FAMILY & STUDENT CODE OF CONDUCT

2026-2027

Harrisburg School District's Family & Student Code of Conduct Handbook contains a partial listing of rules, policies, procedures, and regulations that students and families must adhere to. In addition to this handbook, students and families are required to abide by their school-specific student handbook and all Harrisburg School Board policies, which are posted on the District website at www.HBGSD.us. School Board policies and handbooks are subject to change as policy revisions are approved throughout the school year.

"One Harrisburg: One Vision, One Community, One Future."

TABLE OF CONTENTS

School Board of Directors and Administrative Directory	3
School Directory	4
Mission, Vision, and Shared Values and School Community Expectations	5
School Visitor Expectations, School Supervision, and Family Engagement	6
Communication: How to Address Your Questions and Concerns	6
District Communication and Importance of Updating Contact Information	7
Closings, Delays, Early Dismissals, and 2-Hour Early Dismissal on Wednesday	7
Emergency Communication and Dress Code Expectations	8
Dress Code, Student Registration, Withdrawals, Transfers, and Attendance	8
Attendance, Educational Field Trips, and Excused/Lawful Absences	9
Unexcused/Unlawful Absences	10
Special Education and Request for Evaluation, MTSS, and Request for 504 Plan	11
English Language Development, Students Experiencing Homelessness and in Foster Care	12
Homebound, Virtual Learning Program, Homework, Gifted Education, Academics, Instruction, and Curriculum	13
Parent-Teacher Conferences, Grading Policies, Procedures and Practices, Report Card Schedule	14
Grading and Promotion and Retention	15
School Counseling and Student Assistance Program	16
Suicide Awareness & Prevention, Threat Assessment, Technology, Cell Phone & Electronic Devices Procedure	17
Artificial Intelligence (AI), Student Health, and Student Illness	18
Medications, Health Examinations, Possession of Asthma Inhaler, and Epinephrine Auto-Injectables	19
AED Units and School Wellness	20
Food Allergy Management, Food Services, Transportation, and Bus Stop and Bus Riding Conduct	21
Video/Audio Recording, Public Attendance/Behavior at School Events, School Volunteers, and School Visitors	22
Rules and Regulations for Students, Searches, and Student Fights	23
Weapons, Drugs, and Alcohol on School Property	24
Paraphernalia, Rules, Terroristic Threats, and Gang Activity	25
Tobacco, Hazing, Non-Discrimination, and Discriminatory Harassment in Schools/Classrooms	26
Non-Discrimination Under Title IX and Bully/Cyberbullying	27
Student Behavior and Discipline Procedures	28
Hearing Decisions, AEYD, Discipline for Students with Disabilities, Suspensions, and Manifestation Process	29
Discipline, Recommended Educational Placement, and Explosion Procedures	30
Dating Violence, Student Records, and Notification of Rights	31
Family Educational Rights and Privacy Act	32
Student Media Release Form and Opt-Out Information, Notice of Non-Discrimination, Complaint Process	33

HARRISBURG SCHOOL DISTRICT'S – SUPERINTENDENT & SCHOOL BOARD OF DIRECTORS

Dr. Benjamin Henry, Superintendent
Ms. Roslyn Copeland, President
Ms. Autumn Anderson, Vice President
Mr. Brian Carter
Ms. Annie Hughes
Ms. Jaime Johnsen
Mr. Doug Thompson Leader
Ms. Terricia Radcliff
Ms. Danielle Robinson
Mr. Ellis Roy
Ms. Jatoya Drayton, Board Secretary
Mr. Jeffrey T. Sultanik, Solicitor

ADMINISTRATIVE DIRECTORY

Harrisburg School District 1010 N. 7th Street, 2nd Floor Harrisburg, PA 17102	
Administration Building/Office of the Superintendent	(717) 703-4000
Academic Services	(717) 703-4073
Athletics	(717) 703-4306
Business Office	(717) 703-4026
Early Learning & Pre-K Counts Program	(717) 703-4107
English Language Development	(717) 703-4182
Office of Accountability	(717) 703-4070
Human Resources	(717) 703-4113
Information Technology	(717) 703-4171
McKinney-Vento Program – Homeless/Foster Care	(717) 703-4106
Office of Communication/Public Relations	(717) 678-9761
Operations & Facilities	(717) 703-4079
School Safety & Security	(717) 703-4057
Special Education	(717) 703-1421
Student Services Enrollment Center	(717) 703-4008
Transportation	(717) 703-4055

HARRISBURG SCHOOL DISTRICT'S - SCHOOL DIRECTORY

Ben Franklin Elementary School
Pre-Kindergarten to 5th Grade
1205 N. 6th Street, Harrisburg, PA 17102
Dr. Scott Lindsey, Principal
Ms. Michelle Young, Assistant Principal
Ms. Pia Peterson, Assistant Principal
Student Hours: 8:50 am – 3:50 pm
Phone: (717) 703-1201

Downey Elementary School
Pre-Kindergarten to 5th Grade
1313 Monroe Street, Harrisburg, PA 17103
Ms. Rhonda Eckenroth, Principal
Ms. Jenifer Branca, Assistant Principal
Student Hours: 8:50 am – 3:50 pm
Phone: (717) 703-1240

Foose Elementary School
Kindergarten to 5th Grade
1301 Sycamore Street, Harrisburg, PA 17104
Mr. William Hicks, Principal
Ms. Nicole Snook, Assistant Principal
Student Hours: 8:50 am – 3:50 pm
Phone: (717) 703-1280

Lincoln Elementary School
Kindergarten to 5th Grade
1601 State Street, Harrisburg, PA 17103
Mr. Jason Rawls, Principal
Ms. Heather Loy, Assistant Principal
Student Hours: 8:50 am – 3:50 pm
Phone: (717) 703-4560

Melrose Elementary School
Kindergarten to 5th Grade
2041 Berryhill Street, Harrisburg, PA 17104
Mr. Matthew Shore, Principal
Ms. Tammeron Cobb, Assistant Principal
Student Hours: 8:50 am – 3:50 pm
Phone: (717) 703-1440

Steele Elementary School
Kindergarten to 5th Grade
2537 N. 5th Street, Harrisburg, PA 17110
Dr. Frances Echevarria, Principal
Ms. Aquila Hasan, Assistant Principal
Student Hours: 8:50 am – 3:50 pm
Phone: (717) 703-1560

Camp Curtin Academy
6th to 8th Grade
2900 N. 6th Street, Harrisburg, PA 17110
Mr. Ryan Jones, Principal
Ms. Lauren Harris, Assistant Principal
Mr. Kevin Deane, Assistant Principal
Mr. Jim Croyle, Assistant Principal
Student Hours: 8:30 am – 3:30 pm
Phone: (717) 703-4200

Marshall Math Science Academy
6th to 8th Grade
301 Hale Avenue, Harrisburg, PA 17104
Ms. Amy Grab, Principal
Mr. Leroy McClain, Assistant Principal
Student Hours: 8:30 am – 3:30 pm
Phone: (717) 703-1400

Harrisburg High School, John Harris Campus
9th to 12th Grade
2451 Market Street, Harrisburg, PA 17103
Dr. Roma Benjamin, Principal
Mr. Domineak Commodore, Assistant Principal
Mr. Benjamin Hallam, Assistant Principal
Ms. Elizabeth Myers, Assistant Principal
Ms. Cynthia Spencer, Assistant Principal
Student Hours: 7:45 am – 2:45 pm
Phone: (717) 703-4300

Harrisburg High School, SciTech Campus
9th to 12th Grade
215 Market Street, Harrisburg, PA 17101
Dr. Jasiel Ayala, Principal
Ms. Michelle Archie, Assistant Principal
Student Hours: 7:45 am – 2:45 pm
Phone: (717) 703-1900

Cougar Academy
Kindergarten to 12th Grade
1701 N. 6th Street, Harrisburg, PA 17102
Ms. Jennifer Jenkins, Principal
Student Hours: 8:30 am – 3:30 pm
Phone: (717) 703-4325

HVLA @ Cougar Academy
Kindergarten to 12th Grade
1701 N. 6th Street, Harrisburg, PA 17102
Ms. Melissa Floyd, Director of Virtual Learning
Student Hours: 8:30 am – 3:30 pm
Phone: (717) 703-4364

Scott Early Learning Center
Pre-K Counts Program
1900 Derry Street, Harrisburg, PA 17104
Dr. Sabina Grant-Spencer, Director of Early Learning & Pre-K Counts
Student Hours: 8:50 am – 3:50 pm
Phone: (717) 703-4560

MISSION, VISION, AND SHARED VALUES

OUR MISSION:
The Harrisburg School District is committed to providing a rigorous and relevant education to ALL students in a learning environment that fosters high expectations, data driven and standards aligned instruction provided by committed, highly qualified teachers. We endeavor to provide a culturally responsive, safe, and positive school environment to enhance, empower, and promote the value of lifelong learning for our students. Families and the Harrisburg community are active partners in the educational process.

OUR VISION:
In pursuit of educational excellence, our District aims to empower ALL students to become high academic achievers and lifelong learners who understand the need for a rigorous and diversified education and who are motivated and prepared to compete and succeed beyond high school graduation in 21st Century global markets.

SHARED VALUES & CORE BELIEFS:
The Harrisburg School District believes in the inherent value of each individual student and is committed to a set of core beliefs that guide our work. These beliefs frame our goals, program development, and support systems -- and focus on instruction, curriculum, and assessment to ensure that ALL students achieve at high levels and strive to reach their potential.

SCHOOL COMMUNITY EXPECTATIONS

Each school community member plays an important role in creating safe and supportive learning environments for our students. Expectations and responsibilities of school community members include:

Responsibilities of Everyone

- Respect all members of the school community.
- Maintain a positive school climate by being responsible, respectful, and cooperative.
- Practice using good judgment to prevent minor incidents from becoming major problems.
- Adhere to all safety and security policies, procedures, and protocols of the Harrisburg School District.

Responsibilities of HBGSD Employees

- Create and maintain a welcoming environment for all students and parents/guardians.
- Share and continually reiterate Code of Conduct expectations for the school community.
- Communicate with and partner with parents/guardians to support their students' school experience.
- Ensure that all students are afforded equitable access to all opportunities at school and are not subject to harassment, disproportionate exclusion from class, and/or educational activities that may hinder student achievement.
- Cultivate and maintain a learning environment that inspires and leads to academic success.
- Thoroughly investigate alleged Code of Conduct violations.
- Respond to Code of Conduct violations with interventions and support to address student behavior.
- Report any reasonable suspicion of child abuse or neglect to the Child Abuse Hotline.
- Maintain confidentiality of student information and/or records.

Parents/Guardians

- Support the policies of the Harrisburg School District, Code of Conduct and school handbook.
- Respect the rights of others, including all students and staff.
- Emphasize the importance of being prepared for school and adhering to all rules, policies, and norms.
- Communicate student needs and concerns and respond to school outreach and/or notification regarding student needs, concerns, and successes.
- Respect all members of the school community and comply with all rules, policies, and norms.

Students

- Seek to understand and comply with all District and school level expectations.
- Take personal responsibility to be PREPARED and READY to learn, RESPECTFUL to all students and staff, and RESPONSIBLE for your actions and behavior, and be willing to admit mistakes.
- Hold yourself ACCOUNTABLE to strive for growth and success.
- Find MOTIVATION and MEANING in learning and do your best to FOCUS on and ACHIEVE academic success.
- Report conflicts or concerns (while at school and/or social media) to a school staff member.
- Ask for help whenever needed.

SCHOOL VISITOR EXPECTATIONS

Parents/guardians are encouraged to be an active participant in their student's education. Visits to Harrisburg School District schools should be scheduled in advance whenever possible. To ensure that all of our buildings are safe and successful learning environments, **all visitors, whether they have scheduled a visit or not,** must present proper photo identification, use the District's School Gate Guardian Identification System, report to the main office to sign in, state the reason for their visit, and receive authorization from a school administrator to proceed with the visit. School administrators cannot guarantee a meeting at the time of an unscheduled visit. In the event that school administrators are not able to meet with a visiting parent/guardian during an unscheduled visit, the school will reach out **within 2-3 school days** to schedule a meeting.

When visiting school property, parents/guardians are expected to:

- Support the policies of the Harrisburg School District's Code of Conduct and school handbook.
- Respect the rights of others, including students and staff.
- Model appropriate behavior for your student.
- Respect all members of the school community and comply with school norms.
- Refrain from all abusive and profane language.
- Refrain from all physical confrontation and refrain from encouraging/inciting physical confrontation.

Refrain from bringing weapons of any kind onto school property. Bringing weapons of any kind onto school property will result in an immediate exclusion. Violation may result in arrest by police and/or possible prosecution by law.

SCHOOL SUPERVISION

From the time students leave home in the morning to depart for school, to the time they arrive at home after school, all school rules and regulations apply to all students.

FAMILY ENGAGEMENT

Parents have many opportunities to be involved in their student's school. We highly encourage all parents to take advantage of these opportunities and assist us in making your student's educational experience a positive one.

Harrisburg School District schools have an assigned Family Engagement Specialist to provide best practice family engagement strategies. Our specialists work directly with families to assist with navigating the District, address concerns, and offer parental learning opportunities and community resources through school-level workshops and/or events. Contact your school office for assistance from your Family Engagement Specialist. See Boar Policy 918 on Title I Parent & Family Engagement.

COMMUNICATION: HOW TO ADDRESS QUESTIONS & CONCERNS

The Harrisburg School District is committed to establishing effective communication between school, home, and our community. To address questions or concerns, parents, guardians, and our school community should start the conversation with their child's school or the department of origin. Designated district staff will make every effort to address questions and/or resolve concerns within three (3) business days. In all cases, we encourage parents, guardians, and members of our school community to follow Harrisburg School District's Chain of Communication, which can be found at www.HBGSD.us. For questions or guidance on the communication process, email the Office of Communications at KKeys@hbgsd.us.

DISTRICT COMMUNICATIONS AND UPDATING YOUR CNTACT INFORMATION

Harrisburg School District utilizes the Apptegy notification system to communicate with parents and guardians by phone, text, and email with emergency notifications, weather- related messages, and District announcements. **Parents and guardians must keep their contact information current order to receive these important messages.** To update your phone number, address, and/or email, please email addresschange@hbgsd.us or visit the Student Services Center at 1010 N. 7th Street, Harrisburg, PA 17102, 2nd Floor.

CLOSINGS, DELAYS, EARLY DISMISSALS, AND 2 HOUR EARLY DISMISSALS

Announcements concerning school closings, delayed openings, or early dismissals will be posted online at **www.HBGSD.us,** on the HBGSD Facebook page, sent via the Apptegy notification system by phone, text or email to parents and guardians who provided accurate contact information to the Harrisburg School District. Announcements will also be sent to the following TV stations: WGAL TV 8, WHP CBS 21, WHTM TV 27, and WPMT FOX 43. We cannot stress enough the importance of having accurate contact information completed for each student in your household. It is the District's only way to contact you should an emergency arise.

**** NOTE: During the 2026-2027 school year, students will have a 2-hour early dismissal on most Wednesdays. Click here to view the 2026-2027 District Calendar. See orange highlighted dates.***

EMERGENCY COMMUNICATIONS

When the Harrisburg School District receives word of a situation that may compromise the safety of our students and staff, the administration immediately follows the protocol dictated in the District's All Hazards manual. In each incident, the District must follow clear guidelines to immediately address the safety of our students and staff first. The District is also subject to the authority of local police and will always follow police orders. Since the District prioritizes student safety, all manpower is dedicated to handling the incident immediately in order to bring about a quick resolution. Once the District is confident that all emergency procedures have been implemented and personnel and/or local authorities are addressing the matter, we will then communicate to parents, guardians, and designated staff what can be shared about the incident.

Please be aware that outlets such as news media and social media may broadcast information quickly, but not necessarily accurately. Our desire is to deliver correct information to parents and guardians in a timely manner in order to put their minds at ease. Communications may be sent via the District's Apptegy notification system and/or posted on our website or Facebook page as soon as authorities grant us permission to deliver a statement. In some cases, communicating information too early may actually jeopardize the situation and put students and staff in greater danger. We ask that parents/guardians please wait for the published statement from the District rather than trust information that they may receive from social media, a text, or a phone call from a student or other individual.

We cannot stress enough the importance of having updated and accurate information completed for each student in your household. It is the District's only way to contact you should an emergency arise. In the event of an emergency, we request that parents/guardians please follow District protocols, policies, and procedures. To update your contact information, please contact the Student Service Enrollment Center at (717) 703-4008 or email Enroll@hbgsd.us. You can also update your contact information in person by visiting the Enrollment Center at Harrisburg School District's Administration Building, located at 1010 N. 7th Street, Harrisburg, PA, 17102 – 2nd Floor. We appreciate your cooperation as we prioritize the safety of your students.

DRESS CODE EXPECTATIONS

Board Policy 221

Students are expected to follow Harrisburg School District's dress code so that their appearance does not constitute a health or safety hazard. It is critically important that all parents and guardians review this new dress code to understand what is and is not acceptable for students to wear. Students may wear their own clothing, but the following are **NOT** permitted:

- Hooded shirts/sweatshirts are permitted. However, hoods cannot cover the head, nor face during the school day
- No tank tops, halter tops, or spaghetti string tops
- No sheer, translucent, or lace on the torso
- No hats, caps, bandannas, sunglasses, visors, or ski masks, face masks, or facial coverings.
- No offensive graphics or images on any clothing
- Pants must not be saggy below the waist
- For pants, no tears or rips on pants above the knee
- No visible undergarments or boxer shorts worn on the outside
- No flip-flops, slides, slippers, open-toed shoes or high heels above 1 inch (Crocs in sport mode are acceptable)
- No ski masks, face masks, nor face coverings.

NOTE: Surgical masks for medical reasons or other facial coverings for religious reasons are permitted and must be worn correctly. Click HERE to view the Dress Code Notification Letter.

The following guidelines must apply, regardless of a school's dress code:

- Principals may declare "spirit" or other themed days and allow students to wear school spirit shirts, or schedule dress-up days. Principals may also allow students to wear other attire for extracurricular activities.
- Nothing in the Code of Conduct restricts or bans students from wearing religious garb. Parents with questions regarding religious dress are encouraged to discuss them with the building/school administrator.
- Students who do not have access to clothing/resources to comply with the school's dress code should discuss their extenuating circumstances with their school counselor or family engagement specialist.

STUDENT REGISTRATION & WITHDRAWAL

School Board Policy 200

REGISTRATION & RESIDENCY REQUIREMENTS

The school year begins on Wednesday, August 26, 2026. If a child is aged five by September 1st, they are eligible to attend kindergarten. Parents/Guardians are encouraged to register their child as soon as possible to secure placement. Enrollment questions can be emailed to **Enroll@hbgsd.us** or call (717)703-4008.

All student registration begins online utilizing the District's registration system. **Click HERE for online registration in English or Spanish.** Parents/Guardians must bring the following documentation to their appointment.

1. **Proof of birth for your child**
   - Birth certificate, baptismal certificate, passport, or permanent resident card
2. **Child's social security card (optional)**
3. **Copy of your child's current immunization record**
4. **Proof of residency**
   - Parent identification AND one of the following: full lease, current mortgage statement, current utility bill dated within past 30 days)
5. **Special education documents (if applicable)**
6. **Custodial paperwork (if applicable)**
   - Full legal custody order
   - Foster care paperwork

WITHDRAWALS AND TRANSFERS

School Board Policy 208

Pennsylvania school laws require that accurate records be kept of all District students. Parents must notify the District of any change in address within the District and/or the withdrawal date if the family is moving from the District. When a student withdraws from the District, a parent/guardian must supply the school with the date of withdrawal, the student's new address and the new school district's name. Written parental permission is also needed if parents want psychological records released. Parents or eligible students must sign the official school withdrawal documents per Pennsylvania Department of Education requirements.

ATTENDANCE

School Board Policy 204

SCHOOL ATTENDANCE EVERY DAY MATTERS! Under Pennsylvania law, all students between the ages of six (6) and eighteen (18) must attend school every day. Once a student is enrolled in school, this includes students in kindergarten, they are subject to compulsory school attendance laws until the student reaches age eighteen (18). A parent/guardian who enrolls their student in kindergarten may formally withdraw their student from school prior to reaching compulsory school age (six) at which point the student would no longer be subject to compulsory school laws until they turn six (6).

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; if receiving approved tutorial instruction or health or therapeutic services; if engaged in an approved and properly supervised independent study, work-study, or career education program; or if receiving approved homebound instruction.

Pennsylvania Department of Education regulations state that students have a legal right to attend school until the age of twenty-one (21). For further guidance, visit the Student Services/Supports section on the District website.

Parents/guardians are expected to:

- Ensure that children in K-12 grade are enrolled in school, attend school regularly, on time, and for the entire school day.
- Make school attendance a priority and emphasize the importance of showing up to school every day, prepared to participate and learn.
- Provide the school with current contact information (address, phone, email) at the beginning of each school year and update the information with the school whenever there are changes.
- Schedule appointments and family vacations outside of school hours or on days when schools are closed whenever possible.
- Ensure that their student(s) receives the necessary student health examinations and immunizations.
- Provide a written note for every absence, late arrival and early dismissals, according to District policy.
- Participate in School Attendance Improvement Plan Conferences (SAIP) for their student(s), to improve daily student attendance, when necessary.
- Communicate with school staff whenever there are challenges that may impact attendance.

EDUCATIONAL FIELD TRIPS

The District may excuse eligible students from school attendance to participate in non-school sponsored educational trips at the expense of the parent/guardian, in accordance with the following:

1. Five (5) days prior to the trip, a written request utilizing the "Educational Trip Request Form" shall be submitted by the student's parent/guardian to the school administrator. All requests must be pre-approved by the school administrator.
2. If more than one (1) student in a family is taking the trip, the request for all the students must be included in the request made to the building principal of the student.
3. Educational trips may be permitted each school year and are limited to a maximum of five (5) school days.
4. The District recognizes the importance of final examinations as a review of the year's learning. Therefore, if a final exam shall be scheduled, educational trips shall not be approved during the final two (2) weeks of the school term.
5. Educational trips shall not be approved during the days of scheduled assessment testing such as PSSA testing, Keystone Exams, course mid-terms/finals, and other assessments.
6. Students shall be responsible for all classroom work that shall be missed and shall be responsible for communication with assigned teachers prior to the approved educational trip, in order to schedule applicable make-up assignments.

Students not complying with this policy will be subject to unexcused or illegal days of absence and will forfeit make-up privileges. Educational trip days are considered an absence from school. Violations of policy may result in unlawful absences in accordance with Board policy.

EXCUSED/LAWFUL ABSENCES

An excused absence is when a student is absent from school for a reason identified by the District as legitimate, valid and reasonable. The following conditions or situations constitute reasonable cause for absence from school, as outlined in the **District's 204 Attendance Policy.** Some of these events have their own conditions that need to be met in order for the absence to be excused.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness, including for health or therapeutic services for which it is not practical to obtain outside of school hours
2. Quarantine
3. Family emergency
    a. **Requires parental note explaining the emergency received within 3 school days of the student's return. School staff will evaluate if the situation constitutes a family emergency.**

4. Required court attendance
5. Death in family
6. Educational tours and trips, with prior approval
7. Religious holidays
8. Participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act
9. College tours, trade school tours, career and technical training program tours, community college tours, or tours of other non-District schools, with prior approval
10. Out-of-school suspension

UNEXCUSED/UNLAWFUL ABSENCES

An absence is considered "unexcused" or "illegal" when either a written note was not submitted to the school upon the student's return from the absence (in accordance with written note protocol), or the reason provided in the written note by the parent/guardian was deemed invalid by the school and did not meet the conditions or situations outlined in the District's 204 Attendance Policy. **Examples of invalid excuses include (but not limited to): babysitting, waking up late, illness of a family member, weather, and family vacation.**

Parental notice of absences (written note)

- Pursuant to the District's attendance policy, written excuse notes explaining the absence must be given to the school within **three (3) days** upon the student's return to school from an absence.
  - Contact the student's school to verify ways excuse notes may be submitted.
  - Excuse notes must be given to the school within **three (3) days** upon the student's return to school. If the note is not submitted to the school within the required time frame, the day(s) may not be excused.
  - Excuse notes must include a valid telephone number or other means of contact for verification purposes.
- All absences resulting in a total of three (3) or more consecutive days due to illness will require a written excuse note from a licensed healthcare provider. *Excuse notes from a healthcare provider may also be submitted in lieu of parent's note for any absence.*
- For absences that do not total three (3) consecutive days, parents may submit a written excuse note stating the reason for the absence.
- When a student has been absent due to illness, excused with a parent note, totaling ten (10) days (cumulative), all subsequent absences may require a written excuse note from a licensed healthcare provider.

If the student accumulates 5 (five) unlawful (consecutive/nonconsecutive) unexcused absences, the parent/guardian shall be provided notice of the absences through receiving the Notice of Illegal Absence letter in the mail. This notice will have a date and time requesting the parent to attend a **School Attendance Improvement Conference (SAIC)** where a **School Attendance Improvement Plan (SAIP)** will be created in order to discuss the student's absences, identify barriers and develop meaningful strategies in an effort to improve attendance with or without additional services.
The parent/guardian and student must be invited to this conference in advance. Neither the student nor the parent/guardian shall be required to participate, although it is highly recommended. The SAIC shall occur even if the parent/guardian declines to participate or fails to attend the scheduled conference.

If the student's attendance does not improve after implementation and progress monitoring of the SAIP, and the student has accrued an additional unexcused absence, a citation may be written for the parent to appear before the District Magisterial Judge for failure of the student attending school and for being unlawfully absent.

The student and parent/guardian will be required to attend truancy court and the parent/guardian must comply with the Magisterial District Judge's court order. The court order may include a fine and/or referral for services.

Suspension from school or transfer to an alternative education setting is not a permissible response to truancy.

SPECIAL EDUCATION

School Board Policy 113

Special Education is planned instruction specifically designed to address the educational and related needs of students with disabilities. Students who are eligible for special education services receive individualized instruction based upon the District's core curriculum. The IEP team documents the students' educational abilities and specific areas of needs in order to establish goals, plan accommodations, adaptations or modifications to teaching strategies, and implement other support systems which will best help the student to access the general education curriculum.

PROGRAMS FOR ELIGIBLE STUDENTS

In compliance with state and federal law, notice is hereby given by the Harrisburg School District that it conducts ongoing identification activities as part of its school program for the purposes of identifying students who may need special education and related services (eligible students). If your student is identified by the District as possibly in need of such services, you will be notified of applicable procedures.

If you believe that your school-age student may need special education services and related programs, there are processes designed to assess the needs of the student and his/her eligibility. Upon written request, these services are available to parents at no cost. You may request screening and evaluation at any time, whether your student is enrolled in the District's public school program.

For further information on the rights of parents and student services offered, evaluation and screening procedures or to request screening, please contact in writing, the Special Education Department, Harrisburg School District Administration Building, 1010 N. 7th Street, Harrisburg, PA 17102, 2nd Floor.

PROTECTED HANDICAPPED STUDENTS

The Harrisburg School District provides related services or accommodations to all students identified as protected handicapped in accordance with state and federal law. These services are provided without discrimination or cost to the student or family. To qualify as a protected handicapped student, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and accommodations for protected handicapped students are distinct from those applicable to students with disabilities who are eligible for special education programs or services. If a student is eligible for special education, accommodations and services are provided through the development of an Individualized Educational Program (IEP) rather than through the development of a service plan under Federal Law 504 and Pennsylvania Chapter 15.

If you have any questions regarding Special Education services, please contact the Special Education Department at (717) 703-1421.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

Multi-tiered Systems of Support (MTSS) is a framework that integrates data and instruction within a multi-level prevention system to maximize student achievement and support students' social, emotional, and behavioral needs from a strength-based perspective. To learn more, visit the Center on MTSS at www.MTSS4success.org.

REQUEST FOR 504 SERVICE PLAN

A parent/guardian can request a 504-service plan for their student**. A student who does not qualify for special education services under IDEA may qualify for services under Section 504 (a civil rights law) if they have a documented mental or physical impairment that is shown to substantially limit their educational performance**. The request should be made in writing and the parent/guardian should include any relevant medical records along with recommendations for specific services or accommodations the parent/guardian believes the student needs. These requests can be provided to the student's teacher, the school counselor, or another school administrator. If you have questions regarding a 504 Plan, please contact the Special Education Department at (717) 703-1421.

ENGLISH LANGUAGE DEVELOPMENT PROGRAM

School Board Policy 138

The Harrisburg School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The goal of the English Language Development Program (ELD) is to provide English Language Learners (ELs) with instructional support that will enable them to participate fully in their educational experience in our schools and in their social lives in our community. The objectives of the ESL program are to develop both basic interpersonal communication skills (BICS) and cognitive academic language proficiency (CALP), as described in the Basic Education Circulars for ELs. The ELD program will assist students in developing proficiency in the language domains of listening, speaking, reading, and writing, to develop competence in intercultural interactions, and to encourage participation in the full range of instructional activities in the regular education curriculum and in extracurricular activities in our schools. For questions or additional information, please contact the English Language Development Program at (717) 703-4182.

STUDENTS EXPERIENCING HOMELESSNESS

The Harrisburg School District adheres to the McKinney-Vento Homeless Assistance Act which ensures immediate enrollment and educational stability for students experiencing homelessness. Homelessness is defined as anyone lacking a fixed, regular, and adequate night-time residence. This includes students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason (known as doubled up or couch surfing); living temporarily in motels, parks or campgrounds; living in a public or private place not designed for or ordinarily used as a sleeping accommodation by human beings; living in cars, abandoned buildings or substandard housing or similar situations; and refugee or migrant if they are living in circumstances like those described above.

Unaccompanied youth also fall under this category and can be described as a youth not in the physical custody of a legal parent or guardian and youth living on their own in any of the homeless situations described above. Students in the care of a Children and Youth Agency (foster care system) are NOT included. Students who meet the criteria of homelessness, even if unaccompanied by a guardian, must be given full and equal access to an appropriate public education and success in the educational program. The permanency and adequacy of the housing conditions will be considered when determining if a student qualifies. These students may enroll in:

- The school district the student attended when permanently housed (school of origin).
- Any school that students who live in the catchment area in which the student(s) experiencing homelessness is living are eligible to attend (new neighborhood school).

An unaccompanied youth with an Individualized Education Plan (IEP) may also need to have a surrogate parent appointed by the district within 30 days if the student has no one to serve in this role.

For more information, contact the District's McKinney-Vento Liaison and Foster Care Point of Contact at 717-703-4106 or contact your student's school counselor or school social worker. **See School Board Policy 251.**

STUDENTS IN FOSTER CARE

A student in foster care will remain in their school of origin (the school where the student was enrolled at the time of placement), unless a determination is made that it is not in their best interest to attend that school. If a student in foster care has experienced a change in placement, a Best Interest Determination (BID) meeting will be held to determine if the student should remain in the school of origin or if they should transition to a new school. Foster parents and/or foster care workers should not make any changes to enrollment for students who are in foster care without a BID meeting being held first. For more information, contact Harrisburg School District's Homeless Liaison/Foster Care Point of Contact at (717) 703-4106.

HOMEBOUND INSTRUCTION

School Board Policy 117

Homebound instruction may be provided for a student who is unable to attend school for a period of at least three (3) months. Before this service can be provided, a request form for homebound instruction must be completed by the parent/guardian and the student's doctor and then submitted to Ms. Marianne Peters at Mpeters@hbgsd.us. The Superintendent of Schools must approve this request. Every effort will be made to provide teachers for homebound instruction, but parents need to be aware that certified instructors may not always be immediately available.

VIRTUAL LEARNING PROGRAM FOR STUDENTS IN GRADES K-12

HVLA is Harrisburg School District's free, full-time, customized online learning option. This 100% virtual learning option offers open enrollment for students in grades K-12th, free student laptops, technology assistance, engaging instruction is provided by highly qualified, PA certified teachers, family services at our onsite Virtual Learning Support Center, and more! To enroll or learn more about HVLA, please email Ms. Melissa Floyd, Principal/Director of Virtual Learning at MFloyd@hbgsd.us or call (717) 703-4364.

ACADEMICS, INSTRUCTION, AND CURRICULUM

HOMEWORK

School Board Policy 130

Homework is designed to reinforce information previously taught in the classroom. Homework assignments provide essential practice in basic skills, enrich and extend classroom learning experiences, bring the student into contact with out-of-school resources, train students in good work habits, promote a sense of responsibility, and help students learn to budget their time. Parents and students are also encouraged to contact their teacher(s) and view assignments, directions, and special recommendations on the Home Access portal. See the links below.

- Parent Home Access Center - https://esphac.hbgsd.us/HomeAccess/
- Student Home Access Center - https://esphac.hbgsd.us/HomeAccess/District/Student/SSO

Each teacher uses their judgment in determining appropriate homework assignments. Definite time limitations have not been established because variations are necessary to accommodate differences in students and subject matter.

GIFTED EDUCATION

School Board Policy 114

Gifted students are those who possess outstanding abilities and are capable of above average performance in certain academic and/or artistic areas. If a student meets criteria to be considered gifted and would benefit from specially designed instruction, a Gifted Individualized Educational Program (GIEP) is developed that addresses how the student's needs may be met. If you have questions regarding gifted education services, please contact the Coordinator of Special Education Student Services at (717) 703-1421.

VIRTUAL LEARNING/HYBRID LEARNING (IF NECESSARY)

Students are expected to be actively engaged in all learning activities both in class and virtually. There may be assignments that students are expected to complete and submit electronically by a specific deadline. If we need to move to virtual learning temporarily, attendance will be taken each day per district guidelines. It will have the same expectations as if the student were in the actual school building for instruction.

PARENT/TEACHER CONFERENCES

The Harrisburg School District holds Parent/Teacher conferences once per school year. However, a parent may contact their child's school to schedule a parent/teacher conference when needed. When conferences are scheduled, parents will receive an invitation stating the time of their conference. The main objectives of parent/teacher conferences are to:

- Enable parents and teachers to meet
- Share information that will help the student at home and in school
- Permit frank, confidential discussion of the student's development
- Establish a stronger relationship between home and school

GRADING POLICY, PRACTICES AND PROCEDURES

The student evaluation procedure serves as a measurement of academic achievement and as a means for motivating students to obtain levels of performance of which they are capable. When students are not meeting grade-level expectations or proficiency on state standards for the marking period, teachers shall notify the parents/guardians (either by email, phone call, app, or conference). This contact shall be made as early as the midpoint of the marking period (where applicable), or at a point soon enough in the marking period for the student to respond and take corrective action to improve their grading status.

REPORT CARDS

Elementary and secondary report cards are distributed four times during the school year.

Harrisburg School District Progress Report & Report Card Distribution Calendar 2026-2027	
Marking Period 1: August 26 - October 30, 2026	
Progress Report Issued	Tuesday, September 29, 2026
Marking Period Ends	Friday, October 30, 2026
Marking Period 2: November 2 - January 21, 2027	
Progress Report Issued	Monday December 14, 2026
Marking Period Ends	Thursday, January 21, 2027
Marking Period 3: January 22 - March 31, 2027	
Progress Report Issued	Wednesday, February 24, 2027
Marking Period Ends	Wednesday, March 31, 2027
Marking Period 4: April 1 - June 4, 2027	
Progress Report Issued	Monday May 3, 2027
Marking Period Ends	Friday, June 4, 2027

Grading Scale for Kindergarten – 2nd Grade Students
All elementary students in grades K-2 are graded on competencies in core subjects: English Language Arts, Mathematics, Social Studies, and Science consistent with the policies adopted by the Harrisburg School District.

K-2 Scale

- 5 = Distinguished command of the subject
- 4 = Strong command of the subject
- 3 = Moderate command of the subject
- 2 = Partial command of the subject
- 1 = Little to no command of the subject

Report Cards for 3rd – 12th Grade Students
Parents/Guardians can view their students' real-time grades in their Parent Home Access Center at any given time. Report cards are mailed at the end of each marking period and can also be found electronically in the Parent Home Access Center. Questions about your student's report card should be directed to your student's teacher and/or school counselor. Parents of students in grades 3-12 who are at risk of failing a class or course for the year will be notified in writing no later than the conclusion of the third marking period.

- **90-100% A:** Distinguished command of the subject/course. Excellent progress toward meeting the **state standards**, course objectives, and goals.
- **85-89% B+**: Strong to Distinguished command of the course/subject. Excellent growth toward meeting the **state standards**, course objectives, and goals.
- **80-84% B:** Strong command of the subject/course. Above average progress toward meeting the **state standards**, course objectives, and goals.
- **75-79% C+:** Moderate to Strong command of the subject/course. Average progress toward meeting the **state standards**, course objectives, and goals.
- **70-74% C:** Moderate command of the subject/course. Average progress toward meeting the **state standards**, course objectives, and goals.
- **65-69% D+:** Partial to Moderate command of the subject/course. Below average progress toward meeting the **state standards**, course objectives, and goals
- **60-64% D:** Partial command of the subject/course. Below average progress toward meeting the **state standards**, course objectives, and goals
- **0-59% F:** Little to no command of the subject/course. No progress toward meeting the **state standards**, course objectives, and goals. **50% grade floor for MP1–3*

HIGH SCHOOL ONLY: Weighted Grades: Harrisburg School District Advanced Placement or Dual Enrollment courses receive a weight factor of 1.10. Advanced and Honors courses receive a weight factor of 1.05. This factor will be used to calculate cumulative GPA and class rank.

PROMOTION & RETENTION
School Board Policy 215
The Harrisburg School District establishes and maintains academic standards for each grade and monitors individual student achievement continuously and systematically. A student will be promoted when they have successfully achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments; completed the curriculum requirements, and demonstrated mastery of the required skills and knowledge to advance to the next grade level. The building principal has the final responsibility for determining the promotion or retention of each student. In all cases of retention, the parents/guardians will be fully involved and informed throughout the process. If a student is in danger of retention, a formal letter will be sent to parents/guardians and the student well in advance. The District utilizes multiple measures of academic performance as determinants in promotion and retention decisions. Progress toward High School graduation is based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the District for graduation.

SCHOOL COUNSELING

School Board Policy 112

ELEMENTARY COUNSELING

The Elementary Counseling Offices offer services related to career awareness, personal/social skills and academic development. During the early years of a student's life, it is crucial to build the skills to become life-long learners and critical thinkers. Counseling services are available to help students establish a strong foundation of these life skills, so they are equipped to confidently build their futures. Counselors coordinate outside services based on your student's individual needs.

Services Offered:

- School counseling lessons on goal setting, work habits, career awareness, friendship, decision making, conflict resolution
- Group counseling on issues such as anger management, grief/loss, divorce, friendship, conflict resolution, self-regulation skills
- Referrals for long term counseling
- Consultations with students, parents, teachers, principal and support agencies
- Student Assistance Program (SAP)
- Positive Behavior Interventions and Supports (PBIS) Coaches
- 504 Plan case management
- Career Readiness: Career Day, Career Awareness Programs
- Community-based organizations

SECONDARY COUNSELING

Our School Counselors assist students with career exploration and planning, knowledge about self and others, and educational and vocational development. They also help to enroll new students and withdraw those who leave the District. Individual students may be invited to the office to discuss concerns. These concerns may be of any type: school, home or personal issues. Students do not need to wait for an invitation; they are encouraged to come on their own and schedule an appointment with their School Counselor. They will provide students with passes so they may be excused from class.

STUDENT ASSISTANCE PROGRAM (SAP)

School Board Policy 236

The Harrisburg School District offers a Student Assistance Program (SAP) which is a comprehensive evaluation and referral program designed to identify high-risk students who are having school related problems. Students are identified based on suspicion of potential drug and alcohol problems, symptoms of depression and/or suicide, or other mental health concerns.

The program is designed as an intervention process, which refers students to appropriate agencies for assessment and perhaps treatment. A group of specifically trained school administrators, teachers, guidance counselors, and medical personnel process referrals from other staff members, parents and students. Trained drug and alcohol counselors and mental health professionals work closely with the team.

The purpose of the team is to assist any student experiencing difficulty in school and to gather data to aid in the assessment of the student's need for help and counseling. Information is gathered by the intervention team to determine the need for appropriate action. The goal is to assist students in coping with problems or situations that are restricting their educational accomplishments. Parents/Guardians may contact their school's guidance office for additional information.

SUICIDE AWARENESS, PREVENTION & RESPONSE

School Board Policy 819

Section 1526 of the Pennsylvania School Code requires that each school entity adopt an age-appropriate youth suicide awareness and prevention policy. Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, and how to engage resources to refer friends for help. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide. For suicide awareness and prevention, call 1 (800) 273-TALK (or 8255).

All schools in Pennsylvania, including schools in the Harrisburg School District, have adopted the use of the **"Safe2Say Something"** anonymous tip line as a means of improving campus safety and improving school climate. The **TIP LINE** is operated and monitored 24/7 by the Office of the Attorney General. Click the link to access the Tip Line **https://www.safe2saypa.org/tip/**.

Submit tips:

- By calling 1-844-SAF2SAY (1-844-723-2729)
- If this is an emergency, call 911

THREAT ASSESSMENT

School Board Policy 236.1

The Threat Assessment Team shall establish and implement procedures to address circumstances surrounding threats made by students. The primary focus of the Threat Assessment Team is to develop plans for students identified and assessed as posing a threat to themselves, students, school employees, and the community or others. Throughout the school year the Threat Assessment Team will provide the District with regular updates regarding the approach to threat assessments.

TECHNOLOGY & ACCEPTABLE USE OF INTERNET, COMPUTERS, AND NETWORK RESOURCES

School Board Policy 815

The Harrisburg School District supports use of computers, internet and other network resources to facilitate learning, teaching and daily operations through interpersonal communication, access to information, research and collaboration. The District provides students and staff with access to a District-issued device. The District requires all users to fully comply with Policy 815 and to immediately report violations or suspicious activities to a building principal. The District monitors online activities of students and staff and expects appropriate online behavior. Any network user who receives threatening or unwelcome electronic communications or inadvertently accesses an inappropriate site shall report this immediately to a teacher or administrator. Students shall not reveal passwords to another individual. Users are not to use a computer that has been logged in under someone else's name. Vandalism shall result in loss of access privileges, disciplinary action and/or legal proceedings. Failure to comply with this policy or inappropriate use of the internet, District network, or computers shall result in usage restrictions, loss of access privileges, disciplinary action and/or legal proceedings.

CELL PHONES AND ELECTRONIC DEVICES

School District Procedure for Students in Grades 6-12

The Harrisburg School District's updated standard operating procedure prohibits the use of cell phones and electronic devices for middle and high school students in grades 6-12 during school hours. This procedure is designed to reduce classroom distractions, encourage face-to-face interaction and healthier social interactions, promote academic focus, and protect mental health, all of which contribute to a more productive and supportive learning environment for students. Violations shall result in disciplinary action and may result in confiscation of the electronic device.

- **Student cell phones/electronic devices must be turned off and kept in the school's designated lockbox or pouch system during the school day.**
- **The school/school district is not responsible for lost or stolen cell phones and/or electronic devices.**
- **Students are prohibited from wearing headphones/earbuds during the school day.**
- **If students need to make a phone call during the day, they must request to go to the office to use the phone.**

Students must follow the District's standard operating procedures and guidelines for phone free spaces during the school day. For questions, contact the office at your child's school.

USE OF ARTIFICIAL INTELLIGENCE (AI) IN EDUCATION

School Board Policy 815.1

The Harrisburg School District recognizes the potential that Generative Artificial Intelligence (Generative AI) offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support a dynamic working and learning experience.

The use of Generative AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression. The district shall not be responsible for any unauthorized charges or fees resulting from access or use of Generative AI tools or resources.

HEALTH SERVICES

IMMUNIZATION REQUIREMENTS

Proof of the following immunizations must be submitted within the first five days of school or the student will be excluded from school. The only exemptions to the school laws for immunizations are for medical reasons and religious beliefs. Written verification of exemption must be provided to the Student Services Enrollment Center or to school nurse at the building level. If your student is exempt from immunizations, he/she may be removed from school during an outbreak.

Students in ALL grades (K-12) need the following immunizations for attendance:

- 4 doses of tetanus, diphtheria and acellular pertussis (1 dose on or after 4th birthday) (DTaP)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) (IPV)
- 2 doses of measles, mumps and rubella (MMR)
- 3 doses of hepatitis B (Hep B)
- 2 doses of varicella (chickenpox) or evidence of immunity (History of chickenpox or antibody titer)

7th through 12th grade ADDITIONAL immunization requirements for attendance:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 2 doses meningococcal conjugate vaccine (MCV4)
  - First dose prior to entry into 7th grade
  - A second dose is required at age 16 or prior to entering 12th grade
  - If the student has already received the first dose after age 16, only one dose is required.

STUDENT ILLNESS

A student should stay home if not feeling well enough to participate in the educational process of the school day or if they have an illness which may be contagious. If an antibiotic has been prescribed for treatment of an illness, the student may not return to school until the antibiotic has been taken for at least 24 hours.

Students should be fever free, without the use of fever-lowering medications (Tylenol, Ibuprofen etc.), for 24 hours before returning to school.

Under the following circumstances a student should not attend school:

- **Fever of 100 or greater, uncontrollable coughing, a cough that is excessively productive, diarrhea, vomiting, or severe sore throat.**

If a student becomes ill during the school day, a parent/guardian will be contacted to pick up their student from the school. A current telephone number of a relative or neighbor must be available at the school office in case of an accident or illness. Emergency authorization information must be on file at the school office. A student will not be excused to go home because of illness unless the parent/guardian or the emergency contact has been notified and is able to pick the student up from school.

MEDICATIONS

School Board Policy 210

According to Board Policy and the Public School Code of Pennsylvania, school nurses may not administer or dispense prescription medications or over the counter medicines (aspirin, Tylenol, Visine etc.) without a completed Student Medication Form. Student Medication Forms are available from the school nurse and can also be found on the "For Parents" tab on the District website. Students may carry their own cough drops.

Medication must be delivered by a parent/guardian to the school nurse in its original container, accompanied by a medical prescription from the doctor's office and a phone number where the parent/guardian can be reached during the school day. The medication will be kept in the nurse's office. The student must go to the nurse's office to take the medication.

HEALTH EXAMINATIONS/SCREENINGS

School Board Policy 209

A medical examination is required when first enrolled in school, in sixth grade, in eleventh grade, and for new entrants who do not have a health record on file. A dental examination is required when first enrolled in school, in third grade, in seventh grade, and for new entrants who do not have a dental record on file. The District accepts reports of private physicals and dental examinations completed within one year prior to a student's entry into a grade where an examination is required. In meeting the requirements of the law, parents are urged to have family physicians and dentists complete the required examinations since they are more familiar with the student's medical and dental history and needed health care. Examinations may be completed at the parent/guardian's expense within one year prior to the student's entry into the grade where an examination is required.

POSSESSION/USE OF ASTHMA INHALER & EPINEPHRINE AUTO-INJECTOR

School Board Policy 210

The Harrisburg School District shall permit students to possess asthma inhalers and epinephrine auto-injectors and to self-administer these prescribed medications in compliance with state law and Board Policy. Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack. Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis. Self-administration shall mean a student's use of either an asthma inhaler or epinephrine auto-injector without assistance in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the District shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner, or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner, or physician assistant that states:
   a. **Name of the drug**
   b. **Prescribed dosage**
   c. **Times medication is to be taken**
   d. **Length of time medication is prescribed**
   e. **Diagnosis or reason medication is needed, unless confidential**
   f. **Potential serious reaction or side effects of medication**
   g. **Emergency response**
   h. **If student is qualified and able to self-administer the medication**

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector within the school setting or at a school-sponsored activity.

The District reserves the right to require a statement from the licensed physician, certified registered nurse practitioner, or physician assistant for the continued use of a medication beyond the specified time period.

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.

Students shall be prohibited from sharing, giving, selling and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this Policy may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and may result in disciplinary action in accordance with Board Policy.

If the District denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

AUTOMATIC EXTERNAL DEFIBRILLATOR UNITS

School Board Policy 822

PARENTAL INFORMED CONSENT NOTICE: Automatic External Defibrillator units (AED) are utilized in many public facilities as part of emergency first aid services. The District's AED units are designed for use by trained personnel for cardiac emergencies. The defibrillators would be used on individuals over 55 pounds and would include District students, staff and building visitors. Please notify the school nurse immediately if your student has a medical condition that would prohibit the use of this first aid device. This notice serves as an informed consent or permission to use the AED unit on your student should the need arise for emergency medical purposes.

SCHOOL WELLNESS

School Board Policy 246

Harrisburg School District's wellness policy includes goals for nutrition education, physical activity, and other school-based activities that promote student wellness, as well as nutrition guidelines to promote student health and reduce childhood obesity for all foods available in each school building.

Additionally, the policy includes goals for nutrition promotion. The formation of a wellness committee comprised of teachers of physical education, school health professionals, parents, students, school board, school administration and representatives of the school food authority should participate in the development of the wellness policy. The policy must be regularly updated and its contents communicated to the public.

Periodic assessments of the policy are required and should include the extent to which the school is in compliance with the wellness policy, the extent to which the local wellness policy compares to model local school wellness policies, and the progress made in attaining the goals of the local wellness policy.

FOOD ALLERGY MANAGEMENT

School Board Policy 209.1

In order to provide a safe and healthy environment with severe or life-threatening food allergies, the District shall focus on prevention, education, awareness, communication, and emergency response related to food allergy management. This policy complies with applicable state and federal laws and regulations as well as guidelines established by the Pennsylvania Department of Health and Department of Education. Students with food allergies must have a written medical statement signed by a certified medical professional documenting the special dietary restrictions, food omission, and/or substitutions.

FOOD SERVICES

School Board Policy 808

The District understands the importance of student nutrition and partners with the food service management company, SFE Inc. to provide students with well-balanced meals in accordance with the Healthy, Hunger-Free Kids Act. The District also operates a free breakfast and lunch program for all students. Meal menus can be viewed online at www.HBGSD.us.

TRANSPORTATION

School Board Policy 810

The Harrisburg School District wants to ensure that each student's transportation to and from school is a safe and pleasant experience. Safe and efficient transportation of every student is the primary goal of our Transportation Department. Eligibility for bus transportation is based upon established criteria such as distance to the school, road types, traffic patterns, geographical areas, and other contributing factors, which affect the assignment of bus routes and stops. Each eligible student for whom transportation is provided shall be assigned to a specific bus route and bus stop.

BUS STOP AND RIDING CONDUCT

- Arrive at your bus stop at least five minutes early.
- When waiting for the bus, stay away from traffic. Line up at least five steps away from the curb/roadway to wait for the bus.
- Never run after the school bus if it has already left the bus stop.
- Never push when getting on or off of the school bus.
- Always walk at least 10 feet in front of the bus when crossing so that the school bus driver can see you. Never cross the street behind the school bus.
- Be aware – Cross with Care! Wait until the school bus has stopped all traffic before stepping out onto the road.
- When the school bus is moving, always stay in your seat. Never put your head, arms or hands out of the window.
- Talk quietly; do not distract your school bus driver.
- If your school bus crosses railroad tracks, be calm and quiet so that your driver can listen for a train. Always follow the bus driver's instructions, so that he/she can make safe decisions. The Code of Conduct applies during bus transportation.
- Never play with the emergency exits. Backpacks, band instruments, or sports equipment may not block the aisle or emergency exits. If there is an emergency, listen to the driver and follow instructions.
- When getting off of the school bus, make sure that all drawstrings and other loose objects are secure so that they don't get caught on the handrail or the door.
- If you leave something on the bus or drop something outside of the bus, never go back for it. The driver may not see you and begin moving the bus.
- Never speak to strangers at the bus stop and never get into the car with a stranger. All safety concerns should be immediately reported to the bus driver, school staff, and/or the Transportation Department at (717) 703-4055 or (717) 703-4056.

BUS DISCIPLINE

Harrisburg School District follows a progressive discipline model for bus misconduct which may include, but is not limited to, conference with student, parent contact, time in office, and bus suspension. The Code of Conduct applies during bus transportation.

BUS ROUTE CHANGE

If there is a change in residency, a parent/guardian must submit proper verification and change of address to the Student Services Enrollment Center via email at Enroll@hbgsd.us or call (717) 703-4008. Once your address has been updated, please contact the Transportation Department at (717) 703-4055 or (717) 703-4056.

VIDEO/AUDIO RECORDING

School Board Policy 810.2

The Harrisburg School District strives to fulfill the moral responsibility of ensuring the safety of its students and employees as well as protect school property and school vehicles. All vehicles should be equipped with video and/or audio surveillance cameras. School building surveillance cameras may or may not always be monitored. The District recognizes the value of video and/or audio monitoring systems to maintain discipline, ensure safety and security, and deter individuals from engaging in acts of violence or vandalism on District and contracted property. When using video and/or audio monitoring systems, the District must balance its need to protect persons and property with the privacy rights of students and employees.

Electronic documentation will not be required to discipline any student. If electronic documentation is utilized to document behavior, the parent/guardian of the disciplined student, at the discretion of the District, may review the recordings used to substantiate the discipline proposed by the District. Electronic documentation will only be reviewed by authorized District staff and a designated representative of the transportation contractor.

PUBLIC ATTENDANCE/BEHAVIOR AT SCHOOL EVENTS

School Board Policy 904

The Harrisburg School District expects mutual respect, civility, and orderly conduct by all individuals attending school events on District property. Individuals attending school events will not injure, threaten, harass or intimidate a District employee, sports official or coach, or any other person. As circumstances warrant, the Administrator in charge will take appropriate action, including warning the person in violation, requesting the person to immediately leave District property, contacting law enforcement officials, and seeking to deny future admission to school events. The District prohibits the use of tobacco and vaping products, gambling, the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages, and weapons on school premises.

SCHOOL VOLUNTEERS AND VISITORS

School Board Policy 916

Throughout the course of each school year, the District attempts to secure a pool of parent and community volunteers who will serve in various roles within the schools. Volunteers may serve as classroom tutors, playground monitors, lunchroom helpers, student mentors or special activity helpers. Volunteers who have direct contact with students are required to obtain appropriate clearances per Board Policy.

SCHOOL VISITORS

School Board Policy 907

Parents/guardians are welcome to visit the Harrisburg School District to meet with staff or volunteer in classrooms. To ensure the greatest benefit can be derived from the visit and still maintain the educational and management functions of the school, all parents/guardians desiring to meet with teachers are to schedule an appointment in advance. Appointments may be scheduled by contacting the teacher to arrange a mutually agreed upon time. Classroom observations are limited to parents/guardians of enrolled students or persons approved by the principal. A written request must be submitted to the principal at least 2 days prior to the visit.

All visitors must report to the school office upon entry. Valid photo identification is required for the District's School Gate Guardian System. Students who arrive late or need to leave early for an appointment MUST be signed in/out in the office by the person who is authorized to pick them up.

All parents/guardians, visitors and guests who wish to enter the school, beyond the office area, will be asked to present a valid state-issued driver's license or photo identification card.

A staff member will scan the I.D. and print a visitor's badge with a current picture. Visitor I.D.s will also be cross-referenced with the sexual predator database -- School Gate Guardian System. The visitor's pass must be worn throughout the visit. Prior to leaving the building, the visitor must return to the office and indicate their departure.

RULES & REGULATIONS FOR STUDENTS

It is the intent of the Harrisburg School District to maintain an orderly environment conducive to learning in its schools. The District shall require each student to adhere to the rules and regulations promulgated by the Board and Administration and to submit to such disciplinary measures as are appropriate for infraction of those rules.

The District's Board Policy and Student Code of Conduct govern student conduct in school, during school events and activities, to include time spent traveling to and from school.

Corporal punishment is not an authorized disciplinary measure of the District. However, per PA School Code, reasonable force may be used by teachers and school authorities under the following circumstances: 1) to quell a disturbance; 2) to obtain possession of weapons or other dangerous objects; 3) for the purpose of self-defense; or 4) for the protection of people or property.

STUDENT ID BADGE COMPREHENSIVE IMPLEMENTATION GUIDE - 2026-2027 SCHOOL YEAR

Student ID Badge System Purpose & Functionality

This guide establishes comprehensive operating procedures for the Harrisburg School District's mandatory transition to the uniform Student ID Badge System. All campuses, faculties, transit teams, and support units must strictly enforce these guidelines to stabilize regional security and safeguard student administrative services.

Student ID badges maximize operational security, streamline daily logistics, and capture critical data insight across the district. Every student receives one free district-issued lanyard and ID badge at the launch of the academic cycle. The initial system distribution rollout for 3rd–12th grade rollout is scheduled for September 8, 2026. The Kindergarten through 2nd grade system is scheduled to roll out on November 2, 2026. For questions, please contact the office at your child's school.

- **School Buses**: Students scan their physical ID badge instantly upon boarding and exiting transport vehicles to dynamically track active routes and verify absolute safety. The bus driver maintains a dedicated route basket to capture all K-2 badges daily, returning them systematically to students as they step onto the bus the following morning. If administrative badges remain inside the transit basket after morning arrival, the driver hands off the basket to a safety monitor or building designee to submit it immediately to the Main Office. The safety monitor or building designee will then greet the bus driver in the afternoon loading zone with the fully compiled route basket.

- **Cafeteria Services:** Badges link directly to centralized digital student accounts for secure, touchless, rapid barcode scanning during campus breakfast and lunch periods. Students arriving at the cafeteria without an active badge will be routed immediately to a designated check-in area to acquire a temporary high-visibility adhesive badge for the day.

- **School Activities & Athletics:** Badges act as the official structural gate pass and validation ticket for entry into varsity or junior sporting events, school-wide dances, and certified extracurricular activities.

- **Campus Security:** Badges instantly confirm active, authorized neighborhood enrollment and verify student identity, ensuring non-enrolled or unauthorized individuals cannot penetrate secondary campus lines.

Replacement & Temporary Badge Procedures

- **Replacement Location:** Replacement badges are processed and printed exclusively inside the Main Office or designated Attendance Office.

- **Replacement Cost:** The replacement badge is entirely complimentary (fully funded and paid for by the school district; no fees shall be assessed to students or families under any circumstances).

- **Request Process:** Students must request replacement badges before the morning late bell or during their designated lunch period. Classroom teachers are strictly prohibited from writing instructional hall passes for badge replacements during core academic periods.

- **Daily Temporary Badges:** Students arriving on campus without their badge must report directly to the Temporary Badge Kiosk located at the main student entrance. Office staff will verify active enrollment and print a high-visibility, dated adhesive temporary badge. These are valid for one school day only, must be worn visibly on the upper chest, and are automatically logged into the student information system to track compliance. Click here to read the full Student ID Badge Guide.

SEARCHES

School Board Policy 226

Harrisburg School District authorities may search any student's desk, locker, and/or personal belongings when they have a reasonable suspicion that the desk, locker, and/or personal belongings contain materials which pose a threat to the health, welfare and safety of students and staff. Materials may be seized and used as evidence against the student in disciplinary proceedings. The principal/safety lead and safety monitors may conduct a search of a student and/or a student's possessions, whenever the school official has reasonable suspicion or believe the student is in possession of an illegal or controlled substance, other object(s) detrimental to the health, safety or welfare of other students or other school personnel, or unauthorized contraband materials.

STUDENT FIGHTING

School Board Policy 218.3

In order to preserve the degree of order necessary for a safe and orderly educational atmosphere, students will not be permitted to fight. This policy applies to student conduct that occurs on school property and from the time a student leaves home for school, until the student arrives home after school dismissal. Fighting is classified as follows:

ALTERCATION is an argument between students with minimal physical confrontation. Depending on the severity of the altercation, students are disciplined through:

- **Mediation**
- **Time out**
- **Detention**
- **In-school suspension**
- **Out-of-school suspension at the principal's discretion**

FIGHT is when students gather, punches are thrown with the intent to harm, and the incident must be quelled. Students are disciplined through an out-of-school suspension up to ten (10) days with a recommendation of possible expulsion. The principal may at his/her discretion report the information and summon the police. The Superintendent will be notified of the incident.

ASSAULT is a student physically attacking another student, causing bodily harm or injury. Students are disciplined through out-of-school suspension up to ten (10) days with a recommendation of possible expulsion. Police will be called, and students will be subject to criminal prosecution. The Superintendent will be notified of the incident.

ASSAULT WITH A WEAPON is a student attacking another student with a weapon, the same meaning as defined in law, which shall include but not be limited to any gun, knife, cutting instrument, tools, nunchaku, firearm, shotgun, rifle, replica of a weapon or any other tool, instrument or implement capable of inflicting serious bodily injury with the intent to cause harm.

Students will be disciplined through an out-of-school suspension up to ten (10) days with a recommendation for expulsion. Police will be called, and students will be subject to criminal prosecution. The Superintendent will be notified of the incident.
In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

WEAPONS

Safe Schools Act 26 & School Board Policy 218.1

The District may expel, for a period of not less than one (1) year, any student who brings onto or possesses a weapon on any school property, in the buildings of or on the grounds of the District, at any school sponsored or sanctioned function or activity, or in any conveyance providing transportation to or from any school building, property, function or activity. The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass knuckles, firearm, shot gun, rifle, air rifle, BB gun, pellet gun or any pistol version, chemical agent, OC/Pepper spray, explosives, fireworks, or other such devices, any other to ol, instrument or implement capable of inflicting serious bodily injury. The term weapon shall also include items which are replicas or look-alike weapons, whether or not actually capable of bodily injury and whether or not sold as a toy.

Any student possessing a replica of a weapon may be suspended or expelled in accordance with Board Policy.
The term possession shall mean a student who is in possession of a weapon when the weapon is found: 1) on the person of the student, 2) in the student's locker/bookbag, 3) in an automobile owned or under the control of the student, and 4) otherwise under the student's control while the student is on school property or on property being used by the school or while the student is attending any school function, activity or event whether said function, activity or event is being held on or away from school property, or while the student is on his/her way to or from school.

The District is required to report to the Department of Education all incidents relating to an act of violence or possession of a weapon. The Safe Schools Report is available for review by parents/guardians by contacting the Administration Office at 717-703-4000.

DRUGS & ALCOHOL

School Board Policy **227**

This policy, including the rules, regulations, and guidelines, is a concerted effort by the Harrisburg School District to openly and effectively respond to the current uses and abuses of drugs, alcohol, and mood-altering substances by the members of our entire student population.

STATEMENT OF POLICY

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Harrisburg School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the entire student population.

DEFINITION OF TERMS

Drug: any controlled substance, mood-altering substance or other substance that is used for, or represented as being able to create, mind/behavior-altering affects when ingested.

Alcohol: any beverage that contains ethyl-alcohol (ethanol), including beer, wine, or distilled spirits).

Examples of the above include but are not limited to beer, wine, liquor, marijuana, cocaine, crack, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the school District's policy for the administration of medication to students in school.

Distributing: deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substance, as defined by this policy from one person to another or to aid therein.

Possession: possess or hold without any attempt to distribute any alcohol, drug or mood-altering substance determined to be illegal or as defined in this policy.

Cooperative Behavior: means the willingness of a student to honestly answer questions by school staff regarding the student's possession, use, ingested and/or distribution of alcohol and/or drugs at school or a school-sponsored activity whereby the student acknowledges his or her violation of this policy.

Uncooperative Behavior: is resistance or refusal, (verbal, physical, or passive) on the part of the student to comply with the reasonable request or recommendation of school personnel. Defiance, assault, deceit, and truancy shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a license drug and alcohol facility.

Paraphernalia: a. Any utensil or item, which in the judgment of the School District, is used, intended for use or designed for use to conceal, distribute, inject, ingest, package, smoke, store or use a controlled substance or alcohol; or b. Any electronic device that delivers nicotine or other substances via vapor for inhalation. The term includes e-cigarettes, e-cigars, e-pipes and other similar products; and includes all components and parts, such as e-cigarette batteries, atomizers, vaporizers, replacement cartridges and any solutions manufactured for use with such a device.

RULES AND REGULATIONS

A student who is on school grounds, during a school session, or anywhere at a school-sponsored activity and is under the influence of alcohol, drugs, or mood-altering substances, or any substance reported to be a restricted substance or over the counter drug shall be subject to discipline pursuant to the provisions and procedures outlined in Harrisburg School District's Discipline Code.

SCHOOL GUIDELINES

As an integral part of the Harrisburg School District Drug and Alcohol Prevention Program, these guidelines represent one component in a District wide effort to respond effectively to drug, mood-altering substance, and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug mood-altering substances, and alcohol related events. The Harrisburg School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

TERRORISTIC THREATS

School Board Policy 218.2

The Harrisburg School District recognizes the dangers that terroristic threats by students present to the safety and welfare of students, staff, and our community. The District acknowledges the need for an immediate and effective response to a situation involving such a threat. A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. A terroristic threat shall mean an offense against property or involving danger to another person. A threat issued by word, action or electronic media could include threats in writing or artwork, verbal threats directed to someone, notes between students that threaten harm, overhearing someone speak of harming someone else, previous aggression coupled with current threats, student makes actual threat, serious physical fighting with peers, severe property damage, severe rage for seemingly minor reason or threats made on the Internet.

Students who make threats will be required to participate in a District threat assessment, which shall be completed by the school's threat assessment team. The threat assessment is designed to determine if the student is at an immediate risk for harming oneself or others, whether the student should be referred to Crisis Intervention.

Students who make threats will be subject to the school's disciplinary code of conduct, which may result in suspension, expulsion, criminal charges or placement into an Alternative Education Program. If the student is suspended from school, the parent/guardian shall have the threat assessment completed during the suspension and prior to the student returning to school.

Any individual concerned about a potential threat to students or staff may contact the building principal.

GANG ACTIVITY

School Board Policy 218.4

The Harrisburg School District strictly prohibits gang activity on school property, at school activities, while traveling to or from school or school activities and on school vehicles. The presence of gangs creates the potential of students feeling intimidated at school and substantial disruptions of the educational process. A gang is defined as an ongoing organization, association or group of three or more persons known by a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of violent, illegal, threatening or intimidating acts inside or outside of school.

The District may consider a student to be a member of or affiliated with a gang, when:

1. The student admits to gang membership.
2. The student's parent/guardian and/or their social media page identifies the student as a gang member.
3. The student regularly associates with known gang members and adopts the gang's style of dress, hand signs, symbols or other indicia of membership or affiliation.
4. Law enforcement authorities provide or confirm information leading the school administration to have a reasonable belief of a student's gang membership or affiliation.

A student who violates this Policy shall be subject to disciplinary action, which may include suspension, expulsion or other action. This Policy shall not preclude a student from being disciplined under other Policies or disciplinary rules applicable to other forms of student misconduct.

TOBACCO & VAPING PRODUCTS

School Board Policy 222

The Harrisburg School District prohibits possession, use or sale of tobacco by students at any time in a school building, and on any property, buses, vans and vehicles that are owned, leased or controlled by the School District. The School District prohibits possession use or sale of tobacco by students at school sponsored activities that are held off school property.

Tobacco products shall be defined as a lighted or unlighted cigarette, cigar and pipe, other lighted smoking products, and smokeless tobacco in any form. In addition to any other discipline action the District may impose for violation of this Policy, the District may initiate prosecution of a student who violates this Policy.

The principal or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The principal or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The principal or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The principal or designee shall document attempts made to reach the parent/guardian.

HAZING

School Board Policy 247

The purpose of this Policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing is defined as any activity that recklessly or intentionally endangers the mental health or safety of a student for the purpose of initiatio n or membership in or affiliation with any organization recognized by the District. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times. The District directs that no administrator, coach, sponsor, volunteer or District employee shall permit, condone or tolerate any form of hazing. Violations may result in the loss of sanctioning as a student organization or the individual's loss of privilege to participate as a student athlete or to be a member of an organization or extracurricular activity. Disciplinary action may be taken by the principal and include suspension from school or school-sponsored activities, expulsion from school, and/or a referral to the local law enforcement agency.

NON-DISCRIMINATION/DISCRIMINATORY HARASSMENT - SCHOOL & CLASSROOM PRACTICES

School Board Policy 103

The Harrisburg School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment in any form is not tolerated.

The District prohibits all forms of unlawful harassment of students and third parties by all District students and staff members, contracted individuals, vendors, volunteers and third parties in the schools. The District encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The District directs that complaints of harassment shall be investigated promptly and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

For purposes of this Policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion.

For purposes of this Policy, sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature.

Examples of conduct that may constitute sexual harassment include but are not limited to: sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating hostile or offensive learning or working environment.

Each student shall be responsible to respect the rights of their fellow students and District employees and to ensure an atmosphere free from all forms of unlawful harassment.

NON-DISCRIMINATION UNDER TITLE IX

Title IX states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance."

Title IX prohibits sex discrimination and sex-based harassment in the District's education program and activities in the United States and in conduct that is subject to the district's disciplinary authority. This prohibition reaches conduct that is not within the District's education program or activities or within the United States if the alleged conduct contributes to a hostile environment within the District's education program or activity.

In accordance with Title IX, the Board prohibits discrimination on the basis of sex in its education program, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity and sex-based harassment. Violations of this policy may result in disciplinary action in accordance with the Code of Student Conduct, Board policy, and applicable federal, state, and local law and regulations.

This policy applies to conduct (1) that occurs in the District's education program or activities occurring in the United States, (2) that is subject to the District's disciplinary authority, and (3) that results in a hostile environment in the District's education program or activity, even if some conduct occurred outside of the education program or activity or outside the United States.

If a reported incident does not fall under the scope of Title IX, the reported incident will be reviewed, and appropriate steps will be taken under other applicable District policies.

This Title IX policy runs concurrently with and parallel to all applicable laws, regulations and existing District policies and procedures to the extent allowable under the law.

BULLYING/CYBERBULLYING

School Board Policy 249

The Harrisburg School District will **NOT** tolerate acts of bullying/cyberbullying. The District recognizes the negative impact that bullying has on student health, welfare, and safety and on the learning environment at school. The District also recognizes that bullying creates an atmosphere of fear and intimidation and detracts from a safe environment. **See Board Policy #249**. The District defines bullying as an intentional electronic, written, verbal, nonverbal, psychological or physical act or series of acts directed at another student or students, which occurs in and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education
2. Creating a threatening school environment
3. Substantially disrupting the orderly operation of the school

Bullying is further characterized by the following three (3) criteria:

1. It is aggressive behavior or intentional harm
2. It is carried out repeatedly over time
3. It occurs between people where there is an imbalance of power (I.e., physical strength, mental capacity, popularity, or social skills)

Bullying Prevention

Research on bullying reveals that prevention efforts should occur at multiple levels. The first and best prevention is an overall positive climate that includes: 1) clear expectations for behavior; 2) school and classroom systems and procedures that are implemented with fidelity to maintain order; 3) evidence-based schoolwide programming known to support relationships, and social-emotional learning. The Harrisburg School District currently uses Second Step, Responsive Classroom, Positive Behavioral Interventions and Supports (PBIS), and Restorative Practices as evidenced based strategies to address and help reduce the incidence of bullying and improve schoolwide culture and climate.

Reporting

Any school community member can report bullying, harassment and/or discrimination and all reports will be investigated. There are numerous ways to make a report:

- Reporting the incident to the building principal or to any other member of the school staff, including teachers, school counselors and social workers, or coaches.
- Submitting a complaint via **Safe2Say** or by phone at 1-844-SAF2SAY (723-2729)

STUDENT BEHAVIOR AND DISCIPLINE

The Harrisburg School District is committed to improving educational equity and reducing disproportionality in punitive and exclusionary discipline. See Board Policy #218.

- The District's approach to discipline is based in several understandings:
- Behavioral incidents should be treated as opportunities for learning and growth.
- Except in cases of the most serious infractions, every incident should be addressed through restorative approaches. Restorative approaches are focused on teaching and healing, rather than punishment.
- Schools should utilize school-based interventions and progressive discipline before resorting to excluding a student.
- In cases where exclusion is appropriate, additional interventions must also be put in place.

Parents/guardians who have any questions or concerns related to discipline and/or school suspension are encouraged to contact the school principal and/or the Director of Student Services at MPeters@hbgsd.us.

DISCIPLINE PROCEDURES

School Board Policies 218 & 233

The Harrisburg School District follows a progressive discipline model which may include, but is not limited to, detentions, in-school suspensions, out-of- school suspensions, and expulsions.

Students who are exhibiting a pattern of disruptive behavior(s) and/or committed violation(s) of the Code of Conduct, and suspended for a period of 4 or more consecutive days for a specific incident will receive the Notice of Suspension and the notification for an Informal Hearing at the time of suspension, and will be held at the building level.

Safety Interim Placements

- Schools may request a safety interim placement (temporary school assignment) for the limited situations where the school has documented that the student's behavior poses a continued threat to the school community.
- Students with disabilities cannot receive safety interim placements, unless there are special circumstances and the interim placement has been approved by the Special Education Department. Please read the next section to learn more about discipline for students with disabilities.

Students who are referred for a formal disciplinary hearing receive full due process to determine whether the student should be removed from their current school placement. Disciplinary hearings will be conducted by an impartial Hearing Officer, appointed by the Court Appointed Receiver. Students and parents/guardians participating in the disciplinary hearing process have the follo wing rights:

- Request a copy of their student's records.
- Request an interpreter in their preferred language.
- Bring their own witnesses and/or character statements to the hearing.
- Bring a representative and/or advocate to the hearing.
- Be provided with two opportunities to attend the hearing.

- Ask questions of the school and present evidence if it relates to the incident.
- Be provided with the hearing decision.
- Request a copy of the hearing recording.

Hearing Decisions

The impartial Hearing Officer will consider all evidence, dialogue in the hearing, and a student's academic, behavior and attendance records when making a decision on the outcome. The outcome can be one of the following:

- Student remains in current school placement due to insufficient evidence.
- Student remains in current school placement with a behavior contract.
- Student remains in current school placement without a behavior contract. In other words, sufficient consequences were already provided.
- Student is Referred to an AEDY Program (grades 6-12) for a period of time to be determined by the Hearing Officer.
- Student is transferred to an Alternative Education for Disruptive Youth (AEDY) placement and will return to a regular education setting once behavioral goals set forth by the program are met.

Alternative Education for Disruptive Youth (AEDY) Program

- Pennsylvania's Alternative Education for Disruptive Youth Program (AEDY) provides a combination of intensive, individual academic instruction and behavior modification counseling in an alternative setting to assist students in returning successfully to the regular education setting.
- AEDY Transition Programs provide education to students in grades 6-12 who have been removed from the regular education setting for certain disciplinary reasons.
- Students must have a hearing prior to placement unless a safety interim placement is warranted due to a serious situation.
- English Learners (EL) cannot be placed at disciplinary schools that cannot meet their language instruction needs and must be taught by qualified teachers with ESL Teaching Credentials using materials that are appropriate for their ages and levels of proficiency.
- The District and the AEDY Program work with families to create behavioral goals based on their reason for placement and assessments.
- Students receive a formal periodic review (progress review) before their presumptive exit date.
- Once behavioral goals are met, students prepare to transition to the regular education setting with a transition plan.
- Placements in AEDY Transition Programs are temporary. Students may only remain until they have met their behavioral goals, unless expelled.

Discipline for Students with Disabilities

Students with disabilities can receive consequences according to the student code of conduct. They must also be provided with a Free and Appropriate Public Education (FAPE). Schools must adhere to all regulations provided under the Individuals with Disabilities Act (IDEA).

Suspensions

Students who are identified as intellectually disabled can only be removed from the school building for suspension or a disciplinary hearing if there is written agreement from the parent/guardian or written approval from the Bureau of Special Education of the Pennsylvania Department of Education (PDE). The PDE can be contacted by calling 717-783-6913.

All other students receiving special education services or a 504 Plan

The District may suspend students who are receiving special education services for up to ten (10) consecutive school days or fifteen (15) cumulative school days in one school year without providing special education services as outlined in their IEP.

Manifestation Determination Process

A Manifestation Determination meeting must be conducted whenever there is a change in placement. *(For a student identified as intellectually disabled, a one (1) day suspension is considered a change in placement.)*

For all other students with disabilities, a suspension of ten (10) consecutive days and/or fifteen (15) cumulative days are considered a change in placement, in addition to a disciplinary transfer.

The purpose of the Manifestation Determination meeting is to answer two questions: Was the conduct caused by, or did it have a direct and substantial relationship to, the student's disability? Was the conduct a direct result of the school's failure to implement the student's IEP?

- If the behavior IS NOT deemed a manifestation of the student's disability, the school may proceed with the recommended disciplinary action in accordance with the Code of Conduct.
- If the behavior IS deemed a manifestation of the student's disability, the proposed change in placement may not be granted.

The required steps are as follows:

- Provide written notice to the parent/guardian of the recommended disciplinary action at the time of the incident and an invitation to participate in the Manifestation Determination meeting with the student's IEP team.

    - This meeting must take place within 10 days of the incident.
    - During the Manifestation Determination meeting, the student's most recent evaluation, IEP and placement will be reviewed as well as the details of the incident that led to proposed discipline.
    - The completed Manifestation Determination must be signed by the parent/guardian and IEP team, including School Psychologist.

Issue a Notice of Recommended Educational Placement (NOREP) with the results of the determination and a copy of the Procedural Safeguard Notice (PSN) to the parent/guardian.

- If the parent/guardian disagrees with the decision that is made at the Manifestation Determination Meeting, they can request an expedited Special Education Hearing and the commonwealth-appointed hearing officer will review the manifestation determination. Directions on requesting a hearing can be found in the NOREP and must be completed within ten (10) days.
    - Ensure IEP is in compliance, as well as other corresponding documents if applicable. For example, a Functional Behavior Assessment (FBA) or Positive Behavior Support Plan (PBSP) may be needed in accordance with the IEP.
- **Special circumstances/45-day placements**
    - Schools may request a 45-day placement to an AEDY program, without regard to the outcome of the Manifestation Determination, if the incident involved one of the three special circumstances under IDEA:

1. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function.
2. Carries a weapon to or possesses a weapon at school, on school premises, or at a school function.
3. As defined by IDEA, a weapon is a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.
4. This does not include a pocket knife with a blade of less than 2½ inches in length.
5. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.
    - As defined by IDEA, bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.
    - Serious Bodily Injury must be substantiated through medical documentation submitted to the Harrisburg School District's Special Education Department.

The purpose of the 45-day placement is for the student to receive interventions in an AEDY setting while the sending school team re-assesses the student's programming and placement. The placement may not exceed 45 days under any circumstances.

If a student's behavior is not one of these three special circumstances, is a manifestation of the student's disability and the student is likely to cause injury to themselves or others, a school administrator can request an expedited hearing conducted by a special education hearing officer to obtain a 45-day placement. This request should be made by a school administrator to the Office of General Counsel.

Expulsion Procedures

According to Pennsylvania law, expulsion is defined as an exclusion from school and any school activities for more than ten (10) school days. Students who have committed an offense subject to expulsion are referred for an informal disciplinary hearing, at which point it will be determined if a student should be recommended for AEDY placement for more than 45 school days through a formal expulsion hearing or through signing the Agreement to Administrative Assignment/Waiver of Formal Expulsion Hearing Waiver, which would forgo a formal expulsion hearing. See Board Policy #233.

The formal expulsion hearing process includes the following due process requirements:

- Notification of the violation(s) in writing by US First Class and US Certified Mail to the parent/guardian in their preferred language.
- At least three (3) days' notice of the time and place of the hearing, which shall include a copy of the Formal Hearing Notification Letter, expulsion policy, hearing procedures, and notice of the right to representation by legal counsel.
- A parent/guardian may request the rescheduling of the hearing when they demonstrate good cause for an extension.
- The hearing shall be private unless the student or parent/guardian requests a public hearing.
- Representation by counsel at the parent/guardian expense
- Parent/guardian may attend the hearing.
- Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
- The right to request that witnesses against the student appear in person and answer questions or be cross-examined.

- The right to testify, make arguments and present witnesses on the student's behalf.
- A written or audio record shall be kept of the hearing, and if requested by the parent/guardian, a copy will be made available.
    - The hearing shall be held within 15 school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
    - The need for laboratory reports from law enforcement agencies.
    - Evaluations or other court or administrative proceedings are pending due to the student invoking their rights under the Individuals with Disabilities Education Act (IDEA).
    - Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.

- Notice of a right to appeal the results of the hearing shall be provided to the student and the parent/guardian with the expulsion decision in their preferred language.

A student who has been permanently expelled from the Harrisburg School District by the affirmative vote of a majority of the school board may apply for readmission. The school board delegates authority for all readmission decisions to the Superintendent or their designee. Temporarily expelled students need not apply for readmission because they are automatically readmitted to The District at the end of the expulsion period. Readmission decisions are final and not subject to review by appeal to the school board or the courts.

DATING VIOLENCE

School Board Policy 252

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the District and is prohibited at all times.

STUDENT RECORDS

School Board Policy 216

TRANSFER OF RECORDS

When a student transfers to another school or school district, a copy of the student's discipline record shall be provided to the receiving district. The school district to which the student has transferred should request the record. The District is required by law to provide the discipline record within ten (10) days.

AVAILABILITY OF RECORDS

A student's discipline record shall be available for inspection by the student and his parent/guardian or other person having control or charge of the student. The record will be available to school officials and to state and local law enforcement officials as provided by law. Permission of the parent/guardian or other person in charge or control of the student is not required for transfer of the individual's record to another school district in Pennsylvania or any other state in which the student seeks enrollment or is enrolled.

SWORN REGISTRATION STATEMENT

All parents/guardians or other individuals registering a student will be required to provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school in Pennsylvania or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or any act of violence committed on school property. The registration document will be included as part of the student's disciplinary record. Any false statement made under this law will be a misdemeanor of the third degree.

NOTIFICATION OF RIGHTS: PARENTS/ELIGIBLE STUDENTS

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within forty-five (45) days of the District's receipt of a request for access. A parent or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

   A parent or eligible student may request the District to amend a record they believe is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record they want changed and specify why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the principal or an appropriate school official.

   If the District decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to parents or eligible students when notified of the right to a hearing.

3. **The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.**

Disclosure of personally identifiable information can be made without consent to the following:

a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is: a person employed by the District as an administrator, supervisor, instructor or support staff member (including health and medical staff); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist).
b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The District will make a reasonable attempt to notify the student's parent/guardian prior to the disclosure of information and will provide the parent with a copy of the record if so requested.
c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and state and local educational authorities.
d. Officials connected with a student's application for a receipt of financial aid.
e. State and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the state statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by state law, without prior written consent of the parent.
f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
g. Accrediting institutions
h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
i. Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the District will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order.
j. The District may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

5. The right to refuse to permit the designation of any or all of the categories of directory information. The District is permitted by law to disclose **directory information** without written consent of the parent/guardian or student.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

District video/audio recordings, photographs or electronic recording of student assemblies, plays, musical performances, award ceremonies, extracurricular events, and school-sponsored activities are likewise directory information. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is received by the building principal within 3 weeks of student's enrollment in the District.

6. **Student Media Release Form**

Parents/guardians are given the opportunity to **opt-out or decline** permission for the District to publish student academic work, images, photography, and/or video content in publications and/or on District websites and online platforms. To opt-out, the **Student Media Release Form** must be signed by the parent/guardian and returned to the main office at your child's school.

NOTICE OF NON-DISCRIMINATION

The Harrisburg School District (the "District" or "HBGSD") is an equal opportunity education institution that is committed to providing to all persons equal access to all categories of employment, educational programs, and activities in a safe, positive environment that is free from all forms of harassment and discrimination regardless of race, color, age (40 or older) creed, religion, sex, gender, gender identity and expression, sexual orientation, pregnancy, childbirth, pregnancy-related conditions, ancestry, national origin, service in the uniformed services (as defined in state and federal law), veteran status, marital status, genetic information, handicap/disability, and any other legally protected class, or for engaging in any other protected activities.

The District does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX, including in admission and employment practices. Publication of this statement is in accordance with state and federal laws including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, Title II of the Americans with Disabilities Act, and the Pennsylvania Human Relations Act. The District shall make reasonable accommodations for identified medical, physical and mental impairments that constitute disabilities, or for religious reasons consistent with the requirements of federal and state laws and regulations. The District provides equal access to the Boy Scouts and other designated youth groups.

All members of the HBGSD community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Discriminatory conduct and harassment, including sexual misconduct and relationship violence, violates the dignity of individuals, as well as state and federal laws, and will not be tolerated. These behaviors are inconsistent with the goals of the district and are prohibited on school grounds, at school-sponsored activities, and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

Individuals who believe they or others have been subject to discrimination and/or harassment are encouraged to promptly report such incidents. Complaints of discrimination and/or harassment shall be investigated promptly, supportive measures shall be offered when appropriate, and corrective or preventive action shall be taken and disciplinary sanctions implemented when allegations are substantiated.

COMPLAINTS

Complaints or questions relating to, discrimination, misconduct, and/or Title IX (including sexual/gender-based harassment) violations should be directed to:

Marlena Lang
Title IX Coordinator
1010 N. 7th Street, Harrisburg PA 17102
717-703-4121 or MLang@hbgsd.us

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the Superintendent at (717) 703-4000.

DISCRIMINATION OF STUDENTS

Inquiries pertaining to discrimination of students on the basis of disability or alleged violations of Section 504 may be made by contacting:

Individuals experiencing harassment or discrimination also always have the right to contact government authorities:

Office for Civil Rights - Philadelphia Office
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515, Philadelphia, PA 19107
Telephone: (215) 656-8541 or Email: OCR.Philadelphia@ed.gov

More information can be found in the Board Policy Section of the District's website at www.HBGSD.us.