

## LEARNER HANDBOOK 2024-2025



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

**Perry Elementary Center**  
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### **STUDENT DAY:**

Doors open – 8:45 AM  
Start of school day – 9:00 AM  
Dismissal – 3:25 PM

This agenda will answer many of the questions you may have about the rules and activities here at the elementary level. It has been designed to provide students with a tool that will promote success in all academic and extracurricular activities. It includes the Code of Student Conduct, planning calendar, and other pertinent information about the elementary centers. We hope that this will be helpful to you throughout the year.

This handbook is the property of the Hamburg Area School District. It is issued to all students to be used as an organizer and as a reference to the school rules and policies.

### **SCHOOL BOARD MEMBERS**

Ryan J. Gebely	President
Thomas D. DeAngelo	Vice President
Dr. Carson B. Adams	Member
Steven C. Gilbert	Member
Tonia S. Krick	Member
Laura “Lolly” Leshner	Member
Toni L. McFadden	Member
Daniel I. Sarna	Member
Birgit H. White	Member
Nicolette A. Hoover *	Secretary

\* non-voting member

### **DISTRICT ADMINISTRATION**

Dr. Christopher Beissel	Superintendent of Schools
Matthew Bertschy	Transportation & Child Accounting
Teresa Freiwald	Chief Learning Officer
Robert Marra	Director of Special Education & Student Services
Aaron Menapace	Director of Athletics
David Shefter	Director of Food Service
Michele Zimmerman	Business Manager
Andrew Diehl	Director of Information Technology
Dr. Shawn Gravish	Director of Operations

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

### **STUDENT AGENDA FEATURES**

The student agenda is an excellent tool that will benefit all students. Digital signatures are required once students and families have read the handbook.

### **CODE OF STUDENT CONDUCT**

Welcome to our elementary center! One of our goals is to help young learners grow and develop into respectful and productive members of society. The purpose of this code of conduct is to make known the responsibilities of each learner, so that all learners may realize their full potential.

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

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

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

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

### **FREE EDUCATION**

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

### **DUE PROCESS**

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

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

- a. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
  - b. At the informal hearing, the following due process requirements are to be observed:
    - i. Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student.
    - ii. Sufficient notice of the time and place of the informal hearing.
    - iii. A student has the right to question any witnesses present at the hearing.
    - iv. A student has the right to speak and produce witnesses on his own behalf.
    - v. The district shall offer to hold the informal hearing within the first five days of suspension.
2. **Formal Hearings** - Expulsion is exclusion from school by the Board of School Directors for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Section 12.8.
- a. A formal hearing may be held before the Board of School Directors or a duly authorized committee of the Board, preferably composed of no fewer than three members of the School Board. The hearing committee's decision is advisory to the School Board where expulsion is recommended. A majority vote of the entire School Board is required to expel a student.
  - b. At the formal hearing, the following due process requirements are to be observed:
    - i. Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
    - ii. Sufficient notice of the time and place of the hearing.
    - iii. The right to an impartial tribunal.
    - iv. The right to be represented by counsel.
    - v. The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
    - vi. The student's right to testify and produce witnesses on his/her own behalf.
    - vii. A record must be kept of the hearing either by a stenographer or tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
  - c. If requested by the student or the student's parents, the hearing shall be in private.
  - d. Where the student is dissatisfied with the results of the hearing, recourse can be had to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

### **FREEDOM OF EXPRESSION**

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

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

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

### **SEARCHES AND SEIZURES**

The school district recognizes that The Fourth Amendment provides that students have a right "to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures." However, with the passage of the

Gun Free Schools Act, the Safe Schools Act, and Act 26 of 1995 that amends the School Code, it is imperative that the school also recognizes its responsibility to protect and maintain the health, welfare, and safety of all students.

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

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

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

### **STUDENT PRIVACY**

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

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student or family.
3. Sexual behavior and attitudes.
4. Illegal, anti-social, self-incriminated and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). Such a survey, analysis, or evaluation may, however, be conducted on a wholly voluntary basis, provided that the student and parents have been notified of their rights.

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

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

### **DRESS CODE**

The Hamburg Area School District has a specified code for dress and grooming. This code is covered under school board policy 221. Clothing should be neat, clean, and in good taste. **It should not be extreme to the extent that it focuses attention on the wearer and causes a distraction or disruption in the classroom, hall, or throughout the building.** The administration has the authority to determine inappropriate clothing, attire or costuming. Some examples of such inappropriate items may be, but are not limited to the following:

1. Clothing, tattoos, patches, buttons, pins, jewelry, back packs, etc. that have obscene or sexually suggestive writing/pictures, advocate violence, advertise, imply or promote the use of tobacco, alcohol or drugs, have double meaning wording, obscene language, or are disrespectful.
2. All tops and dresses must have sleeves that pass the shoulder. Halter tops, tube tops, spaghetti strap tops, tank tops, muscle shirts, mesh tops worn alone, and clothes that expose the midriff or undergarments or are see-through, provocative, excessively tight, or large, sagging, or improperly fitting clothing.
3. Tears, holes, or distressed clothing are permitted if pelvic/groin area and buttocks are covered and undergarments are not exposed.
4. Underwear worn as outerwear; underwear that can be seen, or any clothing not worn as designated/intended
5. Clothes must be worn in a way such that the chest, midriff, pelvic/groin area and buttocks are covered. Shorts/skirts/dresses must be acceptable in length.

6. Hats and other head apparel, such as but not limited to du-wraps, bandanas, scarves, head bands, sweat bands, visors, hoods, etc.
7. Sunglasses, jackets, and coats worn during the school day unless deemed necessary by administration.
8. Chains, pins, dog collars, dangling jewelry, or other ornaments that may be disruptive, damaging to school furniture or present a safety hazard.
9. Pants must be worn at the waist and fit properly.
10. Shoes that pose a safety threat. Shoes must always be worn.
11. Costume effect contact lenses or make-up, decorative masks, or headpieces and other items that do not serve a legitimate purpose (i.e. part of a costume) are not permitted.
12. Inappropriate, visible tattoos (as defined in number 1 above) must be covered in full every day.
13. The administration will consider factors of safety, cleanliness, suitability to the activity, and commonly held standards of decency to determine the appropriateness of clothing.

\*\*Parents may be asked to bring a change of attire to the school if the policy is violated.

### **SCHOOL ATTENDANCE**

1. Every child is required to attend school every day.
2. The child's parents or guardians are legally responsible to ensure that the child attends school on a regular basis and is absent only for the reasons allowed by law. Any parent or guardian, and in some cases student(s), found violating the law are subject to prosecution, fine and court costs.
3. A parent, guardian, or student convicted of habitual truancy may be fined: (1) up to \$300 per offense, with court costs, for the first offense; (2) up to \$500 per offense, with court costs, for the second offense; and (3) \$750 per offense, with court costs, for the third and any and all subsequent offenses. In addition, the State of Pennsylvania may revoke or delay obtaining a student's driver's license for up to six months.

### **ABSENCE/TARDINESS**

1. All students who are not in homeroom by 9:00 AM are tardy for school.
2. All students who arrive at school after 11:20 PM will be recorded as a half-day absence for the morning.
3. All students who leave school before 1:20 PM will be recorded as a half-day absence for the afternoon.
4. A student who has been absent from school one-half day or more will, after his/her return, obtain an excuse card or complete the electronic excuse form located on the district website and have it signed by his/her parent or guardian stating:
  - a. The date or dates of absence
  - b. The student's name and homeroom
  - c. The reason for absence

This excuse card is to be presented to the morning homeroom teacher or main office for the attendance records. **All students that are absent from school for more than three consecutive days are required to provide a physician's note for the absence to be excused.** When the reason for the student's absence is questionable, when an absence is extended, or when the attendance pattern is irregular, a statement from a physician will be required. **(Students must be seen in the office by the doctor).** All students will have three school days following their return to present an excuse card to their morning advisory teacher explaining their absence. If the excuse card has not been presented by the fourth day, the absence will be recorded as unexcused/unlawful.

### **EXCUSED ABSENCES**

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

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

### **EDUCATIONAL ABSENCES**

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

### **UNEXCUSED OR UNLAWFUL ABSENCES**

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

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

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

No student may excuse themselves from school under any circumstances. All students will be subject to the compulsory attendance expectations, including the consequences of the accumulation of unlawful absences.

### **PARENTAL NOTIFICATION OF ABSENCES**

Benchmarks have been established to notify parents of accumulated absences on behalf of their child. Parents should contact the 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** during the school year

**6 days unlawful** during the school year

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

### **TARDINESS**

Any child arriving to school after 9:00 a.m. must be accompanied into the building by an adult.

## **SCHOOL DISCIPLINE**

To clarify disciplinary actions, offenses have been categorized into levels indicating seriousness. Appropriate disciplinary actions have been listed for each level. The school's primary concern is to assist students in modifying undesirable behavior. To this end, school officials will work with the students, their parents or guardians, as well as resource groups and community agencies to achieve more appropriate behavior.

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

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

### **LEVEL I OFFENSE**

1. Not reporting to a scheduled class, homeroom, or assigned area; leaving class or assigned area without permission.

2. Minor incidence of insubordination, disrespectful, disruptive, or inappropriate behavior on school grounds, busses, and/or school events/trips.
3. Use of abusive language, obscene or profane language or gestures or drawings including school photos
4. Kissing or other public displays of affection.
5. Misconduct in the any area of the building (roughness; horseplay; loitering); Includes throwing objects.
6. Misuse of cell phones and/or any other personal electronic devices during school hours, unless otherwise allowed.
7. Littering
8. Minor Vandalism
9. Minor incidence of computer/network usage violations.
10. Other minor infractions of unacceptable behavior.

### **LEVEL I ACTION**

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

### **LEVEL II OFFENSE**

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

### **LEVEL II ACTION**

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

1. A first offense may result in the revocation of privileges to a two-day in- or out-of-school suspension
2. Potential conference with teacher and/or principal.
3. Potential implementation of behavior intervention plan (BIP)
4. Any further offenses may result in a one- to five-day suspension depending on the severity of the behavior/action

### **LEVEL III OFFENSE**

1. Continuation of unmodified Level II misbehavior (more than three offenses)
2. Fighting, altercation, and/or disorderly conduct
3. Abusive, obscene, or profane language or gestures directed toward professional and support staff (including bus drivers)
4. Vandalism; more serious destruction of school property \*
5. Stealing

6. Use and/or possession of vaping device, e-cigarettes, tobacco products, and tobacco-like supplies and/or paraphernalia
7. Use and/or possession of spray inhalants such as, but not limited to, mace, pepper sprays, etc.
8. Major harassment: sexual; bullying/cyber-bullying; intimidation; racial comments; discriminatory behavior
9. Other more serious misconduct
10. Disruptive behavior during in-school suspension

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

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

### **LEVEL III ACTION**

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

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

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

### **LEVEL IV OFFENSE**

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

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

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

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

### **LEVEL IV ACTION**

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



A first offense may result in up to a 10-day out-of-school suspension, depending on context, and may further result in a hearing with the School Board, a committee of the School Board or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time.

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

### **SUSPENSIONS**

Students assigned in-school suspension in Temporary Learning Placement (TLP) will be responsible to complete assignments given by teachers. The student will be isolated from the rest of the student body and will be subject to certain restrictions.

Participation in all school related activities may resume upon full completion of the suspension. Students on out-of-school suspension are not permitted on school property during the time of the suspension.

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

### **ACCUMULATION OF SUSPENSIONS**

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

## **BUILDING PROCEDURES**

### **EARLY DISMISSALS**

Students who need to leave school early are required to submit a note, hard-copy or virtually, from a parent or guardian.

The following must be indicated on each request:

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

Early dismissals are excused for the following reasons:

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

## **BUS PROCEDURES AND CONDUCT**

### **RIDING THE SCHOOL BUS IS A PRIVILEGE...NOT A RIGHT**

School laws of Pennsylvania provide for the transportation of children to and from school. Safety requires the school district to enforce the rules for proper school bus conduct. The school bus driver is authorized to enforce the rules of conduct that must be adhered to within the policies set forth by the district.

**Transportation is provided to:**

1. **Elementary Students (Grades K – 5):**
  - a. who live more than 1.5 miles from their attending school.

- b. who live in a walking area (1.5 mi. or less) that has been declared hazardous by Penn DOT.
2. **Secondary Students (Grades 6 – 12):**
  - a. who live more than 2.0 miles from their attending school.
  - b. lives in a walking area (2.0 mi. or less) that has been declared hazardous by Penn DOT

### **SCHOOL BUS RULES AND GUIDELINES**

Appropriate student behavior is critical. When a driver's attention is called from the road, the chance of an accident increases. Maintaining good order on school buses requires the cooperation of everyone.

#### **PRIOR TO LOADING:**

1. Students should wait for the bus at a safe place, on the side of the street on which they live. Cross the street to enter the bus only when the bus is stopped, and the red flashing signals are activated.
2. Students must be at the bus stop at least 5 minutes prior to the time designated and be ready to board with the least possible delay. The bus will not wait for students to return home for forgotten items.
3. Respect the property rights of people who reside at or near the bus stop.
4. Students may board only assigned buses and may board only at the bus stop they are assigned. **Boarding another bus requires a bus pass.**
5. Act 65 prohibits anyone from boarding a school bus without proper authorization.

#### **WHILE ON THE BUS: (THESE RULES ALSO APPLY TO FIELD TRIPS AND ATHLETIC TRIPS)**

1. Observe classroom conduct and follow the bus driver's instructions. The bus driver has the same authority on the bus as a teacher has in the classroom.
2. Do not distract the bus driver; they must concentrate on driving.
3. Students may not block the aisle or emergency door with musical instruments, athletic equipment, lunch boxes, books or other possessions.
4. Students are to be assigned a seat and stay in their assigned seat.
5. For the safety of the student, students must remain seated while the bus is in motion or if the bus is delayed on the road.
6. For safety, students must not extend any body part out of the bus windows, roof hatches or emergency exits.
7. Students must not damage or tamper with any parts of the bus or use the emergency door except in the case of an emergency.
8. Roughhousing, fighting, vulgarity, profanity, throwing items in the bus or other improper conduct will not be tolerated.
9. Students may not smoke or use tobacco products or vaping products while on the bus.
10. To prevent choking, students may not eat, drink or chew gum while on the bus.
11. For sanitary reasons, students may not spit inside the bus or out of the bus windows.
12. Nothing is to be thrown on the inside or outside of the bus.
13. Items that may harm any student are not allowed on the bus.
14. Musical instruments, large duffle bags, class projects or other uncontrollable items may not be brought on the bus unless small enough for the student to control on their lap.
15. Students bringing small toys to school must keep them in their bookbag while on the bus. Balls, yo-yos, etc. could roll under the driver's feet and/or pedals and may cause an unsafe situation.
16. Anything that has a strong odor is not to be opened/sprayed on the bus, as there may be students/bus drivers who are strongly sensitive/allergic to these smells.
17. Any conduct that endangers the safety of the other students, or driver, will be considered severe and could result in immediate loss of bus riding privileges.
18. Students may depart the bus only at their assigned stop, unless a bus pass is given.

#### **AFTER LEAVING THE BUS:**

1. If you must cross the road, cross at least 10 feet in front of the bus, but only after looking to be sure no traffic is approaching from either direction. Always make sure approaching cars stop before crossing. **NEVER cross behind the bus.**
2. Help look after the safety and comfort of younger children.

3. Go directly to your school building in the morning and directly home in the afternoon.

#### **ALTERNATE BUS STOPS:**

All students that qualify for transportation will have a bus stop at or near their home address.

1. A student may have ONE alternate bus stop. In the event of dual custody, the second home stop will be considered the alternate stop.
2. An alternate stop will only be considered if it is in writing and on the appropriate form called, "Request for Alternate Transportation". These forms can be located at the buildings and on the Hamburg Area School District Website.
3. Alternate Transportation will only be considered for K – 8<sup>th</sup> grades.
4. The Alternate Stop must be in the same attendance area as the students' home school.
5. Please review the request form for other guidelines.

#### **BUS DISCIPLINE AND DISCIPLINE GUIDELINES:**

The responsibility of maintaining discipline on the school buses begins with the individual driver. Bus incident reports will be the primary tool for use by the driver to report misconduct. The reports are forwarded to the building principal for corrective disciplinary action.

1. **Warning Phase:** The first and second offense may result in a verbal warning and seat change. Parents/Guardians may be notified. (If the violation is severe, the warning phase may be omitted)
2. School administrators may suspend bus privileges for severe violations and or any further or subsequent disciplinary offense.

#### **TRANSPORTATION AUDIO/VIDEO MONITORING:**

The Board recognizes that the serious misconduct on board a bus jeopardizes the safety of all the passengers. Audio/Video surveillance may be used for disciplinary or security purposes. A warning (via posted decal) informs riders that audio/video monitoring system may be always used. Review of the surveillance will be limited to the Principal, Transportation Director and Superintendent or Designee. A request for viewing such footage may be made by the student's parent or guardian if disciplinary action has been recommended. All requests must be made in writing and at the parent or guardian's expense the other student faces redacted. Parents may only view that portion of the tape which documents the alleged misbehavior of their child on the bus. Audio/video surveillance could be available for all school related bus transportation.

#### **CAFETERIA CONDUCT**

Eating lunch in the cafeteria is a privilege, not a right. Student behavior in the cafeteria is expected to be orderly and mannerly and will be monitored by the cafeteria proctors. Failure to obey the established cafeteria rules may result in disciplinary action or removal from the cafeteria.

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

The following procedures should be followed:

1. Students are expected to follow all directions given by the lunch monitors.
2. Students must remain in their seats. They are not permitted to wander about the cafeteria.
3. Talking and socializing is permitted, but yelling and/or loud talking will not be tolerated.
4. Students must seek permission to leave the cafeteria. All students granted permission to use the lavatories must use the lavatories located adjacent to the cafeteria and require a signed agenda.
5. Students are to keep their areas clean. Food or any item dropped on the floor must be picked up. Throwing of any items is strictly prohibited.

#### **CELL PHONES**

Our focus is on teaching students responsible utilization of cell phones. Students are **NOT** permitted to use their cell phones to make phone calls or video calls at any point during the school day.

#### **PTO DANCES AND ACTIVITIES**

All school rules and expectations apply during any PTO event.

### **DELIVERIES TO the SCHOOL OFFICE**

Food delivery services, such as Door Dash and Uber Eats are not permitted during the school day. The delivery of balloons, flowers, and other non-essential items to the office during the school day may cause a distraction and will be discouraged. All non-essential items will be held in the office until the end of the day in an effort to minimize distractions from the educational process. **Any birthday or classroom edible treats must be store-bought with all ingredients listed. Parents are encouraged to check with the classroom or nurse regarding any food allergies in the classroom.**

### **DIGITAL TECHNOLOGY**

The Hamburg Area School District ("HASD") makes various forms of digital technology available to its students for educational purposes exclusively. Please refer to Board Policy 815 for the acceptable use of digital technology.

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

Please refer to School Board Policy 351 Drug and Substance Abuse.

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

All students who appear to be under the influence of drugs or alcohol shall be referred to School Administration/Nurse immediately. The school nurse will determine reasonable suspicion of whether the student is under the influence. If reasonable suspicion is determined, the student may be suspended from school for ten days. Law enforcement may be contacted.

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

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

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

### **THREAT ASSESSMENT TEAM**

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

### **HOMELESS AWARENESS PROGRAM**

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:

1. Sharing the housing of others due to loss of housing, economic hardship, or similar reason
2. In a place not designated as regular sleeping accommodation, such as a vehicle, park, hotel, or campground
3. In a homeless or domestic violence shelter or transitional housing placement
4. Outside of his/her home as an unaccompanied youth

5. 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:

1. The right to enroll in school as an independent student.
2. The right to the same challenging academic standards as housed students, including partial credit and credit recovery when needed.
3. 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:

1. 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
2. Participate in all applicable school programs, including supplemental services
3. Receive free lunch
4. Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.

### **SCHOOL DISTRICT RESPONSIBILITIES**

The school district must appoint a liaison to ensure school staff are aware of the McKinney-Vento Act, to provide public notice to homeless families, and to facilitate access to school and transportation services. The position serves as liaison between the school, parents, students, and community agencies to meet the educational needs of the students. If you have a student/child who may qualify for our program's assistance and services, or would like more information, please contact our Homeless Education Liaison: Director of Student Services, 610-562-2241

### **LOST & FOUND**

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

### **MEDIA RELEASE**

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

### **MEDICINES**

Students are not permitted to take medicines in school without the direct order of a physician. Medications to be administered in school, including aspirin, antihistamines, and ointments, shall be given to the high school nurse, who will administer them upon request of a parent/guardian and order of a physician. All medications must be properly labeled with instructions. The in-school medication administration form MUST be completed and can be found on the Health Services page of the district website.

### **STUDENT IDENTIFICATION CARDS**

Each student will receive a school identification card with their school picture displayed. The card may be used to gain entry into certain events and to identify them as current Hamburg Area students.

## **GLOSSARY**

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

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

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

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

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

***TERRORSTIC THREAT***—shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

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

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

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

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

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