Harmony Area School District



Student Handbook 2026 - 2027

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GENERAL GUIDELINES



TO ALL STUDENTS & PARENTS

The following student handbook contains a synopsis of specific policies as delineated in the School Board Policy Manual and other HASD guidelines to assist you in understanding what is expected of you in school. The manual is reviewed periodically, and **changes may be made to the manual during the school year to keep up with new legal requirements**.

Harmony District Mission Statement

The Harmony Area School District is committed to academic excellence, including the cultivation of individual strengths and talents so that all students, upon completion of their education, may assume responsible adult roles as citizens, family members, workers, and lifelong learners. SUCCESS, which summarizes our beliefs about learning, is an acronym for:

S Student-Centered Learning
U Uniqueness of Individuals
C Collaboration and Community
C Continuous Growth
E Excellence in All We Do
S Skills for College, Career & Life
S Soaring to Success!



DISCRIMINATION POLICY

The Board declares it to be the policy of this district to provide an equal opportunity for **all students** to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, religious creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sex-based discrimination and harassment. Inquiries regarding the application of Title IX to the district may be referred to Bradley Brothers, Title IX Coordinator, to the Office for Civil Rights of the U.S. Department of Education, or both. **The district is committed to the maintenance of a safe, positive learning environment for all students** that is free from discrimination by providing all students admission, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sex-based discrimination or harassment.

Further exploration: Please see Board Policy 103, 103.1, 104 linked at harmonyowls.com ("About Us" → "School Board" → "School Board Policy")

STUDENT RESPONSIBILITIES

1. Student responsibilities include **regular school attendance**, including punctuality, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

2. **No student has the right to interfere with the education of his or her fellow students**. It is the responsibility of each student to respect the rights of instructors, students, administrators, and all others who are involved in the educational process.

3. Students should express their ideas and opinions in a respectful manner, so as not to offend or slander others. **Respect for YOU is earned by how YOU treat OTHER people.**

4. It is the RESPONSIBILITY **of the students** to:
    - Be aware of all rules and regulations for student behavior and conduct themselves accordingly. **Make wise decisions**.
    - Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property. (please report concerns!)
    - **Have appropriate dress code – Students should refer to Page 29-30.**
    - Assume that until a rule is waived, altered, or repealed, it is in full effect.
    - Assist the school staff in operating a safe school for all students.
    - Be aware of and comply with state and local laws.
    - Exercise proper care when using public facilities and equipment.
    - **Attend school daily, except when excused**, and be on time to all classes and other school functions. **Regular attendance in school is a state law**.
    - Make all necessary arrangements for making up work when absent from school.
    - Attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.

STUDENT RIGHTS

The Harmony Area S.D. subscribes to the student bill of rights & responsibilities as stated in Chapter 12 of the PA School Code. These laws and rules are made to protect the individual and groups of individuals as they function in society. The points of emphasis are: 1) **Free Education** – every child age 6 to 21 is entitled to a free and full education; 2) **Freedom of Expression** – You have the right to express your views, provided you do not disrupt the educational process or interfere with the rights of others; 3) **Due Process** – Before getting a suspension or expulsion, you are entitled to a fair hearing and communication about the incident in question; 4) **Personal Privacy** – Things like your hair style, dress, privacy, and overall preferences are protected items. Additionally, your educational records are private and protected under companion law called **FERPA**.

PARENTS / VISITORS

All visitors must sign in at the office to obtain a visitor's pass. **Please note that Elementary visitor passes are good for the Elementary only; the same with High School passes. Visitors are not permitted to sign in at one school and use the pass to go between schools.** To ensure the safety of all students, visitors must have a valid reason before being permitted to enter the school building. **Parents or visitors wishing to visit a class MUST notify the office for approval so that the educational process is not interrupted.**

Meetings and conferences are also an important part of the schooling process. They give the parent and the teacher an opportunity to discuss a child with whom they have a mutual interest. To schedule a conference with a teacher on a day not designated as a parent/teacher conference day, parents/guardians must contact the elementary office or the guidance office at the high school to arrange a suitable time.

REPORTING A PROBLEM

Students – Report any problems to the teacher in charge; if the teacher cannot help, then go to the Office/Principal, the Guidance Counselor or the School Security Guard. **It is a vital part of safety and security that students and staff are willing to report concerns, so "if you see it, hear it or know it… let us know the concern."**

ADDRESSING PARENT CONCERNS

At times, a parent may have concerns about his or her child's performance or about a discipline issue. The parent should discuss the issue with the specific teacher by telephone or in person after making an appointment.

If this telephone conversation or meeting does not resolve the parent's concerns, then the parent should go to the appropriate principal and discuss the issue by telephone or in person after making an appointment.

Appointments to see Teachers and Administrators are required in advance with the exception of medical emergencies.
**Public School Board Policy #908*



for Harmony Area School District (F.I.D.)

The Pennsylvania Department of Education ("PDE") has granted Harmony Area School District the right to participate in **flexible instructional days** during the **26-27 school year**.

This means that school days called off due to inclement weather, or possibly health and safety factors, **will be counted and considered student school days** in a virtual (online) environment. **All students will be expected to participate either online or by way of arrangements made with the teacher prior to the virtual day.** Teachers and school administration will work with students and parents at the start of the year to organize the plans for continuing schooling during these days without in-person learning.

Attendance will be taken by each teacher and reported to the office for any virtual learning day. Lack of participation will involve both the loss of certain school privileges and issuing an unexcused absence for that day. **Additionally, students who miss instruction by "skipping" on a flexible instructional day will participate in after school detention to make up for missed work. There will be no option to skip the work; it must be done either online or in paper format**. **It is our hope that the use of flexible instruction (virtual days) will enable us to have our scheduled May 27th "last day of school" without the need to make up any missed days.**

Parents and students, we ask that you help work along with us to make our ability to incorporate the virtual days a success during the **26-27** school year. Please make every effort to communicate any home technology issues ahead of time with teachers so that appropriate accommodation can be made to help you. Please engage yourself in the learning process with the at-home virtual environment for the times that these days occur so that we keep positive momentum rolling in our classes.

District Administrative Team,

Mr. Martz, Jr./Sr. High Principal / District Safety & Security Coordinator
Mr. Boring, Superintendent / Elementary Principal & Special Education Coordinator

HARMONY AREA SCHOOL DISTRICT
2026-2027 IMPORTANT CALENDAR DATES

2026

Teacher In Service	Aug. 24, 25 and 26
Student First Day	Aug. 27
Labor Day-School Closed	Sept. 7
Progress/Deficiency Reports Due	Sept. 29
Act 80 Day	Oct. 12
End of 1st Marking Period	Oct. 29
Report Cards Distributed	Nov. 5
Veterans Day-School Closed	Nov. 11
Thanksgiving Break starts	Nov. 25 (*2 hour early dismissal*)
Thanksgiving Recess	Nov. 26, 27, and 30
School Reopens	Dec. 1
Progress/Deficiency Reports Due	Dec. 7
Christmas Break starts	Dec. 23 *(2 hour early dismissal)*
Holiday Recess	Dec. 24-Jan. 3

2027

School Reopens	Jan. 4
End of 2nd Marking Period	Jan. 15
No School – Martin Luther King Day	Jan. 18
Report Cards Distributed	Jan. 22
Act 80 Day (No School)	Feb. 12
No School – President's Day	Feb. 15
Progress/Deficiency Reports Due	Feb. 19
End of 3rd Marking Period	Mar. 23
Easter Break begins	Mar. 25 (*2 hour early dismissal*)
No School – Easter Break	Mar. 26 and 29
Report Cards Distributed	Mar. 30
School Reopens	Mar. 30
Progress/Deficiency Reports Due	Apr. 27
End of 4th Marking Period	May 27
Student Last Day – Early Dismissal	May 27
Teacher In-Service	May 28
Senior Graduation	May 28
School Closed – Memorial Day Observance	May 31

2026-2027 Harmony Area S.D. Monthly Calendar

HARMONY AREA SCHOOL
DISTRICT 2026-2027

Approved March 3, 2026

July 2026

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

August 2026

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31					3/3	6/6

September 2026

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30			21/24	21/27

October 2026

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30	22/46	22/49

November 2026

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30					17/63	17/66

December 2026

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31		17/80	17/83

January 2027

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29	19/99	19/102

February 2027

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
					19/118	19/121

March 2027

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31			21/139	21/142

April 2027

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30	22/161	22/164

May 2027

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31					19/180	20/184

June 2027

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30				

No School
Teacher In- Service Days
First Student Day/Last Student Day
Act 80

Day 45 - October 29
Day 90 - January 15
Day 135 - March 23
Day 180 - May 27

CUSTODY

The topic of safety, security, and proper student custody is very important to all of us. Students will be released from school **only** to parents, legal guardians, or persons designated on the student information form distributed at the beginning of the year. All copies of custody papers or other court custody documents **MUST** be on file in the elementary or high school offices. Photo identification may be required to pick a student up.

EMERGENCY PROCEDURES

IF AN EMERGENCY CLOSING OF SCHOOL OCCURS, PLEASE DO NOT CALL THE SCHOOL
(this ties-up lines during a crucial moment of communication)

Information regarding starting time delay or emergency closing of schools will be announced over the following mechanisms:

HASD District OneCALL System (please be sure we have your updated contact info/phone numbers)
WTAJ-TV CBS Altoona Channel 10
WJAC-TV NBC Johnstown Channel 6
FOX 8 – ABC 23
Forever Broadcasting Altoona/Johnstown

In the event of an actual evacuation – students will be sent home immediately following the evacuation. We will utilize communication across our OneCALL system to notify guardians of instructions for pick up and/or busing.

FIRE DRILL, WEATHER & SAFETY DRILLS

Periodic fire, weather, and safety drills are held in compliance with state regulations. When we do fire drills, the teacher will provide information for the drills and will designate someone to close doors, turn out lights, etc.

When the signal for the fire drill goes off, the following procedures will be followed:

1. Students will use room exits as indicated by the classroom teacher.
2. Students not in assigned area should leave by nearest exit and stay with teacher you are with at the time.
3. Students will leave room quickly and quietly. DO NOT PUSH.
4. When outside, students will move to assigned area to ensure safety. Students should remain together under the teacher's supervision.
5. Students are to return to their assigned area when directed to do so.

Schools are also required to conduct bus evacuations two (2) times per year, the first bus evacuation will occur during the first week of each school year and the second shall occur towards the end of the school year.

SEVERE WEATHER (or other Emergency) DRILL

When word is received that a severe weather watch drill evacuation is needed, the following procedures will be used:

1. An announcement will be made regarding the severe (tornado) weather watch.
2. All students in the upstairs of the HS will move downstairs promptly.
3. All windows are to be closed and blinds dropped, all lights and electrical powers turned off, and all doors closed.
4. Students in the LGIA, cafeteria, and gym will take positions along the hall walls from the cafeteria to the nurse's room.
5. Teacher will review the "Drop and Tuck" position.

FLAG SALUTE

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

HEALTH SERVICES

A full-time school nurse shall provide health services to all students. Students are not permitted to go to the nurse between classes. **They must obtain a pass prior to going to the nurse's office**. This is so we are aware of any student who is in distress or might be sick/ill and can make sure they safely get to the nurse. **Students may not call home to be picked up. Only the school nurse or building principal may send a student home and have them picked up due to illness.**

All prescription medications must be turned into the school nurse directly by parent drop off, as students are not permitted to have drugs of any kind in their possession (Example: on school bus / on district property). A medical prescription must accompany the medicine.

ACCIDENT / INJURY

Any student who is injured during the school day must report it to the person in charge and the school nurse. In the case of an accident the instructor will contact the office and make arrangements for the student to be seen by the school nurse.

EMERGENCY CARE CARDS

The Harmony Area School District requires an emergency card to be on file with the school nurse for each student. Please arrange for a relative, friend, or neighbor to be an emergency contact person and include his/her telephone number in the appropriate place on the card.

**** IMPORTANT ** <u>Please notify the school of any changes in telephone numbers, addresses, contact person, etc.</u>**

LOST AND FOUND

Lost articles are to be turned in to the office lost and found area. The student, upon proper identification, may reclaim the lost articles. After a reasonable period of time, unclaimed articles will be donated to charity.

STUDENT INSURANCE

A student accident plan is made available to all students during the first few weeks of the school year. Accident insurance policies are issued by a private company and made available through the school as a service to parents.

STUDENT SERVICES

1 GUIDANCE

a) The efforts of the Guidance Department are directed toward encouraging students to develop self-knowledge, career readiness, self-discipline and to attain educational and vocational goals to the highest degree.

b) Guidance services focus on providing counseling and information in the areas of social, educational, and emotional development. A student, parent, staff member, or counselor may initiate an interview. Students may be seen individually or in a group situation. The counselor is also concerned with student educational placement and providing orientation programs to facilitate the transition between Elementary and Jr./Sr. High School.

c) Additional information related to Guidance services can be found on the district website (at www.harmonyowls.com) under the “Students and Parents” tab and then “**Guidance**.”

2 GIFTED SUPPORT

This is a program for students who have been identified by the school psychologist as intellectually gifted. The teacher, parent, and students will work together to enrich their areas of exceptionality and to develop activities that are appropriate for the gifted student.

3 IDEA

A continuum of services is provided for students identified with social, emotional, & learning disabilities. For more information, contact the **Special Education Coordinator**.

4 PSYCHOLOGICAL SERVICES

The school psychologist serves students who may be referred by the counselor, teacher, or parent for individual testing and/or supportive individual or group counseling.

5 SPEECH-LANGUAGE PATHOLOGIST

A speech-language pathologist will assist students who have difficulty in speech to overcome speech difficulties. This is done on an individual or small group basis. Students may be recommended by teachers, counselors, or parents to be evaluated to determine if they qualify for services.

6 HARMONY EDUCATION BOOSTERS (HEB)

The objective of HEB is to promote the welfare of all students through working partnership, parents, educators, and the community at large.

7 CAFETERIA

a) HASD will once again have the "CEP" program (Community Eligibility Provision) available to all students for both breakfast and lunch. In short, a full breakfast and full lunch will be provided for free to all students of HASD. The only costs incurred would be add-on and ala-cart items that students wish to purchase as snacks or "extras".
b) **IF SCHOOL IS DELAYED FOR ANY REASON, BREAKFAST WILL NOT BE SERVED**. A menu is updated monthly and available to view on the district website.

8 STUDENT ASSISTANCE PROGRAM (SAP)

The SAP program provides assistance to students experiencing difficulty in the home, school, or community. Trained staff members are available to assist the student in getting the proper help for his/her problem. The greatest concern of the SAP Team is the assurance to referred students and those who refer them that strict rules of confidentiality apply at all times. No student's case is discussed irresponsibly, and only those involved in providing help at any level will have knowledge of the matter. Contact the Guidance Office for more information about SAP.

FACULTY/STAFF AUTHORITY AND RESPECT

All faculty and staff share equality in authority and are responsible for the acceptable behavior of the students at all times. **This fact is stated so that the students can properly react to behavior guidelines set forth by any faculty/staff member**. Faculty/staff are authorized to reprimand or correct misbehaving students **at any time or any place during the school day** and at any school function or activity. **Students should demonstrate respect towards all adults (staff) at all times.**

NON-SCHOOL SPONSORED EDUCATIONAL/AGRICULTURAL TRIPS

A student requesting to be excused from school attendance in order to participate in a non-school district sponsored educational and or agricultural trip must adhere to the following procedures.

1. The pupil's parents or guardians must submit a written request for the excuse to the school.
2. School officials will verify the request and verify that the student will be properly supervised by an adult acceptable to both the parents or guardian and school officials.
3. School officials will review the student's academic and attendance records.
4. Upon approval the student:
   a) Will coordinate with his/her teachers on all assignments and requirements to ensure there is no break in the student's educational program.
   b) A written report may be required upon his/her return to school. The report will state what educational value the trip was to the student.

A maximum of <u>five</u> educational/agricultural days will be permitted during one school year.
Educational field trip requests must be completed at least <u>one week in advance</u> in order to be approved.

FAMILY VACATIONS

Sharing a family vacation is a great experience for students. However, parents and guardians should be aware that, when children miss school for vacations, one cannot truly measure the impact of lost classroom time even though students may take along books and complete assignments.

The faculty and administration encourage family closeness, and we support weekend excursions because they are excellent learning opportunities. **We wish to ask your cooperation in planning trips so that students do not miss school**. Requests for and approval of vacations during the school year suggests that the issue of school absence for a trip is acceptable. We discourage it and ask that, **if at all possible, parents plan vacations so that children do not miss school**. In extreme circumstances, exceptions are understandable. One of our goals is to reduce absences caused by vacations scheduled during school time. Please help us. **Family vacations are not allowable educational days and will only be permitted except in extreme cases with prior approval from the principal.**

PERSONAL VALUABLES AND MONEY IN SCHOOL BUILDINGS

All items deemed necessary to carry on any approved educational program or any other approved program of the school district will be furnished by the school district, to students, employees, and to those other personnel using school facilities under rules and regulations established by the Board of School Directors.

The school will not be responsible for the personal property of pupils, employees, or other personnel using the school facilities. Articles of clothing, jewelry, money, electronic devices and other items of a personal nature are the responsibility of the student, employee, or person while he or she is in the school facility.

RESPONSIBILITY FOR SCHOOL PROPERTY

Textbooks, school district technology, and other curricular materials are on loan to students. Until the book and other classroom materials are returned to the instructor, the student is responsible for it. If the book or other district learning device is lost or damaged, the instructor should be informed immediately. The pupil must cover the cost of the text or lost item.

Parents or guardians shall be liable for school property lost, damaged, defaced, or destroyed by pupils. Proper steps shall be taken to collect the money for damages.

GRADING GUIDELINES

A	Excellent	93 -100
B	Above Average	85-92
C	Average	75-84
D	Below Average	65-74
F	Failure/No Credit	Below 64
I	Incomplete	
S	Satisfactory	
U	Unsatisfactory	
O	Outstanding	

Incomplete grades MUST be made up ten (10) days after conclusion of marking period. If work is not made up, the student will receive **a zero for the incomplete assignments and the corresponding grade will be assigned for that nine-week grading period**.

PROMOTION

Elementary & Junior High

1 A pupil who has already been retained two times during the elementary/junior high (K-8) years should ordinarily be promoted to the next grade.
2 A pupil who has been in the same grade two years should ordinarily be promoted to the next grade.
3 A student receiving failing grades in **two core subjects** will be reason for retention.

Core Subjects: Language Arts/Reading, Math, Science, and Social Studies

HONOR ROLL

Criteria for inclusion on the Honor Roll:

Distinguished Honor Roll: Overall average of 95% with no grade lower than a 93% or "S"
Honor Roll: Overall average of 90% with no grade lower than an 85% or "S".
** Full-time enrolled HAOLA cyber students are eligible for regular Honor Roll, but are not eligible for the Distinguished Honor Roll.*

STATE AND LOCAL ASSESSMENTS

All students in grades 3,4,5,6,7 and 8 are required to take the PSSA (Pennsylvania State Student Assessment) test. High School students are required to take the Keystone exams in Algebra, Biology and Literature. In accordance with state law, seniors will not receive a diploma until they pass the required Keystone exams or equivalent local assessment.

Grades K-6 will take the district-wide assessments three times a year.

STUDENT ACTIVITIES

1 Participation in student activities is a privilege not a right.
2 Any group desiring to schedule an activity must secure a "Building Use" form from the office. The form must be submitted to the principal for tentative approval.
3 Any student whose behavior in school or on a school sponsored activity which reflects negatively upon the school, its program, the student body or the faculty, will be subject to discipline and he/she may lose all rights to attend future events.
4 There shall be no meetings conducted unless approved by the office and sponsored by the teacher/advisor.
5 Unless the office grants special permission, student activities will terminate at:
   a) Ten o'clock if preceding a school day.
   b) Ten-Thirty if preceding a non-school day.
6 All students of Harmony will be admitted at a school activity at student prices.
7 Administration reserves the right to place a student on an Activities Suspension at any time

AFTER SCHOOL ACTIVITIES

Participation in school activities is important for social and cultural development. The guidelines for social events are:

1 Only Harmony students are permitted to attend social events. A student may bring a guest if approved by the building principal. Permission slips **MUST BE APPROVED THREE DAYS PRIOR TO THE EVENT**. NO GUEST OVER THE AGE OF 20 WILL BE PERMITTED TO ATTEND SCHOOL EVENTS (THIS INCLUDES ALL DANCES, THE PROM, AND FIELD TRIPS).
2 Any students leaving the building without permission will not be readmitted.
3 Refusal of admittance and rejection from an activity will be at the discretion of the advisor, principal and/or security.
4 Administration reserves the right to place a student on an Activities Suspension at any time.
5 Students who have been suspended from school and students who are assigned to after school detention are not permitted to attend after school activities on the dates that discipline has been assigned.
6 Students must attend a minimum of a quarter day to participate in any after school event. (even with a Doctor's excuse)

TELEPHONE/CELLULAR/SMART PHONES

Students will not be called from class to the office telephone for messages. However, if a message is urgent, it will be delivered to the student by office staff. The office phone is available to students for emergencies, and we will help students communicate to parents/guardians. **Students are permitted to make phone calls from the office phone once approval has been granted. Students will be subject to discipline measures for violations of this rule. EXAMPLE: A student must not make a phone call home (or text / social media communication) without permission pertaining to being "picked-up" or being sick.**

> The Board prohibits **use of** cellular telephones **or smart-device** that has the capability to take photographs or record audio or video during the school day in district buildings, on district property, and while students are engaged in school-sponsored activities.
>
> In addition, the Board prohibits **possession and use** by students of any device that provides a wireless, unfiltered connection to the internet unless permission is granted.(*School Board Policy #237*)

If a cell phone is taken from a student, it will be turned into the office and then returned to the student at the end of the day. In some cases, a parent/guardian will be required to come to the school to pick up a phone if this is a continual problem/distraction.

Cell phone use is not permitted in the Elementary School during school hours.
Elementary students with phones must keep them secure in their book-bag and not used during school hours.

Jr./Sr. High Protocol: We will follow and adhere to PA Senate Bill 1014 as it develops and possibly becomes law. That could involve a bell-to-bell ban on phones in school. To begin the 26-27 school year, the Jr./Sr. High School will permit phones/smartwatches (etc.) during the LUNCH PERIOD ONLY

REPORT CARDS

Report cards are sent home four times yearly at nine-week intervals. Progress Reports are sent home in the middle of each nine weeks. Grades will be updated weekly and may be viewed on-line using the on-line grade book, Power School. It is the parent's responsibility to stay informed of their child's grades and contact the respective instructor regarding any improvements necessary.

HALL PASSES

Students will be issued a hall pass when leaving a room to go to another location by a classroom teacher. All students, no matter what the reason, must have a hall pass if in the hall during a class period, with the exception of a student being called to the office over the PA system. If a student is seen in the hall without a pass he/she will be escorted back to their scheduled class to investigate why he/she was not issued a hall pass. Appropriate discipline will then be given. Students MUST have a pass to be permitted to the nurse's office.

BELL AND TIME SCHEDULE
(Elementary School)

7:40	Faculty Arrival
8:20	Students Arrive
8:20 – 9:55	Breakfast/Homeroom/ BLOCK 1 (95 min)
9:55 - 11:10	BLOCK 2 (75 min.)
11:10 - 11:50	Period 5 (40 min.)
11:50 - 12:20	**"LUNCH P" Primary Lunch / Intermediate Recess**
12:30 – 1:00	**"LUNCH I" Intermediate Lunch / Primary Recess**
1:00 - 1:40	Pd. 6 Class
1:40 - 2:15	Pd. 7 I/E Primary / Intermediate Specials
2:15 - 2:50	Pd. 8 I/E Intermediate / Primary Specials
2:50	Parent Pick Up
2:52	Buses Load

BELL AND TIME SCHEDULE
(Jr./Sr. High School)

7:40	Faculty arrival
8:20	Students Arrive
8:20-9:08	Homeroom/Pd 1 Class
9:11-9:49	Pd 2 Class
9:52-10:30	Pd 3 Class
10:33-11:11	Pd 4 Class **(Vo-Tech Lunch 10:53-11:08)**
11:13-11:43	**Lunch 7-12**
11:45-12:16	Advisory Period
12:19-12:57	Pd 5 Class
1:00-1:38	Pd 6 Class
1:41-2:19	Pd 7 Class
2:22-3:00	Pd 8 Class

HOMEWORK POLICY

Homework assignments should complement the school instruction. The assignments should develop student responsibility, good study habits, and organizational skills.

Homework assignments should:

a. Serve as practice and reinforcement of skills already presented by the teacher
b. Broaden areas of interest through enrichment
c. Provide an opportunity for parents to know their child is studying
d. Encourage parent and child interaction

Homework assignments should not:

a. Exceed **20%** of a student's overall grade for any given grading period
b. Be assigned on nights when there is a school wide event planned (Back to school night, open house, ice cream social, fair night, and middle school orientation)
c. Interfere with proper development of the student's health
d. Be given as a form of punishment

Homework guidelines:

a. The number of days a student has to submit make-up work is equal to the number of days a student is absent
b. When a project is assigned, an outline or a guideline of the project should be sent home with the student, so the parents know what is expected
c. Assignments will be reviewed and returned within a reasonable amount of time (not to exceed two weeks)
d. A course syllabus will be prepared for each course taught in the Jr./Sr. High School indicating homework, grading, testing, and extra classroom assignment procedures

<u>These times should serve as a general guideline for the amount of homework assigned</u>

PRE K - K	**1-2 DAYS A WEEK FOR A TOTAL OF 10-15 MINUTES PER NIGHT**
1ST – 2ND GRADE	**3-5 DAYS A WEEK FOR A TOTAL OF 20-30 MINUTES PER NIGHT**
3RD – 5TH GRADE	**3-5 DAYS A WEEK FOR A TOTAL OF 30-40 MINUTES PER NIGHT**
6TH – 8TH GRADE	**3-5 DAYS A WEEK FOR A TOTAL OF 50-70 MINUTES PER NIGHT**
9TH – 12TH GRADE	**3-5 DAYS A WEEK FOR A TOTAL OF 60-90 MINUTES PER NIGHT**

EXCUSE FROM PHYSICAL EDUCATION CLASS OR DIRECTED ACTIVITY:

Excuse from physical education class **will only be granted** when directed **<u>by a physician</u>**.

The doctor must submit guidelines of permitted activities and exclusions if the request to be excused from physical education class is for more than one week.

Dr. Excuses must be updated monthly. Excuses are to be turned into the Elementary office as well as to the physical education teacher.

DISMISSAL

Students in Grades PreK-6: At 2:50 student announcements will be given, followed by parent pick up and buses called. Teachers are responsible for all students until they leave the building. All elementary students should be on the bus by 2:55.

All buses are to be at the high school by 2:58. High school students will be dismissed to the bus at 3:00. If buses are not parked and ready for students, high school students may be temporarily held at the door for safety purposes.

Parents/Guardians picking up a student at the end of the day should follow the traffic loop. Please enter through the High School Parking Lot and follow signs to wait for your child to be dismissed. Dismissal will begin at **2:50** and students will be dismissed from the cafeteria one car-load at a time. Paperwork will be sent home at the beginning of the year to sign up for picking your child/children up on a daily basis. If you have sent a note to school because you are a "Today Only" pick-up, your child's name will be added to the list. Dismissal changes must be made by 2:30 PM each day so we can safely get the students where they need to go. You may be asked to show your driver's license or a picture ID. You may then continue through the Elementary circle and parking lot to exit.

CHANGES IN TRANSPORATION

We cannot stress enough the importance of providing a note if your child is being picked up early. Please send a written note with your child and/or an email to your child's teacher AND to the secretary:

Elementary:	Louri McCulley	lmcculley@harmonyowls.com
Jr./Sr. High:	Toni Adamo	tadamo@harmonyowls.com
Guidance:	Robin Dyda	rdyda@harmonyowls.com

Please include the following information in your message:

- Your child's (first and last) name
- The date and time your child is being picked up
- Name of the person picking up your child.

DISCIPLINE POLICY



FORWARD

The rules presented here reflect the best efforts of the strategic planning committee, school board, the school administration, faculty, community, and the student body. Our goal in designing rules and consequences for grades K-12 in one booklet was to help students and parents better understand and support the discipline system at Harmony.

Our united goal is that each student develops self-discipline, and that these guidelines will provide a basis for that development. With this goal in mind, the school rules will be rigorously enforced.

Pride, Respect, and Cooperation . . .

The district employees and board of directors will model pride in all programs offered, respect for difference, and cooperation in all interaction.

TO THE PARENTS AND STUDENTS

Education is a cooperative enterprise. It requires the constant effort of parents, school, and students. Your child's school experience cannot be the best possible without the constant cooperative work of all three—the parents, the school, and the student. Cooperation is the key to making the process work.

PARENTS—Encourage regular school attendance. Familiarize yourself with the curriculum and know what courses your child is taking. Encourage good study practices by providing an appropriate time and place to study. Become involved in all aspects of your child's education.

Feel free to visit your child's school to discuss your child's progress with teachers, counselors, and administration. Acquaint yourself with the contents of this booklet and feel free to contact the school at any time.

STUDENTS—Familiarize yourself with the rules contained in this booklet. Work hard and try to better yourself in all aspects of your education. Remember, your education is the reason we have schools. You and you alone can make the difference between obtaining a quality education or just putting in time.

Discipline is an important and integral part of the learning process...
Discipline exists to help teach us to do a better job…
Discipline will keep us on proper task and focus in school and life…

Intermediate Elementary & Jr./Sr. High Academic Detentions:
As an emphasis for the 26-27 school year, teachers may issue what will be an informal after school detention procedure. (known and called "Academic Detention")
This item is to be used to help with lower-level classroom behaviors, failure to focus on class work during class (resulting in poor grades), minor distractions, and infractions that can be addressed without a formal write-up form.

Teachers will report to the office when a student has been assigned to stay after school and the teacher is responsible for communicating to the parents about the issue and need for a pick-up to occur at 4:30 PM. The building principal will watch the student after school unless special circumstances warrant the teacher to participate instead. If communication is successful with the parent/guardian the day of an incident, the student may stay that day. If it is not possible to make communication under that timeline, the student will stay the following day.

STUDENT CODE OF CONDUCT

Students should:

1. Attend school regularly. (this is more vital than ever – parents please help encourage this)
2. Make a conscientious effort in all assigned classroom work.
3. Create a climate within the school that provides a safe and orderly learning environment.
4. Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
5. Dress and groom according to the dress code.
6. Be aware of and comply with state and local laws.
7. Protect and take care of school property.
8. Refrain from the use of indecent or obscene language.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, staff, administrators, and all others who are involved in the educational process.
THERE IS NO PLACE IN ANY SCHOOL FOR PEOPLE WHO DO NOT RESPECT THE RIGHTS OF OTHERS.

ELEMENTARY SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM

Positive Behavior Support is a different way of handling discipline. In a school setting, it cannot be assumed that students know corrective behaviors. Children come from different backgrounds and cultures that view behavior in their own unique ways. When a child misbehaves, the school views it as a skill deficit. Therefore, students are taught appropriate school behaviors and expectations. Students are rewarded when they display the expected behavior. A school wide positive behavior support program (SWPBS) was initiated in the elementary school in the 2009-2010 school year. The program continues to grow and be an integral part of our discipline plan. The SWPBS program sets, teaches, models, and rewards expectations throughout the school year. Our slogan is Harmony Students “Give a Hoot” with the following expectations being used: Show Respect, Take Responsibility, Promote Kindness, Think Safety, and Earn Success. The program consists of a Universal Team and a Tier II Team. Daily coupons are given for appropriate school behaviors and informal referrals are used for non-compliance. After three informal write-ups, a student moves to the formal discipline process as stated below.

T – Chart of Behavior (Elementary)

Classroom Behavior	Office Behavior
• Bullying/Name Calling/Teasing • Verbal Aggression • Disrespect Insubordination ▪ Work refusal ▪ Not following directions ▪ Talking back ▪ Not keeping hands to self • Homework issues • Eating/chewing gum • Cheating/lying • Tattling • Crying/whining • Passing notes • Electronic devices • Minor Stealing • Computer misuse (minor) • Inappropriate Language • Excessive Talking • Off Task • Peer Isolation Issues	• Fighting • After 3 referrals for bullying/harassment • Tobacco/Drug use • Leaving building without permission/running away • Physical aggressive behavior ➢ Injury to others ➢ Towards staff ➢ Throwing objects / kicking Flagrant Disrespect Lewd notes Electronic devices Major Stealing Dress code violations Computer misuse (major – violation of acceptable user policy) Tardiness/Attendance Profanity towards adults Vandalism

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

TYPES OF VIOLATIONS

All behavior will be listed under one of the three types of behavior, depending on the severity of the incident.

Type **"A"** violations are those incidents of lowest level of severity.
Type **"B"** violations are those incidents of moderate severity.
Type **"C"** violations are those incidents of highest severity.

No written code could cover all possible contingencies. This handbook is meant as a guideline and may be **augmented or adapted** by the principal when in his/her own professional judgment, the situation merits it. In all cases, the principal or his/her designee will assign disciplinary procedures to ultimately benefit the individual student in developing self-discipline and to benefit the student body as a whole. At all times, the safety of all students and the educational process will be the ultimate concern.

TYPE "A" VIOLATIONS:

- Unexcused tardiness to school
- Lateness to class and other assigned areas (3 or more times)
- Unbecoming behavior in peer relationships (name calling, etc.)
- Improper corridor/stairwell behavior (running, excessive noise, shoving, etc.)
- Loitering in halls or lavatories
- Failure to return official school forms in required time
- Littering or misuse of school property
- Violation of cafeteria rules
- Cheating
- Electronic device violation
- Improper computer use or Internet violation
- Inappropriate behavior
- Refusal to do work assigned in class
- Sleeping in class
- Misbehaving on bus
- Open containers containing any beverages
- Dress code violations
- Misuse of hall pass
- Any type of disrespect to a staff member that includes: talking back, inappropriate language, orally refusing to comply with directive

TYPE "A" VIOLATIONS – Steps of discipline

Step 1 **Classroom teacher(s) action must include up to three corrective actions one of which must be a documented parental contact.**
Step 2 **One detention assigned.**
Step 3 **Two detentions assigned.**
Step 4 **Three detentions assigned**
Step 5 **Students in all grades will move to step 1 of Type "B" violations and Receive step 1 consequences.**

TYPE "B" VIOLATION

- Leaving school property or a school function without authorization
- Vandalizing school property
- Insubordination
- Flagrant disrespect (using profanity towards a staff member – verbal refusal to do what is asked)
- Endangerment/Safety Violations (police contacted)
- Forgery or falsifying school records
- On-Going documented bullying (police contacted)
- Threatening behavior (police contacted)
- Fighting

TYPE "B" VIOLATION – Steps of discipline

Step 1 One day ISS/OSS (In-School Suspension/Out-of-School Suspension assigned at administrators discretion)
Step 2 Up to three days ISS/OSS
Step 3 Three days ISS/OSS
Step 4 Three to five days ISS/OSS Parent contact/conference is required when a student is involved in a Level B Step 4 and alternative intervention strategies may be considered. Students at this level will not be permitted to attend any after school activities for the Duration of the school year.
Step 5 Five to seven days OSS Parent contact/conference is required. Students assigned to five or more days of OSS will be required to sign a behavior contract prior to returning to school.
Step 6 Up to ten days OSS. Possible expulsion proceeding may be initiated. Parent contact/conference is required. After school alternative education placement will be required at the discretion of administration rather than expulsion.
Step 7 Students in all grades will move to step 1 of Type "C" violations and receive step 1 consequences.

TYPE "C" VIOLATIONS

- Weapons violation
- Documented Threats / Online Bullying
- Tobacco Violations (min. 3 days ISS/OSS and possible citation filed)
- Drug violation (see drug policy)
- Physical aggression/assault that leads to bodily harm

Any combination of the above types of violations and their consequences is at the discretion of the administration, and could result in suspension or expulsion from school. Police will be contacted for the Type "C" violations and investigated matter will be referred to the superintendent for further action.

The Harmony Area School District reserves the right to:
Call the state police and/or
File a citation

For: Any and all incidents involving drugs, alcohol, tobacco, weapons, violence, threats, safety violations, harassment, and/or bullying. Many of these violations, in fact, mandate that the school MUST call the PA State Police and report the incident.

SMOKELESS SATURDAY or YOUTH VAPING PREVENTION PROGRAM

For <u>first time</u> abusers of tobacco and/or nicotine offenses, students will be given the option of attending an official and documented Smokeless Saturday Event or Youth Vaping Prevention Program that is sanctioned by law enforcement in Pennsylvania. Proof of attendance to this educational event will be necessary in order to waive suspension days.

As a reminder by law, even though this system exists, tobacco and nicotine offenses are still reportable to the Pennsylvania State Police by the administration.

DETENTION

1. After School Detention will be held in a designated area at a designated time for a period of 90 minutes. Students may be assigned a lunch or recess detention in place of an after school detention, at the discretion of the principal.
2. Notice will be given allowing time for parents to make arrangements for transportation.
3. Each student assigned detention is expected to bring work of a school nature to the detention room.
4. If a detention is missed or skipped without prior approval from the administration, the student will be assigned In School Suspension.

IN-SCHOOL SUSPENSION (ISS)

1. ISS shall be held during the regular school day.
2. Each student assigned in In-School Suspension is expected to bring work of a school nature to the suspension room. Additionally, students will be responsible for notifying their teachers of upcoming suspension dates.
3. Each student assigned to suspension will be assigned work every period during each day of In-School Suspension.
4. Students assigned to In-School Suspension shall not be allowed to mingle with the rest of the school population. Students must eat lunch separately from the rest of the school population.
5. Students assigned to ISS/OSS shall be suspended from all after school activities, extracurricular activities, trips, conferences, etc beginning with the day that the discipline is assigned. Student(s) assigned suspensions will be listed on the daily bulletin as either ISS or OSS.

ACTIVITIES SUSPENSION

Participation in extra-curricular activities is a privilege and not a right. In certain situations, the Administration may revoke or suspend a student's participation in extra-curricular activities.

1. Each student assigned activities suspension may not participate in any practices.
2. Each student assigned activities suspension may not participate in any games, dances, or other school sponsored events. Examples include, but are not limited to, field trips, assemblies, athletic events, and dances.

3. Students who have been assigned an after-school detention are not allowed to participate in after school activities that take place on school grounds on the day of the assigned discipline.
4. Students assigned ISS or OSS are not permitted to participate in any activity until the assigned discipline has been completed.

SPECIAL NEEDS STUDENTS

Any time suspension or expulsion is a possible disciplinary action for a special needs student, the **Special Education Coordinator** (LEA) will be consulted in all decisions to guarantee that the student's rights and needs are adequately protected.

PEER MEDIATION

Students that become involved with conflicts with other students may be assigned to participate in Peer Mediation. Conflicts between students that are on-going and cannot be resolved through the Peer Mediation program will be assigned further discipline.

DRESS CODE GUIDE

All clothing must be worn in the manner for which it is designed. Any style of dress that creates a safety or health hazard to himself/herself or others is not permitted. Students must dress and groom themselves in a manner as not to cause substantial disruption of the educational process. Students shall dress appropriately for school and shall avoid extremes in make-up, hairstyles, clothes, etc.

Students <u>are</u> permitted to wear shorts to school in conjunction with school policy. **Shorts are to be no shorter than finger-tip length**. Spandex and cut off sweats are not permitted. Students not adhering to the standards are subject to disciplinary action.

TOPS:

- **The district prohibits** pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, obscene, **or that advertise or depicts tobacco products, alcoholic beverages**, or drugs; the district also prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.
- No spaghetti straps, strapless tops, mesh tops or shirts that have the arms cut out exposing the underarm area
- **Shirts must cover the mid-drift (belly button) area**
- No backless shirts
- No racer back shirts
- No excessive cleavage showing is permitted

BOTTOMS:

- **All bottoms must be past fingertip length.**
- Pants, shorts, slacks and/or jeans are **not permitted to have holes above the fingertip length.**
- No pajama or sleep pants – other than special dress-up days.

HEADWEAR/SHOES:

- Hats, bandanas, or any other types of head coverings are prohibited while a student is in the building, except on special days established by the administration.
- Shoes are to be worn at all times – no bare feet or walking around in socks.
- Proper shoes are to be worn in Physical Education class as defined by the instructor's syllabus
- Sneakers must be worn for recess, field day, physical education classes and any other physical activity provided throughout the school day

OUTERWEAR:

- Heavy Outerwear items are those that may be worn due to weather conditions or for personal comfort. Clothing that meets the Code of Dress requirements described above must be worn under any item of outerwear. Students will be asked to store heavy outerwear after arriving at school. Any long, overly loose-fitting outerwear cannot be worn if it interferes or causes a distraction in the school environment or hinders a child's participation in school functions and activities.

MISC:

- Clothing that causes a disruption to the educational process or can be considered a safety hazard can be prohibited at the discretion of the principal.
- Students are to be clean and neat – hair is to be kept out of the eyes
- Students will not be permitted to wear any type of hoop or drop earring on any part of their body other than their ears. Piercings considered inappropriate or a danger are at the discretion of the principal.

LUNCH PERIOD

The cafeteria serves as the students' dining room. Therefore, you are asked to observe the proper standards of cleanliness and courtesy. Before leaving the cafeteria, place waste paper and milk containers in the proper receptacle. All utensils are to be properly returned.

- No food is to be taken from the cafeteria.
- The cafeteria manager will determine how many ala-cart and extra snack items may be sold to any one individual. (Example: A student cannot purchase "all 25 cookies left," therefore not allowing them to be provided to other students interested in the snack or ala-cart item.
- Food may be purchased only during a student's designated lunch period.
- All areas except for the cafeteria are off-limits during lunch periods unless otherwise designated by the administration or designee.
- All students are to remain in the cafeteria during their lunch periods unless otherwise directed.
- All cafeteria materials should be used in the appropriate manner.

- No food should be thrown at any time.
- Noise should be kept at an acceptable level.
- Students may bring a lunch from home but must eat it in the cafeteria.
- Students should be in the cafeteria at designated times.

ELEMENTARY LUNCH DISCIPLINE

The following disciplinary procedures are applicable to all Elementary School students for the cafeteria. The principal has the authority to exercise discretionary judgment in enforcing the following penalties or to deviate from steps depending on the severity of the infraction.

STEP 1: Warning
STEP 2: Assigned Seating – 1 week
STEP 3: Assigned Seating – 2 weeks
STEP 4: Assigned Seating – 3 weeks
STEP 5: Assigned Seating – 1 Month
STEP 6: Assigned Seating – 9 weeks
STEP 7: Assigned Seating – Remainder of Year
STEP 8: Type “B” violation

BEHAVIOR ON SCHOOL BUSES

All school buses are equipped with video/audio cameras and will be used to monitor student behavior and to maintain order and a safe environment on the school buses. The content of bus recordings may be used in student disciplinary proceedings, if deemed necessary by the school administration.

The school bus is an extension of school property, and all school rules should be adhered to. The bus driver must keep his/her attention upon the highway and the operation of the bus. Drivers cannot jeopardize the safety of all students because of the behavior of a few. Therefore, the following regulations shall be strictly enforced.

1. Observe the same conduct as in class.
2. Obey the bus driver at all times.
3. Be courteous – do not use profane language.
4. Don’t eat/drink on the bus.
5. Keep bus clean – not littering.
6. Do not smoke or chew tobacco
7. Do not be destructive
8. Do not use drugs.
9. Stay in your **assigned seat**.
10. Keep head and arms inside the bus at all times.
11. Do not throw things on or from the bus.
12. Arrive to the bus stop at least five minutes early

The following bus disciplinary procedures are applicable to all the Elementary and Jr./Sr. High School students. Principals have the authority to exercise discretionary judgment in enforcing the following penalties or to deviate from steps depending on the severity of the infraction.

STEP 1:	Formal warning (screened by bus contractor) given by the driver of the Bus (after-school detentions may be issued by the principal)
STEP 2:	1 day of bus suspension
STEP 3:	3 days of bus suspension AND mandatory meeting with the bus driver, Administration, parent(s) / guardian(s) and student
STEP 4:	5 days of bus suspension
STEP 5:	10 days of bus suspension
STEP 6:	Student will enter Level B Step 2 of the Discipline Code; Minimum discipline will be 3 days of ISS. Continued bus suspensions are an option.
STEP 7:	Student will continue to progress to the next step on Type B level of discipline scale. Continued bus suspensions are an option.

If a student is assigned a bus suspension, it is the parents' responsibility to see that their child gets to school on time. Missed days without a Doctor's excuse will be counted as unexcused days.

Students wishing to ride another bus home must have a note from home and from the parent/guardian of the student they are wishing to ride home with.

Students are to be at their assigned bus stop at least 5 minutes prior to the assigned bus time (as designated by the second week of school). Students who are consistently late for the bus will be assigned discipline beginning at Step 2.

Students must wait at the assigned bus stop for at least 15 minutes past the assigned bus stop time for the absence to be recorded as excused.

If for any reason the district assigned transportation does not show up within the designated 15 minutes, students will be afforded one hour past the start of the school day (so that they may arrange for alternate transportation to school) where they will not be marked as tardy. Any time past the initial hour will be recorded as an excused tardy or absence.



ATHLETES' CONDUCT

1. Sportsmanship is a most important asset and one of the main reasons for sponsoring a complete athletic program. The best in sportsmanship from students and coaches in victory or defeat is expected.
2. Conduct in school should be above reproach. Athletes are expected to be school leaders and examples. Failure to abide by school rules and regulations may lead to suspension of athletic eligibility.
3. An athlete determined to be using tobacco in any form will be suspended from the team for one week on the first offense, a second offense will result in suspension from the team for two weeks. Any further offenses, may lead to dismissal from the team.
4. Any athlete determined to be using or in the possession of alcoholic beverages or drugs, will be suspended from the team for a minimum of two weeks and face possible dismissal from the team.
5. When visiting another school, exemplary conduct and courtesy are expected of every athlete.
6. Any damage to the physical property of this school or an opponent's school, can lead to dismissal from the team and reparation for the damages.
7. Any disrespect, disobedience, or hostility to members of any opponents' professional staff, can lead to dismissal from the team. This also applies to officials of the game.
8. Each student has a responsibility to fulfill in representing Harmony as a participant in any activity. Cooperation and personal honor are important.
9. Full day (all periods) attendance is required, unless excused for travel or by a Dr. Excuse (Dr. Excuses must be cleared with the principal prior to a game/activity). Excuses must be turned in to the attendance office after acquiring the Principal's approval/signature.
10. **An athlete found to be representing the school in a derogatory fashion of any sort can be removed from the team.**

ATHLETES' DRESS REQUIREMENTS

1. Any student traveling with any Harmony athletic team shall be required to dress neatly and appropriately. The individual coach will determine appropriate dress for the trip.
2. Any student failing to meet the dress requirements may be denied the opportunity to participate in the athletic event.
3. The athletic director, the coach, and/or principal will be responsible for seeing that the athletic dress requirements are met.

GAMING / GAMBLING / SPORTS BETTING

While playing games such as cards, board games, and participating in contests is a perfectly acceptable social and team-oriented activity, the use of money (even coins/small amounts) is not acceptable for students in our school setting.

Students will not be allowed to exchange monetary or other "tangible materials" in a betting atmosphere during the school day. These actions will be corrected, first by way of the teacher on duty and thereafter by the school principal and within our discipline guidelines.

STUDENT DISCIPLINE RECORD

A record is maintained of each student referred to the office for disciplinary reasons. This record is not a part of your permanent record and will be discarded after graduation. This record does not follow the student after graduation, but it may follow the student from school to school prior to graduation.

The School District has certain obligations to report infractions involving violations of Act 26/The Weapons Policy. The following Safe School guidelines itemize the obligations imposed on Harmony Area School District through the Safe Schools Act. In addition, students transferring into the School District will be required to complete an Act 26 Sworn Affidavit confirming whether or not the student is leaving the current school district due to an infraction in violation of Act 26.

ACT 26

Safe School Guidelines

WHEREAS, the legislature has passed a new "Safe Schools" law, 24 PA. STAT. ANN. §§ 13-1317.2 et. Seq., 13-1301 A, et. Seq., for the purpose of providing a safe educational environmental Pennsylvania Schools:

A. The Harmony School District has adopted an extensive **Weapons Policy**.
B. **Reporting Provisions**: The District has the right to immediately report all incidents involving the possessions of a weapon to **local law enforcement** officials.
1. Reporting to the Local Law Enforcement Agency shall be made in accordance with a written procedure developed as a joint project with the law enforcement agency. 24 PA. STAT. ANN § 13-1303-A © (1995).
2. The District shall report to the State **Department of Education**, on a semi-annual basis, all incidents or acts of violence or prohibited possession of a weapon under this policy. These reports shall include:
    a. The student's name, address, age and grade;
    b. The circumstance surrounding the incident, including type of weapon;
    c. The sanction imposed by the school;
    d. The notification of law enforcement;
    e. The remedial programs involved;
    f. The parental involvement required;
    g. Any arrests, adjudications, or convictions, if known. 24 PA STAT. ANN. § 13-1303 (A) (B) (1995).

C. **Affidavit of Parent Guardian.** The District shall, prior to the registration of any student, obtain from the student's parent/guardian an affidavit detailing any suspensions or expulsions from any school system in the U.S. which were the result of violence or the possession of a weapon. 24 PA. STAT. ANN. § 13-1304 (A) (1995).
D. **Transfer of Disciplinary Record:** The District shall request the disciplinary records of any student transferring into the District. The District shall comply with all requests to send disciplinary records of any student transferring out of the District to that student's new district. Said requests shall be honored within 10 days. 24 PA. STAT. ANN. § 13-1306 (A) (1995).
E. **Availability of Records:** Records created under this policy will be available for inspection to the student and his parent/guardian, other persons having control or charge of the student, school officials, and state and local law enforcement officials as provided by law. 24 PA. STAT. ANN. § 113-1306-A (1995). Available records include:
1. A statistical summary of acts of violence on a school-by-school and a district-wide basis. 24 PA. STAT. ANN. § 13-1307-A (1995).
2. The disciplinary records of any student will be available to that student and his guardian. 24 PA. STAT. ANN. § 13-1306-A (1995).

PARENT CONFERENCE FORM

LEVEL B – Step 3

At the time of the conference, the parent(s) will be asked to sign the statement below to affirm that the conference was held and that they are aware of the consequences of any subsequent offense. A copy of the discipline scale may also be given to the parent(s).

I/We attest that a parental conference was held to provide information about the disciplinary record of my/our child.

I/We were informed of the potential of my/our son/daughter being denied the privilege of participating in graduation ceremonies should any discipline be received by the high school office during the last thirty days of the school year.

I/We were also informed that subsequent discipline referrals prior to the last thirty days may jeopardize my/our son/daughter's privilege to participate in graduation ceremony due to the length of activity suspension written in the discipline policy.

_____ _____

Student Parent

_____ _____

Parent Date

_____

Principal

cc: Superintendent

WEAPONS POLICY



Pennsylvania Senate Bill 246 (now signed into law as Act 44) requires all public and private schools to notify parents, guardians, and employees within 24 hours if a weapon is found on school property, at school events, or on school transportation.

Key Details of the Law:

- **What triggers an alert:** Any firearm, knife, or other dangerous tool capable of causing serious harm.
- **Who is notified:** Parents, guardians, and school staff using communication methods likely to reach them quickly.
- **Privacy:** Student identities are kept private in general alerts, though specific teachers and staff assigned to the student will be informed.

WEAPONS POLICY AND PROCEDURES

Type “C” grades K-12

PURPOSE: In accordance with 24 P.S. 13-1317.2, possession of a weapon on school property must result in a mandatory minimum of one (1) year expulsion, unless reduced by the Superintendent of the school district. These procedures are established by the Harmony Area School District in order to protect against violence, personal injury, property damage and to instill a sense of safety and security for those who participate in school district activities and/or make use of school district facilities.

1. **VIOLATION**: No person shall possess, handle, transport, use, discharge, manufacture, make, remake, assemble, sell, distribute, or transfer any weapon or ammunition while in any school building, on any school premises, on any school bus or other conveyance providing transportation to or from school building or activity of the Harmony Area School District, at any school activity or function, whether sponsored by the school district or not, or, in the case of students, while coming to or going from school or school activities.

2. **VIOLATION**: In addition, no person shall knowingly possess any weapons or ammunition at a place that the individual knows, or has reasonable cause to believe, is a school zone in the Harmony Area School District. This section shall not apply to the possession of a weapon:
    a. on private property not part of the school grounds;
    by an individual for use in…
    b. a program approved by the school district in the school zone;
    c. by an individual in accordance with a contract entered into with the school district; or…
    d. by a law enforcement officer acting in his or her official capacity.

3. **VIOLATION**: In addition, no person shall knowingly and with reckless disregard for the safety of themselves or another, discharge or attempt to discharge a weapon, detonate an explosive, discharge a chemical deterrent at a place that the person knows is a school zone, unless as follows:
    a. as part of a program approved by the school district;
    b. by an individual in accordance with a contract entered into by the school district; or
    c. by a law enforcement officer acting in his or her official capacity.

4. **RESPONSIBLE ACTIONS**: School district employees and students observing or otherwise becoming aware of weapons and or ammunition on school premises, at school activities, on school buses or their conveyances, or of persons violating this procedure, shall report the same to a school district teacher or administrator as soon as possible. Any teacher who obtains such a report shall immediately notify his/her principal, or in his/her absence, the principal’s designee. Any administrator obtaining such information shall immediately notify the Superintendent, or in his or her absence, the Superintendent’s designee.

5. **INVESTIGATION PROCEDURES**: Every school employee and/or student who has knowledge of a weapon being on or in school property without proper clearance shall immediately inform the principal, who will immediately conduct an investigation. A student who has knowledge of a weapon being in or on school property shall be subject to disciplinary proceedings if the student does not timely report the same.

   Based upon reasonable grounds to suspect that a student possesses a weapon, the principal, or his designee, will request that the student voluntarily empty his/her pockets, and remove any coat, book bag, or purse so the same may be searched by a school official. (It is noted that Rules and Regulations of the State Board of Education provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects if deemed necessary or reasonable.)

   If the student resists such a voluntary search, the principal or school official shall immediately summon the police and request assistance. **The parent or guardian of the student shall likewise be notified.** Upon the police appearing, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda Warnings.

   The school shall also follow the above procedures for student locker searches.

   If a weapon is found or confiscated, the principal shall immediately summon the police, the Superintendent (or his designee if the Superintendent is not available), and the parents or guardians of the student involved.

6. **DISCIPLINE**: The following discipline procedures shall be followed by the administration.
   A. Notification of the student concerning the violation(s)
   B. Notification of the Superintendent or his/her designee
   C. Notification of student's parents
   D. Establishing whether or not the student has an IEP
   E. Notification of the police, if deemed necessary
   F. Assignment of discipline – 3 days out of school suspension (A "N.O.R.E.P." or Notice of Recommended Educational Placement for special education students may be necessary)
   G. Informal hearing with administration, parent(s), and students
   H. Assignment of discipline – 10 days out of school suspension (A "N.O.R.E.P." may be necessary)
   I. Notification of the Board of School Directors
   J. Notification of the student and parent(s) of their right to a formal hearing before the Board of School Directors as part of the Due Process Procedure
   K. The Board may assign an expulsion from school for a period of one calendar year from date of infraction. (A "N.O.R.E.P." may be necessary.)

      Expulsions must be scheduled pursuant to the Pennsylvania School Code and applicable Rules and Regulations of the State Board of Education.

7. **DEFINITIONS**. As used in this procedure.

A. The term “person” includes any individual, including student and school district’s employees, corporation, company, association, firm, partnership, society, or joint stock company. The term “person” shall not include law enforcement officials while on duty as law enforcement official or security personnel retained by the school district and on duty with the school district.

B. The term “weapon” includes, by way of example and not limited to:

1. any knife, cutting instrument, or cutting tool (special consideration may be granted to pocket knives under a blade length of four inches)
2. numb–chuck sticks
3. handgun, shotgun, or rifle, including center-fire, rim-fire and muzzle loading firearms
4. air, CO^2 and/or spring action pellet, BB, and/or dart guns
5. traditional long bows, re-curve bows, compound bows, and/or crossbows
6. spear or dart propelling devices including blow guns
7. electric stun guns and cattle prods
8. chemically disabling sprays or propellants (a.k.a. mace and pepper spray)
9. brass knuckles, black jacks, and martial arts devices
10. any other tool, instrument, or implement capable of inflicting bodily injury or property damage
11. and shall include any item that is represented to be a weapon or that is threatened to be used as a weapon

SPECIAL NOTE: Under special circumstances this definition may be expanded to include an object that has the appearance (look-alike) or characteristics of a weapon, such as toy guns, water pistols, etc. This clause is at the sole responsibility of the Superintendent or his designee.

C. The term “firearm” means (1) any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of any chemical explosive, compressed gas, mechanical spring and/or elastic device; (2) the frame or receiver of any such weapon; and/or (3) any firearm muffler or firearm silencer.

D. The term “destructive device” means (1) any bomb or device that is explosive and/or incendiary in nature, or (2) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive, other propellant, and/or mechanical means which has any barrel with a bore. (Items traditionally classified as firecrackers may be included or excluded under this definition as the sole discretion of the Superintendent or, in the absence of the Superintendent, his/her designee.)

E. The term “school zone” means in, or on the grounds of any of the buildings or schools owned by the Harmony Area School District.

F. Possession means being on the person of the student, in the student’s locker, in a vehicle operated by the student, and/or otherwise under his or her control.

8. **PRESS RELEASE**: The Superintendent or designee shall formulate a press release if deemed appropriate.

DRUG & ALCOHOL POLICY



ALCOHOL, DRUGS AND CONTROLLED SUSTANCES, LOOK ALIKE SUBSTANCES AND SOLVENTS

This policy and its associated guidelines are an effort by the school district to respond effectively to the potential and current use and abuse of alcohol and drugs by members of its school population.

For purposes of this policy, "substance" shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, any chemical, any abused substance or any medication for which prescription is required under the law and/or any substance which is intended to alter mood. This policy also includes any type of lookalike substance (any over the counter medicine or herbal supplements). **Any prescribed medication must be taken directly to the nurse upon arrival at school and he/she will disperse as per the prescription and notate in the student's health record in accordance with the school district's policy for the administration of medication to students in school. All non-prescription medicine must be dispensed by the school nurse. Students are not permitted to have this type of medicine in their possession at any time during the school day, and if found, they will be treated as look-alike drugs.**

The school district will work through curriculum and classroom activity, administrative and faculty effort, and disciplinary procedures to prevent and intervene in the use or abuse of substance by members of the school population.

As an extension of this policy, the following school guidelines shall be used, with reasonable judgment, when responding to drug and alcohol or other substance related situations.

These guidelines have been created as one part of this policy. They are intended to provide a consistent means for effectively responding to alcohol, drug, and other substance related situations that may occur at school or at school sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students, and parents who may find themselves involved in such situations.

Situations wherein a student demonstrates obvious symptoms of possible substance use (staggering, slurred speech, dazed appearance, incoherence, inability to respond) or possession of drugs or alcohol shall generally be handled according to the procedures of this policy and as a health problem and potential emergency. Situations regarding sale, exchange, transportation, or delivery of substances will also generally be handled according to the procedures established in this policy.

Immediate Action: The school employee shall summon the principal or authorized delegate. All standard first aid and health procedures will be followed. The student shall not be left alone. The school nurse shall be summoned immediately. If the student must be taken to a medical facility, the principal or authorized delegate will accompany him.

Investigation: If substance use, possession or sale is indicated, the principal or authorized delegate shall be responsible for all necessary investigation. This investigation may include a search of the student and locker and removal of apparent substance. All due process procedures will be afforded the student and all district policies will be followed.

Notification of Parent: Administrative staff will attempt to immediately contact parents if no answer will leave message to contact the school ASAP.

Confidentiality: Laws related to confidentiality will be upheld.

Notification of Police: school personnel shall notify police when the student possesses or sells the substance in question.

Disposition of Substances: All substances discovered at the scene or subsequently uncovered shall be turned over by the school principal or authorized delegate to medical personnel or to the proper legal authorities for identification and aid in the treatment of the emergency.

Discipline:

I. **1st Offense – For Use or Possession of Substances or Any Offense for Possession of Drug Paraphernalia**: The student will be suspended for ten (10) school days, subject to possible expulsion. Students Must complete the following procedures:

   a. Must be evaluated by licensed drug and alcohol assessor at the student or parents' expense **within 30 days of the assigned suspension.**

   b. Must follow any recommendations from the facility or assessor and must sign a release allowing the facility or assessor to release information to the school.

   c. Must sign a behavior contract with the school and follow all the rules.

If the above conditions are not met the student will be recommended to the Superintendent for expulsion up to a period of one year.

II. **2nd Offense – For Use or Possession of Substances or Any Offense for Possession of Drug Paraphernalia:** The student will be suspended for ten (10) school days with a possible additional 35 school days totaling 45 days, may be subject to possible expulsion. The administration will refer the student to the school board judiciary committee. The administration will consider the following in making its recommendation:

   a. The students discipline record

   b. Students Attendance

   c. If the student enrolls in and is successfully proceeding with a licensed drug and alcohol program.

III. **1st Offense – For Sale of Drugs, Alcohol, Controlled Substances or Look Alike Substances**: The student will be suspended for ten (10) school days with a possible additional 35 school days totaling 45 days, criminal prosecution and may be subject to possible expulsion. The administration will refer the student to the school board judiciary committee. Prior to returning to school the student must follow all rules listed under 1st offense of possession.

Policy for screening a student thought to be under the influence of illegal drugs, alcohol, or other illegal mind-altering substances.

If a staff member suspects that a student is under the influence of illegal drugs, alcohol, or other illegal mind-altering substances, the staff member should notify the school nurse, guidance counselor, school administration and document their observations of the student. The school nurse will conduct a preliminary physical examination to ascertain if the said student is likely to be under the influence. The Principal and/or Guidance Counselor will be summoned to the Health Office immediately. Attempts will be made to notify the parent. If, in the opinion of the school nurse and/or Principal/Guidance Counselor, there is a reasonable suspicion that the student is under the influence, the student will be required to submit to a drug/alcohol screening at the expense of the Harmony Area School District. If the student offers an admission, he/she will put the admission of guilt in writing and the student will not be required to take the drug screening under these conditions. If the student tests positive for an illicit drug/alcohol, the student will be disciplined according the Harmony Area School District Student Drug and Alcohol Policy. If the screening is negative, the student may still be subject to discipline that violates other provisions of the Drug and Alcohol Policy. If the student refuses to consent to the test, the student shall be treated as if he/she had tested positive and will be suspended according to the policy they will also be afforded a Board hearing.

If a parent chooses to challenge and/or validate the District's drug screening, then the parent may do so **at their expense**. The school district will consider such independent test only if:

A. The student is tested within one (1) hour of the school's test being administered.
B. The results of the test are released to the school district.
C. A certified chemical lab expert in drug testing or a hospital laboratory where drug testing is routinely performed.

SEARCHES AND SEIZURES

The Harmony Area School District Board of Directors recognizes that students have the right to privacy and freedom from unreasonable searches and seizures with regard to their persons, storage facilities (desks, lockers, etc.) and personal belongings. However, the Board also recognizes that it is the responsibility of school authorities to protect and maintain the health, welfare, and safety of all students. It is also the responsibility of students to assist the school staff in operation of a safe school for all students.

All staff will respect students' rights in terms of freedom from unreasonable searches and seizures.

Use of all storage facilities, which are the property of the Harmony Area School District, is a privilege extended to students of the district.

Students must recognize that school authorities have the right to search person, personal belongings and storage facilities and to seize any materials that can endanger the health, welfare, and/or safety of individuals in the school.

GUIDELINES FOR SEARCH

The search must be reasonably related in scope to the circumstances that justify the search. Searchers should be no more intrusive than necessary to discover that for which the search was instigated.

School officials should not conduct a search that would require a student to remove more clothing than his/her shoes or jacket. If school officials determine that a more intrusive strip search is required to explore contraband, they should advise the proper law enforcement agency and the student's parent or guardian, as soon as possible, of the grounds for their decision prior to any action being taken. The police would conduct a strip search.

When school authorities have reasonable suspicion that a student has on his/her person materials which pose a threat to the health, welfare, and safety of students in the school, a pat-down search of the student may be done by a school official of the same sex in the presence of a second witnessing school official.

School authorities shall make referral to law enforcement authorities for charges under the Pennsylvania Criminal Code when appropriate.

HARASSMENT POLICY



STUDENT TO STUDENT SEXUAL HARASSMENT POLICY

INTRODUCTION

Recognizing that student to student sexual harassment is pervasive in schools, it is the intent of the Harmony Area School District School Board of Education to provide and maintain an environment that is supportive of academic progress, personal goals, dignity and the self-esteem of every student in the system, in an environment in which students can work free from sexual harassment of a verbal, visual of physical nature.

Harassment is defined in this policy as “engaging in a course of comments or conduct that is known or ought reasonable to be known to be unwelcome.” Sexual harassment may involve remarks, gestures, or actions of a sexual nature that make a person feel unsafe or uncomfortable. It creates an intimidating, hostile or offensive learning environment. Sexual harassment is part of the continuum of violence. Sexual harassment is illegal. It may include (but is not limited to):

- Unwanted, unwelcome physical contact like touching, grabbing or patting;
- Rude jokes or suggestive nicknames like “chick,” “sexy,” “stud,” or “babe;”
- Catcalls, ranting or embarrassing whistles;
- Insulting remarks about sexual orientation;
- Sexually insulting remarks about race, gender, ability or class;
- Bragging about sexual prowess for others to hear;
- Intimidating hallway behavior, names written on walls or desks, e.g. “For a good time, call…”
- Stalking.
- Attempting to remove ones clothing e.g. de-panting

It is not:

A hug between friends;
Mutual flirtation;
A sincere and personal compliment;

Degrading jokes, insistent requests for dates, cat calls that cause embarrassment rather than pleasure, pictures scratched on bathroom walls, ranting, intimidating remarks or gestures all of these can be harassing.

All staff that witness or have knowledge of student-to-student sexual harassment must:

1. Intervene if appropriate;
2. Immediately report it to the school administration.

Administration has the responsibility of protecting the victim from further sexual harassment and retaliation. Appropriate action is to be taken which may include summoning the police. Action must also be taken to protect the accused from false allegations. The confidentiality of all parties must be protected wherever possible.

Immediately upon having been made aware of an incident of sexual harassment, an administrator must investigate by:

1. Interviewing witnesses, the reporting staff member, the complainant and the accused;
2. Documenting in written form;
3. Advising the victim of counseling, and informing the victim of his/her rights and stating that the incident will be resolved;
4. In the case of student under the age of eighteen, contacting the parent of both the victim and the accused;
5. Contacting the police if necessary;
6. Providing consequences for the offender.

If the complainant is not satisfied with the resolution above or an individual's behavior demonstrates ongoing sexual harassment, or the incident is of such severity that the complainant believes the victim is in danger of further sexual harassment or retaliation, the administrator must investigate by:

1. Safely isolating the victim and summoning police if necessary;
2. Interviewing witnesses, the reporting staff member; the complainant and the accused;
3. Checking reports for previous incidents involving the accused;
4. In the case of students under the age of eighteen, contacting the parents of both the victim and the accused;
5. Assist the complainant in drafting a written complaint;
6. Contacting the police if necessary;
7. Providing consequence for the offender.

STUDENT-TO-STUDENT SEXUAL HARASSMENT
COMPLAINT PROCEDURES / DISCIPLINE ACTION

CONSEQUENCES:

CATERGORY I

1. **Physical Harassment**
2. **Verbal Harassment**
3. **Non-verbal Harassment**

1ST OFFENSE: Type "B" Step 1
PARENT NOTIFIED – written and verbal, if possible
SUPERINTENDENT NOTIFIED

2ND OFFENSE: Type "B" Step 3
PARENT NOTIFIED – written and verbal, if possible
SUPERINTENDANT NOTIFIED

3RD OFFENSE: Type "B" Step 5
PARENT NOTIFIED – written and verbal, if possible
SUPERINTENDENT NOTIFIED

4TH OFFENSE: Type "C"

CATERGORY II

1. **De-panting**

1ST OFFENSE: Type "B" Step 3
PARENT NOTIFIED – written and verbal, if possible
SUPERINTENDENT NOTIFIED

2ND OFFENSE: Type "B" Step 5
PARENT NOTIFIED - written and verbal, if possible
PROSECUTION
SUPERINTENDENT NOTIFIED
BOARD REFERRAL

3RD OFFENSE: Type "C"
PARENT NOTIFIED – written and verbal, if possible
SUPERINTENDENT NOTIFIED
BOARD REFERRAL

ATTENDANCE POLICY



Pennsylvania School Law requires that all students must attend school regularly.

ARRIVAL ELEMENTARY SCHOOL

School buses will arrive by 8:20. All students will report to homerooms, then directly to breakfast. First period classes will begin at **8:45**. Students, who are not riding the bus to school, will need to be dropped off at the designated location. **Parents/Guardians should follow the "Traffic Loop" that will begin at the High School Parking Lot.** Please wait until your car is in front of the doors to allow students to exit safely. Staff Members will be waiting inside the building to monitor. After the staff member has signaled, you may exit the Parking Lot. ***Please pay attention to STOP signs along the way and be on the lookout for other vehicles and pedestrians.***

NO vehicles are permitted to drop off or park in the circle during bus arrival, dismissal or during recess.

Parents/Guardians who are attending a meeting must park their car in the Elementary Lot and use the sidewalk to enter through the Main Elementary Office Doors.

GENERAL DISMISSAL

Students will be dismissed by the office using the PA system immediately following the afternoon announcements. Elementary students will load buses at the elementary circle. Students will line up at their bus assigned areas.

Teachers and/or Paraprofessionals assigned to bus duty will take the students to the buses in an orderly fashion.

Any parent wishing to pick their child up at dismissal must be on the student pick-up list by 2:30 PM and the action of picking students up will take place in the traffic loop, behind the school's cafeteria.

LEGAL OR EXCUSED ABSENCE

Each student is required by law to be present each school day. When you are absent your parent(s)/guardian are encouraged to call the school. **A written excuse must be presented to the Elementary or High School Office within three (3) school days of absence.** If the excuse is not turned in within 3 days, the absence will be recorded as **UNEXCUSED/UNLAWFUL ABSENCE**.

Parents may fax an excuse in to 814-845-7811; please put on cover page: Attention Attendance Office; or email an excuse to the appropriate office secretary: tadamo@harmonyowls.com (Jr./Sr. High School) or lmcculley@harmonyowls.com (Elementary)

Any absences caused by illness or injuries, death in family, major religious holidays, impassable roads are considered a legal absence and will be excused.

Truancy is a violation of the law and is an unlawful absence from school. Work missed because of truancy cannot be made up. The student will receive a zero for all work missed.

Students will not be permitted to attend/participate in after school functions on the day(s) they are absent from school or if they are sent home by the nurse.

The Harmony Area School District has adopted a policy that permits a student whose parent or legal guardian that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting to be granted additional excused days at the discretion of the Superintendent or designee. When approving additional excused days, the following conditions must be followed: The absence is preapproved, the student is in good academic standing, the student has a prior record of good attendance, work missed is completed and turned in within the allowed designated time period and the absence is not during any standardized testing such as the PSSA.

EXCESSIVE ABSENTEEISM / PA TRUANCY LAW

Excessive absenteeism disrupts the planning for faculty and hinders the process of the students. State laws require mandatory attendance of compulsory age students. Attendance regulations and guidelines in our school policy are made with these state laws and the welfare of all students of the district in mind.

ATTENDANCE / TRUANCY PROCEDURE

The following is the Pennsylvania Department of Education's guidelines for schools to follow in the event of truancy.

Student is absent (truant) from school.

- The school will notify parent as a matter of practice (through the One Call System)
- Parent should provide a valid lawful excuse from school within 3 days.

Student has 3 illegal/unlawful absences

- Certified letter sent to parent/guardian, that the student is truant.
- **Attendance Improvement Conference scheduled on the 4th unexcused absence (Parents, Student, Principal)**

When the student becomes habitually truant with 6 illegal days.

Student is under 15:

- School MAY file a citation against the parent.
- School will make a Child Line Report
- Children and Youth Services notified

Student is 15 and older:

- School WILL file a citation against the parent and/or the student
- School may make a Child Line Report
- Children and Youth Services notified

Parent / Student has 10 days, upon receiving the citation, to enter a plea before the Magisterial Court. If pleading "Not Guilty", Court sets a date for trial and notifies parents/students. Both parent and student are required to appear at truancy hearing.

If found guilty:

Student fined $300 per offense	Parent fined $300 per offense
Student ordered to complete adjudication alternative program	Parent ordered to complete parenting education program
Student's driver's license suspended	Parent ordered to complete up to 6 months of community service
Student referred to CYS for possible disposition as a dependent child	If parent defaults on above sanction, parent may be jailed up to 5 days

TARDINESS:

SCHOOL BEGINS AT: 8:20 AM

Students should not be late for school. If a student is late, a written note/excuse is to be handed in to the office upon their arrival to school or a parent/guardian should accompany the student to the office to sign them in.

Any student not in his/her homeroom/period 1 when attendance is taken will be marked as absent or tardy.
Doctor's appointments will be considered excused tardiness. Students must provide a slip from the doctor's office to the elementary/high school office on the day of absence or it will be considered unexcused. **Doctor's Slips for tardiness that are not turned in on the day that they occur will not be accepted**.

Continual tardiness that is unexcused will be subject to disciplinary action. If you are tardy, you must report to the office and sign in. Tardiness will be recorded in quarter days absence.

If a student is tardy and does not have a doctor's excuse turned in on that day he/she may not attend/participate in any after school functions for that day. All students are permitted one day to be tardy before this takes effect to allow for an emergency. Students must clear this day with administration before being able to participate in an after school event.
Students must attend a minimum of a quarter of a day to be permitted to participate in any after school event (even with a dr. excuse)

APPOINTMENTS

Parents are encouraged to make doctor, dental or other appointments when school is not in session. Although excused, it will be marked according to the Policy.

EARLY DISMISSAL

Students wishing to leave the building during school hours are required to have a note, signed by the parent / guardian, to be given to the Office. The student must obtain an **EARLY DISMISSAL FORM** from the Office. The principal or designee will determine if the request is acceptable.

ELEMENTARY: All students leaving early must be picked up at the office by their parents.

ILLNESS: If a student becomes ill during the school day**, the nurse will determine if the student must go home and she will contact the parents/guardian for pick up.** This will be considered early dismissal and be recorded for attendance purposes.

MAKE – UP WORK

Students who are absent from school are to ask the teacher for missed assignments. Assignments are to be completed and turned in within the same amount of days, as the student was absent. Students whose absence is recorded as unexcused / illegal shall not be permitted to make-up class work. Each teacher for the unexcused illegal absence will record a zero.

Parents may request that homework be sent home starting on the third day of absence by calling into the elementary office by 9:00 a.m.

WITHDRAWALS

The following procedures **must** be followed prior to withdrawing:

1. Complete all paperwork with the secretary in the Guidance Office.
2. Hand in all textbooks, library books, etc.
3. Attend to all financial obligations.

Students may be suspended from after school activities based on poor attendance. Cases will be evaluated on an individual basis based on absence reasons, availability of Dr. Excuses, behavior and grades.

1. Absences, Tardiness, and Early Dismissals will be recorded in **quarter days**.
2. Absences, Tardiness, and Early Dismissals will be **recorded as Excused or Unexcused/Illegal** in accordance with the guidelines established by the state of Pennsylvania and the Harmony Area School District.

After having accumulated three (3) days of unexcused/illegal absences, a notice will be sent home by certified mail. If the child continues to incur additional absences after this notice has been issued, the school will offer a student attendance improvement conference and follow Pennsylvania's New Truancy Law for students age 18 and under / 18 and older.

PERSONAL HEALTH POLICY



PERSONAL HEALTH

Student health records are deemed to be part of the educational record and the information contained therein cannot be released to anyone without your authorization except in limited circumstances pursuant to the Family Education Rights and Privacy Act of 1974.

HEAD LICE: At any time during the school year, the school nurse may inspect any student for head lice. If nits or lice are identified during inspection, the following procedure will be implemented:

1. The student will be excluded from school immediately.

2. The parent/guardian will be called to pick up the student. It is the parent or guardian's responsibility to transport the student home. The student will not be allowed to ride the bus.

3. The parent/student will be given verbal and written instructions before leaving the building. It is the parent's responsibility to follow these instructions and rid the student of lice so that the student may be readmitted to school. These instructions will include treatments as well as management of the student's environment and prevention.

4. Siblings and close contacts will be examined throughout the district and excluded, as necessary. After treatment has been completed and ALL nits have been removed from the head, the student MUST be accompanied by the parent/guardian to the school and not ride the school bus. In order to ensure that the nurse will be available to inspect the student, the parent should call the school nurse to make an appointment. If, upon inspection, the student is found to have nits or lice, the student will be denied admission to school until all nits are removed. After the student is cleared to return to classes, the nurse will continue to check for nits because of risk of re-infestation.

MEDICATION: When medication is needed at school, the procedures listed below shall be followed:

1. Parents or guardians must give written permission for the student to take the OTC medication. A physician must give written permission for a student to take prescription medications, if the medication is to be given during school hours. A copy of the medication script will be given to the school nurse and she will administer the medication to the student.
2. Parents or guardians should bring the medication to school in the labeled bottle, package or container in which the medication was received from the doctor or pharmacist. The label should include identification of the medication and directions for giving it. Students will not be allowed to take

medication during school hours unless the above-mentioned rules are followed.

3. Parents should bring to school only the amount of medication needed for the particular period of time decided by their physician and school nurse.
4. Special arrangements may be made with the school health service staff to keep a small supply of prescribed medication at school for emergencies such as bee stings, migraine headaches, etc.
5. Students possessing a prescription for an asthma inhaler may provide a written statement to the School Nurse from a Physician, Certified Registered Nurse Practitioner or Physician's Assistant, documenting the need for the student to possess the inhaler. The written statement shall also include the name of the drug contained in the apparatus, the dose, the times when the medication is to be taken, the diagnosis for the medication, and any specific emergency responses to be performed in the event of a serious adverse reaction. Upon receipt of the appropriate medical documentation, the student and parent may submit a written request to the School Nurse for the student to possess and self-administer the asthma inhaler. All requests shall be reviewed by the School Nurse and prior to obtaining permission, must demonstrate the ability to use the inhaler at the appropriate times. After receiving permission from the School Nurse, the student shall notify the School Nurse immediately following each use of the inhaler which shall be recorded in the student's health record.

PERSONAL HYGIENE

Personal hygiene is an important part of appearance and dress code. Having good personal hygiene is necessary in maintaining an optimal learning environment. Daily bathing is the first step in promoting good hygiene. Washing removes dirt, oil, and bacteria from skin that cause odor. The second step in promoting good hygiene is using a deodorant and/or antiperspirants, which help students smell good and reduce underarm wetness. The final step in maintaining good personal hygiene is to change sweaty or dirty clothes. Many times, students believe that if their body is clean they won't have body odor, however, body odor: can be held in the clothes you wear. After you bathe or shower, you should put on clean clothes including undergarments and socks.

Poor personal hygiene can be a safety issue for all students.
A student that displays poor personal hygiene habits will be asked to:

Step 1: Go to the school nurse (the nurse will go over personal hygiene tips with the student) If the problem continues…

Step 2: Nurse will notify parents of the problem If the problem continues….

Step 3: Referred to SAP Team

COMPUTER USE



26-27 Harmony Area School District
Internet Access, E-mail, and Network Resources
Acceptable Use Policy

Purpose

Act 197 of 2004 establishes the State Child Internet Protection Act. Under this law, school entities are required to adopt a school board approved acceptable use policy that will be submitted to the Pennsylvania Department of Education for approval.

Internet access, electronic mail (E-mail) and network resource are available to teachers, administrators and students in the Harmony Area School District for educational and instructional purposes and for other purposes consistent with the educational mission of the District. Use of the Internet and E-mail network is a privilege. All users must take responsibility for appropriate and lawful use of internet resources. The District cannot regulate and monitor all the information received or sent by persons who use the Internet or E-mail; and the District cannot ensure that students who use the Internet or E-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The District believes, however, that the availability and value of the Internet and E-mail far outweigh the possibility of inappropriate or illegal use of Internet access and E-mail, hence the purpose of this policy.

Below are the Acceptable Use and Internet Safety Policy of the Harmony Area School District. Upon reviewing, signing, and returning the appropriate “Acceptable Use Agreement" a user will be eligible for Internet access, e-mail and network resources when and if available for the entirety of their student status with the District, employment with the District, or until violation of this policy causes a user's privilege to be revoked.

Conditions

All students, teachers, support staff, and administrators who use the Internet, E-mail, and other network resources must agree and abide by all conditions of this policy. Each user must sign an "Acceptable Use Agreement". In the case of a student, the student's parent(s)/guardian(s) must sign the "Acceptable Use Agreement.” Students, teachers, support staff, and administrators may not use the Districts computers for access to the Internet or for E-mail without a signed agreement and students must also have approval or supervision of a teacher, administrator or District staff member.

Acceptable Use/Internet Safety Policy

Monitoring

The District reserves the right to log, monitor, and review Internet, E-mail, and other network use of each user. This logging, monitoring, and reviewing may be conducted without cause and without notice. Each user of the District’s computers by the use thereof, agrees and consents to such logging, monitoring, and reviewing and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, E-mail, or other network usage. The Technology Coordinator may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for

appropriate purposes**.** Users should expect that stored files on district servers or computers will not be private.

Filtering

To help facilitate acceptable use of the network the District will route all incoming web requests through an appropriate web filter that blocks content considered “harmful to minors" pursuant to the Children's Internet Protection Act. The filter may be disabled by the Technology Coordinator at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The filter may not be disabled for use by students or other minors for any reason.

Prohibitions

Use of the Internet, E-mail, and network technology must be in support of the educational mission and instructional program of the District. With respect to all users, the following are expressly prohibited:

- Use for inappropriate or illegal purposes.
- Use in an illegal manner or to facilitate illegal activity.
- Use for commercial, private advertisement or for-profit purposes.
- Use for lobbying or political purposes.
- Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer or system.
- Hate mail, harassment, discriminatory remarks, threatening statements or other antisocial communication on the network.
- Use to access, view, or obtain material that is pornography or child pornography.
- Use to transmit material likely to be offensive or objectionable to recipients.
- Use to obtain, copy, or modify files, passwords, data, or information belonging to other users.
- Use to misrepresent other users on the network.
- Use of another person's E-mail address, user account, or password.
- Loading or use of unauthorized games, programs, files, music or other electronic media.
- Use to upload, create or attempt to create a computer virus.
- The unauthorized disclosure, use or dissemination of personal information regarding minors.
- Use for the purpose of accessing, sending, creating, or posting, materials or communications that are damaging to another's reputation, abusive, obscene, sexually oriented, threatening, contrary to the Districts policy on harassment, harassing, or illegal.
- Use which involves any copyright violation or for the copying, downloading, installation, reproduction or distributing copyrighted material without the owner's permission.
- Use to invade the privacy of other persons.
- Posting anonymous messages.
- Use to read, delete, copy, or modify the E-mail or files of other users or deliberately interfering with the ability of other users to send or receive E-mail.
- Use while access privileges are suspended or revoked.
- Any attempt to circumvent or disable the filter or any security measure.

- Use inconsistent with Network etiquette and other generally accepted etiquette.

In addition, with respect to students and any other minors, the following is also prohibited:

- Use the system to access inappropriate materials or materials that may be harmful to minors.
- Disclose, use, or disseminate any personal identification information of themselves or other students.
- Engaging in or accessing chat rooms or instant messaging other than for educational purposes that is with permission and direct supervision of a teacher or administrator.

Etiquette

Users are expected to abide by generally accepted rules of network etiquette. Be polite. Do not become abusive in messages to others. General School District rules and policies for behavior and communicating apply. Do not use vulgarities or other inappropriate language. Do not reveal the personal address or telephone number of others. Recognize that E-mail is not private or confidential. Do not use the Internet or E-mail in any way that would interfere with or disrupt its use by other users. Consider all communications and information accessible via the Internet to be private property. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status, or handicap status.

Consequences of Inappropriate Use

The user, whether a student or employee shall be responsible for damages to equipment, systems, or software resulting from his/her deliberate, or willful acts. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures and prohibitions listed in this Policy may result in the loss of access to the Internet and E-mail. Illegal activities or use may be reported to the appropriate legal authorities for possible prosecution. The District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

Disclaimer

The Harmony Area School District makes no warranties of any kind, whether express or implied, for the services it is providing. The District is not responsible, and will not be responsible for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained through the use of the District's computers is the user's risk. The district does not claim responsibility for the accuracy or quality of information obtained through the Internet or E-mail.

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact their district of residence. Contact information is listed at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information contact the intermediate unit. Contact information is listed at the end of this public notice.

Evaluation Process

Each school district and intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Program Director, Central Intermediate Unit 10, 345 Link Road, West Decatur, PA 16878.

Consent

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent educational evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The school districts and to some extent the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible entity listed below. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the intermediate unit.

INTERMEDIATE UNIT OFFICE
Central Intermediate Unit 10 200 Shady Lane, Suite 100 Philipsburg, PA 16866 Erin Cernuska, Contact Person ecernuska@ciu10.org 814-342-0884 or 800-982-3375 (PA Only)

SCHOOL DISTRICT and CHARTER SCHOOL OFFICES

Bald Eagle Area School District 751 S. Eagle Valley Road Wingate, PA 16823 Ms. Melissa Butterworth, Contact Person 814-355-5731 melissa.butterworth@beasd.net	Bellefonte Area School District 318 N. Allegheny Street Bellefonte, PA 16823 Mrs. Jennifer Butterworth, Contact Person 814-355-4814 jbutterworth@basd.net	Clearfield Area School District 2831 Washington Avenue Clearfield, PA 16830 Mr. Mark Bender, Contact Person 814-765-5511 mbender@clearfield.org
Curwensville Area School District 650 Beech Street Curwensville, PA 16833 Ms. Shana Bailor, Contact Person 814-236-2390 sbailor@curwensville.org	Glendale Area School District 1466 Beaver Valley Road Flinton, PA 16640 Mrs. Haley Strong, Contact Person 814-687-5038 hstrong@gsd1.org	Harmony Area School District 5239 Ridge Road Westover, PA 16692 Mr. Jason Boring, Contact Person 814-845-2300 jboring@harmonyowls.com
Keystone Central School District 86 Administration Dr. Lock Haven, PA 17745 Dr. Michele Hammersla-Quick, Contact Person 570-893-4900 mhammersla@kcsd.k12.pa.us	Penns Valley Area School District 4528 Penns Valley Road Spring Mills, PA 16875 Dr. Holly Sawyer, Contact Person 814-422-2000 hsawyer@pennsvalley.org	Moshannon Valley School District 4934 Green Acre Road Houtzdale, PA 16651 Ms. Wendy Payne, Contact Person 814-378-7683 wpayne@movalley.org
Philipsburg-Osceola Area School District 200 Short Street	State College Area School District 240 Villa Crest Dr.	West Branch Area School District 516 Allport Cutoff

Philipsburg, PA 16866 Mrs. Casey Marsh, Contact Person 814-342-5985 cbmarsh@pomounties.org	State College, PA 16801 Dr. Sharon Salter, Contact Person 814-231-1072 sfs14@scasd.org	Morrisdale, PA 16858 Ms. Allison Koleno, Contact Person 814-345-5627 akoleno@westbranch.org
Centre Learning Community Charter School 2643 West College Avenue State College, PA 16801 Mr. Kosta Dussias, Contact Person 814-861-7980 kosta@clccharter.org	Nittany Valley Charter School 1612 Norma Street State College, PA 16801 Ms. Kara Martin, Contact Person 814-867-3842 kara@nvcs.org	Sugar Valley Rural Charter School 36 East Main Street Loganton, PA 17747 Ms. Carrie Doyle, Contact Person 570-725-7822 cdoyle@svrcs.org
Young Scholars of Central PA Charter School 1530 Westerly Parkway State College, PA 16801 Mr. Levent Kaya, Contact Person 814-237-9727 kaya@yscp.org	Clinton County Jail 58 Pine Mountain Road McElhatten, PA 17748 Dr. Michele Hammersla-Quick, Contact Person 570-748-4660 mhammersla@kcsd.k12.pa.us	Clearfield County Jail 115 Twenty First Street Clearfield, PA 16830 Mr. Tom Mohney, Contact Person 814-765-5511 ttom.mohney@clearfield.org
Centre County Correctional Facility 700 Rishel Hill Road Bellefonte, PA 16823 Dr. Gina MacFalls, Contact Person 814-355-4814 gmacfall@basd.net	Central Counties Youth Detention Center 148 Paradise Road Bellefonte, PA 16823 Dr. Gina MacFalls, Contact Person 814-355-4814 gmacfall@basd.net	Admiral Peary Area Vocational Technical School 948 Benjamin Franklin Hwy Ebensburg, PA 15931 Mrs. Angela Hudak, Contact Person 814-472-6490
Central PA Institute of Science and Technology 540 N. Harrison Road Pleasant Gap, PA 16823 Dr. Richard Makin, Contact Person 814-359-2793	Clearfield County Career and Technology Center 1620 River Road Clearfield, PA 16830 Mr. Fred Redden, Contact Person 814-765-5308	Admiral Peary Area Vocational Technical School 948 Benjamin Franklin Hwy Ebensburg, PA 15931 Mr. Matthew Harr, Contact Person 814-472-6490

The school district or intermediate unit will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district or intermediate unit shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

Policy Title: Bullying/Cyberbullying

Code	249	Status	**Active**
Adopted	February 3, 2015	**Last Reviewed**	**June 13, 2023**

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Cyberbullying shall be defined as cruel actions performed to another individual through the sending or posting of harmful materials and/or engaging in other forms of social cruelty through the utilization of the Internet and/or other digital technologies.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

Authority

The Board prohibits all forms of bullying by district students.[1]

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Discrimination/Discriminatory Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the Safe School Report:[1]

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Student Code of Conduct, which shall contain this policy, shall be disseminated annually to students.[1][2][3]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement and evaluate bullying prevention and intervention programs and activities. Such programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[4][1][5]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the of Student Code of Conduct, which may include:[1][3][6]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Referral to law enforcement officials.

Legal (Policy Items of HASD School Board)
1. 24 P.S. 1303.1-A 2. 22 PA Code 12.3 3. Pol. 218 4. 24 P.S. 1302-A
5. Pol. 236 6. Pol. 233 7. Pol. 248

Parent Right to Know Information **as Required by Elementary and Secondary Education Assistance** (ESEA) [Section 1112(e)(1)(A)] Every Student Succeeds Act (ESSA) [Section 1112(e)(1)(A)]

August 2026

Dear Families,
Harmony Area School District receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

• Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,

• Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and

• What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

• Information on policies regarding student participation in assessments

• Information on required assessments that include: subject matter tested, purpose of the test, source of the requirement (if applicable), amount of time it takes students to complete the test, and time and format of disseminating results.

If you have any questions about this information, please contact us at **814-845-2300**.

Sincerely,

- Mr. Martz, Principal - Mr. Boring, Principal & Superintendent

Harmony Area School District School
School Compact
2026-2027

The Harmony Area School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve Pennsylvania Standards.

Harmony Area School-Wide Title 1 Program
Harmony Area School District operates a school-wide Title 1 program which means that our Title 1 funds are used to serve all children in a school. All staff, resources, and classes are part of the overall school-wide program. The purpose is to ensure **all students** – especially those considered most academically at-risk – are able to attain academic proficiency based upon state academic standards.

The Harmony Area School District will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Pennsylvania Standards as follows:

   The school district will utilize research-based curriculum program when possible to ensure enhanced student learning. The district will utilize trainings provided by State and Local agencies to stay informed on the most current instructional practices. The district will use highly qualified staff to provide for an effective learning environment.

2. Hold parent-teacher conferences annually during which the compact will be discussed as it relates to the individual child's achievement.

3. Provide Parents with frequent reports on their child's progress.
   Quarterly report cards and mid 9-week progress reports for any students in academic peril. Individual PSSA and Keystone testing performance will be provided to applicable parents.

4. Provide Parents reasonable access to staff.
   a. Staff members are available to speak with parents during prep period or any other agreed upon time.
   b. Voice messages can be left for staff using the phone directory provided in the Student Handbook.

5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.
   a. Parents, with prior administrative approval, may observe a class.

b. Parent volunteer positions are available by contacting building level administration and/or the Harmony Education Boosters and providing the proper clearances.

Parent Responsibilities:

We, as parents, will support our children's learning in the following ways:

- Monitor my child's attendance.
- Monitor my child's assignments and homework.
- Provide my child a quiet place to study.
- Spend time reading with my child daily.
- Attend school functions and conferences.
- Encourage my child to demonstrate respect for fellow classmates and school personnel.
- Participate in decisions relating to my child's education.
- Communicate with my child's teacher to discuss my child's progress.
- Check my child's assignment book on a daily basis.



Parental Involvement

HARMONY AREA
TITLE-I District Parent & Family Engagement Policy

Recognizing that when families, communities, and schools work together students are more likely to succeed, Harmony Area School District hereby establishes the following district level Parent and Family Engagement Policy:

Item #1: **Written Policy Development Process**
It is the policy of Harmony Area School District to develop, review, revise as needed and implement the Title I required Written Parent & Family Engagement Policy using the following steps in each building:

1. Parent Title 1 Meeting- Parents will be invited to participate in a Title 1 meeting in the fall of the school year.

2. Parental Involvement Input: Parents will be actively solicited to give input to develop or revise the building policy. Input will be provided through meetings, conferences, phone calls, surveys, emails, and other methods as needed throughout the school year.

3. Draft Written Policies: Copies of the written policies will be given to parents (of participating children) for their consideration.

4. Final Written Policies: The final written policies, after being approved by the parents and the school officials, will be printed and disseminated to parents;

Item #2: **Policy Involvement**
It is the policy of Harmony Area School District to:

1. Convene an annual meeting in the fall of each school year for all parents of participating children at which the Title I program will be explained.

2. Provide meetings as per a year-long parental involvement calendar developed jointly by parents and the school.

3. Provide agendas for meetings above that cover:
    a. Timely information (budget, program reports, etc.)
    b. School Performance Profiles
    c. Updates on curriculum and assessment
    d. Brainstorming sessions for parental input planning and review
    e. Timely response to parents' suggestions.
4. Provide a process for documenting parent concerns, and suggestions on school-wide plans.

Item #3: **Shared Responsibility for High Student Performance**
It is the policy of the Harmony Area School District to implement an agreed upon School-Parent Student Compact.

Item #4: **Building Capacity for Involvement**
In order to foster effective involvement of parents and support a partnership among the school, parents, and the community to improve student achievement – It is the policy of the Harmony Area School District to:

1. Provide assistance to parents in such areas as:
·Federal education goals and performance standards
·State Academic Standards
·State and local assessments
·Title I law and requirements
·Monitoring a child's progress
·Working with educators
·Participating in decisions related to their child's education
- Understanding the Harmony Area curriculum and expectations for student achievement at each grade level

BY

·Holding various orientation and information meetings throughout the year
·Providing summaries and explanations of each area and each document mentioned above
·Providing training in areas as needed

2. Provide materials to parents and referrals to programs that provide:
·Literacy strategies to help parents work with their children to improve their children's achievement; and

3. Educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in:
·The value and utility of contributions of parents,
·How to reach out to, communicate with and work with parents as equal partners; and
·Implement and coordinate parent programs, and build ties between home and school

4. Coordinate and integrate parent programs and activities with Harmony Area Pre-K Counts program;

5. Develop appropriate roles for community-based organizations and businesses in parent involvement activities, including;
·Providing information about opportunities for organizations and businesses to work with parents and schools
·Encouraging the formation of partnerships between the elementary, middle and secondary schools and local businesses that include a role for parents;

6. Conduct other activities, as appropriate and feasible: (examples: providing parents with online tools to facilitate communication with teachers such as updated directories and providing take home activities for parents to help reinforce specific skills)
7. Ensure, to the extent possible, that information related to school and parent programs, meetings and other activities is sent to the homes of participating children in the language used in the homes;

8. Involve parents in the development of training for teachers, principals and other educator through their participation on the district professional development committee;

9. Provide necessary literacy training from funds;

10. Pay reasonable and necessary expenses associated with parental involvement which might include:
·Transportation
·Child Care Costs

11. Arrange meetings at a variety of times to maximize the opportunities for parents to participate in school-related activities;

12. Adopt and implement model approaches to improving parental involvement;

13. Provide such other reasonable support for parental involvement activities as parents may request.

Item #5: **Accessibility**

It is the policy of the Harmony Area School District to provide opportunities for the participation of parents with limited English proficiencies and/or disabilities by:

- Translating the law, rules and other pertinent information to the appropriate language;
- By providing verbal information through audio, video, or personal presentations.