

Hempfield Middle School

# 2018-19 Student Handbook



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**Welcome to Middle School**



# My Schedule

Period	Class
Period 1	
Period 2	
Period 3	
Period 4/ Lunch A	
Period 4/Lunch B/ Period 5	
Period 5/Lunch C/ Period 6	
Period 6/Lunch D	
Period 7	
FLEX	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

# Contact Information

## **Centerville Middle School**

717-898-5580

865 Centerville Rd.  
Lancaster, PA 17601

## **Landisville Middle School**

717-898-5607

340 Mumma Dr.  
Landisville, PA 17538

[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.



# Faculty

## CENTERVILLE MIDDLE SCHOOL

Mr. Bill Ackerman	Assistant Principal
Mrs. Susan Allen	Technology Specialist
Mrs. Jennifer Axe	English Language Arts
Mr. Kevin Blackhurst	Health & Physical Education
Mr. Marc Bolesky	Social Studies
Mrs. Marie Bolettieri	English Language Arts
Mrs. Jaime Brown	Art
Ms. Heather Cisewicz	Health & Physical Education
Mrs. Kathryn Deamer	Social Studies
Mrs. Amanda Deck	Librarian
Ms. Emily Dulak	Science
Mr. Josh Foulds	Math Interventionist
Mrs. Cynthia Green	English Language Arts
Ms. Kaitlin Haas	Special Education
Mrs. Courtney Harding	ELA Interventionist
Mrs. Patrice Hazlett	Gifted
Mrs. Angelina Hook	Science
Mrs. Lori Huber	English Language Arts
Mrs. Kelly Hutchinson	Spanish
Mr. Anthony Jannotta	German
Mrs. Jennifer Karkoska	Mathematics
Mrs. Cristin Kramer	English Language Arts
Mrs. Joann Langione	Science
Miss Dale Leed	Special Education
Mrs. Anne Marcarelli	English Language Arts
Dr. Stacey Marten	Mathematics
Mr. David Martin	Science
Mr. Colin McCaskey	Music & Band
Ms. Brittany McMullen	Mathematics
Mrs. Kathryn Midgett	Family & Consumer Sciences
Mr. Nate Milton	School Counselor
Mrs. Karen Minnich	Science
Mrs. Alicia Mitchell	English Language Arts
Mrs. Kristy Moore	English Language Arts
Mrs. Lisa Mumma	Principal
Mr. Keith Nagley	Social Studies
Mr. Eric Narkiewicz	Health & Physical Education
Mr. Corey Nikolaus	Special Education
Mr. Kyle Oster	Technology Education
Mrs. Mary Ressler	English Language Arts
Mr. Joe Richardson	Computer Applications
Mrs. Deb Risser	ELD
Mrs. Sheila Rohr	Health Room Nurse
Ms. Susan Smith	Autistic Support
Mrs. Stacey Soos	Speech and Language
Ms. Erin Stewart	Music & Chorus
Dr. Kristina Strohm	School Psychologist
Mrs. Kasey Tobias	School Counselor
Mrs. Susan Travis	Mathematics
Miss Kelly Tyson	French
Mrs. Amy Waddington	Special Education
Mr. Matthew Wagaman	Mathematics
Mrs. Michele Waltz	Social Studies
Mrs. Bonnie Weaver	School Nurse
Ms. Amy Weber	Social Studies
Mrs. Laura Wentland	English Language Arts
Mrs. Nile Wilson	Orchestra

## LANDISVILLE MIDDLE SCHOOL

Mrs. Susan Allen	Technology Specialist
Ms. Amanda Allison	English Language Arts
Mr. Thomas Balmer	Technology Education
Mr. Frank Barton	Social Studies
Mrs. Nicole Becker	Mathematics
Mrs. Stephanie Beland	Mathematics
Mrs. Heather Carroll	Special Education
Mr. Patrick Conrad	Dean of Students
Mrs. Annette Cook	Mathematics
Mr. Doug Dandridge	Principal
Mr. Carmen DeMaria	Special Education
Mrs. Michelle Dickinson	French & Spanish
Ms. Lija Diem	English Language Arts
Mr. Greg DiStefano	School Psychologist
Mr. Scott Feifer	English Language Arts
Mr. Josh Foulds	Math Interventionist
Mrs. Attie Frey	English Language Arts
Mr. Lenny Groft	Mathematics
Mrs. Courtney Harding	ELA Interventionist
Mrs. Laura Hite	Health & Physical Education
Mrs. Lynette Huber	School Counselor
Mr. Anthony Jannotta	German
Mr. Paul Juba	Social Studies
Mrs. Amy Kressley	Special Education
Mrs. Jennifer Landis	Science
Mrs. Christine LeFevre	English Language Arts
Mrs. Rebekah Lutz	Science
Ms. Amanda MacVaugh	FCS
Mr. Colin McCaskey	Music and Band
Mr. Brian McDermott	Health & Physical Education
Ms. Andria Miller	Speech & Language
Mrs. Laura Moser	Special Education
Mrs. Kristin Peifer	Science
Mrs. Kimberly Petrosky	English Language Arts
Ms. Erin Petty	Special Education
Mr. Daniel Relin	Health & Physical Education
Ms. Erika Rhodside	Librarian
Mrs. Sheila Rohr	Health Room Nurse
Mrs. Nancy Schnell	Gifted
Mr. Stephen Sharp	School Counselor
Ms. Amy Smith	Art
Ms. Erin Stewart	Music and Chorus
Mr. Wes Swanson	Social Studies
Mrs. Heather Szmerda	Science
Mrs. Jill Tankesley	ELD
Miss Kara Travis	English Language Arts
Mr. Shane VanAulen	Social Studies
Mrs. Bonnie Weaver	School Nurse
Mr. Clint Willman	Computer Applications
Mrs. Nile Wilson	Orchestra

# 2018-2019 Class Officers

## 2018-2019 CMS Class Officers

President:	Cora Cook
Vice-President:	Dillon Daisy
Secretary:	Daniel Hufnagle
Treasurer:	Biruk Molla
Historian:	Mariana Agadis

## 2018-2019 LMS Class Officers

President:	Madeline Hafer
Vice-President:	Hiwot Wisotzkey
Secretary:	Callie Segro
Treasurer:	Anna Koger

# Message to Parents & Students

## **DEAR PARENTS/GUARDIANS:**

We are eager to welcome your student to the middle school. This handbook is designed to ensure a positive and safe environment for each student to succeed academically, socially, emotionally, physically, and behaviorally. With a caring and supportive staff and faculty, we are committed to building strong relationships between home and school to create an enjoyable year for everyone.

Communication between school and home is an important responsibility that we share. As your child's primary teacher, you are very important to the success of their educational experience. This student's handbook has been designed to assist your child in managing and tracking responsibilities and progress this school year.

We ask that you review this book on a regular basis with your child throughout the year. As we share a common goal, the education of youth, it is important that we support each other's efforts on behalf of our students. Your support of this handbook and its appropriate use will ultimately be in the best interest of our students and serve to reinforce the school's efforts.

Success at the middle school requires hard work and commitment. As a faculty, we want each student to challenge themselves and persevere through challenging tasks that will lead to the best outcomes in all future endeavors.

We appreciate your confidence and trust as we guide your student throughout this school year. As we share a common goal, the education of youth, it is important that we support each other's efforts on behalf of our students. We are truly honored to go on this journey with you and your student. Thank you for your support and we look forward to an exciting new school year.

Respectfully,

Doug Dandridge, Lisa Mumma, and Bill Ackerman

# School Delay & Closing Information



## **SCHOOL DELAY & CLOSING INFORMATION**

Hempfield School District communication channels are the most reliable resource to find information concerning school closings or delays. This includes:

- [Hempfield School District mobile app notification](#)
- [Hempfield Twitter account](#)
- [Individual school Facebook pages](#)
- [District website homepage](#)

Closings are also announced on various television and radio stations. To see the full list of media stations, [visit our website](#).



# Important Dates - CMS Dates

## August

28 Student Picture Day

## September

10-14 Book Fair

13 Back to School Night 7:00 - 9:00 p.m.

20 Junior Achievement Day

## October

3 Health Screenings

4 Magazine Campaign Begins

9 Parent Advisory Meeting

11 Coffee with Counselors

15-18 Red Ribbon Week

17 Team and Picture Retake Day

18 Great Shake Out

18 Apple Crunch Walk

26 School-wide Geo Bee

26 Harvest Dance 7:00 - 9:00 p.m.

## November

8 Parent Advisory Meeting

## December

13 Holiday Choral Concert

14 Holiday Dance

17 MS/HS Winter Band Concert, PAC

## January

9 Coffee with Counselors

22 District Spelling Bee, CMS

23 Science Fair set up 6:00-7:00 p.m.

24 Science Fair open to the public 5:00-7:00 p.m.

30 Science Fair set-up snow make up day

31 Science Fair open to the public snow makeup day

## February

7 Parent Advisory meeting

8 Valentine's Dance

22 Pep Rally

## March

7 Coffee with the Counselors

8 Spring Musical

9 Spring Musical

## April

3 6th grade Parent Night 6:30-8:30 p.m.

10 Combined MS Jazz Concert

15-26 PSSA English Language Arts

23 Parent Advisory meeting

29 - May 3 PSSA Math/ PSSA Science/ PSSA Make-ups

## May

8 Combined MS Orchestra Concert

9 Fine Arts Night

10 Cultural Day

13 CES 6th Grade Tour 9:30 a.m.

14 MES 6th Grade Tour 9:30 a.m.

14 EPES 6th Grade Tour 1:15 p.m.

15 RES 6th Grade Tour 9:30 a.m.

20 Combined MS Bands Spring Concert

21 Chorus/Vocal Ensembles Spring Concert

## June

6 Tentative Last Student Day

# Important Dates - LMS Dates

## August

28 Student Picture Day

## September

7 Patriot Day Run

10-14 Book Fair

13 Back to School Night

## October

2 Magazine Campaign Begins

15 Picture Retake and Team Picture Day

16 Magazine Campaign Ends

26 Apple Crunch Day

26 Harvest Dance

## November

13 American Math Competition

20 Turkey Trot/Acts of Kindness Day

## December

5 Holiday Chorus/Orchestra Concert

14 Holiday Dance

17 MS/HS Winter Band Concert, PAC

21 Jingle Bell Run/Wacky Olympics

## January

2 Snow Make-Up Day

4 Spelling Bee

22 District Spelling Bee, CMS

23 Science Fair set up 6:00-7:00 p.m.

24 Science Fair open to the public 5:00-7:00 p.m.

25 Jr. Achievement Day

30 Science Fair set-up snow make up day

31 Science Fair (snow date)

## February

8 Valentine's Dance

19 Snow Make-Up Day

22 Go Pink Activity

## March

8-9 Combined MS Spring Musical, CMS

15 March Madness

22 Snow Make-Up Day

25 Snow Make-Up Day

## April

3 Grade 6 Parent Night

10 HS/MS Jazz Concert, CMS

12 PSSA Practice Day

15-26 PSSA English Language Art

26 Activity Day

29 - May 3 PSSA Math, Science & Make-Ups

## May

8 Farmdale 6th Grade Tour

8 Combined MS Orchestra Concert, CMS

9 LIC 6th Grade Tour

9 Fine Arts Night

15 Outdoor School (7th Gr.)

15 College & Career Visitation (8th Gr.)

16 Gr. 8 Transition Activity, HHS

20 HS/MS Spring Band Concert, PAC

## June

6 Tentative Last Student Day

# Bell Schedules

## Daily Bell Schedule

Homeroom/Period 1   7:28 - 8:22			
Period 2   8:26 - 9:12			
Period 3   9:16 - 10:02			
A Lunch   10:06 - 10:36	Period 4A   10:06 - 10:52	Period 4A   10:06 - 10:52	Period 4A   10:06 - 10:52
Period 4B   10:40 - 11:26	B Lunch   10:56 - 11:26	Period 5B   10:56 - 11:42	Period 5B   10:56 - 11:42
Period 5C   11:30 - 12:16	Period 5C   11:30 - 12:16	C Lunch   11:46 - 12:16	Period 6C   11:46 - 12:32
Period 6D   12:20 - 1:06	Period 6D   12:20 - 1:06	Period 6D   12:20 - 1:06	D Lunch   12:36 - 1:06
Period 7   1:10 - 1:56			
FLEX - 2:00 - 2:40			

## 2-Hour Delay Schedule

Homeroom/Period 1   9:28 - 10:08			
Period 2   10:12 - 10:42			
Period 3   10:46 - 11:16			
A Lunch   11:20 - 11:50	Period 4A   11:20 - 11:50	Period 4A   11:20 - 11:50	Period 4A   11:20 - 11:50
Period 4B   11:54 - 12:24	B Lunch   11:54 - 12:24	Period 5B   11:54 - 12:24	Period 5B   11:54 - 12:24
Period 5C   12:28 - 12:58	Period 5C   12:28 - 12:58	C Lunch   12:28 - 12:58	Period 6C   12:28 - 12:58
Period 6D   1:02 - 1:32	Period 6D   1:02 - 1:32	Period 6D   1:02 - 1:32	D Lunch   1:02 - 1:32
Period 7   1:36 - 2:06			
FLEX - 2:10 - 2:40			

## Early Dismissal Schedule

Homeroom/Period 1   7:28 - 8:08			
Period 2   8:12 - 8:42			
Period 3   8:46 - 9:16			
A Lunch   9:20 - 9:50	Period 4A   9:20 - 9:50	Period 4A   9:20 - 9:50	Period 4A   9:20 - 9:50
Period 4B   9:54 - 10:24	B Lunch   9:54 - 10:24	Period 5B   9:54 - 10:24	Period 5B   9:54 - 10:24
Period 5C   10:28 - 10:58	Period 5C   10:28 - 10:58	C Lunch   10:28 - 10:58	Period 6C   10:28 - 10:58
Period 6D   11:02 - 11:32	Period 6D   11:02 - 11:32	Period 6D   11:02 - 11:32	D Lunch   11:02 - 11:32
Period 7   11:36 - 12:06			
FLEX - 12:10 - 12:40			

## Activity Schedule

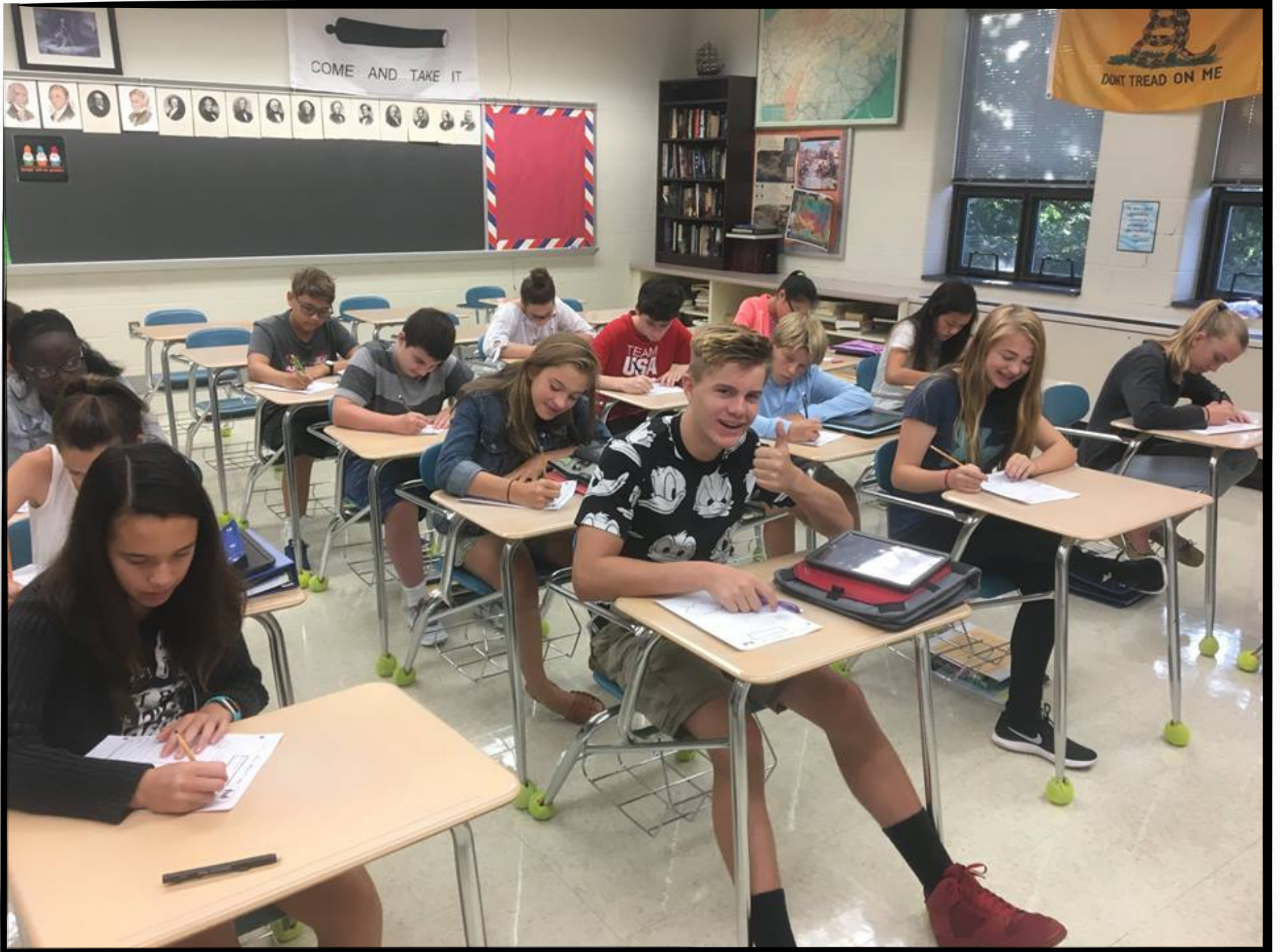
Homeroom/Period 1   7:28 - 8:14			
Period 2   8:18 - 8:56			
Period 3   9:00 - 9:38			
A Lunch   9:42 - 10:12	Period 4A   9:42 - 10:20	Period 4A   9:42 - 10:20	Period 4A   9:42 - 10:20
Period 4B   10:16 - 10:54	B Lunch   10:24 - 10:54	Period 5B   10:24 - 11:02	Period 5B   10:24 - 11:02
Period 5C   10:58 - 11:36	Period 5C   10:58 - 11:36	C Lunch   11:06 - 11:36	Period 6C   11:06 - 11:44
Period 6D   11:40 - 12:18	Period 6D   11:40 - 12:18	Period 6D   11:40 - 12:18	D Lunch   11:48 - 12:18
Period 7   12:22 - 1:00			
ACTIVITY: 1:04 - 1:58			
FLEX: 2:02 - 2:40			

## Short Activity Schedule

Homeroom/Period 1   7:28 - 8:17			
Period 2   8:21 - 9:02			
Period 3   9:06 - 9:47			
A Lunch   9:51 - 10:21	Period 4A   9:51 - 10:32	Period 4A   9:51 - 10:32	Period 4A   9:51 - 10:32
Period 4B   10:25 - 11:06	B Lunch   10:36 - 11:06	Period 5B   10:36 - 11:17	Period 5B   10:36 - 11:17
Period 5C   11:10 - 11:51	Period 5C   11:10 - 11:51	C Lunch   11:21 - 11:51	Period 6C   11:21 - 12:02
Period 6D   11:55 - 12:36	Period 6D   11:55 - 12:36	Period 6D   11:55 - 12:36	D Lunch   12:06 - 12:36
Period 7   12:40 - 1:21			
ACTIVITY: 1:25 - 1:55			
FLEX: 1:59 - 2:40			

# 2

## 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 middle school, and we encourage students and their parent/guardian to work together to ensure responsible attendance throughout the year.

## ANTICIPATED ABSENCES

Absences for educational reasons and family trips require the completion of a [Pre-Approved Absence Form](#). This form must be completed by the parent/guardian and student **at least one week prior** to the scheduled event. The student should take the form to each teacher to gather assignments for the days to be missed. The form should then be submitted to the principal for approval. 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 parent/guardian should notify the principal to rescind the absence request.

## 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 principal. 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, date of absence, reason for absence and parent/guardian signature within three days following an absence. An excuse form must be given to the office 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 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 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.**

## **SCHOOL TRUANCY**

Truancy from school is absence without parent 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 for truancy placed on parents and requires them to pay court costs or be sentenced to complete a parenting education program. Both the truant child and parent/guardian must appear at a hearing held by the district justice. If the parents/guardians are not 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 school **before 1st period on the day of dismissal**. At the approved time for the dismissal, the student should report to the office and sign out and sign back in upon return. An appointment card from the doctor or dentist must be returned to the office upon return. If the Student is unable to return to school the same day, he/she must return the appointment card to the office prior to the beginning of the next school day. ***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.***

## **TARDINESS - SCHOOL AND CLASS**

Students who are not in their assigned homeroom by 7:28 a.m. will be marked tardy to school by the homeroom teacher. All students who arrive after homeroom begins, will be required to sign-in with the office. 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.

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 and academic credit may be reduced for the time missed because of these tardies.



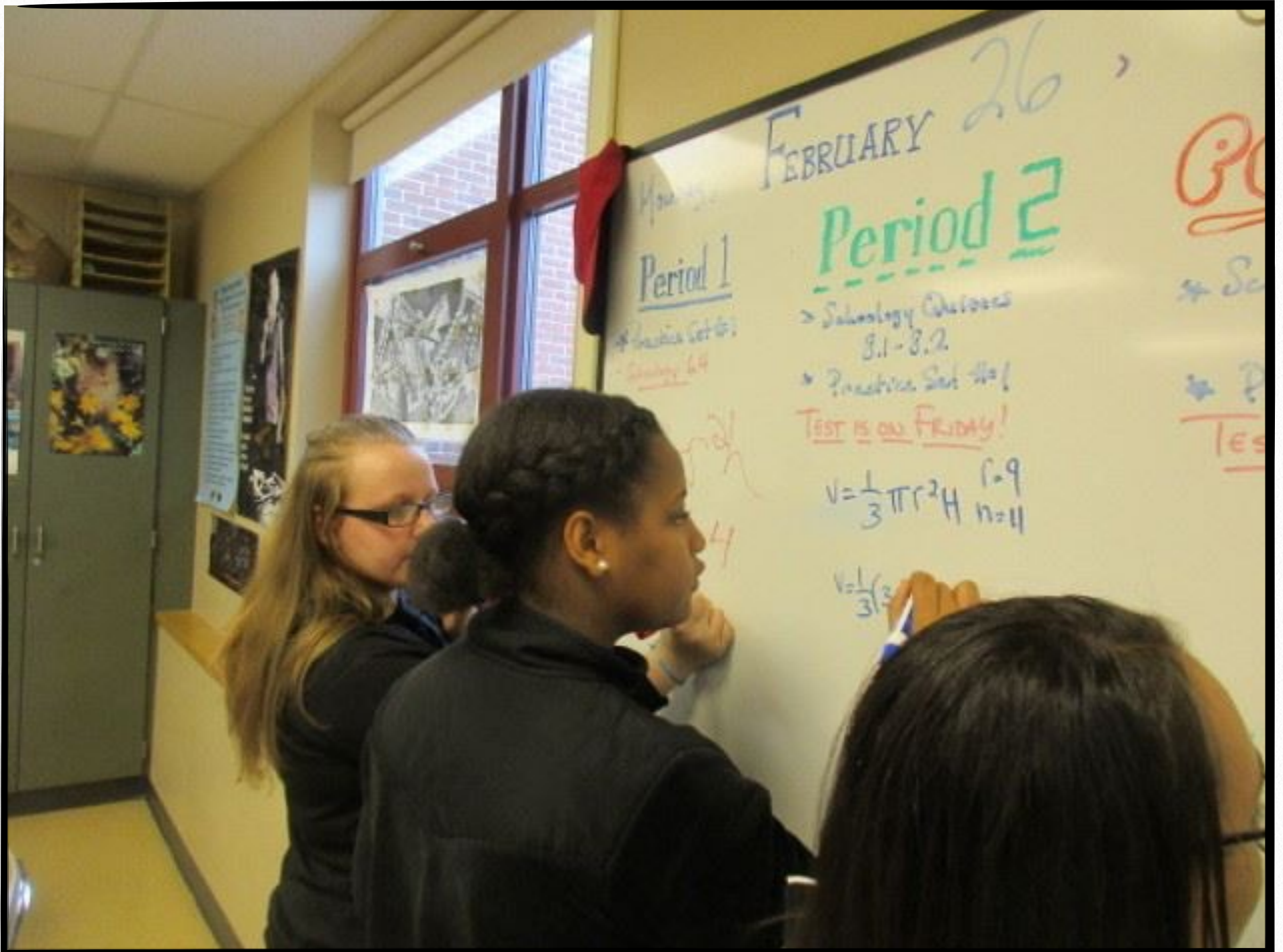
Students who arrive after 11:15 a.m. will receive one-half day of attendance. Students arriving after 1:30 p.m. will be considered absent for the full day on the date in question.

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

For unexcused tardies, detention will be assigned beginning with the fourth tardy to school. Tardy to homeroom is considered tardy to school. Students tardy to class will be assigned detentions after the fourth tardy to class.

# 3

## Academics



# Academics

## GENERAL ACADEMICS

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

1. the issuance of report cards,
2. the honor roll system,
3. final exams.

## 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 directed flex time and before or after classes, and conducted in conference facilities available in the school guidance suite.

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

## REPORT CARDS

Report cards are issued quarterly during the academic school year. The report cards will be posted to the [Sapphire Community Web 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.

A space is provided on the report card for teachers to report the student's scholastic grade and to record comments about the student's attitude, conduct, and effort. The school administration continues to report school absences on each report card.

## **SCHOLASTIC GRADES**

Report period scholastic grades represent the teacher's assessment of a pupil's level of achievement in completion of course requirements based upon:

1. tested mastery of course content,
2. class participation, and
3. study assignments.

A - Outstanding achievement in completion of course requirements.

B - High achievement in completion of course requirements.

C - Satisfactory achievement in completion of course requirements.

D - Minimal achievement in completion of course requirements.

F - Failure to achieve minimal 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 is required to issue a grade change, based upon the work completed, on or before a date to be determined by the principal for each quarterly report period.)

The following information is provided to other schools upon request relative to the numerical equivalency of grades:

<b>Letter Grade</b>	<b>Numerical Average</b>
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% & below

The final grade for a full year course is computed by the teacher. Letter grade of "I" is never reported as a final grade for a course.

## **HONOR ROLL**

The middle school program of reporting pupil progress recognizes high scholastic achievement through an honor roll system as described below.

To attain one of the Honor Rolls, a student must have the listed minimum grade point average:

Superior .....	3.76 - 4.0
Distinguished .....	3.51 - 3.75
Honors .....	3.25 - 3.5

The method of determining the Honor Roll for Hempfield Middle Schools is based on a system of quality points. Each grade has the following quality point value:

- A = 4.00 points
- A- = 4.00 points
- B+ = 3.67 points
- B = 3.33 points
- B- = 3.00 points
- C+ = 2.67 points
- C = 2.33 points
- C- = 2.00 points
- D+ = 1.67 points
- D = 1.33 point
- D- = 1.00 points
- F = 0.00 points

Honor Roll status is granted to students who achieve the minimum grade point average listed for all courses. There can be no grades of "D" "F", or "I". Middle school courses have a credit value that is determined by the number of times a course meets in a six-day cycle.

## **FINAL EXAMS**

Final exams include material taught over the entire year. They are departmentally designed by classroom teachers of the course and submitted to the principal and department chairman for review and approval. Classroom teachers administer final exams during the regular instructional period in the final days of the fourth reporting period according to a schedule

published by the principal. The grade earned on the final exam is included as a unit test grade in the fourth marking period.

## **PROMOTION/ RETENTION**

Students in the middle school must pass four of the five academic courses (English Language Arts, social studies, math, science, or foreign language) to be eligible for promotion.

A student failing two major courses will be recommended for retention review by the student's counselor, team leader, and principal. It is highly recommended that a student attend summer school to make up major courses failed. The student will then be able to continue the normal progression to the next grade with his/her class.

## **RECORDS POLICY - PARENTAL NOTIFICATION**

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/Guardians 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/Guardians 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.

## **PSSA TESTS**

Hempfield School District administers the Pennsylvania System of School Assessment (PSSA) to all students in grades 3 through 8. The tests administered to both grade 7 and 8 students will measure academic achievement in areas related to Mathematics and English Language Arts. Eighth grade students will also take a PSSA Science test during the school year.

## **TESTING**

The classroom teacher assesses a student's academic progress in many ways, including class participation, reading and written assignments, long-term projects, as well as quizzes, tests, and examinations.

Quizzes are frequently unannounced and generally pertain to recent learning. Following major study units, teachers announce test dates and may review learning over a period of two or three weeks. Examinations are always announced in advance and may include learning over an entire marking period, semester, or year. Additionally, district and national testing programs are administered. Dates for these examinations are announced in advance and are placed on the school calendar.

Students should make every effort to be in attendance when tests or examinations are scheduled.

## **SUMMER SCHOOL PROGRAM**

Hempfield School District's Summer School Program provides opportunities for students to enrich their understanding of basic learning skills, to acquire additional knowledge, and to achieve their fullest academic potential as a result of summer class experience.

Students in grades 8-11 may enroll in advance credit courses thus enabling them to accelerate or to elect other courses during the regular school term. Students in grades 7-12 have an opportunity to take remedial (make-up) courses for subjects previously failed or to correct deficiencies. Due to the comprehensive nature of summer school courses, students must attend all classes. One class absence will be allowed for illness upon receipt of a written doctor's excuse.

# 4

## Student Activities





# Student Activities

Student activities at Hempfield Middle Schools provide opportunities for students to engage in special interests in addition to curricular experiences.

## INTERSCHOLASTIC SPORTS

An interscholastic program will be offered to students in the following sports:

- Soccer
- Field Hockey
- Track and Field
- Wrestling
- Basketball
- Football
- Cross Country

## DISTRICT ACTIVITY FEES

Implementation of a 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. A fee will be charged to students participating on any district athletic team, all extracurricular music and dramatic performance activities, and clubs. 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.

[Activity Fees may be paid online](#). Please see the district website (<https://www.hempfieldsd.org/>) for the specific fee structure and payment options.

## ACADEMIC ELIGIBILITY

A student must meet basic academic requirements to be eligible to participate in extracurricular activities. To be eligible to participate in an extracurricular activity, a student must be in attendance for the entire class during periods 5, 6 and 7 on the day of the activity.

## MIDDLE SCHOOL BAND

This group performs in the annual Band Concert and is designed to prepare the students for the transition from elementary school to the senior high school band. Students of advanced instrumental classes gain valuable ensemble experience.

## **MIDDLE SCHOOL CHORUS**

This course is open to all students in grade 7 and 8. Members of chorus participate in the Holiday Concert and the Spring Choral Concert.

## **MIDDLE SCHOOL ORCHESTRA**

Middle School string players are the backbone of the orchestra, augmented by the leading woodwind, brass, and percussion players from the Band. The Orchestra performs in the Winter and Spring Concerts.

## **STUDENT COUNCIL**

A student council is organized to stimulate cooperation between the students and faculty, to promote school spirit by greater participation in school activities, and to help to develop better citizens for the future.

## **STUDENT PUBLICATIONS**

Students have the opportunity to participate in the publication of three student publications.

*Expressions* is the creative writing magazine issued at the end of the school year.

The *Memory Book* is issued at the end of the school year. This book contains the pictures of all the students and candid pictures of middle school activities.

The *Middle Pages* is a newspaper published throughout the school year. This newspaper contains interviews, student items, and middle school activities.

## **STUDENT CLUBS**

Middle school students have the opportunity to participate in school clubs, such as:

- Aavidum
- WCMS/WLMS
- Tech Squad
- Chess Team
- Quiz Bowl
- Math Counts
- Library Helpers
- Indoor Color Guard

# 5

## Student Conduct



# Student Conduct Expectations

## PHILOSOPHY

The Hempfield School District believes that one of its goals is to prepare students for responsible citizenship in a global society. Each individual must learn to work with and share the rights and responsibilities of good citizenship with other individuals. The development of self-discipline and acceptance of individual responsibility is one of the important goals of education.

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 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 the school authorities to maintain and support a thorough and effective system of education while recognizing the personal rights, freedoms, and responsibilities of all students. Discipline penalties increase upon repeat occurrences.

## PURPOSE

In order to promote the achievement of these goals, the faculty and staff believe that certain rules, 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 accordingly.

Details on regulations, processes, and policies are delineated in this handbook and the [School Board Policies](#). Students, parents/guardians, teachers, and administrators should be knowledgeable of this information in assuming their shared responsibilities for developing the atmosphere needed for the education and well-being of each person in the school.

## 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.

# 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. These rights include the right to be treated with dignity by other members of the school community and the right to contribute to the educational program.

## STUDENT RESPONSIBILITIES

- Student responsibilities include regular school attendance, conscientious effort in classroom work, regularly completed homework, and conformance to all school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate conducive to wholesome 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

## **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

## Disciplinary Exclusion From School



# Disciplinary Exclusion From School

## **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 harasses or otherwise attempts to intimidate/bully another student or staff member.
- 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)**

An administrator may impose a full suspension for a student who, while on school grounds, during a school activity off school grounds, traveling to or from school, or at a bus stop:

- Causes or attempts to cause damage to school property or steals or attempts to steal school property or knowingly receives stolen property.
- Causes or attempts to cause damage to private property or steals or attempts to steal private property or knowingly receives stolen property.
- Causes or attempts to cause physical injury to another person except in self-defense.
- Makes an aggressive threat to harm another student or a staff member.
- Possesses, or transmits any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school.
- Uses or copies the academic work of another and presents it as his/her work without proper attribution.
- Defies the valid authority of supervisor, teachers, or administrators.
- Conducts himself or herself in a manner that is disruptive to the educational environment of the school.
- Violates other policies, rules and regulations set forth in this handbook or otherwise published by the school.

**A full suspension shall mean exclusion from regularly scheduled classes for up to 10 school days.** 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.

## **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:

- 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.
- If absent during suspension, will make up any missed days upon his/her return to school.

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.

## **OUT-OF-SCHOOL SUSPENSION**

Out-of-School Suspension is the temporary removal of a student from the school environment. Out-of-School Suspension's short-term objective is to remove a student from school to prevent any future serious misbehavior.

## **EXCLUSION FROM PARTICIPATION IN AFTER SCHOOL ACTIVITIES**

Students who have been suspended or placed in the In-School Improvement Room will not be allowed to attend or participate in a scheduled school activity during the suspension period. Repeat offenders will lose privileges of attending or participating in school activities for the balance of the school year.

The Hempfield Board of School Directors is hopeful that parents/guardians will assist the schools through continued cooperation and support of the policies, regulations and guidelines as presented in the preceding summarization of student rights and responsibilities.

## **EXPULSION**

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

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# Detention



# Detention

## TEACHER/TEAM DETENTION

Students may be assigned a teacher/team detention by one of their teachers as a disciplinary or academic measure. The student will serve detention under the direct supervision of a teacher not to exceed the time of an Administrative detention.

## ADMINISTRATIVE DETENTION

Detention is a disciplinary measure assigned for infractions of school rules and regulations. The length of time a student is placed in this program will be determined by the Administration.

- Detention is held after school Tuesday - Thursday 2:40 p.m. until 3:30 p.m. under the supervision of a staff member. Wednesday detention may be extended to 4:30 pm.
- Students assigned detention will be notified one day in advance. **The student is responsible for his/her transportation home.**
- Students assigned detention are required to complete a reflective behavior packet specific to the infraction during this time. If cooperation is not possible among students, parents/guardians, and the administration, the school will then be forced to use suspension as a disciplinary measure.
- Students who are assigned detention but do not report may be suspended.
- A parent conference may also be required. Additional detention time will be assigned.
- If students miss an assigned detention session because of absence from school or the closing of school, they should reschedule their detention immediately upon returning to school.
- Students may be removed from detention for disciplinary reasons.



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**Disciplinary Infractions**



# Disciplinary 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 warrant such a disciplinary sanction.

## **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**

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 his or her own.
- Changing answers on work being corrected without permission.

The penalty for cheating will result in administrative disciplinary action and an alternate form of assessment for the examination, research paper, homework, or other type of evaluation involved in the incident. Additionally, the teacher will notify the parent/guardian regarding the incident and will file a report with the principal. A second incident will merit more severe consequences and a parent conference.

## **CUTTING CLASS**

Students who deliberately cut school or class will result in disciplinary action, which may include detention or in-school suspension to make up the time not in class. Students who continue to violate these rules will be suspended. A parent conference may also be required.

## **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, bandannas 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 AND ALCOHOL**

As per [School Board Policy 227 \(227.1\)](#), the use or possession of drugs, drug paraphernalia, "look alike drugs," 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 (10 days), referral to the 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, attempt to sell, distribute, or solicit (request or ask for) any type of controlled substance, as defined in School Board Policy #227, will be given a full suspension (10 days), parents/guardians and police will be notified, and a recommendation for expulsion may be made to the district administration.

## **SUBSTANCE ABUSE WHILE PARTICIPATING IN EXTRACURRICULAR ACTIVITIES**

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.

## **ELECTRONIC DEVICES**

Personal electronic devices (headphones, earbuds, music/video players and cell phones) are not permitted to be used during the regular school day, unless directed by a faculty/staff member. In the classroom, electronic devices may only be used at the teacher's discretion. For test security purposes, teachers will collect electronic devices prior to assessments.

There should be no cell phone conversations during the regular school day. Any student needing to make a phone call should utilize a phone in the school office. Additionally, there should be no electronic devices in the bathrooms or locker rooms at any time.

**Students who violate this policy will be referred for disciplinary action.**

**1st Offense** – Student will receive a warning.

**2nd Offense** – Student will be assigned administrative detention.

**3rd Offense** – Student will be assigned 2-hour Wednesday detention.

Additional referrals are considered insubordination, the purposeful act of repeatedly disobeying authority. This offense may result in in-school suspension or out-of-school suspension.

**Any student who is using an electronic device in an unacceptable manner, as outlined by our “Responsible Use Policy” 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.**

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

## **EXPLOSIVE DEVICES / SMOKE BOMBS**

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.

## **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 receive a 2-hour Wednesday detention for a first offense and a suspension for all subsequent offenses.

## **FIGHTING AND AGGRAVATED ASSAULT**

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 will also be given a **full suspension**. Police will be notified and prosecution will be sought. Parents/Guardians will also be notified.

## **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 Hempfield School District Policy #248 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 principal or school 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 may be assigned detention time or a temporary suspension and a parent conference. Subsequent offenses may warrant a full suspension and a parent conference. Refusal to properly identify yourself to any adult in the school setting will be considered insubordinate.

## **PORNOGRAPHIC MATERIALS**

Possession and/or use of pornographic materials on buses or school property is strictly prohibited. Disciplinary action may be taken. This includes sexting or any improper use of an electronic device.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection by students are not acceptable in an educational environment. These displays include, but are not limited to, kissing or other forms of prolonged physical contact. Disciplinary action may be taken.

## **SMOKING - ACT 145**

In accordance with the [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; a subsequent offense will result in a full suspension and a citation. All Act 145 violations may result in a citation at administrator discretion.

## **THEFT**

Any student guilty of stealing property belonging to the school, staff member or another student may result in a suspension of up to ten days. Violations of local, state and federal laws will be reported to the appropriate legal authorities.

Report all theft immediately to the teacher in charge and to the office. Complete the theft report form that may be obtained in the office. The School District cannot be responsible for loss or theft of any personal items and will not replace or reimburse students for lost or stolen items.

## **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.

## **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.

## **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.

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.

## **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.



11

**Lockers/Searches**



# 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. Also, stickers or unapproved signage are prohibited from being placed on lockers. No locker sharing unless assigned by building administration. Students who do so may lose locker privileges and disciplinary action may result.

**STUDENTS ARE RESPONSIBLE TO KEEP THEIR LOCKERS LOCKED AND ORGANIZED.** Students may go to their lockers after 7:20 a.m. and between periods, as well as after their last period class. Lateness to class, lunch, or homeroom, as a result of going to a locker, is unacceptable.

Lockers, gym lockers, band instrument cases and other publicly accessible locations are the property of the school and are subject to search without additional prior notice. As such, students shall have no expectation of privacy in their lockers. 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.

No student may use a locker to store a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself. Any illegal materials found as a result of a search may be used as evidence against the student in disciplinary, juvenile or criminal proceedings.

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.

12

# Violation of Penal Laws



# 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.

## **CORPORAL PUNISHMENT**

State law prohibits corporal punishment - namely physically punishing a student. However, staff members and administrators may use reasonable force:

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

# 13

## School Counseling Services



# School Counseling Services

Hempfield middle schools provide a complete professional counseling program through the services of school counselors. The school counseling offices are located near the main office. Students should feel free to visit these offices when you are in need of counseling. The school counseling services of the school are available to every student. Counseling has one major aim and that is to assist each pupil to make grown-up and useful adjustments to his surroundings. Counseling provides a service through which students may be helped in recognizing and comparing the many factors upon which a final and intelligent action depends.

All information shared with a school counselor is confidential, and will be handled in a strict professional manner. Student information may be shared if there is concern to the well-being of any student, or an educational interest significantly impacting the student's education. Parents and guardians are encouraged to use the school counseling services. Our middle schools are concerned about meeting the needs of all of our diverse student population. Conferences are held with students and parents/guardians as needed to determine the proper placement within the academic program and any special needs based on individual interest areas.

## **CHILD ABUSE REPORTING POLICY**

The Pennsylvania Child Protective Service Law (C.P.S.L.) requires school personnel to reports 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.L. to its fullest extent.

## **PARENT CONFERENCES WITH TEACHERS**

The school invites parents/guardians to arrange conferences with their child's teacher(s) and/or school counselor by contacting the school counseling office: CMS (717) 898-5578; LMS (717) 898-5631

## **STUDENT ASSISTANCE PROGRAM**

Student Assistance is a program to identify high-risk students who are experiencing school problems due to alcohol or drug use, depression or other mental health problems.

The student assistance team is composed of administrators, counselors, school nurse, and classroom teachers. Referrals can be made to the team by students, staff, parents/guardians, or community members as well as by self-referrals. After collecting and reviewing pertinent data, the team can intervene and help the student by referring them to a school guidance counselor, other school support services, and/or a community agency assessor.

Although the primary responsibility of schools is to educate students, it is known that students cannot learn if they are under the influence of mood-altering chemicals or if they are suffering from varying degrees of depression. Therefore, the Hempfield School District has implemented the Student Assistance Program.

14

# Health Services



# Health Services

During the school year, a student may be required to submit to certain examinations such as vision, hearing, dental, scoliosis, and weight and height checks. Students routinely come to health suite by appointment during FLEX or designated classes.

If a student becomes ill during school hours, the student must request a pass from his teacher to report to the nurse. If the nurse is not available, the student should report to the office. The nurse will sign an excuse before the student returns to class.

The School Nurse will contact the parent 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 without seeing the nurse first. Early dismissals will be considered excused if the nurse deems the early dismissal medically necessary.

Students will not be permitted to leave school because of illness unless the school nurse can contact a parent or guardian. 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. The student will remain in school if no one can be notified of their illness.

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

## **MEDICATIONS**

Medication for relief of minor pain is available in 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 (OTC) 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, 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. The 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.

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 who are caught in possession of medication, or other controlled substances, 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.



## **ACCIDENTS**

All accidents and injuries occurring during the school day must be reported to the nurse or to the office if the nurse is not immediately available.

## **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.](#) Please read the insurance information carefully as it contains important information concerning the coverage.

During the school year, a student may be required to submit certain examinations such as vision, hearing, dental, scoliosis, and weight and height checks. Students routinely come to the health suite by appointment during FLEX or designated classes.

# 15

## Special Education Services



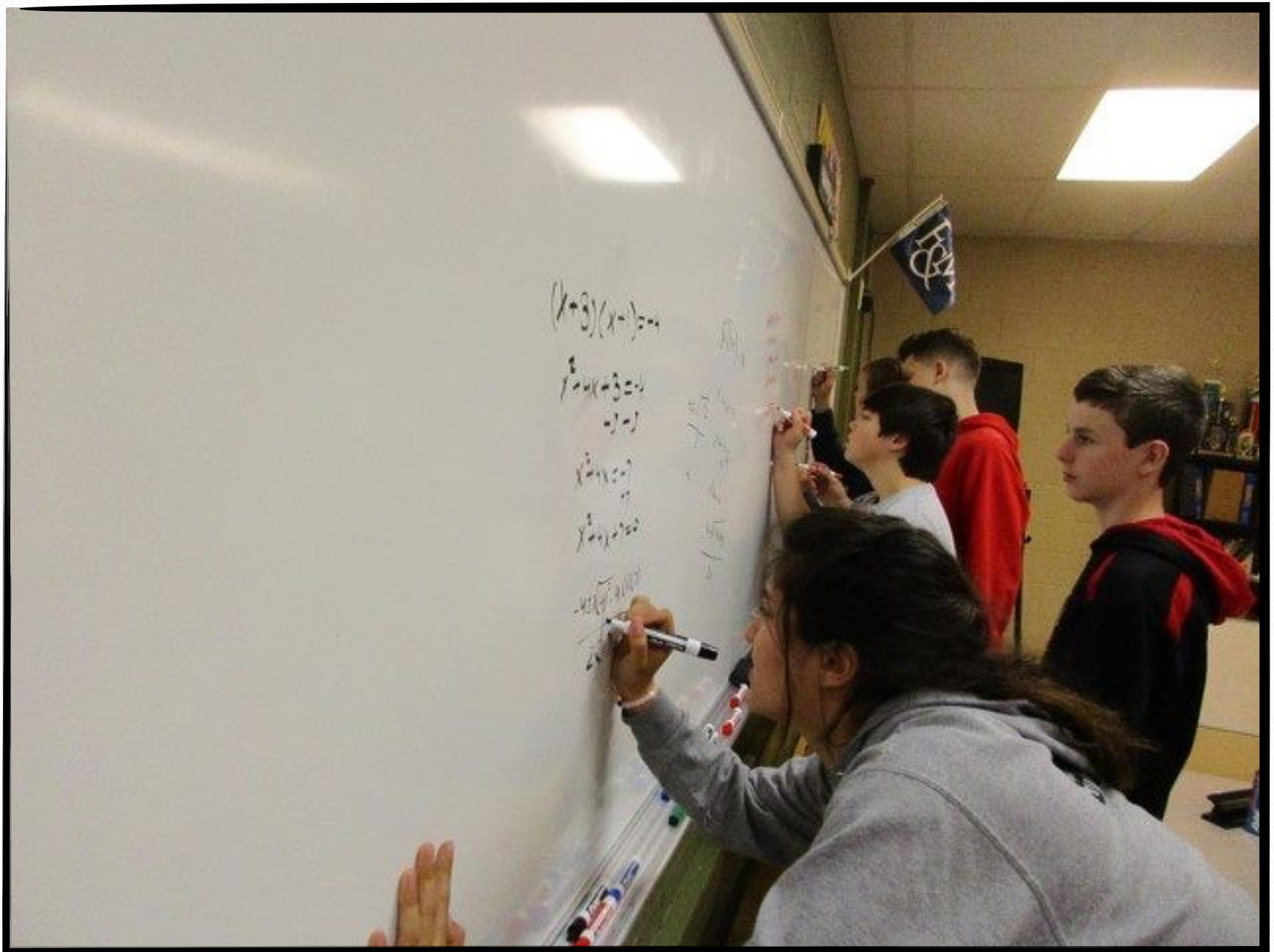
Parents/Guardians who wish to have their child tested for special needs must make a written request. Parents/Guardians should contact the [Director of Special Education](#).

**Director of Special Education**

Hempfield School District  
200 Church Street  
Landisville, PA 17538  
717-898-5563

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## English Language Development



# English Language Development

## **ENGLISH LANGUAGE DEVELOPMENT (ELD)**

ESL instructors work with students who have limited English proficiency. 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 Language Development instructors within 30 days of the beginning of the school year. Parents 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 programs.
- 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 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 first be directed to the child's ESL instructor, Building Principal, or World Language Department Leader [Rosemarie Zorrilla](#).

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## General Information



# General Information

## ARRIVAL AND DEPARTURE

All students must be in their homerooms at 7:28 a.m. Students not in their homeroom by 7:28 a.m. are considered tardy to school. Attendance is checked and reported to the office during homeroom period in the morning. Teachers check class attendance at the beginning of each class period and report any absent student whose name does not appear on the regular daily absentee list.

All students should leave the premises after school unless under the direct supervision of a faculty member. If a student is to meet with a teacher after school, he/she should take his/her books, coat, etc. with him/her so that he/she may leave the building directly upon conclusion of this meeting.

## ASSEMBLIES

Assemblies are an extension of the classroom and all school rules apply. Assemblies will be held at regularly scheduled times. Students should proceed to the auditorium as quickly and quietly as possible and sit in assigned areas (for attendance). Courtesy must be shown at all times for persons on stage. Students should properly show their appreciation of the performance (no whistling, talking, etc.). Students must remain quiet and attentive during the assembly.

## 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.

## BELL SIGNAL

Signals will sound in all classrooms, corridors, auditorium, cafeteria, and gymnasium at the conclusion of each class period. Students are expected to report directly to their next class, and only stop at the restroom or locker when necessary. A student entering after class has begun is considered tardy unless she/he possesses a hall pass.

## 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.

## CAFETERIA SERVICES

As an integral part of the total school program, full cafeteria services are provided for the student body. Menus are carefully planned so that students may be served well-balanced meals. Students may purchase a hot meal, select items from the a la carte menu, or bring a lunch.

## **CAFETERIA RULES**

Students must eat lunch in the cafeteria unless otherwise instructed. Students carrying their lunches may purchase milk immediately. Students should keep their voices at normal conversational level. Tables, chairs, and floor must be cleaned before dismissal. The staff member on duty will dismiss students. In consideration to those in classes, students who are leaving the cafeteria are to be quiet when going to their lockers. Any student who causes a disruption in the cafeteria may be required to eat in an area assigned by the administration or teacher on duty.

## **DANCES**

The student council sponsors dances during the school year. Students must be enrolled in the school that is hosting the dance in order to attend. A Student Identification Card is required for admittance to dances. Dances are scheduled from 7:00 - 9:00 p.m. If a student is absent on the day of a dance, he/she may not attend the dance. Dances are a privilege, not a right.

## **DISPLAYING/DISTRIBUTIONS OF MATERIALS**

Students may not display or distribute any materials that have not been pre-approved by the school principal.

## **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 video images and may record sound. 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 DRILLS**

The purpose of emergency evacuation drills is to practice orderly departure from the building. Drills will be held regularly. Each teacher will lead their students out of the building according to a set plan that will be posted in each room. Students should move quickly and quietly, but very orderly. Each group will stay together. After each drill, everyone will return to the building as quickly as possible.

## **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.
- Check the [school district website](#) for information regarding district emergencies, closings, etc.

- The [Hempfield App](#) will announce information through pushed notifications. For information on how to download the Hempfield App, please visit the school district website (<https://www.hempfieldsd.org/>).
- Listen to the radio or TV Channel 8, WGAL, for information and instructions for transporting students during or after an emergency.

## **FLAG SALUTE & 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. Therefore, the school district requires the Pledge of Allegiance and Flag Salute ceremony be conducted daily. Students who choose to refrain from such participation shall respect the rights of others who do participate in the ceremony by standing and remaining respectfully silent.

## **FUNDRAISING**

All fund-raising projects that involve school personnel, students and/or school facilities must receive prior approval from the school principal.

## **GYMNASIUM**

No student is allowed in the gymnasium unless an instructor is present. All activities in this area will be under the strict regulation of the physical education department. The physical education instructors will establish shower room regulations and arrange a system for lockers and use of the area. A system for protection of valuables will be established. Students should mark their names on gym shoes, gym clothes, and towels. Valuables are not to be left in gym lockers. To be excused from Physical Education, a student must present a doctor's note to the instructor. The note will be forwarded to the school nurse.

## **HALL PASSES**

Students who need to leave a classroom, homeroom, flex, or cafeteria for any reason must have an official hall pass with them.

## **HALLS/STAIRWAYS**

Students must keep to the right at all times when moving through the halls and stairways. Running is not permitted. **Students must use the most direct route in going to class.**

## **INTERNET**

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.

## **RESPONSIBLE USE POLICY FOR TECHNOLOGY**

By logging into the computers or district held technology, the student agrees to abide by the Hempfield School Districts responsible use policy set forth by the school board.



## **ITEMS FROM HOME**

If a student is expecting a parent to deliver an item to school, it is their responsibility to check at the office between classes. Students will not be called out of class to claim articles brought to the office.

## **LOST AND FOUND**

All lost or found articles should be reported or brought to the office and may be claimed by the owners.

## **LOST BOOKS/OBLIGATIONS**

Students who fail to return books or school issued property, or students who fail to pay financial responsibilities, will be issued a financial obligation. Obligations are carried year to year.

## **MEDIA CENTER**

The Media Center provides students with access to a wealth of both physical and online resources every day from 7:20 a.m. until the end of the school day. Not only does the library serve as a depository of information but as a center of instruction for the proper access and use of information. This is a place where students can explore subjects of interest and/or need through various multi-media formats. The library staff welcomes you and encourages all students to make the best use of what the library has to offer.

The physical library encompasses over 14,000 items in book, periodical, videocassette, audiocassette, DVD, and other multimedia formats. Follett's Destiny Software serves as the district's index to all resources in both the physical and virtual worlds. The virtual library includes access to over 7 district supported subscription databases. Each individual database offers hundreds of thousands of reliable articles that support and enrich the school's curriculum. The library is a participating member of Access Pennsylvania, which provides access to an additional 46 subscription databases in the Commonwealth's Power Library. Links to all virtual resources are made available via the Destiny homepage. Access directions follow this paragraph. Booklets with @home and @school access instructions are distributed to all students at the beginning of the school year. All students are strongly encouraged to take these booklets home and place them in the vicinity of their home computers with Internet access. The physical and virtual worlds provide students with the resources they will need throughout the school year.

To access the Destiny Homepage:

1. Go to: <http://destiny.hempfieldsd.org>
2. Click on: Centerville Middle School or Landisville Middle School

The librarian provides instructional support to both students and teachers. The librarian teaches a defined and tested set of research skills including instruction on proper acknowledgement of resources used. The bibliographic format of the Hempfield School District is the Modern Language Format of Bibliographic Citation (MLA). In addition to direct instruction, the librarian maintains numerous online resources that support the research process, provide easy access to recommended resources, and help with proper citing of materials used. Links to these pages are found on the above

referenced Destiny Homepage. Middle school students learn most of their information access and usage skills in the library in instructional classes.

Detailed circulation procedures and guidelines are found on the [Library Website](#). All students must come to the library with a library related purpose. The above referenced Destiny Homepage provides links to most of the Library's Webpages. Fines for overdue materials are charged due to the negative impact of non-returned materials on the other students needing to use these resources as well.

Bi-weekly fine and overdue notices are sent to students via their homeroom teachers. Students are responsible for the materials they borrow.

## **PEST MANAGEMENT POLICY**

The Hempfield School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with the law. Parents / Guardians of students may request prior notification of specific pesticide applications by notifying the school building in writing.

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

All students receive individual identification cards that include the student picture, grade and school issued identification number. A \$3.00 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.

## **TEAM APPROACH**

The term "team" refers to a group of teachers coordinated by a designated member of that team, who teach the same students during the school year. Within each team there is a teacher from language arts, social studies, science and math. All teachers within a team meet in daily conferences. The Team Approach uses teachers from different subject areas and focuses their attention and efforts upon the individual student rather than course content. This type of organization creates a guidance-minded, child-centered school congruent with the philosophy of the middle school. A line of communication among teachers enabling them to work cooperatively for the benefit of their students is the highlight of this approach.

## **TEXTBOOKS**

Textbooks and equipment used by students are property of the school and must be kept in good condition. Each text is numbered prior to being issued to a student. All school materials must be returned. Lost or damaged books and equipment will be charged to the student subject to its original price and condition.

## **VISITORS**

All visitors must report to the office immediately upon entering the building to sign in and receive a visitor's badge. The

school policy is to accept only those visitors who have official scheduled school business at the middle schools. Visitors are expected to leave promptly when their business is completed. Students wishing to bring a guest to school must obtain approval from the administration. Prior to approval, a written note signed by the parent/guardian of both students, giving permission for the visit must be provided. Student visitors are expected to observe all school rules and regulations. Visitors not registered may be charged with trespassing. No visitors will be permitted during scheduled examinations.

# 18

## Transportation



## **BUS TRANSPORTATION**

Buses will stop in the designated loading areas. All 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. Cameras are placed on our school buses to monitor behavior. 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. Obey these rules -- they are for your protection -- show concern and respect for your fellow students, and make the bus ride pleasant and safe.

Due to the large number of students transported to and from school, bus passes for permission to ride a bus other than the assigned bus will be issued for **emergency purposes only**.

All students must ride the bus to which they have been assigned. Special request exceptions need to be made to the Transportation Department. District policies regarding alternative stops can be reviewed on the [District's Transportation website](#).

### **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 are not permitted on the bus.
- Any item that may divert the driver's attention from the road is not permitted on the bus.

# 19

## Parents' Right to Know

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### **STUDENT RECORDS/FERPA**

The Hempfield School District believes in the principle of individual rights of privacy and has adopted a Student Records Policy to ensure those rights.

Permanent records include only the minimum data necessary to identify the student, his/her school attendance, standardized test scores, academic progress, and participation in school affairs.

Supplementary records are also maintained, including a health record and verified information of significance to the school. These records are destroyed when no longer significant to the pupil's education. All supplementary records are destroyed when the student graduates or reaches 18 years of age. The permanent record is kept on file for 100 years.

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student educational records. According to FERPA, parents or eligible students (students who are 18 years or older) have the right to inspect and review their child's records or their own records within 45 days after the school receives a written request.

Additionally, parents or eligible students have the right to request corrections to school records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, non-school persons must have written permission from the parent or eligible student in order to be given access to information from a student's educational record. However, FERPA does allow schools to disclose records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest; a school official is a person employed by the school or an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement court personnel), a person serving on the School Board, a person or company with whom the school has contact to perform a special task (such as an attorney, auditor, medical consultant or therapist.) Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.

- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific Pennsylvania State law.

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 Every Student Succeeds Act 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 September 1, 2018.

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.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTICE OF CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Hempfield School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following areas (“protected information surveys”):

- Political affiliations or beliefs of the student or student’s parent.
- Mental or psychological problems of the student or student’s family.
- Sexual behavior.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of others with whom respondents have close family relationships.
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.



- Religious practices, affiliations, or beliefs of the student or parents, or income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Parents will be notified of activities requiring parental notice and consent or opt-out at least two (2) weeks prior to the event. At that time, they may provide consent or have their child opt-out of the activity.

## **PARENTS’ RIGHT TO INSPECTION**

Every Student Succeeds Act provides parents with the right to inspect surveys by third parties before such surveys are distributed to students, including measures to protect student privacy when surveys ask for certain sensitive information; information regarding the administration of physical examinations and/or the screening of students, collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the right to inspect any instrument used to collect such personal information.

## **INSTRUCTIONAL MATERIALS**

During any given school year, the staff utilizes a variety of instructional materials 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 building principal, who will make the materials available and who also will be available to answer questions if needed.

[School Board Policy 235 \(Pol 105.1\)](#)

## **HIGHLY QUALIFIED TEACHER**

Under the Federal Every 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. Please note that 100% of our teachers; including Title I teachers, regular classroom teachers, special education teachers, special area teachers, and paraprofessionals are properly certified and meet the requirements of this law.

This summary of parental notification rights satisfies the ESSA requirement of annual notice to parents. For additional information about parental rights and School District policies adopted in response to the ESSA, please contact [Mr. Michael Bromirski](#), Assistant Superintendent, at (717) 898-5561.

## **HEMPFIELD EVENTS**

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

## **EQUAL OPPORTUNITY EMPLOYER**

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](#).

### **Dr. Tab Musser**

Hempfield School District Compliance Officer

200 Church Street

Landisville, PA 17538

717-459-9009