

Hempfield Elementary Schools

# 2018-19 Elementary Handbook



July 2018

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# Welcome to Elementary School



# Welcome

The years spent in elementary school are very important to the long-term development of each child. It is during these years that most children are first introduced to a diverse set of formal learning processes that form the foundation on which the rest of their school career will be built. It is the objective of the Hempfield Elementary Schools to engage students in learning experiences that are positive and growth-focused. To accomplish this aim, we strive to provide students with challenging, effective instruction and the support necessary to build the strong foundation needed for success now and in the future.

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

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

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

Sincerely,



Michael J. Bromirski  
Assistant Superintendent

# Contact Information

## **Centerville Elementary School**

901 Centerville Road, Lancaster, PA 17601

Thomas C. Kramer, Principal

717-898-5575

## **East Petersburg Elementary School**

5700 Lemon Street, East Petersburg, PA 17520

Kimberly L. Rauscher, Principal

717-569-1211

## **Farmdale Elementary School**

695 Prospect Road, Mount Joy, PA 17552

Patricia M. Pearson, Principal

717-898-5595

## **Landisville Primary Center**

320 Mumma Drive, Landisville, PA 17538

Ronald G. Swantner, Principal

717-898-5519

## **Landisville Intermediate Center**

330 Mumma Drive, Landisville, PA 17538

Ian M. Daecher, Principal

717-898-5590

## **Mountville Elementary School**

200 College Avenue, Mountville, PA 17554

Maria T. Hoover, Principal

717-285-5501

## **Rohrerstown Elementary School**

2200 Noll Drive, Lancaster, PA 17603

Kathleen H. Swantner, Ed.D., Principal

717-299-7126

## **MISSION STATEMENT**

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

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 Dr. Tab J. Musser, Compliance Officer, Hempfield School District, 200 Church Street, Landisville, PA 17538.

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

# Schedules

## Daily Schedules

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

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

**SPECIAL NOTE: WE REQUEST YOUR ASSISTANCE IN MAKING SURE YOUR STUDENT(S) REMAIN SAFE AND SUPERVISED AT ALL TIMES. PLEASE DO NOT DROP YOUR CHILD(REN) OFF AT SCHOOL BEFORE 8:40 A.M. PRIOR TO THAT TIME, THE DOORS ARE LOCKED AND STUDENTS WILL BE UNABLE TO ENTER THE BUILDING.**

## Modified Schedules

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

### Kindergarten Schedule For Early Dismissals

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

# Modified Kindergarten For Delayed Openings

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

<b>Morning Session</b>	11:00 a.m. - 12:55 p.m.	<b>Afternoon Session</b>	1:35 p.m. - 3:30 p.m.
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# Hempfield School District Calendar



## 2018-2019 CALENDAR

### JULY 2018

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 2018

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

### SEPTEMBER 2018

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

### OCTOBER 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6 T-23/52
7	8	9	10	11	12	13 S-21/45
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### NOVEMBER 2018

S	M	T	W	T	F	S
				1	2	3 T-18/70
4	5	6	7	8	9	10 S-18/63
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### DECEMBER 2018

S	M	T	W	T	F	S
					1	T-15/85
2	3	4	5	6	7	8 S-15/78
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### JANUARY 2019

S	M	T	W	T	F	S
		1	2	3	4	5 T-20/105
6	7	8	9	10	11	12 S-20/98
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### FEBRUARY 2019

S	M	T	W	T	F	S
					1	2 T-18/123
3	4	5	6	7	8	9 S-17/115
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

### MARCH 2019

S	M	T	W	T	F	S
					1	2 T-19/142
3	4	5	6	7	8	9 S-19/134
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### APRIL 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6 T-20/162
7	8	9	10	11	12	13 S-20/154
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### MAY 2019

S	M	T	W	T	F	S
				1	2	3 T-22/184
4	5	6	7	8	9	10 S-22/176
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### JUNE 2019

S	M	T	W	T	F	S
					1	T-5/189
2	3	4	5	6	7	8 S-4/180
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

△ **First Student Day** - August 23, 2018

▽ **Last Student Day** - June 6, 2019

◇ **New Teacher Orientation**  
August 13, 15, 16, 2018

□ **Teacher In-Service Days**  
August 17<sup>⊗</sup>, 20, 21, 22, 2018  
September 21, 2018  
October 8, 19<sup>\*\*</sup>, 2018  
February 15, 2019  
June 7, 2019 (AIS)

⊗ August 17 is scheduled as a faculty work day and may be fulfilled on any date after August 1 with consent of the building principal.

**\*\*Elementary Parent/Teacher Conferences**  
October 17 & 18, 2018 - (5:00 pm - 9:00 pm)  
October 19, 2018 - (9:00 am - 11:40 am)

○ **Vacation Days/Designated Holidays**

August 31, 2018  
September 3, 2018  
November 21, 22, 23, 26, 2018  
December 24, 25, 26, 27, 28, 31, 2018  
January 1, 2, 21, 2019  
February 18, 19, 2019  
March 22, 25, 2019  
April 19, 22, 2019  
May 27, 2019

✓ **Early Dismissals (ELEMENTARY)**

October 5, 2018 .....(1:30 pm)  
October 17, 2018\*\* .....(1:00 pm)  
October 18, 2018\*\* .....(1:00 pm)  
**\*\*Parent-Teacher Conferences**  
November 9, 30, 2018 .....(1:30 pm)  
December 21, 2018 .....(1:30 pm)  
January 18, 2019 .....(1:30 pm)  
March 8, 21, 2019 .....(1:30 pm)  
April 18, 2019 .....(1:30 pm)  
May 24, 2019 .....(1:30 pm)  
June 4, 5, 2019 .....(1:30 pm)  
June 6, 2019 .....(1:00 pm)

✓ **Early Dismissals (SECONDARY)**

October 5, 2018 .....(12:50 pm)α  
November 9, 30, 2018 .....(12:50 pm)α  
December 21, 2018 .....(12:50 pm)α  
January 16, 17, 18, 2019 .....(12:50 pm)α  
March 8, 21, 2019 .....(12:50 pm)α  
April 18, 2019.....(12:50 pm)α  
May 24, 2019.....(12:50 pm)α  
June 4, 5, 2019.....(12:50 pm)α  
June 6, 2019.....(12:00 pm)αα

α(CMS/LMS - 12:40 pm/HHS - 12:50 pm)

αα(CMS/LMS - 11:40 am/HHS - 12:00 pm)

☆ **Snow Make-Up Days**  
1/2/19, 2/19/19, 3/22/19, 3/25/19  
**Additional Snow Make-Up Days**  
will continue beyond June 6, if necessary.

ELEMENTARY MARKING PERIODS			MIDDLE SCHOOL & HIGH SCHOOL MARKING PERIODS		
1 <sup>st</sup> Trimester	08/23/18-11/27/18	60 Days	1 <sup>st</sup> Quarter	08/23/18-10/31/18	45 days
2 <sup>nd</sup> Trimester	11/28/18-03/07/19	60 Days	2 <sup>nd</sup> Quarter	11/01/18-01/18/19	45 days
3 <sup>rd</sup> Trimester	03/08/19-06/06/19	60 Days	3 <sup>rd</sup> Quarter	01/22/19-04/01/19	45 days
			4 <sup>th</sup> Quarter	04/02/19-06/06/18	45 days

Last Student Day and Last Teacher Day are Tentative

# School Delay and Closing Information



## **SCHOOL DELAY & CLOSING INFORMATION**

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

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

Closings are also announced on various television and radio stations. To see the full list of media stations, [visit our website](#) or [refer to page 43](#).

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# Attendance



# Attendance Policies

## PENNSYLVANIA SCHOOL CODE

According to Pennsylvania School Code, a student has the responsibility to attend school regularly. The HSD School Board Policy No. 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 parents/guardians who are liable for attendance until the student attains the age of 17 years.

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

## ANTICIPATED ABSENCES

Absences for educational reasons and family trips require the completion of an Anticipated Absence Request Form. This form must be completed by the parent/guardian and submitted to the principal in order to request an excused absence **at least one week prior to the scheduled event**. All homework, class work, tests, and quizzes should be scheduled for make-up within five days of the student's return to school. Should plans change, the parent/guardian should notify the principal to rescind the absence request. **Parents/Guardians are expected to reference our school calendar to avoid scheduling conflicts with state-mandated (PSSA) testing dates; trip requests during PSSA testing will not be approved.**

## DAILY ATTENDANCE/EXCUSES

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

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

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

## **EXCESSIVE ABSENCES**

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

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

## **SCHOOL TRUANCY**

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

**Act 138 of 2016** extensively revises provisions for truancy. Pennsylvania law raises the fine placed on parents/guardians for truancy to \$750.00 and requires them to pay court costs or be sentenced to complete a parenting education program. Both the truant child and parent/guardian must appear at a hearing by the district justice.

## **EARLY DISMISSALS/ EXCUSING PUPILS**

The school will excuse early dismissals only for events which absolutely cannot be scheduled at another time. A request for early dismissal should be submitted to the school. At the approved time for the dismissal, the student should report to the office and be signed out and signed back in upon return. An appointment card from the doctor or dentist must be returned to the office upon return. ***A photo ID is required when picking up a student from the building.*** If the student is unable to return to school the same day, he/she must return the appointment card to the office prior to the beginning of the next school day. Students who arrive after 12:15 p.m. will be considered absent one-half day for attendance purposes.

## **TARDINESS - SCHOOL**

Students who are not in their assigned classroom by 9:00 a.m. will be marked tardy to school by the classroom teacher. All students who arrive after 9:00 a.m. will be required to sign-in with the office. Students are required to submit a regular excuse form completed by a parent/guardian for all 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 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 arriving after 12:15 p.m. or leaving school prior to 1:15 p.m., (10:20 a.m. & 2:05 p.m. for Kindergarten students), will be considered absent half a day. Students arriving after 2:00 p.m. will be considered absent for the full day.

## **ATTENDANCE BOUNDARIES**

Because Hempfield is such a large school district, consistency in enrollments between our seven elementary schools must be maintained. Therefore, strict attendance boundaries have been established as outlined in Board Policy No. 206. Students within each area are expected to attend the designated school, and assignment shall be consistent with the educational needs and abilities of the students.

Parents/Guardians are encouraged to contact the district enrollment office, 717-459-9009, to determine the attendance area of any new residence prior to moving.

## **CHANGE OF STATUS**

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

## **MOVING WITHIN THE DISTRICT**

As students move from one attendance area to another within the district, the students shall be reassigned to the school designated for that attendance area. The only exception would be for a student in Grade 6 who will be allowed to finish the school term at the original school. This student will then be assigned to and must attend the school designated for their new address the following year. (Board Policy No. 206) Parents/Guardians should submit a written request to continue in the school of origin to the building principal.

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

## **PARENT OF RECORD**

According to Board Policy No. 238, a student may only be dismissed, prior to the end of the school day, by the school principal or designee to a parent or legal guardian. Either parent or the child's legal guardian may authorize the school principal, in writing, to dismiss the student to another individual acting as a temporary guardian/custodian. In emergency situations verbal permission may be accepted. The above applies unless the school principal is in possession of a legal court document disallowing the same. The principal has the right to deny release permission, verbal or written, to any party other than the parent or legal guardian of the student.

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

## **RESIDENCY**

Hempfield School District operates the schools for the benefit of children who reside within our legal boundaries. According to Board Policy No. 202 "Eligibility of Nonresident Students," regularly enrolled students whose parent(s)/guardian(s) move out of the school district may not attend our schools without paying tuition. However, if the move

occurs after April 1st of any given school year, students may be permitted to finish the school year without payment of tuition provided a written request is made to district administration and proper documentation is presented. Similarly, a child whose parent/guardian has executed a contract to buy or build a residence in the district for occupancy prior to October 15th of any given school year may be enrolled at the beginning of that school year tuition-free. Other nonresident students may only attend our schools with proper approval by the board of school directors and payment of the appropriate tuition as outlined in Board Policy No. 202.

## **WITHDRAWAL AND TRANSFER**

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

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## Academics



# Academic Information

Our programs are based on curriculum that is aligned with Pennsylvania's academic standards. To view more detail regarding our state's requirements, visit the Pennsylvania Department of Education website: [www.education.state.pa.us](http://www.education.state.pa.us)

## ART

Specially trained teachers provide all students with instruction in art. State Standards in the Visual Arts set the framework for curricular topics and experiences, which incorporate a spiral concept of sequential development based on ability level and needs of students. Components in six areas: Seeing and Observing, Art Theory, Aesthetics and Criticism, Problem Solving and Creative Thinking, History and Culture, and Media and Process stress the importance of having art connect to all areas of learning and the realization that we all experience art constantly as part of daily living.

## ENGLISH LANGUAGE ARTS: READING & WRITING

The goal of the Hempfield School District English Language Arts program is to ensure that all students reach their literacy potential in order to meet the demands of our 21st century society. They should be active, strategic, and independent users of print, spoken language, and electronic text.

Within our English Language Arts program, we include valid and reliable assessments to identify strengths and weaknesses of each student. Data from these assessments are needed to ensure teachers and support specialists are well informed as they combine this information with student interests to focus on maximizing the growth of each student.

The Hempfield School District believes reading and writing are complex, interactive processes that combine the use of basic skills and advanced thinking strategies to make meaning of text to convey meaning to a variety of audiences and for a variety of purposes. The district believes that becoming a competent, independent reader and writer is a developmental process involving the social, personal, cognitive, and knowledge-building dimensions of learning.

Our reading instruction focuses on evidence-based best practices within a comprehensive literacy workshop framework. Although basic skills are essential components of literacy, reasoning and critical thinking are also of great importance. In addition to systematic skills instruction, we place an emphasis on teaching for meaning that includes attention to motivation, composition, oral language, and critical thinking.

Students will also experience writing instruction daily, during which they will interact with the PA Core Standards for English Language Arts and use Mentor Texts that help teachers provide instruction focused on various genres and modes of writing.

## HEALTH/DRUG AND ALCOHOL EDUCATION

A team approach is used for the instruction of the health curriculum, utilizing the school nurse, school counselors, health and physical education instructors, classroom teachers, and guest speakers to help students understand the aspects of the PA State Standards for Elementary Health and Safety Education. Instruction includes concepts of weight management and nutrition, the basic structure and function of the body systems, communicable diseases, consumer health, physical fitness, and the dangers of substance abuse. Aspects of these units are introduced at the primary grades and expanded upon each year.

## **LIBRARY PROGRAM**

At the elementary level, certified school librarians meet with classes on a scheduled basis. Elementary students receive isolated skills instruction and have time to check out materials once a cycle. The elementary librarian and classroom teachers also collaborate to provide integrated instruction, which allows student learning to be meaningful, authentic, and focused on problem solving. All libraries also provide student access to and instruction in online resources for research.

## **MATHEMATICS**

The mathematics program at the elementary level emphasizes computation mastery of the four basic operations: addition, subtraction, multiplication and division. Students will also develop problem-solving skills while studying numeration, ratios, fractions, decimals, percentages, geometry, graphs, probability, and measurement, along with other topics.

A rigorous pre-algebra program is also offered for 6th grade students who demonstrate the necessary readiness.

## **MUSIC**

A faculty of certified music educators, and a coordinated K-12 course of study guide music education in the Hempfield School District. Students receive music instruction from kindergarten through sixth grade during the school day. Within the music classroom, attention is given to singing, rhythm, instruments, listening, creativity, and movement. Skill development related to aural training and music literacy (reading music) advances systematically from grades kindergarten through six. Music appreciation experiences include richly diverse, characteristic examples of American, European, and world music. Composer background is included.

Instrumental performance opportunities for all children begin after grade three, when band and string instruments are introduced. In addition to classroom music, students who elect to participate in the band and string programs receive one lesson and one ensemble rehearsal each cycle during the school day. Rental fees for students using instruments owned by the school district apply. Refer to the Instrument Usage Fee Program document posted in the [Resources section of the Music Department's webpage](#) (Academics – Academic Departments – Music) on the district website for specific information on the program. String and band ensembles perform once each year at a building concert, and once each year at an all-district concert.

Sixth grade students will receive information about the opportunity to participate in a choral ensemble from their classroom music teacher.

## **MUSIC SELECTION GUIDELINES FOR CLASSROOM PARTICIPATION/PUBLIC PERFORMING GROUPS**

The Hempfield School District Music Department Course of Study provides a wide variety of musical learning experiences for all students, grades kindergarten through twelve. Activities are included in each music class, which reflect both the traditional and richly diverse qualities of the greater Hempfield Community. In respect to the many religions and cultures represented in the Hempfield School District, the music is selected for classroom music instruction, as well as, for public performing groups for its aesthetic value, not the text presented in the lyrics.

Classroom performance music is selected for its relationship to the CORE curriculum and is intended to provide a balance of literature with sensitivity to the diversity that is reflective of the Hempfield community.

We realize that some students might feel uncomfortable with the performance of certain musical examples throughout the school year. Music teachers will be sensitive to these situations and students may exempt themselves from participation during that class segment. Parents/Guardians may also contact the school at any time to discuss this issue.

The Hempfield Music Department acknowledges and respects the many backgrounds of its students, families and communities. The Hempfield Music Course of Study draws from the world's many musical components to provide all students valuable learning opportunities.

## **PHYSICAL EDUCATION**

The elementary physical education program is designed to help each student progress in their fundamental motor skills and see improvement in their health-related physical fitness levels. The curriculum is sequential and developmentally appropriate for each age group. Instruction is conducted in such a way that students meet for class twice each six-day cycle and skills are introduced, practiced, and assessed by a professional certified physical educator. Students engage in movement exploration, individual and group activities, and are given the opportunity to experience lead-up games that prepare them for team and individual sports and recreational pursuits. Competition is de-emphasized so that learning can occur in an emotionally safe atmosphere and students are encouraged to try new things. Emphasis is placed upon fair play and sportsmanship, as well as appropriate group dynamics, and the development of socially desirable traits.

As a matter of safety, students are not permitted to wear earrings, necklaces, rings, or any other type of jewelry or clothing that may be dangerous for them or other students in the physical education class. Sneakers are required of all students. Dresses are not appropriate for physical education classes. If a child is sick or injured and his/her parents/guardians would like to request that they be excused from class, a written note must be provided. In instances where this becomes a regular occurrence, a doctor's note may be required.

## **SCIENCE**

The Hempfield Elementary Science program integrates the 5-Es into an inquiry-based learning model: Engage, Explore, Explain, Extend, and Evaluate. Science instruction must address both the processes of science and the specific content of science. The processes of science inquiry are addressed through a combination of the 5-E model and STEM that are embedded in our curriculum.

## **SOCIAL STUDIES**

The elementary social studies program emphasizes an understanding of self, neighborhood, community, city, state, country, and world. Special recognition of the contributions of the Commonwealth of Pennsylvania, the United States of America, Canada, Mexico, and Central and South America are emphasized.

## **SUPPORT SERVICES: ENGLISH LANGUAGE DEVELOPMENT (ELD)**

Instructors in the ELD program work with students who have limited English proficiency. Areas of support include listening, speaking, reading, 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 the first 30 days of school or within 14 days of enrollment if a student enrolls after the first day of school. Parents/Guardians of an English Learner identified for participation in the ELD program will be notified of:

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

Parents/Guardians of English Learners are encouraged to become involved in their child's educational program by attending scheduled conferences, communicating with the teachers and building principals, attending ELD Parent/Guardian Meetings, and by being active in the school's Parent-Teacher Organization. Questions regarding the ELD Program should be directed first to the child's ELD instructor, then to the Building Principal, or the district World Languages and ELD Supervisor, [Mrs. Rosemarie Zorrilla](#), at 717-898-5505.

## **SUPPORT SERVICES: GIFTED EDUCATION**

Gifted education services are provided to school-age students who meet the PA guidelines for gifted services and are identified as gifted. In compliance with state and federal law, notice is given by the Hempfield School District that it conducts ongoing identification activities as part of its school program, which includes the screening of all second graders, for the purpose of identifying students who may be in need of gifted education services. If your child is identified by the school district as possibly being in need of such services, you will be notified of applicable procedures. If you believe that your school-age child may be in need of gifted education services, you may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for screening and evaluation can be made at the individual school by contacting the building principal or by contacting the Gifted Services Coordinator, [Mrs. Eileen Little](#) at 717-618-1997. Questions concerning gifted services should also be addressed to Mrs. Little.

## **SUPPORT SERVICES: INSTRUCTIONAL SUPPORT TEAM (IST)**

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

## **SUPPORT SERVICES: SPECIAL EDUCATION**

In compliance with state and federal law, notice is given by the Hempfield School District that it conducts ongoing identification activities as part of its school program. The purpose of these activities is to identify those students who may 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. For information about these policies and procedures, please contact the Director of Special Education, [Ms. Denise M. Galen](#) at 717-898-5563.

## **STUDENT SERVICES: SOCIAL WORKERS**

The Hempfield School District presently employs two full-time social workers who are additionally certified as home and school visitors. The social workers provide support and services to the school and families in order to reduce educational barriers, thereby enhancing the students' educational experience. They address the needs of the student population and their families, working closely with teachers, school counselors, and administrators within the school district. The social workers serve as liaisons between school and community resources, assisting staff in determining students' and families' needs for supportive services. For further information regarding social services, please contact the Office of Student Services, at 717-459-9006.

# Parents' Right to Know

## STUDENT RECORDS

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

Permanent records include only the minimum data necessary to identify the student, specifically designed education plans, standardized test scores, and academic progress reports. Supplementary records are also maintained, including a health record and verified information of significance to the child's functioning in school. These records are destroyed when no longer significant to the pupil's education. All cumulative records are destroyed one year after the student graduates. High school completion/transcripts are maintained for 25 years.

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

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

- School officials with legitimate educational interest; a school official is a person employed by the school or an administrator, supervisor, instructor, or support staff member, (including health or medical staff and law enforcement/court personnel who need to review the educational record in order to fulfill his or her professional responsibilities) a person who serves on the School Board, and a person or company with whom the school has contact to perform a special task (such as an attorney, auditor, medical consultant or therapist.)
- Other schools to which a student is transferring. Please note that Hempfield School District does forward education records, including disciplinary records, to other schools that have requested the records and in which the student seeks or intends to enroll.
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;

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

Parents/Guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

## **EXCLUSION FROM INSTRUCTION**

Parents/Guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs. (Board Policy No. 105.2) Parents/Guardians need to provide a written request to the building principal detailing the specific instruction from which the student is to be excused. It is the responsibility of the student to request permission to leave class when the specific instruction objected to is presented. All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.

## **HIGHLY QUALIFIED TEACHER**

Currently, school districts are required to notify parents/guardians that they may request the following information regarding the professional qualifications of their child's classroom teacher:

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

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

## **HOMELESS STUDENTS**

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

## **DEFINITION OF HOMELESS STUDENTS**

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

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

## **RIGHTS OF HOMELESS STUDENTS**

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

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

## **INSTRUCTIONAL MATERIALS**

During any given school year the staff utilizes a variety of instructional materials in order to meet the needs of all students. We take pride in our selection of the highest quality materials for all of our instructional programs. Parents/Guardians of students enrolled in this school district have the right and are welcomed to review any of these materials, excluding tests and/or other academic assessments. If parents/guardians would like to review materials, they need to make the request in writing, setting forth the specific material being sought for review as per the guidelines outlined in Board Policy No.

105.1. The building principal will set up an appointment, make the materials available for review, and be available to answer any questions.

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

(Board Policy No. 235.1)

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

1. Political affiliations or beliefs of the student or student’s parent/guardian.
2. Mental or psychological problems of the student or student’s family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student’s parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

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

## **PROTECTED HANDICAPPED STUDENT**

In compliance with state and federal law, the Hempfield School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

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

For further information on the evaluation procedures and provisions of services to protected handicapped students, contact your child’s building principal.

For additional information about parental rights and School District policies and procedures, please contact [Ms. Denise Galen](#), Director of Special Education, 717-898-5563.

# 4

## Student Conduct, Rights, & Responsibilities



# Student Conduct Expectations

## PHILOSOPHY

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

It is the responsibility of the school, home, and community to provide an atmosphere of purpose and concern for education and the wellbeing 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 system in a district is directly related to the total educational program. We believe it is the responsibility of the school authorities to maintain and support a thorough and effective system of education while recognizing the personal rights, freedoms, and responsibilities of all students. Discipline consequences should be progressive and increase upon repeat occurrences.

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

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

# Student Rights & Responsibilities

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

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

## **STUDENT RESPONSIBILITIES**

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to all school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of fellow students. Students should respect the rights of teachers, students, administrators, and all others involved in the educational process.
3. Students are expected to express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. As noted in Board Policy No. 235, it is the responsibility of the student to:
  - a. Be aware of all policies, rules, and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
  - b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - c. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
  - d. Assist the school staff in operating a safe school.
  - e. Comply with federal, state and local laws.
  - f. Exercise proper care when using district facilities, school supplies, and equipment.
  - g. Attend school daily and be on time to all classes and other school functions.
  - h. Make up work when absent from school.
  - i. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
  - j. Report accurately in student media.
  - k. Not use obscene language in student media or on school property.

## **DISCIPLINE**

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

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

The building principal shall have the authority to assign discipline to students, subject to the policies, rules, and regulations of the district and to the student’s due process right to notice, hearing, and appeal. Teaching staff and other district employees responsible for supervising students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are under the supervision of the district, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others. (Board Policy No. 218)

Disciplinary consequences might vary according to the circumstances. Typical disciplinary consequences could include, but are not limited to: verbal warnings, time out, written apologies, loss of some privileges, and/or phone calls to parents/guardians, etc. There are some behaviors, however, that because they pose a threat to a person/persons or property, or are chronic misbehaviors, materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school, might warrant more serious action such as: in-school suspension, out-of-school suspension, and/or expulsion from school.

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

Every principal or designee in charge of a public school may temporarily suspend any student for disobedience or misconduct. (Board Policy No. 233) A student may be temporarily suspended by the building principal if the principal has reasonable cause to believe that:

1. The physical safety of the student or others is substantially endangered by the conduct of the student.
2. The student has caused substantial interference with classroom instruction or maintenance of good order in the school, on the school grounds, going to or from school, riding school transportation or at any school-related activity.
3. The student has displayed chronic misbehavior to such a degree that the behavior causes a disruption to the educational process for themselves and/or for others.
4. The student harasses or otherwise attempts to intimidate a student or staff member.
5. The student has violated a school policy, which may subject the student to full suspension or expulsion but the required parental conference or hearing has not been held.
6. The student has violated other school policies set forth in this handbook or otherwise published such as the policies regarding tardiness and absence.

Temporary suspension shall mean exclusion from regularly scheduled classes and other activities and privileges, by the principal. A parent/guardian conference may be required before the student is readmitted to school. The suspension may be out-of-school at the discretion of the principal. The student may not attend or participate in extracurricular activities during the period of suspension. Membership and offices held in school activities may be jeopardized.

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

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

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

1. Intentionally causes or attempts to cause damage to school property or steals or attempts to steal school property or knowingly receives stolen property.
2. Intentionally causes or attempts to cause damage to private property or steals or attempts to steal private property or knowingly receives stolen property.
3. Intentionally causes, attempts to cause, or threatens to cause physical injury to another person except in self-defense.
4. Knowingly possesses, or transmits any firearm, knife, or other dangerous object of no reasonable use to the student at school.
5. Intentionally defies the valid authority of either supervisor, teachers, or administrators.
6. Violates other policies, rules and regulations set forth in this handbook or otherwise published by the school.

Full suspension shall mean exclusion from school and any school activity for a period of up to 10 school days. An informal hearing will be held with the student and his or her parent(s)/guardian(s). The suspension may be out-of-school at the discretion of the principal. The student may not participate in extracurricular activities during the suspension. (Board Policy No. 233)

### **EXPULSION**

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

The principal shall have the authority to assign discipline to students, subject to the policies, rules, and regulations of the District up to and including a potential recommendation to the Board that a student be expelled from school. (Board Policy No. 218)

# Behavior Guidelines

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

## **BULLYING & CYBERBULLYING**

As defined in HSD School Board Policy 249, bullying is an intentional electronic, written, verbal, or physical act (or a series of acts) directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive, and has the effect of doing any of the following: substantially interferes with a student's education, creates a threatening environment, or substantially disrupts the orderly operation of the school.

Bullying 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 shall mean in the school, on school grounds, in school vehicles, at designated school bus stops, or at any activity sponsored, supervised, or sanctioned by the school.

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

## **CARE OF SCHOOL PROPERTY**

Hempfield School District believes that schools should help students learn to respect property and develop feelings of pride in community institutions. Each student has the responsibility to properly care for school property, school supplies, and equipment. Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/guardians shall be held accountable for the actions of their child and the district may seek restitution. (Board Policy No. 224)

## **CHEATING AND PLAGIARISM**

Cheating in any form is unacceptable in school and in life and is best addressed as an educational issue at an early age. Given technological advances in the past 10 years, cheating in schools has become more sophisticated. In order to address the different forms of cheating that we now observe, the district has chosen to define different cheating scenarios as follows:

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

- *Possession/Distribution of Stolen Academic Property* – occurs when a student:
  - Is found to be in possession of, or to have distributed, a hard copy of an assessment and/or answer key OR
  - Is found to have used an electronic device to capture assessment information (questions and/or answer key) for his/her personal use or to share with other students.
- *Plagiarism* – occurs when a student takes the idea or work of someone else and attempts to pass this work off as his/her own on a performance-based assessment (term paper, project, etc.)

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

- *“Traditional” cheating* (does not involve theft, distribution, or possession of test materials):
  - The student will meet with the teacher and discuss the cheating situation and the parents/guardian will be notified.
  - The student will complete a retest and receive feedback about his/her test performance.
  - The student will receive administrative consequences based on the elementary building’s Positive Behavior Support Plan.
  - Repeat offenses will be met with progressive disciplinary action that increases in severity with each repeat offense.
- *Possession/Distribution of Stolen Academic Property* (hard copy or electronic):
  - The student and parent/guardian will meet with the teacher and principal to discuss the student’s possession and/or distribution of secure test materials.
  - The student will complete a retest and receive feedback about his/her test performance.
  - The student will receive administrative consequences based on the elementary building’s Positive Behavior Support Plan.
  - Repeat offenses will be met with progressive disciplinary action that increases in severity with each repeat offense.
- *Plagiarism on a performance-based assessment*
  - The student will meet with the teacher to discuss the incident prior to redoing the project.
  - The teacher will notify the parent/guardian regarding the issue; the issue will also be reflected in the comments section of the report card.
  - The student will receive administrative consequences based on Elementary building Positive Behavior Support Plan.

- Repeat offenses will be met with progressive disciplinary action that increases in severity with each repeat offense.

## **CORPORAL PUNISHMENT**

Corporal punishment- a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument for a violation of district policies, rules or regulations is strictly prohibited by Board Policy No. 218.

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

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

## **DRESS AND GROOMING**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others. (Board Policy No. 221) The interpretation of proper school dress resides with the school administration following the guidelines listed below:

1. Students have the responsibility to keep themselves properly clothed and their hair clean.
2. Hair and clothing styles are restricted only as they would disrupt the educational process or present a health or safety hazard.
3. Clothing shall be worn properly and not endanger health or safety or disrupt the educational process. For playground safety, students are requested not to wear sandals or flip-flops or other open-toed types of footwear. Closed-toed shoes protect students from toe and ankle injury on a busy playground.
4. Clothing that promotes, encourages, or depicts any form of drug, alcohol, tobacco, cult of satanic activity, gang or gang related activities, or that contains profane or obscene language or gestures is not permitted. Other examples of clothing that would not be considered appropriate would include muscle shirts, halter tops, tank tops, "off the shoulder" shirts, shirts that expose a bare midriff, jewelry which could be used as a weapon or that could cause injury on the playground or in Physical Education class, i.e., large or numerous necklaces, bracelets, earrings, and or rings which adjoin several fingers simultaneously. Hats, bandannas or other head coverings (except for a religious observance) are also not appropriate to wear in the school setting.

5. No buttons, slogans, pictures, words or patches are permitted, if they are a distraction to the educational process. This includes: tobacco, drug and alcohol slogans or advertisements, sexual reference, satanic references, racial, ethnic, and religious intimidations.
6. Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure health or safety of the student.

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

The school district recognizes that the use of drugs and alcohol is a serious problem, which impacts the well-being of individual students and the school community. The use or possession of drugs, drug paraphernalia, look-alike or synthetic drugs, alcohol, bath salts or synthetic bath salts, volatile solvents or inhalants, controlled substances, and over-the-counter (OTC) medications by students is prohibited on school property, on school buses, while participating in or attending a school-related activity, and while traveling to or from school. (Board Policy Nos. 227, & 227.2) Students in violation of these policies will be disciplined according to the regulations adopted by the Board which may include, but is not limited to, suspension, up to, and/or including expulsion from school.

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

## **ELECTRONIC DEVICES**

Mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the district's students. However, the presence of these devices has the potential to cause unnecessary disruptions and distractions to the educational environment that is desired for our elementary students. Therefore, the Board has adopted Policy No. 237 "Electronic Devices" to maintain an educational environment that is safe and secure and free from distractions for its students, while aiming to permit pupils to reasonably and responsibly utilize mobile technology.

The policy defines electronic devices as any personal communication device including mobile telephones, smart phones, 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; laptops and tablet computers, electronic gaming systems, e-readers, and laser pointers.

The Board prohibits the possession of personal electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public, unless the building principal has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes.

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

Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The district shall not be liable for the loss or damage of any electronic devices that a student brings to school. Please refer to Board Policy No. 237 on the district website ([www.hempfieldsd.org](http://www.hempfieldsd.org)) for further guidelines and clarification.

## **FIGHTING AND PHYSICAL AGGRESSION**

Physical aggression is harmful to individuals and is disruptive to the educational process and will not be tolerated. Each building principal will address physical aggression, including fighting, in an individual and appropriate manner.

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

A United States flag shall be displayed in classrooms and on or near each school building during school hours. District schools shall offer opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem. (Board Policy No. 807) Students may decline to recite the Pledge of Allegiance, or National Anthem and may refrain from saluting the flag on the basis of personal belief or religious conviction. Students who chose to refrain from such participation shall respect the rights and interests of classmates who do participate.

## **PERSONAL POSSESSIONS**

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

## **SAFE AND SECURE SCHOOLS**

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

We believe that our staff is well equipped to work in cooperation with police and other community agencies to deal with situations with students, which are cause for concern. There are procedures in place that are followed when and if a student behaves in a threatening manner.

Although school officials are well prepared to address most threats, we also require parental help and the help of students to become fully informed of threatening behaviors. Please take the time to remind your children that verbal or physical threats must be taken very seriously. If notified promptly, school officials and teachers will act accordingly. The involvement of all our students and parents/guardians is very important in maintaining the safety of schools. Children may convey their concerns to a teacher, counselor or principal. No safety concern is too small to broach. You and your child can help by reporting any threatening behavior that you may hear or observe. All such communication will remain confidential. If you have a concern, please contact your school principal.

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

## **SEXUAL HARASSMENT**

Sexual harassment is unwelcome sexual attention in the school, which has a negative impact on the victim's school performance or creates an intimidating, hostile, or offensive educational environment. Sexual harassment as defined in the Hempfield School District Policy No. 248 "Unlawful Harassment" shall include unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature.

Any student who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee. All sexual harassment complaints will be thoroughly investigated. The right of confidentiality of all parties will be respected consistent with the District's legal obligations and with the necessity to investigate the allegation of misconduct.

Sexual harassment is a very serious offense and could subject a substantiated charge against a student to disciplinary action consistent with the discipline code, Board policies, and district procedures. The filing of false accusations of sexual harassment is also a very serious offense and could result in suspension or recommendation for expulsion.

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

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

Threats and terroristic acts of any kind will be dealt with in an appropriate manner by the building principal or designee. If, in the opinion of the building principal, a threat poses a serious danger to students or staff, the offending student will be suspended, law enforcement officials will be contacted, and the Superintendent may recommend an expulsion. If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require that the student provide competent and credible evidence that the student does not pose a risk of harm to others, prior to readmission. (Board Policy No. 218.2)

## **TOBACCO USE BY STUDENTS**

The Board of School Directors recognizes that tobacco/nicotine use by students, staff, and the public on the district campus presents a health and safety hazard that can have serious consequences for both users and nonusers. Board Policy No. 222 For the purposes of this policy, tobacco/nicotine use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar, and pipe; other lighted smoking product; smokeless tobacco in any form; electronic cigarettes; and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/nicotine produces. The Board prohibits tobacco/nicotine use and possession by students at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

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

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

## **TOBACCO USE BY NON-STUDENTS**

Board Policy No. 904 “Public Attendance at School Events” prohibits tobacco use by any persons in its school buildings and on any property, buses, vans, and vehicles, that are owned, leased or controlled by the school district.

## **UNLAWFUL HARASSMENT**

All forms of unlawful harassment of students are prohibited. The district encourages students who have been harassed to promptly report such incidents to their classroom teacher, building principal or designee. Board Policy No. 248 “Unlawful Harassment,” directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.

Unlawful harassment shall consist of verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual’s ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance.
3. Otherwise adversely affects an individual’s learning opportunities.

## **WEAPONS**

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

A student is in possession of a weapon when the weapon is found on the person of the student; in the student’s desk/locker, automobile or attire of clothing; otherwise under the student’s control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. The school district shall expel for a period of not less than one year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law.

The Superintendent or designee may recommend modifications of such expulsion requirement on a case-by-case basis.  
(Board Policy No. 218.1)

# 5

## General Information

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# General Information

## ACCIDENTS

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

## ADMISSION OF STUDENTS

A child is eligible for admission to Kindergarten if s/he has attained the age of five years before the admission date of entry to Kindergarten (September 1). A child is eligible for admission to first grade if s/he has attained the age of six years before the first day of September. (Board Policy No. 201)

## ASSIGNMENT OF STUDENTS TO SCHOOLS

Students will be assigned to the Elementary School that serves the particular attendance area in which they live provided that assignment is consistent with the educational needs and abilities of the students and makes the best use of district resources. Periodically, the established attendance areas are reviewed to ensure that they are serving the District in the most efficient manner. Any changes in attendance areas will be communicated to parents/guardians in an appropriate and timely manner as per Board Policy No. 206.

## ASSIGNMENT OF STUDENTS WITHIN SCHOOLS (CLASSROOMS)

Students are assigned to specific classes by the building principal based on consideration of the needs and abilities of the student, as well as, the administration of the school as per Board Policy No. 206. Parental requests for specific teachers are not a factor utilized by the principal.

## BIKE INFORMATION

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

## BOOKS AND SUPPLIES

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

## CAFETERIA/FOOD SERVICES

The cafeteria is operated as a service for the students. Nutritious and appealing meals are served daily. Monthly menus for breakfast and lunch are posted on each school's page on the district website ([www.hempfieldsd.org](http://www.hempfieldsd.org)). If you require a paper copy, please contact your child's school office. Breakfasts are \$1.35 and lunches are \$2.45 daily and each meal includes a milk choice. Additional milk and a la carte items may be purchased. Students who are interested in breakfast are to report directly to the cafeteria. Breakfast may be eaten in the cafeteria or in the student's classroom (unless directed otherwise due to food allergies). The District recognizes that food allergies and intolerances are increasingly present in the

student population and Board Policy No. 209.2 specifically addresses the management of these situations in the school setting. Prepayment of meals on a weekly or monthly basis is preferred. Parents/Guardians may create a student account through [Myschoolbucks.com](http://Myschoolbucks.com), which provides the opportunity to view cafeteria purchases, track meal account balances, set up low-balance e-mail reminders, and schedule recurring payments. In an emergency, students may charge their meal, however, prompt payment the next school day is essential. Free and reduced price meal applications are available for families who meet pre-set state guidelines and can be accessed through electronic links on the [Food Services webpage](#) of the district website (Food Services – Meal Prices & Payments – Free & Reduced Price Meals). Paper applications are available upon request. Please refer to the Food Services webpage on the district website or contact the department secretary at 717-898-5566 for more specific information.

## **CHILD ABUSE**

The Pennsylvania Child Protective Service Law (C.P.S.L.) requires school personnel to report situations where they have reason to suspect that a child may be a victim of child abuse. These reports will be made to the Lancaster County Children and Youth Agency. The Law also directs schools to cooperate with the Children and Youth Agency, which is charged with protecting children and conducting the investigation. It is the policy of the Hempfield School District to comply with the C.P.S.L. to its fullest extent as outlined in Board Policy No. 806.

## **COMPLAINT PROCESS**

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

If an amicable solution cannot be reached using this direct, informal approach, the student and/or parent/guardian shall prepare a written statement of his/her complaint outlining the specific nature of the complaint, including a brief statement of relevant facts; the manner and extent to which the student believes s/he has been adversely affected; the relief sought; and the reasons why the student feels entitled to the relief sought. The complaint may then be submitted, in turn, to the building principal, the Superintendent or designee, and the Board. A suitable period of time must be allowed at each level for hearing of the complaint and preparation of a response. (Board Policy No. 219)

## **DISTRIBUTION AND POSTING OF MATERIALS**

Any requests from non-school organizations, groups or individuals seeking to have students participate in or be informed of the opportunity to participate in non-school-sponsored activities, awards, or scholarships shall be governed by Board Policy No. 913. Non-school material for distribution or posting shall be limited to announcing the time, place, and purpose of meetings or events, including religious meetings or events.

## **EMERGENCY PREPAREDNESS PROGRAM**

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

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

Please reinforce with your children that they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind, and inspections are regularly made to remove possible hazards. Each building has personnel who are trained in first aid, CPR, and AED use. The safety and welfare of the students is our primary concern in event of an emergency. Your 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 should be as open as possible for emergency vehicles.
- Listen to the radio, watch TV station WGAL, or check the district website ([www.hempfieldsd.org](http://www.hempfieldsd.org)) for information and instructions for transporting students during or after an emergency.

## **HEAD LICE**

The school nurses screen the elementary students for head lice on a case-by-case basis as per School Board Policy No. 209.1. The school nurse's goals are to contain infestation, provide appropriate health information for treatment and prevention, prevent overexposure to potentially hazardous chemicals and minimize school absence. Please refer to the [A Note from the Nurses Page 50](#) of this handbook for further information on this pesky problem.

## **HEALTH SERVICES**

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

## **HOMEBOUND INSTRUCTION**

Instruction by a qualified teacher will be provided by the school district for pupils who are deemed physically incapable of attending an educational program in the school setting by a medical health professional, when the length of that absence will exceed three weeks and shall not exceed three months as per Board Policy No. 117. This instruction is not designed to replace regular or special education, but rather to ensure that the student's academic skill level is maintained and to prevent regression of skills. When this service is needed, please contact the school counselor or building principal.

## **HOMEWORK**

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

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

## **INSURANCE**

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

## **INTERNET**

The school district provides access to technology resources, including, but not limited to, electronic communication systems, computers, computer networks, networked devices, hardware, software, internet access, and mobile devices. The Board supports the use of the district's technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, and to foster the educational mission of the district and to carry out the legitimate business and operation of the district. Access to and use of its technology resources is a privilege, not a right, which may be revoked at any time. (Board Policy No. 815) For the full text of Policy 815 visit the school board policy page at <http://www.hempfieldsd.org/domain/39>. For additional technology information and policies, please visit the technology department page at [www.hempfieldsd.org/technology](http://www.hempfieldsd.org/technology).

## **MEDICATION**

All medication (**PRESCRIBED AND OVER-THE-COUNTER**) must be brought to school by the parent/guardian in the original container and must be clearly labeled including the student's name, the name of the medication, dosage of the medication, and the time it should be administered. (Board Policy No. 210) With the exception of certain rescue medications, such as asthma inhalers (Board Policy No. 210.1) and EpiPens, student's medication must be kept in the Nurse's Office. They should report to the Nurse's Office at the time designated to have the medication administered by the school nurse and/or health room nurse. A medication form, which is available on the district website, including the signature of the prescribing physician and the parent/guardian must accompany all medication.

## **NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

The Hempfield School District is committed to providing equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability. (Board Policy No. 103) Students who have been subject to discrimination are encouraged to immediately report such incidents to the building principal.

## **PARENT CONFERENCES WITH TEACHERS**

The faculty is available to confer with parents/guardians at any time. Please call the school office to arrange a time convenient to both you and the faculty member. If you have a question that your child cannot explain, a call to the school will often provide you with an appropriate answer.

The school will schedule a conference for all parents during the first marking period on either October 17th or 18th, 2018 during the evening or on October 19th, 2018 during morning hours. You may also refer to the [District Calendar](#) for the dates. Parents/guardians are encouraged to attend this conference. At this scheduled conference, parents/guardians will be informed of their child's academic and social growth as well as their adjustment to school routine

## **PARENT/GUARDIAN VISITATION**

While the Board and district support visits by a parent/guardian to their child's school, parents/ guardians should make every attempt to first participate in the various building sponsored events designed to create quality partnerships between home and school. Outside of these programs, visits may not occur more than once per quarter, unless requested by district personnel for an educational purpose. Since the presence of visitors may cause a disruption during a typical school day; the Board has established guidelines for school visitors, which require that persons wishing to visit a school make arrangements in writing, at least 48 hours in advance, with the school principal. (Board Policy No. 907)

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

In deference to security considerations, all school visitors are required to report to the office, sign in, and wear a visitor's badge upon entry. (Board Policy Nos. 709 & 907.1)

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

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

## **PARENT-TEACHER ORGANIZATION**

Each elementary school offers a parent-teacher organization, which meets on a regular basis. These organizations operate under the direction of the building principal and are intended to improve communication between the home and school and to assist teachers when possible. Each school has a full complement of executive officers and various committees. Each elementary school conducts various fund-raising activities organized and sponsored by the parent organization and approved by the building principal. Parents/Guardians are encouraged to become active members and support their local parent-teacher organization. (Board Policy No. 915)

## **PARKING OF AUTOMOBILES**

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

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

All students in Grades 3-8 will be administered the PSSA English Language Arts Assessment between April 15 – 26, 2019 and the PSSA Mathematics Assessment between April 29 – May 3, 2019. Additionally, students in Grades 4 and 8 will be administered the PSSA Science Assessment between April 29 – May 3, 2019. Make-Ups for all missed subject assessments may also be given during the April 29 – May 3, 2019 make-up window. The purpose of these assessments is to determine student achievement in relation to the State Academic Standards and to provide a snapshot of how our students are achieving when compared to similar schools. Parents/Guardians receive notification of student results when the state scoring is complete.

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

## **PEST MANAGEMENT POLICY**

The Hempfield School District utilizes Integrated Pest Management (IPM) procedures to manage structural and landscape pests making use of toxic chemicals to control and alleviate pest problems with the least possible hazard to people, property, and the environment. (Board Policy No. 716) When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law. Parents/Guardians of students may request prior notification of specific pesticide applications by notifying the school building in writing.

## **PROMOTION – RETENTION**

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

In all cases of retention, the parents/guardians and students shall be informed of the possibility of retention of a student well in advance. Retention of a child is a team decision and will occur only when the district is confident that it has considered all of the information necessary to make an informed decision. Board Policy No. 215 directs that the recommendation of the classroom teacher shall be required for promotion or retention of each student and that the building principal shall make the final determination for promotion or retention of each student.

## **REPORT CARDS**

Report Cards are prepared three times during the school term for elementary students for the purpose of reporting student progress in alignment with Board Policy No. 212. They are posted and are available for viewing online via the Sapphire Community (Parent) Portal, and a link to this portal is available on the district website ([www.hempfieldsd.org](http://www.hempfieldsd.org)). Parent Teacher Conferences are scheduled each year during the first marking period. The reporting instrument will be thoroughly explained to parents/guardians in the fall at the Parent Teacher Conference.

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

## SCHOOL CLOSINGS/DELAYS DUE TO ADVERSE WEATHER CONDITIONS

In the event that inclement weather forces a delay of opening or cancellation of schools prior to their normal opening time, information will be posted in multiple locations noting the schedule change. Hempfield School District communication channels are the most reliable resource, including the district’s mobile app, website ([www.hempfieldsd.org](http://www.hempfieldsd.org)), and social media accounts. We contact multiple television and radio stations. This list is available on our website under [Communications](#) and listed below:

Other stations may report Hempfield School District closings and delays but we are not responsible for providing them with information. No announcement will be made if schools remain open. If students are in school, the school day will continue for the normal school session unless extreme circumstances necessitate closing early. Unscheduled early

Radio	Television
91.3 - WLCH	NBC - WGAL-TV, Channel 8
	ABC - WHTM-TV, Channel 27
	FOX - WPMT-TV, Channel 43
	CBS - WHP,TV, Channel 21

dismissals as a result of inclement weather or other emergencies will be communicated through an automated telephone call to the student’s emergency contacts, as listed in our Student Information System. For this reason, we encourage parents/guardians to maintain current telephone numbers. Early dismissal information will also be posted on the district website ([www.hempfieldsd.org](http://www.hempfieldsd.org)), sent via the mobile app, and announced on the radio and television stations listed.

## SCHOOL SCHEDULE FOR MODIFIED KINDERGARTEN - DELAYED OPENINGS

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

Morning Session: 11:00 a.m. - 12:55 p.m.    Afternoon Session: 1:35 - 3:30 p.m.

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

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

The Hempfield School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and physical activity as part of the total learning experience. (Board Policy No. 246) With the increasing focus on wellness and stricter federal nutritional guidelines, many of the longstanding practices here at Hempfield involving snacks, birthday treats, and classroom celebrations with food have changed. Parents/Guardians are encouraged to coordinate celebrations with the school administration and/or classroom teacher so that creative ideas like colorful pencils and erasers, sticker baskets, teacher's helper for the day, etc. become our best practices for eliminating unhealthy food as a reward or needed piece to a celebration. The following is an excerpt from the above-mentioned policy:

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

## **STUDENT EMERGENCY FORM**

Every student needs to have a completed Emergency Card on file in the school nurse's office. This is needed for contacting you in the event your child becomes ill or injured at school. The Emergency Card information will be sent home at the beginning of the school year and all information is required. School nurses need to know all health problems and medications that students may have. Parent/Guardian signatures are needed on the back of the form. Please update the school nurse throughout the year.

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

The Board respects the right of students to express themselves in word or symbol and to distribute and post material in areas designated for posting as a part of that expression. (Board Policy No. 220) The Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

Materials sought to be distributed or posted, as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program. Distribution of handouts may not be conducted during school hours or on school property except by permission of the building principal and the Superintendent. Students who wish to distribute or post hard copy non-school material on school property or during school sponsored events must submit the material five school days in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

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

Unprotected student expression includes but is not limited to:

1. Defamation of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar, or profane language – whether verbal, written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy, or district rules or regulations.
5. Expression that does or is likely to materially or substantially interfere with the education process, including school activities, schoolwork, or discipline or order on school property or at school functions; threaten serious harm to the school community; encourages unlawful activity; involves bullying; or interferes with another's rights.
6. Expression that was not, but that students could reasonably believe was, prepared or sponsored by the district or a school employee.
7. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

## **SURVEILLANCE**

Staff, students, and parents/guardians should be aware that the Board may place surveillance devices, which may or may not be monitored, anywhere on school district property and/or on vehicles used for transportation of students, employees, and chaperones involved in school-related activities. (Board Policy No. 709.1) The recorded data may be used in investigations of criminal, civil, and policy matters by district administration under the direction of the Superintendent. This notice is provided so that people do not have a false expectation of privacy while on school property, in school vehicles, or while participating in, or attending, a school-related activity.

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

For information on Facility Rentals, refer to the Business Office tab of the district website: [www.hempfieldsd.org](http://www.hempfieldsd.org)  
Questions should be directed to the office of the Chief Operating Officer at 717-898-5570.

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

The primary purpose of our schools is to provide an environment where students may focus on instruction as much as possible. Having visitors who do not attend our schools such as neighbors, friends, relatives or parents/guardians of

students who might attend our schools in the future or those students themselves, causes a disruption to the “time on task” concept that is central to learning. Persons looking for information regarding the Hempfield School District should be directed to our district website: [www.hempfieldsd.org](http://www.hempfieldsd.org) or asked to contact the Communications Office at: 717-898-5539.

## **VOLUNTEERS**

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

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

As a volunteer, parents/guardians and community members have a duty to maintain confidentiality of students. Each volunteer shall keep strictly confidential all information s/he may learn, during the course of performing services, in accordance with district policies and procedures and applicable law. (Board Policy No. 916)

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## Transportation



# Transportation Information

School bus transportation is an extension of the school system and the standards set by the individual school should be carried over onto the school bus. The school bus driver is charged with the safety and discipline of the occupants. Students must abide by established rules and regulations concerning their conduct on the bus. The use of bus transportation to and from school is a privilege, not a right. (Board Policy No. 810) If the conduct of a student, while riding a bus, is such that it jeopardizes the safety of others, or is otherwise undesirable, this privilege may be denied. A building principal may suspend/dismiss a student from riding a school bus for misconduct or actions jeopardizing the safety of others. Students may only use the bus to which they have been assigned. Students may not get off buses at any stop other than their own unless they have written permission from their parent/guardian and approval of the building principal. The district does not provide alternate transportation for social engagements, appointments, or lessons. District policies regarding alternative stops can be reviewed on the Transportation section of the district website: [www.hempfieldsd.org](http://www.hempfieldsd.org)

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

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

## **TRANSPORTATION SAFETY RULES**

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

9. Students are to sit facing forward, keeping the aisle clear at all times. Backpacks, lunch boxes, musical instruments, sports equipment, or any other items must be held on the student's lap or be secured in an empty seat. If this cannot be accomplished, the item is not permitted on the bus.

10. 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.

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

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

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

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

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

16. 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.

17. Report graffiti, broken, and/or vandalized items to the bus driver as soon as possible. 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.

18. Interaction with vehicles behind or beside the bus is not permitted (gesturing, etc.)

19. Use of electronic devices is a privilege. Concerns linked to student use of electronic devices may result in loss of such privileges for any student. Filming videos and taking pictures is not permitted on the bus.

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

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## A Note from our Nurses

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### **DEAR PARENT AND/OR GUARDIAN,**

Welcome to a new school year! We hope that you have had a restful and relaxing summer vacation. The following contains information on head lice that may prove useful.

When school starts, teachers may notice children scratching their heads—a sign of louse infestation—and notify the school nurse who then notifies the parent/guardian. Therefore, parents/guardians tend to associate lice with school. Head lice are not a school problem but a community problem. Lice go from person to person through such activities as sharing pillows and sleeping bags during sleepovers, sharing hats, and borrowing hair decorations. Lice can spread any time children get together!

Lice are an itchy nuisance, but they usually don't cause serious medical problems. They are not a sign of poor hygiene. You can get lice even if your hair is squeaky-clean. In fact, lice seem to thrive in clean hair. You don't need to fumigate your home, use insecticides or go on a housecleaning binge if your child has head lice. However, you should wash the bed linens in hot water and dry them in a hot dryer for 20 to 30 minutes to kill the temperature-sensitive lice and their eggs.

Lice die in 24 to 48 hours after they leave the scalp. There are effective treatments for head lice infestation, which do not require cutting children's hair or shaving them bald. Over-the-counter shampoos such as Nix and Rid contain permethrins, a louse poison, and are effective in treating head lice. Scientists say some evidence shows lice are becoming more resistant to over-the-counter remedies; however, prescription shampoos are available to treat these tough cases and may be obtained by contacting your family physician.

It is our hope that we can partner together with our school families and community in treating and preventing this community problem. Please contact the school nurse in your building with any questions and or concerns in regard to head lice as we look forward to the new school year.

*- The Hempfield Nurses*