SPARTAN PATHFINDER

STUDENT HANDBOOK
62ND EDITION

2019.2020
HEMPFIELD AREA HIGH SCHOOL
4345 ROUTE 136
GREENSBURG, PA 15601
724.834.9000

STUDENT HANDBOOK
2019.2020

IDENTIFICATION

NAME: ____________________________________________
ADDRESS: ______________________________________
HOMEROOM TEACHER: ______________________________
HOMEROOM: ________ GRADE: __________
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PA CODES

PA CODE 12.1. FREE EDUCATION AND ATTENDANCE.

a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth’s public schools.

b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

1) The student is married.
2) The student is pregnant.
3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

Authority
The provisions of this §12.1 amended under section 2603-B of the Public School Code of 1949 (24 P. S. §26-2603-B).

PA CODE 12.2. STUDENT RESPONSIBILITIES.

1. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to 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. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

3. Students should express their ideas and opinions in a respectful manner.

4. It is the responsibility of the students to conform to the following:

1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

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

3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.

4) Assist the school staff in operating a safe school for the students enrolled therein.

5) Comply with Commonwealth and local laws.

6) Exercise proper care when using public facilities and equipment.

7) Attend school daily and be on time at all classes and other school functions.

8) Make up work when absent from school.

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

10) Report accurately in student media.

11) Not use obscene language in student media or on school premises.
Authority

The provisions of this §12.2 amended under section 2603-B of the Public School Code of 1949 (24 P.S. §26-2603-B).


a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students’ rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

Authority

The provisions of this §12.3 amended under section 2603-B of the Public School Code of 1949 (24 P.S. §26-2603-B).
FACTS, FACILITIES & FEATURES

DISPLAY OF STUDENT WORK & OTHER RELATED PROJECTS
In the course of the school program, student work including videotapes, written work, and art work, is displayed and shared within the building, district and elsewhere. If you do not wish to have your child’s work displayed and/or shared, notify the building principal in writing.

AUDIO-TAPING
There is to be no audio-taping in any classroom without the specific permission of the classroom teacher.

CELL PHONES
Refer to Hempfield Area District Policy 237 for detailed information regarding acceptable use of personal electronic devices.

DIRECTORY INFORMATION
ESSA and Right to Know
The Every Student Succeeds Act (ESSA) was signed into law in December, 2015, reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) which includes right to know requests. These regulations allow you to learn more about your child’s teachers’ training and credentials. Parents and family members may request the following information:

- whether a teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching
- whether a teacher received an emergency or conditional certificate through which state qualifications were waived
- what undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration

Parents and family members may request information on policies regarding student participation in assessments and procedures for opting out. Information on required assessments includes:

- subject matter tested
- purpose of the test
- source of the requirement (if applicable)
- amount of time it takes students to complete the test
- time and format of disseminating results

If you would like to receive specific information about your child’s teacher, please contact your school’s principal. For general information about ESSA, please contact Dr. Matthew R. Conner, Assistant Superintendent for Elementary Education or Dr. Mark A. Gross, Assistant Superintendent for Secondary Education.

LIBRARY SERVICES
The high school library maintains a Web page used as a base for all Internet research. (hasdpa.net/haslibrary) Students can use the library online catalog from school or home to access the bibliographic information on all the books and audiovisual materials available in the library, as well as Web Path Express to access safe and educationally sound websites. As a member of the ACCESS PENNSYLVANIA statewide database, the library also provides students with access to over 18,000,000 books from over 600 school, public, and college libraries by way of interlibrary loan.

The library is an information center. Each of the 80 computers in the main room has access to the Internet and to CD-ROM products. Among the databases available to students on the Internet are the ACCESS POWER databases, which include a full-text periodical database, an online encyclopedia, and a photo database. The library also subscribes to additional online databases for students to access reliable information. Each of the computers has access to Microsoft Office, the school’s standard productivity software.

Each student is issued a library card and is responsible for all materials checked out on that card. When a student loses his/her library card or damage is so severe that the bar code cannot be used, a $3.00 replacement charge is assessed. It is the student’s responsibility to notify the library if his/her library card has been lost or stolen.

Although fines are not charged for overdue books, report cards are held each quarter for students with library obligations. Students are responsible for payment for lost or damaged library books. The charge is for the current replacement cost of the book, plus any charges for processing, shipping and handling. If the book is subsequently found within the school year, reimbursement will be made.

When a student removes and/or damages any part of the security system detection tag from a book, $5.00 per occurrence will be charged. If the damage to the book results in the book needing to be replaced, the student will be assessed the replacement cost plus shipping and handling.

The library is open on school days from 7:20 AM - 2:50 PM. The library is also open during after school tutoring sessions. Students are encouraged to use the library during activity periods and study halls. Library passes are required from subject teachers or from the library staff each morning from 7:20-7:35 AM.

CAFETERIA
BREAKFAST
Breakfast is served each school day morning in the cafeteria from 7:05 AM until 7:20 AM.

Line 1 offers a complete breakfast or individual items. Some of the offerings include ready-to-eat cereal, breakfast pizza, bagels, French toast boats, choice of juice, assorted milk, and other items.

For the 2019-2020 school year, the cost of a complete breakfast will be $1.55 or individual items will be sold at the posted a la carte prices. Students eligible for free and reduced price meals can use their breakfast tickets for a complete breakfast meal.
LUNCH
All students buying lunch AND those bringing their lunch MUST EAT IN THE CAFETERIA. Lunches are served during separately scheduled lunch sessions.

Lines 3 and 5 offer a complete meal. Students build their meals from a choice of three different entrees, five different vegetables and fruits, bread items, and assorted milk. All ticket holders may use their lunch tickets on these lines or pay the cash price of $2.95 per meal for the 2019-2020 school year. The weekly price is $14.75.

Line 2 offers a salad bar where the students can create their own salad lunches from a variety of items ranging from salad greens to meat/meat alternate items, fruits, vegetables, and bread items, along with the soup of the day and a choice of milk. All ticket holders may use their tickets at the salad bar or pay the cash price of $2.95 per meal for the 2019-2020 school year.

A la carte or individual items are available in Lines 1 and 4. Individual items offered daily include nacho chips with cheese sauce, pizza, chicken sandwishes, French fries, yogurt, school-made rolls, and jumbo cookies, various dessert items, packaged snack items, numerous ice cream novelties, and assorted beverages. Prices are posted on the menu board.

Vending machines located in the dining room offer non-carbonated Pepsi Corporation products, and assorted packaged snack items. These machines are operational only during lunch periods. Food from delivery services WILL NOT be accepted.

Applications for free and reduced price breakfasts and lunches will be available in each homeroom during the first week of school. After the first week, applications may be picked up in the Nurses’ Office.

PLEASE NOTE: A new application MUST be submitted each school year on an updated form for that school year.

Students are expected to act in a well-behaved manner at all times in the cafeteria. Students are also expected to remove their trays from the tables and discard garbage in the proper receptacles before leaving the cafeteria.

Students who choose not to eat lunch must still report to the cafeteria during their regularly scheduled lunch period. Students are not permitted to be outside during their lunch period.

No lunches will be charged at the high school.

NURSING SERVICES
Primary services of the School Nurses are as follows:

1. Communicating with the student, the parent(s)/guardian(s) and the professional staff to help to plan and coordinate special accommodations for chronic and temporary health concerns and needs. Parent/guardian will be notified of the student’s Health Room (Nurses’ Office) visit at the discretion of the nurse.

2. Administering first aid and health assessments for students who report to the Nurses’ Office with complaints of injury and/or illness during the school day.

Secondary Level: Emergency needs are met as they occur. In a non-emergency situation, a student is expected to obtain a written pass from the teacher of the class from which he/she will be absent and then report to the Nurses’ Office. Class time spent in the Nurses’ Office is considered class absence.

3. Dismissing ill and injured students. Ill and injured students are dismissed through the Nurses’ Office. Students are not to make prior arrangements for dismissal from other telephones. The Nurses always attempt to notify a parent/guardian to dismiss a student. In cases when a parent/guardian cannot be reached, an attempt to contact other adults listed on the Emergency Information Card will be made. A student can only be sent home with persons listed on the student’s Emergency Information Card unless other directions from a parent/guardian are received. At the secondary level, disciplinary action will be taken against any student who gives false information to the nurses. The parent/guardian or designated adult must follow the protocol for dismissal for the student’s school building. Students will not be released until the parent/guardian or designated adult arrives and is identified.

A written parent/guardian excuse is not required for the day of an early dismissal from the Nurses’ Office. An exception is when a student is required by the Attendance Office to have a written medical excuse because of high absenteeism.

4. Administering medication according to our district medication policy. The nurses will work with you to safely administer medication(s) to your child.

5. Scheduling and assisting with school physical examinations which are mandated and at the secondary level, athletic examinations. ALL school physical examinations require written parent/guardian permission. Notices informing the parent/guardian of state mandated physicals are to be completed by the parent/guardian and returned to the school nurse by the designated date. The information requested is necessary to facilitate scheduling.

6. Performing mandated health screenings. If you do not want your child screened, please notify the school nurse.
7. Maintaining current Emergency Information Cards for students.
8. Maintaining student immunization and health records for students.

MEDICATION POLICY/PROCEDURE
All medications will be administered by or under the supervision of the school nurse, the school secretary or the designee of the principal or the parent/guardian. According to discretionary policy, the office may investigate incidents in which students are observed to be taking medication on their own without parent/guardian direction and school notification.

Prescription and Non-Prescription Medication
The procedure for prescription and non-prescription medication is the same.

1. A “Physician’s School Medication Directive” form must be completed by the student’s physician to include: name, age of student diagnosis name of medication dosage prescribed time to be given physician’s signature and the date
Parent/Guardian Release of Liability (This section must be completed and signed by the Parent/Guardian.)
2. A “Permission to Administer and Maintain Medication” form must be completed by the parent/guardian to include:
   a. student’s name, grade, room name of medication, physician prescription and prescription number (if appropriate)
   b. dosage
   c. time
   d. frequency to be administered
   e. signature of parent/guardian, date signed, and a telephone number
3. Parent/Guardian must supply medication in the original container. A prescription medication will be clearly labeled by the pharmacy or physician. Your pharmacist can supply a second labeled bottle for school use.
4. Non-prescription medication must be supplied by the parent/guardian in a clearly labeled original container (directions must be visible).
5. Written dated orders from the physician must accompany ANY CHANGE in the medication prescription.

Rev.2-00

Any medication that is considered a controlled medication, such as narcotics, Ritalin, Adderall, or Dexedrine (including the generic forms) must be delivered to the school by an adult. The medication delivered to the school should not exceed a one-month supply.

FACILITIES AND VISITORS
Students transported by parents are not to arrive at the high school prior to 7:10 AM as they will be unsupervised.

All students entering the building before 7:10 AM must report directly to the cafeteria and remain there until they are dismissed to homerooms.

To ensure the safety of all students, ALL VISITORS, including parents, must report to the high school lobby and provide driver’s license identification upon entering the building.

Students are not permitted to have visitors attend school or visit classes during the school day.

Unlicensed vehicles, skateboards, motorcycles, bicycles, and similar items, as well as unauthorized persons are prohibited on school property.

SCHOOL SURVEYS

SCHOOL CLIMATE SURVEY
In the spring, our school district will again take part in the Pennsylvania School Climate surveys provided by The Pennsylvania Department of Education. The survey asks questions about school climate and measures four main domains: Social/Emotional Learning, Student Support, High Expectations/Academic Rigor & Challenge and, Safe and Respectful School Climate. These surveys are intended to provide our school with formative and summative climate data for use with our needs assessments, program development and short and long term improvement planning. The survey is anonymous and parent/guardians will have the opportunity to opt out of their child’s participate in the survey.

Pennsylvania Youth Survey (PAYS)
In the fall, our school district will once again take part in the Pennsylvania Youth Survey. This is a survey of school students in the 6th, 8th, 10th and 12th grades to learn about their behavior, attitudes and knowledge concerning alcohol, tobacco, other drugs and violence. The ‘Pennsylvania Youth Survey,’ or PAYS, is sponsored and conducted every two years by the Pennsylvania Commission on Crime and Delinquency. The data gathered in PAYS serve two primary needs. First, the results provide school administrators, state agency directors, legislators and others with critical information concerning the changes in patterns of the use and abuse of these harmful substances and behaviors. Second, the survey assesses risk factors that are related to these behaviors and the protective factors that help guard against them. This information allows community leaders to direct prevention resources to areas where they are likely to have the greatest impact. The survey is anonymous and parent/guardians will have the opportunity to opt out of their child’s participate in the survey.
HOW DO YOU GET A...  

STUDENT LOCKER  
All lockers are school, not personal, property and are subject to periodic, unannounced searches for reasons of safety and sanitation. There is no reasonable expectation of privacy for belongings in school lockers. Lockers are subject to random, periodic searches, including canine sniff searches. Lockers may be searched upon reasonable suspicion that contents may negatively affect health, safety, or welfare of students in our school.

Lockers are to be kept locked at all times and combinations must never be given to others. Each student is held accountable for the condition of his/her assigned locker. Lost locks are the responsibility of the student. A $5.00 obligation fee must be cleared with the main office prior to being issued another lock. Lockers must be kept free of all markings, stickers, decals, and other material which may adhere to the locker. The school district is not responsible for lost or stolen items. A student is only to use the locker which he/she is assigned. Failure to follow this policy may result in disciplinary action.

CORRIDOR PASS  
Corridor passes are only issued to students for good valid reasons including, but are not limited to peer tutoring, seeing a teacher for help, or seeing your counselor. Students must have a pass anytime they leave an assigned area.

BUS PERMIT  
If you wish to exit the bus at a stop other than your own or ride a different bus, you must have permission requests from your parents submitted to your grade level. The office issues permission slips which must be given to the bus driver. Without a written request from home, bus permit slips will not be granted. For students riding another student’s bus, both sets of parents must provide written permission.

WORK PERMIT AND EMPLOYMENT CERTIFICATE  
A Vacation/Transferable Work Permit is issued if you desire part time employment which does not interfere with regular school attendance. Applications should be obtained from your grade level office or the main office. Upon completion of the application form, you must bring a copy of your birth certificate, driver’s license or permit, baptismal certificate, or passport and the application to the MAIN OFFICE. A parent or guardian MUST sign the application form. Work permits may be issued during HR/Activity period or throughout the school day until 3:00 PM.

STUDENT INSURANCE  
If you are involved in any school activity, you are urged to enroll in the insurance program offered through the school or to make certain that private coverage is adequate. The school does not provide blanket accident insurance coverage. You may purchase student insurance at the beginning of the school year. If you purchase school insurance, be certain that you fully understand the coverage provided by the policy.

LIBRARY PASS  
Subject teachers issue library passes only for assigned research projects. All other library passes are issued by the librarians. Morning career tech students are issued passes upon their arrival at school during 5th period. Study hall or homeroom teachers do not issue library passes. Only one name is acceptable on each pass.

TRANSCRIPT  
Students, who need a transcript, should go to the school counseling office and request their transcript from the school counseling secretary. A student will need to know the name and complete address of where the transcript should be sent. After graduation, the counseling office will process all transcript requests for that graduating class until school resumes in August. If a transcript is required after that, please logon to hasdpa.net “Parent/Student Resources”, then “Transcript Requests for Post Graduates”, to order a transcript.
TRADITIONS

SCHOOL COLORS
Royal Blue and Silver

FALL PLAY/SPRING MUSICAL/ONE ACT PLAYS
Each year Hempfield presents several plays for the enjoyment of the students, faculty, parents, and members of the community.

MUSICAL ENTERTAINMENT
Hempfield’s music department proudly presents band, orchestra, and choral programs each year in addition to annual spring concerts.

DANCES
The Homecoming Dance and Junior-Senior Prom are the biggest social events of the year. A King and Queen, elected by the senior class, reign over the Prom. The Prom is sponsored by the junior class. Dances are for Hempfield students only. Outside guests are permitted for the Prom but only at any other dances at the discretion of the school and the dance sponsor.

NEWSPAPER
The Royal is a student publication to all students. Subscriptions are free.

YEARBOOK
Each Hempfield Senior High School student and the sponsor work diligently to design the Spartonian the Hempfield yearbook. Orders for the Spartonian will be taken early in the fall semester by the yearbook staff. The cost of the yearbook shall be paid in one installment
REPORTS & GRADES

REPORT PERIODS AND GRADES
A system of grading has been established at Hempfield in which each student receives computerized report cards indicating percentage grades for that period. Report cards are issued by homeroom teachers every nine weeks on specified dates. All subjects will be assigned a percentage grade. Percentage grades and the corresponding letter values are indicated below. Citizenship grades appear on the report card in addition to the percentage “scholarship” grade. Citizenship grades are indicative of the student’s attitude and behavior in class.

CODING INFORMATION

PERCENTAGE GRADE/LETTER GRADE

<table>
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<tr>
<th>Percentage Grade</th>
<th>Letter Grade</th>
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<tr>
<td>93 – 100</td>
<td>A</td>
</tr>
<tr>
<td>90 – 92</td>
<td>A-</td>
</tr>
<tr>
<td>87 – 89</td>
<td>B+</td>
</tr>
<tr>
<td>83 – 86</td>
<td>B</td>
</tr>
<tr>
<td>80 – 82</td>
<td>B-</td>
</tr>
<tr>
<td>77 – 79</td>
<td>C+</td>
</tr>
<tr>
<td>73 – 76</td>
<td>C</td>
</tr>
<tr>
<td>70 – 72</td>
<td>C-</td>
</tr>
<tr>
<td>67 – 69</td>
<td>D+</td>
</tr>
<tr>
<td>60 – 66</td>
<td>D</td>
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<tr>
<td>Below 59</td>
<td>F</td>
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CITIZENSHIP GRADE EXPLANATION

1 = Superior
2 = Satisfactory
3 = Unsatisfactory
4 = Conference requested, call school

An incomplete on the report card will result in ineligibility for Honor Roll and other Academic Awards until the incomplete is made up and a percent grade is assigned.

*Questions pertaining to computation of grade point averages may be answered by contacting the school counselor.

All obligations must be satisfied before the final report card is given to the student.

WEIGHTED COURSES
A weighted grade system has been devised to compensate for the increased level of difficulty of selected courses. Most weighted courses carry a value of 1.10 rather than 1.00. The percent averages in weighted courses are calculated by multiplying the percent average times credit value times course weight.

Weighted values are used in calculating honor roll status, National Honor Society eligibility, Honor Graduates, Academic Recognition Breakfast /Presentation participation, and all other forms of Hempfield School District academic achievement recognition. The following courses are weighted:

- AP English Language & Composition
- AP English Literature & Composition
- AP Calculus II
- AP American History
- AP American Gov’t & Politics
- AP Economics (Micro & Macro)
- AP Studio Art
- AP Computer Science A (Java)
- AP World History
- AP Computer Science Principles
- AP Music Theory
- AP Calculus I
- Honors Physics
- AP Biology
- AP Physics I
- AP Physics II
- AP Chemistry
- Honors Pre-Calculus
- AP French V
- AP Spanish V
- AP Statistics

These courses will carry a value of 1.05 instead of 1.00:

Grade 9
- Honors English 9
- Honors American Cultures 9

World Languages
- Honors Spanish II, III, and IV
- Honors French II, III, and IV

Grade 10 & 11
- Honors Biology
- Honors English 10
- Honors English 11
- Honors Chemistry
- Honors Geometry
- Honors Algebra II
- Honors World History 10

MIDTERM – FINAL EXAMs
Midterm and final summative evaluations will be given in the normal class period. The grade for the first semester summative evaluation will be included in the second quarter grade. The grade for the final summative evaluation will be included in the fourth quarter grade.

SCHEDULING
A wide variety of semester and full year courses are offered to secondary students to meet the abilities and interests of all students. Careful thought and consideration should be given to the selection of challenging and rewarding courses for the secondary years. Students and parents share in the decision-making process to select courses that align with interest, career goals and educational plans. The comprehensive Program of Studies is available to all students and is to be used as a resource in selecting courses.

Administrative Regulation
The district will publish annually during the second semester of the school year a program of studies that advises students and parents of the courses, as well as the requirements and prerequisites for
courses, that will be available to students for the next school year.

School counselors will guide students in selecting courses that meet requirements and reflect personal future goals. Students are expected to select courses carefully and remain enrolled in those courses for the duration of the school year or semester, as appropriate. Parents will receive a confirmation of their child’s course requests for the upcoming school year prior to the end of the previous school year.

Guidelines for schedule changes shall be disseminated in the program of studies and are limited based upon the impact on staffing, class size, and interruptions to the educational process. The following are considered valid reasons for requesting a schedule change:

1. Failure of a required subject that must be repeated.
2. Successful completion of a summer school course
3. Repeating a course with the teacher with whom the student previously failed (whenever possible, the student will be scheduled with another teacher.)
4. A decline in end-of-year grades indicating that the student should not continue to the next level of a sequential course.
5. Dropping a study hall to add elective courses if class size permits
6. Parents and students may request a change of course selection by contacting the school counseling department prior to August 1.

Changes will be made after August 1, only with the approval of the Superintendent or his/her designee as staffing and schedules are finalized in preparation for the start of school.

ADD/DROP
If you wish to make changes on behalf of your teen, please call or email the appropriate counselor identified below by August 1, 2019. No changes will be made after this date.

Mr. Joe Altman  724.850.2063  altmanj@hasdpa.net
Mrs. Julie Razza  724.850.2065  razzaj@hasdpa.net
Mrs. Terri Reiss  725.850.2066  reisst@hasdpa.net
Ms. Julie Scott  724.850.2068  scottj@hasdpa.net
Mr. Bill Swan  724.850.2064  swanw@hasdpa.net

DROPPING SUBJECTS
No credit will be given for any subject, which is dropped before it is completed. This applies to semester subjects, as well as full year subjects. On the rare occasion when a subject is dropped before completion, a maximum grade of “W-53” will be issued indicating a withdrawal before completion and failure in the subject. Students must maintain seven (7) scheduled class periods out of ten (10).

HOMEWORK POLICY
ROLE OF THE STUDENT
The student, when preparing an assignment, will:

1. Be familiar with and understand the homework policy and administrative regulations.
2. Develop good work and study habits.
3. Learn to budget time and plan for study time to complete homework assignments. Take necessary texts and materials home.
5. Complete homework assignments to the best of his/her ability, with a minimum of help.
6. Be responsible for obtaining and completing assignments when absent from school.
7. Make sure the assignment is understood and request help when needed.

ROLE OF THE PARENT
Parents/Guardians can encourage their children by showing interest in and displaying positive attitudes toward homework. The parents/guardians will:

1. Help their child set a regular homework time each day and remain with that commitment. Free the child of other responsibilities at that time.
2. Provide a place to work and study that is quiet, properly lighted and equipped with necessary basic materials.
3. Demonstrate interest in their child’s homework by encouraging him/her to do quality work and complete the assignments.
4. Review homework to be informed about their child’s academic progress and ability to complete the work assigned.
5. Encourage their child to complete assignments independently.
6. Contact the teacher if a child has trouble with a homework assignment and cannot complete it.

7. Be familiar with the homework policy and administrative regulations. Know when homework is assigned and how much time is expected to be spent on the assignment.

8. Provide feedback to teachers regarding homework and a child’s time, difficulty and progress.

**INCOMPLETE WORK**
If course work is incomplete in any subject, a grade of “I” is issued. If the course work is not completed by the end of the course, a final grade of “I” will be issued indicating loss of credit in the course, regardless of any other grades during previous nine weeks.

To avoid receiving an “I,” you must complete all course requirements and assignments satisfactorily; however, assignments submitted beyond the due date will be evaluated according to each individual teacher’s class policy. If incomplete work is the result of illness or extreme emergency near the end of the school year, arrangements should be made with the teacher before the school term is over to make up the necessary work.

**MAKE-UP WORK AFTER ILLNESS/FIELD TRIPS**
Any student returning to school following an illness should contact each teacher as soon as possible to arrange for the completion of all work missed. The student must contact his/her teacher as soon as possible. However, to avoid an “incomplete”, the work must still be completed satisfactorily.

Students participating in one day, school sponsored field trips, are responsible for making up work missed immediately upon return to the class. It is the responsibility of the student to obtain assignments from all teachers whose classes will be missed.

Students should notify teachers prior to the day of the field trip.

**NATIONAL HONOR SOCIETY** – Also, see page 43
93.00 percent cumulative average-no rounding off. Averages will be calculated at the end of 5 semesters for juniors and 7 semesters for seniors. Other criteria include leadership, service, character, and scholarship. See full description of requirements on page 43.

**ACADEMIC RECOGNITION**

**BREAKFAST/PRESENTATION**
High school students, who are among the top 10% in their class and across cumulative grade levels, will be honored at the Senior Academic Recognition Breakfast or at the Underclassmen Academic Awards Presentation honoring grades 9, 10 and 11.

**HONOR GRADUATES**
94.625% cumulative average in grades 9 through 12 including three 9 weeks of the senior year.

**PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE**
Grade 12 - Cumulative grade 9-12 average including the first three nine weeks of the senior year with no rounding. Educational Excellence - Top 10% of class

**HONOR ROLL**
Honorable Mention…… 86-89%
Honor…………………………90-92%
High Honor…………………..93-95%
Distinguished………………..96-100%

Rounding off is done, i.e., - 92.5% = 93%

Students with any incomplete grades are not eligible for academic awards until the incomplete is replaced with a percent grade.

*All averages are weighted*

**REMIND EMERGENCY NOTIFICATION SYSTEM**
REMIND is our NEW computerized system to which it will activate text, phone and e-mail messages in case of an emergency. Parents can update preferences and contact information as often as they like throughout the year. Parents will be immediately notified of emergency situations in this manner. Important information will be posted on the website regarding this NEW emergency notification system, which will launch in August 2019.

**SKYWARD FAMILY AND STUDENT ACCESS**
If you have access to the Internet you will be able to view your child’s attendance records, schedule, health records, grades, and emergency contact information. A unique username and password have been issued to you to enable you to access this information.

To access your child’s grades:
- Please go to the Hempfield Area School District web page at [www.hasdpa.net](http://www.hasdpa.net).
- Click on the Family Access icon on the bottom left-hand side of the homepage, and follow the directions.
- The first time you log on, you will be prompted to register your e-mail address.
- You will also have the option to change your user name and password to one that will be easier for you to remember.

Family Access will provide you with instant and detailed information on the academic status of your child. This is just one more step in our effort to establish productive communication enabling you to be an informed partner in the education of your children.
PHYSICAL EDUCATION

PHYSICAL EDUCATION AND ATHLETICS
The facilities for physical education and athletics include the locker rooms, gymnasiums, wrestling room, physical fitness room, outdoor activity areas, tennis courts, and Spartan Stadium. Students using any school facility must have approved supervision.

PHYSICAL EDUCATION LOCKERS
At the beginning of each school year, students enrolled in Physical Education classes are issued a lock and small locker for personal use. Full-length physical education lockers are to be used during physical education classes for securing clothing, books, shoes, and other possessions. THEREFORE, NO PERSONAL BELONGING SHOULD BE LEFT ON THE BENCHES DURING CLASS OR IN AN UNLOCKED LOCKER.

The following precautions should be taken to help insure that your belongings do not leave the locker room except in your possession:
1. LOCK UP ALL BELONGINGS each time you have physical education class.
2. If you have valuables (wallet, rings, money), ask a physical education teacher to lock these items in his/her office during class.
3. Once you place a lock on the locker, check to make certain that the lock did lock securely.
4. DO NOT leave gym clothing, sports equipment, and other possessions, in the full-length lockers after class has ended. The tall lockers are only for use during class — they are not your personal locker.
5. The school district is not responsible for lost or stolen items.

Dress Requirements: (40 points)
   a) Plain shirt w/first name on front, last name on back
   b) Must change completely out of school clothes and into PE clothes
   c) Shorts that meet school dress policies, sweats, athletic pants — no jeans, cut-offs
   d) Sneakers that tie securely to your feet
   e) Loss of points
      • 1st non-dress = -10 points
      • 2nd non-dress = -10 points
      • 3rd non-dress = -10 points
      • 4th non-dress = -10 points
   f) Permitted to make up 1 non-dress
   g) -3 points for no shirt, gum, jewelry, shoes, bottoms

Participation/Skills: (40 points)
   a) 4-point rubric
      • 4 = Outstanding
      • 3 = Good
      • 2 = Average
      • 1 = Fair
      • 0 = No Participation

Test: (20 points)

Attendance:
   a) Students must participate in 10 classes OR 80% of total classes per nine weeks.
   b) If classes aren’t made up, student loses all dress/participation points for each class under 10 or 80%.
   c) Skipping class
      • Loss of all dress/participation points for day
      • No makeup
      • Referral – Grade Level Principal

Medical Excuse:
   a) Doctor’s Excuse
      • Excused/exempt from class
      • May be given sideline sheets and/or a modified assignment for participation points
      • Does not have to change into PE clothes
   b) Students are permitted to make up medical excuses
      • Lasts one day per nine weeks
      • Given sideline sheet to complete for participation points
      • Students will lose all dress and participation points for each day that they bring in a parent excuse, starting with the 2nd day.
      • Students are permitted to make up parent excused days
SCHOOL COUNSELING

A SERVICE TO YOU
Hempfield’s pupil services include counselors who assist students with questions related to educational plans, study skills, career plans, personal problems, and any other individual concerns of the students.

The counselors assist students through conferences with individual students and small groups. The help received could include the following:

1. Educational - appraising academic strengths and weaknesses, reviewing study habits, choosing courses, planning for future education, and similar matters.
2. Career - assessing aptitudes and interests, exploring career possibilities, obtaining occupational information, choosing or changing career objectives.
3. Personal - obtaining information pertaining to availability of outside agencies for speech therapy, vocational rehabilitation, and other specialists is available with the counselor.

ESTEAM
“ESTeam” is a group comprised of teachers, school nurses, school counselors, and administrators whose purpose is to identify and help students at risk of personal or academic difficulties due to stress, emotional problems, family issues, drug or alcohol use, or other common adolescent problems.

As an intervention program, not a treatment program, “ESTeam” provides a way for school personnel to help students deal with chemical dependency problems by referral to appropriate district resources or when necessary, referral to outside agencies.

STUDENT ASSISTANCE PROGRAM
What is a Student Assistance Program?
A Student Assistance Program (SAP) is a service designed to help school personnel identify issues, including alcohol, drugs, mental health, and behavioral concerns which could pose a barrier to a student’s learning and school success. The primary goal of the SAP is to help students overcome these barriers in order for them to achieve, remain in school, and advance.

The SAP uses a systematic process, along with specially trained school personnel, to intervene and refer these students to appropriate in-school and/or community services. Parent involvement in all phases of SAP strengthens the parent’s role and responsibility in the decision making process.

Who is Involved in SAP?
The core of the program is a professionally trained team including school staff and liaisons from community agencies, which process issues based on state guidelines. Student participation in the program is voluntary. All information regarding a student’s involvement in the program is confidential and maintained in the best interest of the student.

What is the SAP Process?
Students can be referred for many reasons including:

- Violating the district’s controlled substance policy,
- Exhibiting signs of emotional problems (including the risk of suicide),
- Behavior concerns, or
- a drop in school performance.

Students can be referred to SAP by school personnel, parents, friends, themselves, or others.

The SAP team reviews all referrals, and an information gathering process begins. Information about the student’s academic performance, attendance, behaviors, and other concerns is requested from school staff. If this information indicates a need for continued concern, the parents/guardians are informed. Parents/guardians are asked and encouraged to provide information to the team.

The family and the SAP team works together to develop a plan based on the student’s needs. The plan may include an assessment by a trained drug/alcohol/mental health professional. The SAP team does not diagnose or provide treatment.

FOR MORE INFORMATION CONCERNING THE SAP PROGRAM CONTACT A MEMBER OF THE SAP TEAM IN YOUR SCHOOL

PEER MEDIATION
Hempfield Area High School has implemented a Peer Mediation Program. Peer mediation is a structured process, which empowers students to discuss conflicts and peaceably resolve them. The program will give students an opportunity to assume responsibility for their own behavior and develop solutions to problems. By participating in the program, students will learn about effective communication and anger management, which are valuable life skills.
Common conflicts which may be referred to as peer mediation include rumors, gossiping, name-calling, minor threats, and relationships are no longer friendly. The referrals may come from the students themselves, teachers, counselors, administrators, school personnel, and parents. Participation in the program is completely voluntary.

After a referral is made, the program coordinators will schedule a mediation session. Trained student mediators will guide the disputants through the process, giving each person a chance to explain his/her side of the story without interruptions, ask questions to clarify the issues, and help the disputants to reach a mutually agreeable solution. The mediators are trained not to take sides and to keep all information confidential except information that involves a student harming himself/herself or others. Also, information regarding weapons, drugs, or any other illegal activities must be reported.

This program will be invaluable for the students at Hempfield, and we encourage you to discuss it with your student and encourage him/her to utilize peer mediation should a conflict arise. It is our belief that, because of this program, students will be less likely to engage in aggressive or destructive behaviors, and conflicts will be less likely to escalate.

SAFE TO SAY SOMETHING TIP LINE

The Safe to Say Something is available for all Hempfield Area students, who can submit an anonymous tip online. The tip line is a confidential 844 number that allows students, parents, and anyone in the community to report any facts, remarks, or actions that could jeopardize the safety of our children, staff, or school. Examples of harmful or threatening behavior might include violence, theft, drug, or alcohol abuse, talk of suicide, sexual harassment, or weapons. More information on the Safe2Say app and online reporting is on the District Website. 1-844-SAF2SAY (723-2729)

SUMMER SCHOOL/CREDIT RECOVERY

The Hempfield Area School District provides online (cyber) summer school / credit recovery courses for students in grades 7-12. Courses are generally offered for make-up only. Students wishing to take courses for enrichment must seek approval by their building principal. The Westmoreland County Community College also offers traditional summer school to students. Information regarding Hempfield Area online summer school and other locally offered summer school opportunities may be obtained from building school counselors. Additional information regarding summer school may be obtained in Hempfield Area School District Policy 124, which is posted to the district’s website.
REGULATIONS

ATTENDANCE REPORTING SCHOOL ABSENCE

School Board Policy regarding attendance can be found on-line at the Hempfield Area School District website www.hasdpa.net. If you do not have internet access please contact the school and they will provide you with a copy. More information on electronic absence reporting is on the District Website.

- Each student is required to attend school on a regular basis. A student may be excused from classes because of:
  - student illness
  - a death in the immediate family
  - order of the student's physician
  - an approved religious holidays
  - urgent reasons, which are determined by the principal.

- For all absences the parent or guardian must submit to the school district a written excuse on the district’s Parental/Guardian Excuse Form stating:
  - the date of the absence
  - reason for the absence
  - written signature of the parent/guardian.

<table>
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<tr>
<th>NEW EXCUSE FORM</th>
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<tr>
<td>Hempfield Area School District</td>
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<td>EXCUSE FORM</td>
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Student Name: ____________________________
Grade: _______ HR: _______
Early Dismissal Date: ______________________
Early Dismissal Time: ______________________
Tardy Date(s): ____________________________
Absence Date(s): __________________________
Reason: ____________________________________

Pennsylvania State Law requires an explanation from the parent for each Early Dismissal, Tardy or Absence.

_________________________________________
Parent Name (printed) and Phone No.

_________________________________________
Parent Signature and Date
• When a student is absent from school due to an illness and is seen by his/her doctor, then the student should obtain a written excuse from the doctor, which should be submitted by the student upon his/her return to school.
• An excuse must be submitted within three (3) days of a student's return to school. (Ex: Absent Monday, return Tuesday. Excuse due no later than Thursday).
• Failure to submit an excuse will result in the absence being classified as unlawful or unexcused. Such absence will be coded as No Valid Excuse.
• Poor attendance may result in lack of permission to participate in trips taken by various organizations, field trips, educational trips and/or restriction from activities.
• If a student is absent from school, he/she may not participate in any after school activity on that day as an observer or as a participant. If the absence occurs on a Friday, or the last day of the week the student may not participate in school related activities over the weekend.

HOME AND SCHOOL VISITOR
Attendance policies are monitored by the Principal and the Home and School Visitor. Please contact the Home and School Visitor with questions regarding medical excuses or other attendance issues.

HOMEBOUND INSTRUCTION
A student whose illness prevents him/her from attending school for a period of ten consecutive days is eligible for homebound instruction. In order to initiate homebound instruction, a student needs to submit a homebound application form that is completed by his/her parent/guardian and prescribing physician. A homebound student is not permitted to participate in school activities as a participant or observer or work while on homebound instruction.

ABSENCES
Within one (1) days of returning to school, the student shall submit a written excuse on the district’s Parental/Guardian Excuse Form from his/her parent/guardian which includes:

1) Date(s) of absence
2) Reason for the absence
3) Parent’s/guardian’s signature

IF NO EXCUSE IS SUBMITTED WITHIN THREE (3) SCHOOL DAYS, THEN THE ABSENCE(S) WILL BE CONSIDERED UNLAWFUL/UNEXCUSED.

The parent/guardian is required to submit a physician’s excuse for absences exceeding five (5) continuous days.

When a student is absent from school or class, he/she must makeup all assigned work. The student must contact his/her teacher as soon as possible to schedule the makeup. Work missed shall be made up at the convenience of the teacher and within a reasonable time period.

PENALTY FOR UNLAWFUL ABSENCES
1. First Notice — When a student has accumulated one (1) day of unlawful absence as verified by the Principal and Home and School Visitor, the parent/guardian shall receive the First Offense Notice by certified mail. The First Offense Notice is only a warning with an explanation of consequences should unlawful absences continue. Parents will also be contacted to meet with school personnel to develop an Attendance Improvement Plan.
2. Second Notice — After the First Offense Notice is served, the occurrence of the next unlawful absence during the school year becomes a second offense. The Home and School Visitor in cooperation with the Principal will file a criminal complaint against the parent(s)/guardian(s) and the student with the District Magistrate. The District Magistrate may arrest the parent(s)/guardian(s) and/or student for a violation of the compulsory school attendance law. When parent(s)/guardian(s) and/or student are found guilty, they may have a fine may imposed. In addition to filing a complaint at the local Magistrate’s Office, the school district will submit a referral to the Westmoreland County Children’s Bureau.

COMPULSORY SCHOOL AGE—Refers to the period of a child’s life from the time the child enters school as a beginner, which may be no later than eight years of age, until the age of eighteen or graduation for a high school, whichever occurs first.

EXCUSED ABSENCES—(1) Personal illness (2) Quarantine (3) Not to exceed five (5) days for a death in immediate family (4) Emergency permit because of physical or mental handicap (5) Exceptionally urgent reasons approved by the principal or assistant principal (6) Approved religious holidays (7) Suspension.

UNEXCUSED ABSENCES—(1) lack of written excuse from parent/guardian (by the end of the third school
day of the student’s return) (2) Absence because of parental neglect, such as skiing, hunting, fishing, visiting out of town, oversleeping, missing school bus, working at home, leaving school during lunch period, etc. (3) Absence because of truancy (4) Absence because of illegal employment, such as pupils over sixteen years of age working in industries without a General Employment Certificate.

UNLAWFUL ABSENCES — Any unexcused absences for pupils of compulsory school age are unlawful.

EARLY DISMISSALS

- Parents are encouraged to make medical and dental appointments for their child at times other than during school hours.

- If a student needs to be dismissed early from school, for an appointment, the student is required to bring a written excuse on a district’s Parental/Guardian Excuse Form from a parent or guardian. All early dismissals will be verified by office personnel.

- The excuse should indicate the following:
  - Reason for early dismissal.
  - Doctor/Dentist’s name and phone number.
  - Time of discharge from school and return time.
  - Transportation arrangements.
  - Phone number where parent or guardian may be contacted.

- The excuse should be presented to the secretary in the office upon arrival to school.

- The student should report to the office before departing and immediately upon returning to school.

TARDINESS

TARDINESS—a student is considered tardy when he/she arrives to school after the late school bell has rung.

- When a student is tardy, he/she shall submit an excuse as previously outlined for an absence.
- An accumulation of time missed from school due to tardiness that equals an instructional day will be considered one (1) day of truancy.
- The DISCIPLINE CODE will be implemented for habitual tardiness due to unlawful reasons. A student shall be permitted three (3) incidences of tardiness for unlawful/invalid reasons before invoking the DISCIPLINE CODE.

PROCEDURES/PENALTIES FOR EXCESSIVE ABSENTEEISM & TARDINESS

When a student accumulates 10 non-medically excused absences, 10 non-medically excused tardies - or displays a pattern of weekly absences, then he/she will be required to submit a written medical excuse from a Physician. A written notification will be sent to the parent by the Home and School Visitor. This letter informs the parent/guardian that their child is required to submit medical excuses for all subsequent absences or tardies in order for the absence or tardy to be excused.

Medical excuses can be required prior to the 10 incidences of absences or tardies at the principal’s discretion.

DETENTION

All students with unexcused tardiness, acts of truancy from school or class, or disciplinary problems may be assigned detention/suspension. Detention is held after school.

Students assigned to detention are notified of the amount of time and the reason for detention. Students are responsible for their attendance at detention without further notice. If a student fails to make up detention promptly, additional detention/suspension may be added. (NOTE: when a suspension occurs as a result of a student’s failure to serve detention, the suspension does not replace the detention.) Detention time must be made up before a student can be promoted. Each student must take school work and make proper use of detention time.

FAILURE TO REPORT TO CLASS

Regular class attendance is paramount to the success of all students. Therefore, disciplinary action with no makeup work may be administered to any student who fails to attend a particular scheduled period on a
day when he/she is present in school. It will be considered an unexcused/unlawful absence.

EDUCATIONAL TOURS/TRIPS (NON-SCHOOL SPONSORED)

Educational tours or trips will be considered for approval if the District Superintendent or his designee determines that such a tour or trip will be of educational significance to the student.

In order for such a determination to be made, at least two (2) weeks prior to the trip, the parent shall complete the EDUCATIONAL TRIP/TOUR form provided by the Principal which indicates the number of days to be missed, the destination of the tour or trip, and the reasons why the tour or trip could not have been taken on days when school was not in session. A form must be completed for each child in the family who will be going on the trip.

All the student’s teachers will sign the EDUCATIONAL TRIP form prior to the student’s absence. These signatures do not indicate approval—only notification. All school work shall be made up at the initiative of the student and at the reasonable convenience of the teacher. The teacher and the student shall agree upon makeup work procedures.

Unless there are extenuating circumstances, such tours or trips shall be limited to a maximum of five (5) school days per school year.

Educational tours or trips shall not be granted during the final two weeks of school or prior to school vacations unless specifically granted by the District Superintendent or his designees due to unusual family circumstances.

IT IS NOT THE INTENT OF THIS POLICY TO GRANT EXCUSED ABSENCES FOR TOURS OR TRIPS TO LOCAL POINTS OF INTEREST, ATTENDANCE AT SPORT EVENTS, HUNTING OR FISHING TRIPS, SHOPPING TRIPS, LIMITED FAMILY FUNCTIONS, OR SOLELY TO ACCOMPANY THE FAMILY ON VACATION. TRIPS/TOURS WHICH ARE TAKEN AND HAVE NOT BEEN APPROVED BY THE PRINCIPAL MAY BE CONSIDERED UNEXCUSED AND/OR UNLAWFUL AND, IF IN EXCESS OF THREE DAYS, MAY RESULT IN A FIRST NOTICE BEING SERVED.

PHONE CALLS TO STUDENTS

Phone messages will only be delivered through the main or grade level offices from a parent to a student on an emergency basis. Please remember that each grade level office serves between 1000-1200 students, and students should make certain they have all necessary instructions before leaving for school. Parents should only phone with messages on an emergency basis.

STUDENT ARRIVAL

Students are not permitted to enter the building until 7:00 AM. Bus arrival times have been adjusted to ensure no students will be dropped off before 7:00 AM.

HOMEROOM PROCEDURES

While in homeroom, students should follow the procedures of their teacher. Homeroom will not be silent. Students will have the ability to converse quietly with their peers after attendance has been taken. There may be times when homeroom is extended for special circumstances. During these instances students should remain in their homeroom and be involved in constructive activities unless otherwise directed by the administration. STUDENTS MUST HAVE A PASS WHEN OUT OF THEIR HOMEROOM.

Students are requested to pause for a moment of silence and rise and recite the Pledge of Allegiance. If a student has a conscientious objection to these proceedings, they shall maintain a respectful attitude throughout the ceremony. Any student that is disruptive during these proceedings will be subject to the disciplinary code.

PLAGIARISM

I. Definition

Plagiarism is a serious form of academic misconduct. Hempfield Area School District defines plagiarism as using someone else’s words, work, and/or ideas and claiming them as one’s own. People’s words, work, and/or ideas are considered “intellectual property,” meaning the creator owns them.

II. Examples of Plagiarism/Cheating

- Hiring someone to write a paper
- Buying or downloading a paper from the Internet
- Building on someone else’s ideas without proper citations
III. How to Avoid Plagiarism

- Students receive instruction in research, note taking, and documentation skills in English classes. They also receive the Hempfield Style Manual, which details proper research writing techniques. Additionally, students may access various websites for further clarification. Some sites include:
  - [http://owl.english.purdue.edu/handouts/research/r_plagiar.html](http://owl.english.purdue.edu/handouts/research/r_plagiar.html)
  - [http://www.mla.org](http://www.mla.org)
  - [http://noodletools.com](http://noodletools.com)

IV. Consequences for Plagiarism

- Plagiarizing will result in an "Incomplete" for the course until the student completes a new paper or assignment. Upon completion, the student will receive a "0" on the paper/assignment, and the course grade will be recalculated with the zero.

- Depending on the severity of the offense, students may also incur disciplinary sanctions from school administration.

CHEATING/FALSIFYING INFORMATION

**Falsifying Information**

- Any student supplying false information on passes, library slips, parental excuses, phone calls, etc. shall be subject to disciplinary action.

- False information would include but not be limited to altering or forging parental excuses, making or conspiring to make false phone calls, etc.

**Cheating**

- Cheating is an attempt by a student to represent someone else’s work as his/her own or to knowingly aid in an attempt by another student to misrepresent personal assignments, projects or tests. Students cheating shall be subject to appropriate academic penalties by the classroom teacher.

**First Offense:**

- Handled by teacher; Records, or documentation to be kept by teacher with copy sent to building principal.

- Zero may be given assignments, projects or tests where cheating occurred.

- The teacher must notify the parent.

**Second Offense:**

- Notification of grade level principal by teacher; conference may be held with parent, teacher and administrator.

- Student may receive failing grade for the grading period.

- Severe or persistent incidents of cheating shall subject the student to further disciplinary action as determined by the administrator.

TOBACCO USE

The Tobacco Policy which has been adopted by the Board of School Directors prohibits smoking and tobacco possession use or sale of tobacco 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. This policy also applies at school sponsored activities that are held off school property.

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe, or other smoking product or material (examples such as e-cigarettes, vapes mods, Juuls and hookah pens), and smokeless tobacco in any form.

**Penalties For Violations By Students**

The violation of the Tobacco Policy by students will lead to the following penalties:

**First Offense:** In-School Suspension for three (3) days and a criminal complaint will be filed with the District Magistrate for use; possession of controlled substances.

**Second Offense:** In-School Suspension for up to five (5) days and a criminal complaint will be filed with the District Magistrate for use; possession of controlled substances.

**Third Offense:** In-School suspension for up to (10) days and a criminal complaint will be filed with the District Magistrate for use; possession of controlled substances, and a referral to the Student Assistance Program.

**Subsequent Offenses:** Temporary suspension from school for up to (10) days, a criminal complaint will be filed with the District Magistrate for use; possession of...
controlled substances, and may result in a referral to attend alternative education at the discretion of school administration.

**Application and Implementation Of Policy:** Any violation of this policy shall result in the following administrative procedures:

1. A discipline referral form shall be completed and forwarded to the administrative office by the staff member who has observed the violation of the policy.
2. An informal due process hearing will be held with an administrator in which the student shall be permitted to present his/her statement regarding the accusation.
3. Upon a finding of guilt by the administration, the penalties, as stipulated above, will be imposed and the parent or guardian will be contacted.
4. A record will be entered into the student's discipline file for all offenses.
5. A parental conference may be required.
6. Violation of this policy shall result in a student's ineligibility for all extracurricular activities until the conclusion of the suspension period.

**FIGHTING AND DISORDERLY CONDUCT**

Incidents of fighting or disorderly conduct may be referred to the District Magistrate for prosecution at which time a fine of up to $300 plus court costs may be assessed.

**WEAPONS**

The Hempfield Area School District Board of Education has charged the Administration with the responsibility of establishing reasonable guidelines designed to protect the health, safety and welfare of the students, employees, and visitors in its schools. The possession of any weapon, facsimile, or dangerous device on school property, in any school vehicle, or at any school sponsored event presents a threat to the safety of the people in the school community, is strictly prohibited, and will be subject to administrative and/or legal action. These guidelines are designed to function in connection with Board Policy 218.1.

**I. Purpose**

The purpose of these administrative guidelines is to provide the Administration with procedures to implement in the event of a weapons situation in the schools. Such procedures are designed to ensure the health, safety and welfare of all individuals within the school community. Additionally, the guidelines fully comply with state laws and regulations concerning the possession of weapons on school property, while at the same time ensuring students due process rights.

**II. Definitions**

Weapons may be defined and identified into three categories:

1. **Articles designed to inflict bodily harm and/or intimidate people** such as, but not limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious or irritating or poisonous gases, poisons, drugs, incinerating devices, bludgeons, chains, stars, nunchakus and/or other items which serve no legitimate educational purpose at school.
2. **Articles designed for other purposes, but which are misused to inflict bodily harm and/or intimidate people** such as, but not limited to, compass, scissors, screw driver, file, comb, pen/pencil, and other common household items.
3. **Articles designed to represent themselves as weapons** such as replicas, models or other facsimiles, and are used, or can be used, to intimidate or scare people.
4. **Any other articles capable of inflicting serious bodily injury.**

**III. Procedures**

In each situation which involves the unauthorized possession of a weapon on school property, school administrators should follow the following procedures:

1. Obtain possession of the weapon.
2. Remove and relocate the student to the office or safe area pending questioning and further investigation.
3. Contact student's parents.
4. Investigate the incident to determine the following:
   a. The manner in which the weapon was used by the student; i.e. was the weapon being used to intimidate, scare, threaten or harm another person.
   b. The intention of the student possessing the weapon.
   c. The age and grade level of the student.
   d. The type of weapon involved in the incident.
   e. The appropriate sanction(s) based on the Disciplinary Guidelines contained herein.
5. Contact the Superintendent.
6. Contact appropriate local law enforcement.
IV. Disciplinary Guidelines

In each case involving the possession of a weapon on school property, the school administrator must contact the student’s parents and appropriate local law enforcement officials.

**Secondary Guidelines**

1. **Unintentional/Cooperative:** Student unintentionally brings a weapon to school and is cooperative in resolving the issue.
   - Weapon taken away
   - Parents contacted
   - Police contacted
   - Administrative discretion regarding discipline after consultation with Superintendent, which may include in school or out-of-school suspension

2. **Unintentional/Uncooperative:** Student unintentionally brings a weapon to school but is uncooperative in resolving the issue.
   - Weapon taken away
   - Parents contacted
   - Police contacted
   - Administrative discretion regarding discipline after consultation with Superintendent (may include suspension or expulsion after Board hearing)

3. **Intentional/Cooperative:** Student knowingly brings weapon to school but is cooperative in resolving the issue.
   - Weapon taken away
   - Parents contacted
   - Police contacted
   - Immediate three (3) days out-of-school suspension pending informal hearing with parents and further investigation
   - Consultation with Superintendent regarding recommendation for additional discipline including possible expulsion after Board hearing

4. **Intentional/Uncooperative:** Student knowingly brings a weapon to school and is uncooperative in resolving the issue.
   - Weapon taken away
   - Parents contacted
   - Police contacted
   - Immediate three (3) days out-of-school suspension pending informal hearing, to be followed by additional seven (7) days out-of-school suspension
   - Board hearing regarding expulsion
   - Consultation with Superintendent regarding appropriate period of expulsion

In each case where an expulsion hearing is recommended, the school administrator should get a written recommendation from the Superintendent regarding the appropriate punishment for the student.

Only the Superintendent may recommend punishment less than the legislatively mandated one (1) year expulsion period.

**CONTROLLED SUBSTANCES**

The district recognizes that substance use, abuse and dependency is a serious problem with legal, physical and social implications for the entire school community. These administrative regulations represent a coordinated effort by the district to openly and effectively respond to the current and potential uses of restricted drugs and intoxicating beverages by district students.

The district is committed to education, prevention and intervention with regard to the use of restricted drugs and intoxicating beverages by students. This commitment will be implemented through the use of communications with students and parents/guardians, a comprehensive 6-12 drug and alcohol curriculum, parent and community support, a clear and consistent administrative and faculty effort, and use of the Student Assistance Program (SAP), including both rehabilitative and disciplinary procedures.

Annually, building principals will notify students and parents/guardians through the student handbook of the resources available to students regarding substance abuse and of the disciplinary sanctions for violation of the Board policy, administrative regulations and school rules governing use of restricted drugs, intoxicating beverages, look-a-like drugs and drug paraphernalia by district students. Each building principal will utilize other means appropriate to student maturity levels to issue information regarding use of restricted drugs and intoxicating beverages by students. District administrators will utilize additional means to communicate such policy and administrative regulations, such as parent newsletters, district website, and articles in local publications.

To implement the Board policy, corresponding administrative regulations will be followed by all district staff when responding to situations involving student use, possession, sale and distribution of restricted drugs and intoxicating beverages. Staff will receive
administrative regulations during staff in-service programs.

A student who uses, possesses, sells, distributes, or is under the influence of any restricted drug or intoxicating beverage, as defined herein, during school hours, at any time while on school property, at any school-sponsored or school-sanctioned activity, and during the time spent traveling to and from school and school-sponsored or sanctioned activities will be disciplined in accordance with the Code of Student Conduct and be subject to the following procedures.

Definitions

The following definitions are used to implement and support the Board policy, administrative regulations and school rules governing the use of controlled substances and paraphernalia by students when under the control of the district.

Assessment - an evaluation by a professional drug and alcohol counselor from the district or a local agency.

Behavior/Performance Indicators - include, but are not limited to, a noticeable change in tardiness/attendance, grades, attentiveness and/or negative actions, such as insubordination, aggressiveness, and lack of motivation.

Confidentiality - information is shared only to protect the health or safety of the student or other individual, while recognizing a student's rights to privacy.

Distribution - means to deliver or give possession of a restricted drug, intoxicating beverage, drug paraphernalia, look-a-like drug, or over-the-counter drug to another person whether or not said distribution is with or without consideration.

Drug Paraphernalia - Generally, “Drug Paraphernalia” includes, but is not limited to: all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act. “Drug Paraphernalia” shall also include any forged, stolen, or blank prescriptions.

Intoxicating Beverages - shall mean any liquor, malt or brewed beverages or alcohol as those terms are defined in the state and federal legislation.

Look-a-like Drugs - shall mean a “substance which, or the label or container of which, substantially resembles or is meant to represent any specific Restricted Drug and/or Controlled Substance or Intoxicating Beverage.” The Administration, in arriving at a determination of whether or not a substance is a look-alike-drug, shall be guided by the provisions of the Controlled Substance Drug Device and Cosmetic Act or an comparable or related state or federal statute or regulation.

Medical Emergency - includes situations where a student demonstrates symptoms of a possible overdose of a controlled substance, which may include incoherence; inability to respond; vomiting; unconsciousness; etc.

Physical Evidence - a physical property, such as a chemical substance, alcohol or other drugs.

Possession - means the possession of any restricted drug, intoxicating beverage, look-a-like drug or drug paraphernalia found on the student, in the student’s locker, under the student’s control while s/he is on school property, on property being used by the school, at any school sanctioned function or activity, at any school event held away from the school, or while the student is on his/her way to or from school. Such restricted materials found in a student’s locker are equivalent to possession. Such restricted materials found in an automobile used by a student and located on school property is equivalent to possession.

Restricted Drugs - includes opiates, hallucinogens, marijuana, barbiturates, heroin, morphine, alcohol, tranquilizers, amphetamines, glue and other solvent-containing substances, substances listed as controlled substances. For purposes of this policy, prescription drugs, non-prescription drugs, “over-the-counter” drugs are “restricted drugs.” Additionally, prescription and/or non-prescription drugs which are possessed by the student without compliance with the district’s procedures regarding student use of medication and any substance which is intended to alter mood is also considered a “restricted drug.”

Sale/Sell - shall include any abuse or transfer, passing or sharing, of a restricted drug, intoxicating beverage, drug paraphernalia, look-a-like drug or over-the-
counter-drug. “Over-the-counter stimulants and/or depressants” include any substance that can be purchased over-the-counter which can be health endangering when used in any way contrary to the manufacturer’s directions.

School Property - includes school buildings, other district facilities on the grounds of the school campus, school buses, school parking areas, and any facility used for a school function, and includes student travel to and from school and a school-sponsored and school sanctioned activity.

School-Sponsored Activity - includes any school-sponsored and/or school-sanctioned activity, such as field trips, athletics, band, cheerleading, school clubs and school activities, regardless of the time frame or location of the activity, and includes the travel time, the activity and any overnight stays. The time period of the activity encompasses the time period the student leaves school property until the student returns home.

Student Assistance Program (SAP) Core Team - a multidisciplinary team comprised of school personnel that have been trained to understand and address issues of substance use, abuse and dependency and plays a primary role in the process of identifying and referring students in need of intervention.

Under the Influence - a state a person is in after s/he has taken drugs that interfere with sound judgment and acceptable behavior.

Use - means to ingest, inhale, inject, imbibe or otherwise use a restricted drug, look-a-like drug or intoxicating beverage to reach the bloodstream or digestive tract or be under the influence thereof.

Situational Categories

Student is suspected of possible use of restricted drug and/or intoxicating beverage, but there is no policy violation or physical evidence while on school property or at school activity –

1. Immediate Action: Student is informed of available help, and referral to SAP Core Team is made.
2. Investigation: Data is collected by SAP Core Team to determine if there are behavior or performance indicators of problems from possible substance use.
3. Notification of Parent/Guardian: Counselors’ notification will be limited to behavior or performance problems or, at the discretion of the SAP Core Team, concern about the student.
4. Discipline: An intervention conference will be held by the SAP Core Team if data collected indicates a need.

Student volunteer’s information about personal use / abuse or a friend’s substance use / abuse and requests help –

1. Immediate Action: Staff member refers student to a school nurse, counselor or other member of SAP Core Team.
2. Investigation: Data is collected to determine if there are behavior or performance indicators of problems from possible substance use / abuse.
3. Notification of Parent/Guardian: In instances of personal use, the staff member will encourage the student to communicate with the parent/guardian. The principal or designee will contact the parent/guardian regarding the behavior or performance indicators from the data collected by the SAP Core Team.
4. Discipline: Student is referred to the SAP Core Team, and student is strongly encouraged to undergo an assessment.

Student possesses, uses or is under the influence of restricted drug or intoxicating beverage, First and Second Offenses –

1. Immediate Action: Building authorities; school nurse are summoned. Student is relocated to a safe location, if possible.
2. Investigation: Student and his/her locker and other possessions may be searched by school administrators.
3. Notification of Parent/Guardian: Principal will notify parent/guardian and request an expedited meeting; conference.
4. Notification of Law Enforcement: Principal shall notify law enforcement.
5. Disposition of Substance: Principal will confiscate, seal, label and send to appropriate laboratory for analysis.
6. Discipline for First Offense: Student shall be issued an immediate 3-day suspension and afforded an informal hearing after three (3) days to determine if additional suspension or corrective action is warranted. At the discretion of the Superintendent, student may be referred to the Board for expulsion. Student will be referred to the SAP Core Team and will be referred to undergo a substance abuse assessment.
7. Discipline for Second Offense: Student shall be issued an immediate 3-day suspension and afforded an informal hearing after three (3)
days to determine if additional suspension or corrective action is warranted. Upon receipt of an additional seven (7) days of suspension, the student shall be referred to the Board for expulsion. Student will be referred to the SAP Core Team and will be referred to undergo a substance abuse assessment.

**Student is distributing, passing, sharing and/or selling a restricted drug or intoxicating beverage**

1. Immediate Action: Building authorities are summoned. Student is relocated to a safe location, if possible. A staff member will remain with the student at all times.
2. Investigation: Student and his/her locker and other possessions will be searched by administrators.
3. Notification of Parent/Guardian: Principal will notify parent/guardian and request an expedited meeting; conference. Principal will inform parent/guardian that law enforcement has been notified.
4. Notification of Law Enforcement: Principal will notify law enforcement of student's violation, in order to take further appropriate action.
5. Disposition of Substance: Principal will confiscate, seal, label and send to an appropriate laboratory for analysis.
6. Discipline: Student shall be issued an immediate 3-day suspension and afforded an informal hearing after three (3) days to determine if additional suspension or corrective action is warranted. The student may be referred to the Board for expulsion, although in those cases where the student is convicted criminally for distribution of a restricted drug or intoxicating beverage, student shall be referred to the Board for expulsion. Student will be referred to the SAP Core Team and will be referred to undergo a substance abuse assessment.

**Student is found in possession of drug paraphernalia**

1. Immediate Action: Building authorities are summoned. The student will be relocated to a safe location, if possible. A staff member will remain with the student at all times.
2. Investigation: Student and his/her locker and other possessions will be searched by administrators. If there is evidence of additional violation, the appropriate situational category will be followed. A referral to the SAP Core Team will be made.
3. Notification of Parent/Guardian: Principal will notify the parent/guardian regarding the student's health problem or medical emergency.
4. Notification of Law Enforcement: Principal will notify law enforcement only in cases where the safety of the student or the school population is at risk.
5. Disposition of Substance: Principal will confiscate and log substance and turn it over to appropriate medical personnel for identification. Principal will request a report of the substance.
6. Discipline: Student will be disciplined according to the Code of Student Conduct. Appropriate situational category will be followed. A referral to the SAP Core Team will be made.

**Student has a medical emergency related to controlled substance abuse, including symptoms of overdose, staggering, slurred speech, incoherence, dazed appearance** –

1. Immediate Action: Building authorities; school nurse are summoned. Standard medical emergency procedures are followed. Additional medical assistance is secured, when necessary. Student is transported to an appropriate medical facility, at parent expense.
2. Investigation: Principal will investigate the incident, which may include a search of the student, his/her locker and other possessions if the Administration has reasonable suspicion that evidence of a violation of this or other policies could be found.
3. Notification of Parent/Guardian: Principal will immediately notify parent/guardian regarding the student's health problem or medical emergency.
4. Notification of Law Enforcement: Principal will notify law enforcement only in cases where the safety of the student or the school population is at risk.
5. Disposition of Substance: Principal will confiscate and log substance and turn it over to appropriate medical personnel for identification. Principal will request a report of the substance.
6. Discipline: Student will be disciplined according to the Code of Student Conduct. Appropriate situational category will be followed. A referral to the SAP Core Team will be made.

**Student possesses, uses or is under the influence of restricted drug or intoxicating beverage while attending, participating or as a spectator at a school-sponsored or school-sanctioned activity** –

1. Immediate Action: Advisor, chaperone or other responsible district representative is notified. The individual will remain with the student at all times. Building principal is notified.
2. Investigation: Student and/or possessions are searched by responsible district representative. Principal will then conduct an investigation of the circumstances of the situation.

3. Notification of Parent/Guardian: District representative will immediately notify parent/guardian and request him/her to come to the location to accompany the student home or make arrangements for student’s transportation home at parent’s/guardian’s expense.

4. Notification of Law Enforcement: Principal may notify law enforcement.

5. Disposition of Substance: District representative will confiscate, seal and label substance and turn over to principal for sending to appropriate laboratory for analysis.

6. Discipline: Student shall receive ten (10) days out of school suspension. At the discretion of the Superintendent, student may be referred to the Board for expulsion. Student will be referred to the SAP Core Team and will be referred to undergo a substance abuse assessment. Student shall lose eligibility to participate in all extra-curricular activities for sixty (60) calendar days from the last day of suspension.

7. Disposition Of Evidence: The principal will confiscate, seal and label all suspected controlled substances and paraphernalia. All substances and paraphernalia will be placed in an envelope, with a witness present, and temporarily secured until the package can be turned over to the proper authorities.

8. On the envelope should be recorded the school building, date and time the item was confiscated, description of the item, and signature of both parties involved. The principal will maintain an accurate record of items confiscated, to include: date and time item was confiscated; where, when and circumstances of confiscation; nature of student from whom item was confiscated; description of confiscated item; names of any witnesses; disposition of the item.

9. The principal will ensure that evidence given to law enforcement or a laboratory for analysis is properly described in writing and receipted.

Re-admittance To School

Student must complete the term of his/her suspension and/or expulsion before returning to school. However, in certain situations where the Board grants such authority to the Superintendent, the Superintendent may use his/her discretion to shorten the length of a student’s suspension/expulsion if the student voluntarily agrees to comply with the Administration’s recommendations for substance abuse assessment and counseling and clean drug screen/s. In such situation, an agreement must be reached among the student, parent/guardian and school administrator that the student will successfully complete the program recommended by the intervening counselor, clinics and agencies and the SAP Team.

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Annually, building principals will notify students and parents/guardians through the student handbook of the resources available to students regarding substance abuse and of the disciplinary sanctions for violation of the Board policy, administrative regulations and school rules governing use of restricted drugs, intoxicating beverages, look-a-like drugs and drug paraphernalia by district students. Each building principal will utilize other means appropriate to student maturity levels to issue information regarding use of restricted drugs and intoxicating beverages by students. District administrators will utilize additional means to communicate such policy and administrative regulations, such as parent newsletters, district website, and articles in local publications.

To implement the Board policy, corresponding administrative regulations will be followed by all district staff when responding to situations involving student use, possession, sale and distribution of restricted drugs and intoxicating beverages. Staff will receive
administrative regulations during staff in-service programs.

A student who uses, possesses, sells, distributes, or is under the influence of any restricted drug or intoxicating beverage, as defined herein, during school hours, at any time while on school property, at any school-sponsored or school-sanctioned activity, and during the time spent traveling to and from school and school-sponsored or sanctioned activities will be disciplined in accordance with the Code of Student Conduct and be subject to the following procedures.

TERRORISTIC THREATS/ACTS

Guidelines:

The Hempfield Area School District will use the following procedures and guidelines for responding to terroristic threats / acts of violence. Violations of the Board’s policy on terroristic threats/acts can result in suspension, expulsion, and referral to law enforcement agencies.

Definition:

A terrorist threat is a crime generally involving a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. It may mean an offense against property or involving danger to another person that may include but is not limited to recklessly endangering another person, harassment, stalking, ethnic intimidation, and criminal mischief.

1. Types of Terroristic Threats: Terroristic threats may be, come in the form of, or be communicated via:
   a. Comments Written / Verbal
   b. Gestures
   c. Phone-calls
   d. Pictures/Graphics
   e. Voicemail messages
   f. Third parties Electronic communication (e.g. e-mail, blog, social network)
   g. Singing (song lyrics)
   h. Threats

2. Threats may be against, between, or among:
   a. Staff
   b. Students
   c. Parents
   d. Visitors
   e. Property

3. Types of Threats:
   a. Bomb
   b. Death
   c. Extortion
   d. Extreme Intimidation
   e. Bodily Harm
   f. Other

Procedures Related To Threats Of Violence:

1. Reporting – Responsibility of Staff
   a. All terroristic threats must be taken seriously and actions taken accordingly until it is determined to no longer be a threat.
   b. ALL terroristic threats /acts must be referred to the building principal.
   c. Discretion must be used regarding communications about/dealing with terroristic threats/acts. If the threat is imminent, administrators and staff may put the building in lockdown or call an evacuation and 911 will be called.

2. Investigation
   a. It is the responsibility of the building principal and/or his/her designee to conduct an investigation into an alleged terroristic threat or act. Even idle threats can be considered to be a terroristic threat if the intent was to terrorize or the individual was acting with reckless disregard of the risk of terror. The principal shall contact local law enforcement, as necessary.
   b. The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.
   c. The building principal or designee may conduct a search consistent with School Board Policy 226.
   d. Consult with appropriate staff if necessary to make a determination if a threat was in fact made or an act committed.
   e. If the threat/act involves a group, separate them and meet with each individually.
   f. Interview the individual(s); discuss the incident with appropriate staff and others to gather information for the investigation.
   g. Gather facts concerning the incident to use to complete an incident report. This includes information relating to Who, What, When, Where, How, Why, and outcome information.
   h. Some additional issues to investigate may include:
      • In how many previous incidents has this participant been involved?
Provide details. Similarities of incident(s).

- What pertinent difficulties, if any, occurred within a few days prior to incident? (Does not have to include participant.)
- Source of conflict as reported by participants.

3. Actions
   a. The building principal/appropriate supervisor will:
      - Ensure that a responsible adult is with the affected student(s) /individual(s) at all times. This includes the person making the threat and the person being threatened.
      - Follow the Student Discipline Code: Violations of the Board’s policy on terrorist threats/acts of violence can result in suspension, expulsion, referral to law enforcement agencies.
      - At the conclusion of the investigation, inform parents/guardians and affected individuals of the manner in which the threat was investigated and the results of the investigation. Released information must be compliant with FERPA guidelines.
      - Make a full report to the superintendent, who will disseminate information to the Board and other affected parties as is appropriate.
      - A meeting involving all appropriate parties will be held before the student returns to school/work.

4. Documentation
   a. A disciplinary referral is made and a form completed and submitted to the principal/supervisor with supporting details/documentation by the individual reporting the incident.
   b. If determined to be a terrorist threat/act, documentation will remain on-file.
   c. For an employee, all documentation will be turned over to the Superintendent.
   d. A report of the incident and the outcome shall be submitted to the Superintendent/designee.

5. Transfers
   a. If a student transfers (moves out of the district), information will be given orally by the sending administrator to the receiving administrator. Information will also be forwarded via Act 26 forms as requested.
   b. If the student transfers into the district, an Act 26 sworn parent/guardian statement is required. Act 26 disciplinary records are also requested from the school.
      - When Act 26 disciplinary information is received that indicates that a student has been suspended or expelled for threats/acts of violence, appropriate staff must be informed by the building principal.
      - The sending school district shall be contacted to gather additional information.

6. Procedures for Post-Incident Responses
   a. Disseminate facts and information using an established communication process.
      - All incidents require an explanation. Student(s) names should not be released except as permitted by FERPA.
   b. Any incident, regardless of perceived seriousness, will have an impact on those involved and the environment in which it happened.
   c. Facts about an incident will be reported in a timely manner to the school personnel, student body, and other appropriate and concerned or interested parties.
   d. Caution staff concerning confidentiality issues. Stress FERPA.
   e. If media become involved, the Superintendent or designee will establish one (1) contact person from the school district.

VANDALISM
Students involved in acts of vandalism may be referred to the police for criminal prosecution. Students will be required to pay for repairs or replacement of objects or facilities. Vandalism may include misuse of technology.

NOTE: Students will also be subject to disciplinary action in accordance with the Hempfield Area School District disciplinary code for all of the above violations.

SERIOUS/REPEATED VIOLATIONS
In an effort to create a safe atmosphere conducive to learning, the administration of Hempfield High School will not tolerate serious offenses or repeated violations of the discipline code.

Any student who is found to be:

- in possession of or under the influence of drugs (including look-alike drugs) or alcohol;
- in possession of a weapon;
• responsible for committing acts of vandalism or theft;
• repeatedly violating the discipline code;
• will be subject to serious consequences for those violations in addition to the normal suspension or detention or other consequences assigned. Those additional consequences may include, but are not limited to:
• exclusion from extra-curricular events for the remainder of the school year;
• revocation of the right to attend the Prom, other dances, or school functions or activities;
• revocation of the right to attend the graduation ceremony.

CONDUCT AT ATHLETIC EVENTS
Hempfield High School has an extensive athletic program allowing our students interscholastic athletic experiences with many of the areas’ finest schools. When visiting teams play at Hempfield High School, the administration expects that the Hempfield students and fans will treat these visiting teams and their fans with the utmost respect as would be expected with any guest in our school. Inappropriate or rude behavior from any Hempfield student before, during, or after an athletic event will result in that person being removed from the event and also exclusion from future events, as well as other possible disciplinary actions. Students who are suspended from school are not permitted to attend athletic events. Students who are absent from school are not permitted to attend athletic events.
These behavior guidelines and consequences pertain to all home and away events.

SAFE HEALTH PRACTICES
In an effort to provide a healthful environment and good health practices, the following guidelines should be followed by all students:
1. Avoid touching blood or body fluids from another person with your bare hands. This includes but is not limited to nose bleeds, cuts, and lost teeth. Disposable latex gloves must be used to handle this material.
2. If an injury or nosebleed does occur, hand the person a tissue to stop or slow the bleeding and notify a staff member or the nurse of the incident.
3. The staff personnel or nurse will instruct you where to dispose of bloodied tissues.
4. If you have contact with blood or body fluids from another person, wash your hands immediately with soap and water using proper hand washing technique and notify a staff member or the nurse.
5. The families of students involved in a blood or body fluid exchange with another student will be notified of the incident and advised to seek the advice of their health care provider.
6. Do not share razors, toothbrushes, scissors, nail files, needles, pierced earrings, or any personal articles that may be contaminated with blood or body fluids.
7. Do not attempt to pierce ears. This should be done using sterile techniques by a qualified person.
8. Tattooing and blood brother rituals are high risk activities and should be avoided.
9. Use these other good health habits:
   a. Keep your fingers out of nose and mouth.
   b. Wash your hands before eating and after using the restroom.
   c. Dispose tissues properly after blowing nose.
   d. Do not use another person’s lip gloss, lipstick, comb or brush.
   e. Avoid using community water bottles.

STUDENT PARKING
Hempfield School District is committed to providing a quality system of transportation for all students. Occasionally, due to special circumstances, junior and senior students in the work study and vocational technical co-op courses may be eligible to receive parking permits. Juniors and seniors who have VERIFIABLE after school employment beginning before 4:00 PM may also be eligible.

All vehicles parked on school property are subject to periodic searches as well as periodic canine sniff searches.

ALL PARKING REGULATIONS ARE STRICTLY ENFORCED! DRIVERS IN VIOLATION OF ANY RULE MAY LOSE THEIR STICKER!

1. Caution must be used at all times while driving on school property. All drivers are reminded that the maximum speed limit on school property is 15 MPH.
2. All vehicles that you plan to drive during the school year must be registered during the first week of the school year. To register a vehicle or receive a TEMPORARY PARKING PERMIT, the owner’s card and insurance card must be presented at the time of registration.
3. All student vehicles must be properly registered and marked with a valid parking sticker placed in the designated area before the vehicle will be permitted on school property. Each vehicle must
have a completed registration card signed by the student and parent before a parking sticker will be issued. A fee will be charged for the parking sticker of each vehicle registered. (NOTE: Parking stickers are NOT transferable from one vehicle to another.)

4. If you trade or junk your car, make sure that you reclaim the registration sticker and have the information pertaining to your new car properly recorded on a new registration card.

5. Upon entering the designated student parking lot, you are to properly park your vehicle and that vehicle is to remain in the parking lot until the student’s school day is completed. After the vehicle is parked, the driver must immediately enter the school building.

6. Students are not permitted to go to their cars during school hours without permission from a school security officer.

7. Students who drive will be required to observe the school rules and regulations governing the use and possession of tobacco, alcoholic beverages, and controlled substances.

8. TEMPORARY PARKING PERMITS: If it should become necessary for a student to drive a vehicle not already registered, a temporary parking permit will be issued for one day only. These permits are issued by Mr. Saraceni. Temporary parking permits are to be obtained one (1) day prior to the need to drive. You must furnish your owner’s card and license plate number to obtain a temporary parking permit. This permit must be hung on the rear view mirror with the information visible from the outside of the vehicle.

9. All drivers must strictly obey the instructions of all teachers in charge of the parking areas. Any student not following the established parking regulations will have his/her parking permit revoked.

10. Students are not permitted to loiter in the school parking lot after school is dismissed.

11. Motorcycles must follow the same regulations governing other motor vehicles.

12. Sophomore and freshmen students are not permitted to drive.

13. Students driving to school must not have any passengers in their vehicle. Any exception to the “no rider” policy must be approved by the administration. Students in violation of the no passenger policy may face an automatic loss of driving privileges for no less than thirty (30) days. Subsequent violations may result in termination of driving privileges for the remainder of the school year. After leaving the student parking lot students are not permitted to pick up passengers in route to their place of work or home. Junior and senior students having permanent parking permits are permitted to bring their siblings to school in their cars on the days previously approved student drivers need to drive because of their work schedules. Siblings will need to have their school ID on them while riding in the vehicle.

NOTE:
Parking is the complete and total risk of the student/owner including, but not limited to loss, occasioned by theft, vandalism, fire, adverse weather conditions, or any other occasion mentioned or not. Students are reminded that parking off school property (example: churches) is prohibited and will result in loss of parking privileges.

The high school administration has partnered with the school police staff to ensure safe traffic patterns for the high school. To meet this goal, the following procedures are to be followed:

Morning Traffic

- The high school main entrance via State Route 136 is for staff and busses only between the hours of 7:00 AM and 7:20 AM

- In the morning, between the hours of 7:00 AM-7:20 AM, all student drivers are to enter campus via Spartan Drive, and park in the student parking lot (first two rows nearest to the building are reserved for teacher parking only). Only students who are involved in after school activities are to park in the lower field house parking lot. No student, vehicle should enter the high school through the main entrance via state route 136

- Students must always park in designated parking spots. Any students parking in the grass or in a crosswalk may lose their driving privileges and/or face disciplinary action
Dismissal Traffic
- Students who park in the athletic lot are not permitted to exit this lot during dismissal.

PARENT INFORMATION REGARDING STUDENT PARKING

The high school administration has partnered with the school police staff to ensure safe traffic patterns for the high school. To meet this goal, the following procedures are in effect to ensure student and staff safety:

Morning Drop-Off
- *All parent drop-offs between 7:00 AM and 7:20 AM are to enter campus via Spartan Drive.* No parent vehicle will be allowed to enter the high school through the main entrance via State Route 136 unless parents are escorting their child into the building due to documented medical circumstance. If a parent is escorting a child into the building, it is highly recommended you arrive before 7:10. No parent is to enter the high school through the back entrance. Parents driving on campus are expected to follow the 5 MPH limit, and pay very close attention to safe and courteous driving.

- Parents dropping off students in the morning via Spartan Drive are to drop students off on the sidewalk closest to the building. Parents are to then proceed up to the left, and through the parking lot, and back down Spartan Drive to exit campus.

- The high school main entrance via State Route 136 is for staff and busses only between the hours of 7:00 AM and 7:20 AM and parents entering here will be asked to turn around and use the Spartan Drive entrance.

Afternoon Pick-Up
- Parents picking up students in the afternoon should park in the last lane of the parking (not the bus lane or the fire lane) closest to the high school. There is no idling or parking on the main road in between the parking lots, or on the road between the stadium and the high school. This poses a safety risk to our students, and bus traffic cannot get through safely.
STUDENT DISCIPLINE CODES

Introduction

The basic purpose of the Conduct and Discipline Code is to inform the students and parents/guardians of the Hempfield Area School District of their rights and responsibilities, to inform them of the possible disciplinary responses that will be taken for and behaviors in violation of the student discipline code.

The following regulations and guidelines were adopted after careful study by the Hempfield Area School Board based upon the recommendations of a representative group of faculty and administrators. The list of penalties is a guideline only and nothing in this statement of standards shall be construed as limiting the district in imposing different penalties when circumstances warrant.

Students Rights

Human rights and equal opportunity are intended for every citizen according to the United States Constitution. Laws are designed to protect individual and group rights. They work well if everyone: (1) knows the laws, and (2) respects and obeys the laws. The enforcement of the following regulations is in compliance with the procedures provided by law and the Student Rights Policy as adopted by the Board. Students and parents/guardians are encouraged to become familiar with this policy. A copy is available in the building principal’s office or the school library.

Student Responsibilities

One of the district’s primary goals is to assist students in becoming responsible citizens and to heighten the growth of each individual person as well as the total school community. To achieve this end, students must:

1. Assume responsibility for regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students share with the administration and faculty the responsibility to develop within the school a climate that is conducive to wholesome learning and living.
2. Not interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administration and all others who are involved in the educational process.
3. Express their ideas and opinions in a respectful manner in order not to offend or slander others.
4. Assume, but not necessarily limit their responsibility to the following: a. An awareness of and compliance with state and local laws.
   a. Assisting the school staff in operating a safe school for all students.
   b. An awareness of all rules and regulations for student behavior and conduct.
   c. Understanding that a rule is in full effect until it is waived, altered or repealed.
   d. Attending school daily and arriving on time for all classes and school functions.
   e. Pursuing satisfactorily the courses of study prescribed by state and local school authorities.
   f. Dressing and grooming to meet fair standards of safety and health in order not to cause substantial disruption to the educational process.
   g. Arranging for classroom work missed during an excused absence from school.
   h. Providing information in situations relating to the health, safety and welfare of the school community and the protection of school property.
   i. Exercising proper care in the use of public facilities and equipment.
   j. Refraining from written or verbal use of indecent or abusive language.
   k. Avoiding any inaccuracies in the student body’s newspaper or publications.

Definitions

1. Detention - a disciplinary action taken by the administrator which requires the student to remain after school for a predetermined length of time. Every student who is assigned detention will report to the assigned room on the day or days designated by the administrator. The requirements for detention are promptness, silence, and constructive writing or study.
2. In-School Suspension (ISS) - this is the reassignment of a student from regularly scheduled classes into a supervised area. The student is provided the opportunity to maintain the academic program but restrained socially from all school experiences while assigned to the ISS room. The student is under supervision and must meet the obligation both academically and in conformance to establish rules for conduct to gain a release from the area.
3. Out-of-School Suspension (OSS) - the principal can issue a suspension for a period of
one (1) to ten (10) days depending on the nature of the violation. The student’s parents/guardians will be notified and the suspension will officially start when designated by the administrator. A parent/guardian conference may be required for readmission to the school program. Further, the student may not participate in any school activity, nor be on school grounds for the duration of the suspension until readmission to school. No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard in his/her own behalf before the school official who holds the authority to reinstate him/her. Students may not participate in extracurricular activities while they are under in-school or out-of-school suspension, but they will receive credit for work completed during the suspension period. When the suspension exceeds three (3) school days, additional designated school officials may be present during the informal hearing. Such hearing shall take place as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

4. **Expulsion** - this is an exclusion from school for an offense for a period exceeding ten (10) school days and may be permanent. The Board or a Committee of the Board will make the final decision regarding expulsion. The student shall not participate in any school activity, nor be on school grounds for the duration of the expulsion.

5. **Truancy** - when a student is illegally or unlawfully absent from school.

6. **Tardy** - late for school or class.

7. **Parent** - as used in this policy means a natural or adoptive parent of a child; a guardian; a person acting in the place of a parent such as a grandparent or stepparent with whom the child lives; a person who is legally responsible for the child’s welfare; or a foster parent.

8. **Procedures For Students Suspended Or Expelled By Another School District** - it is the policy of the Hempfield Area School District to give full faith and credit to the decision of another school entity to suspend or expel a student for disciplinary reasons. Therefore, the Hempfield Area School District will honor and continue to impose all unfinished suspensions and/or expulsions that were imposed on each and every new entrant into the Hempfield Area School District. Each new entrant, whether by transfer or relocation, will serve the remainder of that discipline prior to physical entrance into any Hempfield Area schools.

**Conduct And Discipline Code**

The purpose of the Hempfield Area School District Conduct and Discipline Code is to inform the students, parents/guardians, school staff, and community which types of student behaviors are unacceptable and to be aware of the levels from the less serious to the more severe. A Level I misconduct is less severe that a Level II misconduct and so on. Repeated and more severe behavior will result in more severe consequences.

On the following pages is a guideline of penalties and misconducts. Nothing in this statement of standards shall be construed as limiting the district in imposing different penalties when circumstances warrant misconduct or imposing other disciplinary responses. This is not to be considered an exclusive list. Other misconducts and responses may be considered by the district administrators.

**Level I Misconducts**

1. Classroom disturbances (e.g., calling out, throwing objects, safety violations).
2. Classroom tardiness.
3. Cheating, lying and plagiarism.
4. Improper language.
5. Repeated failure to complete assignments.
6. Repeated failure to carry out directions.
7. Violations of the dress code.
8. Violations of bus riding regulations.
9. Or any other behavior which disrupts the orderly classroom procedures or interferes with the orderly operation of the school (e.g., minor fighting, horseplay, etc.).

**Level I Disciplinary Options/Responses**

1. Verbal reprimands.
2. Student/Teacher conference.
3. Special seating.
4. Written assignments pertaining to acceptable behavior.
5. Reasonable withdrawal of classroom privileges.
6. Restriction from school activities (e.g., cannot attend field trips, assemblies, dances, athletic events, etc.).
7. Parent conference (personal or telephone).
8. Behavior contracts.
Level II Misconducts

1. Repeated or more severe Level I misbehaviors.
2. Bullying behaviors, including cyber bullying.
3. Truancy.
4. Student tardiness.
5. Lack of respect.
6. Falsifying passes and excuses.
7. Failure to comply with the instruction of a teacher or other staff member.
8. Disruptive classroom behavior.
9. Failure to attend detention.
10. Loading of illegal software on any system or computer.
11. Disclosing a password or using an unauthorized password.
12. Sending inappropriate, vulgar, or derogatory e-mails or messages.
13. Downloading, viewing unauthorized web sites.
14. Violation of computer usage regulations.
15. Unauthorized use of technological/electronic devices such as, but not limited to: cellular phones, MP3 players, iPods, devices with internet access, etc.
16. Unsportsmanlike behavior at athletic events, assemblies, school activities.
17. Persistent violation of school rules and regulations (e.g., gum chewing, running in the halls, etc.).
18. Persistent violation of bus riding regulations.
19. Or any other behavior whose frequency or seriousness tends to seriously affect the student’s education or the education of others.

Level II Disciplinary Options/Responses

1. Withdrawal of school privileges.
2. Restriction from school activities.
3. Confiscation of an object.
4. Student/Teacher conference.
5. Behavior contract.
7. Referral to counselor/principal.
8. Detention.
9. In-School Suspension (ISS).
12. Referral to outside agency or social agency.

Level III Misconducts

1. Repeated or more severe Level II misconducts.
2. Physical abuse: physical aggression toward any other person.
3. Vandalism such as writing on walls, seats, chairs, defacing or destroying school property including school buses or damaging computer system/software.
4. Stealing including software theft.
5. Installing a computer virus.
6. Uninstalling the school district’s computer system.
7. Hacking into the computer system.
8. Threats to students either physical, written, verbal or electronic.
9. Threats to staff either physical, written, verbal or electronic.
10. Disorderly conduct.
11. Harassment against students.
12. Harassment against staff.
14. Assault against students.
15. Assault against staff.
16. Or any other acts of misconduct which involves a violation of the personal or property rights’ of others including the school district.

Level III Disciplinary Options/Responses

1. The administrator or his/her designee will take into account the increased severity of Level III misconducts. With this in mind, s/he will utilize the options listed at Levels I and II accordingly.
2. Referral to law enforcement agencies
3. Restitution for any damages.

Level IV Misconducts

1. Repeated or more severe Level III misconducts.
2. Extortion.
4. Possession/use/transfer of any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and anything capable of inflicting serious bodily injury. This definition includes box cutters, kitchen knives, pen knives on key chains, and other common household items.
5. Possessing/furnishing/selling of unauthorized substances (such as drugs, look-alike drugs, non-controlled substances, alcohol, drug paraphernalia, etc.).
6. Starting a fire (arson).
7. Setting off false fire alarms.
8. Tampering with fire extinguishers.
9. Intimidation, extortion or blackmail of another student or school personnel under threat of physical harm.
10. Inciting to riot.
12. Possession/use/transfer of detonating or explosive devices.
13. Possession and/or use of tobacco products.
14. Any other acts of misconduct which results in violence to another's person or property or which pose a direct threat to the safety and welfare of others including the school district.

Level IV Disciplinary Options/Responses

1. The administrator or designee will take into account the increased severity of Level IV misconduct. With this in mind, s/he will utilize the options listed at Levels I, II, and III accordingly.
2. Out-Of-School Suspension (OSS).
3. Expulsion from school.
4. Referral to law enforcement agencies.
5. Referral to the Board of School Directors for appropriate action.
6. Restitution for any damages.

GUIDELINE EXTENSIONS

The above rules are applicable in all schools, on school grounds, on school buses, or while participating in school-sponsored activities of the Hempfield Area School District. However, each building may have rules in accordance with policies and guidelines established by the Board of School Directors, which must be followed by all students enrolled in that school. For additional information, a list of relevant School Board policies as they relate to this Discipline Policy can be found in the School Board Policy Handbook.

SUSPENSION AND EXPULSION

In order to provide a safe and orderly learning environment for students and staff, suspension and expulsion of students may occur due to major disciplinary infractions that threaten the health, safety, and welfare of students and; or employees. The reasons for the exclusion of student(s) from school include, but are not limited to: disruptive or inappropriate behavior in school, weapons policy violations, tobacco policy violations, harassment, violence, assault, vandalism, disruptive behavior at school, on school buses, or at school related activities, dangerous or illegal acts, violation of the rights of others, involvement with alcoholic beverages or drugs on school property or at school activities (or on the way to and from school), class cutting, and willful violation of student responsibilities as defined by the State Board of Education and the Student Code of Conduct.

Suspension

Suspension is a direct action taken by the school in response to a continued or serious violation of school rules as outlined in the School Code, the Regulations of the State Board of Education and/or the Student Code of Conduct. School administrators have the authority to issue any of the types of suspensions identified below.

In-School Suspension is defined as a separation from regular school participation for a specific violation of the Student Code of Conduct. Students who receive an in-school suspension will be directed by the school administration to go to a designated school room to serve the time of the suspension. The Student Code of Conduct indicates the violations for which such a suspension may occur. The student must be informed by the school administration of the reasons for the in-school suspension and must be given the opportunity to respond. The decision of the principal or designee is final. The student's parents/guardians shall receive notice from the school that an in-school suspension was given to the student and the reasons for the action. Such suspension shall be followed by a parental conference when appropriate.

Temporary Out-of-School Suspension is defined as an exclusion of a student from school for a specific violation of the Student Code of Conduct. Whenever a student receives a temporary suspension, his/her parents/guardians shall be notified immediately by telephone by the school administration. Any such suspension shall require an informal hearing with the principal or designee prior to the student's return to school. All such parental contacts and conferences with the administration shall be documented by a written record.

Full Out-of-School Suspension is defined as an exclusion of a student from school for a specific violation of the Student Code of Conduct. Whenever a student receives a full suspension, his/her parents/guardians shall be notified immediately by telephone by the school administration. Any such suspension shall require an informal hearing with the principal or his/her...
designee, at which time the student will have an opportunity to respond to allegations, review available data and information, question any witness, and produce information and witnesses on his/her own behalf. Such suspension shall be followed by a parental conference with the principal or designee.

Upon the recommendation of the principal, and for serious offenses, a hearing will be held with the Superintendent or their designee, at which time the student and his/her parents/guardians will be given the opportunity to respond to the suspension and present his/her side of the incident. Parents/Guardians will be required to attend such hearing, and both student and parents/guardians will be provided with full rights of due process.

All suspension hearings shall take place as soon as possible after the suspension. In all cases the hearing shall be held within ten (10) school days. A student may be suspended for a maximum of ten (10) school days following a hearing, except in cases where expulsion is being recommended. In this case, the date for expulsion shall be set within the ten (10) days.

Students have the responsibility to obtain work assignments missed during the suspension period and shall complete make up work upon return to school. Under normal circumstances, a student shall be readmitted to the regular educational program as determined by the outcome of the full suspension hearing except when the presence of the student in school poses a danger to him/herself or others, warranting continued exclusion from the schools. In such cases an expulsion hearing shall be scheduled promptly.

Expulsion

Expulsion is defined as an exclusion of a student from school for a period exceeding ten (10) school days and for a period of up to one full school year. The administration may recommend to the Board that a violation of the law, the Student Code of Conduct, or other applicable school policy by a student warrants expulsion from the Hempfield Area School District.

No student shall be expelled from school without a formal hearing before the Board of School Directors or a duly appointed committee of the Board. Expulsion hearings normally will be closed to the public; however, upon the request of the student and his/her parents/guardians and with the concurrence of the Board, the hearing may be held publicly. The student and parents/guardians will be permitted to have a representative or legal counsel to represent them at the hearing. The administration shall not disclose or discuss any of the details surrounding the possible expulsion with the Board until the formal expulsion hearing takes place.

The formal expulsion hearing shall observe all due process requirements of law as follows:

1. School district shall:
   a. notify the student and parents/guardians of the charges in writing by certified mail;
   b. state the time and place of the hearing, which shall be held in a timely manner;
   c. state that the hearing shall be held privately unless the student or parents/guardians, with the concurrence of the Board, request a public hearing;
   d. assure proper representation of the student and the Board, and shall observe all appropriate due process procedures;
   e. provide for a certified court reporter to record the proceedings, a copy of which shall be provided to each Board member and the student and his/her parents/guardians.

2. The student or parent/guardian shall have the right to:
   a. representation by a designated representative or legal counsel;
   b. disclosure of the name(s) of witnesses and any testimony they have made;
   c. testify and present witnesses on the student’s behalf.

All rights under the appropriate laws, statutes and regulations of the Commonwealth of Pennsylvania and the policies of the Board of School Directors shall be observed during the suspension or expulsion process involving any student in the Hempfield Area School District.

SEARCH AND SEIZURE

The Board acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property and may provide lockers, desks and cabinets for such storage.
All lockers, desks and cabinets are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker, desk or cabinet as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student’s locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population.

**GUIDELINES – SEARCH AND SEIZURE**

Students are included within the Fourth Amendment’s protections against unreasonable searches and seizures of their persons and property. However, the reasonableness of any search or seizure must be determined in view of the legitimate need of the school district to maintain an ordered and disciplined environment so that education may proceed, and may, in furtherance of that purpose, conduct searches where there is reason to believe that students may be in possession of drugs, alcohol, or weapons in violation of school policy or state law. The legitimacy of searches by school personnel must be guided by balancing the degree of the search and the basis justifying it.

Because searches by school authorities are undertaken in furtherance of educational purposes and not to initiate criminal proceedings, less stringent standards of justification apply to school than to law enforcement authorities. Where a search is undertaken in conjunction with a criminal investigation conducted by the authorities, the literal requirements of the Fourth Amendment, i.e., probable cause and a proper warrant, apply with full force.

Accordingly, searches by school authorities will be undertaken and conducted only as follows:

1. Under no circumstances shall any search be undertaken at the request of or upon information received from law enforcement officers. Searches of students, lockers or vehicles on school premises by law enforcement officers shall be permitted by school authorities only upon presentation of a proper warrant which shall be exhibited to and photocopied by the building administration.

   If an officer should assert that exigent circumstances exist, the building administrator shall refuse a student access to his/her locker to provide the officer time in which to obtain a proper warrant.

   In either event, the building administrator shall make a complete record of the request by the officer as in the case of questioning or arrest.

2. **Canine Searches** – Police or contracted providers, however, may be asked to assist school administrators in conducting canine searches of school property, student lockers or automobiles parked on school grounds. Such action is taken to ensure compliance with federal, state, and local laws and school policies prohibiting the possession, use, sale or distribution of illicit substances such as alcohol, drugs and weapons.

   The school district retains the right to inspect student lockers and/or vehicles on school property for tobacco, illegal drugs, alcohol or weapons. The district reserves the right to have trained dogs sniff lockers and/or vehicles on school property. The student shall have no right to be present during the canine search. If the canine search positively identifies lockers or vehicles, the district has reasonable suspicion to further search the locker or vehicle in accordance with district procedures.

3. **Lockers** – Lockers and desks are school property and are provided for the convenience of the student and for security of personal possessions, but students should not entertain more than a minimum expectation of privacy in lockers or desks and their contents in regards to inspections by school officials. Periodic general or particular inspection of lockers or desks and their contents may be conducted by school authorities. Students shall be informed of this policy.

   Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials, which pose a threat to the health, welfare or safety of the school population, students’ lockers maybe searched without prior warning.
4. **Persons** – Pockets, Purses, Bookbags
   Pockets, purses, bookbags or like parcels or packages in the immediate possession of a student are subject to search if, in the opinion of the building administrator, there is a reasonable basis to suspect that contraband might be present. Any such search shall be conducted in the presence of the building administrator and another staff member, the latter always to be of the same sex as the student in question.

5. **Persons** – Strip searches and pat-downs. Strip searches and pat-downs **shall not** be conducted by district personnel.

6. **Contraband** – Any contraband disclosed by any search will be delivered to law enforcement authorities.

7. **Records** – A contemporaneous record of any occasion of personal search shall be made by the appropriate building administrator, which shall include the information described above and shall also include the identity of the staff member initiating the search and a brief statement of the circumstances giving rise to and supporting the search.

8. **Vehicles** – In the interest of school safety, vehicles on school property are subject to random plain-view searches and students will be held liable for the contents of vehicles.

**BUS RIDING REGULATIONS**

Violations occurring on school buses are subject to the same policies as if they happened on school grounds. Riding the school bus is a privilege, not a right. Violations of the rules and regulations of transportation safety may be grounds for withdrawal of bus riding privileges.

1. Students are to arrive at the pick-up spot five (5) minutes before their bus is scheduled.
2. Students should wait at the bus stop for twenty (20) minutes after the scheduled pick-up time.
3. Students are to wait in an orderly manner and stand a safe distance away from the edge of the road.
4. Students are required to cross in front of the bus when loading and unloading.
5. Students must wait for the bus to come to a complete stop before entering.
6. Students are to enter and leave the bus with a minimum disturbance to others.
7. Students must remain seated until the bus comes to a complete stop. Standing is prohibited while the bus is in motion.
8. Students must avoid excessively loud talking and shouting. Conversation is to be kept to the student’s immediate seating area. Profane language will not be tolerated.
9. Students must keep all objects inside the bus at all times. Students must not extend hands, arms and heads through the bus window.
10. Students must obtain permission from the driver to open bus windows.
11. Students are not permitted to eat food or drink a beverage while riding the bus.
12. Students are not permitted to smoke, use a tobacco product or spit while on the bus. Students violating this rule will be subject to suspension of bus riding privileges.
13. Students are expected to conduct themselves in an acceptable manner. Fighting may be cause for “immediate” withdrawal of bus riding privileges.
14. Students must respect district property. Defacing or damaging bus seats will be just cause for withdrawal of bus riding privileges and restitution for the property damage will be required.
15. Students are not permitted any live animals, firearms, explosives, or anything of a dangerous or objectionable nature on the bus.
16. Gym bags, band instruments or any school project shall not be placed in aisles or area near entrances or emergency door. Items of this nature must not be allowed on the bus unless they can be held on the pupil’s lap without endangering the safety of other pupils. Students who must take big, heavy objects to school should arrange for private transportation.
17. Educational toys should be small enough to be put in a book bag. No potentially dangerous or disruptive educational toys should be transported on the bus.

Violations of any of the above rules and regulations will be reported to the building principal for disciplinary action. Please be advised that video and audio surveillance may be in effect on Hempfield Area School buses.

**FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES**

All rules of this policy apply while students are participating in any school-sponsored activity.
CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

1. These students are subject to all rules of the Hempfield Area School District, as well as those of the Central Westmoreland Career and Technology Center.

2. School district bus behavior guidelines apply to students at all times, including travel to and from the Central Westmoreland Career and Technology Center. Bus drivers can assign seats or take whatever measures they deem necessary to maintain order and safety on the bus.

3. Students excluded from either the Central Westmoreland Career and Technology Center or the Hempfield Area High School will be excluded from attending both schools for the duration of the exclusion.

GENERAL PROVISIONS

1. In any case where an offense or violation has occurred, the administration shall always have the right to refer the offense or violation to the School Board for Board hearing and Board action. (It should be noted by the students, parents, and guardians that when the offense or violation is referred to the School Board for Board hearing and Board action, the School Board may suspend or exclude the student from school or a period exceeding ten (10) school days and may permanently expel the student from the school rolls.)

2. In any case where an offense or violation has occurred, the administration shall always have the right to refer the offense or violation to the civil authorities and police if the offense or violation constitutes a violation of the laws of the Commonwealth of Pennsylvania, for appropriate police and civil authority action.

3. In any case where an offense or violation has occurred, the student committing the offense or violation shall be fully and completely responsible for any and all damages caused by the student’s actions including property damages and personal injuries. The parents of the said student shall be responsible for all damages to the extent provided by the laws of the Commonwealth of Pennsylvania.

4. Severe disciplinary action will result if:
   (1) one willfully attempts to damage the computer system/software;
   (2) one willfully originates or sends via the system vulgar, derogatory, or otherwise inappropriate messages.
   (3) one willfully originates, introduces or installs a virus, worm, Trojan, Malware or any similar type of computer program into the District owned computer system;
   (4) one causes a denial of use of the system thru any method;
   (5) one attempts to steal or steals any piece of equipment/software.

5. Access to District technology requires the completion and adherence to the Technology Resource Ethics Code Agreement. Failure to adhere to the policy will result in immediate removal of internet privileges and/or other disciplinary actions based on the severity of the infraction.

6. Inappropriate behavior may result in consequences such as:
   a. removal of Internet and/or technology resource privileges;
   c. suspension and/or expulsion;
   d. Prosecution under State and Federal laws, where applicable.

7. It is the position of the District that the ultimate responsibility for adherence to the Technology Resources Ethics Code Agreement rests with the user.

Reference Chromebook Policy 815.
2019-2020 Chromebook Initiative

July 8, 2019

Dear Parent/Guardian:

The Hempfield Area School District operates a 1 to 1 digital learning environment for all students in grades 6 through 12, utilizing Chromebooks. The Chromebook that your child will be issued is valued at approximately $200 and the district’s operating budget fully funds this initiative. Parents must pre-pay the insurance policy in order for their child to be issued a Chromebook (see Liability Form). This will fully cover unintentional and non-negligent damage that may occur, for example:

- In the event that a new device is needed, the device must be purchased through the school district.
- For security and monitoring reasons, non-district purchased devices will not be accepted for student use.
- “Lost” items are not covered under this policy.
- “Stolen” items will only be replaced when the district has been provided with a written police report that substantiates the device has been formally reported as “stolen.”

As always, we thank you in advance for your understanding and support of this initiative as we strive to positively transform the learning environment for all of our students in the secondary schools.

Sincerely,

Dr. Mark A Gross

Assistant Superintendent of Secondary Education
HEMPFIELD AREA SCHOOL DISTRICT
2019-2020 Chromebook Initiative Annual Liability Form

Distribution of student Chromebooks for the 2019-2020 school year will be held in the following manner:

- **All Middle Schools and the High School:** Distribution to Grades 6 and 9 on Wednesday, August 21, 2019, during orientation at the student's school if the insurance fee has been paid in advance. Students NEW to the District in grades 7, 8, 10, 11, and 12 will receive Chromebooks on the first day of school. (Current students in grades 7, 8, 10, 11, and 12 already have Chromebooks in their possession)

Please check below to indicate the number of students in grades 6 through 12 who will be insuring a Chromebook within your household during the 2019-2020 school year:

- ______ $25/yearly (Non-Refundable) Insurance Policy (1 student)
- ______ $40/yearly (Non-Refundable) Insurance Policy (2 students)
- ______ $60/yearly (Non-Refundable) Insurance Policy (3 or more students)
- _____ We decline insurance and understand that we are liable for all repairs and damages up to and including the replacement cost of the device.

Student 1 Name: ___________________________ Grade: _______ School: ___________________________

Student 2 Name: ___________________________ Grade: _______ School: ___________________________

Student 3 Name: ___________________________ Grade: _______ School: ___________________________

This form must be signed and returned with payment, prior to the issuance of the district-owned Chromebook. In order to guarantee distribution during orientation, payment must be received by August 9, 2019. Payments made after this date (including on the day of orientation) will be processed as they are received.

Forms and payments will be collected on the distribution dates above, or may be mailed to the District Office in advance. Please make check or money order payable to HASD. Credit Card payments will be accepted only on the dates of distribution.

Mail advance payments to:

Hempfield Area School District
Attn: Patti Marshall-Chromebooks
4347 Route 136
Greensburg, PA 15601

(By signing below, I acknowledge that I have read the necessary provisions relative to the Chromebook Liability Insurance Coverage which is detailed on the following page)

Parent/Guardian Signature: ___________________________________________ Date: __________

Families experiencing economic hardship should contact their grade-level principal or district administration to discuss coverage options prior to receiving a device.

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School Board

Dr. Paul S. Adams
Diane S. Ciabattoni
Michele V. Fischer
Dr. David F. Iwrig
Dr. Scott E. Learn

Sonya L. Brajdic
President
Dr. Jeanne S. Smith
Vice President
Pamela A. Gibasiewicz
Secretary

Christopher M. Rossman
Paul J. Ward
Michael L. Brungo
Solicitor
DRESS CODE
Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health or obscenity laws, or affect the welfare of the student or his/her classmates.

Dress regulations serve as a guide for students; no regulations, however, are as effective as the individual student’s good taste, which is, after all, the final criteria for an individual’s appearance. A student’s appearance will be a source of pride not only to the school, but also to the individual and his/her family. Students are responsible to dress appropriately and will be held accountable. School officials can stop students from wearing certain items for safety reasons.

If a student is uncertain as to the appropriateness of clothing for school wear, he/she should check with the principal before wearing the clothing to school. Although this is not an attempt to include all items, the following serves as a guideline for what is considered acceptable dress by district students.

A. Footwear
1. Footwear must be worn at all times.
2. No footwear is permitted which is a potential danger to the wearer or others.
3. No footwear is permitted which can cause damage to property.

B. Clothing
1. Clothing is prohibited which makes reference to the following: profanity, violence, drugs, weapons, alcohol, tobacco, sexual content, ethnically/racially inappropriate behavior, and gang related activities.
2. Low-cut pants or pants with holes, either of which expose any area of the torso or the immodest display of undergarments are not permitted.
3. No tube tops, tops with spaghetti straps, halter tops, single-shoulder, low-cut or backless apparel.
4. Student undergarments should not be visible and a student should not wear clothing that is so revealing as to be a distraction or is a disruption to the educational process.
5. Shorts and skirts of reasonable length (mid-thigh).
6. Sleepwear is not permitted to be worn in school.
7. Coats and jackets (outerwear) are not to be worn indoors during the day.

C. Headgear
1. The wearing of hats, caps, hoods, sweatbands or other head coverings is prohibited inside the building.

D. Accessories
1. Any accessory such as jewelry with spikes, dog collars, wallet chains, chains worn as belts, that may cause injury to a student may not be worn at school, at school functions, or on book bags.
2. Sunglasses are not permitted to be worn inside the building.

E. Physical Education
1. Dress code requirements for Physical Education classes may differ - please refer to the "Physical Education Attire" section of the student handbook for dress requirements.

The decision as to whether a student’s clothing is unacceptable is made by the applicable building administrator, upon the administrator’s own initiative or the request of a classroom teacher. If a student’s clothing is determined to be unacceptable, the student will be required to change the clothing. If the student is unable to or unwilling to change the clothing, further disciplinary measures will occur, in accordance with the Hempfield Area School District’s Student Conduct and Discipline Code.

SEXUAL HARASSMENT
It is the policy of the Hempfield Area School District that all students should enjoy an environment free from all forms of discrimination, including sexual harassment. No student, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment lowers morale and is damaging to the academic environment; it also is illegal. Therefore, the district will treat sexual harassment like any other form of student misconduct, and it will not be tolerated.
The purpose of this policy is to maintain a safe, positive learning environment for all students that are free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

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

**Dating Violence** shall mean behavior where one person uses threats of, or actually uses physical, sexual, verbal or emotional abuse to control the person’s dating partner.

The Board encourages students who have been subject to dating violence to promptly report such incidents. The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.

**Complaint Procedure**

When a student believes that s/he has been subject to dating violence, the student is encouraged to report the incident, orally or in writing, to the building principal, school counselor, or classroom teacher promptly.

The building principal shall conduct a timely, impartial, impartial, and comprehensive investigation of the alleged dating violence.

The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be the outcome of the investigation.

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Conduct and Discipline Code.

If a possible violation of the district’s harassment policy is implicated, the building principal shall take additional action as necessary to comply with Board policy and state and federal law and regulations.

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:

1. Published in the Conduct and Discipline Code.
2. Publish in the Student Handbook
3. Available on the district website, if available.
4. Provided to parents/guardians.

**Dating Violence Training**

The district may provide dating violence training to school counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.

**Dating Violence Education**

The district may incorporate age-appropriate dating violence education into the health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.

**Report Form on following page.**
REPORT FORM FOR COMPLAINTS OF DATING VIOLENCE

Complainant: ____________________________
Home Address: ____________________________
Home Phone: ____________________________
School Building: ____________________________
Date(s) of Alleged Incident(s): ________________

Name of person you believe violated the district’s policy prohibiting dating violence: ____________________________

If the alleged dating violence was directed against another person, identify the other person: ____________________________

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; and what, if any, harm was caused. Attach additional pages if necessary: ____________________________

When and where incident occurred: ____________________________

List any witnesses who were present: ____________________________

This complaint is based on my honest belief that ____________________________ committed violence against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge. ____________________________  ____________________________

Complainant's Signature  Date

_________________________  ____________________________
Received By  Date
STUDENT ACTIVITIES

GENERAL INFORMATION
This section describes those clubs, organizations, and athletic sports which have become officially recognized student groups at Hempfield. This means that each club or group has submitted a constitution, and the constitution has been approved. A general policy for activities, student publications, clubs, and musical events is described below.

As a student, be aware that school policy applies to any school sponsored activity - whether held during or out of school.

For all school sponsored activities, the following are expected:

Conduct that is mature, sportsmanlike, and void of profanity and emotional instability.

No tobacco, alcohol, or drug use. Use of these substances will be cause for dismissal from the activity and disciplinary action.

If you participate in extra activities, whether it is athletics, band, chorus, plays, forensics, or any of the other numerous clubs, you should be aware of the requirements and school policies concerning activities.

Participation determined by the individual activity’s constitution or the WPIAL or PIAA regulations governing athletic eligibility.

CLUB MEETINGS
Time is provided in the daily schedule for an activity period. Clubs and other activities meet during the activity period. Pupils not attending an activity during activity period remain in homeroom for study hall. Any student attending an activity or meeting must remain with the sponsor for the entire activity period.

Each student participating in a club or activity must be issued a club card by the sponsor of the activity. When the student attends an activity period meeting, the card is presented to the club sponsor by the student. The sponsor must return the cards (in order, by homeroom teacher name) to the office. The office personnel will return the cards to the homeroom teacher as proof that the student attended the activity.

ADOPTED POLICIES FOR ACTIVITIES
In order that conflicts in scheduled activities may be eliminated, each student participating in an activity must attend the meetings for which he/she is scheduled and no other meeting during the period. This also applies to those students participating in athletic activities. Membership in any club is voluntary and open to all students except for groups such as Student Council where membership is determined by election or other groups were criteria try-outs determine membership. Each club is governed by a constitution and a faculty sponsor. Students are encouraged to join and participate in activities and clubs at Hempfield Senior High.

A teacher who requests a student or students to be excused from a regularly scheduled class or classes for work, practice, or assemblies should make a request in the main office at least three (3) days before the event for approval. If the request or other activity is approved, subject teachers will be notified. It is the student’s responsibility to see the classroom teacher prior to missing class to secure assignments.

A written list of names of students going on the field trip must be given to the office at least 3 days in advance. This list must include the student’s grade and homeroom.

PARTICIPATION
If you are absent from school on a particular day, you may not participate as a player, participant, or spectator in any school related activity. In addition, you may not attend a practice session or participate in a public session on that day.

Any student group or activity meeting either during school hours or after school hours must be chaperoned by a faculty member. No student may remain after school unless supervised by a faculty member.

Any student riding a school bus to an event must return on the same bus. The school is not responsible for the safety of students who travel in private cars.

If you are suspended from school, either in or out-of-school suspension, you may not participate in any school-related activity for the duration of the suspension.

STUDENT ACTIVITIES PROGRAM

Academic
Brass/Percuss/Woodwind
Color Guard/Majorette Physics
Concert/Marching Band
French Club
Future Business Leaders of America (FBLA)
German Club
Jazz Band
Mathletes
Choir
Spanish Club
GROUPS TO CONSIDER

Cheerleaders - Our cheerleaders create and promote an enthusiastic attitude among students encouraging them to support Hempfield’s athletic events. Tryouts in the spring are open to juniors and sophomores. There is also a freshmen cheerleading squad.

Colorguard - Colorguard is composed of a select group of students who have auditioned for existing vacancies in the guard. Members participate in a two-week summer band camp and after school practices during the football season. The colorguard performs along with the band at all football games and parades.

French Club - The French Club provides students with the opportunity to increase their understanding of the customs of French speaking countries. Membership is open to anyone who is enrolled in a French class.

French Honor Society - The French Honor Society is a group of students who have demonstrated academic excellence in French. Students must meet established criteria for membership.

Future Business Leaders of America - FBLA is open to freshmen, sophomores, juniors, and seniors. Requirements include an interest in the business area and the free enterprise system. This organization strengthens leadership, develops participation in civic projects, and gives students an opportunity to compete at conferences in various business areas.

German National Honor Society - The German National Honor Society consists of a group of students who have demonstrated academic excellence in German. Students must meet established criteria for membership in this nationally recognized organization.

Hempfield Band - The band participates in county, district, and regional programs and also appears at assembly programs, football games, and music festivals. Each year our band attends one field trip to a nationally known music festival or parade. The positions for band, majorettes, and colorguard are filled through music auditions and special tryouts.

Honors Choir – The Honors Choir is a large auditioned group that performs in the winter and spring concerts. Other performances are possible. Students rehearse after school and in the evenings. Members are eligible to attend County, District, Regional, and All-State Music Festivals.

Jazz Band - To join the Jazz Band, students must audition and be selected either for the band or as a
singer. Jazz, Standards, and Rock are played. Students learn stage and vocal production techniques using a sound system. Students perform for school and community programs.

**National Honor Society** - Membership in the National Honor Society is based upon four criteria-character, service, leadership, and scholarship. To be eligible for membership, juniors and seniors must maintain an overall designated percentage of 93%, based upon grades received in Grades 9, 10, 11, and 12. Junior eligibility is based upon the two semesters of grades 9, 10 and two quarters of grade 11. Senior eligibility is based upon the two semesters of grades 9, 10, 11, and 2 quarters of grade 12. The percentage is averaged from the beginning of the freshman year to the time of eligibility using weighted percentages where applicable.

In the spring of the year, academically qualified juniors and seniors are evaluated by a faculty committee (5 members) on the basis of character, service, and leadership. The quality of character is considered to be positive by the committee, except in cases where the committee feels that a student’s character may be in question.

The faculty committee reviews the individual information forms of prospective members, determining the degree of service and leadership each student has contributed to his school and community. The clubs, organizations, activities, and honors of each student are assigned a point value by the committee based upon the amount of time spent and the relative merit of each activity. Students should participate in as many activities as possible to demonstrate the qualities of both service and leadership. The National Honor Society is a nationwide organization based upon these four criteria-leadership, service, character, and scholarship-not scholarship alone.

After students become members of the National Honor Society, their credentials are reviewed every 9 weeks by the sponsor to assure that they are maintaining the high degree of character, service, leadership, and scholarship established by the Hempfield chapter. Each 9 week grading period, students are to maintain the same average which they initially needed to become members. If a student falls below this overall percentage, that individual will be permitted one marking period to raise the average-or he/she may be dismissed from the Honor Society. The faculty committee supervises membership and has the right to dismiss members.

**“Royal”** - Publishing school news, promoting greater understanding among parents, teachers, and students, and providing experience to students in the field of journalism are among the objectives of “The Royal”, our school newspaper. Students enrolled in Journalism I and II are on “The Royal” staff as long as their work remains acceptable. A strong background in English, a willingness to accept responsibility, and at least a “C” average are among the requirements for the course and staff membership.

**Science National Honor Society** - The Science Honor Society is a group of students who have demonstrated academic excellence in Science. Students must meet established criteria for membership.

**Choir** – This group performs music in Broadway, Pop and Jazz styles using choreography and staging. Membership is by audition in the spring for the next academic year. There are summer rehearsals to prepare for the performance season. The group uses performances as community service, and also performs in the schools and at community functions. Members are eligible to attend County, District, Regional, and All-State Music Festivals.

**Ski Club** - The Ski Club is open to all freshmen, sophomores, juniors, and seniors who are interested in learning how to ski and for those interested in advancing their present skiing ability by means of professional instruction. The purpose of the Ski Club is to foster recreational and competitive skiing and to promote good sportsmanship among skiers.

**Spanish Club** - The Spanish Club provides students an opportunity to increase their understanding of the customs of Spanish speaking countries. Membership is open to anyone who is enrolled in a Spanish class.

**Spanish Honor Society** - Spanish students who excel in Spanish and meet established criteria may join the Spanish Honor Society.

**Spartan Majorettes** - Majorettes perform in all half time shows at football games. They may also participate in National Majorette Competition and Circuit competition. Our majorettes are noted for their ability, personality, and showmanship.

**“Spartonian”** - At the beginning of each school year, work is begun on Hempfield’s Spartonian, a yearbook displaying a summary of the highlights of the year.
From September until May, the yearbook staff is busy photographing and identifying pictures to arrange on layout forms for printing. Staff members usually work in one of four areas: production, literary, art, or business. Membership requirements include an interest in yearbook journalism, a high scholastic average, a willingness to work hard, and the willingness to give time after school.

**Student Council** - Hempfield Area High School is extremely proud of its fine Student Council organization. The council addresses all phases of school life. Each student at Hempfield is considered an important part of this group through council representatives elected by the students.

Each class elects nine student representatives. Any student may run for Student Council office if he/she presents a petition signed by ten percent of the student body.

Our Student Council is a member of the Southwestern Association of Student Councils and sends representatives to the Pennsylvania Association of Student Councils for the annual state convention.

**Theater Company/IT** - This group of students performs year-round in an extensive theater program. During the first semester, they present the annual fall play and perform 2-3 sets of one-act plays throughout the year. Their final accomplishments take them to each of our elementary schools where they present children’s plays.

Theater Company is open to all students in grades 9, 10, 11, and 12 who show an interest in this area. They are required to work on two shows during the year and to maintain “C” average in academic subjects.
STUDENT ATHLETICS

ATHLETICS - Please refer to the Athletic Handbook.
**REVISED BELL SCHEDULE**

**HEMPFIELD SENIOR HIGH SCHOOL**

**2019.2020**

**BELL SCHEDULE**

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# DISTRICT CALENDAR

## 2019-2020 School Calendar

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**Color Coding**
- **Green**: Inservice
- **Yellow**: Clerical
- **Beige**: Modified Half Day K-12 (Students Only)
- **Red**: Act 80
- **Pink**: Vacation/Holidays
- **Blue**: End of the 9 Weeks
- **Purple**: School Picnic

**This calendar may be altered if needed**

First Day of School: 8/22/19
First Snow Day: 2/17/20
Second Snow Day: 4/13/20
Third Snow Day: 4/9/20
Fourth Snow Day: 3/16/20
Modified Day K-12: 11/7/19 5/28/20
Last Day of School: 5/28/20
Graduation Day: 5/28/20 No Rain Date
Inservice Days: 8/19/20 8/20/20 8/21/19 1/20/20 2/17/20 3/16/20
Act 80 Day: 11/8/19
Clerical Days: 8/7/19 1/13/20 5/29/20
School Picnic: 6/1/20

7.29.19
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<tr>
<td>August 16, 2019</td>
<td>Clerical Day – No School for Students</td>
<td></td>
</tr>
<tr>
<td>August 19, 2019</td>
<td>In-Service Day – No School for Students</td>
<td></td>
</tr>
<tr>
<td>August 20, 2019</td>
<td>In-Service Day – No School for Students</td>
<td></td>
</tr>
<tr>
<td>August 20, 2019</td>
<td>Elem HEP Open House at Maxwell Elem</td>
<td>3:30 PM – 5:00 PM</td>
</tr>
<tr>
<td>August 20, 2019</td>
<td>Open House - All Elementary K-2</td>
<td>5:30 PM - 7:00 PM</td>
</tr>
<tr>
<td>August 20, 2019</td>
<td>Open House - All Elementary 3-5</td>
<td>6:30 PM - 8:00 PM</td>
</tr>
<tr>
<td>August 21, 2019</td>
<td>In-Service Day – No School for Students</td>
<td></td>
</tr>
<tr>
<td>August 21, 2019</td>
<td>Freshman Orientation</td>
<td>8:30 - 11:30 AM</td>
</tr>
<tr>
<td>August 21, 2019</td>
<td>5th to 6th Grade Orientation Harrold, Wendover, West Hemp Middle &amp; New Students</td>
<td>1:30 PM - 3:30 PM</td>
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<tr>
<td>August 22, 2019</td>
<td>First School Day of Instruction – Kindergarten Orientation</td>
<td></td>
</tr>
<tr>
<td>August 23, 2019</td>
<td>First Day of School for Kindergarten</td>
<td></td>
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<tr>
<td>September 2, 2019</td>
<td>Labor Day – District Closed</td>
<td></td>
</tr>
<tr>
<td>September 5, 2019</td>
<td>Open House – Middle School - Grades 6, 7, 8</td>
<td>6:30 PM – 8:30 PM</td>
</tr>
<tr>
<td>September 26, 2019</td>
<td>Open House – Hempfield Area High School – Grades 9-10-11-12</td>
<td>7:00 PM – 9:00 PM</td>
</tr>
<tr>
<td>September 2019</td>
<td>PAYS Survey</td>
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</tr>
<tr>
<td>October 2019</td>
<td>OLSAT Test Grades 2, 5 and 7</td>
<td></td>
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<tr>
<td>October 2019</td>
<td>PSAT at Hempfield Area High School</td>
<td></td>
</tr>
<tr>
<td>October 24, 2019</td>
<td>45th Day of School – End of the 1st Nine Weeks</td>
<td></td>
</tr>
<tr>
<td>November 7-8, 2019</td>
<td>Term 1 Elem Conference Window</td>
<td></td>
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<tr>
<td>November 7, 2019</td>
<td>Modified Day – K-12</td>
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</tr>
<tr>
<td>November 7, 2019</td>
<td>(Dismissal Times: HS (10:30 AM); MS (10:50 AM); ELEM (11:10 AM)</td>
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<tr>
<td>November 7, 2019</td>
<td>Term 1 Report Cards Secondary</td>
<td></td>
</tr>
<tr>
<td>November 8, 2019</td>
<td>Act 80 Day - No School for Students</td>
<td></td>
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<tr>
<td>November 26, 2019</td>
<td>Last School Day Before Fall Recess</td>
<td></td>
</tr>
<tr>
<td>Nov 27-Dec 2, 2019</td>
<td>Fall Recess</td>
<td></td>
</tr>
<tr>
<td>December 2-13, 2019</td>
<td>Winter Wave 1 Keystone Window Algebra I, Biology, Literature</td>
<td></td>
</tr>
<tr>
<td>December 3, 2019</td>
<td>First School Day Back After Fall Recess</td>
<td></td>
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<tr>
<td>December 14, 2019</td>
<td>ACT given at Hempfield Area High School</td>
<td></td>
</tr>
<tr>
<td>December 20, 2019</td>
<td>Last School Day Before Winter Recess</td>
<td></td>
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<tr>
<td>Dec 23-Jan 1, 2020</td>
<td>Winter Recess</td>
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</tr>
<tr>
<td>January 2, 2020</td>
<td>First School Day Back After Winter Recess</td>
<td></td>
</tr>
<tr>
<td>January 6-17, 2020</td>
<td>Winter Wave 2 Keystone Window Algebra I, Biology, Literature</td>
<td></td>
</tr>
<tr>
<td>January 10, 2020</td>
<td>92nd Day of School – End of the 2nd Nine Weeks</td>
<td></td>
</tr>
<tr>
<td>January 13, 2020</td>
<td>Clerical Day – No School for Students</td>
<td></td>
</tr>
<tr>
<td>January 20, 2020</td>
<td>In-Service Day – No School for Students</td>
<td></td>
</tr>
<tr>
<td>January 24, 2020</td>
<td>Term 2 Report Cards Elem and Secondary</td>
<td></td>
</tr>
<tr>
<td>February 17, 2020</td>
<td>In-Service Day-Snow Make-Up Day #1</td>
<td></td>
</tr>
<tr>
<td>February 20, 2020</td>
<td>8th to 9th Grade Orientation Parent Night</td>
<td>6:15 PM - 9:00 PM</td>
</tr>
<tr>
<td>March 16, 2020</td>
<td>In-Service Day-Snow Make-Up Day #4</td>
<td></td>
</tr>
<tr>
<td>March 18, 2020</td>
<td>Kindergarten Registration – Maxwell Elem</td>
<td>9:30 AM - 3:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4:30 PM – 6:30 PM</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Time</td>
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<tr>
<td>--------------------</td>
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<tr>
<td>March 18, 2020</td>
<td>Kindergarten Registration – West Point Elem</td>
<td>9:30 AM - 3:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4:30 PM – 6:30 PM</td>
</tr>
<tr>
<td>March 18, 2020</td>
<td>Kindergarten Registration – Fort Allen Elem</td>
<td>9:30 AM - 3:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4:30 PM – 6:30 PM</td>
</tr>
<tr>
<td>March 19, 2020</td>
<td>Kindergarten Registration – West Hempfield Elem</td>
<td>9:30 AM - 3:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4:30 PM – 6:30 PM</td>
</tr>
<tr>
<td>March 19, 2019</td>
<td>Kindergarten Registration – Stanwood Elem</td>
<td>9:30 AM - 3:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4:30 PM – 6:30 PM</td>
</tr>
<tr>
<td>March 20, 2020</td>
<td>135th Day of School – End of the 3rd Nine Weeks</td>
<td></td>
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<tr>
<td>TBD</td>
<td>Senior Citizen’s Prom</td>
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<tr>
<td>April 3, 2020</td>
<td>Term 3 Report Cards Elem and Secondary</td>
<td></td>
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<tr>
<td>April 4, 2020</td>
<td>ACT given at Hempfield Area High School</td>
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</tr>
<tr>
<td>April 7, 2020</td>
<td>Pre-Kindergarten Transition – Fort Allen Elem</td>
<td>6:30 PM – 8:00 PM</td>
</tr>
<tr>
<td>April 7, 2020</td>
<td>Pre-Kindergarten Transition – Maxwell Elem</td>
<td>6:30 PM – 8:00 PM</td>
</tr>
<tr>
<td>April 7, 2020</td>
<td>Pre-Kindergarten Transition – West Point Elem</td>
<td>6:15 PM – 8:00 PM</td>
</tr>
<tr>
<td>April 9, 2020</td>
<td>Spring Recess - Snow Make-Up Day #3</td>
<td></td>
</tr>
<tr>
<td>April 10, 2020</td>
<td>Spring Recess</td>
<td></td>
</tr>
<tr>
<td>April 13, 2020</td>
<td>Spring Recess - Snow Make-Up Day #2</td>
<td></td>
</tr>
<tr>
<td>April 20 - 24, 2020</td>
<td>PSSA Window-English Language Arts-Grades 3-8</td>
<td></td>
</tr>
<tr>
<td>April 27 - May 8, 2020</td>
<td>PSSA Window-Mathematics-Grades 3-8</td>
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</tr>
<tr>
<td>April 27 - May 8, 2020</td>
<td>PSSA Window-Science-Grades 4 and 8</td>
<td></td>
</tr>
<tr>
<td>April 27 - May 8, 2020</td>
<td>PSSA Make-up</td>
<td></td>
</tr>
<tr>
<td>May 1 - May 30, 2020</td>
<td>School Climate Survey - Grades 3-12</td>
<td></td>
</tr>
<tr>
<td>May 2, 2020</td>
<td>Hempfield Area High School Prom</td>
<td></td>
</tr>
<tr>
<td>May 4-15, 2020</td>
<td>AP Exams</td>
<td></td>
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<tr>
<td>May 6, 2020</td>
<td>Gifted Support Parent Meeting HAHS (Gr. 8-11)</td>
<td>6:00PM – 7:00 PM</td>
</tr>
<tr>
<td>May 11, 2020</td>
<td>Pre-K Visits to Elementary - Fort Allen</td>
<td></td>
</tr>
<tr>
<td>May 11, 2020</td>
<td>Pre-K Visits to Elementary - Maxwell</td>
<td></td>
</tr>
<tr>
<td>May 11, 2020</td>
<td>Pre-K Visits to Elementary - Stanwood</td>
<td></td>
</tr>
<tr>
<td>May 11, 2020</td>
<td>Pre-K Visits to Elementary - West Hempfield Elem</td>
<td></td>
</tr>
<tr>
<td>May 11, 2020</td>
<td>Pre-K Visits to Elementary - West Point Elem</td>
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<tr>
<td>May 11-22, 2020</td>
<td>Spring Keystone Window Algebra I, Biology, Literature</td>
<td></td>
</tr>
<tr>
<td>May 13, 2020</td>
<td>Pre-Kindergarten Transition – West Hempfield Elem</td>
<td>6:30 PM – 8:00 PM</td>
</tr>
<tr>
<td>May 13, 2019</td>
<td>Pre-Kindergarten Transition – Stanwood Elem</td>
<td>6:30 PM – 8:00 PM</td>
</tr>
<tr>
<td>May 25, 2020</td>
<td>Memorial Day – District Closed</td>
<td></td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>Last Day School-Modified Day K-12</td>
<td>(Dismissal: HS (10:10 AM); MS (10:30 AM); ELEM (10:50 AM)</td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>Graduation</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>May 29, 2020</td>
<td>Clerical Day</td>
<td></td>
</tr>
<tr>
<td>June 1, 2020</td>
<td>Kennywood School Picnic - District Closed</td>
<td></td>
</tr>
<tr>
<td>June 10, 2020</td>
<td>Term 4 Report Cards Elem and Secondary</td>
<td></td>
</tr>
</tbody>
</table>
A list of relevant school board policies can be found in the School Board Policy Handbook online: GO TO: www.hasdpa.net

It is the responsibility of each high school student to have an understanding of the policies (see list of policies below) that are applicable and relevant with regard to their actions within the school community.

**STUDENT POLICIES**

103.1 Nondiscrimination Qualified Students with Disabilities
104 Nondiscrimination in Employment & Contract Practices
105.1 Review of Instructional Materials by Parent/Guardians and Students
113.1 Discipline of Students with Disabilities
200 Enrollment of Students
201 Admission of Students
201.1 Early Admissions
202 Eligibility of Nonresident Students
203 Immunizations and Communicable Diseases
203.1 HIV Infection
204 Attendance
205 Postgraduate Students
206 Assignment Within District (Parent appeal of a school district's placement of twins or multiple birth siblings)
207 Confidential Communications of Students
208 Withdrawal From School
209 Health Examinations/Screenings
209.1 Food Allergy Management
209.2 First Aid Emergency Care
210 Medications
210.1 Possession/Use of Asthma Inhalers/Epinephrine Auto Injector
211 Student Accident Insurance
212 Reporting Student Progress
214 Class Rank
215 Promotion and Retention
216 Student Records
216.1 Supplemental Discipline Records
217 Graduation
218 Student Discipline
218.1 Weapons
218.2 Terroristic Threats
219 Student Complaint Process
220 Student Expression/Distribution and Posting of Materials
221 Dress and Grooming
222 Tobacco
223 Use of Motor Vehicles
224 Care of School Property
226 Searches
227 Controlled Substances/Paraphernalia
228 Student Government
229 Student Fundraising
230 Public Performances by Students
231 Social Events and Class Trips
232 Student Involvement in Decision-Making
233 Suspension and Expulsion
234 Pregnant/Parenting/Married Students
235 Student Rights and Responsibilities
235.1 Surveys
236 Student Assistance Program
237 Acceptable Use of Personal Electronic Devices
238 AIDS and ARC
239 Foreign Exchange Students
239.1 Study Abroad
240 Distinguished Alumni Recognition and Wall of Fame
241 Early Admission to College
246 Student Wellness
247 Hazing
248 Unlawful Harassment
249 Bullying/Cyberbullying
250 Student Recruitment
251 Homeless Students
252 Dating Violence
253 Tobacco
256 Use of School Facilities
259 Building Security
709 Service Animals in School
718 School Police Officer-Use of Force and Weapons
805.2 Safe2SAY Something
804 School Day
806 Child Abuse
810 Transportation
810.2 Transportation-Video/Audio Recording
815 Acceptable Use of Internet, Computers and Network Resources
815 Technology Resource Ethics Code
901 Public Relations Objective
902 Publications Program
903 Public Participation in Board Meetings
904 Public Attendance at School Events
905 Citizen Advisory Committee
906 Public Complaints
907 School Visitation
908 Relations with Parents and Guardians
909 Municipal Government Relations
910 Community Engagement
912 News Media Relation
913 Nonschool Organizations/Groups/Individuals
916 Volunteers
918 Title I Parental Involvement
REHABILITATION ACT - SECTION 504 AND TITLE IX

The Hempfield Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age or handicap/disability in its activities, educational programs or employment practices as required by Title VI, Title IX, and Section 504. Publication of this statement is in accordance with state and federal laws including Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information regarding civil rights or grievance procedures or inquiries regarding compliance with Title IX or Section 504 of the Rehabilitation Act of 1973 may be directed to the Director of Pupil Services, Title IX Coordinator at Hempfield Area School District, 4347 Route 136, Greensburg, PA 15601 (724-850-2229).