Hempfield High School

2025-26 Student Handbook



Revised: August 2025

Table of Contents



Chapter 1. Hempfield High School

Chapter 2. Attendance Policies

Chapter 3. Academics

Chapter 4. Extra-Curricular Activities

Chapter 5. Students Right and Responsibilities

Chapter 6. Student Conduct

Chapter 7. Bullying and Cyberbullying

Chapter 8. Electronic Devices

Chapter 9. Disciplinary Exclusion From School

Chapter 10. Use of Reasonable Force

Chapter 11. Pupil Service

Chapter 12. English Language Development

Chapter 13. Health Services

Chapter 14. Special Education Services

Chapter 15. Gifted Education

Chapter 16. Student Assistance Program

Chapter 17. Transportation

Chapter 18. Student Parking

Chapter 19. General Information

Chapter 20. Parents Right to Know

Chapter 21. Library Media Center

1

About Hempfield High School

Hempfield High School
200 Stanley Avenue
Landisville, PA 17538
www.hempfieldsd.org

Grade 9 – Buchanan Office
717- 898-5530

Grade 10 – Buchanan Office
717-898-5634

Grade 11 – Franklin Office
717-898-5520

Grade 12 – Franklin Office
717-898-5507

High School Guidance Office 717-898-5545

MISSION STATEMENT

The mission of the Hempfield School District community 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.

Vision

Learning together, shaping tomorrow.

ANTI-DISCRIMINATION STATEMENT

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 Musser, Title IX Coordinator
Hempfield School District, 200 Church Street, Landisville, PA 17538 | (717) 898-5561

Hempfield High School Administration

HIGH SCHOOL ADMINISTRATION

High School Principal	Dr. William S. Brossman
Grade 12 Principal	Mr. Mark D. Snitzer
Grade 11 Principal	Mrs. Amy Secor
Grade 10 Principal	Mr. Patrick S. Conrad
Grade 9 Principal	Dr. Beth A. Becker

PRINCIPALS' MESSAGE FOR STUDENTS AND PARENTS/GUARDIANS

Welcome to Hempfield High School, home of the Black Knights! HHS is the largest single school in the Lancaster/ Lebanon county IU 13. Every day our faculty and staff work with over 2,200 students to help them grow, achieve, and succeed. We are proud to be a quad-A school focused on our academics, athletics, arts, and alumni.

Academics

We are very proud of our academic curriculum, which includes multiple levels that students can challenge themselves within our core academic subjects. We also offer extensive elective opportunities in Communications Technology, Family & Consumer Sciences, Technology & Engineering, Business & Computer Information Technology, and Health & PE. Our academic program boasts 23 Advanced Placement courses, and we continue to add college in the classroom courses. Furthermore, our upperclassmen can take advantage of numerous open-campus options, including dual-enrollment college courses, internships, and school-to-work experiences.

Athletics

HHS offers a full array of athletic opportunities for our students, including 24 PIAA varsity sports. HHS students also participate in school-affiliated sports such as rugby and ice hockey. No matter the athletic contest, HHS is committed to developing highly competitive athletes without losing sight of the educational process and its values of sportsmanship, health, and scholastic achievement. We are very proud of our student-athletes and the regular success that they enjoy.

Arts

HHS is well known for its artistic prowess across multiple mediums, including the performing arts. We offer extensive curricular and co-curricular artistic opportunities for our students, including AP art and music courses. HHS musicians routinely earn top honors in county, regional, and state orchestras/bands/ensembles. HHS boasts the largest Performing Arts Center of any area high school and produces first-rate musicals and dance theater productions. The arts hold such high esteem at HHS that cross-curricular offerings have been developed, such as our Movement, Exploration, and Dance physical education course, and our Set Design and Fabrication Technology Education Course. Finally, I would be remiss if I did not mention the Hempfield Marching Knights who annually compete for top honors with their impressive and often dramatic shows.

Alumni

HHS is proud of all of our alumni. One of the many things that makes HHS a special place is the high number of legacy

students at HHS. So many of our students have had parents, and in many cases grandparents, that have graduated from Hempfield. We view this as a strength and testament to our academic, athletic, and artistic programs that so many alumni choose to raise their families in our community. Furthermore, we also have many HHS alumni on staff that work hard to carry on and maintain our tradition of excellence. HHS has a strong tradition of including our alumni in our commencement ceremony, athletic hall of fame, and musical performances. We love to see our alumni at our sporting events, musical performances, and homecoming celebrations.

Hempfield High School serves as an important focal point for our community, uniting families from East Petersburg to Mountville, Farmdale to Rohrerstown, and everywhere in between.

Our vision for HHS is to create a school that people are excited to be a part of. We work hard to listen to our students and to find ways empower them to create a school they are proud of and to get excited about their high school experience. The mission for HHS is to help make others better. As educators, our primary role is to help others be better. This will look different for every student in our building. Everyone can get better at something, and everyone has new things to learn. We want to help.

Our theme this year is HHS: ALL IN. Last year we worked to Raise The Bar for HHS. Our students looked for ways to improve and get better at everything they did. This year is going to be about being ALL IN with everything we do. Last January our HHS student council and Varsity club hosted guest speaker Gian Paul Gonzalez who shared his positive message on an ALL IN approach to life. Everyday we need to be asking ourselves, did I give it my all? We are looking for our students, staff, and community to hold nothing back in pursuit of achieving their goals at HHS, and to help build a positive school environment that comes when everyone is ALL IN for HHS. We look forward to seeing what our students can achieve when they go ALL IN for HHS and continue to build on our tradition of excellence.

As we work with our students to go ALL IN for HHS, we will continue to reinforce our Hempfield PRIDE.

Perseverance – Never give up, even when things get tough.
Respect – Treat others how you would like to be treated, in person and online.
Involvement – Contribute to a positive school climate and be an active participant in all aspects of school.
Discipline – Manage your time and your behavior well.
Excellence – Do your Best. No regrets.

Being the parent of a teenager can be difficult. Many parents struggle to find the right balance of allowing their teen enough room to grow and take risks, while also supporting them without being overbearing. \As we work with your students, we will reference and use Hempfield P.R.I.D.E. as a framework to correct student behavior and help students make better decisions. Please feel free to adopt similar language at home to encourage and redirect your teen.

Finally, HHS is a ***big*** place. Many parents ask me how their child can be successful in such a big school. My recommendation is for students to get involved. Get involved in a club, sport, or activity. By getting involved, it helps students connect with a smaller group of people. It also gives students a chance to build strong relationships with the adults involved in the activity. As students find their niche, HHS will begin to feel less big.

We are excited to have you as part of our HHS community. We wish you nothing but the best for a successful school year.

Dr. Bill Brossman
Hempfield High School Principal

Student Council & Class Officers

2025-2026 STUDENT COUNCIL

President:	Ethan Albright
Vice-President:	Addison Horner
Secretary:	Talia Leber
Treasurer:	Sofia Deibler
Social Media Manager:	Aapakshya Chhetri
Advisors:	Mr. Virmani and Dr. Kate Hough



SENIOR CLASS OFFICERS

President:	Reese Mitchell
Vice-President:	Peyton Groff
Secretary:	Selena Lee
Treasurer:	Nikholina Conrad
Historian/Social Media Specialist:	Katy Keller
Advisors:	Mr. Virmani and Dr. Kate Hough



JUNIOR CLASS OFFICERS

President:	Miles Greer
Vice-President:	Beatriz Beheregaray
Secretary:	Camille Rohal
Treasurer:	Addie Aument
Historian:	Rose Wendel
Advisors:	Mr. Snook and Mr. Peacher



SOPHOMORE CLASS OFFICERS

President:	Becca Burdyn
Vice-President:	Russell Keating
Secretary:	Weston Koehler
Treasurer:	Bristol Shenigo
Social Media Manager:	Lea Douglas
Advisors:	Mr. Peacher & Mr. Snook



FRESHMAN CLASS OFFICERS

Officers to be elected in Fall 2025

Advisors: Mrs. Moser and Mr. Yoder

Bell Schedules

Daily Bell Schedule

Warning Bells.....	7:30 a.m. & 7:35 a.m.
Period 1.....	7:40 a.m. - 9:02 a.m.
Period 2.....	9:07 a.m. - 10:27 a.m.
Period 3.....	10:32 a.m. - 12:32 p.m.
A-Lunch……..	10:32 a.m. - 11:02 a.m.
B-Lunch……..	11:02 a.m. - 11:32 a.m.
C-Lunch……..	11:32 a.m. - 12:02 p.m.
D-Lunch……..	12:02 p.m. - 12:32 p.m.
Period 4……..	12:37 p.m. - 2:03 p.m.
WIN (What I Need)……	2:08 p.m. - 2:50 p.m.

Assembly Schedule (Franklin First Assembly)

Warning Bells.....	7:30 a.m. & 7:35 a.m.
Period 1……..	7:40 a.m. - 8:55 a.m.
Assembly……	9:00 a.m. - 10:05 a.m.
Period 2.....	10:10 a.m. - 11:25 p.m.
Period 3.....	11:30 a.m. - 1:30 p.m.
A-Lunch……..	11:30 a.m. - 12:00 p.m.
B-Lunch……..	12:00 p.m. - 12:30 p.m.
C-Lunch……..	12:30 p.m. - 1:00 p.m.
D-Lunch……..	1:00 p.m. - 1:30 p.m.
Period 4……..	1:35 p.m. - 2:50 p.m.

Assembly Schedule (Buchanan Second Assembly)

Warning Bells.....	7:30 a.m. & 7:35 a.m.
Period 1……..	7:40 a.m. - 8:55 a.m.
Period 2……	9:00 a.m. - 10:15 a.m.
Assembly……	10:20 a.m. - 11:25 p.m.
Period 3.....	11:30 a.m. - 1:30 p.m.
A-Lunch……..	11:30 a.m. - 12:00 p.m.
B-Lunch……..	12:00 p.m. - 12:30 p.m.
C-Lunch……..	12:30 p.m. - 1:00 p.m.
D-Lunch……..	1:00 p.m. - 1:30 p.m.
Period 4……..	1:35 p.m. - 2:50 p.m.

Two-Hour Delay Schedule

Warning Bells.....	9:30 a.m. & 9:35 a.m.
Period 1……..	9:40 a.m. - 10:39 a.m.
Period 2…….	10:44 a.m. - 11:42 a.m.
Period 3.....	11:47 a.m. - 1:47 p.m.
A-Lunch……..	11:47 a.m. - 12:17 p.m.
B-Lunch……..	12:17 p.m. - 12:47 p.m.
C-Lunch……..	12:14 p.m. - 1:17 p.m.
D-Lunch……..	1:17 p.m. - 1:47 p.m.
Period 4……..	1:52 p.m. - 2:50 p.m.

Early Dismissal Schedule

Warning Bells.....	7:30 a.m. & 7:35 a.m.
Period 1.....	7:40 a.m. - 8:39 a.m.
Period 2.....	8:44 a.m. - 9:42 a.m.
Period 3.....	9:47 a.m. - 11:47 a.m.
A-Lunch……..	9:47 a.m. - 10:17 a.m.
B-Lunch……..	10:17 a.m. - 10:47 a.m.
C-Lunch……..	10:47 a.m. - 11:17 a.m.
D-Lunch……..	11:17 a.m. - 11:47 a.m.
Period 4……..	11:52 a.m. - 12:50 p.m.

School Delay & Closing Information

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

- Hempfield School District Text Messaging System
- Hempfield X account
- Hempfield Facebook page
- District website homepage

Closings are also announced on various television and radio stations. To see the full list of media stations, the Communications Office webpage.

2025-26 Student Calendar

Hempfield School District

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			

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.

- 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

Elementary Marking Periods

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

Board Approved 3/11/25

Philosophy of Education



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

To have the student discover their potential and contribute to society is the primary goal of education. The school should attempt to provide a diversified curriculum to challenge the capabilities of every student. Therefore, an effort should be made to stimulate independent thought, self-expression, self-discipline, clear communication, and a respect for all learning experiences. Moreover, the school should provide extracurricular and cultural enrichment to enhance the student's life experience.

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

OBJECTIVES:

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

2

Attendance Policies



ATTENDANCE POLICIES

PENNSYLVANIA SCHOOL CODE

HSD Board Policy #204 Attendance

Purpose: *The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.*

According to Pennsylvania School Code, a student has the responsibility to attend school regularly. The HSD Board Policy #204 requires that all school-aged pupils enrolled in the district attend school regularly within the laws of the state. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session (Pennsylvania School Code). This responsibility is shared with the parent/guardian who are liable for attendance until the student attains the age of 18 years.

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

IMPORTANT CHANGE IN DEFINITION OF “COMPULSORY SCHOOL AGE”

Effective September 26, 2019, all children from the age of six (6) through the age of eighteen (18) must comply with compulsory school attendance requirements. To meet these requirements, parents must ensure that their child between the ages of 6 and 18 is attending or participating in one of the following: a public elementary, middle, or high school; a public charter or cyber-charter school; a private licensed academic or private religious school; home tutoring by a certified teacher; or an approved program of home schooling. 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, college visitations and family trips require the completion of a Pre-Approved Absence Form from the grade level attendance office. This form must be completed by the parent/guardian and taken to the grade level principal to request an excused absence at least one week prior to the scheduled event. If the trip is excused by the grade level principal, the student should then take the form to each teacher to gather assignments for the days to be missed. All homework, class work, tests and quizzes should be scheduled for make-up within five days of the student’s return to school. Should plans change, the student should notify the appropriate attendance office to rescind the absence request. Parents/Guardians are expected to reference our school calendar to avoid scheduling conflicts with state-mandated (Keystone) testing dates; pre-approved absence requests during Keystone testing will not be approved and will be considered unexcused.

DAILY ATTENDANCE/EXCUSES

Students are expected to attend school every day that school is in session. Excused absences will be allowed for illness,

death in the family, quarantine, court summons, physical incapacity, observance of religious holidays, and special events arranged in advance with the grade level attendance officer. The fact that a parent/guardian has sent a written explanation to the school does not excuse the absence. An absence becomes excused only when the administration has classified the absence as such.

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

Students who are absent for 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.

Excuses may be submitted electronically to the Buchanan and Franklin Office Attendance Secretaries, respectively.
Grade 9 and 10 – Buchanan_attendance@hempfieldsd.org
Grade 11 and 12 – Franklin_attendance@hempfieldsd.org

EXCESSIVE ABSENCES

After three unexcused absences, the parent/guardian will be sent a letter, and will be contacted by the school social worker/attendance officer to discuss a school attendance improvement plan. Students under the age of 18 and the parent/guardian may be subject to prosecution and fines for non-compliance with state compulsory attendance laws.

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

Students may lose privileges as a consequence for excessive unexcused absences and tardiness to school.

Any student 18 years or older, with more than 10 consecutive days of absence, will be removed from the rolls. Any student 18 years or older with more than 45 total unexcused days absent will also be removed from the rolls. Any student who compiles 10 unexcused absences for the school year may begin to lose School Privileges on an incremental basis for violating the Hempfield School District's Attendance Policy (Policy #204). School Privileges include but are not limited to the following: parking, field trips, school dances (including the prom), commencement ceremony, and other extracurricular activities.

SCHOOL TRUANCY

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

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

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

EARLY DISMISSALS

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

ACTIVITY ELIGIBILITY

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

MAKE-UP WORK

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

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

TARDINESS: SCHOOL AND CLASS

Students who are not in their assigned Period 1 classroom by 7:40 a.m. will be marked tardy to school by the Period 1 teacher. All students who arrive to school after 7:40AM, will be required to sign in with their grade level attendance officer. Students are required to submit a regular excuse form completed by a parent/guardian for all tardies to school. If the student does not return an excuse within three days, the tardy will be designated unexcused or illegal.

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

Students may lose privileges as a consequence for excessive unexcused absences and tardiness to school.

Students who arrive after 9:28 a.m. will receive one-half day of attendance. Students arriving after 1:03 p.m. will be considered absent for the full day on the date in question.

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

Excuses may be submitted electronically to the Buchanan and Franklin Office Attendance Secretaries, respectively.
Grade 9 and 10 – Buchanan_attendance@hempfieldsd.org
Grade 11 and 12 – franklin_attendance@hempfieldsd.org

3

Academics



Academics

GENERAL ACADEMICS

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

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

REPORT CARDS

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

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

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

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

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

GRADE EQUIVALENCY

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

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

AWARDING OF CREDITS

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

CONFERENCES

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

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

Parents/Guardians: Parent-teacher conferences are arranged at a time that is convenient for both the parent/guardian and the teacher. Parental requests for a parent-teacher conference may be arranged by the teacher, school counselor, or the grade level principal. The student's school counselor or principal could be available to attend parent-teacher conferences. Teachers may be available during the school day 7:20 a.m.-2:50 p.m.

COURSES BY EXAMINATION

For Acceleration: Students may request testing for placement purposes in order to accelerate the academic sequence of selected honors courses (or highest level of a course). These requests will be evaluated by the curriculum director on an

individual basis. Students who test successfully (at least 85% correct) will be allowed to move to the next sequential level but will not receive credit for the tested course.

HONOR ROLL

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

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

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

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

NATIONAL HONOR SOCIETY

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

- Juniors with a cumulative weighted GPA of 4.6 or higher at the end of their Sophomore year are academically eligible.
- Seniors with a cumulative weighted GPA of 4.7 or higher at the end of their Junior year and are academically eligible.
- The high school principals will remove from the eligibility list those students whom they identify from disciplinary and attendance records as being offenders of school regulations or those who have committed civil disobedience.
- The NHS Faculty Council will recommend against election of students with whom they have worked in class or extracurricular activities. Their recommendation will be based on the qualities of character and leadership.
- Students who are recommended for the NHS will receive an application form on which they will provide evidence of service and sign a commitment to fulfill the requirements of the Honor Society, if elected.
- The NHS Faculty Council will compile the final list of inductees after considering and verifying the service records on the forms submitted. This committee will also serve as the body who will hear and adjudicate the concerns of student misconduct.
- The Hempfield NHS extends due process rights via an appeals process for students who are accepted and later removed from the organization. This process was created as a courtesy to students. The Decision of the Faculty Council is final. There is no appeal process for students who are not invited to join the Hempfield NHS.
    - Students appealing service violations are required to do so by the 20th day of the second semester.

    - Students who's GPA falls below the minimum academic standards or have a discipline violation have 10 days after receiving a notification letter to appeal.

- Seniors who met eligibility requirements at the end of their Junior year, and current Juniors who meet the requirements, will be inducted at the annual ceremony.

- Each new member pledges to continue to demonstrate the qualities of scholarship, leadership, service and character which served as the basis for election. In the event a National Honor Society member does not uphold these ideals, the HHS - NHS Faculty Council will review allegations of violations of school regulations and/or civil/criminal law, both during or beyond school hours for 365 days/year. Probation, suspension and/or dismissal from the NHS may result from a hearing.

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

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

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

PHYSICAL EDUCATION & MEDICAL EXCUSES

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

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

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

RANK-IN-CLASS

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

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

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

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

TUTORING SERVICES

Tutoring is a support service to assist students who may be experiencing academic difficulty. Students should contact their teacher and/or school counselor to arrange for tutoring. If a student begins to struggle or seeks assistance in becoming more academically successful, the student/parent should…

- Communicate with the content area teacher to discuss areas of concern in which the student is struggling.
- Inform/communicate with the school counselor to determine possible services within the school.

The school counselor will then…

- Seek input from the content area teacher, IEP/GEIP case manager, building principal, and any other special services.

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

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.

4

Extracurricular Activities



Extracurricular Activities Philosophy

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

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

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

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

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

Extracurricular & Co-Curricular Activity Options

Extracurricular activities are considered a privilege and not a right. Student participation is voluntary and students serve as leaders and representatives of the school district. A complete listing of extracurricular activities will be posted in September. Some current extracurricular activities are listed below, however many others are added as approved:



HS Jazz Band
HS Marching Band
HS Symphonic Band
HS Symphony Strings
HS Concert Strings
HS Baseball
HS Bowling
HS Boys Basketball
HS Boys Lacrosse
HS Boys Soccer
HS Boys Tennis
HS Boys Volleyball
HS Cheerleading
HS Cross Country
HS Field Hockey
HS Football
HS Girls Basketball
HS Girls Lacrosse
HS Girls Soccer
HS Girls Tennis
HS Girls Volleyball
HS Golf
HS Indoor Track
HS Softball
HS Swimming & Diving
HS Track & Field
HS Unified Track & Field
HS Boys Wrestling
HS Girls Wrestling
JH Boys Basketball (9th Gr.)
JH Boys Soccer (9th Gr.)
JH Cross Country (9th Gr.)
JH Field Hockey (9th Gr.)
JH Football (9th Gr.)
JH Girls Basketball (9th Gr.)
JH Girls Soccer (9th Gr.)
JH Track & Field (9th)
JH Wrestling (9th Gr.)

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

Extracurricular Eligibility, Academics & Daily Attendance

EXTRACURRICULAR ELIGIBILITY & ACADEMICS

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

Ineligibility Guidelines:

- First Week: The student may not participate in scheduled contests or be dismissed from class early to travel with the team. They may continue to practice with the team.
- Second Week: The student is prohibited from both practices and contests and may not travel with the team to any away contests.
- Third Week: The student will be removed from the team.

These guidelines apply to total weeks of ineligibility in a season, they do not need to be consecutive.

HSD Board Policy #122 Extracurricular Activities

Purpose: *The Board believes that the district's goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular curricular program of the schools.*

All learning experiences offered by the schools, curricular and extracurricular, shall be planned and integrated toward attainment of the district's educational objectives.

HSD Board Policy #123 Interscholastic Athletics

Purpose: *The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.*

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

EXTRACURRICULAR ELIGIBILITY & DAILY ATTENDANCE

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

ATHLETICS & THE PIAA

Of particular importance are the following PIAA rules:

- Students who have not passed at least four full credits or the equivalent during the previous marking period will be ineligible to participate for the first fifteen school days of the next grading period.

- Each week of the season the athlete must be passing at least four (4) full credits or the equivalent and failing no more than two (2) full credits or the equivalent to be eligible to participate in the activity during the following week. An ineligible athlete will not participate from the Sunday after their ineligibility to the following Saturday. The athlete may participate the following Monday after proof of meeting all required standards.

- PIAA Constitution and By-Laws, Article X, Section 1 and 2

- "Whenever students spend approximately double the amount of time in class under "block" scheduling in comparison to "traditional" scheduling, a credit that a student is carrying under "block" scheduling would be the equivalent of two credits under "traditional" scheduling in determining athletic academic eligibility, except when eligibility is determined by final credits at the end of the school year."

- Students who have been absent from school for twenty or more days in a semester shall be ineligible until in attendance for a total of forty-five days following the twentieth day of absence.

- To be eligible for freshman teams, the student must not have reached their sixteenth birthday before July 1 of that year.

- To participate on senior high athletic teams, the student must not have reached their nineteenth birthday before July 1 of that year.

- Any athlete playing in an All-Star game and representing the Hempfield School District must adhere to all PIAA for participation and eligibility. Any athlete not meeting these standards will be ineligible to participate.

HAZING

As per **HSD Board Policy #247: Hazing**, hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours is prohibited. Students who have been subjected to hazing should promptly report such incidents to the building principal. Students found to be causing or participating in hazing shall be recommended for appropriate disciplinary action up to and including expulsion, as circumstances warrant, and removal from the activity or organization.

- Students who leave school early may not return to participate in athletics the same day. This includes students who are sent home by the school nurse.
- Absences, late arrivals (after 9:30 AM), or early dismissals may be excused and students can be eligible to participate IF a valid and official note is submitted to the attendance office. Acceptable excuses include, but are not limited to:
- Doctor or dental appointments (with Dr. note)
- College visits
- Funerals
- Government or legal obligations
- Absences due to pre-approved class trips or school-sponsored events do not impact athletic eligibility on that day.
- Absences on Fridays do not impact eligibility for weekend practices or competitions.

ATHLETICS & THE PIAA

Of particular importance are the following PIAA rules:

- Students who have not passed at least four full credits or the equivalent during the previous marking period will be ineligible to participate for the first fifteen school days of the next grading period.

- Each week of the season the athlete must be passing at least four (4) full credits or the equivalent and failing no more than two (2) full credits or the equivalent to be eligible to participate in the activity during the following week. An ineligible athlete will not participate from the Sunday after their ineligibility to the following Saturday. The athlete may participate the following Monday after proof of meeting all required standards.

- PIAA Constitution and By-Laws, Article X, Section 1 and 2

- “Whenever students spend approximately double the amount of time in class under “block” scheduling in comparison to “traditional” scheduling, a credit that a student is carrying under “block” scheduling would be the equivalent of two credits under “traditional” scheduling in determining athletic academic eligibility, except when eligibility is determined by final credits at the end of the school year.”

- Students who have been absent from school for twenty or more days in a semester shall be ineligible until in attendance for a total of forty-five days following the twentieth day of absence.

- To be eligible for freshman teams, the student must not have reached their sixteenth birthday before July 1 of that year.

- To participate on senior high athletic teams, the student must not have reached their nineteenth birthday before July 1 of that year.

- Any athlete playing in an All-Star game and representing the Hempfield School District must adhere to all PIAA for participation and eligibility. Any athlete not meeting these standards will be ineligible to participate.

Extracurricular Eligibility & Controlled Substances

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

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

Violation of this HSD School Board Policy #227.2 Extra/Cucurricular Student Use/Possession of Controlled Substances shall result in a student's period of ineligibility from participating in extra/co-curricular activities.

HSD Board Policy #227.2 Extra/Cocurricular Student Use/Possession of Controlled Substances

Purpose: *The purpose of this policy is to prohibit students participating in extracurricular and/or cocurricular activities from using illegal drugs and alcohol.*

Student use of illegal drugs and alcohol is a serious problem with legal, physical, and social implications for the entire school community. As an educational institution, the school district shall strive to prevent such abuse.

Hempfield School District provides a multifaceted approach to drug/alcohol prevention. This approach focuses on establishing strong partnerships between faculty, administrators, coaches, parents/guardians, students, and the community. Therefore, it is the Board's intent to promote non-use behavior and provide policies that emphasize that the use of alcohol and drugs will not be tolerated.

Because student participation in extra/cocurricular activities is a privilege and not a right, and further because students engaging in extra/cocurricular activities frequently represent the school district, this policy requires non-use and non-possession behavior by students at all times, both within and outside of school district property, as a condition of participating in extra/cocurricular activities. A student who comes in contact with drug or alcohol use is urged to leave that location IMMEDIATELY, to avoid temptation and eliminate suspicion that the student has violated this policy. This Policy 227.2 supplements Policy 227 (which pertains to student non-use and non-possession of controlled substances within school district property), and thus consequences for violating this Policy 227.2 supplements consequences for violating Policy 227.

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

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

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

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

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

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

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

The foregoing periods of ineligibility for violating this HSD School Board Policy #227.2 Extra/Cucurricular Student Use/ Possession of Controlled Substances may be supplemented by consequences imposed for violation of Policy 227.2, which pertains to student non-use and non-possession of controlled substances within school district property or at district-sponsored events.

TRYOUTS

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

Extracurricular Eligibility & Insurance

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

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

HSD Board Policy #211 Student Accident Insurance

Purpose: *The Board recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at school or participation in the athletic and extracurricular programs of the schools.*

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

Spectator Behavior

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

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

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

- Only cheerleaders are permitted on the sidelines or playing surface for the purpose of leading cheers or promoting school spirit.

- The Lancaster-Lebanon League encourages spectators to cheer and support their respective teams in a positive manner, but not to cheer negatively against the opponent.

- Spectators must stay off of playing surfaces at all times unless directed by school district staff. An exception would be to form a spirit line as the team enters the event. Students are not allowed to rush any field, court, or playing area before, during or after a game.

- High school administration will use a progressive discipline system that may include: removal from that event, suspension from subsequent sporting events (in and out of district), school detention, school suspension, or a combination of thereof.

- No sirens, whistles, portable stereos or other noise makers, which interfere with the playing of the game, will be permitted.

- No hand-held banners or hand held signs of any type shall be displayed. Such articles will be confiscated by the game manager.

- Abusive language, negative gestures or taunting directed toward players, coaches, officials or cheerleaders is prohibited.

- The throwing of paper or foreign objects onto the playing surface is prohibited.

5

Student Rights & Responsibilities



Student Rights & Responsibilities

STUDENT RIGHTS

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

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 to in the Board Policy Manual linked here. Title IX personnel and our Title IX Coordinator contact information is available on this page. Reports can be made to our Coordinator at any time, including during non-business hours: Tab Musser, Title IX Coordinator | tab_musser@hempfieldsd.org | (717) 898-5561

STUDENT RESPONSIBILITIES

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

- No student has the right to interfere with the education of other students. Students should respect the rights of teachers, students, administrators and all others involved in the educational process.

- Students are expected to express their ideas and opinions in a respectful manner so as not to offend or slander others.

- It is also the responsibility of students to:

  - Be aware of 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.

  - Volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.

  - Dress and groom to meet standards of safety and health, and not cause substantial disruption to the educational process.

  - Assist the school staff in operating a safe school.

  - Comply with federal, state, and local laws.

  - Exercise proper care when using district facilities, school supplies, and equipment.

  - Attend school daily and be on time to all classes and other school functions.

  - Make up work when absent from school.

  - Pursue and attempt to satisfactorily complete the courses of study prescribed by local and school authorities.

  - Report accurately in student media.

  - Not use obscene language in student media or on school property.

Homeless Students

School Board Policy 251
BEC (Basic Education Circular)

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 the 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 or (717) 459-9006.

6

Student Conduct



Student Conduct Expectations

PHILOSOPHY

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

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

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

GOALS

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

PURPOSE

In order to promote the achievement of these goals, the faculty and staff of the school district believe that certain regulations and procedures must be established to develop and maintain the proper environment in which the educational process can take place. As a result, all persons involved in the educational program of the district will recognize their rights and responsibilities and conduct themselves properly. Details on regulations, processes, and policies are delineated in this handbook and in HSD School Board Policy #218 Student Discipline.

Students, parents/guardians, teachers and administrators should be knowledgeable of this information in assuming their shared responsibilities for developing a positive atmosphere needed for the education and well-being of each person in the school.

STUDENTS IN GOOD STANDING

The HHS administration believes in a comprehensive high school experience for all students and promotes a positive school culture that encourages students to fully participate in all extra-curricular events, sporting contests, dances, and other school functions. However, since these activities take place outside of the normal school hours, students must display a greater sense of self-control and maturity. All high school students are considered to be “Students in Good Standing” and are encouraged to attend all events in which they are interested.

However, students may demonstrate, through their actions, that they currently do not exhibit the self-control needed to attend these activities. If students are insubordinate, disrespectful, refuse to follow the directions of staff and administration here at the high school, commit any infractions that warrant a school suspension and/or police involvement, or a similar act outside of school that has a nexus to the school or student body, they may be considered to be “Not in Good Standing.” Students considered to be “Not in Good Standing” may be restricted from attending extra-curricular activities, sporting events, dances, and all like activities. If this occurs, students and their parents will be notified of the reasons for and the duration of the restrictions.

DISCIPLINARY CONSEQUENCES FOR INFRACTIONS

The list of disciplinary infractions is intended to provide students with general guidance on what the disciplinary consequences are for certain infractions in ordinary circumstances. As a school, we will provide progressive disciplinary actions that seek to help students learn from poor decisions. For minor infractions, teachers and administrators will employ our STEP process (Student Teacher Expectation Plan), which incorporates parent and student involvement in the learning process as outlined below.

STEP System

First offense:

The teacher conferences with the student about behavior choices and informs him/her/them of being placed on STEP 1 using the related PRIDE reference.

Second offense:

The teacher conferences with the student about behavior choices and informs him/her/them of being placed on STEP 2 using the related PRIDE reference.The teacher calls home and documents the communication.

Third offense:

The teacher conferences with the student about behavior choices and informs him/her/them of being placed on STEP 3 using the related PRIDE reference. The teacher places the incident in PowerSchool under ‘Discipline Referral’. The administration will call home and assign lunch detention.

Fourth offense:

The teacher conferences with the student about behavior choices and informs him/her/them of being placed on STEP 4 using the related PRIDE reference.The teacher places incident in PowerSchool under ‘Discipline Referral’. The administration will assign con

quences following the matrix. The student will lose privileges.

Fifth offense:

The teacher conferences with the student about behavior choices and informs him/her/them of being placed on STEP 5 using the related PRIDE reference.

The teacher places incident in PowerSchool under ‘Discipline Referral’.
The administration will assign consequences following the matrix.
The administration will conduct a parental meeting.

Additional infractions will be referred to the administration through PowerSchool under ‘Discipline Referral’.

Other traditional disciplinary actions may be taken such as lunch detentions, after-school detentions, in-school, and out-of-school suspensions, restorative practices, hallway and/or pass restrictions, or loss of privileges. School administrators reserve the right, however, to seek expulsion for any disciplinary infraction where they believe the facts and circumstances surrounding a particular incident are sufficiently severe and warrants such a disciplinary sanction.” In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.

CHEATING, PLAGIARISM & ACADEMIC DISHONESTY

Cheating occurs when a student takes another person's thoughts, writing or work and submits this work as their own. Students are expected to do their own work for all written assignments. Submitting someone else's work or a work that is created using **artificial intelligence** programs will result in the consequences listed under plagiarism in the district's grading and reporting guidelines. 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.

Examples of cheating include:

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

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

CHEATING/PLAGIARISM SCENARIOS

"**Traditional" cheating** – occurs when a student looks off 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.)

Cheating/Plagiarism Consequences

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

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

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

- The student will receive an Incomplete for the original test.
- The student and parent/guardian will meet with the teacher, department leader, and principal to discuss the student's possession and/or distribution of secure test materials.
- The student will receive a 1-day suspension for possession of secure test materials. If evidence indicating the student distributed these materials is uncovered, the suspension will be 3 days.
- The student may take a retest to obtain feedback regarding their mastery of the content assessed, but will receive a mark of "0" on the assessment to be factored into the course grade.
- The student will pay restitution not to exceed $150 toward the cost of creating a new assessment to replace the compromised assessment (this is the approximate cost of four hours of curriculum/assessment-writing time).
- Repeat offense will be met with progressively more severe disciplinary consequences (longer suspension, etc.)

Plagiarism on a performance-based assessment

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

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

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

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; Compliance Officer, Mrs. Karen Hall, 200 Church Street, Landisville, PA, 17538, (717-898-5503) 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.

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.

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

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.

STUDENT DRESS CODE PHILOSOPHY

HSD Board Policy #221 Dress and Grooming

Purpose: *The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.*

Hempfield High School student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observances, household income or body type/size.

Hempfield expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian (s).

The school district is responsible for seeing that student attire does not interfere with the health and safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observances, household income, or body type/size.

1. Basic principle: Certain body part must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, nipples are fully covered with opaque fabric; however cleavage, does not have coverage requirements. <u>All items listed in the "MUST wear" and "MAY wear" categories below must meet this basic principle.</u>

2. Students MUST wear*, while following the basic principle of Section 1 above.:

- **A shirt** (with fabric in the font, back, and on the sides of the under arms. Note: The shirt must be long enough that it can touch the top of the pants/jeans or equivalent.), **<u>AND</u>**
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **<u>AND</u>**
- **Shoes.**

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE, closed-toe shoes for certain safety-related activities).

3. Students <u>MAY</u> wear, as long as these items do not violate Section 1 above:

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Ripped jeans
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing

4. Students CANNOT wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Hate speech, profanity, pornography, images or language that creates a hostile or intimidating environment.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- Hooded sweatshirts with the hoods up, hats, durags, knit hats, bandanas, and caps are not allowed to be worn indoors unless permitted for religious, medical , or other reason(s) deemed appropriate by school administration
- Swimsuits.
- Large, oversized jackets, trench coats, and overcoats of similar nature. Additionally, blankets, flags, capes etc are not hygienic when worn or dragged through the building hallways, bathrooms, cafeteria etc. and should be left at home.
- Sunglasses (except prescription)
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- Face and body paint

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce this dress code, school staff shall enforce the dress code consistently using the requirements below.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation on Section 1 and/or 4 will be provided three (3) options to be dressed to code on the school day:
    - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day.
    - Students will be provided with temporary school clothing to be dressed to code for the remainder of the day.
    - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

DRUGS & ALCOHOL

HSD Board Policy #227 Student Use/Posession of Controlled Substances

Purpose: *The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.*

As per HSD Board Policy #227 Student Use/Posession of Controlled Substances , the use or possession of drugs, drug paraphernalia, "look alike drugs," bath salts, synthetic bath salts and synthetic cannabis, or alcohol on school property,

school buses, while participating in or attending a school-related activity or while traveling to or from school or being under the influence of drugs, alcohol, or intoxicant of any kind on school property, school buses, while participating in or attending a school-related activity or while traveling to or from school is considered to be a serious offense which will warrant a full suspension (up to 10 days), referral to SAP, notification of parents/guardians, notification of police, and an administrative hearing. A second offense will warrant a full suspension (10 days), referral to the SAP, notification of parents/guardians and police and a recommendation will be made for expulsion.

Students who sell, attempt to sell, distribute, or solicit (request or ask for) any type of controlled substance, as defined in School Board Policy #227, will be given a full suspension (10 days), parents/guardians and police will be notified, and a recommendation for expulsion may be made to the district administration.

Electric 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.

EXPLOSIVES & SMOKE DEVICES

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

FIGHTING

Fighting will not be tolerated. Fighting is defined as engaging in violence against another student. At no time should a student hit, kick, push, shove, or make physical contact with another student. Students involved in fighting will receive a full suspension out of school. If there is a recurring offense, the student will be considered for expulsion.

FORGERY

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

INSUBORDINATION

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

PORNOGRAPHIC MATERIALS/SEXTING

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

PUBLIC DISPLAY OF AFFECTION

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

THEFT

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

THREATS

Any student who threatens (personal, verbal, written, electronic) to do bodily harm to a student, teaching staff, school board member, other employee of the school district, may receive discipline ranging from a warning to recommendation to the School Board for expulsion. Police will be notified and prosecution will be sought if warranted. Parents/Guardians will also be notified.

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, 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 with the individuals involved.

TOBACCO USE/ VAPING OR USE OF E-CIGARETTE

HSD Board Policy #222 Tobacco and Vaping Products

Purpose

Policy Manual 200 Pupils Tobacco and Vaping Products 222 First Reading February 14, 2006 December 8, 2020 The Hempfield School District recognizes that tobacco and vaping products/electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products/electronic cigarettes.

Hempfield School District provides a multi-faceted approach to tobacco/vaping prevention. This approach focuses on the establishment of strong partnerships between staff, administrators, coaches, parents/guardians, students, and the community. It is the Board's intent to provide policies that support students, staff, and the general public while on campus that promote non-use behavior.

The purpose of this policy is to establish rules and regulations prohibiting the use of tobacco/vaping as follows:

1. To protect the health and safety of all students.

2. To provide an effective Student Assistance Program (SAP) and educational cessation program options for students who are using tobacco/vaping and like products.

3. To empower students to make responsible choices relating to non-use of tobacco/vaping and like products.

4. To provide a safe and secure learning environment in which all students may achieve to their fullest potential.

Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products/electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

3. Any product containing, made or derived from either: a. Tobacco, whether in its natural or synthetic form; or b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Extracurricular Activities - those activities that are sponsored by the Board, but are not offered for credit toward graduation. Extracurricular activities are considered a privilege and not a right. Any activity shall be considered sponsored by the Board when it has been approved by the Superintendent and reported to the Board for their information. A list of extracurricular activities is included in the Student Handbook and may be supplemented during the year, as approved by the Superintendent and reported to the Board. This provision extends to voluntary participation in an activity where students serve as leaders and representatives of the district, both within the school and in the community. This policy covers student behavior while engaged in extracurricular activity whether on the Hempfield School District campus or while a representative of the district.

Look-alike Products - for the purposes of this policy, look-alike products are those substances that individuals attempt to use, possess, or sell as a tobacco or nicotine product.

School District Property - buildings, facilities, and grounds on any school or career technology campus, contracted school buses, charter buses, school vehicles, school bus stops, school parking areas, and any facility being used for a school function or school sponsored trip.

Student Assistance Program (SAP) Team - a multidisciplinary team that may include a district administrator, school counselor, school nurse, and at least one (1) teacher. A school psychologist, social worker, alternative education teacher, and student assistance coordinator shall serve as consultants to the team, as needed. This team has been trained to understand and work on the issues of chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to its attention through the procedures outlined in this policy and its guidelines.

Vaping - is the act of inhaling and exhaling vapor produced by an electronic cigarette or a similar device. Vaping devices typically heat a liquid often containing nicotine, flavorings, and other potentially controlled substances.

Authority

The Board prohibits possession, use, purchase or sale of tobacco and vaping products/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.

The Board prohibits student possession of any form of medical marijuana 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.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Reporting

Parental Report - The Principal or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product immediately, as soon as practicable. The Principal or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Principal or designee shall document attempts made to reach the parent/guardian.

*Office for Safe Schools Repor*t - The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products/e-cigarettes, by students to the Office for Safe Schools on the required form.

Law Enforcement Incident Report - The Principal or designee may report incidents of possession, use or sale of tobacco and vaping products/e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.

A student who fails to cooperate with an investigation into a policy violation will be assigned a full ten (10) day out-of-school suspension, and have the incident counted towards their number of offenses of the policy. Furthermore, the student will not be eligible for any suspension reductions.

A student who violates this policy shall be subject to the following disciplinary guidelines. When determining the number of offenses, principals will include any policy violations from the current and previous semester of enrollment in Hempfield schools.

Discipline

First Offense - The principal will impose discipline up to/and including: a three (3) day out-of-school suspension. Students may complete a school-sanctioned cessation/education program either offered by the district or approved community agency for a reduced suspension. Students will need to demonstrate evidence of completion of an approved cessation program. Failure to comply with the full measure of discipline as outlined will result in additional disciplinary consequences as assigned by the administration.

Second Offense - The principal will impose discipline up to/and including a five (5) day out-of-school suspension, a citation for possession/use will be filed with the Magisterial District Judge, and a SAP referral will be submitted for the student. Students who have not already done so, may complete a school-sanctioned cessation/education program either offered by the district or approved community agency for a reduced suspension. Students will need to demonstrate evidence of completion of an approved cessation program. Failure to comply with the full measure of discipline as outlined will result in additional disciplinary consequences as assigned by the administration.

Third Offense - The principal will impose discipline up to/and including a ten (10) day out-of-school suspension and a recommendation will be made for expulsion. Additionally, a citation for possession/use will be filed with the Magisterial District Judge, and a SAP referral will be submitted for the student. Students who have not already done so, may complete a school-sanctioned cessation/education program either offered by the district or approved community agency Failure to comply with the full measure of discipline as outlined will result in additional disciplinary consequences as assigned by the administration. Students with Disabilities In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

VANDALISM

HSD Board Policy #224 Care of School Property

Purpose: *The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.*

When an offense involves defacement of school property, the parents/guardians will be notified, restitution will be sought in the form of money and/or services, and the police may be contacted. Disciplinary actions may be assigned as well. (HSD Board Policy #224: Care of School Property)

VIDEO RECORDING

Video recording by students of incidents, including fights, is prohibited. A student who is found to have videoed a fight/incident will face leveled disciplinary action. A student who tactfully videos an arranged incident will face out of school suspension. A student who videos an impulsive incident will receive leveled consequences of suspension.

HSD Board Policy #226 Searches

Purpose: *The Board acknowledges the need for safe storage of books, clothing, school materials, and personal property and may provide lockers for storage purposes.*

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

WEAPONS

HSD Board Policy #218.1 Weapons

Purpose: *The Board recognizes the importance of a safe school environment relative to the educational process. 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 possession of a weapon on school property, school buses, while traveling to or from school, or while attending any school-related activity. Weapons shall include, but not be limited to, firearms, knives, explosives and any other instruments capable of inflicting bodily harm or represented as such. (HSD Board Policy #218.1 Weapons)

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

SEARCHES

HSD Board Policy #226 Searches

Purpose: *The Board acknowledges the need for safe storage of books, clothing, school materials, and personal property and may provide lockers for storage purposes.*

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

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

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

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

The search of a student's person and personal property will be permitted when there is a reasonable belief that the student has on their personal items in violation of federal, state, or local laws.

PERTAINING TO ON AND OFF CAMPUS ACTIVITIES

This policy and the code of student conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

This policy also applies to student behavior that occurs at other times and places when:

1. Involves or threatens violence directed at students, staff, or the school environment.

2. Disrupts or interferes with the school environment or educational process.

3. Interferes with or threatens to interfere with the rights of students or staff or the orderly operation of the school.

4. Involves a theft or vandalism of school property.

5. If based on the totality of the information surrounding the events of the incident there is a direct connection to the school or the greater school community, the student can be held to student discipline policy 218.

**Notwithstanding the above, students that are being harassed electronially or in-person outside of school should contact their local police department to file a report.*

7

Bullying & Cyberbullying



BULLYING & CYBERBULLYING

HSD Board Policy #249 Bullying/Cyberbullying

Purpose: *The Hempfield School District is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.*

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

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

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

Bullying & Cyberbullying Complaint Procedure

When a student believes that s/he has been subject to bully or cyberbullying, the student, and/or knowledgeable peer is encouraged to promptly report the incident, orally or in writing, to the principal, counselor, or classroom teacher. A student who violates the bullying & cyberbullying policy will be subject to consequences which may include, but are not limited to:

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

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

DATING VIOLENCE

HSD Board Policy #252 Dating Violence

Purpose: *The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district, and is prohibited at all times.*

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

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

Dating Violence Complaint Procedure

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

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

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

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

8

Electronic Devices



Personal Electronic Devices

Personal Devices in the Classroom

Personal Electronic Devices are an important part of our daily lives. However resourceful, they have proven to be a distraction to a conducive learning environment in schools. Utilizing them at appropriate times is a responsibility of the student. Students are expected to have their personal electronic devices away upon entering their classrooms. This includes but is not limited to cell phones, earbuds/air pods, Meta glasses, smart watches, or any personal electronic device that could pose a distraction. Students are required to place their devices in a designated location established by the teacher within the classroom. A student who fails to comply with personal device expectations will face disciplinary consequences that follow our STEP process (explained on page 37). If the issue is persistently occurring, further action may be taken that includes the following:

- Parental and Student Meeting with Administration
- Personal Electronic Device Student Usage Contract
- Personal Electronic Device Student Ban

HSD Board Policy #237: Electronic Devices

Purpose: *The Board recognizes that mobile phones and electronic devices are now and integral part of the daily lives and culture of many of the district's students. Nonetheless, the Board believes that students should have an educational environment free from unnecessary disruptions and distractions. The Board has determined that the presence of mobile phones and electronic devices has the potential to distract students from their educational mission and to otherwise disrupt the educational environment.*

Cell Phone Usage in School

Students are not permitted to use their cell phones during class. Students are required to keep their cell phones in their backpacks within the classroom. Students may use their cell phones during the following times:

- Arrival
- Transitions between classes
- Lunch
- Dismissal

A student who fails to comply with cell phone expectations will face disciplinary consequences that follow our STEP process (explained on page 37). If the issue is persistent, further disciplinary action will occur.

Additional Personal Electronic Device Expectations

Students may NOT:

- use speakers at any time during the school day.
- engage in voice or video calls during the school day. If necessary, a student may go to their respective office to make a call.
- use personal devices during WIN.
- use devices in restrooms, locker rooms, or the Nurse's Office.
- record video without teacher or administrator permission.

Any student who is using an electronic device in an unacceptable manner may have their device confiscated. Unapproved picture taking, videotaping, or messaging, etc. may result in a search of the electronic device and progressive disciplinary action. This may also result in police involvement.

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

ELECTRONIC DEVICE ASSESSMENT & TESTING PROTOCOLS

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

1. The teacher reminds students the day prior to the assessment that they are not to bring cell phones or other electronic devices to class on the day of an assessment.

2. Prior to beginning the directions on the day of the assessment, the teacher reminds students that they are not to have cell phones or other electronic devices in their possession during the assessment. The teacher indicates that any student who has a device must place it in a box/container that is to remain in plain view on the teacher's desk or visible surface deemed appropriate by the teacher.

3. Any student that shows up with an electronic device who refuses to turn over the device for the duration of the test will be notified that they will not be able to take the assessment.

4. A student who makes this choice will be given an Incomplete, will need to meet with the teacher to discuss why the student made this choice, and will need to take a make-up assessment. The student will receive 50% of the points earned on the test. The student will only receive a "0" if they refuses to take the retest.

5. The teacher reminds the students that anyone caught using an electronic device during the assessment will receive an incomplete for the assessment and have to meet with the parent/guardian, teacher, department leader, and principal.

6. If it is determined, through a search of the device in the presence of the parent/guardian, that no images or assessment content were captured (stolen) by the device, the student will have the opportunity to take a retest, receive feedback, and receive 50% of the points earned on the retest. If it is determined that images or assessment content were captured on the device, the student will have an opportunity to retest and receive feedback on the performance but will receive "0" credit for the assessment. The student will be suspended for either 1 or 3 days, depending on whether the student stole/possessed or distributed the test content to others. The student will be invoiced up to $150 dollars for the cost of development of a replacement assessment.

7. The teacher monitors the administration of the assessment and reports any violations of this protocol to the department leader and grade level principal immediately. A violation occurs at any point the teacher witnesses a student with an electronic device out during the time the assessment is being administered – move to (#5) below for the next step.

8. The device is confiscated and placed in an envelope that the teacher then seals in the presence of the student. The envelope is turned over to the principal immediately following the class (if not before). The envelope is not opened and the device is not searched until the meeting is convened between the student, parent/guardian, principal, department leader, and teacher.

9. If a violation is determined by the administration to have occurred, action will be taken in accordance with (#3) above If during the review of the device it becomes apparent that the device has been remotely "wiped", the district will consider this to be a violation of this testing policy and the student will be subject to consequences as if they had been in possession of assessment content.

10. This protocol is to be followed and the consequences described will be applied even if violations occur when the test is returned for review by the students. Students should not have electronic devices during assessment reviews following testing due to the potential that assessment content could be captured and distributed even after testing concludes.

9

Disciplinary Exclusion From School

HSD Board Policy #233 Suspension and Expulsion

Purpose: *The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall also be governed by applicable state and federal law and regulations.*

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

SUSPENSIONS/EXPULSIONS FROM SCHOOL

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

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

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

TEMPORARY SUSPENSION (1-3 DAYS)

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

- The physical safety of the student or others is substantially endangered by the student's conduct; or
- The student has caused substantial interference with classroom instruction or maintenance of good order in the school, on the school grounds, going to or from school, or at any school-related activity; or
- The student has violated a school policy which may subject the student to full suspension or expulsion but the required parental conference or hearing has not been held; or

- The student has violated other school policies set forth in this handbook or otherwise published such as the policies regarding tardiness and absence.

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

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

FULL SUSPENSION (4-10 DAYS)

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

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

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

EXPULSION (>10 DAYS)

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

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

LUNCH DETENTION

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

Students assigned to lunch detention should report directly to the lunch detention room at the start of their lunch shift. A bag lunch will be provided for students and may be eaten in the lunch detention room. Students will be dismissed from the lunch detention room by the staff monitor.

Detention, Suspension & Privilege Removal

DETENTION

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

- Teacher - Teachers are the people most frequently and most directly in contact with students. Any and all teachers may require students to report to their rooms before or after school to satisfy a classroom or school violation. This is a teacher detention.

- Administrative - In certain cases, a student may be required to remain after the conclusion of the normal school day for infractions of school regulations. Detention is held Tuesday through Thursday, 3:00 p.m. - 4:00 p.m. under the supervision of a staff member.

- Students are required to do school work during this time. Following the WIN period, students should report directly to detention; students may not leave the school building prior to reporting to detention.

If a student misses detention for a reason approved by the grade level principal (illness, absence from school, doctor's appointment, etc.), the student will serve detention the next school day. At the conclusion of detention, students must leave the building immediately. Students are responsible for their own transportation.

IN-SCHOOL SUSPENSION

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

- Report directly to the Buchanan Office (9th and 10th grade) or Franklin Office (11th and 12th grade) by 7:40 a.m. at the start of the school day. Student cell phones will not be permitted. Cell phones will be secured and will be returned at the end of the school day.

- Will not attend or participate in any extracurricular activities (including athletics) during in-school suspension.

- Will make up any missed work upon their return to class.’

- Cooperation and work completion during an ISS assignment is required. Failure to cooperate or complete school work may extend the ISS assignment.

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

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

REMOVAL OF PRIVILEGES

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

Disciplinary Infractions

BOMB THREATS, THREATS OF VIOLENCE & FALSE FIRE ALARMS

HSD Board Policy #218.2 Terroristic Threats/Acts

Purpose: *The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.*

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

CRIMINAL CONDUCT

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

East Hempfield Police Department and school officials will run separate investigations but may share information learned during the investigations with each other.

Aggravated Assault and Fighting

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

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

VIOLATION OF PENAL LAWS

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

10

Use of Reasonable Force

School staff may use reasonable force under the following circumstances:

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

11

Pupil Services

COUNSELING SERVICES

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

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

Standardized tests are administered to students based on Keystone courses taken during the school year. An optional ASVAB career interest survey may be given in grade 11. Test results are provided to the student and become a part of the student's permanent school record. Questions concerning Keystone tests should be directed to the students School Counselor or grade level principal.

Per **HSD Board Policy #103.1: Nondiscrimination - Qualified Students With Disabilities** the district shall provide each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). Students and parents/guardians who believe they have been subjected to discrimination or harassment should promptly report such incidents to the building principal.

504 Coordinator
Dr. Meredith Goodrich
Supervising Principal for Counseling Services
(717) 898-5605

12

English Language Development

ENGLISH LANGUAGE DEVELOPMENT (ELD)

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

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

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

Parents/Guardians of Limited Language Proficient students are encouraged to become involved in their child's educational program by attending scheduled conferences, communicating with the teachers and building principals, attending ELD Parent Meetings, and by being active in the school's Parent Advisory Committee. Questions regarding the ELD Program should be directed to Language Development Department Coordinator, Svetlana Safalov-Feldman at 717-898-5500.

13

Health Services

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

ILLNESSES & INJURIES

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

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

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

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

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

MEDICATIONS

HSD Board Policy #210 Use of Medications

Purpose: *The Board recognizes that parents/guardians are responsible for the health of their children. Therefore, the Board strongly recommends that medications be given at home, but also recognizes that the health of some students requires that they receive medication while in school.*

Parents/Guardians should confer with the child's physician to arrange medication time intervals to avoid school hours wherever possible. When medications absolutely must be given during school hours, certain procedures must be followed.

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

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

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

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

PHYSICAL EXAMINATIONS

Physical examinations are mandatory for students in grade 11.

INSURANCE

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

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

SPECIAL HEALTH CARE ISSUES

Some children with disabilities may need specialized accommodations in school, and yet not need formal special education. This may include children with seizure disorders, such a epilepsy, asthma, life-threatening allergies, and diabetes. Please see **HSD Board Policy #209.1: Food and Allergy Management** for more information on severe or life-threatening food allergies. If applicable, please contact the school nurse at (717) 898-5500.

NALOXONE

HSD Board Policy #823: Naloxone

Purpose: *As a means of enhancing the health and safety of its students, staff, and visitors, the district may obtain, maintain, and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose.*

14

Special Education Services

Hempfield School District provides a continuum of services, without discrimination or cost to the student or family, for students determined to be eligible for special education. These student-specific related aids, services, or accommodations provide equal opportunity for students to participate in and obtain the benefits of the school program and extracurricular activities. Students are educated in the Least Restrictive Environment to meet their unique needs.

A child eligible to receive special education services is a student who has been evaluated by the school district's multidisciplinary team and has been determined to have one ore more of the following disabilities, and who, by reason thereof, needs special education and related services:

- Autism
- Deaf/blindness
- Emotional disturbance
- Hearing impairment including deafness
- Intellectual disability
- Multiple disabilities
- Orthopedic impairment
- Other health impairment
- Specific learning disability
- Speech or language impairment
- Traumatic brain injury
- Visual impairment including blindness

All information gathered about a student is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure of this information to third parties. For information about these policies and documents, as well as rights of confidentiality and access to educational records, parents should contact the school principal in writing.

Our special education team and related services include:

- School psychologists
- Speech & language pathologists
- Occupational therapists
- Certified occupational therapy assistants
- Board-certified behavior analysts
- Exceptional student specialists
- Physical therapists
- Vision support
- Hearing support
- Para-professionals

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

Director of Special Education Services
Hempfield School District
200 Church Street
Landisville, PA 17538
(717) 898-5563

CHILD FIND NOTICE

In compliance with state and federal laws, notice is given to 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 be in need of 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 collection, maintenance, destruction, and disclosure to third parties of this information.

15

Gifted Education

Hempfield School District provides gifted support services for students who have been identified as gifted students and need additional services beyond the regular education curriculum. A multi-criteria process, based on Pennsylvania State Guidelines, is used to identify students for gifted support services.

Elementary School Gifted Services are designed to provide educational experiences that support and extend the regular curriculum in the areas of ELA, Math and Science. Middle School and High School Gifted Services are designed to offer a continuum of services to meet the diverse needs of gifted students. A variety of service delivery options are available for students within the Gifted Services dependent upon students' individual needs and interests.

Additional information is available on the Gifted Services page of the district website.

Parents who wish to have their child evaluated for gifted services should contact their student's counselor.

16

Student Assistance Program

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

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

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

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

17

Transportation

TRANSPORTATION

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

BUSES

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

The use of bus transportation to and from school is a privilege, not a right. If the conduct of a student while riding a bus is such that it jeopardizes the safety of others or is otherwise obnoxious or undesirable, this privilege may be denied. Students should obey these rules (they are for your protection) show concern and respect for your fellow students, and make the bus ride pleasant and safe. All students must ride the bus to which they have been assigned.

School Bus Safety Rules:

- The use of bus transportation is a privilege, not a right. If student conduct jeopardizes the safety of others, or is otherwise undesirable, this privilege may be denied and disciplinary consequence may be assigned.
- All school rules apply while on the bus. Bus Conduct Reports are used to communicate infractions to the appropriate school principal.
- Video and audio cameras are in use on every bus.
- Students may only use the school bus and designated stop assigned by the Transportation Department.
- Students should arrive at their designated bus stop 10 minutes prior to the scheduled pick-up time.
- Students will be responsible for their behavior while at the bus stop. Please respect the property rights and privacy of others who reside at or near the bus stop. For your safety, do not play in the road.

- Students are to enter the bus one at a time and go directly to their assigned seat without delay, crowding or pushing. Students are to remain seated for the entirety of their ride.

- Assigned seats may be adjusted at any time by the bus driver and/or the school principal.

- Students are to sit facing forward, keeping the aisle clear at all times. Any back pack, lunch box, musical instrument, sports equipment, or any other item must be held on the student's lap, fit under their seat, or be secured in an empty seat. If this cannot be accomplished, the item is not permitted on the bus.

- Students that live on the opposite side of the roadway from where the bus picks up or drops off should cross 10 feet in front of the bus once the bus has come to a complete stop and has activated its signals. Students who are exiting should cross the road immediately while the bus has stopped traffic. Always look left, right, and left again prior to crossing the road.

- Students of all ages are permitted to exit the bus at their designated stop without a parent or guardian present.

- Keep head, hands, and feet inside of the bus. Do not throw anything out of the window.

- No eating or drinking at any time on the bus.

- Help keep the bus clean. No littering, please.

- No loud conversations, unnecessary noise, or inappropriate and disrespectful language (profanity) or gestures are permitted. Please use a quiet, conversational tone of voice.

- Keep your hands to yourself. No hitting, pushing, spitting, biting, tripping, rough behavior, bullying, throwing items, or affectionate displays of emotion are permitted at any time.

- Damaging the bus will result in the student being charged for its repair. No tampering or touching of bus equipment is permitted. Never sit in the driver's seat.

- Interaction with vehicles behind or beside the bus is not permitted.

- Usage of electronic devices is a privilege. Complications linked to use may result in the revocation of such privileges for any student. Filming videos and taking pictures is not permitted on the bus.

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

18

Student Parking

Students must purchase a parking permit to park in designated lots and comply with all permit and parking guidelines.

Parking information, as well as the online parking permit application can be found on the high school website under the "Our School" tab, each Grade Level Information tab, as well as in the Materials folder within each class' Schoology page.

Payment can be made through SchoolCafé or cash payments will be accepted in the Franklin Office. No personal checks can be accepted.

2025-2026 GENERAL PARKING Permit Information

- Only students with a valid license may apply for a permit.
- Permits will be valid for the duration of the school year.
- Permits are not transferable.
- Parking spaces are not assigned.
- Parking fees are non-refundable.

2025-2026 GENERAL PARKING Permit Pricing

- Marking Period 1 - August 4 - October 27 Cost $60
- Marking Period 2 - October 28 - January 15 Cost $45
- Marking Period 3 - January 16 - March 25 Cost $30
- Marking Period 4 - March 26 - May 29 Cost $15

Parking Permit Levels

We have three levels of parking. The level corresponds with where students may park on campus and the locations are printed on the back of the permit

Level 1 Permits (Seniors)

- A Level 1 permit allows students to park in the PAC, Stadium, Quad, and LMS lots.
- Purchasing a Level 1 permit does not guarantee a spot in the PAC lot; it only means you are eligible to park there. If the lot is full, students will need to park in the Stadium, Quad or LMS lot.

Level 2 Permits (Juniors)

- A Level 2 permit allows students to park in the Stadium, Quad and LMS lot only.
- Purchasing a Level 2 permit does not guarantee a spot in the Stadium lot; it only means you are eligible to park there. If the lot is full, students will need to park in the Quad or LMS lot.

Level 3 Permits (Sophomores)

- A Level 3 permit allows students to park in the Quad and LMS lot only.
- Sophomores are not eligible to park in the PAC or Stadium lots.

Parking Guidelines

Parking on campus is a privilege which can be maintained by following these guidelines:

- Any student driving and parking their car on campus must register the vehicle by obtaining a parking permit.
- Permits must be displayed at all times. Vehicles not displaying a permit may be subject to a parking violation.
- Parking permits are non-transferable. The student that purchases the parking permit must be the same person that operates the vehicle.
    - For example, a senior could not purchase a Level 1 permit and have a junior drive them to school each day.
    - Violations will result in the loss of parking privileges for all students involved for the remainder of the year.
- The speed limit is 15 miles per hour on school property.
- Vehicles must be parked within the lines painted on the student parking lots.
- Student parking will be confined to the Performing Arts Center, Stadium, Quad and the LMS parking lots.
- Students may not park in visitor, faculty, reserved, or handicapped parking spaces.
- Students may not park at the ends of rows or create their own parking space.
- The driveways along Stanley Avenue and Bank Street should not be used for "thru" traffic. Enter and exit the parking area via Kauffman Road.
- Leave your vehicle immediately upon parking and enter the building. Vehicles may not be occupied at any time during the school day.
- Regulations regarding smoking, alcohol and drug use/abuse apply to operators and occupants of motor vehicles on school property.
- No students are permitted to leave the building to access their vehicle during the school day. Forgotten money, books, projects, school assignments, etc. may not be retrieved during the school day without administrative permission. Violators will be punished under the discipline code.
- Parking lots are subject to search. These searches may include the use of canine units. Any illegal materials found as a result of a search may be used as evidence in disciplinary, juvenile or criminal proceedings.
- Students with excessive absences (more than 10 days) may lose their parking privilege, without refund.
- Excessive disciplinary referrals and/or suspensions may result in revocation of driving permit and no refund will be given.
- Drivers who are driving in a reckless manner on campus may also be ticketed and may lose parking privileges without a refund.
- Police may be notified of incidents of careless and/or reckless driving.
- Students should leave the parking lots as soon as they are dismissed from school. Loitering will not be permitted in the parking lots.
- Hempfield High School is not responsible for the security of vehicles (or the contents therein) while parked on the school grounds.

Parking Violations:

Students who park illegally on school grounds (i.e., without a permit, in a faculty parking space, not inside a lined space, in a space that is marked for reserved, visitor, or handicapped parking) will be addressed, as follows:

- **1st Violation:** Warning
- **2nd Violation:** One-hour detention, and a call home regarding future consequences.
- **3rd Violation:** Half day of in-school suspension and a call home.
- **4th Violation:** Full day of in-school suspension and a call home.

Additional violations may result in consequences to include loss of parking privilege, out-of-school suspension, and/or the vehicle being booted with a $25 removal fee.

If the driver does not have a permit, the vehicle may be booted with a $25 removal fee, after the first violation.

Drivers with repeated violations may have their car towed off of school property at the owner's expense.

WIN5 Clubs' below WIN Period Expectations" (Page 76) with the following information.

WIN5 Clubs offer an opportunity for students to explore other interests, connect across a broader range of students, or lead a cause they are passionate about.

WIN5 clubs are student lead. This means that students demonstrate initiative following the specified guidelines to create the WIN5 club of their choice. Students interested in creating a WIN5 Club should look for information at the start of the school year during announcements, First Friday activities, assemblies, and posted on Schoology. In years past, we have had over 55 student lead WIN5 Clubs.

19

General Information

AFTER-SCHOOL & EVENING ACTIVITIES

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

BACKPACKS AND LOCKERS

- Lockers will not be assigned to HHS students.
- Athletes and students in extracurricular activities should work with their coaches and/or advisors if storage is needed. (many of these items don't fit in our lockers)
- Items that are not needed for school/extracurriculars should be left at home.
- Students are allowed to carry a book bag. Bags should be small enough to fit under your seat.
- Students that need a locker may request one through their school counselor. Requested lockers will be assigned at the extremities of the school so as not to interfere with student passing. When requesting a locker, a brief explanation/rationale will help with the assignment so we can place the locker appropriately. Lockers are only used before/after school, and for lunch purposes.

BRINGING VALUABLES TO SCHOOL

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

BUILDING AND SCHOOL GROUNDS PRIVILEGES

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

CHILD ABUSE REPORTING POLICY

The Pennsylvania Child Protective Service Law (C.P.S.) requires school personnel to report situations where they have reason to suspect that a child may be a victim of child abuse. These reports will be made to the Lancaster County

Children and Youth Agency. The law also directs schools to cooperate with the Children and Youth Agency, which is charged with protecting children and conducting the investigation. It is the policy of the Hempfield School District to comply with the C.P.S. to its fullest extent.

CLUBS

Clubs are organized under the sponsorship of a teacher and meet before and/or after school. New clubs may be organized through a detailed process prior to the second week of September for consideration in the current school year. New club/ activity proposal forms may be obtained from either office. Completed forms should be submitted to the Grade 10 Principal. New clubs must have a service philosophy. Student participation in clubs is voluntary. Club members must attend regularly and abide by the organization's published regulations.

DANCES

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

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

DISPLAY/DISTRIBUTION OF MATERIALS

HSD Board Policy #220 Student Expression/Distribution and Posting of Materials

Purpose: *The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that the exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.*

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. 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.

Students may display non-school materials for student information with the approval of Dr. Brossman on the Student Bulletin Board in the Commons. For more information regarding student expression and distribution/posting of materials see HSD Board Policy #220: Student Expression/Distribution and Posting of Materials.

eHALLPASS

eHallpass is a digital hall pass system that students and staff will use at HHS to monitor student movements during class time. Students have the application on their iPads and can activate a pass to travel to other areas. It allows teachers to approve their pass in a timely and efficient manner. All students who are not in their assigned classroom should utilize

eHallpass to go to where they need to go. In addition, teachers may create appointment passes in order to meet with students, especially during our WIN period at the end of the day.

RESTROOMS

Students should use the restrooms for their intended purpose. No more than 5 students should congregate in a restroom. In addition, there should be no more than one student per bathroom stall. Only one student at a time should use the private, single-use restrooms throughout the building. Restroom doors should always remain open. Restrooms are equipped with "vape detectors". Students should use the restroom between classes or with an eHallpass approved by a teacher. Bathroom stalls should be used by one student at a time. Universal restrooms are located throughout the high school. Only one student at a time is permitted.

ELECTRONIC SURVEILLANCE

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

EMERGENCY SITUATIONS

The Hempfield School District has plans in effect for major emergency situations. The district believes that the reactions of people in emergencies depend largely upon their training. Our school staff has been trained and drills are held regularly to make certain that students understand proper emergency procedures. One such drill is the A.L.I.C.E. Response Procedure (Alert, Lockdown, Inform, Counter, Evacuate) which you can read more about on the ALICE Training website.

Cooperation is asked in any emergency:

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

Hempfield School District recognizes that there are heightened emotions and sensitivity during this time. We ask that our students, staff, and school community remain vigilant and continue to share any concerns that arise.

You can submit an anonymous tip using Pennsylvania's Safe2Say Something website or mobile app. If something happens outside of the school day, contact the local police department for an immediate response.

When fielding concerns, school administrators start with an investigation. During investigations, administrators are looking for specific details - time, location, and individuals involved. The more specific, the better. Timely reporting is also key to investigations.

FIELD TRIPS

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

FLAG SALUTE & THE PLEDGE OF ALLEGIANCE

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

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

FUNDRAISING

HSD Board Policy #229 Student Fundraising

Purpose: *The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.*

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

HIGHLY QUALIFIED TEACHERS

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

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

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

INSTRUCTIONAL MATERIALS

HSD Board Policy #105.1: Review of Instructional Materials by Parents/Guardians and Students

Purpose: *This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.*

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

INTERNET

HSD Board Policy #815 Responsible Use of Electronic Resources

Purpose: *The Hempfield School District provides its employees, students, and guests ("users") access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras.*

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, to foster the educational mission of the district, and to carry out the legitimate business and operation of the district.

The use of the district's technology resources is for appropriate school-related educational and operational purposes, and for the performance of job duties consistent with the educational mission of the district. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the district's technology resources.

All employees and students are responsible for the appropriate and lawful use of the district's technology resources. This policy is intended to ensure that all users continue to enjoy access to the district's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

Student use of the HSD network and electronic resources is governed by HSD School Board Policy #815: Responsible Use of Electronic Resources, which includes compliance with the requirements of the Children's Internet Protection Act (CIPA). Students in the Hempfield School District will have the opportunity to explore the educational merit of the Internet through classroom activities and individual research. Parents or guardians who wish to prohibit their child from utilizing the Internet should inform the building principal in writing on an annual basis.

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

A copy of the Responsible Use Policy can be found on the district website. Questions regarding internet safety should be directed to Michael Graham, Chief Information Officer, at (717) 898-5596.

The name and address of the office that monitors CIPA compliance is:

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

SAFETY & 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 7 days or more.

Within 90 days of beginning 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 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, or another 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 **Safety & Security webpage** on the district website website for additional information.

STUDENT I.D. CARDS

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

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

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

SCHOOL WELLNESS

HSD Policy #246 School Wellness

Purpose: *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 promotion, and regular physical activity as part of the total learning experience.*

As an integral part of the total school program, full cafeteria services are provided for the student body. Menus are carefully planned so that students may be served well-balanced meals. Students may purchase a hot meal, select items from the a la carte menu, or bring a lunch. Additional information can be found on the Food Services Department page of district website. Questions regarding cafeteria services can be directed to Alaina Melendez, Director of Food Services, at 717-898-5566.

VISITORS

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

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

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

WIN PERIOD EXPECTATIONS

The What I Need (WIN) period occurs at the end of any regular bell schedule day on a rotating basis.

- WIN 1: Students should report to their period 1 class
- WIN 2: Students should report to their period 2 class
- WIN 3: Students should report to their period 3 class
- WIN 4: Students should report to their period 4 class
- WIN 5: Students should report to their selected WIN 5 club.

Students are expected to use this time to make up missing assignments, receive remediation, complete labs/projects, or communicate and work with their period teacher on anything else that will lead to both academic and behavioral success in their class.

Students are expected to stay in their assigned WIN period. If they have completed all assignments and are academically competent, they may work on other content area assignments with approval of their teacher. Students should follow the teachers' expectations.

If students are up-to-date in their respective WIN period class, they may obtain an eHallpass to go to another teacher's room to complete work. This must be approved by both teachers.

WIN 5 Club

WIN5 Clubs offer an opportunity for students to explore other interests, connect across a broader range of students, or lead a cause they are passionate about.

WIN5 clubs are student lead. This means that students demonstrate initiative following the specified guidelines to create the WIN5 club of their choice. Students interested in creating a WIN5 Club should look for information at the start of the school year during announcements, First Friday activities, assemblies, and posted on Schoology. In years past, we have had over 55 student lead WIN5 Clubs.

WORK PERMIT FOR EMPLOYMENT OF MINORS

In Pennsylvania, minors between the ages of 14-18 must obtain a work permit. Work permits cannot be issued to children under the age of 14. Work permits are issued by the school district in which the student resides. It is only valid for employment within the state of Pennsylvania. To obtain a work permit, students must pick up the Application for Work Permit in the Franklin Office between 7:20 a.m. - 4 p.m. during the school year. Once the application has been filled out and signed by a parent/guardian, students should return the completed application to the Franklin Office. After the application is received the permit will be issued and the student will be contacted to pick up the permit in the Franklin Office during WIN.

More information on how to obtain a work permit can be found on the high school website under the "Our School" tab, each Grade Level Information tab, as well as in the Materials folder within each class's Schoology page.

20

Parents Right to Know

PARENT'S RIGHT TO KNOW

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

STUDENT RECORDS POLICY PARENTAL NOTIFICATION (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an

attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

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

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

Questions regarding student records should be directed to the Counseling Office at (717) 898-5545 or Michael Graham, Chief Information Officer, at (717) 898-5596.

DIRECTORY INFORMATION

HSD Board Policy #250 Student Recruitment

Purpose: *In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States.*

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.

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

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

Records Transfer to Receiving School, IU, or Agency

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

Student Rights & Surveys

HSD Board Policy #235 Student Rights and Responsibilities

Purpose*: This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with the law and regulations.*

Parents/guardians have the right to inspect, upon request, a survey created by a third party (e.g. - PA Youth Survey) prior to administration or distribution to a student. Parents will be notified if such surveys will be administered throughout the school year, as well as each survey's intent. Parents/guardians have the right to opt the student out from participating in any activity that results in the collections, disclosure, or use of personal information for purposes of marketing or selling that information.

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

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 123h , 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 acuities include a student survey, analysis, or evaluation that concerns one or more of the following areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parents
- Mental or psychological problems of the student or student's family
- Sexual behavior
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student of parents, or income, other than as required by law to determine program eligibility

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

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

21

Library Media Center

Hours: The Library Media Center is open daily from 7:20 a.m. to 3:30 p.m. and on Thursday after school until 4:30 p.m. See the school calendar for specific dates.

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

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

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

Library Resources

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

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

LOST BOOKS/OBLIGATIONS

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