HARMONY AREA SCHOOL DISTRICT TEACHER HANDBOOK



2026 - 2027

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!

Harmony District Vision Statement

The Harmony Area School District envisions an effective learning environment for all children. We strive for an environment where leadership, professional development, technology integration, community connectedness, academic excellence, pride, respect and cooperation all connect to enrich learning.

Leadership:

- All educational leaders in the district will make decisions aligned with the mission, vision and shared values of this comprehensive planning process.
- The district leadership will personify a firm commitment to the mission, vision and shared values of this comprehensive planning process.

Professional Development Vision:

- All professional employees will model lifelong learning by constantly renewing their subject area skills, knowledge and pedagogy.
- All professional development endeavors are directly related to meeting the mission of the district.

Technology Integration:

- The use of technology is driven by the value it adds to the mission of the district.
- Emerging technologies are embraced based on how its integration improves student learning.
- Modern technology is integrated into daily operation and the culture of learning in our schools.

Community Connectedness:

- The district's facilities are available to all for learning and recreational opportunities by civic and community organizations.
- Communication with the stakeholders of the district is open and honest.
- Community values and beliefs are reflected in the educational programs of the school district.

Academic Excellence:

- The district's curriculum is aligned with the state's academic standards, developmentally appropriate, and sequential to optimize success of all students.
- The curriculum is rigorous and challenging.
- Instructional strategies are researched based on best practices.
- The instructional delivery will accommodate individual students' strengths and weaknesses.
- Assessment of individual student achievement will drive the curriculum and the delivery of instruction.
- The district will use student performance data to gauge individual student proficiency levels on the attainment of academic standards.

HASD ACADEMIC STANDARDS

The Harmony Area School Board recognizes the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the district shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education.

The Board shall approve academic standards for district students to attain, in the following content areas:

- English Language Arts
- Mathematics
- Science and Technology – to include reading and writing in science and technology as well as the implementation of the "STEELS" Standards
- Environment and Ecology
- Social Studies (history, geography, civics and government, economics) – to include reading and writing in history and social studies
- Arts and Humanities
- Career Education and Work
- Health, Safety and Physical Education
- Family and Consumer Science

A Guideline to Academic Standard:

The district's curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards.

The district shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards.

Students with disabilities may attain academic standards by completion of their Individualized Education Programs (I.E.P.) in accordance with law, regulations and HASD School Board Policy.

HASD DISCRIMINATION POLICY

The Board declares it to be the policy of this district to provide to **all persons** equal access to all categories of employment in this district, regardless of race, color, age, religious creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, genetic information, handicap/disability or pregnancy, childbirth or pregnancy-related medical conditions. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, as well as pregnancy, childbirth and pregnancy-related medical conditions, consistent with the requirements of federal and state laws and regulations.

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 Mr. Bradley Brothers, Title IX Coordinator, to the Office for Civil Rights of the U.S. Department of Education, or both.

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



HARMONY BOARD OF EDUCATION

Ms. Nancy Oaks, President…… ……Region III
Mr. Shawn McGarvey, Vice President……..…… At Large
Mr. William Boring……..…….... Region I
Mrs. Wanda Cidor…….……At Large
Mr. Logan Hutton..... Region III
Mrs. Betty Lou Kunsman…….……..... At Large
Mrs. Holly Merritts..... Region II
Ms. Marina Stephens..... Region I
Mrs. Paula Young ……..……Region II
* Mrs. Dara Campbell…….……..... Board Secretary
* Mr. Brad Brothers…….. Board Treasurer
** non voting members*

DISTRICT ADMINISTRATION TEAM

Mr. Jason Boring	Superintendent of Schools / Elementary Principal / Pre-K Counts & Special Education Coordinator
Mr. Douglas Martz	Junior-Senior High School Principal / School Safety & Security Coordinator (SSSC) / Federal Programs & Cyber School Coordinator
Mr. Bradley Brothers	Business Administrator
Ms. Chloe Bracken	Business Office Clerk
Mr. Walter Davis	Maintenance Supervisor
Mrs. Kelly Fisher	Food Services Manager

PUPIL-PERSONNEL SERVICES

Mr. Matt Bonanno	Guidance Counselor
Mrs. Jessie Romagna	School Nurse
Mr. Matt Woods	Athletic Director
Mrs. Lauren Behory (CAMCO)	Speech-Language Pathologist
Michael Burke (CIU-10)	School Psychologist
Rene Gates (CAMCO)	Physical Therapist
(NEW HIRE) - CAMCO	Occupational Therapist

TEACHER FACULTY – JR./SR. HIGH SCHOOL

*Ms. Isabella Barrett	Art Education
Ms. Abigail Eckenrode	English-Language Arts Education
Mr. Jason Emerson	Technology & Career Education
Mr. Bill Faint	Earth and Physical Sciences Education
Ms. Abigail Holtz	English-Language Arts Education
Dr. Warren Huey	Life Sciences Education
Mrs. Larissa Isenberg	Special Education & Life Skills
Mrs. Lisa Kitko	Health & Wellness Education
Mr. Isaiah Lutz	Mathematics Education
Mr. Sean McMullen	Mathematics / Social Studies Education
Mr. Jason Romagna	History & Government Education
* Ms. Elizabeth Walker	Band, Chorus, & Music Education
* Mr. Matt Woods	Health & Wellness / History Education
Mrs. Lindsey Zachesky	Special Education Department Chairperson

** Shared with Harmony Elementary School*

TEACHER FACULTY – ELEMENTARY SCHOOL

Mrs. Siena Mays	Pre-K Teacher
Mrs. Melissa Brothers	Grade K
Mrs. Amie Shadle	Grade 1
Mrs. Allison Houser	Grade 2
Ms. Tonya Fry	Grade 2
Mrs. Tammy Hoyt	Grade 3
Mrs. Megan Weiland	Grade 4
Mrs. Jaci LeGars	Grade 5 / Dean of Students
Mrs. Julie Faint	Grade 5 & 6
Mrs. Kelly Born	Grade 5
Ms. Brittany Rodkey	Grade 6 & Special Education (4-6)
Mrs. Brooke Robinson	Special Education - Primary
Mrs. Crystal Stiver	Grade 6 & Title I Math Specialist
Ms. Jaclyn Miller	Grade 6 & Title I Reading Specialist

OFFICE STAFF

Ms. Toni Adamo	Jr./Sr. High Office & Attendance Secretary
Mrs. Dara Campbell	Superintendent & School Board Secretary
Mrs. Robin Dyda	Guidance Office & Data Secretary
Mrs. Louri McCulley	Elementary Office & Special Education Secretary

CUSTODIAL STAFF

Mr. Walter Davis	**Maintenance Supervisor**
Mr. Shawn Campbell	
(and custodial substitutes)	

PARAPROFESSIONALS / PERSONAL CARE AIDES

Mr. Tanner Carl
Mrs. Cece Curry
Mrs. Jeanie Frontino
Mrs. Tara Hugill
Ms. Barbara Huey
Ms. Jessica Keener
Mrs. Leta Leamer
Mrs. Wendy Lee
Mrs. Alison Maseto
Mrs. Melanie White

CAFETERIA STAFF

Mrs. Kelly Fisher	**Food Services Manager**
Mrs. Jessica Barto	
Mr. John Greene	
Ms. Diana Hagens	
(and cafeteria substitutes)	

DISTRICT-LEVEL ADMINISTRATIVE

DAY-TO-DAY CHAIN OF COMMAND

If Superintendent, Mr. Jason Boring, is out of the district and unavailable:

The management of the school district's day-to-day functions and decision-making shall fall under the jurisdiction of the following chain of command:

Mr. Douglas Martz

↓

Mr. Bradley Brothers

↓

Ms. Chloe Bracken

If your building-level principal/supervisor is absent, unavailable, or away at training, please contact the <u>other building office</u> (*Elem contact Mr. Martz, H.S. contact Mr. Boring*) for important time-sensitive requests.



HARMONY AREA SCHOOL DISTRICT
2026-2027 IMPORTANT DATES

2026

Teacher In-Service	Aug. 24, 25, and 26
Student First Day	Aug. 27
Labor Day-District 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-District 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	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
Senior Graduation	May 28
Teacher In-Service	May 28
School Closed – Memorial Day Observance	May 31

HARMONY DISTRICT CALENDAR FOR 2026-2027

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

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

	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

			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

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

	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

				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

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

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

			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

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

	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

HARMONY SUPERVISORY LIST
2026-2027

MR. DOUGLAS MARTZ	**MR. JASON BORING**	**MR. JASON BORING** (district supervision)
Secondary Teaching Staff (12)	**Special Education Teachers (8)**	**Administration (5)**
MS. BARRETT	MRS. ZACHESKY * *Dept. Chair*	MR. BROTHERS
MS. ECKENRODE	MRS. ISENBERG	MRS. CAMPBELL
MR. EMERSON	MRS. ROBINSON	MR. DAVIS
MR. FAINT	MS. RODKEY	MRS. FISHER
MS. HOLTZ	MRS. BEHORY (CAMCO)	MR. MARTZ
DR. HUEY	MR. BURKE (CIU 10)	
MRS. KITKO	MS. GATES (CAMCO)	
MR. LUTZ	NEW HIRE (CAMCO)	
MR. McMULLEN		**MR. BROTHERS (1)**
MR. ROMAGNA		MS. BRACKEN
MS. WALKER	**Elementary Teaching Staff (10)**	
MR. WOODS	MRS. LeGARS * *Dean of Students*	
	MRS. BORN	**MR. DAVIS (1+)**
Title Instructional Staff (3)	MRS. BROTHERS	MR. CAMPBELL
MS. MILLER	MRS. FAINT	*Custodian Substitutes*
MRS. STIVER	MS. FRY	
MRS. WHITE	MRS. HOYT	
	MRS. HOUSER	
School Guidance Counselor (1)	MRS. MAYS	**MRS. FISHER (3+)**
MR. BONANNO	MRS. SHADLE	MRS. BARTO
	MRS. WEILAND	MR. GREENE
School Nurse (1)		MS. HAGENS
MRS. ROMAGNA		*Cafeteria Substitutes*
	Administrative Assistants (1)	
	MRS. McCULLEY	
Administrative Assistants (2)		
MS. ADAMO		
MRS. DYDA	**PARA/PCA'S (8)**	
	MR. CARL	
	MRS. CURRY	
Driver Education Program (1)	MRS. FRONTINO	
MR. CANTON	MS. HUEY	
	MS. KEENER	
Instructional Technology (1+)	MRS. LEAMER	
CJAWS *(Mr. Penksa & Staff)*	MRS. LEE	
	MRS. MASETO	
School Security (1+)		
BRAMLET *(Officer Merritts & Subs)*		

HOW TO COMMUNICATE A QUESTION OR CONCERN

There are times when a parent, resident or taxpayer may have a question, concern, complaint, suggestion or request and is uncertain as to the procedure to follow in contacting the school district. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Listed below is a Parent and Community Communication Process Flow Chart Chain of Command that should be of assistance when addressing each situation. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. Contact information for staff members is available on the district website at www.harmonyowls.com. If a parent, resident or tax payer does not receive a prompt response at any level, he/she may raise the question, concern, complaint, suggestion or request at the next level.

Occasionally, a parent, resident or taxpayers will call school board directors in a an attempt to obtain an answer to their questions or concerns. Upon receiving such a call, the board director calls the district superintendent. The district superintendent must then call the building principal to inform him or her of the problem or concern. The principal will then research and communicate with the parent. Therefore, it is wise that you first call the teacher, counselor or principal so that he or she can respond without any undue delay. It is important to note that the board directors only have authority at legally convened meetings and direct the school administration to handle matters.

PARENT AND COMMUNITY PROCESS FLOW CHART CHAIN OF COMMAND

Area of Concern	**First Level**	**Second Level**	**Third Level**	**Fourth Level**	**Fifth Level**
Athletics	Coach	Athletic Director	Principal	Superintendent	Board
Athletic Facilities	Athletic Director	Principal	Superintendent	Board	
Athletic Injuries	Coach	Medical staff at event	School Nurse	Athletic Director	Principal
Business Office	Business Administrator	Superintendent	Board		
Curriculum/Academic	Teacher	Principal	Superintendent	Board	
Instruction	Teacher	Principal	Superintendent	Board	
Discipline	Teacher	Principal	Superintendent	Board	
Guidance	Counselor	Principal	Superintendent	Board	
Special Education	Special Ed. Teacher	Special Ed. Coordinator	Superintendent	Board	
Student Concern	Teacher	Guidance	Principal	Superintendent	Board
Computer/Hardware Problem	Teacher	I.T. Group (CJAWS)	Principal	Superintendent	Board
Computer/Software Problem	Teacher	I.T. Group (CJAWS)	Principal	Superintendent	Board
Transportation	Transportation (Dara)	Principal/ Asst. Principal	Superintendent	Board	
Taxes	Business Manager	Superintendent	Board		

Appointments to see Teachers and Administrators should be made in advance with the exception of medical emergencies.

TIME/CLASS SCHEDULE

ELEMENTARY

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	Pd. 5 Class (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 - 2:13	Pd. 7 I/E Primary / Intermediate Specials
2:13 - 2:46	Pd. 8 I/E Intermediate / Primary Specials
2:50	Parent Pick Up
2:52	Buses Load
3:10	Faculty Dismissal

BELL/CLASS SCHEDULE

JR./SR. HIGH SCHOOL

7:40	Faculty Arrival (Professional Development and Prep Time)
8:20	Student Arrival
8:20-9:08	Homeroom & Period 1 Class
9:11-9:49	Period 2 Class
9:52-10:30	Period 3 Class
10:33-11:11	Period 4 Class
10:33-10:53	Vo-Tech P.E. Daily (V.T. Lunch 10:53-11:08)
11:13-11:43	Jr./Sr. High Lunch Period
11:45-12:16	Advisory Period
12:19-12:57	Period 5 Class
1:00-1:38	Period 6 Class
1:41-2:19	Period 7 Class
2:22-3:00	Period 8 Class
3:10	Faculty Dismissed



Flexible Instructional Days for Harmony Area School District

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. Boring, Superintendent, Elementary Principal / Special Education Coordinator
Mr. Martz, Secondary Principal & School Safety / Federal Programs Coordinator

Schedule to follow for DELAYS – JR./SR. High School Two Hour Delay

For two-hour delays, all students will report directly to their **FIRST PERIOD** class upon arrival (10:20 AM) for attendance and announcements – then FOLLOW A NORMAL BELL SCHEDULE. Students will report to **4th period** on the bell (10:30 AM). **We will then follow a normal schedule from that point forward.** ***NOTE: If excessive amounts of 2-hour delays add up, the office will develop a rotational schedule to help get in time with missed class time in periods 1, 2 and 3.***

WHEN VO-TECH STUDENTS DO NOT HAVE SCHOOL AT ADMIRAL PEARY, THEY ARE TO FOLLOW THE SCHEDULE BELOW: (report to Study Hall locations)

Advisory Pd – Report to **Room 205** – Ms. Eckenrode
Pd. 5 – Report to **Room 208** – Mr. Faint (Coverage)
Pd. 6 - Report to **Room 106** – Mr. Romanga (Study Hall)
Pd. 7 - Report to **Room 109** – Mrs. Kitko (Coverage)
Pd. 8 - Report to **Room 209** – Dr. Huey (Study Hall)



DUTIES OF ALL STAFF MEMBERS
The time schedule for all professional staff members is as follows:

Arrival Time: 7:40
Departure Time: 3:10

All staff members shall be responsible not only for the care, discipline, and instruction of students in their classrooms, but for all students in the building (which includes restrooms, halls, assemblies, and the cafeteria). **If a staff member cannot for some reason make it to an assigned area (coverage, bus duty, lunch duty, recess duty or whatever it may be), the office should be notified immediately**. This includes if a teacher needs to leave an assigned area for any reason. This is to avoid the possibility of the assignment not being covered and to avoid legal entanglements.

****Reminder – Teachers are dismissed at 3:10 pm Monday – Thursday.**
Teachers may be dismissed at 3:00 on Fridays, OR ONCE THE BUSES PULL OUT, should the buses be delayed for any reason.

CAFETERIA DUTY – Jr./Sr. High School

Teachers assigned cafeteria duty are responsible for the overall safety of all students in the cafeteria at the time. Teachers are expected to be **actively monitoring** the students at all times to avoid potential problems. **Teachers should move about the room, monitor the serving line entrance, observe appropriate phone usage, be prepared for emergencies or accidents, and maintain a respectful and safe environment.**

JR./SR. HIGH CAFETERIA MONITORS (26-27)

Odd Days: Mr. Faint, Ms. Holtz, and Mr. Woods
Even Days: Dr. Huey, Mr. Lutz, and Mr. McMullen

(Mr. Bonanno will substitute if 2 members of a team are absent)

ELEMENTARY DUTY SCHEDULE
2026-2027

Assigned duties will run on a 3-Week Rotation (Week A, Week B, Week C). Please keep track of your assigned duty. This will be displayed with the 6-Day Rotation adjacent to the Elementary Office. Staff should have their walkie-talkie with them at all times while on their assigned duty.

Bus Duty (Hallways): Monitor the hallways to ensure that students traveling to classrooms are following procedures. Keep students moving and actively monitor and correct student behavior.

Bus Duty AM (Elementary Circle): Assigned staff will be located outside the main elementary doors. Assist in directing traffic and monitoring students as they enter their buses/cars and enter the main Elementary doors.

Bus Duty PM (Elementary Circle): Assigned staff will be located at the main Elementary Entrance. Buses will be called over the PA System and will be loaded 1 or 2 at a time. Student Car Riders will be called last and will be dismissed as Parent/Family Members enter the Elementary Circle. Staff shall remain on duty until the last vehicle leaves.

Breakfast/Lunch Duty: Monitor students eating breakfast/lunch. Move around the cafeteria and monitor student behavior - avoid being stationary. Make sure that students clean up after themselves. Remain on duty in the cafeteria until all students exit.

Workroom Duty: Workroom is for students who have missing work or loss of privileges. Students may also choose to attend workroom instead of recess with permission. Students are expected to bring work with them to complete during their entire scheduled time. Please support the students to complete their work and collaborate with teachers of each student.

Recess Duty: Students must be supervised at all times. Staff on duty are expected to cover all areas of the playground or gym. Monitor recess for safe play, keep alert at all times and attempt to anticipate potential issues.



Arrival/Dismissal Duties				
Week	**AM Bus (Outside)**	**AM Bus (Elementary Circle)**	**Breakfast**	**PM Bus Duty (Elementary Circle)**
A	Mrs. Born Mrs. LeGars	Mrs. Fry	Ms. Rodkey Mrs. Robinson Melanie White	Alison Maseto Melanie White Mrs. LeGars
B	Ms. Faught Mrs. LeGars	Mrs. Houser	Ms. Rodkey Mrs. Robinson Melanie White	Alison Maseto Melanie White Mrs. LeGars
C	Ms. Miller Mrs. LeGars	Mrs. Shadle	Ms. Rodkey Mrs. Robinson Melanie White	Alison Maseto Melanie White Mrs. LeGars
D	Mrs. Faint Mrs. LeGars	Mrs. Hoyt	Ms. Rodkey Mrs. Robinson Melanie White	Alison Maseto Melanie White Mrs. LeGars

Primary K-2			
Week	**Lunch**	**Recess**	**Workroom**
A	Mrs. Brothers Mrs. Robinson	Mrs. Shadle Mrs. Houser	Ms. Fry
B	Ms. Fry Mrs. Houser	Mrs. Brothers Mrs. Robinson	Mrs. Shadle
C	Mrs. Robinson Ms. Fry	Mrs. Houser Mrs. Shadle	Mrs. Brothers
D	Mrs. Shadle Mrs. Brothers	Mrs. Robinson Ms. Fry	Mrs. Houser

… Elementary Duty Schedule, Continued

Intermediate: Grades 3 & 4			
Week	**Lunch 12:30-1:00**	**Recess 1:00-1:30**	**Workroom 1:00-1:30**
A	Mrs. Hoyt (Mrs, Faint)	Ms. Faught PARA	Ms. Rodkey
B	Ms. Rodkey (Mrs. Stiver)	Mrs. Hoyt PARA	Ms. Faught
C	Ms. Faught (Ms. Miller)	Ms. Rodkey PARA	Mrs. Hoyt
D	Ms. Rodkey (Mrs. Born)	Ms. Faught PARA	Mrs. Hoyt

Intermediate: Grades 5 & 6			
Week	**Recess 12:00-12:30**	**Workroom 12:00-12:30**	**Lunch 12:30-1:00**
A	Mrs. Born Ms. Miller	Mrs. Stiver	Mrs. Faint (Mrs. Hoyt)
B	Mrs. Faint Mrs. Born	Ms. Miller	Mrs. Stiver (Ms. Rodkey)
C	Mrs. Stiver Mrs. Faint	Mrs. Born	Ms. Miller (Ms. Faught)
D	Ms. Miller Mrs. Stiver	Mrs. Faint	Mrs. Born (Ms. Rodkey)

** Mrs. LeGars available from 12:00-1:00 to assist with Duty Coverage, on an as needed basis **

<u>Please keep students quiet in the hallway for announcements</u>
Please keep all students in your classroom lined up for dismissal.

JR./SR. HIGH SCHOOL DUTIES

Morning Duties 8:20-8:30

Downstairs Stairwell by High School Office / Breakfast Line – Mrs. **Dyda** and Ms. **Adamo**

Front Doors and Bus Area/Parking Lot – Mr. **Bonanno** and Mr. **McMullen**
** Mr. **Martz** will join when available. Expect to see Officer **Merritts** present sometimes.
** If Mr. **Bonanno** and Mr. **McMullen** are in meetings, Mrs. **Dyda** and Ms. **Adamo** fill outside role

Upstairs Hall Duty – **Dr. Huey & Mr. Emerson** (patrol hallway / keep check on boys bathroom)

Downstairs Hall Duty – Mr. **Romagna** (middle of hall / outside your room area)

Downstairs-Stairwell bottom and music area – Mrs. **Kitko** / Mrs. **Walker**

****** During class changes: <u>All</u> teachers should be at the doorway / in the hallway area to monitor student behavior & greet students ******

Afternoon Dismissal Duty (@ 3:00 PM)

Front doors/bus dismissal - Mr. **Lutz** (Includes Vo-Tech oversight/monitoring)

Stairwell front/top - Mr. **Emerson** (signal thumbs-up to Lutz when clear)

Stairwell back/top – Mr. **Faint & Dr. Huey** (station at the top of steps)

Stairwell back/bottom by Music Room – Ms. **Walker** / Ms. **Barrett**

Gym foyer/hallway - Mr. **Woods** / Mrs. **Kitko** *(whoever has Pd. 8 PE class that day has this duty)*



OPERATION OF CLASSROOM PHONES:

- To call the office-lift the handset and press 100 for Toni in the HS Office or 124 for Louri in the Elementary Office.
- If there is an emergency: Press 104 for Mr. Martz or 156 for Mr. Boring.
- To call another room – lift the handset and dial the three-digit number (room number).
- **Students are not permitted to answer classroom phones.**

PHONE MESSAGES

Each teacher is assigned a voicemail box that is to be checked daily. The voicemail can be accessed through the phone located in the teacher's classroom. The light blinks red when there's a message left.

ABSENCE FROM SCHOOL

If you are to be absent from school for any reason you must use the **E.S.S. (Frontline) system**. Go to the Harmony homepage, click on Staff Resources, and then click on E.S.S. (Frontline). You will need to enter your ID# and Pin# to get into the system. Please see the District Office if you have not been assigned an ID or Pin #. Sick days may be entered into the E.S.S. system up to and including the day of the absence. Please be sure to call early enough so that a replacement can be found. Personal, Mentor and Conference days need Administrative approval and should be done as much in advance as possible (personal days require a minimum of 3 days notice). **When using an Emergency day - you must enter in the reason according to the contract. For Bereavement days, you must enter in who passed away and how they are related to you.**

SUPPLIES

Supply requisition forms must be filled out a minimum of one day in advance for any bulk order supplies needed for your classroom. Requisition forms must be turned into the office secretary to be filled. Teachers are asked not to stockpile (hoard) supplies in their classrooms.

Examples of bulk order items include:

• Composition books	Paper	Portfolios	Pencils/Pens
• Markers	File folders	Staples	Glue
• Paper Clips	Tape	Crayons	Binders

Any purchase that needs to be ordered or bought must be presented on a purchase order form to the principal/supervisor for approval. Any other method of ordering will not be paid by the school district. All correspondence/questions regarding purchase orders must be addressed via e-mail to the business manager.

ANNOUNCEMENTS

Announcements are made over the PA system each morning at 8:30 AM (High School) and 8:45 AM (Elementary). All announcements made over the intercom must be approved by an administrator in advance.

1. Announcements regarding student activities must be signed by the teacher, sponsor or advisor.
2. Announcements must be written legibly or typed.
3. Statements should be brief and to the point.
4. Afternoon announcements will be just prior to dismissal – if there is a need.

FIELD TRIPS

A field trip request form must be completed for all field trips a minimum of 30 days before the trip. All trips must be approved by the principal. All field trips must have signed permission slips for all students who are attending. A list of the student's names, where they are going, and what time they will return along with any other pertinent information should be turned into the office (Administrator and Secretary) at least 24 hours in advance. The Nurse needs to be notified of all upcoming field trips once they are board approved to address any medical concerns.

LUNCH

Each teacher has a scheduled lunchtime.
Teachers are expected to be at their room to receive their class after lunch.
Lunches can be purchased in the cafeteria. Items can also be purchased a la carte or a full lunch.

Maximum lunch charge for adults is $25.00

PREPARATION PERIOD

All teachers have 7:40 - 8:20 assigned as a prep time (unless a meting is scheduled). Teachers may have additional prep time built into their schedule. Teachers are to use this time for preparing lessons and tests, grading, conducting conferences, and fulfilling other professional duties.

JR./SR. HIGH 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.**

ELEMENTARY RESTROOM SIGN-OUT SHEETS

Elementary Students in Grades 3-6 should sign out from their classroom to use the restroom during class. Teachers should keep track of sign-out sheets and turn into the office when requested.

IDENTIFICATION BADGES / SWIPE CARDS

All staff members are given identification badges at the beginning of the school year. Identification badges must be worn throughout the school day and be clearly visible. **Students are not permitted to have building keys or swipe cards under any circumstances.**

ATTENDANCE

Period 1 teachers are to submit attendance using Power School **no later than 8:40 am**. **All teachers are to take attendance** in each of their classes (discrepancies should be reported to the office immediately).

Attendance and Tardiness Grading Policy:

1. Students who are suspended out of school **are permitted to make up any work that was assigned to be done out of class.** If the work was provided to the students at the beginning of the suspension then the work is due the day of the return. If work was not picked up over the course of the suspension then the student will have a maximum of three school days to turn in any work. All work not turned in within the specified guidelines listed above should be recorded as a zero. Any tests missed due to OSS are to be given the day the student returns or recorded as a zero.
2. An excused absence never excuses a student from school work. Work must be made up within a reasonable period of time. A student has the same number of days to make up work as equal to the time of the absence.
    - If a student is absent 3 days then the student has three school days in which to complete work – this includes making up quizzes and tests.
3. All unexcused absences from a class will result in a zero for the day. Teachers are under no obligation to assign make up work.
4. Students who skip class are to be considered unexcused.

*Students and/or parents have the right to request homework assignments **on the third day of absence**. If a request is made to provide assignments for absent students, it is the teacher's responsibility to provide this information to the office by the end of the school day.*

When school is cancelled for any reason and classes are held in Google Classroom (virtual), ATTENDANCE WILL BE TAKEN in order for the day to count. Absences will be sent to each office to track students who are participating or receiving absences.

LEAVING THE SCHOOL BUILDING

All personnel who must leave the building during their work hours for personal reasons or emergencies are to secure permission from administration **prior** to doing so. The exception to the rule is, of course, the teacher's lunch period. All teachers must sign out and back in on the provided sheet in your prospective office.

****When leaving the building with students for class, teachers are to notify the office so that it is known where to locate the class in the event of an emergency.**

MAILBOXES / Email

Teachers and staff have been assigned a box in the faculty room for receiving mail. **Students are not to be given permission to enter the faculty room under any circumstances.** Mailboxes are to be emptied each morning and checked periodically throughout the day for any messages.

E-mail should be checked multiple times throughout the day.

MULTIMEDIA PROCEDURES

The use of multimedia materials such as videos, films. movies, etc. MUST be related to the PA Core standards and course curriculum. The use of multimedia materials for other purposes (i.e./ a "party") must have prior approval by the building principal. The following guidelines MUST be followed:

- Follow all copyright laws in viewing/using the material.
- **Elementary** may show **G** movies
- **Junior High** (7-9) may show **G or PG**
- **Senior High** (10-12) may show **G, PG or PG 13**

The use of multimedia must be indicated in lesson plans. Any requests outside of these guidelines must be approved by the building principals.

BUILDING

- Students are not to arrive before 8:20 am.
- All students, parents, and visitors MUST enter and exit the building through the elementary or high school office doors.
- Students are not permitted to leave the building for any reason during the school day without permission from the office.
- All students are to leave the building at dismissal time. No student is permitted to stay in the building unless it is for a supervised activity.

BUILDING USE – AFTER SCHOOL HOURS

The following procedures for requesting use of the school facilities are to be followed.

1. No scheduling farther than 2 months out is allowed.
2. Go to the Harmony Owls homepage and check the District Events Calendar to see if the day you are requesting is available.
3. Fill out the Use of School Facilities form.
4. Send form to District Office to be put on the District Events Calendar.
5. All other signatures will be obtained after the event is cleared with the District Calendar.
6. If custodial/cafeteria/security is needed, the applicant is to arrange with each department.
7. The event is not confirmed until you receive a copy of the form back.

CANCELLATION OF SCHOOL AND SCHOOL DELAYS

Teachers will be notified by the district's "One Call" system in the event of a delay or cancellation.

When school closes for the day due to unforeseen reasons, Virtual Classes through Google Classroom will take place. Attendance will be taken and the names of students who do not login to the meet will be sent to the Attendance Office.

On days that school is cancelled and on days that an early dismissal is announced – all events for the day/evening are cancelled and will need to be rescheduled.

If school is dismissed early on a Friday, only events for that evening are cancelled unless notified otherwise.

CELL PHONES

Cell phones **should not be used excessively** by employees of the district in the presence of students. This sets the wrong example for our youth. Attention should be on the teaching and learning process, not social media and/or private/personal life.

CLASSROOM PROCEDURES

A syllabus is to be given to each class during the first week of school outlining classroom rules and expectations for the course. Contact information is to be included on every syllabus. A copy of each syllabus is to be emailed to the principals by the end of the first week of school.

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.

DISCIPLINE PROCEDURE

Each and every classroom teacher is accountable for the discipline of their students. Extreme disciplinary cases are to be escorted out of the class by a teacher to the office. For all such cases, a disciplinary report must be submitted to the principal's office. (Refer to the Discipline Policy)

In dealing with student behavior problems, please consider the following:

- Discuss the behavior with student independent of class. A written record of meeting and action taken should be recorded. It often helps to de-escalate behaviors to have these meetings during a time outside of the typically scheduled class. (ex: recess, down time between class change, advisory pd.)
- Contact parents by phone and relate behavior.
- Refer to administration when all of the aforementioned steps have failed to correct the issue.

Classroom management issues such as not having homework done, not bringing materials to class, sleeping in class, chewing gum, excessive talking – should be handled by the classroom teacher and not turned in as discipline until after consulting with the Principal.

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.

Elementary Only:

- All discipline referral forms will be reviewed and initiated by building principal.

A BUILDING ADMINISTRATOR IS TO BE NOTIFIED IMMEDIATELY FOR ANY INCIDENTS RESULTING IN A LEVEL B OR C

GUIDANCE REFERRAL FORMS

Guidance referral forms should be completed by the classroom teacher for issues related to:

- Failing grades
- Disruptions of class
- Family Issues

- Peer relations – including bullying type behaviors (name calling, students picking on each other, etc..)
- Poor attendance
- Study skills
- Incomplete or missing assignments

PEER MEDIATION REQUESTS

Requests for peer mediation can be made by teachers or students. Requests for peer mediation should be turned into the Guidance office.

Teachers trained in Peer Mediation include:

- Mr. Bonanno
- Mr. McMullen
- Mr. Romagna
- Mrs. Kitko

A list of all students trained in Peer Mediation can be obtained in the Jr./Sr. High School Office

PARKING FOR STAFF

The parking lot adjacent to the school and elementary area is to be used for staff parking. Spaces are to be reserved for the handicap and visitors. Parking permits need to be clearly displayed while on school property.

TEXTBOOKS (JR./SR. High School)

a. Students are responsible for textbooks issued to them.
b. It is imperative that each teacher keep accurate records regarding issuance of textbooks. Make sure that students return the same books that were issued to them. Textbook lists need to be turned into the office.
c. If a teacher thinks the book returned has had normal usage, no fine will be imposed. Books returned in damaged condition are subject to fines. A teacher is the sole judge of the fine to be imposed.
d. Lost textbooks must be replaced. The fine is the replacement of the textbook.

SCHEDULE CHANGES

All schedule changes must be approved by the guidance counselor and/or principal. After the cut-off date students are not permitted schedule changes without a parent conference being held.

Teachers are responsible for making sure that students on their class lists are accounted for at all times.

ELEMENTARY FIRST DAY OF SCHOOL PROCEDURES

General Information

The following items will be needed:

- Homeroom lists
- Student picture information flyer (if taken in September)
- Student insurance forms
- Tablets, pencils

General Information

- All students will report to their homeroom upon arrival (or after breakfast)
- Conduct pledge of allegiance
- Take roll
- Complete absentee report in Power School
- Complete Lunch Count form in your Google Drive
- Pass out any forms that need parent signatures and announce that they are due back by **Monday, August 31.**

Schedules (Intermediate)

- Pass out student weekly schedule forms

ANNOUNCE

1. Go over student expectations for Homeroom time; including expected behavior, getting breakfast, time expected back in homeroom, when attendance is taken, etc.

2. Discipline Code Review (Student Handbooks)
    - The Building Principals will conduct a review of Discipline Policy during the week by grade level.

    Specific Forms (in handbooks)- ***RETURN ALL FORMS TO OFFICE… All forms are due by*** **Monday, August 31.**

    - Student insurance forms
    - Emergency Card/Health History Form
    - Student picture information flyer
    - Computer/Internet Contract
    - Confirmation form
    - Student Information form
    - Student Contacts Form

JR./SR. HIGH SCHOOL <u>FIRST DAY</u> OF SCHOOL PROCEDURES
General Information

The following items will be needed:

- Homeroom lists
- Absentee reports (sent by note/paper to office on 1st day)
- Student schedule problem form
- Student picture information flyer (For September Fall Pictures)
- Student insurance forms

General Information

- All students will report to their **HOMEROOM** class upon arrival
- Conduct pledge of allegiance
- Take roll
- Complete absentee report
- Send absentee report to High School Office by 8:40 am for high school
- **Pass out any forms that need parent signatures and announce that they are due back by Monday, August 31.**

Schedules (Jr./Sr. High school)

- Pass out student weekly schedule forms
- Have students complete his/her schedule from Teacher's Master schedule (it would be beneficial to put the schedule on the board)
- If a student has a problem with his/her schedule, list the student's name and the problem on the schedule form. Turn this form into the Guidance Office. ***DO NOT SEND STUDENTS TO THE HIGH SCHOOL OFFICE FOR SCHEDULE CHANGES.***

ANNOUNCE

1. NO schedule changes will be made until reviewed by the guidance office. The guidance office will make an appointment to review schedule problems. ***STUDENTS WILL REPORT TO THEIR CLASSES AS SCHEDULED UNTIL OFFICIALLY CHANGED.***

2. **Go over student expectations for Homeroom time; including expected behavior, getting breakfast, time expected back in Period 1, when attendance is taken, etc.**

3. Discipline Code Review (Student Handbooks)
    - The Building Principals will conduct a review of Discipline Policy during the first week of school with each grade level.

Specific Forms - ***RETURN ALL FORMS TO THE JR./SR. HIGH SCHOOL OFFICE. All forms are due by Monday, August 31.***

- Student insurance forms
- Emergency information forms
- Student picture information flyer
- Computer/internet contract
- Confirmation form
- Student Information form

ELEMENTARY STUDENT/ STAFF DISMISSAL

Students are to be dismissed by the PA announcement to report to their Bus. Students will be taken to their buses **in an orderly manner**. Teachers are responsible for all students until they leave the building. Students should NOT be in the halls prior to the announcement to report to bus assigned areas.

Teachers are responsible for ensuring that:

- All windows are closed and locked in their classrooms
- Shades are adjusted
- Desks, tables, and chairs are in order
- Lesson plans are in a visible location as well as anything else needed in case a sub is needed for the next day (including seating charts, class lists, daily schedule, absentee slips, classroom rules, etc.)
- Any video/technology equipment is turned/logged off
- Lights are turned off.

Teacher sign out is at 3:10 pm or after all students have been dismissed.

JR./SR. HIGH SCHOOL STUDENT/ STAFF DISMISSAL

Students are to be dismissed by the BELLS. **At 3:00** students will report directly to the bus. Teachers are responsible for all students until they leave the building. **Students should NOT be in the halls prior to the dismissal bell**.

Teachers are responsible for ensuring that:

- All windows are closed and locked in their classrooms
- Shades are adjusted
- Desks, tables, and chairs are in order
- Lesson plans are in a visible location as well as anything else needed in case a sub is needed for the next day (including seating charts, class lists, daily schedule, absentee slips, classroom rules, etc.)
- Any video/technology equipment is turned/logged off
- **Lights are turned off and classroom doors are shut and locked**

Teacher sign out is at 3:10 pm or after all students have been dismissed



GENERAL (POTENTIALLY USEFUL) INFORMATION

Daily schedule changes will be communicated by the office using the DAILY COVERAGE SHEET, which is a shared Google Document to all teaching staff.

Technology help requests should be made by following the link on the website
(Staff Resources -->Useful Teacher Links -->CJAWS Help Desk)… fill out fields to describe help needed.

When an accident occurs, send another student with the injured student to the nurse. Write up an accident report and turn it into the office.

Teacher's information board is located in the office.

Teachers are paid bi-weekly on Fridays. (**All Friday's** are dress down days / $1 Union envelope)

There is NO CHEWING/SMOKING/VAPING or any other tobacco/nicotine use in the school or on school property by any staff (it is not legal).

Teachers need to familiarize themselves with the Student Handbook and **enforce school policies/expectations.**

First year teachers will be assigned a mentor and complete an Induction Plan.

A policy manual is located in the Business office and on the homepage – teachers are required to familiarize themselves with district policies.

- All district policies are available from the district website.
- Tab – "About Us"
- Tab – "Harmony Area School Board"
- Tab – "School Board Policies"

Teachers are obligated to work towards the goals of the District Strategic Plan – a copy of this plan is located in the teacher's faculty room as well as the business office.

TEACHER CERTIFICATION

The responsibility for updating and keeping current with updating certifications and Act 48 requirements is the teacher's responsibility. Without your state certificate to teach, you are simply without a teaching position.

The necessary forms for applying for renewal of certification, for making your certificate permanent, or for changing the name on your certificate may be obtained from PDE's webpage. A fee is required by the PA Department of Education to process all changes except for a name change.

All teachers are responsible for submitting proof to the Superintendent and Business Manager in order to receive compensation in accordance with the professional contract.

ROOM KEYS

All teachers will be given a key to their assigned classroom and keys for closets located in the classroom if needed.

In addition teachers are given a key swipe card that accesses designated doors for the building. **Under NO circumstances is a staff member allowed to give a student access to any type of key / swipe card**.

Room keys are to be turned in at the end of each day to the office key box.

TRANSPORTING STUDENTS

To transport a student, a staff member must meet insurance carrier guidelines. (See Business Manager if you have questions concerning these guidelines)

Staff members must fill out a School Vehicle Request Form and have it signed by the Transportation Director at least three days prior to needing the school vehicle.

Vehicle logs (located in the vehicle) and Mileage Reports must be filled out when using the school district vehicles.

Teachers/Staff are not permitted to transport students in their own personal vehicles unless prior approval has been granted by the parent/guardian and a principal.



PLANNING – THE KEYNOTE TO GOOD INSTRUCTION

One of the most important aspects of effective teaching is careful planning and preparation. Thorough planning is essential to effectively enabling us to achieve desired goals and outcomes in the educational program of the students in our school. Planning is a continuous process in which we provide for sequence, progression and progress that fosters a classroom atmosphere that is conducive to learning.

The following items are considered essential, and must be part of daily lesson plans:

1. Objective stated in measurable terms, i.e. the student will complete a writing project on the topic of his/her choice utilizing the steps in Process Writing. The objectives may be daily, weekly or unit.

2. Statements on content or subject matter. Pay special attention to the varied learning styles of your students in developing lesson activities. Remediation and enrichment should be implemented based on student achievement.

3. Time allocation required to cover the content, so that the objectives are met.

4. Materials and resources which are selected should be appropriate to the varied needs of learners, reflecting a wide variety of alternatives (i.e. technology, community resources, audio-visual items, learning centers, manipulatives, etc.).

5. The instructor has decided upon some means of finding out whether or not you have achieved what you set out to do. Provide a method of assessment that best suits the lesson and satisfies the stated outcome/outcomes. Varied means should be employed to evaluate student learning achievement.

All teachers are expected to keep a written record of instructional plans**. All lesson plans need to be readily available on the teacher's workstation or desk so that the supervisors may view them when doing a walk-through or a formal observation.** Teachers who have been approved to submit standards checklists must update them on a regular basis and communicate these plans with their supervisor. If using standards checklists, it is still expected that every teacher has a classroom daily outline.

All teachers are responsible for keeping **three days of emergency lesson plans** at all times. These plans are to be kept on the classroom teacher's desk and are due by the Friday after Labor Day.

Emergency lesson plans must include:

• Class lists	Seating Chart	Bell schedule	
• Daily Schedule	Sub Forms	Attendance Forms	Lesson Plans
• Class rules	Hall/late passes	Fire drill/emergency info.	Activities

****

SDI Pages for all students identified with an IEP will be placed in a shared Google Drive. This information will be updated throughout the year.

EVALUATION

It is our belief that evaluation is necessary, desirable and therefore, appropriate function of the school district in addition to being a legal requirement.

The major purpose of evaluation is to improve the competency of the staff and thereby, the quality of instruction received by the students of the Harmony Area School District.

For evaluation to be constructive, a common ground of expectations needs to be established. Evaluation is important to the evaluator and teacher. In both roles it can facilitate continued professional growth and skill development.

OBJECTIVES OF EVALUATION

- To help teachers improve teaching and performance
- To provide incentives for professional growth
- To expand and strengthen subordinate/superordinate relationships
- To be fair and objective in implementation
- To satisfy appropriate state and district requirements

COMPONENTS OF QUALITY INSTRUCTION – See Danielson Rubric (PDESAS.org)

MID PERIOD REPORTS AND MARKING PERIOD DATES

2026-2027

Deficiency reports due to guidance office	Sept. 29
End of 1st marking period	Oct. 29
Report cards distributed	Nov. 5
Deficiency reports due to guidance office	Dec. 7
End of 2nd marking period	Jan. 15
Report cards distributed	Jan. 22
Deficiency reports due to guidance office	Feb. 19
End of 3rd marking period	Mar. 23
Report cards distributed	Mar. 30
Deficiency reports due to guidance office	Apr. 27
End of marking period	May 27
Report cards mailed home	June 1

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 an F. A student who has an "I" recorded on final grades will NOT receive credit for the class

Teachers are responsible for entering grades into Power Schools at least *once a week*. Teachers are not permitted to make their own template in Power Schools. This template is setup by the Guidance Department and is not to be altered in any way.

If problems arise with entering grades by Friday afternoon, then the teacher must notify the building principals.

Teachers are to have a minimum of one task entry per week; task entries should be assigned similar point values with the exceptions of exams. Please be fair to students and have plenty of assessed activities so that students can be authentically evaluated.

Athletic Eligibility lists are printed off Monday afternoons. If you know that you will be out or you are waiting for something to be turned in, please notify the athletic director by noon on Mondays. No changes regardless of reason will be permitted after this time.

Grading expectations must be indicated in course syllabus.
Extra credit is at the discretion of the individual teacher.
No student is permitted to receive above 100% on a report card

Unexcused Days

When a student has an "unexcused day" teachers will receive a notification slip from the office. A "0" (zero) should be recorded for this student for any assignments that were done on this date.

PROMOTION

Elementary & Junior High School

1 A pupil who has already been retained two times during the elementary/junior high school (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

Grades 9-12:

Students are classified according to the number of credits they have accumulated. The minimum credits for grade classification are as follows:

Tenth Grade ----------6.5 credits
Eleventh Grade --------13 credits
Twelfth Grade ----------19.5 credits

Students are able to choose to attend Admiral Peary Vocational Technical School when they reach the 10th grade. Students enrolled in Admiral Peary Vocational Technical School may earn 4 credits (per year) upon completion of their chosen course of study.

GRADUATION

All students must have the following credits to graduate:

English	4
Math	3
Science	3
Social Studies	3
Health	1
PE	2
Electives	10
TOTAL:	**26**

In addition to the credit requirement:

- **All students must pass state and local testing requirements as defined by the Pennsylvania Department of Education, including Keystone Graduation Requirements**
- **Graduation Portfolio Checklist**

Successful completion of a graduation portfolio is required for graduation. The graduation portfolio components include requirements beginning in grade 7. A checklist of these requirements can be found in the back of this handbook.

GRADUATION WITH HONORS:

- Cumulative Average of 93% or higher for all subjects grades 9-12
- No failing grade in any class
- Must score proficient or advanced on all Keystone exams
- Must take a minimum of **six credits** during senior year
- No discipline write-ups that resulted in a suspension in grades 9-12.

Only two credits from an approved summer school program or credit recovery program can be used to count towards graduation.

RANKING/WEIGHTING

Class rank will be determined at completion of grades 10-12. All subjects will be awarded .2 credits for each meeting period per week up to 1 full credit. Foreign Language II will receive a 1.2 weighting. Algebra II and III, Geometry, Trigonometry, Pre Calculus, Calculus, Foreign Language III, IV, Chemistry, Physics, Biology, AP courses & college courses will receive 1.5 weighting towards GPA.

HONOR ROLL

Criteria for inclusion on the Honor Roll:

Distinguished Honor Roll: Overall average of 95% with no grade lower than a 93%
Honor Roll: Overall average of 90% with no grade lower than a 85%

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.

UPDATE ON: JR./SR. HIGH SCHOOL MID-TERMS AND FINALS

All students (grades 7-12) in core subject areas shall be required to take a final examination which will be counted toward the fourth nine week grading period. Exams will be optional to students with 97% or higher average from the first three marking periods.
Mid-terms are to be given for all students in grades 9-12 for all core subject areas. Areas to be included are: English, Math, Science, and Social Studies.

Mid–terms may be given in other subject areas if the course syllabus that is distributed at the beginning of the school year specifies this. **Specifically designed plans on assessing students may be communicated to the principal in order to accommodate subject-specific and teacher-specific goals.**

If a mid-term is given, it should be counted towards the second grading period – Not to exceed 10% of the overall grade for this period.

A finals schedule will be released to staff by the guidance department and/or building principals. * Must emphasize these finals in 26-27 to keep engagement/rigor high in the final two weeks of school *****

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

These times should serve as a general guideline for the amount of homework assigned

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**

ASSESSMENTS

Assessments are a vital component of the educational system. Assessments are used to guide instruction; letting parents, students, teachers and administrators know which skill areas need to be worked on.

All assessment info including dates for mid-terms and finals should be located on the student syllabus. We will update parents and students about specific state testing windows as the district learns of information from the state.

ELEMENTARY ASSESSMENT TESTING SCHEDULE

All DIBELS, Study Island, and Acadience Math assessments will be given during the following time frames:

	Elem.
Fall	**August 31 – Sept. 11, 2026**
Mid Year	**January 4 – 15, 2027**
End Of Year	**May 10 – 21, 2027**

HIGH SCHOOL KEYSTONES

December 7 – 18, 2026	**Keystone Exam Wave I (make-ups from last year)**
January 4 – 15, 2027	**Keystone Exam Wave II (make-ups from last year)**
May 17 – 28, 2027	**Keystone Exam Spring**

DISTRICT PSSA ASSESSMENTS

April 26 -30, 2027	**PSSA ELA Grades 3 - 8**
May 3 – 7, 2027	**PSSA Math, Science and Make-ups Grades 3 - 8**
	Note – Science PSSA test is given in grade 5 and 8
May 10 - 14, 2027	**Optional Additional Math, Science, and Make-ups**

Progress monitoring will be done bi-weekly for all intensive, special education, and child study team members.

STUDY-ISLAND BENCHMARK ASSESSMENTS

The following procedures are to be used in the Middle School and High School for administering the Study Island Benchmark tests.

- An assessment schedule will be placed in the teacher's mailbox approximately one week before the assessment period from the guidance office.
- If you are a teacher responsible for giving an assessment, then you are to familiarize yourself on how students login to study island to take the test prior to the actual day of testing.

- You are to make sure you have a mobile lab that has all computers turned on and ready to go for when students enter the room.

- After taking the test:
    - Make sure every student has saved their test and then logged off from Study Island.
    - **For any student who is absent, make a list and turn this list into the Guidance Office**

ASSESSMENT CONFERENCING DISTRICT WIDE

ELEMENTARY

Elementary student conferencing will take place during math and reading classes to go over strengths and areas for improvement

JR./SR. HIGH SCHOOL

Student conferencing regarding Assessment and Career Readiness will take place for all students during their ELA, Math and Science classes and during selected Advisory Periods.



PROCEDURE FOR A PURCHASE OR FUNDRAISER

The following procedures are to be followed when there is a purchase to be made which requires payment from the Activity Fund.

- After a club/organization has approved a purchase/fund raiser at meeting, the advisor shall submit a copy of the dated minutes signed by the advisor and student secretary to the high school secretary when requesting the Purchase Order.
- The minutes and Purchase Order must both be included when given to the office.
- The advisor will have the Purchase Order completed properly and signed before the Elementary or High School office forwards it to the District Office.
- The District Office will assign a number to the Purchase Order and return it to the building level (Advisor or Office) for execution.
- At this point, the order may be placed- by mail or phone. It is important that all invoices/statements have the Purchase Order number listed.
- Upon receipt of the invoice/statement, the club/organization student treasurer will complete a Request for Payment form, staple the invoice/statement to the form and submit all to the District Office
- Upon payment, a copy of the Request for Payment form to the advisor will be returned.
- Checks will be written ONLY once a week or as an emergency arises.

FUNDRAISERS

All requests for fundraisers must be filled out on the appropriate district form and signed by Administration.

SPECIAL EMPHASIS ON FUNDRAISERS

No payment will be approved, unless the above procedures are followed.

REMINDER ON TUITION/REIMBURSEMENT

All staff enrolled in collegiate / professional development courses who wish to have reimbursement must complete pre-enrollment documentation (use handouts available in faculty room and in your CSIU account) and the courses must be approved by the superintendent before you begin. Reimbursement only takes place once the course is completed with a satisfactory grade.