

## STUDENT AGENDA 2023-2024



### ***Every Child, Without Exception.***

Hamburg Area High School  
701 Windsor Street  
Hamburg, PA 19526-0401  
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This agenda will answer many of the questions you may have about the rules and activities here at the high school. It has been designed to provide students with a tool that will promote success in all academic and extracurricular activities. It includes the Code of Student Conduct, planning calendar, record of achievement, and other pertinent information about the high school. Since the agenda will be used by the students on a daily basis, it must be in their possession at all times, especially when they leave a room during class time. We hope that this will be helpful to you throughout the year.

This handbook is the property of the Hamburg Area School District. It is issued to all students to be used as an organizer and as a reference to the school rules and policies. Destruction of this student agenda or the removal of any pages is absolutely prohibited. If this book is damaged beyond normal use or it is lost, a student must purchase a new one in the high school office at a cost of \$5.00.

**Student Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_

**Emergency Contact #:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_ **Locker:** \_\_\_\_\_

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### **SCHOOL BOARD MEMBERS**

Todd D. Hummel	President
Ryan J. Gebely	Vice President
Thomas D. DeAngelo	Member
Bradley R. Faust	Member
Steven C. Gilbert	Member
Tonia S. Krick	Member
Laura “Lolly” Leshner	Member
Toni L. McFadden	Member
Birgit H. White	Member
Cynthia A. Sunday *	Secretary

\* non-voting member

### **DISTRICT ADMINISTRATION**

Dr. Richard Mextorf	Superintendent of Schools
Kim Byassee	Transportation & Child Accounting
Teresa Freiwald	Chief Learning Officer
Robert Marra	Director of Special Education & Student Services
Aaron Menapace	Director of Athletics
David Shefter	Director of Food Service
Michele Zimmerman	Business Manager
Than Wright	Supervisor of Information Technology
Shawn Gravish	Director of Safety and Security

The Hamburg Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, or handicap in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and ADA.

## **STUDENT AGENDA FEATURES**

The student agenda is an excellent tool that will benefit all students. Students are required to carry this book at all times. Digital signatures are required once students and families have read the handbook.

It provides a calendar where students can record important events such as tests, quizzes, homework, projects, assignments, etc.

The agenda also provides a section to record a cumulative account of all tests and quiz scores. Many teachers will direct students to record grades in this section as it provides students and parents with a current record of the student's achievement.

Located on each calendar page is a hall pass that will serve as a student pass and is to be completed and signed every time a student needs to leave a classroom.

One of our goals at the high school is to provide materials that will help students become successful. This student agenda is another valuable learning tool, and as with any materials provided by the school district, should be treated with care and respect.

SCHOOL COLORS	<b>Red and White</b>
SCHOOL MASCOT	<b>Hawk</b>

## **ALMA MATER**

1. To thee dear High School, strong and true  
We sing this joyful song.  
Our hearts will e'er go up to you,  
Thy name on ev'ry tongue.

### **CHORUS**

Dear Alma Mater, Hamburg High,  
Accept our blessing small,  
And may our heart-felt songs of praise  
Resound from wall to wall.

2. From mountains blue to Schuylkill deep  
Sweet praise for you is sung.  
In this our vale, we'll always keep  
The echo forward flung.

### **CHORUS**

## **CODE OF STUDENT CONDUCT**

The staff of Hamburg Area High School welcomes you to another school year. We are committed to do our best to help you meet the challenges of this year's school program as we help you prepare for the ever-changing demands of society around us.

There is also the expectation that you, the student, will share in this commitment by attending seriously to your education, developing good work habits and cultivating a wholesome attitude about yourself and your school.

One of the major goals of education is to help students learn self-discipline, to know how to act and how not to act in various situations, and to accept responsibilities of life. Meeting the expectations of the school is part of the educational process. The purpose of this code is to make known the responsibilities of each student, so that all students may realize their full potential, and so we may be able to provide the best possible learning climate.

However, these guidelines are not intended to be all inclusive as they do not always cover every situation and every condition. Therefore, if in the judgment of the high school administration, a student's behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.

Section 1317 of the Pennsylvania School Code provides as follows: S13-1317 - Authority of teachers, vice principals and principals over students. "Every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the pupils attending his/her school, during the time they are in attendance; including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them."

In keeping with Section 1317, HAHS believes that one of its goals is the preparation of its students to be lawful and responsible citizens. Therefore, the behavioral code is implemented to be consistent with the components of the student's rights and responsibilities and is committed to assuring equal opportunity and treatment to all students, regardless of race, color, religion, national origin, sex, or ethnic background.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The Hamburg Area Board of School Directors has adopted a code of student conduct which includes policies governing student discipline and a listing of student rights and responsibilities as outlined in Chapter 12 of the State Board of Education regulations. A complete copy of Chapter 12, Student Rights and Responsibilities, is available online at:  
<http://www.pacode.com/secure/data/022/chapter12/s12.2.html>

All students are responsible for their learning. To be successful, all students must accept his/her responsibility to:

1. Attend school daily
2. Arrive at school on time
3. Be prepared to learn daily (*ie.* have pencil/pen, books, assignments, fully charged Chromebook, etc.)
4. Behave according to school standards of behavior
5. Be familiar with school rules and follow them
6. Dress appropriately

### **FREE EDUCATION**

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

### **DUE PROCESS**

The Board of School Directors believes that education is a fundamental right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

#### **1. Informal Hearings**

When a suspension exceeds three school days, the student and parents or guardian shall be given the opportunity for an informal hearing.

a. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardian

to meet with the principal to discuss ways by which future offenses can be avoided.

b. At the informal hearing, the following due process requirements are to be observed:

- (1) Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student.
- (2) Sufficient notice of the time and place of the informal hearing.
- (3) A student has the right to question any witnesses present at the hearing.
- (4) A student has the right to speak and produce witnesses on his own behalf.
- (5) The district shall offer to hold the informal hearing within the first five days of suspension.

## 2. Formal Hearings

Expulsion is exclusion from school by the Board of School Directors for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Section 12.8.

a. A formal hearing may be held before the Board of School Directors or a duly authorized committee of the Board, preferably composed of no fewer than three members of the School Board. The hearing committee's decision is advisory to the School Board where expulsion is recommended. A majority vote of the entire School Board is required to expel a student.

b. At the formal hearing, the following due process requirements are to be observed:

- (1) Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
- (2) Sufficient notice of the time and place of the hearing.
- (3) The right to an impartial tribunal.
- (4) The right to be represented by counsel.
- (5) The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
- (6) The student's right to testify and produce witnesses on his/her own behalf.
- (7) A record must be kept of the hearing either by a stenographer or tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.

c. If requested by the student or the student's parents, the hearing shall be in private.

d. Where the student is dissatisfied with the results of the hearing, recourse can be had to the appropriate state court. If it is alleged that a



constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

### **FREEDOM OF EXPRESSION**

All students have the right to express themselves, unless the expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights.

### **PROTECTION FROM SEXUAL ABUSE AND HARASSMENT**

The law is clear that school districts have a duty to protect students from sexual abuse and harassment. It is the policy of the Hamburg Area School District to prohibit improper conduct of whatever kind, including sexual abuse and harassment of students, by school employees, fellow students, and others who come in contact with students during school or through school activities. Students and school employees should report any suspected violations of this policy to the principal or superintendent.

### **SEARCHES AND SEIZURES**

The school district recognizes that The Fourth Amendment provides that students have a right "to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures." However, with the passage of the Gun Free Schools Act, the Safe Schools Act, and Act 26 of 1995 that amends the School Code, it is imperative that the school also recognizes its responsibility to protect and maintain the health, welfare, and safety of all students.

Consequently, the school district contends that school lockers and desks belong to the school, and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or without any suspicion of wrongdoing on the part of the student. Students should be aware that all student desks and lockers may be searched at any time and for any reason, with no qualifications or exceptions.

Student lockers and desks will be inspected from time to time to ensure they are being properly cared for and that the contents are in no way harmful to the student and other persons in the school building. Any illegal material may be seized.

Students may also be asked to empty their pockets, book bags, purses, and other personal articles to search for illegal, controlled, or criminal material.

### **STUDENT PRIVACY**

Without the prior written consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, no student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student or his family.
3. Sexual behavior and attitudes
4. Illegal, anti-social, self-incrimination and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Such survey, analysis, or evaluation may, however, be conducted on a wholly voluntary basis, provided that the student and parents have been notified of their rights.

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

It is the responsibility of all citizens to show proper respect for his/her country and its flag. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

### **DRESS CODE**

The Hamburg Area School District has a specified code for dress and grooming. This code is covered under school board policy 221. Clothing should be neat, clean, and in good taste. **It should not be extreme to the extent that it focuses attention on the wearer and causes a distraction or disruption in the classroom, hall, or throughout the building.** The administration has the authority to

determine inappropriate clothing, attire or costuming. Some examples of such inappropriate items may be, but are not limited to the following:

1. Clothing, tattoos, patches, buttons, pins, jewelry, back packs, etc. that have obscene or sexually suggestive writing/pictures, advocate violence, advertise, imply or promote the use of tobacco, alcohol or drugs, have double meaning wording, obscene language, or are disrespectful.
2. All tops and dresses must have sleeves that pass the shoulder. Halter tops, tube tops, spaghetti strap tops, tank tops, muscle shirts, mesh tops worn alone, and clothes that expose the midriff or undergarments or are see-through, provocative, excessively tight, or large, sagging, or improperly fitting clothing. Cleavage cannot be exposed.
3. Tears, holes, or distressed clothing are not permitted unless located on attire past the fingertips with arms extended down the sides of the body. Acceptable types of tears, holes, and distress marks are at the discretion of the administration.
4. Underwear worn as outerwear; underwear that can be seen, or any clothing not worn as designated/intended
5. Shorts/skirts/dresses which are unacceptable in length. The area that is covered by this attire need to extend past the fingertips with the arms extended down the sides of the body.
6. Hats and other head apparel, such as but not limited to du-wraps, bandanas, scarves, head bands, sweat bands, visors, hoods, etc.
7. Sunglasses, jackets, and coats worn during the school day unless deemed necessary by administration
8. Chains, pins, dog collars, dangling jewelry, or other ornaments that may be disruptive, damaging to school furniture or present a safety hazard
9. Pants must be worn at the waist and fit properly.
10. Shoes that pose a safety threat. Shoes must be always worn.
11. Costume effect contact lenses or make-up, decorative masks, or headpieces and other items that do not serve a legitimate purpose (i.e. part of a costume) are not permitted.
12. Inappropriate, visible tattoos (as defined in number 1 above) must be covered in full every day.
13. Students are permitted to carry their Chromebook bags throughout the day. Students may also keep a small clutch on their possession expressly for the purposes of personal hygiene needs. All other bags/totes/etc. must be stored in student lockers at all times.

The administration will consider factors of safety, cleanliness, suitability to the activity, and commonly held standards of decency to determine the appropriateness of clothing.

All students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right shall include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem, some types of restraint and/or covering must be utilized.

All students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.

All students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard or disruption of the educational process

#### **DISCIPLINE FOR DRESS POLICY INFRACTIONS.**

##### **First offense:**

- Students will be asked to replace or fix the inappropriate garment by any staff member. Students will be sent to the office and a phone call to the student's home may be made if a replacement garment is required. Parent will be provided information on the first offense through a written notice or telephone call.

##### **Second Offense:**

- Students will be assigned a detention and written notice will be sent to parents. A phone call to the student's home may be made if a replacement garment is required.

##### **Third Offense:**

- Students will be assigned two detentions and written notice will be sent to parents. A phone call to the student's home may be made if a replacement garment is required.

##### **Fourth Offense:**

- Students will be assigned one day of In-School Suspension and written notice will be sent to parents. A phone call will be made to inform parents of the suspension and replacement garment, if required.

##### **Fifth Offense (and beyond):**

- Students will be assigned at least one day Out-of-School Suspension and written notice will be sent to parents. A

phone call will be made to inform parents of the suspension and replacement garment, if required.

### **SCHOOL ATTENDANCE**

Every child is required to attend school every day.

The child's parents or guardians are legally responsible to ensure that the child attends school on a regular basis and is absent only for the reasons allowed by law. Any parent or guardian, and in some cases student(s), found violating the law are subject to prosecution, fine and court costs.

A parent, guardian, or student convicted of habitual truancy may be fined: (1) up to \$300 per offense, with court costs, for the first offense; (2) up to \$500 per offense, with court costs, for the second offense; and (3) \$750 per offense, with court costs, for the third and any and all subsequent offenses. In addition, the State of Pennsylvania may revoke or delay obtaining a student's driver's license for up to six months.

### **ABSENCE/TARDINESS**

All students who are not in homeroom by 7:30 am are tardy for school.

All students who arrive to school after 10:02 am will be recorded as a half-day absence for the morning.

All students who leave school before 10:53 am will be recorded as a half-day absence for the afternoon.

A student who has been absent from school one-half day or more will, after his/her return, obtain an excuse card or complete the electronic excuse form located on the district website and have it signed by his/her parent or guardian stating:

1. The date or dates of absence
2. The student's name and homeroom
3. The reason for absence

This excuse card is to be presented to the morning homeroom teacher or main office for the attendance records. **All students that are absent from school for more than three consecutive days are required to provide a physician's note in order for the absence to be excused.**

When the reason for the student's absence is questionable, when an absence is extended, or when the attendance pattern is irregular, a

statement from a physician will be required. **(Student's must be seen in the office by the doctor.)**

All students will have **three school days** following their return to present an excuse card to their morning advisory teacher explaining their absence. If the excuse card has not been presented by the fourth day, the absence will be recorded as unexcused/unlawful.

### **EXCUSED ABSENCES**

According to School District Policy, the following are the only legal reasons for an excused absence:

Illness	Injury or Medical
Procedure	
Quarantine	Medical/Dental
Appointments	
Family Emergency	Impassable Roads
Approved Educational Trip	Required Court Attendance
Religious Holidays/Instruction	

All students who are absent for a legal, valid reason will be given the opportunity to complete any missed assignments within a time period equal to the number of school days the student was absent plus one additional day. (*ie.* 5 days absent, 6 days to make-up work) The exceptions to this provision are for long-term assignments with pre-established due dates and for an absence at the end of a marking period. In these instances, assignments are due at the discretion of the teachers.

The regulations about making up work shall apply whether the absence was for illness, for representing the school in athletics or music, or for an approved educational absence.

It is the student's responsibility to initiate the make-up activities. Teachers will review procedures for their class at the beginning of the year. Students may contact their teachers at any time via e-mail to get work they are missing during their absence. E-mail addresses may be found on the district's website at [www.hasdhawks.org](http://www.hasdhawks.org).

### **ILLNESS**

All students that become ill in class must have his/her agenda signed by the teacher to be admitted to the health room. The nurse will sign the agenda and record the time if the student is sent back to class. If the student is kept in the health room or sent home, the nurse will make the necessary arrangements and notify the office.

### **EDUCATIONAL ABSENCES**

All students who are going to be absent from school due to a planned trip must request an educational absence to have those days marked "excused." Educational absences may not be granted during the weeks of state testing (Keystone Exams) and the first and last 10 school days of the school year. Forms are available in the main office and **must** be submitted five (5) days in advance of the anticipated absence.

The procedures regarding making up work shall be the same as an excused absence.

### **UNEXCUSED OR UNLAWFUL ABSENCES**

Each unlawful or unexcused absence is subject to disciplinary action. Chronic truancy or class cutting can be grounds for failure for the marking period or denial of credit for the class for the year.

Assignments or examinations missed may be recorded as a zero and will be averaged with the grades earned to determine the quarterly grade.

If a student is unlawfully absent for three school days, a notice will be sent to the parents or guardians informing them of the absences. Additional unlawful absences subject the parents or guardians and the student to a hearing before a District Justice and the penalties imposed by law.

Absences will be recorded as unexcused/unlawful, based on, but not limited to, the following list of reasons:

Oversleeping	Car Trouble
Unauthorized trips	Missing the bus
Unauthorized vacations	
Working before, during, or after school hours on a day of absence	

No student may excuse themselves from school under any circumstances. Any student age 18 or older who accumulates ten consecutive absences will automatically be withdrawn from the school district. Once enrolled in the high school, it is imperative to have good attendance to be successful in school. All students will be subject to the compulsory attendance expectations, including the consequences of the accumulation of unlawful absences.

### **PARENTAL NOTIFICATION OF ABSENCES**

Benchmarks have been established to notify parents of accumulated absences on behalf of their child. Parents should contact the High School Administration to discuss any concerns or situations that may result in the need for special arrangements or to address their child's attendance. Letters are sent home when a child reaches each of the following:

3 days unlawful or unexcused during the school year

6 days unexcused during the school year

10 days - Once a student accumulates 10 absences, the student will be required to supply a written note from a doctor for each additional absence.

20 days - Once a student accumulates more than 20 absences, the student will forfeit his/her privilege to participate in sports, all school activities, and attend all dances (including the Holiday Dance and the Prom) for the remainder of the school year. This total will include all excused (parent/guardian written) and unexcused full and half-day absences, vacations, and non-school sanctioned educational trips.

The only exceptions that will not count toward the 20 absence accumulations are:

1. Medical excuses issued by a health care provider for each absence (written note from a doctor);
2. Death in the immediate family;
3. Court appearances;
4. School related absences (i.e. field trips, academic competitions, athletics, etc.);
5. Other exceptionally urgent reasons that are authorized by the High School Principal
6. Educational absences

### **TARDINESS**

1. Tardiness to school - Students who are not in the homeroom period by 7:30 am must report to the High School Office to sign the tardy book. After signing the tardy book, students will receive the appropriate disciplinary action and a pass to attend class. Students will not be admitted to class after advisory period has started unless they have a pass from the study hall monitor.



All students are permitted three excused tardies per year with a parent/guardian signed note/excuse card. An excess of three tardies will require a written doctor's note.

Tardiness that occurs more than **six times** in a school year will be considered excessive and will result in an attendance conference. When a student is illegally absent again after the attendance conference is held, it may result in a citation/fine.

2. Tardiness to class - If a student is tardy for a class, a pass should be obtained from the previous classroom teacher. If the tardiness is not legitimate and persists after being warned, a discipline referral will be issued. A student who is extremely late for class without a legitimate excuse should be treated as cutting class and a referral be submitted to the office.

### **DISCIPLINE FOR SCHOOL TARDINESS**

If a student is excessively tardy to school, the following disciplinary actions will be taken:

4 to 10 days tardy - A student who has exceeded 3 days tardy will be given a lunch detention for each time he/she is tardy (BCTC students will serve a thirty-minute detention.) Any student of compulsory attendance age that reaches 10 or more days of unexcused tardies will be issued a truancy citation.

6 days tardy - A student who has 6 days tardy will be required to participate in a School Attendance Improvement Conference (SAIC) in order to identify and eliminate tardiness issues.

Additional days tardy after SAIC - A student who has additional days tardy after the SAIC has been held will be subject to citations and/or fines, referral to the Student Assistance Program (SAP), and possible referral to Service Access and Management or CYS.

Note: Depending on the circumstances, a student with excessive tardiness may be placed in an alternative educational setting if deemed necessary by the administration.

### **SCHOOL DISCIPLINE**

In an attempt to clarify disciplinary actions, offenses have been categorized into levels indicating seriousness. Appropriate disciplinary actions have been listed for each level.

The school's primary concern is to assist students in modifying undesirable behavior. To this end, school officials will work with the students, their parents or guardians, as well as resource groups and community agencies to achieve more appropriate behavior.

In order to apply disciplinary action uniformly for all students, the administration has developed a set of specific disciplinary measures for each level of offense. Most often these can be handled as a routine matter. However, for very serious cases of misconduct, further action may be taken by the Superintendent or Board of School Directors.

Discipline will be administered in a progressive manner, where repeat offenses of the same infraction or level will receive a more severe discipline. A student may be progressed up the scale at a higher rate, depending on the severity of the offense in question.

#### **LEVEL I OFFENSE**

1. Not reporting to a scheduled class, homeroom, or assigned area; not having a hall pass; leaving class or assigned area without permission
2. Tardiness to class; Failure to provide a late pass
3. Excessive tardiness to school (4 or more tardies to school); Failure to sign-in late in main office
4. Minor incidence of insubordination, disrespectful, disruptive, or inappropriate behavior on school grounds, busses, and/or school events/trips.
5. Use of abusive language, obscene or profane language or gestures or drawings including school photos
6. Academic misconduct, unprepared for class, etc.
7. Kissing, or other public displays of affection, besides holding hands
8. Misconduct in the any area of the building (roughness; horseplay; loitering); Includes throwing objects.
9. Having an open container of food or drink outside of the cafeteria
10. Misuse of cell phones and/or any other personal electronic devices during school hours, unless otherwise allowed.
11. Littering
12. Dress code violations
13. Minor Vandalism
14. Minor incidence of computer/network usage violations
15. Minor incidence of driving violations on school property
16. Failure to have Student Agenda
17. Other minor infractions of unacceptable behavior;

### **LEVEL I ACTION**

Disciplinary action includes, but not limited to, the issuance of warning, lunch detention, detentions, in-school suspension, or suspension of privileges, including, but not limited to, phone/electronic devices.

### **LEVEL II OFFENSE**

1. Continuation of unmodified Level I misbehavior
2. Insubordination and/or disruptive behavior
3. Unauthorized recording/pictures of student/staff
4. Academic forgery, plagiarism, cheating
5. Use of abusive, obscene or profane language/gestures, including school group photos
6. Possession of pornography; visiting pornographic websites on school computers
7. Possession of lighter, matches or any other materials that create a spark or flame.
8. Defacing school or personal property
9. Pushing, hitting, tripping or any other minor form of physical offenses toward others
10. Harassment (physical or verbal); hostile or intimidating behavior toward others; making threats; behavior/actions meant to humiliate or belittle a peer
11. Failure to serve detention
12. Gambling
13. Truancy: half day or full day; Leaving school property without permission
14. Entering an unauthorized area of the campus, including but not limited to teacher's desks, storage closets, custodial rooms, etc.
15. More serious incidences of computer usage violations
16. More serious incidences of driving violations on school property
17. Other infractions of more serious unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard

### **LEVEL II ACTION**

Disciplinary action for Level II offenses in any combination will result in the following:

1. A first offense may result in a detention to two-day suspension
2. Any further offenses may result in a one-to-five-day suspension depending on the severity of the behavior/action

3. Permanent loss of privileges, including, but not limited to, phone or electronic devices

*Suspensions will be served in or out of school at the discretion of the school administration. Students are responsible for making up exams and work missed while on suspension and will be permitted to complete these assignments upon return to school within a period of time equal to the number of school days the student was suspended. Students may not attend extra-curricular activities or athletic events during their suspension period (both in-school and out of school suspensions apply).*

### **LEVEL III OFFENSE**

1. Continuation of unmodified Level II misbehavior (more than three offenses)
2. Fighting, altercation, and/or disorderly conduct
3. Abusive, obscene, or profane language or gestures directed toward professional and support staff (including bus drivers)
4. Vandalism; more serious destruction of school property \*
5. Stealing
6. Use and/or possession of vaping device, e-cigarettes, tobacco products, and tobacco-like supplies and/or paraphernalia
7. Use and/or possession of spray inhalants such as, but not limited to, mace, pepper sprays, etc.
8. Major harassment: sexual; bullying/cyber-bullying; intimidation; racial comments; discriminatory behavior
9. Other more serious misconduct
10. Disruptive behavior during detentions and/or in-school suspension

*\* "Institutional Vandalism" includes carrying aerosol spray-paint cans, broad-tipped indelible markers or similar marking device onto school property with the intent to vandalize, deface or otherwise damage property. Pa. C.S. Section 3307*

*\* "Criminal Mischief" includes damaging tangible property of another intentionally, recklessly, or by negligence. This includes marking property with graffiti. Pa. C.S. Section 3304*

### **LEVEL III ACTION**

1. A first offense may result in a one to three day suspension.
2. A second offense may result in a three to ten day suspension.
3. Any further offense may result in a five to ten day suspension.

Depending upon the serious nature of the Level III offense, the administration reserves the right to increase the number of days of a suspension for a first offense occurrence.

*\*Note: Fighting, disorderly conduct, vandalism, and tobacco violations will result in a Level III disciplinary action and a citation, which may result in a fine.*

#### **LEVEL IV OFFENSE**

1. Verbal or physical assault, serious threat
2. Major insubordination, rage and hostility, or threatening behavior towards school administration
3. Possession and/or use of drugs, look-alike drugs, and/or alcohol or any unauthorized substance; possession of drug paraphernalia; intent to sell and/or distribute drugs and/or alcohol or any unauthorized substance
4. Extortion
5. Arson or tampering with fire alarms, vape detectors, extinguishers, or activating a false alarm
6. Bomb threats or terroristic threats
7. Possession of weapons and/or “look-a-like” weapons\*
8. Any other act punishable under the Pennsylvania Crimes Code
9. Other very serious misconduct

*\*The Federal gun-Free School Act of 1994 states, “Any student who brings a firearm or weapon to school (as defined in Section 921 of Title 18, United States Code) shall be referred to the criminal justice system.” (Public Law 103-382)*

*\*The term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury (PA School Code, 1317.2) The term “weapon” shall also include paintball guns, whether operable or inoperable. Therefore, paintball guns are prohibited on school property, a school bus, or at any school sponsored activity.*

*\* Act 26 of 1995 and Act 30 of 1997 School Safety amends the PA School Code to require a one-year expulsion for students possessing a weapon on school property, on a school bus, or at any school-sponsored activity.*

#### **LEVEL IV ACTION**

Level IV acts include those which result in violence to another person or their property or which pose a threat to the safety of others in school. These actions are often criminal and are so serious that they require administrative actions, which may result in police involvement and in the immediate removal of the student from school.

A first offense will result in a ten-day suspension from school and may further result in a hearing with the School Board, a committee of the School Board or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time.

If/when a student returns to school following a Level IV offense, that student must report to the counseling office to receive SAP services until such time as the SAP program is completed by that student.

*\*Note: As per policy 233, the length of the suspension may be shortened during the informal hearing at parent/guardian's request.*

#### **SUSPENSIONS**

Students assigned in-school suspension in Temporary Learning Placement (TLP) will be responsible to complete assignments given by teachers. The student will be isolated from the rest of the student body and will be subject to certain restrictions, including loss of cell phone/electronic device privileges. The High School Administration directs and supervises students serving in-school suspension with the assistance of other staff members.

**Students assigned in-school or out-of-school suspensions may not attend any school function, including athletics and other extracurricular activities, during the time of their suspension.** Participation in all school related activities may resume upon full completion of the suspension. Students on out-of-school suspension are not permitted on school property during the time of the suspension.

Students shall be permitted to complete all assignments missed due to the suspension from school. If the work is not assigned prior to the suspension, students will be given time to complete the work equal to the number of days missed due to the suspension. If assignments are not received by the suspended student before departure from school, the student may request the assignments by calling the High School Office, or by emailing teachers.

### **ACCUMULATION OF SUSPENSIONS**

An accumulation of 20 or more days of suspensions from school may result in a hearing with the School Board with the administrative recommendation for exclusion from school for a specified time period.

**Any student suspended (ISS and/or OSS) more than two times throughout the year, or 10 or more cumulative days, may forfeit his/her privilege to participate in sports, all school activities, and attend all dances (including the Holiday Dance and the Prom) for the remainder of the school year.**

### **BUILDING PROCEDURES**

#### **ACTIVITY BUS**

An activity bus is available for students who require additional academic supervision and/or support at 3:10 PM Mondays through Thursdays. The activity bus is **NOT** available on Fridays.

#### **BOOK BAGS**

**Students are NOT permitted to carry book bags throughout the school day.** All book bags must be placed in lockers by the start of advisory period and remain there until dismissed at the conclusion of the school day. Students may carry a small clutch for purposes of personal needs/hygiene but all other bags besides the district-issued Chromebook bag must be stored in lockers throughout the school day.

#### **EARLY DISMISSALS**

Students who need to leave school early or leave the high school building are required to submit a note, hard-copy or virtually, from a parent or guardian. No verbal requests for early dismissal will be honored. All notes must be submitted to the high school office by 7:30 am the morning of the day requested. Forms are available in the Main Office or on-line through the district web site (Parents Tab → Reporting an Absence from School).

The following must be indicated on each request:

1. Name, grade, and homeroom section of student
2. Date and time of requested dismissal
3. Parent/guardian signature and phone number
4. Reason for request

Early dismissals are excused for the following reasons:

1. Physician's appointment (**verification required**)

2. College Visits (verification required)
3. Court appearances (verification required)
4. Death in the immediate family
5. Religious observances
6. School related activities (*i.e.* field trips, athletics, etc.)
7. Other exceptionally urgent reasons that are authorized by high school administration

### **HALL PASSES**

During class time, which includes homeroom periods, students are not to be in the halls without their signed agenda.

If a student wishes to see a teacher during a study hall, a pass must be secured prior to that period. The teacher must issue a pass granting the student permission to be excused from study hall.

No student is to be excused from a scheduled class without administrative approval.

### **LAVATORY USE**

**Students should not use lavatories during class changes..** Students must first report to the next designated class and have their agenda signed to leave class, study hall or lunch to use the lavatory. Loitering in the lavatories is not permitted.

### **LOCKER USE**

All students are issued a hall locker located in the area near his/her homeroom teacher. Hall lockers are issued at the beginning of the school year by advisory teachers. A duplicate record of the lock combinations and the locker numbers assigned to each homeroom teacher is maintained in the high school office. The following rules and regulations govern the use of lockers:

1. Lockers must be kept locked at all times.
2. Lockers remain the property of the school and will be inspected periodically to ensure that they are being properly cared for and that all contents are in no way harmful to the owner, other students, or the school building.
3. Teachers may send students to their lockers at any time with a signed agenda.
4. Students may not share their personal lockers or locker combinations with other students.



### **LIBRARY PROCEDURES**

The library holds a collection of over 15,000 books, periodicals and AV materials. Research databases are available and links are on the school library website and are accessible both on campus and at home.

Books may be borrowed for two weeks and may be renewed as long as another patron is not waiting for the book. Overdue notices are emailed, and students must pay their fine and return their books in a timely manner, or no more books may be checked out. Fines are 10 cents per day. To use the online Gale databases when you are off campus, the password is hawks.

The library is a collaborative workplace for students and teachers. To come in during study hall, students sign out with the study hall proctor. If they want to come during Flex, their subject teacher adds the student's name to the Flex Document for Flex. Students may sit in groups of four and are not to move any of the furniture or chairs to make larger groups. Tables with seating for larger groups are available.

To come in during a class periods 1-7 to check out a book, renew a book, or for quick help, a pass provided by the librarian must be presented.

### **STUDY HALL**

All students must be in study hall when the late bell rings. Students may leave their seat when the dismissal bell sounds. Lavatory privileges will be granted with the following provisions:

1. Students must sign the lavatory passbook and student agenda when they leave (first name, last name and time) and when they return (time).
2. Students have five minutes after they sign the book.
3. Students must carry the student agenda with them.
4. At any given time, only one boy and one girl may sign out to use the lavatory.

### **GENERAL STUDY HALL RULES**

1. No talking.
2. No one is allowed to work together unless prior arrangements have been made with the proctor. This must be done at the beginning of the period.
3. Feet must be placed on the floor, not another chair or seat.

4. No eating during study hall. Drink containers are not permitted unless clear and containing water.
5. A pass must be secured for each individual asking to be excused from study hall. The pass is to be presented to the proctor.
6. Notify the study proctor one day in advance of club meetings, committee meetings, etc.
7. If there are medical problems which interfere with the study hall regulations, discuss them with the proctor.

### **ACADEMIC PROCEDURES**

#### **BIBLIOGRAPHIC OR WORKS CITED FORM**

Each English teacher will distribute the most recent guidelines created by the Modern Language Association for proper documentation of sources. English teachers and the school librarian will post the MLA documentation information on their school web pages.

#### **CHEATING**

Each teacher will address cheating in their homework/grading policy which is distributed in the beginning of the school year. Incidents of cheating will receive discipline following the Level II guidelines and students involved will receive a 0% for that assignment.

#### **SAPPHIRE COMMUNITY PORTAL**

Parents may retrieve information about their child's attendance, schedule, and grades through our Sapphire Community Web Portal. It can be accessed through the district website's main webpage. Parents that do not have access to the internet may have deficiency reports mailed at the midway point of each grading period. Requests should be directed to the high school Guidance Department.

#### **HOMEWORK**

Homework is an important aspect of the learning process. It is essential that students and parents develop and maintain a proper attitude toward this phase of education. Students' progress in school may well depend on the development of proper study habits. It is always important that they understand what, how and why assignments are to be done.

The time spent on homework will vary, depending on individual course assignments and student ability, initiative, concentration span and motivation. Long range assignments should be planned with the due date in mind. It is the students' responsibility to have assignments

done on time. A special area in the student handbook is available to record assignments for student use and parent/guardian inspection.

If a student expects to be absent for a day or two, assignments should be secured from the teachers in advance. When students are ill for a day or two, they should email their instructor or telephone a classmate for their assignments. If students are absent or expect to be absent for more than three days, the guidance office should be notified immediately, and the assignments picked up by a friend or member of the family if not able to be emailed to the student or retrieved from the teacher's web site.

### **HONOR ROLL**

Any student who earns a GPA of 90 or higher, with no grades below 70, will be included on the HASD honor roll. Any student who earns a GPA of 98 or higher, with no grades below a 70, will be included on the HASD high honor roll.

### **PLAGIARISM AND/OR ACADEMIC MISCONDUCT**

Every writer, whether a student or not, *must* give credit to his or her sources. Credit must be given whenever he or she writes something that is not his or her own work, or when he or she uses information in writing that has been derived from another's ideas or words. Sources *must* be given in the situations that follow:

- Using facts or statistics that are not common knowledge
- Using another's ideas or words in writing
- Quoting the source directly
- Paraphrasing another words-

A writer is guilty of plagiarism if he or she fails to give credit to the sources used in writing, or if he or she fails to *completely* paraphrase words that are not being quoted directly, *whether done intentionally or unintentionally*. Using AI platforms (such as ChatGPT or Photomath) to generate student work and/or writing is also plagiarism. **Plagiarism is a serious offense. Infractions are dependent on context and may result in a conference with the teacher and parents, partial credit or a request to complete the assignment over again, or a grade of "0" issued for the assignment. A second offense will result in a grade of a "0" for the assignment and consequences according to discipline code.**

Students can avoid charges of plagiarism by:

- always quoting accurately;
- always paraphrasing completely when not quoting;
- always using accurate parenthetical citations to give credit to the source;
- always giving a complete and accurate listing of sources in the Works Cited page of their papers.
- Doing their own work and not utilizing AI tools

### **PRIVILEGED DISMISSAL**

Privileged Dismissal is open to students starting the second half of their Junior Year. This privilege allows eligible students to leave after seventh period with parent permission. In order to be eligible, students must meet the following criteria:

- No grade lower than a C
- Maintaining satisfactory behavior (any suspension could make the student ineligible)
- Maintaining satisfactory attendance (No more than 3 unexcused/unlawful absences)

Students granted Privileged Dismissal **must leave the building and campus by 2:00 PM through the main office (Exit 2)**. Students **may not return to the building until after 2:45 PM**. Failure to maintain any of the above criteria or to follow the established guidelines will result in revocation of Academic Privilege.

### **PROFESSIONAL FIELD EXPERIENCE**

Professional Field Experience (PFE) is related to career exploration, internships, job shadowing, and current employment opportunities. Students granted PFE **must leave the building through the main office (Exit 2)**. Students **may not return to the building until after 2:45 PM**.

## **STUDENT CONDUCT PROCEDURES & REGULATIONS**

### **ATHLETIC/MUSICAL TRIPS**

All school rules and policies are in effect for school sponsored and approved field/athletic/musical trips. Students violating the rules and policies will be subject to disciplinary action.

### **BERKS CAREER & TECHNOLOGY CENTER (BCTC)**

Students attending BCTC are dismissed at 11:38 am to board the bus for transportation to BCTC East and West Campuses. All students are expected to ride the bus to BCTC. Students may drive to BCTC only if they have permission of the BCTC Principal and the High School Principal.

Permission to remain at the High School, regardless of reason, must have the approval of the BCTC Principal and High School Administration and must be requested at least 1 day prior. Failure to report to BCTC, as scheduled, will result in disciplinary action and the possible loss of attending BCTC.

When students miss the BCTC bus, for any reason, he/she will be marked as an unexcused absence from BCTC and placed in Temporary Learning Placement for the remainder of the day, unless a parent/guardian supplies personal transportation of the student to BCTC.

### **BUS PROCEDURES AND CONDUCT**

#### **Alternative Bus Stops**

1. All students will be assigned a bus stop from their home.
2. A student may have ONE alternate bus stop. In the event there is dual custody, the second home stop will be considered the one alternate stop.
3. An alternate stop will only be considered if it is in writing and on the appropriate form located on the Hamburg Area School District website, under forms and publications. The form is called "Request for Alternate Transportation". These forms can also be obtained from any of the Elementary schools.
4. Alternate stops MUST be located in the same attendance area as the child's home school.

#### **Guidelines for Alternate Transportation:**

- Requests must be in writing. Telephone calls will not be accepted.
- There will only be one alternate.
- It cannot be an alternating schedule. It must be set and not changing.
- Requests to change a stop for a single day or requests to vary from the established stops will not be permitted unless it is an emergency. When such requests from a parent or guardian become frequent, the parent or guardian will be notified that future requests will be denied.

\*Special exceptions may be considered for educational purposes, but must be pre-approved by the Principal and Transportation Coordinator.

- The requested change could take 2 (two) school days to take effect once the request has been received in the Transportation Coordinator's Office. Please submit in writing 2 (two) school days prior to the effective date.
- An alternate stop must be along an existing route and an existing bus stop.
- Requests that have been submitted 2 (two) weeks prior to the start of school will be honored the first day of school. Requests after that date will not be effective until 2 (two) weeks after the start of school.
- Requests will not be honored for social activities (individual lessons, scouts, and sleepovers) or employment.

It is Hamburg Area School District policy to provide transportation for educational purposes only. When approving alternate stops, the safety of our students is our priority. All Policies, Procedures and Pennsylvania Transportation Laws will be followed. Alternate stops will not be approved if there is a problem with overcrowding on the bus.

Unless there is prior notice in writing, please pick your children up at the bus stop and not at the school when buses are on grounds.

#### **School Bus Regulations**

School bus transportation is a privilege. It can be denied to any student who jeopardizes anyone, damages property or commits any offenses described, but are not limited to those identified under Behavior Violations. **Parents will be expected to provide transportation for any student whose privileges have been suspended.** Generally, students must obey and cooperate with the bus driver, teachers, or any other persons assigned to supervise any part of the school transportation system. Assigned seats will be mandatory for Elementary and Middle School students and may be optional for High School students. Students will be required to sit in their assigned seats unless otherwise directed by the driver.

#### **Student Guidelines**

- Always obey the bus driver.
- Be at the bus stop at least 5 minutes prior to pick-up.
- Enter the bus and take your seat without disturbing others.
- Talk in a normal voice, no shouting.

- Keep all body parts in the bus at all times.
- Refrain from throwing items on the bus or from the bus at any time.
- Remain in seats while the bus is in motion.
- Eating or drinking on the bus is prohibited.
- Ride only your assigned bus.
- Use of any type of media device is only permitted with headphones.
- Items which cannot fit on the student's lap are prohibited.
- Smoking, vaping, or use of any tobacco product is prohibited.
- Missing the bus is not a reason for an approved absence.

### **Behavior Violations**

The following are examples of offenses which may result in disciplinary actions and/or suspension of transportation privileges:

- Fighting
- Smoking, vaping, chewing tobacco or possession of tobacco
- Eating or drinking
- Damaging property
- Standing, walking or refusing to remain seated
- Throwing objects in or out of the bus
- Hanging any body part out of the windows
- Unnecessary or excessive noise
- Profanity or unacceptable language
- Tampering with bus equipment (emergency doors, etc.)
- Refusing to ride assigned bus or riding on an unassigned bus without prior permission
- Boarding a bus at an unassigned stop
- Leaving a bus at an unassigned stop
- Refusing to obey the driver
- Refusing to sit in an assigned seat
- Any violation of the student discipline codes
- Other misbehavior related to safety or well-being

### **Conduct at the Bus Stop**

Students are expected to arrive at the school bus stop at least five minutes prior to pick up time. They should wait off of the street or roadway and conduct themselves in a responsible, respectful manner. School rules apply at all designated bus stop locations.

### **Discipline and Discipline Guidelines**

The responsibility for maintaining reasonable discipline on board the district's school buses begins with the individual driver. Bus Incident Reports will continue to be the primary tool for use by the driver to report misconduct which he/she observes that cannot be corrected by less formal means, such as reassigning seat or giving verbal warnings. These reports are forwarded to the responsible building principal for corrective disciplinary action as pre-existing district guidelines or procedures.

The following are general guidelines for assigning discipline for transportation violations. The suggested disciplinary action may be modified in accordance with the circumstances of any particular incident:

- Warning Phase: The first and second offense may result in a verbal warning and a seat change. Parents/Guardians may be contacted. *(If violation is severe, warning phase may be omitted.)*
- School administrators may suspend bus privileges for severe violations any other subsequent disciplinary offense. Parent conference (in person or by phone) may also be required.

### **Large Articles on Buses**

The Pennsylvania Department of Transportation mandates in 67 PA Code 171.58, that the interior of a school bus must be free of objects which could cause injury. Objects must be secured and the aisles and emergency exits open and free of blockage. The following must be adhered to at all times:

- Large band instruments or school project items are not permitted on the bus unless they can be held on the student's lap.
- Items may not be placed under seats, they become projectiles upon impact.
- Nothing can be carried on the bus that will endanger others (i.e. glass objects, hockey sticks, skateboards, large metal objects, etc.)
- Animals are not permitted on the bus.
- Nothing can be placed in the driver's compartment, doorway or aisle. Emergency exits cannot be blocked.

### **Transportation Audio/Video Monitoring**

The Board recognizes that serious misconduct on board a bus jeopardizes the safety of all passengers. Audio/video surveillance may be used for disciplinary or security purposes. A warning (via a posted decal) informs riders that audio/video monitoring system may be used at any time. Reviews of surveillance will be limited to the Principal,



Transportation Coordinator, the Superintendent's Designee and/or the Superintendent. During an expulsion hearing, school directors have a right to view surveillance if the footage provides evidence in the case. Surveillance documentation of misbehavior will be preserved only until final determination of the disciplinary action/disposition. Thereafter, all recorded evidence of the misbehavior will be erased. A request for viewing such footage may be made by a student's parents or guardians if the student has been audio/videotaped and disciplinary action has been recommended. All requests should be in writing addressed to the principal of the student's school. Parents may only view that portion of the tape which documents the alleged misbehavior of their child on the bus. Audio/video surveillance could be available for all school related bus transportation.

### **CAFETERIA CONDUCT**

Eating lunch in the cafeteria is a privilege, not a right. Student behavior in the cafeteria is expected to be orderly and mannerly and will be monitored by the cafeteria proctors. Failure to obey the established cafeteria rules may result in disciplinary action or removal from the cafeteria. **Students are not permitted to take food or drinks out of the cafeteria at any time.** If the weather permits, students that have earned the privilege may go outside with permission of the cafeteria monitor.

The lunch period should be an enjoyable experience for all. Students are expected to regard the cafeteria as their dining room and behave accordingly.

The following procedures should be followed:

1. Lunch is an assigned period. All students are required to report to the cafeteria/designated lunch location as scheduled and on time.
2. Students are expected to follow all directions given by the lunch monitors.
3. All students are encouraged to use a tray with their lunch. Students buying food will line up at the desired serving line. Jumping or cutting in line is strictly forbidden.
4. Students must remain in their seats. They are not permitted to wander about the cafeteria.
5. Talking and socializing is permitted, but yelling and/or loud talking will not be tolerated.
6. Students must seek permission to leave the cafeteria. All students granted permission to use the lavatories must use the

lavatories located adjacent to the cafeteria and require a signed agenda.

7. Students are to keep their areas clean. Food or any item dropped on the floor must be picked up. Throwing of any items is strictly prohibited.
8. After eating, students are to carry trays to the dishwashing area, dispose of recycling materials, and place eating utensils into their proper places. Students are to return to their seats and remain seated in the cafeteria until dismissed by the bell.
9. **No food or drink is to be taken out of the cafeteria.**
10. Destroying cafeteria property (silverware, lunch trays, etc.) constitutes Level III disciplinary consequences.

### **CELL PHONES**

**Our focus is on teaching students responsible utilization of cell phones. Students are NOT permitted to use their cell phones to make phone calls or video calls at any point during the school day. Cell phones will be turned in upon arriving at each class period to a designated and secure location in the teacher's classroom.** The use of cell phones during the school day is permitted only during the following:

- In the hallway between classes outside of classroom (**no phone calls**)
- In the cafeterias during the student's designated lunch period
- In the cafeterias for students granted privileged study hall FLEX period
- Any use of cell phones outside of these areas or times is prohibited and will be disciplined under our student code of conduct. Any student needing to use a phone should report to the office. Repeated violations of the cell phone policy will result in the offense being categorized as a Level II offense with an in-school suspension being issued, in addition to loss of phone privileges. **Harmful or harassing social media posts or messages made during school hours or made outside of school that create a disruption to the educational process in school constitute Level III harassment and will result in disciplinary measures, as well as possible referral to the police.**

The use of a cell phone during school hours is a privilege. Administration reserves the right to confiscate the phone or prohibit its

use for students after repeated violations. The student will be prohibited from the phone on their possession on school property for a period of time or for the remainder of the year.

### **DANCES AND ACTIVITIES**

The following rules apply to dances/activities:

1. All dances will be for students in grades 9-12 only.
2. Dances will be for students presently attending Hamburg Area High School - no guests. Exceptions will be made for the Holiday Dance and the Prom only. In these cases, guests must be registered and approved ahead of time. No guests age 21 or older will be permitted. Students who have either been expelled from or dropped out of the Hamburg Area School District are not permitted to attend.
3. Students must be in attendance at school the day of the dance in order to attend the dance.
4. No one will be permitted to enter an activity after 7:30 pm.
5. No one will be permitted to leave an activity and return later, even if the person offers to pay a second time.
6. Anyone suspended on the day of a dance may not attend.
7. As with all school functions, school rules, especially those regarding drugs and alcohol use, will be enforced.
8. Students must meet all discipline, attendance, and academic standards to participate in these functions. Academic standards include meeting the same requirements to participate in the athletic program (paid Chaperones will exercise their authority in maintaining proper standards of conduct).

### **DELIVERIES TO HIGH SCHOOL OFFICE**

The delivery of balloons, flowers, and other non-essential items to the High School Office during the school day may cause a distraction and will be discouraged. All non-essential items will be held in the office until the end of the day in an effort to minimize distractions from the educational process.

### **DETENTION**

Detention may be assigned at the discretion of the instructional staff to students who exhibit unacceptable behavior. If a student does not serve an assigned detention, alternative disciplinary action will be assigned, including but not limited to: lunch detentions, revocation of privileges, ISS, etc. Doctor Excused and Nurse Sent Home are the only valid reasons for missing a scheduled Detention.

Detention is held from 2:30-3:30pm. Students are expected to bring school related work which will be the assignment for the entire hour.

BCTC students serving detention will serve morning detention from 7:00 AM until 7:30 AM. They must serve two half-hour detentions in succession.

Transportation from detention is the responsibility of the student and parent/guardian.

### **DIGITAL TECHNOLOGY**

The Hamburg Area School District participates in a free program provided by Google called Google Apps for Education. This service allows us to provide communication (email) and collaboration (documents) to our students and staff. Since the implementation, students and teachers have found a variety of ways to use the Google tools in classrooms and beyond.

Every high school student will be assigned to an individual email account which is necessary to access this valuable resource. The Hamburg Area School District maintains all accounts assigned to the Hamburg (hak12) domain. Parents are encouraged to communicate with their child about appropriate online communication and view the account together. Login information can be requested by clicking on “Contact” at the top of [www.hasdhawks.org](http://www.hasdhawks.org).

The following are excerpts from Board Policy 815, regarding the acceptable use of digital technology in the District.

“DIGITAL TECHNOLOGY” shall mean all forms of digital technology, including software, hardware, and digital services of any nature and kind that is based on digital technology, that is provided directly or indirectly by the HASD to its employees or students, and that is: (i) owned, leased or licensed to the HASD; or (ii) that is accessed by or through digital technology that is owned, leased or licensed to the HASD. “DIGITAL TECHNOLOGY” includes computers; servers; networks; programs; software; digital files, folders, data and records of any nature; the Internet; cell phones;; voicemail; E-mail; user groups; applications; social media platforms; and such similar technologies.

#### **Purpose**

The Hamburg Area School District ("HASD") makes various forms of digital technology available to its students for educational purposes exclusively.

### **Prohibitions**

Students shall not:

1. Use any digital technology for any purpose other than for the legitimate educational purposes of the HASD's students.
2. Use any digital technology for personal business or affairs, except as expressly provided in this policy or in administrative guidelines promulgated and adopted by the Technology Coordinator or his/her designee.
3. Use any computer unless and until a confidential user ID and password have been assigned to the student.
4. Use any computer without using his/her user ID and password.
5. Terminate use of any computer without logging off the computer.
6. Disclose his/her password to any other individual.
7. Use the user ID and/or password belonging to or assigned to any other individual.
8. Open or log onto any computer, software, program or application using or inputting the user ID and/or password of any other individual or entity.
9. Misrepresent his/her identity when using the HASD's computers including the use of anonymous Internet proxy servers.
10. Bypass CIPA Compliant Software or any other blocking, security or anti-virus software that may be used or installed by the HASD by use of either direct means or subterfuge.
11. Intentionally, willfully, maliciously or through reckless indifference damage or corrupt the functioning of any digital technology or any data stored, either temporarily or permanently, on any digital technology.
12. Visit or access pornographic websites.
13. Violate any applicable Code of Student Conduct.
14. Use any computers until he/she has signed an acknowledgment, in a form prescribed by HASD, attesting to his/her understanding of the rules governing the use of digital technology.
15. Intentionally enter any secure or confidential area of the HASD's systems or computers without proper authority.
16. Violate any copyright laws or the ownership or license rights of any person or entity.
17. Violate the legal rights of others.
18. Knowingly infect any computer with any virus.
19. Use any software or Internet site in violation of any applicable licensing agreement or applicable terms of use. Licensing Terms of any digital technology either owned, operated or leased by HASD shall not be construed in any way to supersede any HASD policy regarding said digital technology.

20. Use any digital technology to gain unauthorized, unwanted or unwarranted access into anyone else's computers or networks in any way or manner.
21. Use any data mining, robots, or similar data gathering and extraction methods in violation of any person's or entity's rights.
22. Use digital technology to violate any applicable law, including the Wiretap and Electronic Surveillance Control Act.
23. Outside the circumstances or situations which pertain to direct classroom instruction, install any software program onto, or download any software program onto any computers without the express approval of the Technology Coordinator.
24. Fail to report to the classroom teacher any time when he/she inadvertently accesses a pornographic or other restricted site.
25. Outside the circumstances or situations which pertain to direct classroom instruction, alter or change the desktop or the look or operation of any desktop of any computer.
26. Outside the circumstances or situations which pertain to direct classroom instruction, alter or change the screen saver, or the look or operation of any screen saver, installed by the HASD.
27. Outside the circumstances or situations which pertain to direct classroom instruction, delete, disable or remove any program, or application from any HASD computer.

#### **Privacy**

No student using the HASD's digital technology shall have any right of privacy or expectation of privacy with respect to anything done with said digital technology. The digital technology belongs to, is licensed to, or is accessible through digital technology that is owned by or licensed to the HASD. The HASD retains all rights as an owner or licensee with respect to all digital technology that it owns or licenses and has, unless restricted by an express agreement with a third party supplier, the rights of an owner or licensee, including, the rights to use, transfer, inspect, look in, read or store any such digital technology.

#### **Permissible and Impermissible Uses of Digital Technology**

1. Digital technology may be used only for legitimate educational purposes.
2. Digital technology is being provided or made available to students solely as part of the educational program, for the purpose of teaching students how to use and employ digital technology, and to further the teaching of the HASD's curriculum and educational programs. The HASD is not, through digital technology that is being made available by the HASD to students, creating a public

- forum, an open public forum or a limited public forum.
3. Digital technology may not be used by students for speech or expressive conduct:
    - a. That materially and substantially interferes with the education process;
    - b. That threatens immediate harm to the welfare of the school community, or to any individual;
    - c. That is lewd, vulgar, indecent or obscene or which contains sexual innuendo, metaphor or simile;
    - d. That encourages unlawful activity;
    - e. That interferes with another individual's rights;
    - f. That constitutes libel, slander or defamation; or
    - g. That is sexually, racially or ethnically related, that is offensive, threatening or an affront to the sensibilities of others, and that is unlawful under the standards of the anti-discrimination laws of the Commonwealth of Pennsylvania or The United States of America.
  4. All expressive conduct or material, whether verbal, written, or graphic-created, downloaded, maintained, copied, pasted, harvested or otherwise obtained, used or transmitted by, to, from or with the HASD's digital technology, is required to be related to the adopted curriculum, assigned classroom activities, or school programs. Consequently, all expressive conduct by students shall be (i) age appropriate; (ii) consistent with the rules of grammar, spelling, sentence structure and format being taught by the HASD; and (iii) consistent with the abilities of the student.

### **Consequences**

Students shall be subject to appropriate discipline, up to and including permanent expulsion in the event that any one or more provisions of this policy are violated.

### **DRUG/ALCOHOL/TOBACCO/INHALANT USE**

All students are prohibited from the possession and use of tobacco products, vaping devices, alcoholic beverages, illegal drugs, or drug paraphernalia (1) on school grounds, (2) in school buildings or school buses, (3) while participating in or attending an approved school function. The possession or use of any non-medical liquid or spray, (such as perfume, cologne, or glue) as an inhalant is also prohibited.

All students who appear to be under the influence of drugs or alcohol shall be referred to High School Administration/Nurse immediately. The High School nurse will determine reasonable suspicion of whether the student is under the influence. If reasonable

suspicion is determined, the student will be suspended from school for ten days. If the student is allowed to return to the school, the student must report to the counseling office for a mandatory SAP assessment.

If it is determined that the student is distributing drugs or alcohol on school property, the student will be suspended from school for ten days and a hearing will be held with the Board of School Directors, a committee of the Board, or its designee, with administrative recommendation for expulsion from school.

#### Substance Abuse Policy

The Board of School Directors and staff of the Hamburg Area School District value each member of the school community and believe that all individuals have the right to develop to their fullest potential. The Board recognizes that chemical abuse and dependency seriously impair the ability of students to develop to their full potential. This policy is based on the belief that chemical dependency is a life-threatening illness that affects the emotional, physical, intellectual, and social development of all individuals. It is based also on the conviction that chemical dependency is a treatable illness and early intervention among "at-risk" students will enhance the effectiveness of our schools.

1. The Board of School Directors of the Hamburg Area School District recognizes that the misuse of chemicals is a serious problem with legal, physical, emotional and social implications for the whole school community. The Board adopts the position that students must be chemically free to develop in the most productive and healthy manner.
2. It is therefore this district's policy to prevent and prohibit the possession and/or use, distribution, and/or intent of distribution of an illegal or controlled mood-altering chemical, medication, or abused chemical not approved by the health office on school property, at school sponsored events, on school buses enroute to and from school.
3. Such prevention and/or prohibition shall occur through a three-faceted program including: 1) education, (2) prevention, and (3) intervention.
4. Prescribed medicines and drugs brought to school must be registered with and taken in the presence of the school nurse or another designated person, or returned to the student for self-administration if, in the judgment of the nurse, this action is



warranted. District medication forms must be completed by the parent and the attending physician, depending upon the medication. All medication must be labeled with: Name of student; name of medication; dosage to be given; time to be given; and name of prescribing physician.

5. Violations of this policy include possession, use, sale or distribution of chemicals as defined and described within the parameters of this policy, and as stated within administrative guidelines. The consequences of such violations may result in permanent expulsion from school by the Board of School Directors.
6. This policy will be implemented through the cooperative efforts of the faculty, administration, school support staff, student, parents and/or guardians, and community agencies of the Hamburg Area School District.
7. This policy authorizes the establishment of the Hamburg Area Student Assistance Program. SAP will be the school-based intervention group to which "at-risk" students may be referred. The team will include teachers, school nurse, guidance counselors, and administrators. The team will be assisted by representatives of Berks County agencies.

#### **HAMBURG AREA STUDENT ASSISTANCE PROGRAM**

The Hamburg Area STUDENT ASSISTANCE PROGRAM (SAP) is a multi-disciplinary team composed of school personnel (teachers, administrators, school nurses, and counselors). This team will be trained to understand the issues of adolescent chemical use, abuse, and dependency, as well as mental health issues. SAP will play a primary role in the identification and referral process of students coming to their attention through the procedures outline by the Commonwealth of Pennsylvania's Student Assistance Program. SAP is not a treatment program; rather it is a systematic process to mobilize school resources to remove barriers to learning and, where the problems are beyond the scope of the school, to assist the student and parents with information so they may access services in the community. In addition, the SAP team, with parent approval, may offer student-centered services such as educational support groups, in-school mentoring, and aftercare resources.

### Definitions of Terms

**Confidentiality** between students and guidance counselors, school nurses, school psychologists, and staff shall be respected. No confidential communication made relative thereto shall be released without consent of the student or his/her parent/guardian unless the best interests of the student can be served only by doing so or the subject of that confidentiality presents a clear and present danger to the school community.

**Confiscation** occurs when there is reasonable suspicion to believe that the student is in the possession of drugs or mood-altering chemicals. Upon reasonable suspicion, the building administrator or his designee is obligated to search for and seize drugs and alcohol. This search will include school lockers, cars on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary consent and to have the student present at the time of the search.

Reasonable Suspicion is an apparent state of facts found to exist upon reasonable inquiry which would induce a reasonably intelligent and prudent person to believe that the student is in possession of drugs or alcohol.

**Controlled Substance, Drug, Drug Paraphernalia, Alcohol Or Counterfeit Drug** shall have the meanings given to them as defined in the act of September 27, 1961 (P.L. 1700, No. 699), known as the Pharmacy Act, or the act of April 14, 1972 (P.L. 233, No. 64), known as the Controlled Substance, Drug, Device and Cosmetic Act and the act of April 12, 1951 (P.L. 90, No. 21), known as the Liquor Code, the Crimes Code of Pennsylvania (Title 12), and any future amendments to the above codes.

**Cooperative Behavior** is the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of said staff.

**Drugs or Mood-Altering Chemicals** shall include any alcohol or malt beverage, controlled substance, look a-likes, steroids, or illegal or abused substance or medication not approved and registered by the health office, and any illegal substance which is intended to alter mood.

**School Property** shall include not only the actual buildings, facilities and grounds on the campus, but also school buses, school parking areas, and any facility being used for a school function.

**Staff** shall be defined as any administrator, school nurse, instructor, guidance counselor, support staff (secretaries, custodians, cafeteria staff, and bus drivers), employees of any contracted group who work with students, athletic coach or other educational or medical employee of the Hamburg Area School District.

**Uncooperative Behavior** shall be defined as any resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendation of a staff member at the time that the student is apprehended using, or in the possession of drugs or mood-altering chemicals. Defiance, assault, and deceit shall constitute examples of uncooperative student behavior.

#### **THREAT ASSESSMENT TEAM**

Each building has trained personnel to support the educational community. If at any time one has information concerning the safety and well-being of any member of the school community, please share your concern with a team member immediately.

High School Members: Dr. Beissel, Mrs. Fink, Dr. Gravish, Mr. Glassic, Mr. Marra

#### **HOMELESS AWARENESS PROGRAM**

The Hamburg Area Homeless Awareness Program is in place to address and support the educational needs of students who find themselves in temporary or transitional housing during the school year. The program reduces the barriers of homelessness, so students and their families feel supported and encouraged while they secure permanent housing.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular and adequate nighttime residence". The act provides examples of children who would fall under this definition:

- Sharing housing due to loss of housing, economic hardship, or similar reason
- Living in motels or campgrounds due to lack of alternative accommodations
- Living in emergency or transitional shelters.
- Sleeping locations not usually used as a sleeping accommodation.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

In addition, McKinney-Vento Act defines Unaccompanied Youth as children not in the physical custody of a parent or guardian. Under federal law, homeless children and unaccompanied youth are entitled to immediate enrollment in school and educational stability.

The act ensures homeless children and unaccompanied youth transportation to and from school free of charge, allowing children to attend their school of origin (last school enrolled or the school they

attended when they first became homeless) regardless of what district the family resides in.

It requires schools to register homeless children or unaccompanied youth if they lack normally required documents, such as immunization records or proof of residence.

### ***School Districts Responsibilities***

School district must appoint a liaison to ensure school staff are aware of the McKinney-Vento Act, to provide public notice to homeless families, and to facilitate access to school and transportation services.

The position serves as liaison between the school, parents, students, and community agencies to meet the educational needs of the students.

If you have a student/child who may qualify for our program's assistance and services, or would like more information, please contact our Homeless Education Liaison: Director of Student Services, 610-562-2241

### **LOST & FOUND**

Student articles that are lost and/or suspected of being stolen are to be reported by completing an incident report in the office the day the article is discovered missing. Students who find articles that do not belong to them are asked to turn them in at the office. Articles not claimed by the end of the school year will be donated to charity. HASD is not responsible for lost/stolen items but will investigate and issue disciplinary consequences if possible. Theft may result in criminal prosecution. If students are concerned about potential theft of valuable personal items (i.e. air pods, cell phones, etc.), they are encouraged to leave those items at home.

### **MEDIA RELEASE**

The Hamburg Area School District is proud of our students and wants to share news about activities, events and happenings that occur in the schools with parents/guardians and the community. This may be done through school publications, the district's web page or local media including, but not limited to, television, radio, yearbooks, or the newspapers. To respect your right to privacy, we are requesting that you notify the building principal in writing by completing a media release form available at the main office, if you have any objection to your child's name and/or photo appearing in such publications. The District will assume your consent unless you notify the building principal in writing.

### **MEDICINES**

Students are not permitted to take medicines in school without the direct order of a physician.

Medications to be administered in school, including aspirin, antihistamines, and ointments, shall be given to the high school nurse, who will administer them upon request of a parent/guardian and order of a physician. All medications must be properly labeled with instructions. The in-school medication administration form **MUST** be completed and can be found on the Health Services page of the district website.

### **SALE AND DISTRIBUTION OF MATERIALS BY STUDENTS**

Students have the right to express opinions, take stands, and support causes both publicly and privately. There should be no interference in school with these liberties or students' expression of controversial points of view. However, the administration must have the authority to prevent, control, or stop whatever is disruptive to the educational process.

1. Printed materials to be distributed on school property must be submitted to the High School Principal at least two days prior to the distribution for it to be evaluated properly.
2. School officials shall prohibit material which is obscene, libelous, or which inflames or incites students so as to create a clear and present danger.
3. Materials to be distributed on school grounds are to be circulated before or after school hours on the grounds, or in the cafeteria during normal lunch hours.

### **SENIOR PRANKS**

"Senior Pranks," which include any type of childish prank, nuisance decorations, vandalism, or trespassing on school property by **any** student, will not be tolerated by the Hamburg Area School District. During the regular school year, the discipline of a student involved in a prank or vandalism will be governed by the Code of Student Conduct. However, during the graduation season when the Code of Student Conduct may not be sufficiently applicable, students involved in a senior prank will receive disciplinary action that shall include, but not be limited to:

1. Suspension from the graduation ceremony
2. Citation for institutional vandalism or criminal mischief
3. Fines, costs, and restitution.

### **STUDENT DISCIPLINARY WITHDRAWAL**

A student may be withdrawn from a class if there is a continuous disciplinary problem in the classroom, or if the student is a potential danger to the teacher, other students, or himself. The student will receive a mark of WF (withdraw-failing) for the quarter and as a final grade for the year. No credit will be earned for any WF course.

### **STUDENT DRIVING**

All students must register all their vehicles in the high school office in order to park on campus. The High School Administration will determine the validity of all parking permit requests. The permit price is \$5.00. The replacement cost is \$5.00 per permit. Students who have not registered their vehicles are prohibited from parking on school property. The transfer of a parking permit or parking space to another student without permission from the high school office is also prohibited.

All motor vehicles parked on school property are subject to search by the administration at any time there is a reasonable suspicion that a vehicle may contain contraband and/or dangerous items. (Board Policy 223)

The speed limit on school property is 15 miles per hour. Students are to obey all signs and posted rules. Students are to park only in their assigned student parking space.

During the school day, students may enter their cars only with the permission of the High School Principal.

**Students are NOT PERMITTED to park in the staff parking lot, located outside the main office, AT ANY TIME OR FOR ANY REASON. Failure to comply with this rule could result in ticketing and/or towing from the lot at the student's expense.**

Upon arriving at school, students are required to park their cars as assigned. At no time are they to cruise the campus or leave school property. Students are not allowed in their cars after the 7:30 am bell.

No vehicle is to be operated on the school campus in a way that is reckless or that might cause an accident or injury to anyone. **Reckless driving will result in the loss of driving privileges and/or possible referral to the local police department.**

Student permits must be displayed by hanging it on the rear view mirror when parked on school property.

BCTC students may not drive to BCTC without the permission of the BCTC Principal and the high school principal.

A first minor offense of a driving violation will result in a warning or a detention.

A second offense of a driving violation will result in TLP and/or a suspension of your driving privileges for 30 days.

A third offense of a driving violation will result in a suspension (TLP or OSS) and the loss of your driving privileges for the remainder of the school year, as well as referral to the local police department for reckless driving.

### **STUDENT FUNDRAISING**

Soliciting or selling of any kind by any student or student group is prohibited during the school day unless it is directly related to a school-sponsored activity and approved by the High School Principal. Furthermore, all fundraising activities by school-sponsored groups must be approved, in advance, by the High School Principal.

Selling door-to-door can present safety concerns. Please do not put yourself at risk of personal injury, abduction, or theft of money. Never carry substantial amounts of cash.

All school-related (but not sponsored) groups, such as the PTO and Booster Clubs must obtain the High School Principal's permission to use school facilities or engage students during the school day in any fund-raising activity.

### **STUDENT IDENTIFICATION CARDS**

Each student will receive a school identification card with their school picture displayed. The card may be used to gain entry into certain events and to identify them as current Hamburg Area High School students. If the card is lost or stolen, new cards can be purchased from the yearbook staff in the library at a cost of \$3.00.

### **WORKING PAPERS (EMPLOYMENT CERTIFICATES)**

Students involved in employment are subject to Child Labor Laws and the compulsory attendance requirements of the Public School Code.

1. No minor under the age of 14 may be employed or permitted to work in any occupation except as employed on farms or in domestic services. Under certain restrictions, caddies and news carriers may be employed at age 12.
2. For students ages 14-17, vacation or part-time certificates may be issued by the school provided employment does not interfere with regular school attendance. Hours of employment during the school term are limited as follows:
  - a. Ages 14 & 15 - maximum 3 hours on school days (total 18 hours M-F); and 8 hours on Saturday and/or Sunday. Students

may not work between the hours of 7:00 pm and 7:00 am.  
Exception: Minors age 12 may be employed distributing or selling newspapers, magazines or other publications between 6:00 am and 8:00 pm.

- b. Ages 16 & 17 - maximum 28 hours per school week plus 8 additional hours on Saturday and/or Sunday. Students may not work between midnight and 6:00 am on Sunday through Thursday. On Friday and Saturday, they may work until 1:00 am.
3. At age 16 (15 for farm work or domestic service) a student may withdraw from school provided parental/guardian permission is assured and full-time employment is obtained. If a student age 16 or 17 becomes unemployed, he/she must immediately re-enter school.
4. At age 18, a student may withdraw from school without employment since compulsory school attendance is no longer required. The school will request parental/guardian approval. If a student at this age secures employment, however, a certificate must be issued.
5. 17 year olds who have graduated from high school are not subject to the Child Labor Laws.
6. Employment certificates may be obtained in the high school office. A parent/guardian must come to the high school office and sign the application in the presence of the office personnel or take the application to a Notary Public and sign in the notary's presence before the working permit is issued. Physical examinations are conducted by the student's family physician at the student's expense.
7. **Under the current Pennsylvania Child Labor Act, if in the school administrations judgement, the applicant cannot maintain adequate academic achievement if permitted to work during the school year, the application can be denied. Similarly, administration may revoke a work permit if it is the issuing administrator's judgment that the applicant cannot maintain adequate academic achievement if permitted to work during the school year.**



**HAMBURG AREA SCHOOL DISTRICT**  
**STUDENT ATHLETE CODE OF RESPONSIBILITIES**

**PREFACE**

The athletic program is an integral part of the total school program and is open to participation by all students residing in the Hamburg Area School District. Through voluntary participation, athletes give time, energy, and loyalty to the program. They also accept the training rules, regulations and responsibilities which are unique to an athletic program. In order to contribute to the welfare of the group, athletes must willingly assume obligations and sacrifices not required of others. Being in close contact, the coaches have an opportunity to observe, question, and assist the athletes. The Hamburg Area School District supports education and awareness/intervention in drug, alcohol and tobacco use. Parents of the athletes must support the positive aspects of participation in the Hamburg Area School District, but also must accept the responsibility of any adverse actions by their child when participating in athletic activities.

**ACADEMIC REQUIREMENTS**

Academic performance of participants will be monitored on a weekly basis according to PIAA By-Laws Article X and HASD guidelines.

**To be eligible for interscholastic athletic competition, a pupil must be passing at least four (4) full-credit subjects & failing less than two (2) aggregate credits, or the equivalent.** Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the Principal's office. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for, said pupil shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which his cumulative work from the beginning of the grading period meets the previously identified standards. A pupil who has passed subjects which in the aggregate total at least four (4) credits has passed the equivalent of four (4) full-credit subjects. In cases where a student's work at the conclusion of a grading period does not meet the standards previously stated, said student shall be ineligible to participate in interscholastic athletics for fifteen (15) school days of the next grading period. **Ineligible students are required to complete 45 minutes of remediation on each school day for which they are ineligible.** An ineligible student is permitted to practice, provided their daily remediation is satisfied. Therefore, if the period of ineligibility occurs during an evaluation period ("try-out"), the

student may try-out for the team. The ineligible student will be eligible to participate in scrimmages or competitions only if, at the conclusion of the fifteen (15) day ineligibility period, the student is passing four (4) full-credit subjects & failing less than two (2) aggregate credits. An Unsatisfactory (U) grade will be counted as failing a one (1) full-credit subject. Any pupil not passing at least four (4) full-credit subjects, or the equivalent, or failing two (2) or more aggregate credits at the end of the academic year, including summer school, will be ineligible to participate in interscholastic scrimmages or competitions for the first fifteen (15) school days of the new year. Athletes ineligible for the first fifteen (15) days of a new school year will not be permitted to compete in interscholastic scrimmages or competitions during this fifteen (15) day ineligibility period. A pupil who attends summer school and corrects his deficiencies shall be eligible. Ineligible students may not wear a uniform for contests; however, ineligible students may sit in the team bench area and travel to away competitions.

#### **CONDUCT REQUIREMENTS**

A student is considered a student-athlete beginning with the 1st PIAA practice date and ending with the last PIAA contest date for the season in which the student-athlete is participating. A Hamburg Area School District student-athlete will be subjected to disciplinary action if he/she commits any of the following violations ON OR OFF SCHOOL PROPERTY. **A coach may establish additional rules for their particular sport. Such rules must be approved by the Athletic Director prior to the season.**

1. An athlete found to be in violation of the following will not be permitted to participate in the athletic program for one (1) calendar year:
  - A. Selling or aiding in the procurement of steroids, alcoholic and/or malt beverages, narcotics or restricted drugs, including marijuana or other controlled substance.
2. An athlete found to be in violation of the following will be suspended from athletic participation one (1) week for the 1<sup>st</sup> offense, and suspended from the athletic program one (1) calendar year for a subsequent violation:
  - A. Being under the influence of, or in possession of steroids, alcoholic and/or malt beverages, narcotics or restricted drugs, including marijuana or other

controlled substances.

a. **VOLUNTARY ADMISSION CLAUSE:**

The suspension in 2A would not be enforced if the guilty student-athlete voluntarily reports their violation to a District Coach or Administrator **prior to a District Coach or Administrator being aware of the rules infraction.** The student-athlete must also agree to fully participate in a SAP assessment and abide by the recommendations from this assessment. In such a case, the student-athlete will be referred to SAP by the high school principal. A student-athlete would be able to use this clause 1 time during a school year.

B. Falsification of a signature on any form that require a parent's signature.

3. An athlete found to be in violation of the following will be suspended from the athletic program for one (1) week for the 1<sup>st</sup> offense, four (4) weeks for the 2<sup>nd</sup> offense, & one (1) calendar year for a subsequent violation:
  - A. Selling, aiding in the procurement of, using or possessing tobacco or tobacco related products.
4. Athletes have the responsibility of being in control of themselves at all times. An athlete who commits a Level III Offense (as described in the HAHS Student Agenda) or another behavior which a coach or administrator deems unacceptable and detrimental to the athletic program may be suspended from athletic participation for a period of up to seven (7) days or the 1<sup>st</sup> offense, a period of four (4) weeks for the 2<sup>nd</sup> offense, and a period of one (1) calendar year for a subsequent violation.
5. An athlete who commits a Level IV Offense as described in the HAHS Student Agenda will be dismissed from their team and suspended indefinitely from the athletic program.
6. Athletes must travel to & from contests, away from Hamburg Area School District, in transportation

provided by HASD. Athletes must obey HASD bus rules (available in District office). Under ordinary circumstances, the only exceptions will be arrangements made in writing, on an official transportation form provided by the coach/principal/athletic director, between the athlete's parent/guardian and the coach/A.D./principal for the athlete to ride with parent/guardian. If an emergency exists, the coach may waive this requirement. The athlete will be suspended from athletic participation for a period of up to one (1) week for the 1<sup>st</sup> offense, two (2) weeks for the 2<sup>nd</sup> offense, and one (1) calendar for a subsequent violation. Athletes may not drive their automobiles to athletic contests/practices, except to practices for school-related events such as events which require students to leave the school premises in order to obtain the use of athletic facilities or other facilities not available at Hamburg Area. These sports include: golf, bowling, & sometimes tennis. While traveling from the school to the training site or activity site, students shall be accountable to the school for their conduct whether traveling on school transportation or transportation provided by the student or his/her parents or guardian.

7. An athlete must be in school by 10:15 A.M. in order to participate in an athletic contest or practice that day. Exceptions must be approved by the principal.
8. A member of an athletic team has an obligation for issued athletic equipment; he/she may not participate during the next sport season or any future season until all athletic obligations have been cleared.
9. Hamburg Area athletes are encouraged to support all athletic teams, treating Hamburg Area athletes as one team, not a group of individual teams.
10. After the PIAA first legal day of practice, no student is permitted to become a member of an interscholastic team unless the student was cut following a tryout with another team during the same season. After the PIAA first legal day of practice, no student is permitted to try out for an interscholastic team. Any student transferring

into the School District will be given an opportunity to participate on a team only with the approval of the Athletic Director and High School Principal. In a situation of illness, injury, or other extenuating circumstance, the athletic director, with principal approval, may grant a student permission to try out, join, or become a member of an interscholastic team after the PIAA first legal day of practice.

11. Before any suspension or dismissal provided for under these rules shall take effect, the athlete shall be verbally advised by either the Head Coach, Athletic Director, or Principal of the alleged violation and the athlete will have an opportunity to explain or justify the action. If after such conference, the administration is satisfied that a suspension from the team is justified, the athlete and athlete's parents / guardians shall be notified by the Athletic Director. In cases of suspension or dismissal, all appropriate administrators and coaches will be notified.
12. In the event that a suspension cannot be completed by the end of a current sports season, the remainder of the suspension will be imposed at the beginning of the next sport season in which the student-athlete wishes to participate. Only suspensions of 1 calendar year will carry over from one school year to the next.
13. All suspensions from athletics will begin when the high school principal determines suspension is appropriate. Reinstatement following a suspension will only occur with approval of the high school principal.

## **GLOSSARY**

*DEADLY OR OFFENSIVE WEAPONS*—Any bomb, explosive device, firearm, cutting instrument, or any implement for the infliction of serious bodily injury.

*DISRESPECT* – To show or display a lack of consideration or courtesy for; a lack of regard for.

***EXTORTION***—Intentionally withholding or obtaining property of another by threatening to 1) inflict bodily harm on anyone or commit other criminal activities; 2) accuse anyone of a criminal offense; 3) expose any secret intending to subject any person to hatred, contempt or ridicule.

***INSUBORDINATION***—Refusing to follow a reasonable directive of either a school district professional employee, paraprofessional or administrator acting within the scope of his/her authority.

***PHYSICAL ASSAULT***—1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; 2) negligently causing bodily injury to another with a deadly weapon; 3) attempts by physical menace to put another in fear of imminent serious bodily harm.

***TERRORSTIC THREAT***—shall mean 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.

***THEFT***—Withholding property of another permanently or for such an extended period as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation, or to dispose of the property so as to make it unlikely the owner will recover it.

***TRESPASS***—To go on another's land/property without permission or right.

***UNACCEPTABLE BEHAVIOR***—A behavior that is determined by the individual teacher with respect to each particular classroom situation.

***VANDALISM***—Damaging tangible property of another intentionally, recklessly, or by negligence so as to cause or attempt to cause unjustified actual harm to the tangible property of another. Vandalism will be construed to mean those acts resulting in less than \$25.00 in Level III and \$25.00 or more in Level IV and may result in disciplinary action as well as the monetary restitution.

***VERBAL ASSAULT***—Verbally offering to do immediate and/or future personal bodily harm to another or to his/her possessions by one in a position to carry out his/her threat and thereby putting another in fear for his/her safety.

## 2023-2024 BELL SCHEDULE

### Regular Day Schedule

MOVE TO ADVISORY  
 PERIOD .....7:25 - 7:30  
 ADVISORY PD..... 7:30 - 7:38

#### **PERIOD**

PD 1.....7:41 - 8:25  
 PD 2.....8:28 - 9:12  
 PD 3.....9:15 - 9:59  
 PD 4.....10:02 - 10:46  
 PD 5.....10:49 - 11:33  
 PD 6.....11:36 - 12:54  
 -Lunch A.....11:36 - 12:06  
 -Lunch B.....12:24 - 12:54  
 PD 7 .....12:57 - 1:41  
 FLEX.....1:44 - 2:25/2:30

\*Bussers dismiss at 2:25  
 \*Walkers dismiss at 2:30

### BCTC with a 5<sup>th</sup> Period Class

PD 5..... 10:49 - 11:15  
 Lunch.....11:15 - 11:30

### CLUB DAY SCHEDULE / ACT 158 Schedule

Club /Advisory Pd....7:41 - 8:17  
 PD 1.....8:20 - 8:56  
 PD 2.....8:59 - 9:35  
 PD 3.....9:38 - 10:14  
 PD 4.....10:17 - 10:53  
 PD 5.....10:56 - 11:33

**\*Resume normal schedule after  
 5<sup>th</sup> Period.**

### Early Dismissal / ACT 80 Schedule

MOVE TO ADVISORY  
 PERIOD.....7:25 - 7:30  
 ADVISORY PD.....7:30 - 7:38

#### **PERIOD**

PD 1.....7:41 - 8:05  
 PD 2.....8:08 - 8:32  
 PD 3.....8:35 - 8:59  
 PD 4.....9:02 - 9:26  
 PD 5.....9:29 - 9:53  
 PD 6.....9:56 - 11:01  
 -Lunch A.....9:56 - 10:21  
 -Lunch B.....10:36 - 11:01  
 PD\*\* 7.....11:04 - 11:30

\*BCTC students will attend study  
 hall in the LGI for Pd 5 & Pd 6  
 \*\*BCTC students will eat lunch  
 from 11:04 until 11:30 dismissal

### 2 HOUR DELAY Schedule

MOVE TO ADVISORY  
 PERIOD.....9:25 - 9:30  
 ADVISORY PD.....9:30 - 9:38

#### **PERIOD**

PD 1.....9:41 - 10:00  
 PD 2.....10:03 - 10:22  
 PD 3.....10:25 - 10:45  
 PD 4.....10:48 - 11:08  
 PD 5.....11:11 - 11:33  
 PD 6.....11:36 - 12:54  
 -Lunch A.....11:36 - 12:06  
 -Lunch B.....12:24 - 12:54  
 PD 7.....12:57 - 1:41  
 FLEX.....1:44 - 2:25/2:30

\*BCTC students should report  
 straight to lunch Pd 5