

# **HAMBURG AREA MIDDLE SCHOOL**

## **Student Handbook**

**2024-2025**

**A great place to live and learn!**

**Windsor Street  
Hamburg, PA 19526  
(610) 562-3990  
Fax: (610) 562-1425  
[www.hasdhawks.org](http://www.hasdhawks.org)**

**This student handbook belongs to:**

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

**Homeroom:** \_\_\_\_\_ **Team:** \_\_\_\_\_

**Email address:**

\_\_\_\_\_

Dear Student,

Welcome to Hamburg Area Middle School. We are happy to have you as a member of our student body and hope that you find your stay here to be a rewarding, enjoyable, educational experience. Hamburg Area Middle School is an excellent educational institution with a dedicated, concerned teaching staff and quality educational programs.

The middle school years are a time of change, a time for meeting new people, forming new friendships, and developing new relationships. They are also a time for accepting new challenges and a time to grow intellectually, emotionally, socially, and physically. Although we have an outstanding faculty and staff to assist you with this change, the amount of success you experience will depend largely on your own commitment to, and involvement in, all we have to offer. Strive to be the best person you can be by taking part in classroom activities, learning all that you can in class, completing all classroom assignments, and participating in as many extracurricular activities as possible. This is your school, and the memories you will have of it will reflect what you do here as a student.

On behalf of the entire staff, we wish you the best as this new school year begins and hope that you find your time here at Hamburg Area Middle School to be the most exciting and rewarding time thus far in your school experience.

Sincerely,

**Hamburg Area Middle School Administration,**

**Mr. Timothy Easter – Principal**

**Mr. John Henne - Assistant Principal**

# Hamburg Area Middle School

## Parent Consent Sheet

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Dear Parents,

This student handbook will be most helpful to your child if you are also familiar with its contents. We ask that you review it with your child now and at various times throughout the school year.

Please sign this page to show that you and your child have read and discussed the handbook. Your student will tear off this page in the homeroom and return it to their homeroom teacher.

Thank you,

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent E-mail Address

\_\_\_\_\_  
Parent Phone Number

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## Field Trip Permission

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Throughout the middle years students may be exposed to many learning experiences that take place outside the normal classroom. By signing below, you are giving permission for your child to attend all curriculum-based field trips.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



**HAMBURG AREA SCHOOL DISTRICT**  
**HAMBURG, PA 19526-0401**  
[www.hasdhawks.org](http://www.hasdhawks.org)

**BOARD OF SCHOOL DIRECTORS**

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**Dr. Carson B. Adams**  
**Tonia S. Krick**  
**Toni L. McFadden**  
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<b>Matt Bertschy</b>	<b>Transportation &amp; Child Accounting</b>
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<b>Michele Zimmerman</b>	<b>Business Manager</b>
<b>Andrew Diehl</b>	<b>Supervisor of Information Technology</b>
<b>Shawn Gravish</b>	<b>Director of Operations</b>

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.

The School District will provide those related services, aids and accommodations which are needed to afford all students an equal opportunity to participate in and obtain benefits of the school program and co-curricular activities without discrimination and to the maximum extent appropriate to the student's ability.

For information regarding Civil Rights, Grievance Procedures, as well as services, activities and facilities that are accessible to handicapped persons, contact the Hamburg Area School District, Windsor Street, Hamburg, PA 19526-0401 (610-562-2241)

**HAMBURG AREA SCHOOL DISTRICT MISSION STATEMENT**

The Hamburg Area School District, in partnership with parents and community, will prepare students in a challenging and innovative environment to be productive and responsible citizens.

## **THE SIX PILLARS OF CHARACTER**

Hamburg Area Middle School supports the efforts of the Josephson Institute's program promoting the six core ethical values necessary for success in life. Following the "terrific" acronym TRRFCC allows students and parents both the ability to easily remember the six pillars of character:

**Trustworthiness:** Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

**Respect:** Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit, or hurt anyone • Deal peacefully with anger, insults, and disagreements

**Responsibility:** Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

**Fairness:** Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

**Caring:** Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

**Citizenship:** Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

## MIDDLE SCHOOL CURRICULUM

### **Grade 6**

English/Language Arts	1.0	Science	1.0
Social Studies	1.0	Mathematics	1.0
Reading	0.5	Wellness	0.5
Art	0.33	Music	0.33
Personal Family Living	0.33		

### **Grade 7**

English/Language Arts	1.0	Science	1.0
Social Studies	1.0	Mathematics	1.0
Reading	0.5	Wellness	0.5
Art	0.33	Music	0.33
Industrial Technology	0.33		

### **Grade 8**

English/Language Arts	1.0	Science	1.0
Social Studies	1.0	Mathematics	1.0
8th Grade Electives	1.33	Wellness	0.33
		Physical Ed.	0.33

## ACADEMIC PROCEDURES

### Schedule and Classes

Every assignment on your schedule is a mandatory class. Skipping the assignment will be treated as an unexcused absence. If you must do something that would prevent you from keeping to this schedule, you personally must get prior permission from the person whose class or activity you will miss.

### Homework

If students are absent, students can contact their teachers for missed assignments and students may also access google classroom for assigned work.

Students are responsible for homework assigned to them in the classroom. Grading procedures based on homework will be determined by individual teachers/teams. Students will be informed of these procedures at the beginning of the school year.

### Requests for Homework/Make-Up Work

When students are absent three days or more, parents may call the Guidance/ Counseling Office prior to 9:00 a.m. to request homework. If an extended absence is anticipated, arrangements should be made for assignments as soon as possible. Homework assignments are also available on the students' Google Classroom.

### Reports of Student Progress

Parents can access students' grades and attendance on the Community Web Portal, which is located on the district web page: <[www.hasdhawks.org](http://www.hasdhawks.org)>. Grades are updated regularly by the teachers. Please allow ample time for teachers to record grades. As a guideline, teachers are given until the following Friday to correct and enter grades.

Report cards are issued to students every twelve weeks (3 times per year), approximately one week after the marking period ends. Midway through the marking period, a student may receive a Mid-Quarter Progress Report. This Progress Report will indicate areas of concern and/or classes that a student is failing, in danger of failing, or needing improvement. Report cards are issued with a section to be signed by the parent and returned to the homeroom teacher within three school days.

### Cheating

Teachers will address cheating in their homework/grading policies that are distributed at the beginning of the school year.

### Expectations

1. Respect the rights and property of others at all times.
2. Be on time and prepared for all classes.
3. Be polite and courteous to all people at all times.
4. Use appropriate language and an indoor voice.
5. Walk. Do not run. When walking in the hallway, keep to the right.
6. Do your best.



<b>ATHLETIC ACTIVITIES</b>
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**Fall:**

MS Football (Boys)	7, 8, 9
MS Cheerleading (Football)	7, 8
MS Field Hockey (Girls)	7, 8
MS Soccer (Girls)	7, 8
MS Cross Country	7, 8
MS Soccer (Boys)	7, 8

**Winter:**

MS Basketball (Boys)	7, 8
MS Cheerleading (Basketball)	7, 8
MS Basketball (Girls)	7, 8
MS Wrestling	7, 8, 9

**Spring:**

MS Baseball (Boys)	7, 8
MS Softball (Girls)	7, 8
MS Track	7, 8

**Eligibility**

As per PIAA regulations, every student participating in athletics must be passing at least four credits worth of coursework on a weekly basis or they will be considered ineligible. Eligibility will be verified at the end of the week during each sport season. Students who are not eligible may participate in practices but not competitions from Sunday through Saturday.

Students who are not passing at least 4 credits of coursework at the end of a marking period are ineligible for a period of 15 days for the next marking period.

**Expectations**

All school rules and policies are in effect for school sponsored and approved athletic events.

All spectators and athletes represent our school district and community. Good sportsmanship is essential at all athletic and co-curricular events. Decisions of the officials should be accepted without question. Any inappropriate conduct will not be tolerated. Anyone not demonstrating proper behavior will be removed from the event immediately and may have his/her athletic attendance privileges revoked.

**Responsibilities**

Athletic announcements will be made each day during p.m. announcements. At this time, changes to the athletic schedule for that particular day will be announced. Athletes are dismissed with the walkers for sports practices.

## ATTENDANCE

### Reporting Child's Absence

Parents are to call 610-562-2241 ext. 1802 before 8:30 AM to report their child's absence. The parent/guardian may be contacted if the school does not hear from them concerning their child's absence. Although a telephone call has been made, absences must also be followed up by an excuse card, electronic note, handwritten note, or doctor's note. Electronic notes can be found on the district website.

### Absence

A student who has been absent from school one-half day or more will, after his/her return, submit the appropriate excuse form stating:

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

A parent may also fill out the electronic excuse form found on the district website.

The following are reasonable causes for absence from school (Board Policy 204):

- |                       |                   |
|-----------------------|-------------------|
| *Illness              | *Quarantine       |
| *Medical Appt.        | *Family Emergency |
| *Impassable Roads     | *Required Court   |
| *Religious holiday    | Appearance        |
| or Instruction        | *Approved Educ.   |
| *Recovery from injury | Trip              |

An excuse note or electronic excuse form should be submitted to the office within three days of the absence in order to be recorded as excused. When the reason for the student's absence is questionable, when the attendance pattern is irregular, or when an absence is three or more consecutive days, a statement from a physician may be required.

### Excused Absences

Any student who is legally absent will be given the opportunity to complete any assignment upon returning to school.

It is the student's responsibility to initiate the make-up activities. Assignments and tests are to be completed after returning to school within a time period equal to the length of the absence. Teachers will review procedures for their class at the beginning of the year.

A student suspended from school or classes shall be responsible for all the class work covered in his/her absence. Students may not attend school activities, including dances and athletic games, during a suspension or when absent from school the day of the event.

Assignments or examinations not made up shall be recorded as a zero and will be averaged with the grades earned to determine the quarterly mark.

### Educational Absences

Students absent from school due to a planned trip must have an educational absence form approved by the Principal in order to have those days marked as "excused." No educational absences will be granted during PSSA Testing periods or during the first/last ten days of school. The educational absence form must be completed properly and returned to the school office five days prior to the start of the educational leave. Forms are available in the Middle School office and on the district website.

Assignments and tests are to be completed after returning to school within a time period equal to the length of the absence.

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

Students who are truant or cut class are not permitted to make up class projects, labs, or examinations missed during their absence. Chronic truancy or class cutting can be grounds for failure for the marking period or denial of credit for the class for the year.

#### **Unlawful Absences**

A student under the age of seventeen who accumulates three unlawful absences has committed a “first offense” under school attendance laws. Any unlawful absences after the first offense can subject the parent to fines and possible arrest.

#### **Parental Notification of Absences**

Benchmarks have been established to notify parents of accumulated absences on behalf of their child. Parents should contact the Middle 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 absences during the school year
- 6 days unlawful or unexcused absences during the school year. There will also be a Student Attendance Improvement Conference that will be scheduled with the parent, student, and the school.
- 10 days excused, unlawful or unexcused during the school year. A student who accumulates 10 absences, will be required to supply a written note from a doctor for each additional absence. Once a student accumulates more than 10 unlawful absences, the student may forfeit his/her privilege to participate in after school activities or school functions.

#### **Tardiness**

Students who are late to school and not in their homeroom by the 7:35 a.m. bell must sign in at the office and will be marked tardy. Students shall be marked tardy until 10:10 a.m. After this they will be considered ½ day absent, provided they arrive by 11:00 a.m. and stay for the remainder of the day. Students dismissed prior to 11:00 a.m. shall be marked a ½ day absent. Excessive tardiness will result in progressive discipline. Only a medical or emergency excuse will be accepted as an excused tardy.

Each student’s individual classroom tardy will be recorded and disciplined by the classroom teacher. In the case of chronic classroom tardiness, the student may be referred to the Team Disciplinarian for further consequences.

Any athlete must be in school by 10:10a.m. in order to be eligible to compete in the contest that day.

#### **Early Dismissal/Appointments**

Any student having a medical appointment must present a note to the office the morning of the day of the appointment. The student should report to the office at the dismissal time. Parents must meet their child in the office before the student will be excused for the appointment. Upon returning to school, an excuse from the doctor should accompany the student. All other types of requests for early dismissal must have prior administrative approval. Students dismissed prior to 11:00 a.m., except those with special permission by the principal, shall be marked a ½ day absent.

**\*Board Policy 204—Attendance**

## BOOK BAGS/HANDBAGS

It is the intent of the Hamburg Area Middle School to limit the use of student “book bags” during school hours. Every student may bring a book bag to school and leave it in his/her locker.

Students are NOT PERMITTED to carry book bags during the school day. Students may carry purses during the school day. Purses may not exceed 6” x 6” in size. Small gym bags may only be utilized to transport gym clothing to-and-from gym class.

## BULLYING PREVENTION:

The entire faculty is committed to the prevention of bullying and will address every occurrence.

**BULLYING** is defined by Professor of Psychology Dan Olweus with this commonly accepted definition for bullying: “A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

### **BULLYING PREVENTION RULES**

Students will...

1. not bully others.
2. help students who are bullied.
3. make it a point to include students who are easily left out.
4. tell an adult, either at school or at home, when somebody is being bullied.

## CODE OF CONDUCT

THE SIX PILLARS OF CHARACTER ARE THE CORNERSTONES OF ALL OUR INTERACTIONS AND BEHAVIORS. WE ACKNOWLEDGE THE DIGNITY AND WORTH OF ONE ANOTHER AND STRIVE NEVER TO DIMINISH ANOTHER BY OUR CONDUCT OR OUR ATTITUDES.

The responsibility for maintaining a high standard of conduct within our school rests on the cooperative efforts of the students, teachers, administrators, parents, and school board. It is important to us at

Hamburg Area Middle School that students learn to take responsibility for their actions. The development of character and respect for authority are two of the most important goals of education. This development is best nurtured in a positive learning environment that stresses open-mindedness and mutual respect for the rights of all individuals concerned and of the property rights of others. A sound Code of Conduct is preventive in nature and is not thought of as a disciplinary policy. A disciplinary consequence may result when there is a violation of the Code of Conduct.

### **SCHOOL RULES**

1. Show respect to staff, students, and school at all times.
2. Keep your hands and feet to yourself. No running, pushing, tripping, fighting, or other physical abuse.
3. Come prepared to classes with books, paper, pencil or pen, homework, and agenda/notebook.
4. Follow directions at all times.
5. Use proper language only. No profanity or inappropriate terminology.
6. No chewing gum in the building during school hours.
7. No use of electronic devices, such as phones, from 7:20am - 2:25pm in the building. All such devices must be turned off and stored in the student's locker.

### **RESPONSIBILITIES**

#### ***Students:***

1. Respect the rights of others.
2. Accept responsibility for your actions.
3. Make every effort to attend school on a regular basis and be punctual at all times. Recognize that while in school, a teacher, according to the School Code (by law), assumes the role of a parent and teachers' directions must be followed.
4. Be prepared for every class- books, notes, homework, pencil, paper, etc.
5. Make an effort to do your best work.
6. Be prepared to work during Academic Study- homework, reading material, etc.
8. Be courteous in your relationships with others.
9. Obey school regulations and rules.
10. Inform parents of any discipline referrals and return the signed copy to the Team Disciplinarian.

#### ***Parents:***

1. Instill good character and an enthusiastic attitude in your child from the first day of school.
2. Build a good working relationship between yourself, your child, the teachers and the school.
3. Insist on prompt and regular attendance.
4. Teach your child to respect himself so that he will understand why he must show respect for the law, the rights of others, and public property. **NOTE: Parents are financially responsible for a child's actions and obligations.**
5. Recognize that teachers deserve the same consideration and respect that you insist be shown to yourselves.
6. Insist that your child brings home all communications from school promptly. Be certain to read them and, if necessary, respond to all requests from the school for information.
7. Help your child understand that rules are a necessary part of our society. Should your child become involved with an infraction, cooperate with the school in resolving the problem.

#### ***Faculty and Staff:***

1. Promote a climate of mutual respect and dignity that will foster a positive student self-image.
2. Plan and conduct a program of instruction which will make each student eager to learn.
3. Manage classroom routines so that they contribute to the total instructional program and to the development of citizenship skills on the part of the students.

4. Develop a positive relationship with parents to better promote student learning.
5. Distinguish between student misconduct that should be handled by the teacher and that which requires administrative assistance.
6. Teach students, by example, character and common courtesies that promote better student relationships.
7. Handle student rules infractions individually and contact parents regarding the infraction.
8. Report to the administration any students who behave in such a way that it jeopardizes their own safety, the safety of other students or school personnel, or that seriously interferes with the instructional program of the classroom.
9. Be conscious of ethics in relationships with students, teachers, and administrators.

***Administrators:***

1. Participate in developing a sound and healthy atmosphere of mutual respect and good character.
2. Work with students and faculty to formulate school regulations acceptable to all.
3. Use all staff, faculty, community agencies, and supportive personnel, where appropriate, to help parents and students identify problems and seek solutions.
4. Provide for the health and safety of everyone by establishing proper building security.
5. Be approachable to students, parents, and staff.
6. Enforce the Code of Conduct.

## DANCES AND ACTIVITY NIGHTS

Dances and activity nights may be held throughout the school year. Attendance at these functions is an earned privilege that carries responsibilities for appropriate behavior during the activity. The following rules apply:

1. All school rules apply during these functions, including the school dress code and cellular phone usage.
2. High School students may not attend Middle School dances; Middle School students may not attend High School dances. Only HAMS students may attend.
3. No one will be admitted after the dance has run for one-half hour (example: For a 6:00 p.m. dance, no one admitted after 6:30 p.m. without prior administrative permission).
4. Students will remain at the dance until its conclusion, unless picked up by a parent.
5. Dances end promptly at 8:00 p.m. for the Middle School. Please make sure that your ride home is available at the 8:00 p.m. ending time of the dance.
6. If you were not in school the day of the dance, you may not attend the dance.

Any violation of these rules will result in suspension of attendance at all future dances.

## DEMERIT SYSTEM

The Hamburg Area Middle School has implemented a demerit system to manage student behavior by assigning “demerits” for rule violations. This system aims to maintain order, encourage positive behavior, and provide a structured way to address misconduct.

Students will receive demerit points when they earn lunch detention, after-school detention, suspensions, etc. Students **MAY** be at risk of losing privileges (i.e. dances, rewards) if they earn more than the predetermined number for each trimester. Students will be made aware of the standard at the beginning of each trimester.

## AFTER SCHOOL DETENTION

Detention may be assigned at the discretion of the instructional staff to students who exhibit unacceptable behavior. Each student assigned detention will be given notice by the teacher and the incident will be documented into Sapphire.

The parent/guardian will be contacted and informed of the date of when the student will be expected to serve the detention. Students are expected to bring schoolwork for the entire detention period. Insubordination or misbehavior of any kind will result in additional detentions and/or suspension.

Detentions will be held on a designated day from 2:15 PM until 3:00 PM. Transportation from detention is the responsibility of the parent/guardian. Failure to serve the detention on the date assigned will result in suspension or multiple lunch detentions.

## DISCIPLINARY ACTION SCHEDULE

**Disciplinary Offense** - To clarify disciplinary actions, offenses have been categorized into levels indicating seriousness. Appropriate disciplinary actions have been listed at each level.

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

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 and 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 progress up the scale at a higher rate, depending on the severity of the offense in question.

### LEVEL I OFFENSE

1. Minor incidents of insubordination, disrespectful behavior, disruptive, or inappropriate behavior on school grounds, buses, and/or school events or trips.
2. Failure to follow school rules or procedures
3. Dress Code violation
4. Not having a hall pass/agenda
5. No food/drink outside the cafeteria
6. Academic misconduct, unprepared for class, etc.
7. Not returning a progress report, detention report, etc.
8. Excessive tardiness to class or homeroom
9. Minor vandalism

10. Forgery
11. Lying
12. Use of abusive, obscene, profane language or gestures
13. Pushing, hitting, tripping, or any form of minor physical contact
14. Possession of a personal electronic device during school hours (cell phone, ipads, etc.) All devices must be turned off and kept in lockers during school hours.
15. Minor incident of computer/network usage violation
16. Unauthorized use of elevator
17. Inappropriate use of skateboard, scooter, bicycle, etc. on school property
18. Public displays of affection
19. Other minor infractions of unacceptable behavior in school, on school property, including buses, and at school-sponsored events.

#### **LEVEL I ACTION**

Proper disciplinary action will include, but not limited to: warning, withdrawing of privileges, lunch detention(s), and/or after-school detention.

#### **LEVEL II OFFENSE**

1. Continuation of unmodified Level I misbehavior
2. Possession of pornographic material or visiting pornographic websites on school computers
3. Failure to serve detention - Failure to serve detention on the assigned date will result in a suspension or multiple lunch detentions
4. Entering an unauthorized area
5. Not reporting to a scheduled class, homeroom or assigned area, leaving class without permission
6. Defacing or damaging school or personal property
7. Harassment - physical or verbal, bullying, threatening comments
8. Actions that may cause harm to someone else
9. Disruptive behavior
10. Insubordination
11. Possession of lighter, matches, or other combustible items
12. Other more serious misconduct which materially and substantially interferes with the educational process or constitutes a health and/or safety hazard.
13. More serious incidents of computer/network usage violation

#### **LEVEL II ACTION**

Disciplinary action for the Level II offenses, being of a more serious nature, will result in the following:

A first offense may result in the assigning of multiple lunch detentions, an after-school detention, or a one-to-two-day suspension.

Any further offenses will result in a one-to-five-day suspension.

Suspensions will be served in or out of school. Students have the responsibility to make up exams and work missed while being disciplined by suspension and will be permitted to complete these assignments upon return to school.



Students under in-school or out-of-school suspension are not allowed on campus and may not attend school activities during the suspension period. They may also be excluded from future middle school activities as a result of their disciplinary record.

### **LEVEL III OFFENSE**

1. Continuation of unmodified Level II misbehavior
2. Use and/or possession of vaping device, e-cigarette, tobacco products, and tobacco-like supplies and/or paraphernalia
3. Use and/or possession of mace or other types of spray
4. Stealing
5. Leaving school without permission
6. Vandalism
7. Inappropriate touching
8. Serious threat
9. Major harassment: sexual; bullying/cyber-bullying; intimidation; racial comments; discriminatory behavior
10. Abusive, obscene, profane language or gestures directed towards the staff and/or administration
11. Fighting/Altercation
12. Disorderly conduct
13. Major insubordination
14. Disruptive behavior during in-school suspension or detention
15. Other serious misconduct

### **LEVEL III ACTION**

Any Level III offense will result in a Level III Disciplinary Action, and may include a citation from local law enforcement. A referral to the SAP team will be made. Failure to comply with an assessment or recommendation(s) will result in the maximum penalty for the offense.

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.

A first offense will result in a one-to-three-day suspension; and, a parent may be asked to accompany the student's return to school for a reinstatement conference.

A second offense will result in a three-to-ten-day suspension and a parent may be asked to accompany the student's return to school for a reinstatement conference.

Any further offenses will result in a five to ten day out-of-school suspension, a parent conference, and may further result in a hearing with the Board, a committee of the Board or designee with administrative recommendation for expulsion of the student from school for a specified time period.

**NOTE:** "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

**NOTE:** "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 IV OFFENSE**

1. Possession/use of unauthorized substances (alcohol, drugs, drug paraphernalia) or “look-alike” substances
2. Extortion
3. Arson or tampering with the fire alarms, vape detectors, extinguishers or activating a false alarm
4. Bomb or terroristic threats
5. Assault
6. Possession of deadly or offensive weapons (guns/knives) or a “look-alike” weapon
7. Commission of any other act punishable under the Pennsylvania Crimes Codes
8. Major Vandalism/Institutional Vandalism
9. Other very serious misconduct

#### **LEVEL IV ACTION**

Level IV acts include those which result in violence to another person or their property, or which pose a direct 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.

Any offense may result in up to a ten day out-of-school suspension and may further result in a hearing with the Board, a committee of the Board or its designee with administrative recommendation for expulsion from school for a specified time period. A referral to the SAP team will be made. Failure to comply with an assessment or recommendation(s) will result in the maximum penalty for the offense including expulsion from school.

**NOTE:** The discipline policy has been developed in accordance with the Pennsylvania State Crime Code and the following:

\*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.

#### **Accumulations 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) three separate times throughout the year may forfeit his/her privilege to participate in after school activities and school functions.

#### **DRESS CODE- Board Policy 221**

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

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

The Hamburg Area School District has a specified code for dress and grooming. 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, backpacks, 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, chest, or undergarments or are see-through, provocative, excessively tight, or large, sagging, or improperly fitting clothing.
3. Underwear worn as outerwear; underwear that can be seen, or any clothing not worn as designated/intended.
4. Shorts/skirts/dresses which are unacceptable in length that do not properly cover the pelvic/groin area and buttocks.
5. Holes in jeans are unacceptable if the holes do not properly cover pelvic/groin area, buttocks, and undergarments.
6. Hats and other head apparel, such as but not limited to, du wraps, bandanas, scarves, sweat bands, head bans, 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 worn at all times.
11. Costume effect contact lenses or make-up, decorative masks, or headpieces 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 may carry purses during the school day. Purses may not exceed 6" x 6" in size.

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 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.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

Students have the right to determine the length of their hair, including facial hair. However, where the length of hair is a potential safety hazard, as in a technology class or science lab, some type of head covering, or tie may be required.

All staff shall be responsible for monitoring student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming. Dress code violators may be given consequences in accordance with the administrative guidelines for continued policy infractions.

The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

School-designated special exceptions, approved by the Principal, will be allowed.

Parents/Guardians must be mindful that dress, which may be distracting or disruptive to the learning process, will not be tolerated. Any student violating this dress code will be considered insubordinate and dealt with according to the district's discipline policy. School administrators have the final responsibility for interpretation and enforcement. School administrators may give permission for students to dress outside the parameters of the dress code guidelines on planned occasions. Examples may include, but are not limited to, the Renaissance Faire, Literary Character days, and field trips.

#### DRIVING REGULATIONS

Middle School students are not permitted to drive a motorized vehicle to school.

#### DRUG/ALCOHOL/TOBACCO/INHALANT ABUSE

The School District prohibits students from using or possessing tobacco products such as vapes, cigarettes, chewing tobacco, etc., alcoholic beverages, illegal drugs, look-alike drugs or drug/tobacco 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 as an inhalant of any type of non-medical liquid or spray, such as perfume, cologne, or glue is prohibited.

Students who appear to be under the influence of drugs or alcohol shall be referred to the Middle School Principal immediately. The Middle School Principal will hold a conference with the appropriate personnel to determine the physical condition of the student.

If it is determined that the student is under the influence of drugs or alcohol, the student will be suspended out-of-school for ten days and referred to the SAP Team. Failure to comply with an assessment or recommendation(s) will result in the maximum penalty for the offense including expulsion from school.

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

## 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

a. The purpose of the informal hearing is to enable the student to meet with the appropriate school officials 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 guardians 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.

### 2. Formal Hearings

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 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.

## **ELECTRONIC DEVICES**

Students may possess cell phones for use before and after school, but their possession during the school day (7:30-3:00) is strictly prohibited. (Section 1317.1 PA School Code) Use is interpreted as using any cell phone function or feature, not just sending, or receiving calls or texts. Cell phones must be turned off upon entering the school building and may not be turned on again until the end of the school day. Special exceptions may be made only with prior administrative approval in extreme circumstances. The use of iPods and-or any other personal electronic music devices or speakers is prohibited during school hours (7:30-3:00). Administration reserves the right to confiscate a device if a student repeatedly is not following procedures.

## **ELEVATOR USE**

The elevator is for use by students in medical situations only. Approval must be obtained from the main office. Only those students authorized may use the elevator.

## **EMAIL/GOOGLE DRIVE**

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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade middle school student will be assigned 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).

## **FIELD/MUSICAL TRIP PHILOSOPHY, GUIDELINES, AND EXPECTATIONS**

The Hamburg Area Middle School has developed a curriculum aligned to the standards and anchors outlined by the Pennsylvania Department of Education. In addition to the minimum standards outlined

by PDE, HAMS has embraced the true characteristics of the model middle school as defined by the Association of Middle Level Education. HAMS sets high expectations for every member of the learning community. HAMS develops and uses curriculum that is relevant, challenging, integrative, and exploratory. HAMS also strives to keep students and teachers engaged in active learning and uses multiple learning and teaching approaches that respond to their diversity.

To that end, HAMS implements a wide range of differentiated educational techniques. Throughout a student’s educational experiences in a model middle school, students will be exposed to lectures, notes, videos, integrated projects, co-curricular activities, technologically based projects, team building activities, and hands-on learning of many forms. Including in this list are real life experiences that cannot be duplicated in a standard classroom. In these situations, field trips are required to complete the true-life learning experience. Many concepts and ideas remain abstract to the middle level learner until they can experience the curriculum firsthand. In most incidents, a field trip will be the culminating activity of a curricular unit.

All school rules and policies are in effect for school-sponsored field trips, except for the possession of a cellular phone for emergency contact. Students violating the rules and policies will be subject to disciplinary action during and/or after the trip.

- 1) Interdisciplinary projects related to field trips must be completed at a satisfactory level. If needed, students may have the opportunity to correct or add to a project to achieve a passing grade within a predetermined time frame, understanding the need for time to complete logistical requirements (arranging transportation, acquiring tickets, etc.) If an interdisciplinary project is not assigned for a particular trip, a student must be passing at least 2 core subjects in order to attend the field trip.
- 2) Students with chronic discipline issues may be offered alternate curricular experiences in lieu of field trips at the discretion of the building principal.

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 Middle School Principal.

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

GRADING POLICY

Grading Scale:

100 – 90	A	69 - 60	D
89 - 80	B	59-0	F
79 - 70	C		

**Honors:** All courses must be 80 or above.

**Distinguished Honors:** All courses must be 90 or above.

An honors breakfast will be held in the spring to recognize all students with a grade average of 97 percent or higher for the year.

Grades may be accessed through the Community Web Portal on the district web site. Usernames and passwords are created for each guardian that will allow up-to-the-minute access to grading, attendance, and contact information.

## **GYM CLOTHES**

Students are expected to dress appropriately for gym class. This should attire should include comfort and functionality while adhering to dress code policies.

## **HALL PASSES/AGENDAS**

Students must always carry the Student Agenda when transitioning in the hallways.

While school is in session, students are not to be in the halls without a pass and/or agenda.

If a student wishes to see a teacher or visit another area, a pass must be secured prior to that period. The teacher must issue a pass granting the student permission to be excused.

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

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.

## **HAMBURG AREA STUDENT ASSISTANCE PROGRAM (SAP)**

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 also based 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 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, or on school buses.
- 3) Such prevention and/or prohibition shall occur through a three-faceted program including: (1) education, (2) prevention, and (3) intervention.
- 4) 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.
- 5) This policy will be implemented through the cooperative efforts of the faculty, administration, school support staff, students, parents and/or guardians, and community agencies of the Hamburg Area School District.
- 6) This policy authorizes the establishment of the Hamburg Area Student Assistance Program (SAP). 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 may be assisted by representatives of Berks County agencies.

**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 school principal immediately.

**Middle School Team Members Include:**

Dr. Gravish – Director of School Safety and Security  
Mr. Tim Easter - Principal  
Mr. Glassic – School Psychologist

## **HOMELESS AWARENESS PROGRAM**

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The Education for Children and Youth Experiencing Homelessness program (ECYEH) is an initiative of the Pennsylvania Department of Education and is based on the federal McKinney-Vento Homeless Assistance Act. This federal legislation ensures that homeless children and youth have access to a free, appropriate, public education.

Children and youth are eligible for services under the McKinney-Vento Act if they have been displaced from their homes and are living in a place that is not fixed, regular, or adequate, such as:

- *Sharing the housing of others due to loss of housing, economic hardship, or similar reason*
- *In a place not designated as regular sleeping accommodation, such as a vehicle, park, hotel, or campground*

- *In a homeless or domestic violence shelter or transitional housing placement*
- *Outside of his/her home as an unaccompanied youth*
- *In any of the situations listed above as the child of a migrant family*

The McKinney-Vento Act defines unaccompanied youth as “a homeless child or youth not in the physical custody of a parent or guardian and lacking a fixed, regular, or adequate nighttime residence.” Unaccompanied youth have the same rights as other displaced students plus:

- *The right to enroll in school as an independent student.*
- *The right to the same challenging academic standards as housed students, including partial credit and credit recovery when needed.*
- *The right to be informed of their status as independent students for FAFSA and receive verification of that status.*

Children and youth experiencing homelessness have the right to:

- *Continue their education in their current school, and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required*
- *Participate in all applicable school programs, including supplemental services*
- *Receive free lunch*
- *Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.*

HASD families experiencing homelessness are encouraged to follow the various HASD Facebook Pages for building/district-wide activities and initiatives. Families enrolled at HASD may also receive email/phone notifications of events/activities occurring at the building/district levels.

HASD collaborates with local agencies and businesses that work to aid those in need. For information regarding community resources and agencies, please navigate to the “Student Services” section of the HASD website.

The district will make a best interest determination when notified of a family/student becoming homeless/displaced. If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board Policy 251. Information regarding disputes may be found on the “Student Service” section of the HASD website.

## **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

## **HEALTH SERVICES/MEDICATIONS**

Good health is a prerequisite to learning. As a matter of fact, good health is essential to most successful activities.

If a student becomes ill, he/she should report to the nurse. Students shall not leave the building because of illness without authorization. When the nurse is not in, students shall report to the office. A pass shall be obtained from a teacher before going to the nurse. The school health services are designed to include a variety of functions which will assist in maintaining and improving student health.

**Medication Sent to School**

**\*Board Policy 210—Use of Medications**

All medications (those prescribed by a physician and over-the-counter) must be kept in the health room and taken in the presence of the nurse, building clerk, secretary, or aide. Any medications that a student is required to take during the school day must be given to the school nurse or office immediately upon arrival. Students should not have medication in their possession at any time. All medications must be in the original container and be labeled with:

- 1.Name of student
- 2.Name of medication
- 3.Dosage to be given
- 4.Time to be given
- 5.Name of prescribing physician

Parents/guardians must submit a signed “Request to Administer Medication During School Hours” form.

Written permission from the physician must be provided and must include the child’s name, name of medication, dosage of medication, and the time of administration to the school staff before medication will be administered. No prescription medication will be administered without the written order from a doctor. Parents and guardians may be asked to obtain written permission from a doctor before OTC medications are administered by school personnel.

**Emergency Cards**

In order that we conform to the wishes of parents, emergency cards must be filled out for each student, kept current, and returned to the health room.

**HOMEWORK WEBSITE/HOME ACCESS CENTER**

Homework assignments are listed on each team’s website at <[www.hasdhawks.org](http://www.hasdhawks.org)>. Students are also expected to write all their assignments in their agenda on a daily basis.

Grades may be accessed through the Home Access Center on the district website. Usernames and passwords are created for each guardian that will allow up to the minute access to grading, attendance, and contact information. If a parent/guardian needs a username or password, please contact the office.

**INSURANCE**

Information on school insurance will be available to all students. Students who participate in interscholastic athletics and/or band must take school insurance or have a waiver on file prior to the beginning of the activity.

## INTERNET/DIGITAL TECHNOLOGY SERVICES

In accordance with Board Policy 815, using the Internet in school is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action. The following are general guidelines for acceptable use. Please reference Policy 815 for specific details.

- Digital technology may be used only for legitimate educational purposes.
- Digital technology is being provided as part of the educational program and is not a public forum.
- Digital technology may not be used for speech or expressive conduct that interferes with the educational process, threatens the community or an individual, is indecent, encourages unlawful activity, interferes with individual rights, constitutes slander, or is offensive.
- All material shall be age-appropriate, demonstrate proper grammar and spelling, and be consistent with the abilities of the student.
- Programs or applications may NOT be installed by students.
- Students must access digital technology by using their assigned user ID and password, should not disclose their User ID and password, and must terminate use by logging off.
- Students must not bypass CIPA compliant software used to block inappropriate material or access pornographic sites.
- Students must not violate copyright laws.
- Students may not delete, disable, or change any programs or applications on the digital technology device.
- Students may not use digital technology to bully/cyberbully another individual.

While the district utilizes a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board, it must be clearly understood that no filtering system is able to block all inappropriate sites. It is the student's responsibility to utilize access to digital technology and the Internet appropriately. The district will assume your consent for your child to access digital technology and the Internet unless you notify the building administration in writing.

## LATENESS TO CLASS/TARDINESS

Prompt arrival at all classes is expected. Class tardiness will be monitored by each teacher. Being tardy to class three times is considered excessive and may result in detention.

## LAVATORY USE

Students must have permission to leave class, academic study, or lunch to use the lavatory. Loitering in the lavatories is not permitted.

Lavatory use is not permitted between classes.

## LIBRARY

The library is a vital part of the school program and should be used to the maximum. The library and its materials are the property of the entire school and should be treated as such. To make the best use of these materials and to have the library function in the interest of everyone, students are asked to follow these rules:

1. Students must have a signed pass to use the library and to return to the classroom.
2. All books leaving the library must be checked out.
3. The maximum number of books a student may check-out at any one time is three.
4. Students are responsible for all books and materials charged to them. Lost or damaged books must be paid for by the student at replacement cost.

Students are not permitted to remove books, magazines, and other materials from the library that have not been checked-out. Stealing from the library will be treated as a Level III offense and will result in suspension from school.

### How to get resources from home:

Go to <http://library.hasdhawks.org>

Click on Hamburg Area Middle School

### How to get to Power Library from home:

(you will need a library card)

Go to <http://www.powerlibrary.org>

Click on Berks, and then click on Hamburg Public Library

In the box, enter your library card number

### These are eBooks:

[www.tumblebooklibrary.com](http://www.tumblebooklibrary.com)

username: hams password: books

[www.tumblereadables.com](http://www.tumblereadables.com)

username: hams password: login

## LOCKERS

Lockers are school property and are on loan to students. They are provided for the convenience of students and should be kept always locked. This applies to hall lockers and gym lockers. The school cannot assume responsibility for things that are missing or taken from lockers. Therefore, all students are advised not to bring valuable items or large amounts of money to school. Lockers are the property of Hamburg Area Middle School and are subject to being searched by authorized school personnel. Please be advised that police canines may be called periodically throughout the year to conduct sweeps of the student lockers.

Students are responsible for the contents of their lockers. Never share a locker (or the combination) with any other students.

## LOST AND FOUND

Any found articles should be brought to the office. It is the student's responsibility to make every effort to track down lost possessions. No item of great value should be brought to school unless it is kept in the office for safekeeping. The school will not be responsible for lost or stolen items kept in lockers or classrooms.

## LUNCH PROCEDURES

### Point of Sale

The Middle School cafeteria utilizes a cashless "Point of Sale" service system. Students will deposit money on account via drop boxes in the main office and the cafeteria. They will draw from that account with each purchase. Advantages for requiring prepayments include:

- Adding convenience for parents by using prepayment accounts
- Ensuring money intended for school lunch is being used for school lunch
- Increasing the speed of student transactions in the cafeteria lines
- Eliminating overt identification of students eligible for free & reduced lunch
- Reducing the need for students to carry unnecessary amounts of cash

Students without money or a positive balance in his/her account will be permitted to go \$6.00 in arrears (no a la carte purchases). After that, students that present themselves for additional meals while in arrears will be given a PB&J sandwich, apple, fruit juice slush, and milk. They will be charged for this lunch. This procedure will allow students and parents one day to remedy the situation while ensuring students are provided a proper meal. The foodservice director reserves the authority to put students into the "meals only" category if the student is issued five PB&J sandwich meals. Students will not be permitted to go into arrears the final 5 serving days of the school year. Balances remaining at the end of a school year will be carried forward to the next year.

### Free and Reduced Lunches

Each student can apply on the district website for free and reduced lunches. Those families who qualify will be notified by the District Food Service Office as soon as the application is processed.

### Breakfast Program

Breakfast is available each day for all students in the cafeteria from 7:15 until the beginning of homeroom. Students who wish to purchase breakfast should do so before reporting to the homeroom.

### Lunchroom Behavior

The serving of lunch in the cafeteria is an essential part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable cost. Proper lunchtime behavior includes using correct table manners, talking quietly, depositing litter in trash cans, returning all trays and utensils, and leaving the cafeteria in a clean condition. No food or drink may be taken from the cafeteria.

We are proud of our school and any misconduct in the cafeteria that causes a disruption, damages school property, or endangers the safety of others will be dealt with severely.

## **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 via the District website, 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 administration in writing.

## **PERSONAL MESSAGES**

The main office receives many telephone calls from parents, relatives and friends requesting that a student be given a personal message. The office will not call students out of class for a message. Students will be called to the office before homeroom, at lunch, or at the end of the day to receive a message or item. Only in the case of an emergency will students be called out of class to receive a message.

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

It is the responsibility of all citizens to show proper respect for their country and its flag.

1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
2. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

## **SCHEDULE**

HAMS uses a six-day cycle to determine classes for each day. The cycle runs from day 1 through day 6 regardless of weekends, emergency closings or vacations days. The "scheduled day" is posted throughout the building and announced each morning. Every student is expected to know which day in the cycle is being utilized each day. Class times are altered for special occasions to allow students to have every class each day, including assemblies and late starts.

## **SEARCH 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 recent 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 recognize 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. Please be advised that police canines may be called periodically throughout the year to conduct sweeps of the student lockers.

Student lockers and desks will be inspected from time to time to ensure that they are being properly cared for and that the contents are in no way harmful to the students 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. Parents will be contacted and made aware of the reason for the search.

#### SKATEBOARDS

Skateboards are not permitted on school property.

#### TELEPHONE USE

Office phones are available for emergency use only. Office phones are to be used before school, during lunch, or after school **ONLY**, not during class times.

#### TRANSPORTATION OF STUDENTS

##### 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 alternative 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.



#### Guidelines for Alternate Transportation:

- Requests must be in writing. Telephone calls will not be accepted.
- There will only be one alternate option allowed.
- 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 on 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 school when buses are on school 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:

Obey the bus driver at all times.  
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.  
Missing the bus is not a reason for an approved absence.  
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.

#### Behavior Violations:

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

Fighting

Smoking, 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.

#### 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 seats 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 mitigating or aggravating circumstances of any incident:

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

#### WORKING PAPERS (EMPLOYMENT CERTIFICATES)

Employment certificates may be obtained in the High School Office. Physical examinations are conducted by the student's family physician at the student's expense.

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.
3. Ages 14 & 15 - maximum 4 hours on school days (total 18 hours M-F); and 8 hours on Saturday and/or Sunday. May not work between the hours of 7:00 p.m. and 7:00 a.m. Exception: Minor age 12 may be employed distributing or selling newspapers, magazines or other publications between 6:00 a.m. and 8:00 p.m.

#### PLAGIARISM

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's 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*.

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

## **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. 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.
  - i. **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 requires a parent's signature.

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:

  - c. Selling, aiding in the procurement of, using or possessing tobacco or tobacco related products.
3. 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.
4. 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.
5. 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.

6. An athlete must be in school by 10:00 A.M. in order to participate in an athletic contest or practice that day. Exceptions must be approved by the principal.
7. 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.
8. An athlete may not quit one sport and try out for another sport after the PIAA 1<sup>st</sup> legal day of practice. Also, an athlete who quits or is dismissed from a team may not engage in any type of on-campus activity (i.e. practice, open gym, etc.) organized by the coach of another Hamburg Area team until the last PIAA regular season play date for the in-season team has passed.
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 a 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 sports 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 principal determines suspension is appropriate. Reinstatement following a suspension will only occur with approval of the high school principal.