students to become lifelong learners and contributing citizens in a global society.**



# High School & District Administration

## HIGH SCHOOL ADMINISTRATION

High School Principal	Mr. James A. Dague
Grade 12 Principal	Dr. Mark E. Reinhardt
Grade 11 Principal	Mr. William S. Brossman
Grade 10 Principal	Dr. Jodi C. Harrington
Grade 9 Principal	Dr. Beth A. Becker

## A MESSAGE FOR STUDENTS: 2018–19

Welcome to Hempfield High School – “home of the Black Knights.” We are excited about the opportunities that await you this year. Our community has provided us with resources and supports that enable us to offer all students rich opportunities. As a member of the high school student body, you are taking the next step along a journey that will prepare you for a successful and fulfilling future. We hope that you take advantage of the many opportunities provided academically and participate in the co-curricular and extracurricular activities offered by our community here at Hempfield.

Although we want your high school experience to be a fun and enjoyable one, it is important to emphasize that our school is a “place of business” where teaching and learning is the primary focus. In order to ensure that students and staff have the opportunity to take full advantage of the educational offerings, it is important that the school climate be both safe and orderly. Working together as a community of learners we will provide a safe learning environment where all students feel supported by students and staff. As young adults, it is expected that you will act appropriately by making wise choices and respecting your classmates and the HHS staff at all times. “The true test of a man’s character is what he does when no one is watching.” — John Wooden

Please familiarize yourself with the contents of this handbook carefully with your parents and refer to it often, as it will help you become acquainted with how we “conduct business” at HHS. Although no book of rules can take the place of your own sense of responsibility, self-discipline, and good judgement, this guide provides valuable information that will assist you as you go about your daily work at HHS. Also, please take advantage of the planner portion of this booklet – carry it with you during the school day and record assignments and other important information as part of your daily routine.

Best wishes for a great year at Hempfield High School.

Mr. James Dague  
High School Principal





# Student Council & Class Officers

## 2018 - 2019 STUDENT COUNCIL

President:	Andrew Jordan
Vice-President:	Katie White
Secretary:	Tusha Pham
Treasurer:	Brandon Koehnke
Advisors:	Dr. Kate Hough Mr. Kevin Carroll

## SENIOR CLASS OFFICERS

President:	Maria Karamanos
Vice-President:	Eric Heilshorn
Secretary:	Julia Koger
Treasurer:	Paige Basler
Historian:	Conor O'Brien
Advisors:	Mr. Steve Haldeman Mr. Josh Peacher

## JUNIOR CLASS OFFICERS

President:	Sana Hafiz
Vice-President:	Evan Benedict
Secretary:	Isabella Schwalm
Treasurer:	Victoria (Tori) Keener
Advisors:	Mr. Bill Yoder

## SOPHOMORE CLASS OFFICERS

President:	Mili Ramani
Vice-President:	Markella Vassil
Secretary:	Jacob Walker
Treasurer:	Lorisa Shaffer
Historian:	Lily Heilshorn
Advisors:	Mrs. Joe Brogan Mr. Zahid Virmani

## FRESHMAN CLASS OFFICERS

*Officers to be elected in the fall.*

Advisors:	Mr. Mark Reidenbaugh Mr. Lee Hawley
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# Bell Schedules

## Daily Bell Schedule

Warning Bell.....	7:28 a.m.
Homeroom.....	7:33 - 7:39 a.m.
Period 1.....	7:44 - 9:04 a.m.
Period 2.....	9:09 - 10:35 a.m.
Period 3.....	10:40 a.m. - 12:00 p.m.
Period 4.....	12:05 - 1:25 p.m.
Period 5.....	1:30 - 2:50 p.m.
3 - Lunch/Flex.....	10:40 - 11:10 a.m. / 11:15 - 12:00 p.m.
3 - Flex/Lunch.....	10:40 - 11:10 a.m. / 11:15 - 12:00 p.m.
4 - Lunch/Flex.....	12:05 - 12:35 p.m. / 12:40 - 1:25 p.m.
4 - Flex/Lunch.....	12:05 - 12:50 p.m. / 1:03 - 1:25 p.m.

## Assembly Schedule (Franklin First Assembly)

Warning Bell.....	7:28 a.m.
Homeroom.....	7:33 - 7:39 a.m.
Period 1.....	7:44 - 8:55 a.m.
Assembly.....	9:00 - 9:45 a.m.
Period 2.....	9:50 - 11:01 a.m.
Period 3.....	11:06 a.m. - 12:17 p.m.
Period 4.....	12:22 - 1:33 p.m.
Period 5.....	1:38 - 2:50 p.m.
3 - Lunch/Flex.....	11:06 - 11:36 a.m. / 11:41 a.m. - 12:17 p.m.
3 - Flex/Lunch.....	11:06 - 11:42 a.m. / 11:47 a.m. - 12:17 p.m.
4 - Lunch/Flex.....	12:22 - 12:52 p.m. / 12:57 - 1:33 p.m.
4 - Flex/Lunch.....	12:22 - 12:58 p.m. / 1:03 - 1:33 p.m.

## Assembly Schedule (Buchanan Second Assembly)

Warning Bell.....	7:28 a.m.
Homeroom.....	7:33 - 7:39 a.m.
Period 1.....	7:44 - 8:55 a.m.
Period 2.....	9:00 - 10:11 a.m.
Assembly.....	10:16 - 11:01 a.m.
Period 3.....	11:06 a.m. - 12:17 p.m.
Period 4.....	12:22 - 1:33 p.m.
Period 5.....	1:38 - 2:50 p.m.
3 - Lunch/Flex.....	11:06 - 11:36 a.m. / 11:41 a.m. - 12:17 p.m.
3 - Flex/Lunch.....	11:06 - 11:42 a.m. / 11:47 a.m. - 12:17 p.m.
4 - Lunch/Flex.....	12:22 - 12:52 p.m. / 12:57 - 1:33 p.m.
4 - Flex/Lunch.....	12:22 - 12:58 p.m. / 1:03 - 1:33 p.m.



## 2-Hour Delay Schedule

Warning Bell.....	9:28 a.m.
Homeroom.....	9:33 - 9:39 a.m.
Period 1.....	9:44 - 10:36 a.m.
Period 2.....	10:41 - 11:33 a.m.
Period 3.....	11:38 a.m. - 12:43 p.m.
Period 4.....	12:48 - 1:53 p.m.
Period 5.....	1:58 - 2:50 p.m.
3 - Lunch/Flex.....	11:38 am. - 12:08 pm. / 12:13 - 12:43 pm.
3 - Flex/Lunch.....	11:38 am. - 12:08 pm. / 12:13 - 12:43 pm.
4 - Lunch/Flex.....	12:48 - 1:18 p.m. / 1:23 - 1:53 p.m.
4 - Flex/Lunch.....	12:48 - 1:18 p.m. / 1:23 - 1:53 p.m.

## Early Dismissal Schedule

Warning Bell.....	7:28 a.m.
Homeroom.....	7:33 - 7:39 a.m.
Period 1.....	7:44 - 8:37 a.m.
Period 2.....	8:42 - 9:35 a.m.
Period 3.....	9:40 - 10:43 a.m.
Period 4.....	10:48 - 11:51 a.m.
Period 5.....	11:56 a.m. - 12:50 p.m.
3 - Lunch/Flex.....	9:40 - 10:09 a.m. / 10:14 - 10:43 a.m.
3 - Flex/Lunch.....	9:40 - 10:09 a.m. / 11:14 - 10:43 a.m.
4 - Lunch/Flex.....	10:48 - 11:17 a.m. / 11:22 - 11:51 a.m.
4 - Flex/Lunch.....	10:48 - 11:17 a.m. / 11:22 - 11:51 a.m.



# Philosophy of Education



A philosophy of education presents the highest aspirations of a school system, and the school should strive for these ideals in every situation. Specifically, the school should assist students to adjust to life situations; to create within themselves a respect for others; to acquire mental and social discipline; to foster an individual sense of values; to develop an awareness of change; to be guided in the responsibilities of being and selecting leaders; to be aware of the privileges, the duties, and the responsibilities of living in a free society.

To have the student discover his/her potential and contribute to society is the primary goal of education. The school should attempt to provide a diversified curriculum to challenge the capabilities of every student. Therefore, an effort should be made to stimulate independent

thought, self-expression, self-discipline, clear communication, and a respect for all learning experiences. Moreover, the school should provide extracurricular and cultural enrichment to enhance the student's life experience.

The realization of this philosophy is dependent upon a faculty, administration, school board, family and community who display awareness, commitment, and understanding. By striving for these ideals, the school encourages each student to become an effective and contributing member of society.



## **OBJECTIVES:**

- To assist the student to be introspective, to develop a sense of self, to understand the relationship of personal importance to the community and world.
- To assist the student to develop a sense of duty and a respect for authority, and the rights of others.
- To develop effective and appropriate communication skills.
- To provide each student with the basic techniques necessary to transfer skills and ideas to new situations.
- To stimulate independent, higher-order thinking.
- To equip each student with an educational foundation that will promote success beyond high school.
- To provide diverse methods of instruction to accommodate varied learning styles.
- To assist and guide a student in choices for a vocational future.
- To provide instruction that will aid the student in developing a sense of responsible citizenship.
- To promote an acceptance of diversity.
- To prepare a student for change.
- To promote optimal health choices for the total wellness of the individual.
- To provide varied opportunities for extracurricular pursuits and leisure activities for the purpose of attaining physical and emotional stability.
- To evaluate our curriculum in relationship to the district's strategic plan.
- To foster an environment for self-directed creativity and discovery that develops a sense of aesthetics.
- To promote stewardship of the natural world.
- To provide strategies that will allow a student to access information utilizing various technologies.



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## Attendance Policies





# ATTENDANCE POLICIES

## PENNSYLVANIA SCHOOL CODE

According to Pennsylvania School Code, a student has the responsibility to attend school regularly. The [HSD School Board Policy #204](#) requires that all school-aged pupils enrolled in the district attend school regularly within the laws of the state. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session (Pennsylvania School Code). This responsibility is shared with the parent/guardian who are liable for attendance until the student attains the age of 17 years.

We believe that regular attendance is a requirement for success in high school, and we encourage students and their parent/guardian to work together to ensure responsible attendance throughout the year. Missing class time in the block will have a greater impact on students in regard to material missed/make-up work and overall class achievement.

## ANTICIPATED ABSENCES

Absences for educational reasons, college visitations and family trips require the completion of a [Pre-Approved Absence Form](#) from the grade level attendance office. This form must be completed by the parent/guardian and taken to the grade level principal to request an excused absence at least one week prior to the scheduled event. If the trip is excused by the grade level principal, the student should then take the form to each teacher to gather assignments for the days to be missed. All homework, class work, tests and quizzes should be scheduled for make-up within five days of the student's return to school. Should plans change, the student should notify the appropriate attendance office to rescind the absence request. Parents/Guardians are expected to reference our school calendar to avoid scheduling conflicts with state-mandated (Keystone) testing dates; pre-approved absence requests during Keystone testing will not be approved and will be considered unexcused.

## DAILY ATTENDANCE/EXCUSES

Students are expected to attend school every day that school is in session. Excused absences will be allowed for illness, death in the family, quarantine, court summons, physical incapacity, observance of religious holidays, and special events arranged in advance with the grade level attendance officer. The fact that a parent/guardian has sent a written explanation to the school does not excuse the absence. An absence becomes excused only when the administration has classified the absence as such.

Students are required to submit a properly filled out excuse form or hand written note that clearly states the student name, student number, date of absence, reason for absence and parent/guardian signature within three days following an absence. The note must be submitted to the grade level attendance officer the day the student returns to school from an absence. If the student does not return with an excuse the first, second or third day after an absence, the absence will be designated as unexcused.

Students who are absent for three or more consecutive days must submit a valid doctor's excuse upon return to school. A doctor's excuse is a notification on an excuse form signed by a medical practitioner verifying that the student was treated by the practitioner during the absence for an illness requiring absence from school.



## **EXCESSIVE ABSENCES**

After three unexcused absences, the parent/guardian will be sent a letter, and will be contacted by the school social worker/attendance officer to discuss a school attendance improvement plan. Students under the age of 17 and the parent/guardian may be subject to prosecution and fines for non-compliance with state compulsory attendance laws.

Any student who compiles 10 unexcused absences will have a letter will have a sent to the parent/guardian requiring a doctor's excuse for all future absences. All absences after this communication for which doctor's excuses are not submitted will be classified as unexcused.

Any student 17 years or older, with more than 10 consecutive days of absence, will be removed from the rolls. Any student 17 years or older with more than 45 total unexcused days absent will also be removed from the rolls. Any student who compiles 10 unexcused absences for the school year may begin to lose School Privileges on an incremental basis for violating the [Hempfield School District's Attendance Policy \(Policy #204\)](#). School Privileges include but are not limited to the following: parking, field trips, school dances (including the prom), commencement ceremony, and other extracurricular activities.

## **SCHOOL TRUANCY**

Truancy from school is absence without parent/guardian and administrative permission. Truancy from school is considered an unexcused absence and a failing grade will be assigned for work due on that day. Students are responsible for all academic information presented.

Act 138 of 2016 extensively revises provisions for truancy. Pennsylvania law raises the fine to \$750.00 truancy placed on parent/guardian and requires them to pay court costs or be sentenced to complete a parent education program. Both the truant child and parent/guardian must appear at a hearing by the district justice. If the parent/guardian is convicted and the child continues to be truant, the child can be fined up to \$750.00 or be assigned to an adjudication alternative program.

Act 138 also removes from truant juveniles their driving privileges for 90 days for a first offense and six months for a second offense. Juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days (first offense) or six months (second offense) after their 16th birthday.

## **EARLY DISMISSALS**

The school will excuse early dismissals only for events which absolutely cannot be scheduled at another time. A request for early dismissal should be submitted to the attendance office before 1st period on the day of dismissal. At the approved time for the dismissal, the student should report to the grade level attendance officer and sign out and sign back in upon return. No student is permitted to leave the school building or school grounds without parent/guardian and administrative permission. A photo ID is required when picking up a student from the building.

## **ACTIVITY ELIGIBILITY**

To be eligible to participate in an activity, students must be in attendance by 9:30 a.m. Students who are absent from school on Friday may participate on Saturday or Sunday.



## **MAKE-UP WORK**

Students who are absent for excused reasons are responsible for the completion of all missed work within a reasonable amount of time, the rule of thumb being the student will receive the same number of days to make up the assignment that were missed due to absence. It is the student's responsibility to discuss missed work with each teacher and schedule make-up tests, quizzes or assignments upon his/her return to school.

Students who are absent for unexcused reasons may receive a failing grade for missed work and are responsible for all academic information presented on the day of an illegal or unexcused absence.

## **TARDINESS - SCHOOL AND CLASS**

Students who are not in their assigned homeroom by 7:33 a.m. will be marked tardy to school by the homeroom teacher. All students who arrive after homeroom ends, will be required to sign-in with the grade level attendance officer. Students are required to submit a regular excuse form completed by a parent/guardian for all tardies to school. If the student does not return an excuse within three days, the tardy will be designated unexcused or illegal.

After the student has accumulated a total of 10 tardies to school during the school year, a letter will be sent to the parent/guardian confirming the dates. For students who accumulate 15 tardies to school during the school year, a letter will be sent to the parent/guardian requiring a doctor's excuse for all future tardies. All tardies after this communication for which doctor's excuses are not submitted will be classified as unexcused.

Students who arrive after 11:15 a.m. will receive one-half day of attendance. Students arriving after 1:30 p.m. will be considered absent for the full day on the date in question.

Tardiness for reasons such as oversleeping, missing the bus, and car problems are not excused tardies. Assignments missed due to unexcused tardiness may receive reduced credit.



# 3

## Academics





# Academics

## GENERAL ACADEMICS

The primary purpose of schools is to provide maximum opportunity through which students can achieve their greatest learning potential, according to their ability. It is therefore necessary that teachers evaluate student achievement, report pupil progress to both the student and parents/guardians, and recognize proficiency levels through the following:

- Program of parent/teacher/pupil conferences
- Interim progress reports
- The issuance of report cards
- Examinations
- The honor roll system

## REPORT CARDS

Report cards are issued quarterly during the academic school year. Areas are provided on the report card for teachers to report the student's scholastic grade and to record comments about the student's attitude, work habits, skills and behavior. The report cards will be posted to the Sapphire parent portal at the conclusion of each marking period. Instructions for opting out of electronic delivery will be sent home at the start of each school year. For more details, please contact your building's office.

	<b>Letter Grade</b>	<b>Numerical Average</b>	<b>Grade Point Equivalent</b>
Outstanding Achievement	A+	98-100	4.00
	A	93-97	4.00
	A-	90-92	4.00
High Achievement	B+	83-86	3.33
	B	80-82	3.00
	B-		
Satisfactory Achievement	C+	77-79	2.67
	C	73-76	2.33
	C-	70-72	2.00
Minimal Achievement	D+	67-69	1.67
	D	63-66	1.33
	D-	60-62	1.00
	F	59 & below	0.00



The recorded grades represent the teacher's assessment of a pupil's level of achievement in completion of course requirements based upon:

- Tested mastery of course content
- Class participation
- Study assignments
- Special projects Grade Point Equivalency of Letter Grades

Letter grades are converted to numerical grade point equivalencies for purposes of reporting semester grades as may be needed by students applying to post-secondary schools and for administrative purposes.

### **Grade Equivalency**

**F - Failure** to achieve minimum course requirements. No credit earned.

**I - Incomplete** - course requirements not met because of excused student absence. The teacher will establish a reasonable number of days in which the student is expected to complete course requirements and will issue a grade change based upon the completed work. Note: upon the 15th day following the completion of each grading period, all Incomplete grades will be changed to Failures; the principal may approve exceptions to this deadline.

## **AWARDING OF CREDITS**

Credits toward graduation begin accumulating in grade nine. Credits are earned through successful completion of course requirements in accordance with the Hempfield High School Curriculum Guide and planned course outlines. Credit may also be earned during summer school. Hempfield offers summer course work for both remedial and advanced credit. Credits may be transferred from other accredited high schools.

## **CONFERENCES**

Teachers welcome the opportunity to meet students and/or parents/guardians to review progress in conferences as described below:

**Pupils:** Pupil-teacher conferences are arranged during a pupil's class period or flex period and before or after classes, and conducted in conference rooms throughout the building, in the guidance office, departmental office or a classroom.

**Parents/Guardians:** Parent-teacher conferences are arranged at a time that is convenient for both the parent/guardian and the teacher. Parental requests for a parent-teacher conference may be arranged by the teacher, guidance counselor, or the grade level principal. The student's guidance counselor or principal could be available to attend parent-teacher conferences.

## **COURSES BY EXAMINATION**

**For Credit:** Students who have met the course requirements and/or have satisfactorily completed courses in their previous schools, but who have not received credit for the course because they have transferred to Hempfield from non-accredited high schools, may challenge a course and receive credit by meeting the major course requirements (including final



examinations). Credit will be given on a pass/fail grading scale and the courses will not count toward class rank or the student's GPA.

**For Acceleration:** Students may request testing for placement purposes in order to accelerate the academic sequence of selected honors courses (or highest level of a course). These requests will be evaluated by the department supervisors on an individual basis. Students who test successfully (at least 85% correct) will be allowed to move to the next sequential level but will not receive credit for the tested course.

## **EXAMINATION**

Comprehensive semester examinations are an integral component of the high school program of reporting pupil progress as described below:

- Comprehensive semester examinations, to include materials taught over an eighteen-week period, are required for all courses in the departments of English, mathematics, social studies, science and foreign language. Courses in all other departments, as agreed upon within the department and approved by the principal, are individually identified as requiring or not requiring a comprehensive semester examination.
- Comprehensive semester examinations are departmentally designed by classroom teachers of the course and submitted to the department chairperson for review and approval.
- The grade earned on the comprehensive semester examination will represent eleven percent (11.11%) of the course scholastic grade.
- Students who are absent for the Final Examination(s) must make-up the examination(s) within one week of the administration of the exam or at the discretion of the principal. If the examination is not made up within that time, the grade recorded for the examination will be a failing grade.

## **HONOR ROLL**

The high school program of reporting pupil progress recognizes high scholastic achievement through an honor roll system. Grades for all courses are considered for honor roll status. Students being considered for honor roll are not permitted to have any "D's", "F's" or "I's" for the marking period.

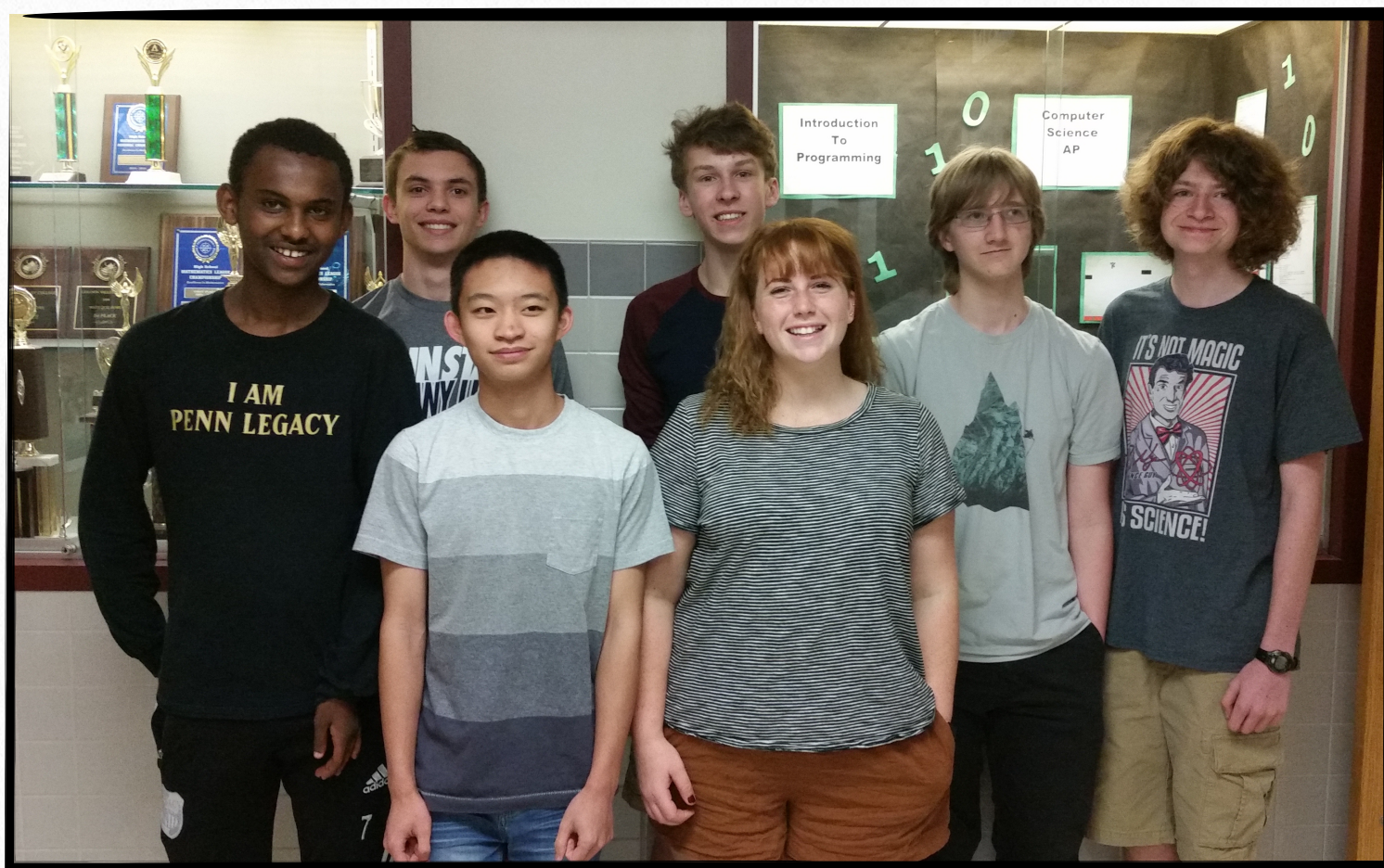
**Honors** - students who achieve a 3.25-3.50 quarterly grade point average.

**Distinguished Honors** - students who achieve a 3.51-3.75 quarterly GPA.

**Superior Honors** - student who achieve a 3.76-4.00 quarterly GPA. This is the highest recognition given for academic accomplishment.



# National Honor Society



Juniors of good character who have compiled outstanding scholarship records, have demonstrated leadership and have provided service to the school or community will be considered for membership by employing the following criteria:

- Juniors with a cumulative weighted GPA of 4.65 or higher at the end of the first semester and Juniors who attain a weighted GPA of 4.65 or higher at the close of their Junior year are academically eligible.
- The high school principals will remove from the eligibility list those students whom they identify from disciplinary records as being offenders of school regulations or those who have committed civil disobedience.
- Teachers will recommend against election of students with whom they have worked in class or extracurricular activities. Their recommendation will be based on the qualities of character and leadership.
- The NHS Faculty Council will remove from the list those students receiving serious unfavorable comments concerning leadership and character and compile a new list from the remaining students.
- Students who are recommended for the NHS will receive an application form on which they will provide evidence of service and sign a commitment to fulfill the requirements of the Honor Society, if elected.



- The NHS Faculty Council will compile the final list of inductees after considering and verifying the service records on the forms submitted. This committee will also serve as the body who will hear and adjudicate the concerns of student misconduct.
- The Hempfield NHS has established an appeals process for those who have not been extended an invitation. This process was created as a courtesy for students. The decision of invitation or non-invitation by the Faculty Council is final. The deadline to notify the NHS advisors to begin the appeal process is September 7, 2018 and March 8, 2018.
- Seniors who met eligibility requirements at the end of their Junior year will be inducted in October during a meeting of the NHS. Juniors will be inducted at the annual spring ceremony.
- Each new member pledges to continue to demonstrate the qualities of scholarship, leadership, service and character which served as the basis for election. In the event a National Honor Society member does not uphold these ideals, the HHS - NHS Faculty Council will review allegations of violations of school regulations and/or civil/criminal law, both during or beyond school hours for 365 days/year. Probation, suspension and/or dismissal from the NHS may result from a hearing.

Maintaining the academic integrity of HHS programs should be of the utmost importance to NHS members. In the Character guidelines published in the National Honor Society Constitution, it is stated that a "student of character upholds principles of morality and ethics" and "demonstrates the highest standards of honesty and reliability." Furthermore, the student of character "actively helps rid the school of bad influences or environment." Given the character expectations by which students who accept membership in the National Honor Society agree to abide, the administration will recommend dismissal from the organization for NHS members who are found to be involved in cheating incidents. Additionally, merely having knowledge of cheating situations and failing to disclose this information to the teacher or administration may be considered grounds for dismissal from NHS. At Hempfield High School, NHS members are expected to assist the staff of the school in upholding the integrity of the academic program.

The National Honor Society will meet the first Wednesday of each month from September through June to develop service projects for the benefit of the school, community or needy individuals.

Members are required to participate in service activities throughout the year. Meeting attendance is required. Senior Option and CTC are not valid excuses to miss monthly meetings.



# Physical Education & Medical Excuses



If a student cannot participate in physical education classes due to medical reasons, the student must present a medical excuse and a Physical Education Referral Form (available in the house nurse's office) to the school nurse within 5 school days of the first missed class. The physical education teacher will modify the activities following the physician's recommendations.

If the student is unable to participate in an entire semester of physical education class due to a medical excuse, the student will then be enrolled in a subsequent semester physical education class or in the Adapted Physical Education class. Students may pick up a Medical Excuse Physical Education Referral Form from their guidance counselor.

Students are urged not to bring valuables into the locker room area. The locker room may be unsecured; therefore, students are responsible for their own valuables. They are encouraged to bring a lock to place on their locker during the class period and encouraged to place their name on their uniforms. For safety purposes, jewelry should not be worn. For reasons of personal hygiene, students are encouraged to shower after physical education activities that require a change of dress.



# Rank-In-Class

The Hempfield High School Statement of Rank-In-Class is based upon a careful examination and study of material published by the National Association of Secondary School Principals and the Education Research Service, Information Aid, both in concert with concepts and practices of our high school. Specific concern is felt for students who are confronted with a wide variety and number of course offerings, their interest in pursuing education in institutions of higher learning, and our program of reporting pupil progress.

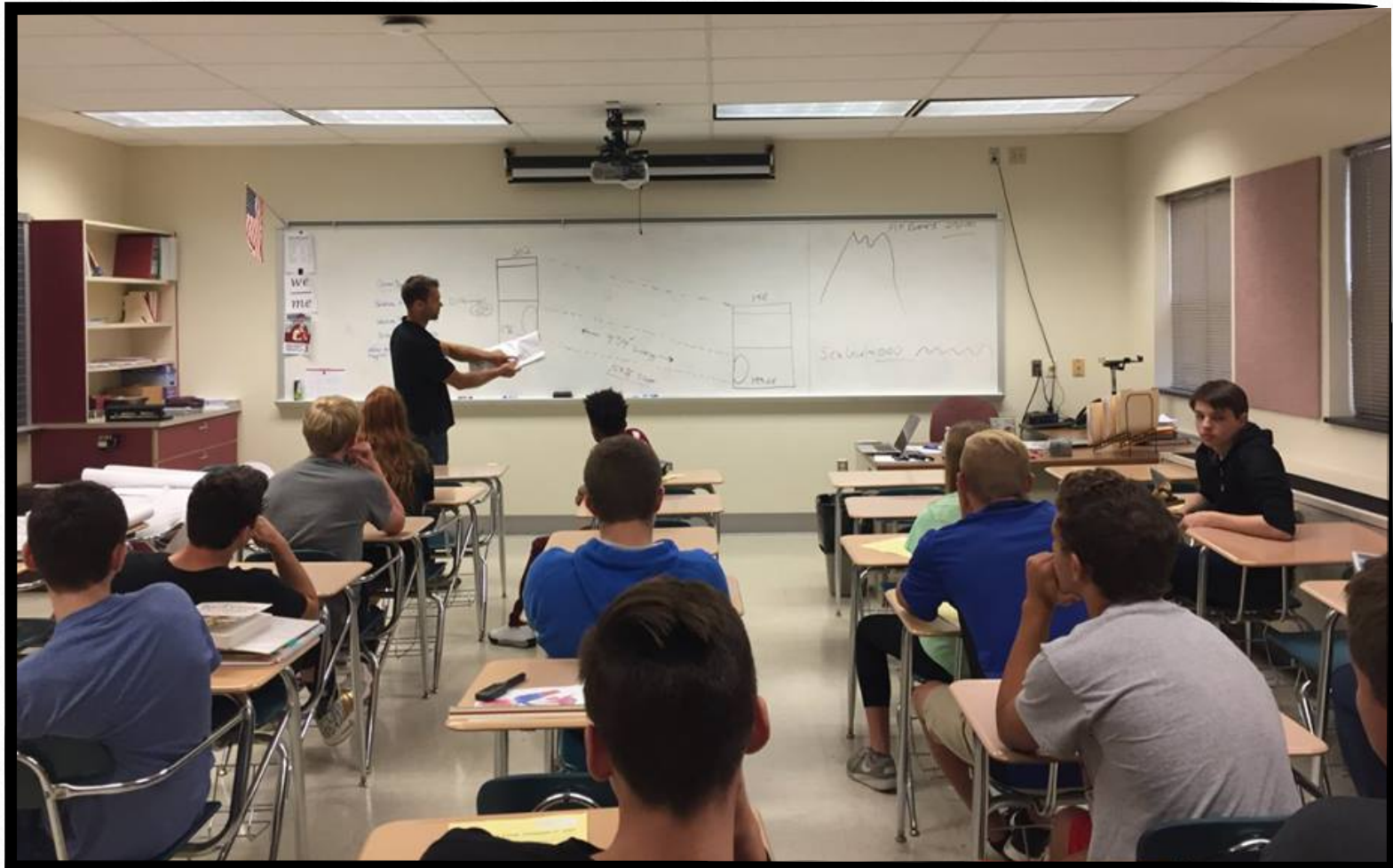
Rank-in-class is the position of any one student in a graduating class in relationship to all other students in the graduating class based upon a weighted grade point average, cumulative to include all semesters. The method of calculating and reporting rank-in-class can be determined by contacting the student's guidance counselor. The primary purpose of rank-in-class is to aid the student in gaining acceptance to a college program that will match academic ability. It is known that college and university admissions officers consider rank-in-class as one measure of industry and intellectual ability, two basic ingredients for success in college academic work.

Additionally, and equally important to Hempfield High School students, the high school administrative and counseling staffs use rank-in-class as an eligibility determinant for graduation awards and scholarships. The cumulative grade point average used to determine the Valedictorian, Top Ten, and Top Ten Percent of students from the senior class for the commencement ceremony will be calculated in May. Spring semester dual enrollment grades will be utilized in the calculation. The principal will notify the Valedictorian and Top Ten students once the respective students are determined.

Class rank will be listed on the academic transcript and reported to students in a Decile format as well as a numerical class rank. A Decile is 10% of the graduating class and there are 10 deciles per class (approximately 60 students are in each Decile). Consequently, the top 10% percent of the class will be in Decile 1; the next 10% of the class will fall in Decile 2, etc. The high school is aware that some scholarship applications require an individual student's class rank, which is why it is included on the transcript.



# Tutorial Services



Tutoring is a support service to assist students who may be experiencing academic difficulty. Students should contact their teacher and/or guidance counselor to arrange for tutoring. Limited tutorial service is available by members of the National Honor Society.

Private tutorial services outside the school, arranged by parents/guardians (at parents'/guardians' expense) can be utilized for support and enrichment. No credit or grades are awarded for these tutorial experiences.



# 4

## Extracurricular Activities





# Extracurricular Activities Philosophy

Extracurricular activities are an important extension of the educational program and a privilege afforded to our students by the Hempfield community. Hempfield students will have diverse and equitable opportunities to earn competitive roles and otherwise participate in extracurricular activities that promote the development of well rounded, accomplished young men and women who respect and take pride in themselves, their school, and the community.

Extracurricular participants will interact with knowledgeable, skilled adults who exemplify the district philosophy regarding extracurricular activities. In addition to providing exemplary instruction and leadership for their activities, extracurricular advisors will readily embrace responsibility for being mentors and role models and demonstrate this commitment through example and deed.

Ultimately, the Hempfield extracurricular program will strive to produce responsible, capable young adults who hold themselves accountable for pursuing excellence in all aspects of life, demonstrate joy and humility when they succeed, exhibit grace and resourcefulness in the face of adversity, and desire to contribute positively to the goals of the school organizations to which they belong as well as the needs of our community.”

The District holds the following core beliefs regarding extracurricular activities at Hempfield:

- Students deserve access to diverse, equitable opportunities to earn membership in extracurricular activities where they have the chance to develop high levels of proficiency in their activity as well as skills that will benefit them throughout their lives.
- In order to develop young adults who demonstrate high character in and out of school activities, students will work with activity advisors who model leadership, integrity, respect, selflessness, commitment, team work, goal setting and attainment, good communication, and a caring, positive, professional attitude.
- Students and activity advisors will strive for excellence within the expectations framework established for their activity and hold themselves accountable for their decisions and actions, during and outside of those times the activity occurs.
- Students and activity advisors will recognize the privilege of participation in extracurricular activities and demonstrate respect for themselves, peers and adults with whom they interact in activities, our school and the community.
- Parents/Guardians and spectators must recognize the fact that participation in extracurricular activities is a privilege and will demonstrate the same respect for students and adults associated with the school extracurricular program that is expected of Hempfield students and district personnel.
- Hempfield students, activity advisors, district personnel, parents/guardians, and fans will abide by the guidelines established by local, regional, and/or state sanctioning bodies regarding activity participation and spectator conduct.
- Because participation in extracurricular activities is a privilege, the school administration, together with the advisors and coaches, will determine requirements for eligibility in all extracurricular activities. Students who violate school rules and regulations jeopardize their opportunity to continue their participation/attendance in any extracurricular offering.



# District Activity Fees

Implementation of this fee structure will assist the district with its efforts to continue to provide a robust offering of athletic, fine arts, and educational enhancement opportunities for all students this year.

This fee will be charged to students participating on any district athletic team, all extracurricular music and dramatic performance activities, and clubs such as Chess Club, Odyssey of the Mind, Quiz Bowl, and Math Counts. Fees do not apply to groups that perform specific services for school or community populations. Accommodations will be made for students/families experiencing [economic hardships](#).

It is important to note that this is not a participation fee that guarantees any playing time or level of participation; it is a payment required of all rostered in a sport or activity. Parents/Guardians will be invoiced after

rosters and cast lists have been finalized and submitted to the administration by coaches, directors, and activity advisors. Students who quit activities after rosters/lists are finalized will still be subject to payment of the fee.

[Please see the district website for the specific fee structure.](#)





# Extracurricular & Co-Curricular Activity Options



Extracurricular activities are considered a privilege and not a right. Student participation is voluntary and students serve as leaders and representatives of the school district. A complete listing of extracurricular activities will be posted in September. The current extracurricular activities are as follows and others may be added as appropriate:

HS Jazz Band  
HS Marching Band  
HS Symphonic Band  
HS Symphony Strings  
HS Concert Strings  
HS Baseball  
HS Bowling  
HS Boys Basketball  
HS Boys Lacrosse  
HS Boys Soccer  
HS Boys Tennis  
HS Boys Volleyball  
HS Cheerleading

HS Cross Country  
HS Field Hockey  
HS Football  
HS Girls Basketball  
HS Girls Lacrosse  
HS Girls Soccer  
HS Girls Tennis  
HS Girls Volleyball  
HS Golf  
HS Indoor Track  
HS Softball  
HS Swimming & Diving  
HS Track & Field

HS Wrestling  
JH Boys Basketball (9th Gr.)  
JH Boys Soccer (9th Gr.)  
JH Cross Country (9th Gr.)  
JH Field Hockey (9th Gr.)  
JH Football (9th Gr.)  
JH Girls Basketball (9th Gr.)  
JH Girls Soccer (9th Gr.)  
JH Track & Field (9th)  
JH Wrestling (9th Gr.)

A complete list of clubs and activities is produced yearly. Each fall students are able to learn more about them and sign up to participate.



# Extracurricular Eligibility, Academics & Daily Attendance



## **EXTRACURRICULAR ELIGIBILITY & ACADEMICS**

Hempfield is a member of the Lancaster-Lebanon Athletic Association and the PIAA. All eligibility regulations of these associations will be strictly adhered to.

The athlete's academic eligibility will be checked on a weekly basis by the coach and the athletic director. Any athlete having difficulty should first contact the teacher for additional help. Each athlete is responsible for maintaining his/her academic eligibility. Anyone not meeting these requirements may not participate in sports events or practices until the condition has been remedied. A minimum period of ineligibility is one week, or as long thereafter as it takes to get in good scholastic standing.

## **EXTRACURRICULAR ELIGIBILITY & DAILY ATTENDANCE**

To be eligible to participate in an activity, students must be in attendance within two hours of the beginning of the school day. Students who are absent from school on Friday may participate in activities Saturday or Sunday.

Any student who receives a failing grade in any course as a direct result of the attendance policy or has been prosecuted under Act 29 will not be eligible to participate in any extracurricular activity for the following marking period. Regardless of when a student returns from an event the night before, students are required to report to school on time the following day.



## ATHLETICS & THE PIAA

Of particular importance are the following PIAA rules:

- Students who have not passed at least four full credits or the equivalent during the previous marking period will be ineligible to participate for the first fifteen school days of the next grading period.
- Each week of the season the athlete must be passing at least four (4) full credits or the equivalent and failing no more than two (2) full credits or the equivalent to be eligible to participate in the activity during the following week. An ineligible athlete will not participate from the Sunday after his/her ineligibility to the following Saturday. The athlete may participate the following Monday after proof of meeting all required standards.
- PIAA Constitution and By-Laws, Article X, Section 1 and 2
- “Whenever students spend approximately double the amount of time in class under “block” scheduling in comparison to “traditional” scheduling, a credit that a student is carrying under “block” scheduling would be the equivalent of two credits under “traditional” scheduling in determining athletic academic eligibility, except when eligibility is determined by final credits at the end of the school year.”
- Students who have been absent from school for twenty or more days in a semester shall be ineligible until in attendance for a total of forty-five days following the twentieth day of absence.
- To be eligible for freshman teams, the student must not have reached his or her sixteenth birthday before July 1 of that year.
- To participate on senior high athletic teams, the student must not have reached his or her nineteenth birthday before July 1 of that year.
- Any athlete playing in an All-Star game and representing the Hempfield School District must adhere to all PIAA for participation and eligibility. Any athlete not meeting these standards will be ineligible to participate.



# Extracurricular Eligibility & Controlled Substances

Any student who possesses, uses, or distributes drugs, anabolic steroids, or alcohol will be suspended from all extracurricular activities and will be referred immediately to the Student Assistance Program (SAP) for review. SAP is composed of school personnel with special training in adolescent chemical dependency, intervention and after care. The teams have established school-wide intervention procedures for referring "at risk" students who demonstrate problems with drugs/alcohol. Intervention procedures include identification of students, collection and review of pertinent data, referral for assessment and evaluation and participation in support programs.

The policy is considered in effect 24 hours/day, 7/days/week from the first day of the fall practice in August through the last day of school in the spring (in the event that an activity or team continues beyond the last day of school, this policy shall remain in effect for participating students until that activity or teams season is completed). In addition, the policy will apply during the summer months when violations occur while students are participating in school activities under the direct supervision of district personnel acting in their capacity as district employees

Violation of this [policy \(227.2\)](#) shall result in a student's period of ineligibility from participating in extra/co-curricular activities. The period of ineligibility shall start from the date the district administration concludes that a violation of the policy has occurred for an activity that is in season. If a violation occurs outside of the season, the period of ineligibility will start with the first day of the season. If a period of ineligibility has not elapsed as of the last day of the school year (or the last day of an activity or team season that extends beyond the school year), the remaining period of ineligibility shall commence with the first day of school in the fall, except it shall commence with the first day of August practice for an activity that starts before the first day of school. If a period of ineligibility has not elapsed as of the last day of the season and the student wishes to participate in an additional activity in the next season (example – a student participating in football also wants to participate in basketball), the period of ineligibility continues into the next season. The student will be permitted to participate in any tryout period, if one exists, and then he/she will continue with the period of ineligibility. Said student must remain a member in good standing in the second activity for the entire duration of the activity for that time period to count towards the suspension. If a student elects to quit or is dismissed from the activity after his/her suspension has expired, but before the completion of the activity's season that time period spent shall not count as time served on the student's suspension.

The duration of a student's period of ineligibility shall be as follows:

**1st offense**, where the violation is determined through means other than the student's admission, and the student fails to complete both a SAP Team substance abuse assessment and a voluntary 10-hour school service project - the student is ineligible for sixty (60) calendar days.

**1st offense**, where either (1) the violation is determined through means other than the student's admission, but the student completes both a SAP Team substance abuse assessment and a voluntary 10-hour school service project, or (2) the student admits to the violation, but the student does not complete both a SAP Team substance abuse assessment and a voluntary 10-hour school service project - the student is ineligible for thirty (30) calendar days.



**1st offense**, where the student admits to the violation, and the student completes both a SAP Team substance abuse assessment and a voluntary 10-hour school service project – student is ineligible for fifteen (15) calendar days.

**All 2nd offenses** – student is ineligible for participation in any extra/co-curricular activity for one (1) calendar year.

**All 3rd offenses** – student is ineligible for participation in any extra/co-curricular activity for the duration of his/her Hempfield School District career.

The foregoing periods of ineligibility for violating this [Policy 227.2](#) may be supplemented by consequences imposed for violation of Policy 227, which pertains to student non-use and non-possession of controlled substances within school district property or at district-sponsored events.

### **Tryouts**

A student may participate in team or activity tryouts arising during a period of ineligibility. The period of ineligibility shall be on hold during the tryout period.



# Extracurricular Eligibility & Insurance



All students who participate in interscholastic athletics MUST be covered by accident insurance. Accident insurance for students on all interscholastic athletic teams can be purchased through the school, or the requirement for coverage can be satisfied by the parent's or guardian's certification that the student is covered by an insurance policy already possessed by the family. Secondary and Catastrophic coverage is provided by the school district.

No athlete may be permitted to practice on an inter-scholastic team/squad unless school insurance has been purchased or the School Accident Insurance Release Form has been completed and signed by parents/guardians. ([HSD School Board Policy #211: Student Accident Insurance](#)) Athletes must also have a PIAA physical on file with the athletic trainer prior to practice.

BEFORE BEGINNING A NEW SPORT, ALL EQUIPMENT MUST BE RETURNED FROM THE PREVIOUS SPORT. IF ITEMS ARE LOST, THE COST OF THE ITEM MUST BE PAID BEFORE PARTICIPATION MAY BEGIN.



# Spectator Behavior

As a spectator, you play an important role in any contest. Good sportsmanship is contagious and helps build character and integrity. We ask you to keep in mind that extracurricular activities are an extension of the students' educational program. The athletes will benefit more from your praise and support than from your criticism of something less than a perfect performance. These young people are learning the skills of the activity and participate for the love of the sport. They are not professional athletes who are paid to tolerate critics.

Our goal is to develop highly competitive athletes without losing sight of educational values such as sportsmanship, health, and scholastic attainment. The program is designed to promote school morale and is intended to involve as many students as possible within Board of Education guidelines.

All participating schools of the Lancaster-Lebanon League advocate that coaches, players and spectators treat their guests with equity and respect. The following list of guidelines will be enforced; offenders will be escorted from the gym/stadium/field and barred from attending any further events for the remainder of the season/year.

- Only cheerleaders are permitted on the sidelines or playing surface for the purpose of leading cheers or promoting school spirit.
- The Lancaster-Lebanon League encourages spectators to cheer and support their respective teams in a positive manner, but not to cheer negatively against the opponent.
- Spectators must stay off of playing surfaces at all times unless directed by school district staff. An exception would be to form a spirit line as the team enters the event. Students are not allowed to rush any field, court, or playing area before, during or after a game.
- High school administration will use a progressive discipline system that may include: removal from that event, suspension from subsequent sporting events (in and out of district), school detention, school suspension, or a combination of thereof.
- No sirens, whistles, portable stereos or other noise makers, which interfere with the playing of the game, will be permitted.
- No hand-held banners or hand held signs of any type shall be displayed. Such articles will be confiscated by the game manager.
- Abusive language, negative gestures or taunting directed toward players, coaches, officials or cheerleaders is prohibited.
- The throwing of paper or foreign objects onto the playing surface is prohibited.



# Transportation of Athletes



All athletes and cheerleaders must travel to and from contests using transportation provided by the school. The student may travel in a private vehicle only with the permission of the head coach and after presenting the head coach with a written request from their parent or guardian to travel with that parent or guardian.



# 5

## Student Conduct





# Student Conduct Expectations

## PHILOSOPHY

We in the Hempfield School District feel that one of our goals is to prepare students for responsible citizenship in our society. Each student must learn to work with and share the rights and responsibilities of good citizenship in our society. The development of self-discipline and acceptance of individual responsibility is one of the important goals of education.

We believe it is the responsibility of the school, home, and community to provide an atmosphere of purpose and concern for education and the well-being of every person in the school environment. This environment should be a positive one, characterized by mutual respect for the worth and dignity of each person. This atmosphere would ensure opportunity for teachers and students to grow and to achieve their mutual goals.

An effective discipline code in a district is directly related to the total educational program. We believe it is the responsibility of school authorities to maintain and support a thorough and effective system of education while recognizing the personal rights, freedoms and responsibilities of all students.

## GOALS

1. To guarantee the rights of all students and staff by providing a discipline code that establishes rules and regulations prohibiting speech or action that is disruptive to the work of the school.
2. To guarantee the rights of each individual through fair and reasonable treatment of violators of the discipline code.
3. To clearly communicate to students their rights and responsibilities as outlined in the discipline code.
4. To respect the rights and personal dignity of all students and staff by providing a discipline code that will ensure a safe learning environment.
5. To protect and maintain school property.
6. To refer students to counselors and other services within and/or outside the school as necessary.
7. To comply with state and local laws.
8. To ensure all students the right to complete the course of study prescribed by state and local school authorities.

## PURPOSE

In order to promote the achievement of these goals, the faculty and staff of the school district believe that certain regulations and procedures must be established to develop and maintain the proper environment in which the educational process can take place. As a result, all persons involved in the educational program of the district will recognize their rights and responsibilities and conduct themselves properly. Details on regulations, processes, and policies are delineated in this handbook and in [School Board Policy](#). Students, parents/guardians, teachers and administrators should be knowledgeable of this information in assuming their shared responsibilities for developing a positive atmosphere needed for the education and well-being of each person in the school.



## **DRESS CODE**

The interpretation of proper dress resides with administration ([HSD School Board Policy #221: Dress and Grooming](#)). Clothing styles are restricted only as they would disrupt the educational process or present a health or safety hazard. Students may be required to wear certain types of clothing while participating in physical education classes, certain lab situations, or extracurricular activities. Students are encouraged to dress in a manner that demonstrates pride both in themselves and in their school. The school is a positive and professional learning environment with the focus on education, not on attire.

All shirts/blouses/tops must cover the entire torso, armpit to armpit and must also touch the top of the pants/skirts/shorts when the student is seated or standing or performing any other school-related activities (such as raising his/her hand, etc.)

Pants are to be worn at the waist with no exposure of undergarments or buttocks. In relation to shorts, skirts, pants or dresses: while performing normal school activities (sitting down, picking up a pencil, etc.) midriff, undergarments, or buttocks should not be visible. This applies to sports and extracurricular uniforms/teams (if administration deems these to be appropriate for school).

Violation of the dress code will result in disciplinary action.

The following are examples of apparel which are NOT considered appropriate:

- Clothing, accessories and jewelry which contain obscene symbols, signs or slogans, and/or which slur or degrade on the basis of race, religion, ethnicity, sex, disability or sexual orientation, contain language or symbols supporting sex, hate groups, gangs, drugs, alcohol, tobacco, weapons, or impose a threat of violence or disruption to the orderly operation of the school are not permitted.
- Clothing with metal spikes; jewelry which could be used as a weapon, i.e., large or numerous chain necklaces/bracelets, dog chains, wallet chains, and/or rings which adjoin several fingers.
- Hats, hoods, or other head coverings (except for religious observance) must be removed at the start of the school day prior to homeroom. Head coverings must be stored in student lockers and may not be carried throughout the school day.
- Sunglasses (except prescription).
- Students are prohibited from wearing large, oversized jackets, trench coats, and overcoats of a similar nature during school hours. Students wearing above items should store them in their lockers upon arrival at school.
- Gang apparel, colors, symbols, and other identification items are strictly prohibited. This includes the display of wrist and neck beads, bandannas and other gang affiliated items.



- Students appearing on school grounds during school hours in violation of the dress code will be required to change / cover up, will be allowed to call home for alternate clothing, or will be given clothing. A student who willfully and continuously violates the dress code may be subject to disciplinary action, consistent with the student handbook.
- The Dress Code may be modified as needed to address student safety or other clothing trends.

## **DRUGS & ALCOHOL**

As per [HSD School Board Policy #227](#), the use or possession of drugs, drug paraphernalia, "look alike drugs," bath salts, synthetic bath salts and synthetic cannabis, or alcohol on school property, school buses, while participating in or attending a school-related activity or while traveling to or from school or being under the influence of drugs, alcohol, or intoxicant of any kind on school property, school buses, while participating in or attending a school-related activity or while traveling to or from school is considered to be a serious offense which will warrant a full suspension (up to 10 days), referral to SAP, notification of parents/guardians, notification of police, and an administrative hearing. A second offense will warrant a full suspension (10 days), referral to the SAP, notification of parents/guardians and police and a recommendation will be made for expulsion.

Students who sell or distribute alcohol or any type of drug or look alike drug whatsoever will be given a full suspension (10 days), parents/guardians and police will be notified, and a recommendation for expulsion will be made to the district administration.

## **EXPLOSIVES & SMOKE DEVICES**

Possession of exploding firecrackers is against school rules. They are a particular hazard in the school setting because of the potential fire and personal injury that can be caused. Violation of this rule may result in leveled disciplinary action ranging from a warning to temporary suspension.

## **FORGERY**

Any student who signs the name of an administrator, staff member or parent/guardian or alters the information on a pass or excuse will be subject to disciplinary action consistent with the student handbook.

## **HARASSMENT**

### **(SEXUAL, ETHNIC, RACIAL, RELIGIOUS, ETC.)**

Harassment includes any unwelcome attention shown in the school setting that has a negative impact on the victim's work or environment. In particular, sexual harassment as defined in the [HSD School Board Policy #248: Unlawful Harassment](#) includes, but is not limited to:

- Unwelcomed sexual advances
- Requests for sexual favors
- Other verbal or physical conduct of a sexual nature



Any student who wishes to lodge a harassment complaint should contact the appropriate grade level principal, school resource officer, or guidance counselor immediately following the alleged incident. All harassment complaints will be thoroughly investigated. The right of confidentiality of all parties will be respected consistent with the ability to investigate the allegation of misconduct.

Incidents of harassment can be very serious offenses and a substantiated charge against a student could result in a range of disciplinary responses including, but not limited to, detention, suspension, a recommendation for expulsion, and/or police involvement. The filing of false accusations of sexual or other forms of harassment is also a very serious offense and could result in suspension or recommendation for expulsion.

## **INSUBORDINATION**

Any student who willfully disobeys the reasonable direction of any principal, teacher, or other member of the Hempfield staff will be assigned detention time or a temporary suspension and a parent conference. Subsequent offenses may warrant a full suspension and a parent conference.

## **PORNOGRAPHIC MATERIALS**

Possession and/or use of pornographic materials on buses or school property is strictly prohibited. This includes sexting or any improper use of an electronic device. Violation of this rule may result in levelized disciplinary action ranging from a warning to expulsion as well as police involvement.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection by students are not acceptable in an educational environment. These displays which may include, but are not limited to kissing or other forms of prolonged physical contact. Violation of this rule may result in levelized disciplinary action ranging from a warning to temporary suspension.

## **THEFT**

Any student who is involved in a theft may be subject to levelized disciplinary action ranging from a warning to a full suspension. Police will be notified and prosecution will be sought if warranted. Parents/Guardians will also be notified.

## **THREATS**

Any student who threatens (personal, verbal, written, electronic) to do bodily harm to a member of the teaching staff, school board member, other employee of the school district, or student, may be given a ten (10) day out-of-school suspension. Police will be notified and prosecution will be sought if warranted. Parents/Guardians will also be notified.

## **TOBACCO USE**

In accordance with [HSD School Board Policy #222: Tobacco Use](#), smoking or use of tobacco in any form (snuff/chewing tobacco) or possessing smoking paraphernalia (cigarettes, e-cigarettes, lighters, matches, pipes, hookah devices, or any other similar devices.) on school property, school buses and at any school-sponsored activity is prohibited. Any student seen in the vicinity of school property in possession of tobacco products or paraphernalia can be subjected to a search once on school property. These items will be confiscated and parents/guardians will be notified. A first offense may result



in a temporary suspension and a smoking cessation program (if not completed, then a citation will be issued); a subsequent offense may result in a full suspension and a citation. In all cases, a parent/guardian will be notified. All Act 145 violations may result in a citation at administrator discretion.

## **VANDALISM**

When an offense involves defacement of school property, the parents/guardians will be notified, restitution will be sought in the form of money and/or services, and the police may be contacted. Disciplinary actions may be assigned as well.

([HSD School Board Policy #224: Care of School Property](#))

## **WEAPONS**

Hempfield School District is committed to providing a safe environment for students and staff. To that end, students are prohibited from possession of a weapon on school property, school buses, while traveling to or from school, or while attending any school-related activity. Weapons shall include, but not be limited to, firearms, knives, explosives and any other instruments capable of inflicting bodily harm or represented as such. ([HSD School Board Policy #218.1: Weapons](#))

Possession of a weapon is a misdemeanor of the first degree (Section 912 of PA Crimes Code). Violators will receive a full suspension and will be recommended for expulsion for a minimum of one (1) calendar year. Parents/Guardians and police will be notified and prosecution to the fullest extent of the law will be sought.

## **LOCKERS / SEARCHES**

Each student will be assigned a locker with a combination lock. Students are not to tamper with, prop, jam or otherwise interfere with the operation of the locker. Students who do so may lose locker privileges and disciplinary action may result.

Lockers (including hall and gym) are the property of the school and are loaned to the students. Thus, school officials may search student lockers if the building principal or his designee has a reasonable belief that a student's locker contains an article which is in violation of federal, state or local law, school policies or regulations, or for sanitary/housekeeping reasons. These searches may include the use of canine units. ([HSD School Board Policy #226: Searches](#))

Any illegal materials found as a result of a search may be used as evidence against the student in disciplinary, juvenile or criminal proceedings.

Cars located in student permit parking lots are subject to search without additional prior notice. These searches may include the use of canine units.

The search of a student's person and personal property will be permitted when there is a reasonable belief that the student has on his or her person items in violation of federal, state, or local laws. If a search requires a pat-down, the search shall be conducted by a designated school official of the same sex in the presence of another school staff member.

## **DISCIPLINARY CONSEQUENCES FOR INFRACTIONS**

The list of disciplinary infractions is intended to provide students with general guidance of what the disciplinary



consequences are for certain infractions in ordinary circumstances. School administrators reserve the right, however, to seek expulsion for any disciplinary infraction where they believe the facts and circumstances surrounding a particular incident are sufficiently severe and warrants such a disciplinary sanction.”



# 6

## Student Rights & Responsibilities





# Student Rights & Responsibilities

## STUDENT RIGHTS

Students have legal rights as persons and citizens. These rights include the right to due process, the right to an education, the right to express their opinions, and the right to be free from discrimination. They also have human rights as persons and participants in the educational community. This includes the right to be treated with dignity by other members of the school community and the right to contribute to the education program.

## STUDENT RESPONSIBILITIES

- Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to all school rules and regulations. Students share with the administration and faculty a responsibility to develop a wholesome climate conducive to learning and living.
- No student has the right to interfere with the education of other students. Students should respect the rights of teachers, students, administrators and all others involved in the educational process.
- Students are expected to express their ideas and opinions in a respectful manner so as not to offend or slander others.
- It is also the responsibility of students to:
  - Be aware of rules and regulations for student behavior and conduct themselves in accordance with them.
  - Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - Dress and groom themselves to meet fair standards of safety and health, and so as not to cause disruption to the educational process.
  - Assume that until a rule is waived, altered, or repealed it is in full effect.
  - Assist the school staff in operating a safe school for all persons.
  - Be aware of and comply with state and local laws.
  - Exercise proper care when using school facilities and equipment.
  - Attend school daily, except when excused, and be on time for all classes and other school functions.
  - Make all necessary arrangements for make-up work when absent from school.
  - Pursue and attempt to complete satisfactorily the course of study prescribed by state and local authorities.
  - Avoid inaccuracies in school newspapers or publications and indecent or obscene language.



# Homelessness

The Hempfield School District seeks to ensure educational stability and success for homeless students. The district will ensure that homeless students have access to the same educational programs and services provided to other district students.

## **DEFINITION OF HOMELESS STUDENTS**

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include students living under the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
- Living in emergency, transitional or domestic violence shelters.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as run-away children.
- Abandoned or forced out of homes by parents/guardians or caretakers.
- Unaccompanied youth, defined as any child not in the physical custody of a parent/guardian.

## **RIGHTS OF STUDENTS AND FAMILIES UNDER THE MCKINNEY VENTO ACT**

- Immediate school enrollment.
- Enroll in the local school where they are living, or remain in their original school.
- Receive transportation to their original school, if requested.
- Receive free breakfast and lunch.

For questions, contact the Hempfield School District Homeless Liaison, Shaunte DePaso at [shaunte\\_depaso@hempfieldsd.org](mailto:shaunte_depaso@hempfieldsd.org) or 717-459-9009.



# 7

## Bullying & Cyberbullying





# Bullying & Cyberbullying

## **BULLYING & CYBERBULLYING**

As defined in [HSD School Board Policy #249: Bullying/Cyberbullying](#) is an intentional electronic, written, verbal, or physical act (or a series of acts) directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantially interferes with a student's education.
- Creates a threatening environment.
- Substantially disrupts the orderly operation of the school.

Bullying includes cyberbullying, which refers to an intentional act (or acts) committed via the use of e-mail, text/instant messaging, chat rooms, pagers, cell phones, or other form of information technology and which produces the results defined above. School setting is defined as in the school, on school grounds, in school vehicles, at designated school bus stops, or at any activity sponsored, supervised, or sanctioned by the school.

## **BULLYING & CYBERBULLYING COMPLAINT PROCEDURE**

A student who violates the bullying & cyberbullying policy will be subject to consequences which may include, but are not limited to:

- Counseling within the school, may include a referral to SAP
- Parental conference
- Loss of school privileges
- Transfer to another school building
- Transfer to another classroom or school bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/therapy outside of school
- Referral to law enforcement officials.

**Please note:** If a student is determined to have knowingly filed a false report accusing another student of bullying behavior, the student will be subject to disciplinary consequences that may include, but are not limited to, the consequences listed above.



## **DATING VIOLENCE**

As defined in [HSD School Board Policy #252: Dating Violence](#) is behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control the person's dating partner.

Relational Aggression includes conscious and passive aggressive behaviors in which harm is caused through damage to relationships or social status within a group rather than by means of actual or threatened physical violence

### **Dating Violence Complaint Procedure**

When a student believes that s/he has been subject to dating violence or relational aggression, the student, and/or knowledgeable peer is encouraged to promptly report the incident, orally or in writing, to the principal, counselor, or classroom teacher.

A student who violates the dating violence policy will be subject to consequences which may include, but are not limited to:

- Counseling within the school, may include a referral to SAP
- Parental conference
- Loss of school privileges
- Transfer to another school building
- Transfer to another classroom or school bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/therapy outside of school
- Referral to law enforcement officials.

**Please note:** If a student is determined to have knowingly filed a false report accusing another student of dating violence or relational aggression, the student will be subject to disciplinary consequences that may include, but are not limited to, the consequences listed above.



# 8

## Electronic Devices





# PERSONAL ELECTRONIC DEVICES

Personal electronic devices (music/video players, head phones and cell phones) are not permitted to be used during the regular school day (warning bell - dismissal). The following exceptions exist:

- In the cafeteria during the student's scheduled lunch period, the student may use any electronic device (this does not include cell phone conversations).
- In flex, students are permitted to use personal electronic devices, including listening to music with headphones. This use should not disrupt other students' ability to study and complete school work during flex time (this does not include cell phone conversations).
- During the transition between class periods, students may use an electronic device, this includes listening to music through headphones. No speakers may be used at any time. If an adult addresses any student, the student **MUST** remove the headphones for the duration of the conversation.
- In the classroom, electronic devices may only be used at the teacher's discretion. Teachers may require students to leave their electronic devices in the classroom when leaving for any reason during the class period (i.e., lavatory, locker, nurse, etc.).
- Students are not permitted to video tape without teacher or administrator consent.
- Any video taken during the school day will be confiscated and the student will fare levelized discipline.

Students who violate this policy will be referred for disciplinary action. The first referral will result in a warning from the grade level principal. The second offense will result in an administrative detention. A third offense will result in a 3-hour Wednesday detention. Additional referrals will result in a suspension. Refusal to properly identify yourself to any adult in the school setting will be considered insubordination.

Any student who is using an electronic device in an unacceptable manner may have his/her device confiscated and searched. Unapproved picture taking, videotaping, or messaging, etc., may result in a search of the electronic device and disciplinary action. And may result in police involvement.

The school will not assume responsibility for the recovery of student electronic devices that are lost, stolen, damaged, or confiscated.



## **ELECTRONIC DEVICE ASSESSMENT & TESTING PROTOCOLS**

The Electronic Device Protocol exists to discourage the theft, distribution, or possession of assessment content or any other form of electronic cheating and to provide clarity for all stakeholders regarding how violation of the protocol during testing/assessment situations will be handled by the district.

1. The teacher reminds students the day prior to the assessment that they are not to bring cell phones or other electronic devices to class on the day of an assessment – these devices are to be left in their lockers.
2. Prior to beginning the directions on the day of the assessment, the teacher reminds students that they are not to have cell phones or other electronic devices in their possession during the assessment. The teacher indicates that any student who has a device must place it in a box/container that is to remain in plain view on the teacher’s desk or visible surface deemed appropriate by the teacher.
3. Any student that shows up with an electronic device who refuses to turn over the device for the duration of the test will be notified that he/she will not be able to take the assessment.
4. A student who makes this choice will be given an Incomplete, will need to meet with the teacher to discuss why the student made this choice, and will need to take a make-up assessment. The student will receive 50% of the points earned on the test. The student will only receive a “0” if he/she refuses to take the retest.
5. The teacher reminds the students that anyone caught using an electronic device during the assessment will receive an incomplete for the assessment and have to meet with the parent/guardian, teacher, department leader, and principal.
6. If it is determined, through a search of the device in the presence of the parent/guardian, that no images or assessment content were captured (stolen) by the device, the student will have the opportunity to take a retest, receive feedback, and receive 50% of the points earned on the retest. If it is determined that images or assessment content were captured on the device, the student will have an opportunity to retest and receive feedback on the performance but will receive “0” credit for the assessment. The student will be suspended for either 1 or 3 days, depending on whether the student stole/possessed or distributed the test content to others. The student will be invoiced up to \$150 dollars for the cost of development of a replacement assessment.
7. The teacher monitors the administration of the assessment and reports any violations of this protocol to the department leader and grade level principal immediately. A violation occurs at any point the teacher witnesses a student with an electronic device out during the time the assessment is being administered – move to (#5) below for the next step.
8. The device is confiscated and placed in an envelope that the teacher then seals in the presence of the student. The envelope is turned over to the principal immediately following the class (if not before). The envelope is not opened and the device is not searched until the meeting is convened between the student, parent/guardian, principal, department leader, and teacher.



9. If a violation is determined by the administration to have occurred, action will be taken in accordance with (#3) above. If during the review of the device it becomes apparent that the device has been remotely “wiped”, the district will consider this to be a violation of this testing policy and the student will be subject to consequences as if they had been in possession of assessment content.
  
10. This protocol is to be followed and the consequences described will be applied even if violations occur when the test is returned for review by the students. Students should not have electronic devices during assessment reviews following testing due to the potential that assessment content could be captured and distributed even after testing concludes.



# 9

## Disciplinary Exclusion From School

The following definitions regard the exclusion of students from school for discipline reasons as well as due process guidelines established by [HSD School Board Policy #233: Suspension and Expulsion](#).

### **SUSPENSIONS/EXPULSIONS FROM SCHOOL**

Suspension, which is a function of the school administrator, and expulsion, which is a function of the board of school directors, are serious disciplinary sanctions that may be imposed against students under procedures conforming to due process of law.

Suspensions from school may be affected by temporary suspension, full suspension, or expulsion in accordance with school board policies, procedures, and guidelines as summarized in this handbook.

Suspensions may be either in-school or out-of-school. The administration will determine which type of suspension is given. This decision will be made in the best interest of the student as well as the entire student body. Students who violate the policies of the in-school improvement program will be summarily suspended out of school for a minimum of 1 school day and a maximum of 5 school days. The balance of the in-school improvement will be served upon his/her return to school.

### **TEMPORARY SUSPENSION (1-3 DAYS)**

A student may be temporarily suspended from school if the principal has reasonable cause to believe that:

- The physical safety of the student or others is substantially endangered by the student's conduct; or
- The student has caused substantial interference with classroom instruction or maintenance of good order in the school, on the school grounds, going to or from school, or at any school-related activity; or
- The student has violated a school policy which may subject the student to full suspension or expulsion but the required parental conference or hearing has not been held; or
- The student has violated other school policies set forth in this handbook or otherwise published such as the policies regarding tardiness and absence.



Temporary suspension shall mean exclusion from regularly scheduled classes for a period of up to three school days plus exclusion from other activities and privileges, by the principal, without a hearing. A parent conference may be required before the student is readmitted to school. The suspension may be in-school or out-of-school at the discretion of an administrator.

No student may receive a temporary suspension unless the student and parent/guardian has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

### **FULL SUSPENSION (4-10 DAYS)**

The principal may impose a full suspension for a maximum of 10 school days for a student who:

- Causes or attempts to cause damage to school property or steals or attempts to steal school property or knowingly receives stolen property; or
- Causes or attempts to cause physical injury to another person; or
- Knowingly possesses or transmits any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school; or
- Defies the valid authority of either supervisors, teachers or administrators; or
- Conducts himself or herself in a manner that is disruptive to the educational environment of the school; or
- Violates other policies, rules and regulations set forth in this handbook or otherwise published by the school.

Full suspension shall mean exclusion from school and any school activity for a period of up to ten (10) school days. An informal hearing will be held with the student and his or her parent(s)/guardian(s). The suspension may be out-of-school at the discretion of the principal. The student may not attend or participate in extracurricular activities during the suspension.

### **EXPULSION (>10 DAYS)**

Expulsion shall mean exclusion from school for a period exceeding ten school days and may be permanent exclusion from the school rolls. All expulsions require a prior formal hearing with the disciplinary committee of the Board of School Directors and the right of the student to be represented by counsel.

The principal may recommend expulsion for a student if the student violates a provision of the full suspension section of this policy in such a manner that removal from school is necessary to protect the physical safety of others or to prevent substantial interference with the rights of others to pursue an education. Additionally, the principal may recommend expulsion for a pattern of multiple low level offenses.



# Detention, Suspension & Privilege Removal

## **DETENTION**

All students assigned detention will be notified a day in advance.

- Teacher - Teachers are the people most frequently and most directly in contact with students. Any and all teachers may require students to report to their rooms before or after school to satisfy a classroom or school violation. This is a teacher detention.
- Administrative - In certain cases, a student may be required to remain after the conclusion of the normal school day for infractions of school regulations. Detention is held Tuesday through Thursday, 3:00 p.m. - 4:00 p.m. under the supervision of a staff member.
- Students are required to do school work during this time. Following the fifth period class, students must get books, coats, and other needed materials from their lockers and report directly to detention; students may not leave the school building prior to reporting to detention.

If a student misses detention for a reason approved by the grade level principal (illness, absence from school, doctor's appointment, etc.), the student will serve detention the next school day. At the conclusion of detention, students must leave the building immediately. Students are responsible for their own transportation. Students who do not report to detention when assigned, or who are removed from detention for not following the rules of conduct, will be assigned a Wednesday detention.

## **WEDNESDAY DETENTION**

A student may be required to attend a Wednesday detention for certain infractions of the discipline code. Wednesday detention is held from 3:00 p.m. to 6:00 p.m. each Wednesday during the school year. Students are required to do school work during this time. Students who do not report to Wednesday detention when assigned, or who are removed from Wednesday detention for not following rules of conduct, will be re-assigned to a Wednesday detention and also assigned in-school suspension.

## **IN-SCHOOL SUSPENSION**

The in-school suspension program is a restricted classroom experience for students who have committed violations of the school rules. The student will complete all class assignments given by teachers and:

- Report directly to the suspension room at the start of the school day. Student cell phones will not be permitted. Cell phones will be secured and will be returned at the end of the school day.
- Will not attend or participate in any extracurricular activities (including athletics) during in-school suspension.
- Will make up any missed work upon his/her return to class.



Students will not have access to the cafeteria during lunch. Bag lunches will be available upon student request.

In-school suspension may be reduced or increased as a result of behavior during the suspension. The last day of an in-school suspension assignment ends at midnight of the last assigned day. Other rules will be explained to the student on the first day of in-school suspension.

## **REMOVAL OF PRIVILEGES**

School privileges may be withdrawn when students violate provisions of the discipline code. These may include extracurricular (athletic and non-athletic) activities, school social events, including the prom, and/or positions of leadership in clubs, classes and other school organizations.



# Disciplinary Infractions

## **CRIMINAL CONDUCT**

Any student who engages in conduct that would constitute a crime under Pennsylvania's Crimes Code while on school district property or under the supervision of school officials may be subject to disciplinary action, up to and including, expulsion from school.

### Aggravated Assault and Fighting

A person is guilty of aggravated assault if he/she: attempts to cause or causes bodily injury to a teaching staff member, school board member, other employee or student. A student involved in fighting may also be given a full suspension. Police will be notified and prosecution will be sought. Parents/Guardians will also be notified.

Failing to disperse or knowingly attending a fight may result in disciplinary action ranging from a warning to suspension.

## **BOMB THREATS, THREATS OF VIOLENCE & FALSE FIRE ALARMS**

Any student who furnishes false information to any other student, a teacher, administrator, or other employee of the school district concerning the placement or setting of a bomb, acts of violence or sets off a fire alarm, knowing the same to be false, shall be subject to expulsion and referral to the appropriate authorities. ([HSD School Board Policy #218.2: Terroristic Threats/Acts](#))

## **CHEATING, PLAGIARISM & ACADEMIC DISHONESTY**

Cheating occurs when a student takes another person's thoughts, writing or work and submits this work as his/her own. Examples of cheating include:

Citing published works (including Internet sites) without acknowledging and giving credit to the author or source (this is plagiarism).

- Copying another student's answers on a test.
- Using written answers prepared before the test without teacher permission.
- Passing answers to other students on a test in progress or that has been taken previously.
- Talking during a test without permission.
- Stealing tests or using tests stolen by another individual.
- Copying another student's homework with or without their consent.
- Making work available for someone else to copy and claim as their own.
- Changing answers on work being corrected without permission.
- Taking a picture of a test or assessment.



## **CHEATING/PLAGIARISM SCENARIOS**

**“Traditional” cheating** – occurs when a student looks off his/her neighbor’s paper during a test, creates/conceals a “cheat sheet” to be used during an assessment, etc.

**Possession/Distribution of Stolen Academic Property** – occurs when a student:

1. Is found to be in possession of, or to have distributed, a hard copy of an assessment and/or answer key OR
2. Is found to have used an electronic device to capture assessment information (questions and/or answer key) for his/her personal use or to share with other students.

**Plagiarism** – occurs when a student takes the idea or work of someone else and attempts to pass this work off as his/her own on a performance-based assessment (term paper, project, etc.)

### **Cheating/Plagiarism Consequences**

**“Traditional” cheating** – (does not involve theft, distribution, or possession of test materials):

1. The student will receive an Incomplete for the original test.
2. The student must meet with the teacher and discuss the cheating situation in order to earn the opportunity to take a retest.
3. The teacher will notify the parent/guardian about the cheating situation and explain the steps that will be followed to rectify the situation.
4. The student may complete a retest, receive feedback about his/her test performance, and will receive credit for 50% of the points earned on the retest.
5. The student will only receive a “0” if he/she refuses to take the retest.
6. The student will receive administrative consequences per the discipline matrix established for traditional cheating offenses – please see the student handbook for details. Repeat offenses will be met with progressive disciplinary action that increases in severity with each repeat offense.

### **Theft/distribution/possession of test or answer key materials (hard copy or electronic)**

1. The student will receive an Incomplete for the original test.
2. The student and parent/guardian will meet with the teacher, department leader, and principal to discuss the student’s possession and/or distribution of secure test materials.



3. The student will receive a 1-day suspension for possession of secure test materials.  
If evidence indicating the student distributed these materials is uncovered, the suspension will be 3 days.
4. The student may take a retest to obtain feedback regarding his/her mastery of the content assessed, but will receive a mark of “0” on the assessment to be factored into the course grade.
5. The student will pay restitution not to exceed \$150 toward the cost of creating a new assessment to replace the compromised assessment (this is the approximate cost of four hours of curriculum/assessment-writing time).
6. Repeat offense will be met with progressively more severe disciplinary consequences (longer suspension, etc.)

### **Plagiarism on a performance-based assessment**

1. A student who turns in work (such as a research paper, essay, PowerPoint presentation, etc.) that is plagiarized (that they intentionally represent as their own) will receive an incomplete for the project.
2. The student must meet with the teacher to discuss the incident to earn an opportunity to redo the project.
3. The student will receive 50% of the points on the resubmitted work that would otherwise have been earned on the project had the plagiarism not occurred.
4. The only way the student will receive a “0” is if they refuse to resubmit work that they have done.

\* Electronic Device use during assessments/testing;  
see Electronic Device section.

**National Honor Society members, please note:** confirmed incidents of cheating involving NHS members will likely result in removal from NHS, pending a disciplinary hearing (if sought) before the NHS Faculty Council.



# 10

## Use of Reasonable Force

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School staff may use reasonable force under the following circumstances:

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

### **VIOLATION OF PENAL LAWS**

Any pupil of the Hempfield School District alleged to have violated any penal law of the United States of America or of the Commonwealth of Pennsylvania in school district buildings, on school district grounds, in school vehicles, while en route to or from school or school events, or at school-sponsored activities at home or away, will be subject to disciplinary action. Such penal laws shall include but shall not be limited to the Controlled Substance Drug Device and Cosmetic Act, the Liquor Code and the Crimes Code. Violations of local, state or federal laws will be reported to the appropriate legal authorities and will also warrant suspension.

Please contact your building principal for any questions about Keystones. If you continue to have questions please contact the Assistant Superintendent.



# 11

## Pupil Services

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### **COUNSELING SERVICES**

The primary goal of counseling services is to be available to aid individual students who may have problems. These problems may simply be correcting schedules or may be assisting a student with social, emotional, educational, vocational or personal concerns.

Counselors are a source of information, a sympathetic listener and a means by which students may solve their problems. They have been trained to help students make choices, explore careers, plan their school programs, and adjust to new situations. The success of these efforts depends on close communication among all concerned: the student, the parents/guardians, the teaching staff, and/or an administrator. Therefore, it is desirable that contacts with the counselor be made early and as frequently as necessary to resolve a problem. All information shared with a school counselor is confidential, and will be handled in a strict and professional manner. However, student information may be shared if there is concern to the well-being of any student or an educational interest significantly impacting the students' education.

Standardized tests are administered to students based on Keystone courses taken during the school year. An optional ASVAB career interest survey may be given in grade 11. Test results are provided to the student and become a part of the student's permanent school record. Questions concerning Keystone tests should be directed to [Mr. Michael Bromirski](#), Assistant Superintendent at (717) 898-5561.



# 12

## English Language Development

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### ENGLISH LANGUAGE DEVELOPMENT (ELD)

ESL instructors work with students who have limited English proficiency, known as English Learners (EL). Areas of support include listening, speaking, reading, and writing. All students new to our schools will complete a Home Language Survey. Those students who are eligible for language instruction will begin to receive support from our English as a Second Language instructors within 30 days of the beginning of the school year.

Parents/Guardians of a Limited English Proficient student identified for participation will be notified of:

- The reason for the identification of their child.
- The child's level of proficiency, how such level was assessed, and the status of the child's academic achievement.
- The methods of instruction used in the ELD program.
- How the ELD program will meet the educational strengths and needs of their child.
- How the program will help their child meet standards for achievement and grade promotion and graduation.
- Specific exit requirements of the program.

Parents/Guardians of Limited Language Proficient students are encouraged to become involved in their child's educational program by attending scheduled conferences, communicating with the teachers and building principals, attending ELD Parent Meetings, and by being active in the school's Parent Advisory Committee. Questions regarding the ELD Program should be directed to the child's ESL instructor, Building Principal, or World Language Department Leader [Rosemarie Zorrilla](#).



# 13

## Health Services

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The major aim of this department is prompt detection and correction of physical impairments. Routine check-ups of vision, growth and hearing are part of this phase of the program.

### **ILLNESSES & INJURIES**

Students who are injured or who become ill are requested to report to the health room immediately. All accidents and injuries occurring during the school day must be reported to the school nurse or the house office if the nurse is not immediately available.

The School Nurse will contact the parent/guardian if necessary and determine if the student needs to go home or may remain in school. Students are discouraged from texting or calling their parents/guardians without seeing the nurse first. Early dismissals will be considered excused if the nurse deems the early dismissal medically necessary.

Emergency medications, including Epi-pens and Inhalers, may only be carried by students with signed permission from a licensed medical provider and a parent/guardian according to the Procedure for Administration of Medication at School.

Students will not be permitted to leave school because of illness unless a parent or guardian can be contacted. If a parent or guardian cannot be reached, every attempt will be made to contact the person(s) listed on the student emergency card on file in the health room of each house. The student will remain at school if no one can be notified of illness.

Parents and students are encouraged to call or visit the school nurses for the purpose of discussing any problem pertaining to health.

### **MEDICATIONS**

Medication for relief of minor pain is available in the health rooms, therefore it is not necessary that students carry any medication with them during the school day. Medication shall include all controlled substances and medicines prescribed by a physician and any over-the-counter medicines.

OTC drugs may include orally taken pills, liquids, or dissolving agents; creams and ointments absorbed through the skin; nasal inhalants; suppositories, drops or liquids that are dispensed through eyes, ears, nose, throat, or rectum.

Any student who is required to take prescribed medication during school hours should follow the Hempfield School District Medication Procedure guidelines. Only medication in a properly labeled container and a directive from the physician is to be brought to school. This medication is to be placed in the school nurse's office and kept there until the dosage is completed. It will be the responsibility of the student to report to the health room at the designated time to take the medication.



Students who are caught in possession of medication, or other controlled substance, prescribed or otherwise will be considered in violation of HSD School Board Policy #210: Use of Medications, and are subject to disciplinary action, which may include suspension from school or expulsion.

## **PHYSICAL EXAMINATIONS**

Physical examinations are mandatory for students in grade 11.

## **INSURANCE**

All children in Pennsylvania are guaranteed health coverage of some type. If your child/children are uninsured for any reason, please contact the school nurse for assistance.

The school district makes pupil accident insurance available through an outside company. This insurance can provide coverage in the case of accidents either during school hours, while traveling to and from school, and while participating in any school-sponsored activity or 24-hour coverage. Information concerning student accident insurance will be posted on the Business Office section of the district website. ([www.hempfieldsd.org](http://www.hempfieldsd.org)) Please read the insurance information carefully as it contains important information concerning the coverage.



# 14

## Special Education Services

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Parents who wish to have their child tested for special needs must make written request. Requestors should contact the [Director of Special Services](#).

**Director of Student Services**

Hempfield School District

200 Church Street

Landisville, PA 17538



# 15

## Student Assistance Program

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The primary responsibility of a school is to educate students. If a student is under the influence of chemicals or is experiencing some form of depression/suicide ideation, that student cannot learn. If the student disrupts life in the school, other students will not be able to learn.

The SAP is an intervention program designed to prevent students from becoming involved with drugs and alcohol and help those who are already involved. Just as important is the SAP team's involvement with students coping with the varying degrees of mental health issues. Through group and individual support meetings, the team strives to provide educational and motivational support for those students. The support groups will be informational and voluntary. Parents who do not want their child/children to be involved in such a group should inform the principal(s) in writing on an annual basis.

The team provides an intervention program, not a treatment program. Such a program provides a way for the school to identify and help students who are dealing with their chemical use and mental health issues. Intervention procedures include identification, collection and review of pertinent data, referral for assessment and evaluation, and participation in support programs.

The SAP team receives referrals from students, staff, parents, and community members as well as self-referrals. A student who volunteers information about personal substance use or any mental health problems (self-referral) will be informed of the services and immediately referred to the team.



# 16

## Transportation





## TRANSPORTATION

Upon arrival at school, students must immediately enter the building. Loitering on Bank Street, Stanley Avenue or on properties adjacent to the school is prohibited. Students caught on private property may be cited for criminal trespass. No student is permitted to leave the school building or school grounds without parent and administrative permission. Students who leave school grounds will not be permitted to return or to use school transportation. Students may also be subjected to a search by a school official.

## BUSES

Buses will stop in the designated loading areas. All bus students will board at these points. The bus drivers are in absolute control and have full responsibility for maintaining safe conditions on the buses. Students must abide by their rules and regulations concerning conduct on the buses.

The use of bus transportation to and from school is a privilege, not a right. If the conduct of a student while riding a bus is such that it jeopardizes the safety of others or is otherwise obnoxious or undesirable, this privilege may be denied. Students should obey these rules (they are for your protection) show concern and respect for your fellow students, and make the bus ride pleasant and safe. All students must ride the bus to which they have been assigned. Special requests need to be made to [Dan Forry](#), Chief Operating Officer. Alternative stops due to custody arrangements, child care, etc. will not be permitted.

### School Bus Safety Rules:

- The use of bus transportation is a privilege, not a right. If student conduct jeopardizes the safety of others, or is otherwise undesirable, this privilege may be denied and disciplinary consequence may be assigned.
- All school rules apply while on the bus. Bus Conduct Reports are used to communicate infractions to the appropriate school principal.
- Video and audio cameras are in use on every bus.
- Students may only use the school bus and designated stop assigned by the Transportation Department.
- Students should arrive at their designated bus stop 10 minutes prior to the scheduled pick-up time.
- Students will be responsible for their behavior while at the bus stop. Please respect the property rights and privacy of others who reside at or near the bus stop. For your safety, do not play in the road.
- Students are to enter the bus one at a time and go directly to their assigned seat without delay, crowding or pushing. Students are to remain seated for the entirety of their ride.
- Assigned seats may be adjusted at any time by the bus driver and/or the school principal.



- Students are to sit facing forward, keeping the aisle clear at all times. Any back pack, lunch box, musical instrument, sports equipment, or any other item must be held on the student's lap, fit under their seat, or be secured in an empty seat. If this cannot be accomplished, the item is not permitted on the bus.
- Students that live on the opposite side of the roadway from where the bus picks up or drops off should cross 10 feet in front of the bus once the bus has come to a complete stop and has activated its signals. Students who are exiting should cross the road immediately while the bus has stopped traffic. Always look left, right, and left again prior to crossing the road.
- Students of all ages are permitted to exit the bus at their designated stop without a parent or guardian present.
- Keep head, hands, and feet inside of the bus. Do not throw anything out of the window.
- No eating or drinking at any time on the bus.
- Help keep the bus clean. No littering, please.
- No loud conversations, unnecessary noise, or inappropriate and disrespectful language (profanity) or gestures are permitted. Please use a quiet, conversational tone of voice.
- Keep your hands to yourself. No hitting, pushing, spitting, biting, tripping, rough behavior, bullying, throwing items, or affectionate displays of emotion are permitted at any time.
- Damaging the bus will result in the student being charged for its repair. No tampering or touching of bus equipment is permitted. Never sit in the driver's seat.
- Interaction with vehicles behind or beside the bus is not permitted.
- Usage of electronic devices is a privilege. Complications linked to use may result in the revocation of such privileges for any student. Filming videos and taking pictures is not permitted on the bus.
- Any item that may divert the driver's attention from the road is not permitted on the bus.



# 17

## Student Parking

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Students driving to school must register vehicles and use the off-street parking areas south of the Performing Arts Center or the stadium lot. Students will be charged a fee for a parking permit. Permits will first be offered to seniors and juniors who participate in extracurricular activities.

Students who park illegally on school grounds (i.e., without a permit, in another student's parking space or in faculty parking) will have their car booted and will be required to pay a \$25 fine. Repeated violators may have their car towed off of school property at the owner's expense. The school district is not responsible for the security of vehicles that students park on school grounds.

No students are permitted in the parking lot during the school day. Forgotten money, books, projects, school assignments, etc. may not be retrieved during the school day without administrative permission. Violators will be punished under the discipline code.

Parking lots are subject to search. These searches may include the use of canine units. Any illegal materials found as a result of a search may be used as evidence against the student in disciplinary, juvenile or criminal proceedings.

Driving to school is a privilege which can be retained by complying with the following procedures:

- The speed limit is 15 miles per hour on school property.
- Park cars within lines painted on the student parking lots. Do not park on grass or on driveways leading to or through parking lots.
- Leave your vehicle immediately upon parking and enter the building. Vehicles may not be occupied at any time during the school day.
- The driveways along Stanley Avenue and Bank Street should not be used for "thru" traffic. Enter and exit the parking area via Kauffman Road.
- Students may not use the faculty parking lots located to the east, west or north of the building or park in any reserved or marked area.
- Regulations regarding smoking, alcohol and drug use/abuse apply to operators and occupants of motor vehicles on school property.
- Police will be notified of incidents of careless and/or reckless driving.
- Excessive disciplinary referrals and/or suspensions will result in revocation of driving permit and no refund will be given.



# 18

## General Information





# General Information

## **AFTER-SCHOOL & EVENING ACTIVITIES**

All Hempfield High School rules and regulations for dances, athletic events and other after-school activities are in effect. Regulations from the police, fire marshal, school and school board that apply during the day are also applicable during after-school and evening activities. Students attending athletic events, dances, plays and other evening activities are reminded that once they leave the building/premises they cannot be readmitted to the activity.

## **BACKPACKS**

Because of our concern for the safety of students and staff, backpacks may not be used during the school day to carry books to classes. They may be used to bring books and school supplies to and from home. Backpacks are to be kept in lockers during the school day. Any student who violates this policy will be referred to the administration for disciplinary action. The only exception is a school-approved laptop sleeve.

## **BRINGING VALUABLES TO SCHOOL**

Schools are public buildings and public buildings are sometimes difficult to secure. Students bringing valuables to school, such as jewelry, money and bicycles should not leave them in an unsecured location. Students should not share lockers or give out their combinations to a friend. If there is anything of value that the student brings to school, the student is responsible for its security. The school discourages students from bringing large sums of money, jewelry, or any item of significant value.

## **BUILDING PRIVILEGES**

Students may not remain in any part of the building after school without direct supervision by a staff member. Any wheeled apparatus such as, but not limited to, skateboards, rollerblades, sneakers with embedded wheels, etc. are prohibited.

## **CAFETERIA**

All students must report to the cafeteria after placing their materials in their locker. No food or glass containers will be permitted outside the dining room.

## **CHILD ABUSE REPORTING POLICY**

The Pennsylvania Child Protective Service Law (C.P.S.) requires school personnel to report situations where they have reason to suspect that a child may be a victim of child abuse. These reports will be made to the Lancaster County Children and Youth Agency. The law also directs schools to cooperate with the Children and Youth Agency, which is charged with protecting children and conducting the investigation. It is the policy of the Hempfield School District to comply with the C.P.S. to its fullest extent.

## **CLUBS**

Clubs are organized under the sponsorship of a teacher and meet before and/or after the school day. New clubs may be organized by obtaining the signatures of at least fifteen (15) interested students and a faculty sponsor and presenting this



petition to the high school principal. New clubs must have a service philosophy. Student participation in clubs is voluntary. Club members must attend regularly and abide by the club's published regulations.

## **DANCES**

Hempfield provides several dances for students' enjoyment and as fund raisers for organizations. Dances are open to our students and their guests, who have completed a form and have been approved in advance. Middle school students and individuals who are 21 years of age or older will not be approved to attend high school dances. The admission price may vary. All students are to follow school rules and regulations while attending dances. Dress will be casual to semi-formal.

Guests must be accompanied by a Hempfield student in good standing. Students on suspension will not be admitted. High school students who leave the dance early may not return to the building.

## **DISPLAY/DISTRIBUTION OF MATERIALS**

Students may not display or distribute any materials that have not been pre-approved by the high school principal. For more information regarding student expression and distribution/posting of materials see [HSD School Board Policy #220: Student Expression/Distribution and Posting of Materials](#).

## **ELECTRONIC SURVEILLANCE**

Staff, students and parents/guardians should be aware that school buses and public areas on school property have surveillance cameras monitoring activities in these locations. The cameras record sound and video images. Camera recordings are reviewed by school officials for discipline and security purposes, and may be provided to the police or used in school disciplinary proceedings. Individuals should understand that their actions and words while in these areas will be recorded and that they should have no expectation of privacy in these areas.

## **EMERGENCY SITUATIONS**

The Hempfield School District has plans in effect for major emergency situations. The district believes that the reactions of people in emergencies depend largely upon their training. Our school staff has been trained and drills are held regularly to make certain that students understand proper emergency procedures. Cooperation is asked in any emergency:

- Please do not telephone the school. Telephone lines will be needed for emergency communications.
- Please do not drive to school. Streets/roads should be as free from traffic as possible for emergency vehicles.
- Listen to the radio or TV Channel 8, WGAL, for information and instructions for transporting students during or after an emergency.
- [Check the school district website](#) for information regarding district emergencies, closings, etc.

## **FIELD TRIPS**

Field trips are an extension of the classroom. All school rules and regulations as set forth in the student planner are equally applicable on field trips.



## **FLAG SALUTE & THE PLEDGE OF ALLEGIANCE**

The Hempfield Board of School Directors believes it is the responsibility of all citizens to show proper respect for our country and its flag and requires that the Pledge of Allegiance and Flag Salute ceremony be conducted in school daily.

Students who choose to refrain from such participation shall respect the rights of others who do participate in the ceremony by remaining respectfully silent.

## **FUND RAISING**

All fund-raising projects that involve school personnel, students and/or school facilities must receive prior approval from the high school principal and will be subject to the conditions outlined in [HSD School Board Policy #229: Student Fundraising](#). The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property, or at any school sponsored activity.

## **HIGHLY QUALIFIED TEACHERS**

Under the Federal Every Child Student Succeeds Act (ESSA), school districts are required to notify parents that they may request the following information regarding the professional qualifications of their child's classroom teacher:

- Whether the teacher has met State qualifications and licensing criteria for the grade level and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived
- The baccalaureate degree majors of the teacher and/or other graduate certifications or degrees held by the teacher and the fields of discipline of the certifications or degrees
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If parents would like to receive any of the information listed above, they need to contact their child's building principal. The district will notify the parents of any students not being taught by a highly-qualified professional.

## **INSTRUCTIONAL MATERIALS**

During any given school year, a variety of Instructional Materials are utilized by the staff in order to meet the needs of all students. We take pride in our selection of the highest quality materials for all of our instructional programs. Parents have the right and are welcomed to review any of these materials, excluding tests and/or other academic assessments. If parents would like to review materials, they simply need to make an appointment with the department supervisor/coordinator, who will make the materials available and who also will be available to answer questions if needed. ([HSD School Board Policy #235: Student Rights/Services](#))

## **INTERNET**

Student use of the HSD network and electronic resources is governed by [HSD School Board Policy #815: Responsible use](#)



of Electronic Resources/Email/HSD Network. Students in the Hempfield School District will have the opportunity to explore the educational merit of the Internet through classroom activities and individual research. Parents or guardians who wish to prohibit their child from utilizing the Internet should inform the building principal in writing on an annual basis.

Students are expected to use the Internet as instructed by the teacher for educational purposes. Misuse of the Internet will result in the loss of Internet access and disciplinary consequences.

[A copy of the Responsible Use Policy can be found on the district website.](#)

## **TELEPHONES**

Students may NOT use the telephone during the school day, except in an emergency, as determined by the teacher or grade level principal. Classroom phones are not to be answered or used by students except in an emergency as above. Phone messages are given to students only in EMERGENCIES.

## **PARENT'S RIGHT TO KNOW**

According to the Federal Law, No Child Left Behind NCLB, school districts are required to notify parents of certain information so they are knowledgeable regarding many factors that affect their child's education. Listed below you will find information that you might find informative. If you have any questions regarding any of these items, please feel free to contact Dr. Tab Musser in the administration building.

## **Student Records Policy Parental Notification (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a



legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **DIRECTORY INFORMATION**

Under the Federal Family Educational Rights and Privacy Act (FERPA), the District must release directory information, student names, addresses and telephone listings, when requested. Additionally, under the ESSA and the National Defense Authorization Act, the District must release directory information, student names, addresses, and telephone listings to military recruiters for recruiting purposes and college scholarships offered by the military upon request. If parents do not wish this directory information to be released, they must notify the building principal in writing regarding their wishes, no later than the first of September. ([HSD School Board Policy #250: Student Recruitment](#))

Finally, parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## **Records Transfer to Receiving School, IU, or Agency**

The Hempfield School District Records Policy allows a student's school records to be forwarded to another school, Intermediate Unit, or state educational agency either with parental permission or without such permission if the student is enrolled in another educational setting and is no longer a student in the Hempfield schools. Parents are hereby notified that necessary student records will be forwarded to the school where the child is enrolled upon request of the receiving school. Parents have the right to examine student records and be given a copy if desired. Written parental permission to forward records will be obtained whenever possible.

## **Student Rights & Surveys**

[As per HSD Board Policy 235: Students Rights/Surveys](#), parents/guardians have the right to inspect, upon request, a survey created by a third party (e.g.-PA Youth Survey) prior to administration or distribution to a student. Parents will be notified if such surveys will be administered throughout the school year, as well as each survey's intent. Parents/guardians



have the right to opt the student out from participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.

## **STUDENT I.D. CARDS**

All students receive individual identification cards that include the student picture, grade and school issued identification number. A \$5.00 replacement fee will be charged for lost I.D. cards.

The student identification card will be required for checking out materials in the library. Cafeteria lunches may be prepaid to the Hempfield Cafeteria Account and the I.D. card used as a debit card at the cash register.

The card is NOT transferable and should not be given to other students. Use of another student's I.D. card (with or without permission) is prohibited. Violators will be punished under the forgery policy.

## **VISITORS**

Student visitors are restricted to exchange students and must be pre-approved.

Parents wishing to visit the classroom must first obtain a permission form from the building principal. A twenty-four-hour notice is required prior to any visit and the teacher has the right to decline and reschedule at a different time.

All visitors must report to the office and receive a visitor's badge. Visitors must present a state issued driver's license or identification card. Visitors are expected to observe all school rules and regulations and leave promptly when their business is completed.

## **WORK PERMIT FOR EMPLOYMENT OF MINORS**

The Pennsylvania Child Labor Laws do not permit children under the age of 14 to be employed at any time, either when schools are in session or during vacation. Vacation Employment Certificates may be obtained by minors who are 14 or 15 years old. These certificates permit work that does not interfere with school attendance. Minors who are 16 years of age may obtain a Transferable Work Permit for work.

Minors must present a birth certificate, driver's license, baptismal certificate or passport when applying for a working permit. School officials are required by law to see each applicant's proof of age before issuing a working permit. To obtain an employment certificate, a student – accompanied by a parent – must see a secretary in the Franklin Office between 8:30 a.m. and 4:00 p.m. during the school year and 8:00 a.m. and 3:00 p.m. during summer vacation.

More information pertaining to student activities, school events and announcements may be found on the [district website](#).

"The Hempfield School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, color, religion, national origin, sex, age, ancestry or physical handicap. Inquiries should be directed to: Dr. Tab Musser, Compliance Officer, Hempfield School District, 200 Church Street, Landisville, PA 17538."



## **LOST AND FOUND**

All articles lost or found should be reported or brought to the office and may be claimed by the owners. If articles are not claimed within a reasonable time, they will be discarded. Report all thefts immediately to the teacher in charge and to the grade level office. Complete the theft/loss report form which may be obtained in the office.



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# Library Media Center





# Library Media Center

**Hours:** The Library Media Center is open daily from 7:10 a.m. to 3:30 p.m. and on Thursday after school until 6:00 p.m. See the school calendar for specific dates.

**Use:** Students are encouraged to use the library for research and recreational reading during flex period, before school and after school. Students who want to use the library during flex period must obtain a Recreational Reading Pass or a Research Pass before going to the library.

**Recreational Reading Passes:** Recreational Reading Passes are issued in the library before school. Recreational Reading Passes will NOT be issued between classes.

**Research Passes:** Students must obtain Research Passes from their teachers who have assigned research related work.

## Library Resources

- [Library Webpage](#)
- **In House Resources:** The library has over 29,000 resources, which are indexed in the Destiny OPAC, available online.
- **Online Resources:** Hempfield High School students have access to many online subscription databases. Links to all of these databases are found on the [Destiny homepage, available online](#).
- **Ask a Librarian Online Help:** There are two Schoology groups you can join to post questions to the librarians for help 24/7. Use the Join Codes below to join the group.  
**General Research Help:** PBWCQ-J9RGD  
**Term Paper Help:** N6WSF-5BQM4
- **Laptops and Hot Spots:** Laptop Computers and Internet Hot Spots are available to borrow overnight. Students need a permission form signed by a parent/guardian and have it on file in order to borrow a laptop or a Hot Spot. Laptop forms and Hot Spot forms are available in the library. There are two separate forms.

**Library Makerspace:** The HHS Library has several areas where students can use spaces for both academic and creative projects. There are two One-Button studios that can be reserved from the library homepage as well as two collaboration spaces for groups of students to work together using media and technology equipment. Robotic devices and craft supplies are also available for students to use and explore.

## LOST BOOKS/OBLIGATIONS

Students who fail to return books or school issued property, or students who fail to pay financial responsibilities, will face possible consequences. Graduating seniors will not be permitted to process until their obligations have been fulfilled.