Hempfield Middle School (CMS/LMS)

2026-27 Student Handbook



Revised: August 2026

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Welcome to Middle School

Contact Information

Centerville Middle School
717-898-5580

865 Centerville Rd.
Lancaster, PA 17601
www.hempfieldsd.org

Landisville Middle School
717-898-5607

340 Mumma Dr.
Landisville, PA 17538
www.hempfieldsd.org

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

Faculty

CENTERVILLE MIDDLE SCHOOL

Mrs. Susan Allen	Technology Specialist
Mrs. Jennifer Axe	English Language Arts
Mrs. Jessica Barber	Spanish
Mr. Kevin Blackhurst	Health & Physical Education
Ms. Marie Bolettieri	English Language Arts
Dr. Jaime Brown	Art
Mr. William Burrows	Health & Physical Education
Mrs. Danielle Campbell	Speech & Language
Dr. Heather Carroll	Learning Support Teacher
Mr. Matt Ceresini	Band
Ms. Heather Cisiewicz	Health & Physical Education
Miss Gillian Cunningham.	Science
Mrs. Amanda Deck	Librarian
Miss Eleanor Deeg	Speech & Language
Ms. Wendy DiNardi	Autistic Support Teacher
Mrs. Emily Dulak	Science
Mr. Josh Foulds	Math Interventionist
Mrs. Rebekah Frey	Spanish
Mrs. Danielle Gentile	School Psychologist
Ms. Cynthia Green	English Language Arts
Mrs. Jodi Haberstroh	Certified School Nurse
Mr. Logan Harbeck	English Language Arts
Mrs. Laurel Hill	Social Studies
Mrs. Angelina Hook	Science
Mrs. Lori Huber	ELA Interventionist
Mrs. Amy Jansky	Social Studies
Mrs. Jennifer Karkoska	Mathematics
Mrs. Cristin Kramer	English Language Arts
Mrs. Joann Langione	Science
Dr. Dale Leed	Special Education
Mrs. Hailey Lehman	English Language Arts
Ms. Krystal Lowery	English Language Arts
Mr. Andrew Macik	Social Studies Teacher
Mr. Colin McCaskey	Music & Band
Ms. Brittany McMullen	Mathematics
Mrs.Kathryn Midgett	Family & Consumer Sciences
Mr. Nate Milton	School Counselor
Mrs. Kristy Moore	English Language Arts
Dr. Lisa Mumma	Principal
Mr. Michael Murphy	Mathematics
Mrs. Meagan Nolt	ELD
Mr. Kyle Oster	Technology Education
TBD	Assistant Principal
Mr. Joel Raudenbush	Learning Support Teacher
Ms. Mary Ressler	English Language Arts
Mr. Joe Richardson	Computer Applications
Mr. Michael Roberto	Science
Mrs. Sheila Rohr	Health Room Nurse
Mrs. Rhianna Roulston	Mathematics
Dr. Dan Snyderman	Gifted
Ms. Erin Stewart	Music & Chorus
Mr. Lukas Stokes	Mathematics
Ms. Jaclyn Thompson	French
Mrs. Kasey Tobias	School Counselor
Mrs. Laura Trimble	German
Mrs. Jennifer Wallace	Special Education
Mrs. Michele Waltz	Social Studies
Ms. Laura Wentland	English Language Arts
Dr. Nile Wilson	Orchestra
Mrs. Caitlin Zimmerman	School Psychologist

LANDISVILLE MIDDLE SCHOOL

Mrs. Susan Allen	Technology Specialist
Mrs. Metedith Thomas	Special Education
Mrs. Nicole Becker	Mathematics
Dr. Reed Boring	Technology Education
Mr. Nicholas Cashdollar	English Language Arts
Mr. Matt Ceresini	Band
Mr. Elias Cox	Principal
Ms. Kelly Czmar	Special Education
Mr. Jim Dague	Social Studies
Ms. Lija Diem	English Language Arts
Mr. Ken Herr	Assistant Principal
Ms. Erin Drake	Psychologist
Ms. Madison Dunn	Mathematics
Mrs. Kari Miller	Gifted
Mr. Josh Foulds	Math Interventionist
Mrs. Emily Fitzpatrick	School Counselor
Mrs. Laura Hite	Health & Physical Education
Mr. Mackenzie Hand	English Language Arts
Mr. Paul Juba	Social Studies
Ms Melissa Kreider	English Language Arts
Mr. Stephen Kuter	Mathematics
Mrs. Jennifer Landis	Science
Mrs. Trisha Lawrie	English Language Arts
Mrs. Christine LeFevre	English Language Arts
Mrs. Rebekah Lutz	Science
Mr. Colin McCaskey	Music
Mr. Brian McDermott	Health & Physical Education
Ms. Rachel Bollinger	Special Education
Mrs. Kristin Peifer	Science
Mrs. Kimberly Petrosky	English Language Arts
Miss Kara Young	Health & Physical Education
Ms. Erika Rhodeside	Librarian
Mrs. Laura Trimble	German
Mrs. Sheila Rohr	Health Room Nurse
Mrs. Andrea Rutledge	ELA Interventionist
Ms. Robyn Scheick	Social Studies
Ms. Emily Osborne	Speech & Language
Mr. Stephen Sharp	School Counselor
Miss. Amy Smith	Art
Ms. Erin Stewart	Music and Chorus
Mrs. Heather Szmerda	Science
Mrs. Jill Tankesley	ELD
Ms. Jacquelyn Thompson	French
Mr. Shane VanAulen	Social Studies
Mrs. Amanda Wamsley	FCS
Ms. Hannah Weidle	Special Education
Mr. Clint Willman	Computer Applications
Mrs. Nile Wilson	Orchestra
Ma. Theresa Celaschi	Spanish
Mrs. Elissa Scepanski	Certified Health Room Nurse

2026-2027 Class Officers

2026-2027 CMS Class Officers

President:	Neha Dhimal
Vice-President:	Passion Rivera
Secretary:	Avery Garcia
Treasurer:	Abenezer Admasu
Historian:	Jadya Gillespie

2026-2027 LMS Class Officers

President:	Sophia Gregg
Vice-President:	Kellen Leber
Secretary:	Saul Peters
Treasurer:	Andrew Carbo

Message to Parents & Students

DEAR PARENTS/GUARDIANS:

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

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

We ask that you review this book on a regular basis with your child throughout the year. Your support of this handbook and its appropriate use is in the best interest of our students and serves to reinforce the school's efforts.

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

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

Respectfully,

CENTERVILLE & LANDISVILLE MIDDLE SCHOOL PRINCIPALS

Lisa Mumma, AJ Hall, Eli Cox, & Ken Herr

Hempfield School District Calendar

Hempfield School District

2026 - 2027 School Calendar

APPROVED 3/24/2026

July '26

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '26

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T-9 S-5

September '26

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

T-19/28 S-19/24

October '26

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T-22/50 S-21/45

November '26

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

T-18/68 S-16/61

December '26

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

T-17/85 S-17/78

January '27

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T-19/104 S-19/97

February '27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

T-19/123 S-18/115

March '27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

T-20/143 S-19/134

April '27

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

T-22/165 S-22/156

May '27

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T-20/185 S-20/176

June '27

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

T-4/189 S-2/178

Elementary Marking Periods

1st Trimester: 8/25/26 - 11/20/26 (60 Days)
2nd Trimester: 11/30/26 - 3/4/27 (59 Days)
3rd Trimester: 3/5/27 - 6/2/27 (59 Days)

Secondary Marking Periods

1st Quarter: 8/25/26 - 10/29/26 (44 Days)
2nd Quarter: 10/30/26 - 1/15/27 (44 Days)
3rd Quarter: 1/19/27 - 3/30/27 (45 Days)
4th Quarter: 3/31/27 - 6/2/27 (45 Days)

Total Instructional Hours

HDK - 463.92
FDK/Gr. 1-6 - 1007.17
Gr. 7-8 - 1102.62
Gr. 9-11 - 1100.5/ **Gr. 12** - 1081.99
HDCTC: Gr. 9-11 - 545.03 / **Gr. 12** - 536.46

Inclement Weather Days

Snow Days will be Flexible Instructional Days (FIDs). If there are more than five FIDs, days will be added beyond June 2, 2027. **Last student day and last teacher day are tentative.**

AUGUST	
12-13, 17	New Teacher Orientation
19-21, 24	Teacher In-Service/No School for Students
25	First Student Day
SEPTEMBER	
4, 7, 21	No School for Students
OCTOBER	
12	Teacher In-Service/No School for Students
30	Early Dismissal - Elementary 1:30 pm / Middle 12:40 pm / High 12:50 pm
NOVEMBER	
23-24	Teacher In-Service/No School for Students K-12 Parent/Teacher Conferences (**23:** 12:00 - 7:30 pm / **24:** 8:00 am - 3:30 pm)
25-27	No School for Students
DECEMBER	
23	Early Dismissal - Elementary 1:30 pm / Middle 12:40 pm / High 12:50 pm
24-31	No School for Students
JANUARY	
1, 18	No School for Students
15	Early Dismissal - Elementary 1:30 pm / Middle 12:40 pm / High 12:50 pm
FEBRUARY	
12	Teacher In-Service/No School for Students
15	No School for Students
MARCH	
10, 26, 29	No School for Students
23, 24	Early Dismissal - **ELEMENTARY ONLY 1:00 pm** Elementary Conferences (1:30 - 3:30 pm)
25	Teacher In-Service/No School for Students K-12 Conferences (8:00 am - 3:30 pm)
APRIL	
16	Early Dismissal - Elementary 1:30 pm / Middle 12:40 pm / High 12:50 pm
MAY	
31	No School for Students
JUNE	
1	Early Dismissal - Elementary 1:30 pm / Middle 12:40 pm / High 12:50 pm
2	Last Student Day - Early Dismissal Elementary 1:00 pm / Middle 11:40 am / High 11:50 am
3-4	Teacher In-Service/No School for Students

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, visit the Communications Office webpage.

Landisville Middle School Important Information and Calendar of Events 2026-2027

August
13 LMS Student Orientation Tour (6:30-7:30 PM)
18 LMS Sneak A Peek (9:00 AM-10:00 AM)
24 LMS Step-Up Day (7:00 AM - 11:40 AM)
25 LMS First Day of School

September
4 No School
7 No School
8 Back to School Night
10 Picture Day
11 Patriot Day Run
21 No School
25 School Wide Fundraiser Assembly
30 8th Grade Trip to Renaissance Faire

October
7 8th Grade Screenings
8 7th Grade Screenings
12 Teacher-In-Service Day / No School
16 Fall Harvest Dance 7:00pm
27 Picture Retake Day
30 Early Dismissal

November
3 Junior Achievement Day
6 Q1 Student of the Quarter Assembly
20 Spelling Bee
23 Teacher-In-Service Day / No School
24 Teacher-In-Service Day / No school
25-27 No School Thanksgiving Holiday

December
3 Middle/High School Band Concert @PAC 7pm
8 Middle/High Orchestra Concert @CMS 7pm
9 LMS Choral Concert @LMS 7:00pm
18 LMS Holiday Dance 7:00pm
23 Wacky Olympics / Early Dismissal
24-31 No School





January
1 No School
15 Early Dismissal
18 No School
22 Q2 Student of the Quarter Assembly

February
12 Teacher-In-Service Day / No School
15 No School
19 LMS Valentine's Dance

March
10 No School
17 6th Grade Parent Night
19 LMS/CMS Musical
23 Middle/High School Jazz Concert @ PAC 7pm
25 Teacher-In-Service Day / No School
26 No School
29 No School

April
9 Q3 Student of the Quarter Assembly
15 LMS Night of the Arts
16 Early Dismissal
26-30 PSSA Testing

May
3-7 PSSA Testing
10 Combined Band Concert
12 Combined Orchestra Concert
14 8th Grade Picnic in Amos Herr Park
14 7th Grade Outdoor School
17 Middle/High School Orchestra Concert
19 Combined Chorus Concert
21 Rain Date for 8th Grade Picnic
21 Rain Date for 7th Grade Outdoor School
31 No School

June
1 Early Dismissal
2 Early Dismissal / Last Day for Students

* Snow Days will be Flexible Instructional Days (FIDs). If there are more than five FIDs, days will be added beyond June 2, 2027.

2026 / 2027 CMS Calendar of Events

August 6	Cruise the Halls	9:00 – 10:00am
August 10	Cruise the Halls	11:00 – 12:00pm
August 12	Cruise the Halls	1:00 – 2:00pm
August 18	Student Orientation Tour	6:30 – 7:30pm
August 24	7th grade Step Up Day	7:10 – 12:45pm
August 25	First Student Day	
September 1	Picture Day	
September 15	Junior Achievement / Yes Day	
September 17	Parents Back-to-School Night	6:30 – 8:00pm
September 29	Fundraiser Kick-off Assembly	
September 30	8th grade Field Trip to Renaissance Fair	
October 15	Picture Retake Day	
October 16	Harvest Dance	7:00 – 9:00pm
November 17	Student of the Qtr Assembly	
December 3	Spelling Bee	
December 3	Band Concert in auditorium	7:00 – 8:00pm
December 8	Orchestra Concert in auditorium	7:00 – 8:00pm
December 16	Choral Concert in auditorium	7:00 – 8:00pm
December 18	Holiday Dance	7:00 – 9:00pm
January 28	Student of the Qtr Assembly	
February 19	Valentine's Dance	7:00 – 9:00pm
March 19	Middle School Musical	7:00 – 9:00pm
March 20	Middle School Musical	7:00 – 9:00pm
April 14	Student of the Qtr. Assembly	
April 26	PSSA Dry Run	
April 27 – 29	ELA PSSA's	

May 3 – 4	Math PSSA's	
May 5 - 6	Science PSSA's (8th grade only)	
May 11	Combined Band Concert	7:00 – 9:00pm
May 13	Fine Arts & Poetry Slam	6:00 – 8:00pm
May 17	Combined Orchestra Concert	7:00 – 9:00pm
May 19	Combined Chorus Concert	7:00 – 9:00pm

June 2	Student of the Qtr. Assembly
June 2	Talent Show
June 2	Last Student Day & Early Dismissal @ 11:40am

Bell Schedules

Middle School Bell Schedule

Period		Regular	2-hour Delay	Early Dismissal	Activity	PM Short Activity	AM Short Activity	SOQ Assembly	3-hour Early Dismissal
HR	Start	7:27	9:27	7:27	7:27	7:27	HR 7:27 - 7:41	HR 7:27 - 7:41	7:27
	End	7:41	9:41	7:41	7:41	7:41	Act 7:44 - 8:14	SOQ 7:45 - 8:59	7:41
Period 1	Start	7:44	9:44	7:44	7:44	7:44	8:17	9:02	7:44
	End	8:30	10:14	8:14	8:22	8:25	8:58	9:38	8:30
Period 2	Start	8:33	10:17	8:17	8:25	8:28	9:01	9:41	8:33
	End	9:19	10:47	8:47	9:03	9:09	9:42	10:17	9:19
Period 3	Start	9:22	10:50	8:50	9:06	9:12	9:45	10:20	9:22
	End	10:08	11:20	9:20	9:44	9:53	10:26	10:56	9:28
Period A	Start	**10:11**	**11:23**	**9:23**	**9:47**	**9:56**	**10:29**	**10:59**	**9:31**
	End	**10:41**	**11:53**	**9:53**	**10:17**	**10:26**	**10:59**	**11:29**	**10:01**
Period 4	Start	10:44	11:56	9:56	10:20	10:29	11:02	11:32	
	End	10:57	11:53	9:53	10:25	10:37	11:10	11:35	
Period B	Start	**11:00**	**11:56**	**9:56**	**10:28**	**10:40**	**11:13**	**11:38**	**10:04**
	End	**11:30**	**12:26**	**10:26**	**10:58**	**11:10**	**11:43**	**12:08**	**10:34**
Period 5	Start	11:33	12:29	10:29	11:01	11:13	11:46	12:11	
	End	11:46	12:26	10:26	11:06	11:21	11:54	12:14	
Period C	Start	**11:49**	**12:29**	**10:29**	**11:09**	**11:24**	**11:57**	**12:17**	**10:37**
	End	**12:19**	**12:59**	**10:59**	**11:39**	**11:54**	**12:27**	**12:47**	**11:07**
Period 6	Start	12:22	1:02	11:02	11:42	11:57	12:30	12:50	
	End	12:35	12:59	10:59	11:47	12:05	12:38	12:53	
Period D	Start	**12:38**	**1:02**	**11:02**	**11:50**	**12:08**	**12:41**	**12:56**	**11:10**
	End	**1:08**	**1:32**	**11:32**	**12:20**	**12:38**	**1:11**	**1:26**	**11:40**
Period 7	Start	1:11	1:35	11:35	12:23	12:41	1:14	1:29	
	End	1:57	2:05	12:05	1:01	1:22	1:55	2:05	
WIN	Start	2:00	2:08	12:08	WIN 1:04 - 1:42	WIN 1:25 - 2:07	1:58	2:08	
	End	2:40	2:40	12:40	Act 1:45 - 2:40	Act 2:10 - 2:40	2:40	2:40	

Morning Routine	Start	Stop	Start	Stop
WCMS/WLMS	7:35	7:41	9:35	9:41

2

Attendance Policies



ATTENDANCE POLICIES

PENNSYLVANIA SCHOOL CODE

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

We believe that regular attendance is a requirement for success in middle school, and we encourage students and their parent/guardian to work together to ensure responsible attendance throughout the year.

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 and family trips require the completion of a Pre-Approved Absence Form. This form must be completed by the parent/guardian and student **at least one week prior** to the scheduled event. The student should take the form to each teacher to gather assignments for the days to be missed. The form should then be submitted to the principal for approval. All homework, class work, tests, and quizzes should be scheduled for **make-up within five days** of the student's return to school. Should plans change, the parent/guardian should notify the principal to rescind the absence request. Under no circumstances will absences (without a valid doctor's excuse) in excess of ten days be approved. Parents/Guardians are expected to reference our school calendar to avoid scheduling conflicts with state-mandated PSSA testing dates; pre-approved absence requests during PSSA 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 principal. The fact that a parent/guardian has sent a written explanation to the school does not excuse the absence. An absence becomes excused only when the administration has classified the absence as such.

Students are required to submit a properly filled out excuse form or hand written note that clearly states the student's name, date of absence, reason for absence and parent/guardian signature within three days following an absence. An excuse form must be given to the office, or sent via email to cms_attendance@hempfieldsd.org or

lms_attendance@hempfieldsd.org 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 unlawful.

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

EXCESSIVE ABSENCES

After **three unlawful absences,** the parent/guardian will be sent a letter, and will be contacted by the school social worker/ attendance officer to discuss a school attendance improvement plan.

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

SCHOOL TRUANCY

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

Act 138 of 2016 extensively revises provisions for truancy. Pennsylvania law raises the fine to $750.00 for truancy placed on parents and requires them to pay court costs or be sentenced to complete a parenting education program. Both the truant child and parent/guardian must appear at a hearing held by the district justice. If the parents/guardians are not convicted and the child continues to be truant, the child can be fined up to $750.00 or be assigned to an adjudication alternative program.

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

EARLY DISMISSALS

The school will excuse early dismissals only for events which absolutely cannot be scheduled at another time. A request for early dismissal should be submitted to the school **before 1st period on the day of dismissal**. An appointment card from the doctor or dentist must be returned to the office upon return. If the student is unable to return to school the same day, they must return the appointment card to the office prior to the beginning of the next school day. ***No student is permitted to leave the school building or school grounds without parent/guardian and administrative permission. A photo ID is required when picking up a student from the building.***

TARDINESS - SCHOOL AND CLASS

Students who are not in their assigned homeroom by 7:27 a.m. will be marked tardy by the homeroom teacher. All students who arrive after homeroom begins will be required to sign-in with the office. Students are required to submit a

regular excuse form completed by a parent/guardian for all tardies to school. If the student does not return an excuse within three days, the tardy will be designated unexcused.

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

Students who arrive after 9:16 a.m. will receive one-half day of attendance. Students arriving after 12:53 p.m. will be considered absent for the full day.

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

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

Late to Class: These will be tracked by teachers and administration. For each set of 5 late-to-class incidents, an administrative consequence will be assigned.

3

Academics


FIRE
Jocelyn Weinrich
Honorable Mention
PENN MANOR
SOCCER CLUB

Academics

GENERAL ACADEMICS

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

1. the issuance of report cards
2. the honor roll system

CONFERENCES

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

Pupils: Pupil-teacher conferences are arranged during a pupil's directed flex time and before or after classes, and conducted in conference facilities available in the school counseling office.

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

REPORT CARDS

Report cards are issued quarterly during the academic school year. The report cards will be posted to the PowerSchool Community Web Portal at the conclusion of each marking period. For instructions for opting out of electronic delivery, please contact your building's office.

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

SCHOLASTIC GRADES

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

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

A - Outstanding achievement in completion of course requirements
B - High achievement in completion of course requirements
C - Satisfactory achievement in completion of course requirements
D - Minimal achievement in completion of course requirements
F - Failure to achieve minimal course requirements. No credit earned
I - Incomplete - course requirements not met because of excused student absence

(The teacher will establish a reasonable number of days in which the student is expected to complete course requirements, and is required to issue a grade change, based upon the work completed, on or before a date to be determined by the principal for each quarterly report period.)

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

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

HONOR ROLL

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

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

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

Superior .....3.76 - 4.0

Distinguished .....3.51 - 3.75

Honors .....3.25 - 3.5

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

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

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

FINAL EXAMS

Final exams include material taught over the entire year. They are departmentally designed by classroom teachers of the course and submitted to the principal and department chairman for review and approval. Classroom teachers administer final exams during the regular instructional period in the final days of the fourth reporting period. The grade earned on the final exam is included as a unit test grade in the fourth marking period.

PROMOTION/ RETENTION

Students in the middle school must pass three of the four academic courses (English Language Arts, Social Studies, Math, Science) to be eligible for promotion.

A student failing two major courses will be recommended for retention review by the student's counselor, team leader, and principal.

RECORDS POLICY - PARENTAL NOTIFICATION

Act 14 of 1949 states that a student's school records be forwarded to another school, Intermediate Unit, or State educational agency either with parental permission or without such permission if the student is enrolled in another educational setting and is no longer a student in the Hempfield Schools.

Parents/Guardians are hereby notified that necessary student records will be forwarded to the school where the child is enrolled upon request of the receiving school. Parents/Guardians have the right to examine student records and be given a copy if desired. Written parental permission to forward records will be obtained whenever possible.

PSSA TESTS

Hempfield School District administers the Pennsylvania System of School Assessment (PSSA) to all students in grades 3 through 8. The tests administered to both grade 7 and 8 students will measure academic achievement in areas related to Mathematics and English Language Arts. Eighth grade students will also take a PSSA Science test during the school year. In addition, Keystone exams will be administered to all students taking Algebra 1B. Pre-approved absences will be denied during PSSA testing.

TESTING

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

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

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

SUMMER SCHOOL PROGRAM

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

Students in grades 8-11 may enroll in advance credit courses thus enabling them to accelerate or to elect other courses during the regular school term. Students in grades 9-12 have an opportunity to take remedial (make-up) courses for subjects previously failed or to correct deficiencies.

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*, which contains* additional guidance, can be found on the school website.

4

Student Activities



Student Activities

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

INTERSCHOLASTIC SPORTS

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

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

TRYOUTS

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

ACADEMIC ELIGIBILITY

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

MIDDLE SCHOOL BAND

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

MIDDLE SCHOOL CHORUS

This course is open to all students in grade 7 and 8. Members of chorus participate in a winter and spring Choral Concert.

MIDDLE SCHOOL ORCHESTRA

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

STUDENT COUNCIL

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

STUDENT PUBLICATIONS

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

- ***Expressions*** is the creative writing magazine issued at the end of the school year.
- The ***Memory Book*** is issued at the end of the school year. This book contains the pictures of all the students and candid pictures of middle school activities.
- The ***Middle Pages*** is a newspaper published throughout the school year. This newspaper contains interviews, student items, and middle school activities.

STUDENT CLUBS

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

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

5

Student Conduct



Student Conduct Expectations

PHILOSOPHY

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

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

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

PURPOSE

In order to promote the achievement of these goals, the faculty and staff believe that certain rules, regulations and procedures must be established to develop and maintain the proper environment in which the educational process can take place. As a result, all persons involved in the educational program of the District will recognize their rights and responsibilities and conduct themselves accordingly.

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

GOALS

1. To guarantee the rights of all students and staff by providing a discipline code that establishes rules and regulations prohibiting speech or action that is disruptive to the work of the school

2. To guarantee the rights of each individual through fair and reasonable treatment of violators of the discipline code

3. To clearly communicate to students their rights and responsibilities as outlined in the discipline code

4. To respect the rights and personal dignity of all students and staff by providing a discipline code that will ensure a safe learning environment

5. To protect and maintain school property

6. To refer students to counselors and other services within and/or outside the school as necessary

7. To comply with state and local laws

8. To ensure all students the right to complete the course of study prescribed by state and local school authorities

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 electronically or in-person outside of school should contact their local police department to file a report.*

6

Student Rights & Responsibilities



Student Rights & Responsibilities

STUDENT RIGHTS

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

STUDENT RESPONSIBILITIES

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

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

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

- It is also the responsibility of students to:

- Be aware of 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 nighttime 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 campgrounds
- 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.

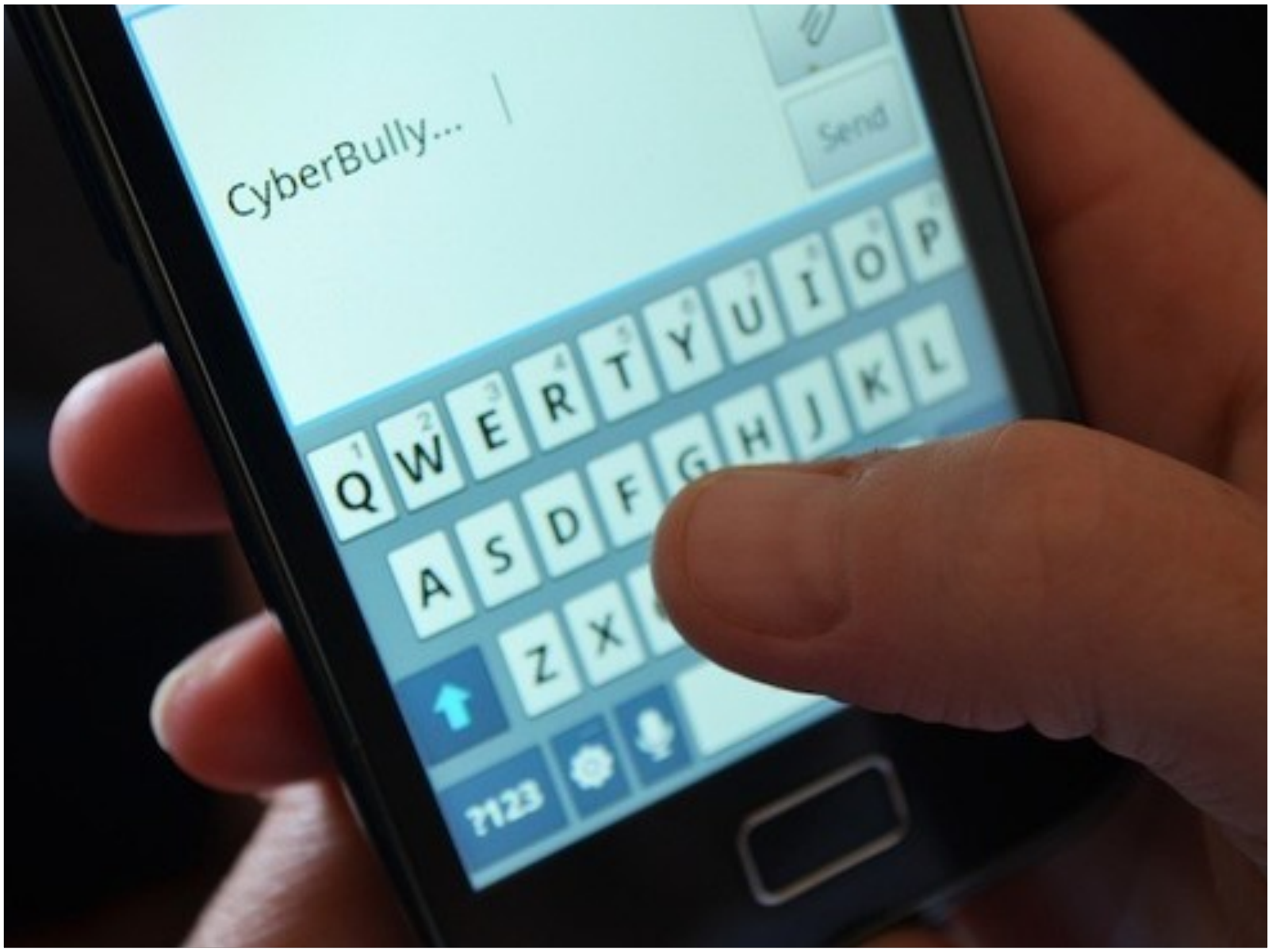
Unaccompanied youth have the same right as other displaced students plus:

- 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.

7

Bullying & Cyberbullying



Bullying & Cyberbullying

BULLYING & CYBERBULLYING

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

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

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

BULLYING & CYBERBULLYING COMPLAINT PROCEDURE

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

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

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

DATING VIOLENCE

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

Dating partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long term.

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

Disciplinary Exclusion From School

SUSPENSIONS/EXPULSIONS FROM SCHOOL

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

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

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

TEMPORARY SUSPENSION (1-3 DAYS)

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

- The physical safety of the student or others is substantially endangered by the student's conduct; or
- The student has caused substantial interference with classroom instruction or maintenance of good order in the school, on the school grounds, going to or from school, or at any school-related activity; or
- The student harasses or otherwise attempts to intimidate/bully another student or staff member; 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)

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

- Causes or attempts to cause damage to school property or steals or attempts to steal school property or knowingly receives stolen property.
- Causes or attempts to cause damage to private property or steals or attempts to steal private property or knowingly receives stolen property.
- Causes or attempts to cause physical injury to another person except in self-defense.
- Makes an aggressive threat to harm another student or a staff member.
- Possesses, or transmits any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school.
- Defies the valid authority of supervisor, teachers, or administrators.
- Conducts their self in a manner that is disruptive to the educational environment of the school.
- Violates other policies, rules and regulations set forth in this handbook or otherwise published by the school.

A full suspension shall mean exclusion from regularly scheduled classes for up to 10 school days. A parent conference may be required before the student is readmitted to school. The suspension may be in-school or out-of-school at the discretion of an administrator.

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.

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 main office thru the front door and remain there until the picked up by the ISS monitor.
- 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 not sleep during the ISS.
- If absent during suspension, the student will make up any missed days upon the student's return to school.
- Will be provided a school lunch (or may bring their own) and will eat in the ISS room.

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

OUT-OF-SCHOOL SUSPENSION

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

EXCLUSION FROM PARTICIPATION IN AFTER SCHOOL ACTIVITIES

Students who have been suspended or placed in the In-School Suspension Room will not be allowed to attend or participate in a scheduled school activity during the suspension period.

STUDENTS IN GOOD STANDING

The administration at both Centerville and Landisville Middle Schools believe in a comprehensive middle 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 middle 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, 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 similar activities. If this occurs, students and their parents will be notified of the reasons for and the duration of the restrictions. Students may be placed in "Not in Good Standing" for 30 calendar days after an official suspension from school.

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

EXPULSION

The principal may recommend expulsion for a student if the student violates a provision of the full suspension section of this policy in such a manner that removal from school is necessary to protect the physical safety of others or to prevent substantial interference with the rights of others to pursue an education. Expulsion shall mean exclusion from school for a period exceeding ten school days and may include permanent exclusion from the school rolls. All expulsions require a prior formal hearing and the right of the student to be represented by counsel.

9

Detention

TEACHER/TEAM DETENTION

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

ADMINISTRATIVE DETENTION

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

- Detention is held after school 2:40 pm until 3:30 pm under the supervision of a staff member. Detention may be extended to 4:15 pm upon notification of an extended detention assignment
- Students who are assigned detention but do not report may be suspended.
- A parent conference may also be required. Additional detention time will be assigned.
- If students miss an assigned detention session because of absence from school or the closing of school, they should reschedule their detention immediately upon returning to school.
- Students may be removed from detention for disciplinary reasons.
- All middle school rules and expectations are in effect while in Administrative Detention.

10

Disciplinary Infractions

The list of disciplinary infractions is intended to provide students with general guidance of what the disciplinary consequences are for certain infractions in ordinary circumstances. School administrators reserve the right, however, to seek expulsion for any disciplinary infraction where they believe the facts and circumstances surrounding a particular incident are sufficiently severe and warrant such a disciplinary sanction.

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.

BOMB THREATS / THREATS OF VIOLENCE / FALSE FIRE ALARMS

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

CHEATING

Cheating occurs when a student copies a peer's paper, creates/conceals a cheat sheet, references an electronic device, electronic source book, or notes not permitted, etc.. If cheating occurs, the teacher will immediately meet with the student and notify parents/guardians. The teacher will also notify school administration to document the infraction. The student will receive administrative consequences established in the building-specific discipline matrix and will be met with progressively more severe consequences for repeat offenses.

The student may retake the assessment and will score 50% of the earned grade; the student will earn a zero only if refusing to take the assessment.

PLAGIARISM

Plagiarism occurs when students take another person's thoughts, writing, or work and submit this work as their own. Students are expected to do their own work for all written assignments. Submitting someone else's work or work that is created using artificial intelligence programs will result in the consequences listed under plagiarism in the district's grading and reporting guidelines. The first offense will be treated as a learning opportunity. The student will initially receive a zero for the assignment and will meet with the teacher to debrief the incident. The student will also be expected to complete and resubmit the assignment for 75% credit of the grade earned. Refer to Board Policy 815.1 Artificial Intelligence for the policy on AI use and plagiarism.

Additional offenses will result in parent/guardian contact, referral for administrative discipline, and a zero grade for the assignment. If the student resubmits the assignment within five school days, the student will earn 50% credit of the grade earned.

Plagiarism incidents will be recorded in the student information system by administration and follow students through their middle school career and then through their high school career.

Taken from HSD Assessment, Grading, and Reporting Guidelines

View Webpage here for Grading and Reporting

CUTTING CLASS

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

DRESS CODE

Dress Code Philosophy

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 or 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 observance, household income, or body type/size.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that “private parts” are fully covered with opaque fabric. All items listed in the "MUST wear" and "MAY wear" categories below must meet this basic principle.

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

• A Shirt (with fabric in the front, back, and on the sides under the arms), AND

• Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND

• Shoes

Note: The shirt must be long enough that it can touch the top of the pants/jeans or equivalent.

*Courses that include attire as part of the curriculum may include assignment-specific dress.

3. Students May 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, pornographic images or language that creates a hostile or intimidating environment.

• Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).

- Headwear such as hooded sweatshirts with the hoods up, hats, durags, knit hats, bandanas, scarfs, and caps are not allowed to be worn indoors unless permitted for religious, medical, or other reason(s) deemed appropriate by school administration.

• Swimsuits.

• Accessories that could be considered dangerous or could be used as a weapon.

• Outerwear

• Sunglasses (except prescription).

• Any item that obscures the face (except as a religious observance).

5. Dress Code Enforcement

• The interpretation of proper dress resides with administration (HSD School Board Policy #221: Dress and Grooming).

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

- 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 AND ALCOHOL

As per School Board Policy 227 (227.1), the use or possession of drugs, drug paraphernalia, "look alike drugs," or alcohol on school property, school buses, while participating in or attending a school-related activity or while traveling to or from school or being under the influence of drugs, alcohol, or intoxicant of any kind on school property, school buses, while participating in or attending a school-related activity or while traveling to or from school is considered to be a serious offense which will warrant a full suspension (10 days), referral to the SAP, notification of parents/guardians, notification of police, and an administrative hearing. A second offense will warrant a full suspension (10 days), referral to the SAP, notification of parents/guardians and police and a recommendation will be made for expulsion.

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

SUBSTANCE ABUSE WHILE PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

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

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

Violation of this policy (227.1) shall result in a student’s period of ineligibility from participating in extra/co-curricular activities. The period of ineligibility shall start from the date the district administration concludes that a violation of the policy has occurred for an activity that is in season. If a violation occurs outside of the season, the period of ineligibility will start with the first day of the season. If a period of ineligibility has not elapsed as of the last day of the school year (or the last day of an activity or team season that extends beyond the school year), the remaining period of ineligibility shall commence with the first day of school in the fall, except it shall commence with the first day of August practice for an activity that starts before the first day of school. If a period of ineligibility has not elapsed as of the last day of the season and the student wishes to participate in an additional activity in the next season (example – a student participating in football also wants to participate in basketball), the period of ineligibility continues into the next season. The student will be permitted to participate in any tryout period, if one exists, and then he/she will continue with the period of ineligibility. Said student must remain a member in good standing in the second activity for the entire duration of the activity for that time period to count towards the suspension. If a student elects to quit or is dismissed from the activity after 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. - the student is ineligible for sixty (60) calendar days.

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

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

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

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

The foregoing periods of ineligibility for violating this Policy 227.1 may be supplemented by consequences imposed for violation of Policy 227, which pertains to student non-use and non-possession of controlled substances within school district property or at district-sponsored events.

PERSONAL ELECTRONIC DEVICES

As per School Board Policy #237: Electronic Devices, the use of personal electronic devices (headphones, earbuds, music/video players and cell phones) are not permitted to be used during the regular school day, unless directed by a faculty/staff member. In the classroom, electronic devices may only be used at the teacher's discretion. For test security purposes, teachers will collect electronic devices prior to assessments.

Student cell phones must be left in their school locker before homeroom begins and must remain there.

There should be no cell phone conversations during the regular school day. Any student who needs to make a phone call should use a phone in the school office. Additionally, there should be no electronic devices in the bathrooms or locker rooms at any time. Headphones of any style are not permitted in the hallways. The use of AI smart glasses is not permitted during school hours.

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

1st Offense — Student will receive a warning.

2nd Offense — Student will receive a warning and parent/guardian contact.

3rd Offense —Student will be spoken to in person, and administrative disciplinary action will be taken.

Additional referrals are considered insubordination, the purposeful act of repeatedly disobeying authority. Disciplinary action will be taken, and if the pattern continues may result in in-school suspension or out-of-school suspension.

Any student who is using an electronic device in an unacceptable manner, as outlined by our "Responsible Use Policy" may have their device confiscated and searched. Unapproved picture taking, videotaping, or messaging, etc, may result in a search of the electronic device and disciplinary action.

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

EXPLOSIVE DEVICES / SMOKE BOMBS

Possession of exploding firecrackers is against school rules. They are a particular hazard in the school setting because of the potential fire and personal injury that can be caused.

FORGERY

Any student who signs the name of an administrator, staff member or parent/guardian or alters the information on a pass or excuse will receive a 2-hour Wednesday detention for a first offense and a suspension for all subsequent offenses.

FIGHTING AND AGGRAVATED ASSAULT

A person is guilty of aggravated assault if 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 will also be given a **full suspension**. Police will be notified and prosecution will be sought. Parents/Guardians will also be notified.

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.

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

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.

INSUBORDINATION

Any student who willfully disobeys the reasonable direction of any principal, teacher, or other member of the Hempfield staff may be assigned detention time or a temporary suspension and a parent conference. Subsequent offenses may warrant a full suspension and a parent conference. Refusal to properly identify yourself to any adult in the school setting will be considered insubordinate.

PORNOGRAPHIC MATERIALS

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

PUBLIC DISPLAY OF AFFECTION

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

SMOKING/VAPING - ACT 145

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

THEFT

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

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

THREATS

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

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.

VANDALISM

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

WEAPONS

As per HSD Board Policy #218.1: Weapons, the Hempfield School District is committed to providing a safe environment for students and staff. 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, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, taser, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

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

CRIMINAL CONDUCT

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

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Lockers/Searches

As per School Board Policy 200, each student will be assigned a locker with a combination lock. Students are not to tamper with, prop, jam or otherwise interfere with the operation of the locker. Also, stickers or unapproved signage are prohibited from being placed on lockers. No locker sharing unless assigned by building administration. Students who do so may lose locker privileges and disciplinary action may result.

STUDENTS ARE RESPONSIBLE TO KEEP THEIR LOCKERS LOCKED AND ORGANIZED. Students may go to their lockers after 7:20 a.m. and before homeroom or before and after lunch and after 2:40 p.m. Lateness to class, lunch, or homeroom, as a result of going to a locker, is unacceptable.

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

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

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

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Violation of Penal Laws

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

CORPORAL PUNISHMENT

As per School Board policy 200 Student Discipline: The Board prohibits the use of corporal punishment to discipline students for violations of district policies, rules or regulations.

For purposes of this policy, the term **corporal punishment** shall mean a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled, or hit on any part of the body with a hand or instrument.

Nothing in this paragraph shall prohibit teachers or school authorities from using reasonable force under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

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School Counseling Services

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

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

PARENT CONFERENCES WITH TEACHERS

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

STUDENT ASSISTANCE PROGRAM

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

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

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

Per HSD Board Policy #103.1: Nondiscrimination - Qualified Students With Disabilities the district shall provide to 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

Meredith Goodrich, Ed.D

Director of Student Services

(717) 898-5563 ext. 20614

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Health Services

Health screenings are performed yearly by the School Nurse such as vision, hearing, height/weight, and scoliosis screenings.

If a student becomes ill during school hours, the student must get permission from their teacher to report to the nurse. If the nurse is not available, the student should report to the office.

The School Nurse will contact the parent if necessary and determine if the student needs to go home or may remain in school. Students are discouraged from texting or calling their parents without seeing the nurse first.

Students will not be permitted to leave school because of illness unless the school nurse can contact a parent or guardian. If a student becomes ill during school hours it is the parent/guardian's responsibility to make arrangements to have their child picked up from school.

Parents/Guardians and students are encouraged to contact the school nurse for information pertaining to their child's health.

MEDICATIONS

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

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 are to be brought to school by a parent/guardian. The medication is to be placed in the school nurse's office and remain there until the dosage is completed. It will be the responsibility of the student to report to the health room at the designated time to take the medication.

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

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

ACCIDENTS

All accidents and injuries occurring during the school day must be reported to the nurse or to the office.

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 social workers will help students with medical assistance or CHIP.

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

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.

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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 the collection, maintenance, destruction, and disclosure to third parties of this information.

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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.

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English Language Development

ENGLISH LANGUAGE DEVELOPMENT (ELD)

ESL instructors work with students who have limited English proficiency. Areas of support include listening, speaking, reading, and writing. All students new to our schools will complete a Home Language Survey. Those students who are eligible for language instruction will begin to receive support from our English Language Development instructors within 30 days of the beginning of the school year. Parents of a Limited English Proficient student identified for participation will be notified of:

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

Parents of Limited Language Proficient students are encouraged to become involved in their child's educational program by attending scheduled conferences, communicating with the teachers and building principals, attending ELD Parent Meetings, and by being active in the school's Parent Advisory Committee. Questions regarding the ELD Program should first be directed to the child's ESL instructor, Building Principal, or Svetlana Sagalov-Feldman email at s_sagalov-feldman@hempfields-d.org

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General Information

ARRIVAL AND DEPARTURE

All students must be in the school building prior to 7:27 a.m. Students entering the school building at 7:27 am or later are considered tardy to school. Attendance is checked and reported to the office during homeroom period in the morning. Teachers check class attendance at the beginning of each class period and report any absent student whose name does not appear on the regular daily absentee list.

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

ASSEMBLIES

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

BACKPACKS

Because of our concern for the safety of students and staff, backpacks may not be used during the school day to carry books to classes. They may be used to bring books and school supplies to and from home. **Backpacks are to be kept in lockers during the school day.**

BELL SIGNAL

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

BRINGING VALUABLES TO SCHOOL

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

CAFETERIA RULES

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

DANCES

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

DISPLAYING/DISTRIBUTIONS OF MATERIALS

For more information regarding students expressions an distributions/posting of materials, see HSD Board Policy #220: Student Expression/Distribution and Posting of Materials.

ELECTRONIC SURVEILLANCE

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

EMERGENCY DRILLS

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

EMERGENCY SITUATIONS

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

- Please do not telephone the school. Telephone lines will be needed for emergency communications.
- Please do not drive to school. Streets/roads should be as free from traffic as possible for emergency vehicles.
- Check the school district website for information regarding district emergencies, closings, etc.

- Listen to the radio or TV Channel 8, WGAL, for information and instructions for transporting students during or after an emergency.

FLAG SALUTE & PLEDGE OF ALLEGIANCE

The Hempfield Board of School Directors believes it is the responsibility of all citizens to show proper respect for our country and its flag. Therefore, the school district requires the Pledge of Allegiance and Flag Salute ceremony be conducted daily. Students who choose to refrain from such participation shall respect the rights of others who do participate in the ceremony by remaining respectfully silent.

FUNDRAISING

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

GYMNASIUM

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

HALL PASSES

Students who need to leave a classroom, homeroom, flex, or cafeteria for any reason must have an official e-Hall pass or teacher issued pass.

HALLS/STAIRWAYS

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

INTERNET

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

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). 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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

As Per School Board Policy 237 Electronic Devices: logging into the computers or district held technology, the student agrees to abide by the Hempfield School District's responsible use policy set forth by the school board.

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

ITEMS FROM HOME

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

LOST AND FOUND

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

LOST BOOKS/OBLIGATIONS

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

MEDIA CENTER

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

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

vicinity of their home computers with Internet access. The physical and virtual worlds provide students with the resources they will need throughout the school year.

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

Detailed circulation procedures and guidelines are found on the Library Website. All students must come to the library with a library related purpose. The above referenced Destiny Homepage provides links to most of the Library's Webpages. Fines for overdue materials are charged due to the negative impact of non-returned materials on the other students needing to use these resources as well. Bi-weekly fine and overdue notices are sent to students via their homeroom teachers. Students are responsible for the materials they borrow.

PEST MANAGEMENT POLICY

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

STUDENT I.D. CARDS

All students receive individual identification cards that include the student picture, grade and school issued identification number. Students should keep their ID with them as their ID is used for cafeteria purchases and dance attendance.

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

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

TEAM APPROACH

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

TEXTBOOKS

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

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.

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

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

WORK PERMIT FOR EMPLOYMENT OF MINORS

The Pennsylvania Child Labor Law required minors 14 years of age and older to obtain a work permit prior to beginning employment. Minors must present a birth certificate, baptismal certificate, or passport when applying for a work permit. School officials are required by law to see each applicant's proof of age before issuing a work permit. To obtain a work permit, a student – accompanied by a parent – must see a secretary in the Franklin Office between 8:30 a.m. and 4:00 p.m. during the school year and 8:00 a.m. and 3:00 p.m. during summer vacation.

More information may be found on the district website.

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Transportation



BUS TRANSPORTATION

Buses will stop in the designated loading areas. All students will board at these points. The bus drivers are in absolute control and have full responsibility for maintaining safe conditions on the buses. Students must abide by their rules and regulations concerning conduct on the buses. Cameras are placed on our school buses to monitor behavior. The use of bus transportation to and from school is a privilege, not a right. If the conduct of a student while riding a bus is such that it jeopardizes the safety of others or is otherwise obnoxious or undesirable, this privilege may be denied. Obey these rules -- they are for your protection -- show concern and respect for your fellow students, and make the bus ride pleasant and safe.

Due to the large number of students transported to and from school, bus passes for permission to ride a bus other than the assigned bus will be issued for **emergency purposes only**. Requests 3 days in advance.

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

School Bus Safety Rules:

- The use of bus transportation is a privilege, not a right. If student conduct jeopardizes the safety of others, or is otherwise undesirable, this privilege may be denied and disciplinary consequence may be assigned.

- All school rules apply while on the bus. Bus Conduct Reports are used to communicate infractions to the appropriate school principal.

- Video and audio cameras are in use on every bus.

- Students may only use the school bus and designated stop assigned by the Transportation Department.

- Students should arrive at their designated bus stop 10 minutes prior to the scheduled pick-up time.

- Students will be responsible for their behavior while at the bus stop. Please respect the property rights and privacy of others who reside at or near the bus stop. For your safety, do not play in the road.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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Parents' Right to Know

STUDENT RECORDS/FERPA

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

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

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

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student educational records. According to FERPA, parents or eligible students (students who are 18 years or older) have the right to inspect and review their child's records or their own records within 45 days after the school receives a written request. Additionally, parents or eligible students have the right to request corrections to school records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.

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

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

- Specified officials for audit or evaluation purposes

- Appropriate parties in connection with financial aid to a student

- Organizations conducting certain studies for or on behalf of the school

- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific Pennsylvania State law

Under the Federal Family Educational Rights and Privacy Act (FERPA), the District must release directory information; student names, addresses, and telephone listings, when requested. Additionally, under the Every Student Succeeds Act and the National Defense Authorization Act, the District must release directory information; student names, addresses, and telephone listings to military recruiters for recruiting purposes and college scholarships offered by the military upon request. If parents do not wish this directory information to be released, they must notify the building principal in writing regarding their wishes, no later than September 1, 2022.

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:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue SW
Washington, DC 20202-8520

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.

CHILD ABUSE REPORTING POLICY

As per School Board Policy 806 Child/Student Abuse: The Board requires district employees, independent contractors, and volunteers to comply with identification and reporting requirements for suspected child abuse.

Duty to Report

School employees, independent contractors, attorneys affiliated with the district, and volunteers ("Mandated Reporters") shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

1. The Mandated Reporter comes into contact with the child in the course of employment, occupation, and the practice of a profession or through a regularly scheduled program, activity, or service.
2. The Mandated Reporter is directly responsible for the care, supervision guidance, or training of the child.
3. A person makes a specific disclosure to a Mandated Reporter that an identifiable child is the victim of child abuse.

4. An individual fourteen (14) years of age or older makes a specific disclosure to a Mandated Reporter that the individual has committed child abuse.

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

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

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

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

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

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

PARENTS' RIGHT TO INSPECTION

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

INSTRUCTIONAL MATERIALS

During any given school year, the staff utilizes a variety of instructional materials in order to meet the needs of all students. We take pride in our selection of the highest quality materials for all of our instructional programs. As per HSD Board Policy #105.1: Review of Instructional Materials by Parents/Guardians and Students, parents have the right and are welcomed to review any of these materials, excluding tests and/or other academic assessments. If parents would like to review materials, they simply need to make an appointment with the building principal, who will make the materials available and who also will be available to answer questions if needed.

HIGHLY QUALIFIED TEACHER

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

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

If parents would like to receive any of the information listed above, they need to contact their child's building principal. Please note that 100% of our teachers; including Title I teachers, regular classroom teachers, special education teachers, special area teachers, and paraprofessionals are properly certified and meet the requirements of this law.

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

HEMPFIELD EVENTS

Information pertaining to student activities, school events, and announcements may be found on the district website.