

Hempfield Elementary Schools  
**2025-26 Elementary Student  
Handbook**



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# 1

## Welcome to Elementary School



# Welcome

The years spent in elementary school are very important to the development of each child. It is during these years that most children experience a diverse set of formal learning processes that form the foundation on which the rest of their school career will be built. Hempfield School District strives to provide safe and supportive environments, engaging experiences, and rigorous educational opportunities that inspire all students to excel in their chosen pathway and grow as lifelong learners and contributing citizens. To accomplish this aim, we strive to provide students with challenging, effective instruction and the support necessary to build a strong foundation that is needed for success now and in the future.

Our district's elementary program includes learning experiences in English language arts, mathematics, science, health, social studies, art, library, science, music, and physical education. Teachers are engaged in developing positive relationships with students and gathering information regarding their interests and background to tailor learning and growth opportunities. A rich diversity of guided learning experiences focused on standards-based instruction to promote the academic, social, emotional, and physical growth of students constitutes the "backbone" of our elementary program.

Our elementary staff look forward to working cooperatively with parents/guardians to cultivate a positive and rewarding experience for our students. We urge parents/guardians to take an active interest in school activities through attendance at school functions. We also request parents/guardians make their child's regular attendance in school a top priority, because the correlation between attendance and student success at school is so strong. We believe it is essential that regular attendance be maintained so our students can fully realize the benefits of our educational program. Through a strong partnership between the home and school marked by clear communication, cooperation, and mutual support of the students, we are confident our elementary students' school experience will be successful.

We encourage parents/guardians to read the Elementary Student Handbook in its entirety, as it describes the programs, policies, and services available to your child at any one of our seven elementary buildings. If specific questions remain unanswered pertaining to your child's particular building, please contact your respective building principal for further clarification.

Thank you for sharing your children with us as they embark on their pathway to future success!

Sincerely,



Dr. Douglas B. Dandridge, II  
Assistant Superintendent

# Elementary Contact Information

<b>Centerville Elementary School</b> .....	Dr. Thomas Kramer, Principal
901 Centerville Road, Lancaster, PA 17601 .....	717-898-5575
<b>East Petersburg Elementary School</b> .....	Amanda Calhoun, Principal
5700 Lemon Street, East Petersburg, PA 17520.....	717-569-1211
<b>Farmdale Elementary School</b> .....	Patricia Pearson, Principal
695 Prospect Road, Mount Joy, PA 17552 .....	717-898-5595
<b>Landisville Primary Center</b> .....	Ronald Swantner, Principal
320 Mumma Drive, Landisville, PA 17538.....	717-898-5519
<b>Landisville Intermediate Center</b> .....	Dr. Ian Daecher, Principal
330 Mumma Drive, Landisville, PA 17538.....	717-898-5590
<b>Mountville Elementary School</b> .....	Dr. Stacy Kain, Principal
200 College Avenue, Mountville, PA 17554 .....	717-285-5501
<b>Rohrerstown Elementary School</b> .....	Dr. Kathleen Swantner, Principal
2200 Noll Drive, Lancaster, PA 17603.....	717-299-7126

# District Contact Information

200 Church Street  
Landisville, PA 17538

Title IX Coordinator.....	Dr. Tab Musser 717-898-5561
Section 504 Coordinator.....	Dr. Meredith Goodrich 717-898-5563
Student Records Administrator.....	Mike Graham 717-898-5596
Student Services Coordinator.....	Amy Gates 717-459-9009
Wellness and Student Nutrition.....	Alaina Melendez 717-898-5566
Director of Student Services.....	Dr. Meredith Goodrich 717-898-5563
Director of Transportation.....	Derrick Frank 717-898-5606
Health Services Coordinator.....	Deb Krantz 717-898-5535
Safety and Security Supervisor .....	William Gleason 717-898-5560
English Language Department Coordinator.....	Svetlana Sagalov-Feldman
220 Church St., Landisville PA 17538 .....	717-898-5605

# Federal Contact Information

Student Privacy Office  
400 Maryland Ave., S.W., Washington, DC 20202-4500

[FERPA@ed.gov](mailto:FERPA@ed.gov)

Office of Communications and Outreach  
400 Maryland Ave., S.W.  
Washington, DC 20202-4500

<http://answers.ed.gov>  
1-800-USA-LEARN

Consumer and Governmental Affairs Bureau  
45 L Street NE  
Washington, DC 20554

The Hempfield School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, or disability, in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX, and Section 504. Inquiries should be directed to:

Karen Hall, Compliance Officer

Hempfield School District, 200 Church Street, Landisville, PA 17538, 717-898-5601

Dr. Tab J. Musser, Title IX Coordinator

Hempfield School District, 200 Church Street, Landisville, PA 17538, 717-898-5561

## Mission Statement

The *mission* of the Hempfield School District is to cultivate safe, supportive, and engaging environments that empower all students to excel on their chosen path, pursue lifelong learning, and contribute positively to society.

**All School Board Policy references are accurate as of the printing date of this handbook. Please note however, that policy review and revision is an ongoing process. Please refer to the actual school board policies by selecting the Policy Manual link under the School Board tab on the district website [www.hempfieldsd.org](http://www.hempfieldsd.org) for the most up-to-date information.**

# 2025-26 Student Calendar



2025

**July**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**August**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**September**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**October**

M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**November**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**December**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2026

**January**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**February**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

**March**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**April**

M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**May**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**June**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- First Student Day
- New Teacher Orientation
- Early Dismissal - Elementary Only
- Early Dismissal - Secondary Only
- Early Dismissal - All Grades
- Teacher In-Service - No School for Students
- No School for Students
- Last Student Day - Early Dismissal

AUGUST	
11, 12, 13	New Teacher Orientation
14-15, 18-19	Teacher In-Service - No School for Students
20	First Student Day
29	No School for Students
SEPTEMBER	
1	No School for Students
26	Teacher In-Service - No School for Students
OCTOBER	
13	No School for Students
31	Early Dismissal - All Grades
NOVEMBER	
24-25	Teacher In-Service - No School for Students K-12 Parent/Teacher Conferences (24: 12-7:30 p.m. / 25: 8 a.m. - 3:30 p.m.)
26-28	No School for Students
DECEMBER	
23	Early Dismissal - All Grades
24-31	No School for Students
JANUARY	
1, 2, 19	No School for Students
15	Early Dismissal - Secondary Only
16	Early Dismissal - All Grades
FEBRUARY	
13	Teacher In-Service - No School for Students
16	No School for Students
MARCH	
11-12	Early Dismissal - Elementary Only Elementary Conferences (1:30-3:30 p.m.)
13	Teacher In-Service - No School for Students K-12 Conferences (8 a.m. - 3:30 p.m.)
16	No School for Students
APRIL	
3, 6	No School for Students
MAY	
25	No School for Students
28	Early Dismissal - All Grades
29	Last Student Day - Early Dismissal
JUNE	
1-2	Teacher In-Service - No School for Students

Last student day and teacher day are tentative.

**Elementary Marking Periods**

1st Trimester: 8/20/25 - 11/17/25  
 2nd Trimester: 11/18/25 - 3/2/26  
 3rd Trimester: 3/5/26 - 5/29/26

**Middle/High Marking Periods**

1st Quarter: 8/20/25 - 10/27/25  
 2nd Quarter: 10/28/25 - 1/15/26  
 3rd Quarter: 1/16/26 - 3/25/26  
 4th Quarter: 3/26/26 - 5/29/26

**Elementary Early Dismissals**

Oct. 31 1:30 p.m.  
 Dec. 23 1:30 p.m.  
 Jan. 16 1:30 p.m.  
 March 11, 12 1:00 p.m.  
 May 28 1:30 p.m.  
 May 29 1:00 p.m.

**Middle/High Early Dismissals**

Oct. 31 12:40/12:50 p.m.  
 Dec. 23 12:40/12:50 p.m.  
 Jan. 15 12:40/12:50 p.m.  
 Jan. 16 12:40/12:50 p.m.  
 May 28 12:40/12:50 p.m.  
 May 29 11:40/11:50 a.m.

**Inclement Weather Days**

Snow Days will be Flexible Instructional Days (FIDs). If there are more than five FIDs, days will be added beyond May 29, 2026.

# Schedules

## Daily Schedules

Time	Event
8:40 a.m.	Doors Open
9:00 a.m.	School Begins
11:45 a.m.	Morning Kindergarten Dismissal
	<b>Recess &amp; Lunch*</b>
12:45 p.m.	Afternoon Kindergarten Begins
3:30 pm.	Dismissal of Students (staggered for walkers, car-riders & buses)

\* Lunch times vary depending on student grade level and building assignment.

Special Note: We request your assistance in making sure your student(s) remain safe and supervised at all times. Please do not drop your child(ren) off at school before 8:40 a.m. Prior to that time, the doors are locked, and students will be unable to enter the building.

## Modified Schedules

Please note the elementary early dismissal days listed on the District Calendar (page 7) when students will be dismissed at either 1:00 p.m. or 1:30 p.m. as indicated. Students in full-day Kindergarten and grades 1 through 6 will begin their day at their normal time and be dismissed at either 1:00 p.m. or 1:30 p.m. The schedule for students in half-day Kindergarten is as follows:

### Half-day Kindergarten Schedule for Early Dismissals

1:00 p.m. Dismissal		1:30 p.m. Dismissal	
<b>Morning Session</b>	9:00 a.m. - 10:40 a.m.	<b>Morning Session</b>	9:00 a.m. - 10:50 a.m.
<b>Afternoon Session</b>	11:20 a.m. - 1:00 p.m.	<b>Afternoon Session</b>	11:40 a.m. - 1:30 p.m.

### Modified Half-day Kindergarten for Delayed Openings

When school is delayed two hours due to inclement weather, both sessions of kindergarten will operate on the following modified schedule:

<b>Morning Session</b>	11:00 a.m. - 12:55 p.m.	<b>Afternoon Session</b>	1:35 p.m. - 3:30 p.m.
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# School Delay and Closing Information

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

- [District website homepage](#)
- [Hempfield School District Instagram Page](#)
- [Hempfield School District X Page](#)
- [Hempfield School District Facebook Page](#)

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

## **SCHOOL CLOSINGS/DELAYS DUE TO ADVERSE WEATHER CONDITIONS**

In the event that inclement weather forces a delay of opening or cancellation of schools prior to their normal opening time, information will be posted in multiple locations noting the schedule change.

Unscheduled early dismissals as a result of inclement weather or other emergencies will be communicated through an automated telephone call to the student's emergency contacts, as listed in our Student Information System. For this reason, we encourage parents/guardians to maintain current telephone numbers. Early dismissal information will also be posted on our [District website homepage](#).

**SPECIAL NOTE:** If we experience the need for a two-hour (2-hour) delay or school closing on the morning of a regularly scheduled Early Dismissal Day, the Early Dismissal will be cancelled and rescheduled on a different date. In the case of school closing, the instructional day will be added as noted on the district calendar for the school year; however, the Early Dismissal will be rescheduled at the next opportune time to meet the needs of the teaching staff. Parents/Guardians will be notified of any rescheduled dates as soon as possible after a decision has been made.



# 2

## Attendance



# 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 Attendance](#) 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 except that the building/grade principal may excuse a student for temporary absences upon receipt of satisfactory evidence (mental, physical, or other urgent reasons) that may reasonably cause the student's absence (Pennsylvania School Code). This responsibility is shared with the parents/guardians who are liable for attendance until the student attains the age of 18 years.

Regular attendance is a requirement for success in school, and students and their parents/guardians are encouraged to work together to ensure responsible attendance throughout the year. Missing class time will have an impact on students in regard to material missed/make-up work and overall class achievement.

## DEFINITION OF "COMPULSORY SCHOOL AGE"

Children who are 5 years old by September 1, 2025, are eligible to begin school in the 2025-26 school year. The compulsory school age in Pennsylvania was changed in 2020-21 and requires all students to begin school no later than age 6 and attend school until age 18 or until graduation. Children may be excused from compulsory attendance for documented medical or other compelling reasons as outlined in District attendance policy and procedures.

## ANTICIPATED ABSENCES

Absences for educational reasons and family trips require the completion of an Anticipated Absence Request Form. This form must be completed by the parent/guardian and submitted to the principal in order to request an excused absence **at least one week prior to the scheduled event**. 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. **Parents/Guardians are expected to reference our school calendar to avoid scheduling conflicts with state-mandated (PSSA) testing dates; trip requests during PSSA testing will not be approved.**

## 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 an absence. An absence becomes excused only when the administration has classified the absence as such.

Students are required to submit an excuse that clearly states the student's name, student number, date of absence, and reason for absence through email or a handwritten note within three days following 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 four 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.

Any student who accumulates a total of 10 days absent, 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/guardian and administrative permission. Truancy from school is considered an unexcused absence and a failing grade will be assigned for work due on that day. Students are responsible for all academic information presented.

Act 138 of 2016 extensively revises provisions for truancy. Pennsylvania law raises the fine placed on parents/guardians for truancy to \$750.00 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 by the district justice.

## **EARLY DISMISSALS/ EXCUSING PUPILS**

The school will excuse early dismissals only for events that absolutely cannot be scheduled at another time. A request for early dismissal should be submitted to the school. At the approved time for the dismissal, the student should report to the office and be signed out and signed back in upon return. An appointment card from the doctor or dentist must be returned to the office upon return. A photo ID is required when picking up a student from the building. 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. Students who arrive after 10:45 a.m. will be considered absent one-half day for attendance purposes.

## **TARDINESS - SCHOOL**

Students who are not in their assigned classroom by 9:00 a.m. will be marked tardy to school by the classroom teacher. All students who arrive after 9:00 a.m. 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 tardiness to school. If the student does not return an excuse within three days, the tardy will be designated unexcused.

Students arriving after 10:45 a.m. or leaving school prior to 1:45 p.m. will be considered absent half a day. Students arriving after 1:45 p.m. (10:20 a.m. and 2:05 p.m. for half-day kindergarten students) will be considered absent for the full day.

# 3

## Student Services



# Student Services

## ATTENDANCE BOUNDARIES

Because Hempfield is such a large school district, consistency in enrollments among our seven elementary schools must be maintained. Therefore, strict attendance boundaries have been established as outlined in [HSD Board Policy 206 Assignment Within District](#). Students within each area are expected to attend the designated school. The assignment of students to classes and schools within this district shall be consistent with the educational needs and abilities of students and the best use of district resources.

Parents/Guardians are encouraged to contact the district enrollment office, 717-459-9006, to determine the attendance area of any new residence prior to moving.

## CHANGE OF ADDRESS

To ensure quality communication between home and school and prompt interactions during emergencies, parents/guardians are asked to notify the school immediately should there be any changes in: your home address, your home or business telephone number, your emergency contact(s), custodial arrangements (or agreements), any court documents, your child's medical condition or medications.

## MOVING WITHIN THE DISTRICT

In the event a child's attendance area changes during the course of a student's 6th or 8th grade academic year, parents/guardians may request a stay-put provision to prevent multiple transitions for the child within the calendar year. Parents/Guardians requesting a stay-put provision, must provide their own transportation and comply with attendance times/laws. Failure to do so may result in the revocation of the stay-put provision. In the event the child is retained due to a lack of academic performance, however, they would be required to move to the appropriate attendance area at the conclusion of the school year in which the move occurred ([HSD Board Policy 206 Assignment Within District](#)). Parents/Guardians should submit a written request to continue in the school of origin to the building principal.

If the residency change occurs after April 1st, the student may remain in the original school to complete the current school term, but parent must provide their own transportation and must transfer to the elementary school designated for the new residence for the following year. Parents/Guardians should still relay their new address to the school office and the district registration office.

## PARENT OF RECORD

According to [HSD Board Policy 238 Parent of Record](#), a student may only be dismissed, prior to the end of the school day, by the school principal/designee to a parent or legal guardian. Either parent or the child's legal guardian may authorize the school principal, in writing, to dismiss the student to another individual acting as a temporary guardian/custodian. In emergency situations, verbal release permission may be accepted if contact is initiated by the principal/designee through a provided emergency contact number and follow-up written permission is obtained in a timely manner. The above applies unless the school principal is in possession of a legal court document disallowing the same. The principal has the right to deny release permission, verbal or written, to any party other than the parent or legal guardian of the student.

School records shall be opened to inspection to either parent and/or the child's legal guardian, subject to the same restrictions/limitations described above, and to applicable restrictions/limitations in the law

and/or Board policy.

## **RESIDENCY**

Hempfield School District operates the schools for the benefit of children who reside within our legal boundaries. According to [HSD Board Policy 202 Eligibility of Nonresident Students](#), regularly enrolled students whose parent(s)/guardian(s) move out of the school district may not attend our schools without paying tuition. However, if the move occurs after April 1st of any given school year, students may be permitted to finish the school year without payment of tuition provided a written request is made to district administration and proper documentation is presented. Similarly, a child whose parent/guardian has executed a contract to buy or build a residence in the district for occupancy prior to October 15th of any given school year may be enrolled at the beginning of that school year tuition-free. Other nonresident students may only attend our schools with proper approval by the board of school directors and payment of the appropriate tuition as outlined in [HSD Board Policy 202 Eligibility of Nonresident Students](#).

## **WITHDRAWAL AND TRANSFER**

Parents/Guardians should notify the elementary school their child attends and the district registration office at least one week in advance when withdrawing their child from that school. Parents/Guardians should inform the principal regarding the date of the move, the new address and the name of the school their child will be attending. The Hempfield School District will provide an up-to-date reporting of grades and other academic and health records to the new school upon written request.

# 4

## Academics



# General Academics

Our programs are based on curriculum that is aligned with Pennsylvania's academic standards. District curriculum information is located on our [Curriculum](#) website. To view more detail regarding our state's requirements, visit the Pennsylvania Department of Education website: <https://www.education.pa.gov/>

## REPORT CARDS

Report Cards are prepared three times during the school term for elementary students for the purpose of reporting student progress in alignment with [HSD Board Policy 212 Reporting Student Progress](#). They are posted and are available for viewing online via the PowerSchool (Parent) Portal, and a link to this portal is available on the district website ([www.hempfieldsd.org](http://www.hempfieldsd.org)). Parent/Teacher Conferences are scheduled each year during the first marking period. The reporting instrument will be thoroughly explained to parents/guardians in the fall at the Parent Teacher Conference.

- 1st report period - end of twelfth week
- 2nd report period - end of twenty-fourth week
- 3rd report period - end of thirty-sixth week

## PARENT/GUARDIAN CONFERENCES WITH TEACHERS

The faculty members are available to confer with parents/guardians at any time. Please call the school office to arrange a time convenient to both you and the faculty member. If you have a question that your child cannot explain, a call to the school will often provide you with an appropriate answer. The school will schedule a conference for all parents during the first marking period on November 24 or 25, 2025. You may also refer to our [2025-26 School Calendar](#) for the dates.

Parents/guardians are encouraged to attend this conference. At this scheduled conference, parents/guardians will be informed of their child's academic and social growth as well as their adjustment to school routine.

## HOMEWORK

Homework is defined as additional preparation in a given subject area. Such assignments provide essential practice in needed skills and/or enriched, enhanced inquiry, or extended school experiences. Homework encourages growth in responsibility, gives practice in developing good work habits, and affords opportunities for increasing self-direction and learning how to budget time wisely.

Homework needs to be geared to the student's grade level. Generally, pupils below fifth grade are assigned work requiring not more than 30/40 minutes to accomplish. Fifth and sixth grade students are given assignments that should not require more than one hour to complete. Assignments over the weekend are limited.

## PROMOTION – RETENTION

Students are encouraged and assisted by classroom and specialized teachers to work toward their fullest potential. Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and reported to parents/guardians. Students who demonstrate mastery of the required skills and knowledge will be promoted to the next grade. However, some students need additional time in order for mastery of the material to take place and retention becomes necessary.

In all cases of retention, the parents/guardians and students shall be informed of the possibility of retention of a student well in advance. Retention of a child is a team decision and will occur only when the district is confident that it has considered all of the information necessary to make an informed decision. The [HSD Board Policy 215 Promotion and Retention](#) directs that the recommendation of the classroom teacher shall be required for promotion or retention of each student and that the building principal shall make the final determination for promotion or retention of each student.

### **PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT – PSSA**

All students in Grades 3-8 will be administered the PSSA English Language Arts Assessment and the PSSA Mathematics Assessment, as well as Science (grades 5 and 8 only). The purpose of these assessments is to determine student achievement in relation to the State Academic Standards and to provide a snapshot of how our students are achieving when compared to similar schools. Parents/Guardians receive notification of student results when the state scoring is complete. For specific information about state assessments, please visit our website ([State Assessments](#)).

Hempfield School District utilizes the results of all achievement assessments to evaluate our educational programs and to improve instruction where needed.

### **EXCLUSION FROM INSTRUCTION**

Parents/Guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs. ([HSD Board Policy 105.2 Exemption from Instruction](#)) Parents/Guardians need to provide a written request to the building principal detailing the specific instruction from which the student is to be excused. It is the responsibility of the student to request permission to leave class when the specific instruction objected to, is presented. All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.

# 5

## Support Services



## **COUNSELING SERVICES**

School counselors provide a variety of services for students and families. Counselors work with education support teams; manage 504 Accommodation Plans; help students transition to a new school or grade level; conduct mediation sessions, as well as individual and small group counseling; and more. Students and parents are encouraged to reach out to their school counselor directly with questions or to request support.

## **SOCIAL WORKERS**

The Hempfield School District presently employs several full-time social workers who are additionally certified as home and school visitors. The social workers provide support and services to the school and families in order to reduce educational barriers, thereby enhancing the students' educational experience. They address the needs of the student population and their families, working closely with teachers, school counselors, and administrators within the school district. The social workers serve as liaisons between school and community resources, assisting staff in determining students' and families' needs for supportive services. For further information regarding social services, please contact the Office of Student Services, at 717-459-9009.

## **SPECIAL EDUCATION**

In compliance with state and federal law, notice is given by the Hempfield School District that it conducts ongoing identification activities as part of its school program. The purpose of these activities is to identify those students who may need special education and related services.

All information gathered about a child is subject to the confidentiality provisions contained in federal and state law. Hempfield School District has policies and procedures that govern the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, please contact the Director of Student Services at 717-898-5563 or see [HSD Board Policy 113 - Special Education](#).

## **GIFTED EDUCATION** [HSD Board Policy 114 - Gifted Education](#)

Gifted education services are provided to school-age students who meet the PA guidelines for gifted services and are identified as gifted. In compliance with state and federal law, notice is given by the Hempfield School District that it conducts ongoing identification activities as part of its school program, which includes the screening of all second graders, for the purpose of identifying students who may need gifted education services. If your child is identified by the school district as needing such services, you will be notified of applicable procedures. If you believe your school-age child may need gifted education services, you may request screening and evaluation at any time, whether or not your child is enrolled in the district's public-school program. Requests for screening and evaluation can be made at the individual school by contacting the building principal or by contacting the Exceptional Student Specialist, Janelle Witter, [janelle\\_witter@hempfieldsd.org](mailto:janelle_witter@hempfieldsd.org) at (717)-618-1997.

## **INTERVENTION & SUPPORTS TEAM (IST)**

The IST process allows a team of teachers, support personnel, and parents/guardians to use a problem-solving approach to best meet the needs of individual students. At the core of the process is the belief that all students can learn. IST maximizes the teaching resources within a school by incorporating a team of professionals who partner with the student and their parents/guardians to develop a plan of action so the student may experience success at school.

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

Instructors in the ELD program 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 after the first 30 days of school or within 14 days of enrollment if a student enrolls after the first 30 days of school. Parents/Guardians of an English Learner identified for participation in the ELD program will be notified of:

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

Parents/Guardians of English Learners 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/Guardian Meetings, and by being active in the school's Parent-Teacher Organization. Questions regarding the ELD Program should be directed first to the child's ELD instructor, then to the Building Principal, or the district Language Development Department Coordinator, Svetlana Sagalov-Feldman, [s\\_sagalov-feldman@hempsd.org](mailto:s_sagalov-feldman@hempsd.org) at 717-898-5605.

## **HOMEBOUND INSTRUCTION**

Instruction by a qualified teacher will be provided by the school district for pupils who are deemed physically incapable of attending an educational program in the school setting by a medical health professional, when the length of that absence will exceed three weeks and shall not exceed three months as per [HSD Board Policy 117 Homebound Instruction](#). This instruction is not designed to replace regular or special education, but rather to ensure that the student's academic skill level is maintained and to prevent regression of skills. When this service is needed, please contact the school counselor or building principal.

## **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program (SAP) is designed to assist school personnel in identifying substance abuse and mental health issues which pose a barrier to a student's success and to then implement a plan to help the student overcome those barriers. Contact your school counseling office to learn more about our SAP program and referral process.

# 6

## Student Rights & Responsibilities



# Student Rights

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

Our school district does not discriminate on the basis of sex. Further, Title IX requires the school district not to discriminate. Our non-discrimination policy is available in the Board Policy Manual [linked here](#). Title IX personnel and our Title IX Coordinator contact information are available on this page. Reports can be made to our Coordinator at any time, including during non-business hours: Dr. Tab Musser, Title IX Coordinator | [tab\\_musser@hempfieldsd.org](mailto:tab_musser@hempfieldsd.org) | (717) 898-5561

**PROTECTED HANDICAPPED STUDENT** [HSD Board Policy 103.1 Nondiscrimination - Qualified Students With Disabilities](#) In compliance with state and federal law, the Hempfield School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provisions of services to protected handicapped students, contact your child's building principal. For additional information about parental rights and School District policies and procedures, please contact the Director of Student Services, 717-898-5563.

## **STUDENT EXPRESSIONS/DISTRIBUTION AND POSTING OF MATERIALS**

The Board respects the right of students to express themselves in word or symbol and to distribute and post material in areas designated for posting as a part of that expression. ([HSD Board Policy 220 Student Expression/Distribution and Posting of Materials](#)) The Board requires that students who wish to distribute or post non-school materials on school property shall submit them at least one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

Materials sought to be distributed or posted, as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program. Distribution of handouts may not be conducted during school hours or on school property except by permission of the building principal and the Superintendent.

Students have the right to express themselves unless such expression is likely to materially or substantially interfere with or disrupt the education process or school operations, including school activities, schoolwork, or discipline and order on school property or at school functions; threatens serious harm to the school community; encourages unlawful activity; involves bullying; or otherwise interferes with another's rights.

Unprotected student expression includes but is not limited to:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, schoolwork, discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written school district procedures on time, place and manner for posting and distribution of otherwise protected expression.

## Student Responsibilities

On September 13, 1974, the Pennsylvania State Board of Education adopted regulations and guidelines on Student Rights and Responsibilities. (22 PA Code 12.2 Student Responsibilities.) These regulations and guidelines have been incorporated into Hempfield School District Board Policies and are accessible on the district website ([www.hempfieldsd.org](http://www.hempfieldsd.org)) under the School Board tab.

A summary of these student rights and responsibilities, in accordance with Hempfield School District policies, is printed below:

- Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to all school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- No student has the right to interfere with the education of fellow 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.

As noted in [HSD Board Policy 235 Student Rights and Responsibilities](#), it is the responsibility of the student to:

1. Be aware of all policies, rules, and regulations for student behavior and conduct themselves accordingly. Each student shall assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies, and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

## Homeless Students

[HSD Board Policy 251 Students Experiencing Homelessness, Foster Care and Other Educational Instability](#)

[BEC \(Basic Education Foundation\)](#)

The Hempfield School District seeks to ensure educational stability and success for homeless students. The district will ensure that homeless students have access to the same educational programs and services provided to other district students. The McKinney-Vento Homeless Assistance Act is a federal law established to ensure the continuity of education for students experiencing homelessness.

The LEA liaison shall ensure that all homeless children, youth, and families are identified and that the families are informed of their rights under the Act.

Definition: The McKinney-Vento Act defines homeless children as “lacking a fixed, regular, or adequate night-time residence.” This definition includes, but is not limited to, children who are:

- sharing the housing of others due to loss of housing or economic hardship (doubled-up)
- living in hotels, motels, or campground
- living in emergency or transitional shelters
- sleeping in places unfit for human habitation (such as park benches)
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, etc.
- or migrant youth who are living in any of the above-mentioned circumstances.

Unaccompanied youth is defined under McKinney-Vento Act as “a homeless child or youth not in the physical custody of a parent or guardian and lacking a fixed, regular, or adequate nighttime residence.”

## McKinney-Vento Rights

- Receive a free, appropriate education.
- Enroll in school immediately and attend classes while the school gathers required documents.
- Enroll in the local school where you are living OR remain in their original school.
- Receive transportation to your original school, if requested.
- Receive comparable services as housed students, including special education.
- Receive free breakfast and lunch.
- Categorically eligible for services such as Head Start and Title One services.
- Right to dispute: if a parent is not in agreement with the district's placement decision and wants to exercise their right to appeal, they should contact the district Homeless Liaison.

Unaccompanied youth have the same right as other displaced students plus:

- The right to enroll in school as an independent student.
- The right to the same challenging academic standards as housed students, including partial credits and credit recovery when needed.
- The right to be informed of their status as independent students for FAFSA and receive verification of that status.

If you or someone you know may be experiencing homelessness, please visit the [Homelessness page](#) on the district website for additional resources or contact the Hempfield School District Homeless Liaison, Amy Gates at [amy\\_gates@hempfieldsd.org](mailto:amy_gates@hempfieldsd.org) or (717) 459-9006

# 7

## Student Conduct



# Student Conduct Expectations

## PHILOSOPHY

The Hempfield School District believes that one of its goals is to prepare students for responsible citizenship in our 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 opportunities for teachers and students to grow and achieve their mutual goals.

An effective discipline system 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 consequences should be restorative, when possible, progressive, and increase upon repeat occurrences.

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.

## Behavior Guidelines

We realize that when so many students come together under one roof in a confined, structured setting such as our schools, inappropriate behavior by one or more students may very well serve to cause a disruption in the educational environment. Therefore, each building and teacher has established a code of conduct that students are expected to adhere to. In addition, the elementary program has developed a set of universal rules that govern student behavior and promote a safe and orderly environment across the district. Some overall district-wide guidelines are found below.

## BOMB THREATS

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 Board Policy 218.2 Terroristic Threats](#)).

## THREAT ASSESSMENT

Hempfield School District has a Threat Assessment Team, which is a multidisciplinary group of individuals identified by a chief school administrator responsible for the assessment of and intervention with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others. The team consists of individuals with expertise in school health, counseling, school psychology, social work, special education, school administration, the School Safety and Security Coordinator, and/or other school staff or community resources who can assist with the threat assessment process. While there is a district team, the majority of the threat assessments are performed by staff at the building level, who have more information and insight into the individuals involved.

## BULLYING & CYBERBULLYING

As defined in [HSD Board Policy 249 Bullying and Cyberbullying](#), bullying 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, or substantially disrupts the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying which refers to an intentional act (or acts) committed via the use of email, text messaging, chat rooms, smartphones, smart watches, laptops and tablet computers, social media platforms, or other forms of information technology and which produce the results define above. School setting shall mean 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.

A student who violates the bullying/cyberbullying policy will be subject to appropriate disciplinary action, which may include, but is not limited to: 1) counseling within the school, 2) parental conference, 3) loss of school privileges, 4) transfer to another school building, classroom or school bus, 5) exclusion from school-sponsored activities, 6) detention, 7) suspension, 8) expulsion, 9) counseling/therapy outside of school, and/or 10) referral to law enforcement officials. The district encourages students who have been bullied to promptly report such incidents to the building principal or designee to ensure a safe learning environment for all.

## CHEATING AND PLAGIARISM

Cheating in any form is unacceptable in school and in life and is best addressed as an educational issue at an early age. Given technological advances, cheating in schools has become more sophisticated. In order to address the different forms of cheating that we now observe, the district has chosen to define different cheating scenarios as follows:

- *Traditional Cheating* – occurs when a student looks off their neighbor's paper during a test, creates/conceals a "cheat sheet" to be used during an assessment, etc.
  
- *Possession/Distribution of Stolen Academic Property* – occurs when a student:
  - Is found to be in possession of, or to have distributed, a hard copy of an assessment and/or answer key OR
  - Is found to have used an electronic device to capture assessment information (questions and/or answer key) for their personal use or to share with other students.

- Plagiarism – occurs when a student takes the idea or work of someone else and attempts to pass this work off as their own on a performance-based assessment (term paper, project, etc.). Unless it is part of the teacher’s directions, using artificial intelligence to complete an assignment or as part of an assignment or assessment will be treated as plagiarism.

The following remedies will be applied to address the cheating situations defined above:

- “Traditional” cheating (does not involve theft, distribution, or possession of test materials):
  - The student will meet with the teacher and discuss the cheating situation, and the parents/guardian will be notified.
  - The student must retake the assessment and will score 75% of the earned grade; the student will earn a zero only if refusing to retake the assessment.
  - The student will receive administrative consequences based on the elementary building’s Positive Behavior Support Plan.
  - Repeat offenses will be met with progressive disciplinary action that increases in severity with each repeat offense.
- *Possession/Distribution of Stolen Academic Property* (hard copy or electronic):
  - The student and parent/guardian will meet with the teacher and principal to discuss the student’s possession and/or distribution of secure test materials.
  - The student may retake the assessment to obtain feedback on mastery of content but will receive a zero on the assessment.
  - The student will receive administrative consequences based on the elementary building’s Positive Behavior Support Plan.
  - Repeat offenses will be met with progressive disciplinary action that increases in severity with each repeat offense.
- *Plagiarism on a performance-based assessment*
  - The first offense will be treated as a learning opportunity.
  - The student will initially receive a zero for the assignment and will meet with the teacher, administrator, and parents to debrief the incident. The student will be expected to complete and resubmit the assignment for full credit.
  - Additional offenses will result in parent contact, referral for administrative discipline, and a zero grade for the assignment. If the student resubmits the assignment, the student will earn 75% credit of the grade earned.
  - The student will receive administrative consequences based on the Elementary building Positive Behavior Support Plan.
  - Repeat offenses will be met with progressive disciplinary action that increases in severity with each repeat offense.

## **CARE OF SCHOOL PROPERTY**

Hempfield School District believes that schools should help students learn to respect property and develop feelings of pride in community institutions. Each student has the responsibility to properly care for school property, school supplies, and equipment. Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be

prosecuted and punished under law. Parents/guardians shall be held accountable for the actions of their child and the district may seek restitution ([HSD Board Policy 224 Care of School Property](#)).

## **DISCRIMINATION/TITLE IX SEXUAL HARASSMENT**

[HSD Board Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students](#)

### **Authority:**

*The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.*

*The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, Dr. Tab Musser, 200 Church Street, Landisville, PA, 17538, (717-898-5561), [tab\\_musser@hempfieldsd.org](mailto:tab_musser@hempfieldsd.org); Compliance Officer, Mrs. Karen Hall, 200 Church Street, Landisville, PA, 17538, (717-898-5503) [karen\\_hall@hempfieldsd.org](mailto:karen_hall@hempfieldsd.org), the U.S. Department of Education, Officer for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202 (800-421-3481) [OCR@ed.gov](mailto:OCR@ed.gov).*

*The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.*

*Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.*

Any student who wishes to lodge a discrimination/Title IX sexual harassment complaint should contact the appropriate grade level principal, school resource officer, or school counselor immediately following the alleged incident. All discrimination/Title IX sexual 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 discrimination/Title IX sexual 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 discrimination/Title IX sexual harassment is also a very serious offense and could result in suspension or recommendation for expulsion.

## TITLE IX SEXUAL HARASSMENT

*Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:*

1. *A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.*
2. *Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.*
3. *Sexual assault, dating violence, domestic violence or stalking.*
  - a) *Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such is determined by the following factors:*
    - i. *Length of relationship.*
    - ii. *Type of relationship.*
    - iii. *Frequency of interaction between the persons involved in the relationship.*
  - b) *Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.*
  - c) *Sexual assault means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.*
  - d) *Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:*
    - i. *Fear for their safety or the safety of other.*
    - ii. *Suffer substantial emotional distress.*

*Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.*

## **DRESS AND GROOMING**

The Board expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress in the school setting must respect the educational process, themselves, and others. The Board has the authority to impose limitations on students' dress in school. The Board authorizes the Superintendent or designee to develop a consistent Elementary dress code that is reviewed annually. See [HSD Board Policy 221 Dress and Grooming](#). The interpretation of proper school dress resides with the school administration following the guidelines listed below:

1. Students have the responsibility to keep themselves properly clothed and their hair clean.
2. Hair and clothing styles are restricted only as they would disrupt the educational process or present a health or safety hazard.
3. Clothing shall be worn properly and not endanger health or safety or disrupt the educational process. For playground safety, students are requested not to wear sandals or flip-flops or other open-toed types of footwear. Closed-toe shoes protect students from toe and ankle injury on a busy playground. Any student wearing clothing that may endanger their health or safety may not be allowed to participate in activities such as recess, physical education, etc.
4. Clothing that promotes, encourages, or depicts any form of drug, alcohol, tobacco, cult of satanic activity, gang or gang-related activities, or that contains profane or obscene language or gestures is not permitted. Other examples of clothing that would not be considered appropriate would include muscle shirts, halter tops, tank tops, "off the shoulder" shirts, shirts that expose a bare midriff, jewelry that could be used as a weapon or that could cause injury on the playground or in Physical Education class, i.e., large or numerous necklaces, bracelets, earrings, and or rings which adjoin several fingers simultaneously.  
Hats, bandannas or other head coverings (except for a religious observance) are also not appropriate to wear in the school setting.
5. No buttons, slogans, pictures, words or patches are permitted, if they are a distraction to the educational process. This includes: tobacco, drug and alcohol slogans or advertisements, sexual references, satanic references, racial, ethnic, and religious intimidations.
6. Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure health or safety of the student.

## **DRUG AND ALCOHOL USE OR POSSESSION**

The school district recognizes that the use of drugs and alcohol is a serious problem, which impacts the well-being of individual students and the school community. The use or possession of drugs, drug paraphernalia, look-alike or synthetic drugs, alcohol, bath salts or synthetic bath salts, volatile solvents or inhalants, controlled substances, and over-the-counter (OTC) medications by students is prohibited on school property, on school buses, while participating in or attending a school-related activity, and while traveling to or from school. ([HSD Board Policy 227 Student Use/Possession of Controlled Substances](#), & [227.1 Extra/Cocurricular Student Use/Possession of Controlled Substances](#)) Students in violation of these

policies will be disciplined according to the regulations adopted by the Board which may include, but is not limited to, suspension, up to, and/or including expulsion from school.

It is recognized that kindergarten through sixth grade contains a population of students who, because of their age and experience, may not be able to fully understand the implications and consequences of their conduct as it relates to the school district's drug and alcohol policies. Accordingly, school district administration may use its discretion when addressing a potential violation of these policies by an elementary school student.

## **ELECTRONIC DEVICES**

The Hempfield School District is 1:1 with all students having access to an electronic device for learning. Mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the district's students. The Board has adopted [HSD Board Policy 237 Electronic Devices](#) to maintain an educational environment that is safe and secure for its students, while aiming to permit pupils to reasonably and responsibly utilize mobile technology.

Electronic devices shall include any personal communication device including mobile telephones, smartphones, smart watches; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants (PDA's); any device that can provide a connection to the Internet (whether wireless, wired, or cellular); laptops and tablet computers, electronic gaming systems, e-readers, earbuds/headphones, laser pointers, as well as any new technology developed with similar capabilities.

The Board prohibits all students from any use of electronic devices in locker rooms, bathrooms, and other changing areas. The Board prohibits the use of personal electronic devices to take photographs, or to record audio or video at any time during the school day or at any school-sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes as outlined below. Educational purposes are defined as activities that are integral, immediate, and proximate to the education of students.

The Board prohibits the use of any personal electronic devices during instructional times during the school day (from the beginning of first period until the end of last period), except that students may use electronic devices during instructional times for educational purposes if, and only if, they have the prior permission of the teacher or building administrator to do so or at other times as designated by the building administrator.

The Board recognizes that students use district-issued devices during the school day, and students will be permitted to use these as directed by the teacher. Students are permitted to use electronic devices during the school day for approved educational purposes in approved locations only.

Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The district shall not be liable for the loss or damage of any electronic devices that a student brings to school. Please refer to [HSD Board Policy 237 Electronic Devices](#) on the district website ([www.hempfieldsd.org](http://www.hempfieldsd.org)) for further guidelines and clarification.

## **FIGHTING AND PHYSICAL AGGRESSION**

Physical aggression is harmful to individuals and is disruptive to the educational process and will not be tolerated. Each building principal will address physical aggression, including fighting, with progressive disciplinary actions that increase in severity with each repeat offense.

## **INTERNET**

The school district provides access to technology resources, including, but not limited to, electronic communication systems, computers, computer networks, networked devices, hardware, software, internet access, and mobile devices. The Board supports the use of the district's technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, and to foster the educational mission of the district and to carry out the legitimate business and operation of the district. Access to and use of its technology resources is a privilege, not a right, which may be revoked at any time. ([HSD Board Policy 815 Responsible Use of Electronic Resources](#)) For the full text of Policy 815 visit the school board policy page at the link above.

## **THREATS/TERRORISTIC THREATS/ACTS**

Direct or indirect threats to commit violence communicated with the intent to terrorize another; cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience, are prohibited. Likewise, acts intended to create apprehension of a physical assault, to cause evacuation of a building, other facility or district mode of transportation or to cause serious public inconvenience, are also prohibited.

Threats and terroristic acts of any kind will be dealt with in an appropriate manner by the building principal or designee. If, in the opinion of the building principal, a threat poses a serious danger to students or staff, the offending student will be suspended, law enforcement officials will be contacted, and the Superintendent may recommend an expulsion. If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require that the student provide competent and credible evidence that the student does not pose a risk of harm to others, prior to readmission. ([HSD Board Policy 218.2 Terroristic Threats](#))

## **TOBACCO/VAPING USE BY STUDENTS**

The Hempfield School District recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. ([HSD Board Policy 222 Tobacco and Vaping Products](#)) The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

Smoking or the use of tobacco in any form (snuff/chewing tobacco), or possessing smoking paraphernalia (cigarettes, lighters, matches, pipes, etc.) on school property, school buses and at any school-sponsored activity is prohibited. These items will be confiscated, and parents/guardians will be notified.

Act 145 of 1996 was signed into law by Governor Ridge on December 4, 1996, and defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus, or on school property owned by, leased by, or under the control of a school district as a summary offense. The Hempfield School District is required to initiate prosecution, and a student may be sentenced to pay a fine plus court costs or to be admitted to alternative adjudication.

## **WEAPONS**

Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. Hempfield School District is committed to providing a safe environment for students and staff. To that end, students are prohibited from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity. Weapons shall include, but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's desk/locker, automobile or attire of clothing; otherwise under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. The school district shall expel for a period of not less than one year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent or designee may recommend modifications of such expulsion requirement on a case-by-case basis. ([HSD Board Policy 218.1 Weapons](#)).

# 8

## Student Discipline



# Discipline Policies and Procedures

## DISCIPLINE

A safe and orderly environment is a critical component of effective schools. To that end, each elementary school focuses on maintaining proper student behavior at all times as outlined in this section of the handbook.

Pennsylvania School Code 24PS-13-1317 “Authority of Teachers, Vice Principals and Principals over Pupils” states that “Every teacher, vice principal and principal in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending their school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.”

The building principal shall have the authority to assign discipline to students, subject to the policies, rules, and regulations of the district and to the student’s due process right to notice, hearing, and appeal. Teaching staff and other district employees responsible for supervising students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are under the supervision of the district, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others ([HSD Board Policy 218 Student Discipline](#)).

Disciplinary consequences might vary according to the circumstances. Typical disciplinary consequences could include, but are not limited to: verbal warnings, time out, written apologies, loss of some privileges, and/or phone calls to parents/guardians, etc.

For minor behaviors, Teachers will work with students to address minor behaviors in the classroom before they receive an office referral. Minor behaviors will be addressed using the following Step system:

- Step 1 – Warning
- Step 2 – 1st notice – verbal contact home
- Step 3 – 1st written notice – written contact home
- Step 4 – 2nd written notice/teacher assigned consequence
- Step 5 – 3rd written notice/progressive discipline as appropriate/Pre-referral process
- Office referral

There are some behaviors, however, that because they pose a threat to a person/persons or property, or are chronic misbehaviors, materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school, might warrant more serious action such as: in-school suspension, out-of-school suspension, and/or expulsion from school.

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

Every principal or designee in charge of a public school may temporarily suspend any student for disobedience or misconduct. ([HSD Board Policy 233 Suspension and Expulsion](#)) A student may be temporarily suspended by the building principal if the principal has reasonable cause to believe that:

1. The physical safety of the student or others is substantially endangered by the conduct of the student.
2. 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, riding school transportation or at any school-related activity.
3. The student has displayed chronic misbehavior to such a degree that the behavior causes a disruption to the educational process for themselves and/or for others.
4. The student harasses or otherwise attempts to intimidate a student or staff member.
5. 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.
6. 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 and other activities and privileges, by the principal. A parent/guardian conference may be required before the student is readmitted to school. The suspension may be out-of-school at the discretion of the principal. The student may not attend or participate in extracurricular activities during the period of suspension. Membership and offices held in school activities may be jeopardized.

No student may receive a temporary suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. ([HSD Board Policy 233 Suspension and Expulsion](#)).

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

The principal may impose a full suspension for a maximum of 10 school days for a student who, while on school grounds, riding school transportation, or during a school activity off school grounds:

1. Intentionally causes or attempts to cause damage to school property or steals or attempts to steal school property or knowingly receives stolen property.
2. Intentionally causes or attempts to cause damage to private property or steals or attempts to steal private property or knowingly receives stolen property.
3. Intentionally causes, attempts to cause, or threatens to cause physical injury to another person except in self-defense.
4. Knowingly possesses, or transmits any firearm, knife, or other dangerous object of no reasonable use to the student at school.

5. Intentionally defies the valid authority of either supervisor, teachers, or administrators.
6. Violates other policies, rules and regulations set forth in this handbook or otherwise published by the school.

Full suspension shall mean exclusion from school and any school activity for a period of up to 10 school days. An informal hearing will be held with the student and their parent(s)/guardian(s). The suspension may be out-of-school at the discretion of the principal. The student may not participate in extracurricular activities during the suspension. ([HSD Board Policy 233 Suspension and Expulsion](#))

## **EXPULSION**

Expulsion shall mean exclusion from school for a period exceeding ten consecutive school days and may be permanent exclusion from the school rolls. No student shall be expelled without an opportunity for a formal hearing before the Board or a duly authorized committee of the Board, and upon action taken by the Board after the hearing as per [HSD Board Policy 233 Suspension and Expulsion](#).

The principal shall have the authority to assign discipline to students, subject to the policies, rules, and regulations of the district up to and including a potential recommendation to the Board that a student be expelled from school.

## **CORPORAL PUNISHMENT**

Corporal punishment- a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument for a violation of district policies, rules or regulations is strictly prohibited by [HSD Board Policy 218 Student Discipline](#).

Teachers and school authorities may use reasonable force under the following circumstances:

1. to quell a disturbance; or
2. to obtain possession of weapons or other dangerous objects; or
3. for the purpose of self-defense; or
4. for the protection of persons or property.

## **SAFE AND SECURE SCHOOLS**

Schools across our state and nation have experienced acts of violence by students against other students and teachers. These acts of violence have heightened everyone's awareness of the threat of violence that exists in all communities and schools.

We believe that our staff is well equipped to work in cooperation with police and other community agencies to deal with situations with students, which are cause for concern. There are procedures in place that are followed when and if a student behaves in a threatening manner. Although school officials are well prepared to address most threats, we also require parental help and the help of students to become fully informed of threatening behaviors. Please take the time to remind your children that verbal or physical threats must be taken very seriously. If notified promptly, school officials and teachers will act accordingly. The involvement of all our students and parents/guardians is very important in maintaining the safety of schools. Children may convey their concerns to a teacher, counselor or principal. No safety concern is too small to broach. You and your child can help by reporting any threatening behavior that you may hear or observe. All such communication will remain confidential. If you have a concern, please contact your school principal.

Please note that various confidentiality laws bind school district personnel. These laws are designed to protect everyone. The safety of our students and staff is the highest priority and all proper precautions are taken to ensure that safety.

# 9

## Health Services



## ACCIDENTS

In instances where children are hurt at school, parents/guardians will be contacted either by the school nurse, teacher, or principal. When accidents are of a serious or questionable nature, additional medical attention may be advised.

## HEAD LICE

The school nurses screen the elementary students for head lice on a case-by-case basis. The school nurse's goals are to contain infestation, provide appropriate health information for treatment and prevention, prevent overexposure to potentially hazardous chemicals and minimize school absence. For more information about head lice, please visit our web site ([Head Lice](#)).

## HEALTH SERVICES

Nurses are available in each elementary building. The school nurse provides acute, chronic, episodic, and emergency health care to students, and provides a process for the identification and resolution of students' health care needs that affect educational achievement. Parents/Guardians are urged to discuss health questions with the school nurse.

## INSURANCE

All children in Pennsylvania are guaranteed health coverage of some type. If your child/children are uninsured for any reason, please contact the school nurse for assistance. The school district makes pupil accident insurance available through an outside company. This insurance can provide coverage in the case of accidents either during school hours, while traveling to and from school, and while participating in any school-sponsored activity or 24-hour coverage. Information concerning student accident insurance will be posted on the [Business Office section](#) of the district website. ([www.hempfieldsd.org](http://www.hempfieldsd.org)) Please read the insurance information carefully as it contains important information concerning coverage.

## MEDICATION

All medication (**PRESCRIBED AND OVER-THE-COUNTER**) must be brought to school by the parent/guardian in the original container and must be clearly labeled, including the student's name, the name of the medication, dosage of the medication, and the time it should be administered. ([HSD Board Policy 210 Use of Medications](#)) With the exception of certain rescue medications, such as asthma inhalers ([HSD Board Policy 210.1 Possession/Use of Asthma Inhalers](#)) and EpiPens, students' medication must be kept in the Nurse's Office. They should report to the Nurse's Office at the time designated to have the medication administered by the school nurse and/or health room nurse. A medication form, which is available on the district website, including the signature of the prescribing physician and the parent/guardian, must accompany all medication.

## STUDENT HEALTH HISTORY FORM AND DEMOGRAPHICS SHEET

All students must complete a Health History Form, along with a demographics sheet, to keep on file in the school nurse's office. The Health History Sheet will be sent home at the beginning of the school year to be signed by the parent/guardian. This form must be completed in its entirety as school nurses need to know all health problems and current medications for every student. The demographics sheet is available on the parent portal and is used for updating contact information. It is recommended that this information be reviewed by the parent(s)/guardians on a yearly basis. Any changes to your family's demographic information should be submitted to the building office as soon as possible to keep your records up to date.

# 10

## Transportation



# Transportation Information

School bus transportation in the district is based on standards established by the Commonwealth of Pennsylvania. Transportation will be provided when the distance by public highway from the nearest point where a private way or private road connects the dwelling house of the student with the highway to the nearest point where the highway touches the school grounds exceeds one and a half (1 1/2) miles for elementary students or two (2) miles for secondary students.

School bus transportation is an extension of the school system, and the standards set by the individual school should be carried over onto the school bus. The school bus driver is charged with the safety and discipline of the occupants. Students must abide by established rules and regulations concerning their conduct on the bus. The use of bus transportation to and from school is a privilege, not a right. ([HSD Board Policy 810 Transportation](#)) If the conduct of a student, while riding a bus, is such that it jeopardizes the safety of others or is otherwise undesirable, this privilege may be denied. A building principal may suspend/dismiss a student from riding a school bus for misconduct or actions jeopardizing the safety of others. All students shall only use the bus to which they have been assigned. Students may not get off buses at any stop other than their own unless they have written permission from their parent/guardian and approval of the Transportation Department. The district does not provide alternate transportation for social engagements, appointments, or lessons. District policies regarding alternative stops can be reviewed on the Transportation section of the district website: [www.hempfieldsd.org](http://www.hempfieldsd.org)

*SPECIAL NOTE: The Hempfield School District kindergarten program is a half-day program. Kindergarten students living in busing zones will be transported one way. Parents/Guardians are responsible for transporting children one way.*

- *Buses will pick up students assigned to the morning session and transport them to school. Parents/Guardians will be responsible for providing transportation home from the morning session.*
- *Parents/Guardians of students assigned to the afternoon session will be responsible for transporting their child to school. Buses will transport these students home in the afternoon.*

## **TRANSPORTATION SAFETY RULES**

1. 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.
2. All school rules apply while on the bus. Bus Conduct Reports are used to communicate inappropriate behavior to a student's school principal.
3. Video and audio cameras are in use on every bus.
4. Students may only use the school bus and the designated stop assigned by the Transportation Department.
5. Students should arrive at their designated stop 10 minutes prior to the scheduled pick-up time.

6. Students will be responsible for their behavior while at the bus stop. Please respect the property rights and privacy of others who live at or near the bus stop. For safety reasons, students should be guided to stay on sidewalks and designated areas while waiting for the bus.
7. 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.
8. The bus driver and/or school principal may adjust assigned seats at any time.
9. Students are to sit facing forward, keeping the aisle clear at all times.
10. Students who 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.
11. Students of all ages are permitted to exit the bus at their designated stop without a parent or guardian present.
12. Any item that may distract the driver's attention from the road is not permitted on the bus.

*Students should be mindful of:*

- *Keeping head, hands, and feet inside of the bus is necessary.*
- *Throwing anything out of the windows is not permitted.*
- *Eating and/or drinking are not permitted.*
- *Buses should remain clean and free from litter.*
- *For safety purposes, refrain from loud conversations, inappropriate language and/or gestures.*
- *Hitting, pushing, spitting, biting, tripping, rough behavior, bullying, throwing items, or affectionate displays of emotion are not permitted.*
- *Damaging the bus will result in disciplinary action and the possibility of payment for repair.*
- *Tampering or touching of bus equipment is not permitted.*
- *Students should report inappropriate behavior or damage to the bus to the bus driver and/or the principal.*
- *Concerns linked to student use of electronic devices may result in disciplinary action. Filming videos and taking pictures are not permitted on the bus.*

# 11

## General Information



# General Information

## ARTIFICIAL INTELLIGENCE

Students will be taught how to use AI tools responsibly and effectively. This instruction will equip them with the knowledge and skills to navigate the growing role of AI in both their academic work and daily lives. Lessons on AI should be integrated into current instruction on technology, media literacy, research practices, and academic integrity. The full Artificial Intelligence Policy 815.1, containing additional guidance, can be found on the school website.

## BIKE INFORMATION

The building principal or designee shall develop rules and regulations for operating and parking of bicycles. No bicycle may be ridden during the school day. The school district shall not be responsible for bicycles that are lost, stolen, or damaged as per [HSD Board Policy 223 Use of Bicycles and Motor Vehicles](#). Pennsylvania State Law requires that all children under 12 years of age wear a helmet while riding a bicycle.

## ELECTRONIC SCOOTERS/E-BIKES

It is important to note that no one under the age of 16 is allowed to operate an electric bicycle and/or electric scooter in Pennsylvania. For anyone 16 years old or older, please note that the Hempfield School District does not give anyone permission to operate them on school property.

## BOOKS AND SUPPLIES

All textbooks and workbooks are provided by the school district for each child. Students are reminded that textbooks and workbooks are on a loan basis. Parents/Guardians will be asked to pay for lost or damaged books and workbooks on a prorated basis.

## CAFETERIA/FOOD SERVICES

The cafeteria is operated as a service for the students. Nutritious and appealing meals are served daily. Monthly menus for breakfast and lunch are posted on each school's page on the district website ([www.hempfieldsd.org](http://www.hempfieldsd.org)) (<https://hempfieldsd.nutrislice.com/>). Menus have food items' nutritional and allergens available when you click the menu item. If you require a paper copy, please contact your child's school office. All district schools are currently eligible for Community Eligibility Provision (CEP). This allows schools to supply breakfast and lunch at no cost without collecting household applications to students in buildings with high percentages of direct and categorically eligible students. Additional milk and a la carte items may be purchased. Students who are interested in breakfast are to report directly to the cafeteria. Breakfast may be eaten in the cafeteria or in the student's classroom (unless directed otherwise due to food allergies). The District recognizes that food allergies and intolerances are increasingly present in the student population, and [HSD Board Policy 209.1 Food Allergy Management](#) specifically addresses the management of these situations in the school setting. Parents/Guardians may create a student account through SchoolCafe, which provides the opportunity to view cafeteria purchases, track meal account balances, set up low-balance e-mail reminders, and schedule recurring payments. For further information, please contact the department secretary at 717-898-5566 for more specific information.

## **EMERGENCY PREPAREDNESS PROGRAM**

The 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 the students understand emergency procedures.

Your children should be instructed to obey the directions of their teachers and follow the directions of the bus driver on the way to or from school. If students are walking or riding bicycles, they should be told to continue toward their destination (to or from school), when an emergency situation develops.

Please reinforce with your children that they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind, and inspections are regularly made to remove possible hazards. Each building has personnel who are trained in first aid, CPR, and AED use. The safety and welfare of the students is our primary concern in the event of an emergency. Your cooperation is requested in any emergency. Please do not telephone the school. Telephone lines will be needed for emergency communications.

Please do not drive to school. Streets should be as open as possible for emergency vehicles. Listen to the radio, watch TV station WGAL, or check the district website ([www.hempfieldsd.org](http://www.hempfieldsd.org)) for information and instructions for transporting students during or after an emergency.

## **PARENT/GUARDIAN MESSAGES TO TEACHERS AND/OR PUPILS**

Messages for teachers and/or pupils during school hours should be given to the school's secretary, who will be glad to place messages in the respective teacher's mailbox. Only in an emergency will notes be immediately taken to the teacher or student. Likewise, a teacher or student will only be called to the telephone during school hours in an emergency. Teachers will return parent/guardian phone inquiries as time allows, before or after classes have ended.

## **PARENT-TEACHER ORGANIZATION (SCHOOL-AFFILIATED ORGANIZATIONS)**

Each elementary school offers a parent-teacher organization, which meets on a regular basis. These organizations operate under the direction of the building principal and are intended to improve communication between the home and school and to assist teachers when possible. Each school has a full complement of executive officers and various committees. Each elementary school conducts various fundraising activities organized and sponsored by the parent organization and approved by the building principal. Parents/Guardians are encouraged to become active members and support their local parent-teacher organization ([HSD Board Policy 915 School-Affiliated Organizations](#)).

## **PARKING OF AUTOMOBILES**

Automobiles are not to be parked in the school driveways during arrival and dismissal times. Please use the school parking lot or areas designed for parking. Your cooperation in assuring the safety of the students is appreciated.

## **PERSONAL POSSESSIONS**

Personal possessions that have no useful or constructive purpose in the school should be left at home. Any of these items will be confiscated and kept in the office. All items not claimed by parents/guardians will be discarded after a reasonable period of time.

## **SNACKS/TREATS AND STUDENT WELLNESS**

The Hempfield School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and physical activity as part of the total learning experience. ([HSD Board Policy 246 School Wellness](#)) With the increasing focus on wellness and stricter federal nutritional guidelines, many of the longstanding practices here at Hempfield involving snacks, birthday treats, and classroom celebrations with food have changed.

Parents/Guardians are encouraged to coordinate celebrations with the school administration and/or classroom teacher so that creative ideas like colorful pencils and erasers, sticker baskets, a teacher's helper for the day, etc., become our best practices for eliminating unhealthy food as a reward or needed piece to a celebration. The following is an excerpt from the above-mentioned policy:

- Classroom parties shall offer a minimal amount of foods containing added sugar as the primary ingredient (e.g. cupcakes, cookies), and will provide the following: fresh fruits, vegetables, and water, 100% juice, 100% juice diluted with water, low fat milk, or nonfat milk.
- When possible, food/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
- Food celebrations shall not occur until thirty minutes after the end of the last lunch period.

## **VISITATIONS BY STUDENTS/PARENTS/GUARDIANS & OUTSIDE AFFILIATES**

The primary purpose of our schools is to provide an environment where students may focus on instruction as much as possible. While the Board and district support visits by a parent/guardian to their child's school, parents/guardians should make every attempt to first participate in the various building-sponsored events designed to create quality partnerships between home and school. Outside of these programs, visits may not occur more than once per quarter, unless requested by district personnel for an educational purpose. Since the presence of visitors may cause a disruption during a typical school day, the Board has established guidelines for school visitors, which require that persons wishing to visit a school make arrangements in writing, no less than 48 hours in advance, with the school principal in that building. ([HSD Board Policy 907 School Visitors](#))

When parents/guardians do visit the school, they are requested to turn off or silence electronic devices such as cell phones.

In deference to security considerations, all school visitors are required to report to the office, sign in, and wear a visitor's badge upon entry ([HSD Board Policy 907 School Visitors](#) & [HSD Board Policy 907.1 Employee and Visitor I.D. Badges](#)).

Persons interested in information regarding the Hempfield School District should be directed to our district website [www.hempfieldsd.org](http://www.hempfieldsd.org) or asked to contact the [Communications Office](#) at 717-898-5539.

# 12

## Parents' Right to Know



# Parents' Right to Know

## STUDENT RECORDS

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, specifically designed education plans, standardized test scores, and academic progress reports. Supplementary records are also maintained, including a health record and verified information of significance to the child's functioning in school. These records are destroyed when no longer significant to the pupil's education. All cumulative records are destroyed one year after the student graduates. High school completion/transcripts are maintained for 25 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/guardians 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/guardians or eligible students have the right to contest school records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian 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/guardian 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/guardian 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 who need to review the educational record in order to fulfill his or her professional responsibilities) a person who serves on the School Board, and 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. Please note that Hempfield School District does forward education records, including disciplinary records, to other schools that have requested the records and in which the student seeks or intends to enroll.

- 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; and
  - State and local authorities, within a juvenile justice system, pursuant to specific Pennsylvania State law.
- Parents/Guardians 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 are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

## **CHILD ABUSE**

The Pennsylvania Child Protective Service Law (C.P.S.L.) requires school personnel to report situations where they have reason to suspect that a child may be a victim of child abuse. These reports will be made to the Lancaster County Children and Youth Agency. The Law also directs schools to cooperate with the Children and Youth Agency, which is charged with protecting children and conducting the investigation. It is the policy of the Hempfield School District to comply with the C.P.S.L. to its fullest extent as outlined in [HSD Board Policy 806 Child/Student Abuse](#).

## **COMPLAINT PROCESS**

From time to time, students and/or parents/guardians might express a concern that requires a process for reconciliation. It is our belief that solutions to concerns should be sought in a positive, non-threatening manner. The student and/or parent/guardian should make the complaint known to the staff member most closely involved. Please refer to the district website - [Handling a Concern](#) for guidance in knowing whom to contact to address any concerns you may have.

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

A United States flag shall be displayed in classrooms and on or near each school building during school hours. District schools shall offer opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem. ([HSD Board Policy 807 Opening Exercises/Flag Displays](#)) Students may decline to recite the Pledge of Allegiance or the National Anthem and may refrain from saluting the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.

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

([HSD Board Policy 235.1 Surveys](#))

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”):

1. Political affiliations or beliefs of the student or the student’s parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.

8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

### **HIGHLY QUALIFIED TEACHER NOTIFICATION FOR SCHOOL YEAR 2025-2026**

Currently, school districts are required to notify parents/guardians 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 an 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/guardians would like to receive any of the information listed above, they need to contact their child’s building principal. Please note that all our elementary 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.

### **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 our instructional programs. Parents/Guardians of students enrolled in this school district have the right and are welcome to review any of these materials, excluding tests and/or other academic assessments. If parents/guardians would like to review materials, they need to make the request in writing, setting forth the specific material being sought for review as per the guidelines outlined in [HSD Board Policy 105.1 Review of Instructional Materials by Parents/Guardians and Students](#). The building principal will set up an appointment, make the materials available for review, and be available to answer any questions.

### **PEST MANAGEMENT POLICY**

The Hempfield School District utilizes Integrated Pest Management (IPM) procedures to manage structural and landscape pests, making use of toxic chemicals to control and alleviate pest problems with the least possible hazard to people, property, and the environment. ([HSD Board Policy 716 Integrated Pest Management](#)) When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law. Parents/Guardians of students may request prior notification of specific pesticide applications by notifying the school building in writing.

## **SAFETY AND SECURITY DRILLS**

The Pennsylvania Public School Code requires that fire drills be conducted in every school building of a school entity at least once a month while school is in session. A drill will be required for any month where school is in session for 7 days or more.

Within 90 days of the beginning of the school year, school entities must conduct one school security drill in each school building in lieu of a required fire drill. Each school security drill must be conducted while the school is in session. We collaborate with local law enforcement and emergency management prior to the security drill being held, and there are times when they will be present for our drills.

"School security drill" shall mean a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation, or other violent threat.

Building administrators will also inform parents of an approximate timeframe as to when the school security drill will occur, as well as provide some talking points to review with your student.

Please visit our district website for additional information regarding safety and security: [hempfieldsd.org](http://hempfieldsd.org) > About Us > Safety & Security.

## **SURVEILLANCE**

Staff, students, and parents/guardians should be aware that the Board may place surveillance devices, which may or may not be monitored, anywhere on school district property and/or on vehicles used for transportation of students, employees, and chaperones involved in school-related activities. ([HSD Board Policy 709.1 Surveillance](#)) The recorded data may be used in investigations of criminal, civil, and policy matters by district administration under the direction of the Superintendent or his/her designees. This notice is provided so that people do not have a false expectation of privacy while on school property, in school vehicles, or while participating in or attending a school-related activity.

## **USE AND RENTAL OF SCHOOL PROPERTY**

For information on Facility Rentals, refer to the Business Office tab of the district website: [www.hempfieldsd.org](http://www.hempfieldsd.org). Questions should be directed to the office of the Chief Operating Officer at 717-898-5571.

## **VOLUNTEERS**

We recognize that volunteers make valuable contributions to the district's programs, which may serve to enrich the educational, co-curricular, and extracurricular activities of the district students.

All volunteers are required to submit the following documents to the Human Resources Office prior to volunteering: Act 34 PA State Police Criminal History Check (PATCH), Act 151 PA Child Abuse History Clearance, and the Act 114 FBI Criminal Background Check. Please review the volunteer section on the Human Resources page of the district website: [www.hempfieldsd.org](http://www.hempfieldsd.org) for further clarification of additional requirements.

As a volunteer, parents/guardians and community members have a duty to maintain the confidentiality of students. Each volunteer shall keep strictly confidential all information s/he may learn during the course of performing services, in accordance with district policies and procedures and applicable law. ([HSD Board Policy 916 Volunteers](#))