



MISSION STATEMENT

Harbor Creek School District will maximize the academic and civic potential of every student to excel and compete at a global level by providing a safe learning environment that promotes respect and acceptance and is supported by a highly qualified staff with involved parents and community.

VISION

Harbor Creek School District commits to student success and the promotion of lifelong learning.

TAYLOR HILINSKI
PRINCIPAL

TROY BUDZISZEWSKI
ASSISTANT PRINCIPAL

6375 Buffalo Road
Harborcreek, PA 16421

Sr. High Phone: (814) 897-2100 Ext. 1368

Sr. High Fax: (814) 897-2136

Sr. High Attendance: (814) 897-2100 Ext. 1367

<http://www.hcsd.iu5.org>

Harbor Creek School District is an equal opportunity education institution and will not discriminate on the basis of race, religion, color ancestry, age, veteran status, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX, Section 504 and other relevant laws.

Senior High Directory (814) 897-2100

Mr.	Adams	Math	1405	gadams@harborcreeksd.com
Mr.	Alfieri	Social Studies	1514	salfieri@harborcreeksd.com
Mr.	Allen	English	1509	zallen@harborcreeksd.com
Mr.	Angerer	Social Studies	1506	jangerer@harborcreeksd.com
Mrs.	Bandur	Special Ed	1503	lbandur@harborcreeksd.com
Mrs.	Benim	Special Ed.	1230	dbenim@harborcreeksd.com
Mr.	Beringer	Math	1403	kberinger@harborcreeksd.com
Mrs.	Burdick	English	1515	kburdick@harborcreeksd.com
Mr.	Burger	Science/Math	1305	jburger@harborcreeksd.com
Mrs.	Burkhart	Health/PE	1610	sburkhart@harborcreeksd.com
Mrs.	Calhoun	Fam./Cons. Sci.	1312	lcalhoun@harborcreeksd.com
Mrs.	Cieslak	IST	1602	bcieslak@harborcreeksd.com
Mrs.	Dewey	Nurse	2145	rdewey@harborcreeksd.com
Mrs.	Dressler	Athletic Trainer	1112	sdressler@harborcreeksd.com
Mr.	Dudenhoefer	Technology	2133	pdudenhoefer@harborcreeksd.com
Ms.	Fomich	Science	1304	ffomich@harborcreeksd.com
Mr.	Foster	Special Ed.	1256	dfoster@harborcreeksd.com
Mrs.	Gillespie	Library	1713	ygillespie@harborcreeksd.com
Mr.	Grove	Special Ed.	1503	agrove@harborcreeksd.com
Ms.	Gunter	Science	1300	egunter@harborcreeksd.com
Mrs.	Hammill	English	1513	hhammill@harborcreeksd.com
Mrs.	Hite	Business	1605	Rhite@harborcreeksd.com
Mrs.	Kelly	Chorus	1260	akelly@harborcreeksd.com
Ms.	King	Math	1402	mking@harborcreeksd.com
Mr.	Korte	Technology Education	1309	jkorte@harborcreeksd.com
Ms.	Krahe	Art	1258	ckrahe@harborcreeksd.com
Mrs.	Kuberry	Business	1603	dkuberry@harborcreeksd.com
Ms.	Kubeldis	Art / STEAM	1310	kkubeldis@harborcreeksd.com
Mr.	Lombardozi	STEAM	1607	alombardozi@harborcreeksd.com
Mrs.	Mazza	English	1505	kmazza@harborcreeksd.com
Mr.	McQueeney	Social Studies	1516	tmcqueeney@harborcreeksd.com
Mrs.	Messenger	English	1511	mmessenger@harborcreeksd.com

Miss	Miller	Science	1303	amiller@harborcreeksd.com
Mrs.	Miodus	Special Ed	1420	cmiodus@harborcreeksd.com
Mrs.	Myers	Math	1408	mhovis@harborcreeksd.com
Mrs.	Neal	Fam./Cons. Sci.	1314	jneal@harborcreeksd.com
Mrs.	Prokopchak	Science	1301	jprokopchak@harborcreeksd.com
Mr.	Quiggle	Social Studies	1512	dquiggle@harborcreeksd.com
Mr.	Richter	Business	1606	krichter@harborcreeksd.com
Mr.	Ryback	Math	1404	cryback@harborcreeksd.com
Mrs.	Schilajew	Science	1302	gschilajew@harborcreeksd.com
Mrs.	Schuyler	English	1507	gschuyler@harborcreeksd.com
Mr.	Shepardson	Spanish	1601	tshepardson@harborcreeksd.com
Mr.	Shumaker	Technology	2138	jshumaker@harborcreeksd.com
Mr.	Snippert	Social Studies	1510	dsnippert@harborcreeksd.com
Mrs.	Styers	Math	1410	jstyers@harborcreeksd.com
Mrs.	Swick	Social Studies	1508	lswick@harborcreeksd.com
Mrs.	Taft	Technology	1517	ataft@harborcreeksd.com
Ms.	Teed	Health/PE	1610	kteed@harborcreeksd.com
Mr..	Wagers	Health/PE	1401	nwagers@harborcreeksd.com
Mr.	Waha	Band/Music	1315	rwaha@harborcreeksd.com
Mrs.	Weber	Special Ed.	1519	aweber@harborcreek.com
Mrs.	Wroblewski	Business	1308	cwroblewski@harborcreeksd.com
Mrs.	Wonner	Art	1308	jwonner@harborcreeksd.com

Sr. High Office and Counseling Office				
Ms.	Apolinario	Secretary	1368	napolinario@harborcreeksd.com
Mr.	Budziszewski	Asst. Principal	1367	tbudziszewski@harborcreeksd.com
Mrs.	Cox	Athletic Director	1200	acox@harborcreeksd.com
Mrs.	Emerick	Secretary	1211	ltwigg-emerick@harborcreeksd.com
Mrs.	Emick	Counselor	2110	lemick@harborcreeksd.com
Mrs.	Fritts	MH Counselor/SAP	2139	hfritts@harborcreeksd.com
Mrs.	Hilinski	Principal	1368	thilinski@harborcreeksd.com
Mrs.	Oleksy	Secretary	1367	holeksy@harborcreeksd.com
Mr.	Sears	Counselor	1366	csears@harborcreeksd.com

[Click Here for the School Calendar](#)

TIME SCHEDULES
Bell Schedule

Teachers Arrive	7:30
Pledge, Announcements & Attendance	7:45 - 7:51
1	7:51 - 8:34
2	8:39 - 9:21
3	9:26 - 10:08
4	10:13 - 10:55

“A” Lunch

Lunch	10:55 - 11:25
5	11:30 - 12:12
6	12:17 - 12:59

“B” Lunch

5	11:00 - 11:42
Lunch	11:42 - 12:12
6	12:17 - 12:59

7	1:04 - 1:46
8	1:51 - 2:33
Student Dismissal	2:33
Teacher Dismissal	2:35

If you arrive at school after:

- Close of 2nd period it will be considered a 1/2 day of absence.
- Close of 6th period it will be considered a full day of absence.

Junior High School

Bell Schedule

<u>JH Schedule</u>	<u>Start</u>	<u>End</u>
<u>Teachers - Hall Duty</u>	<u>7:30 AM</u>	<u>7:40 AM</u>
<u>Teachers - In Classroom</u>	<u>7:40 AM</u>	<u>7:45 AM</u>
<u>Period 1</u>	<u>7:45 AM</u>	<u>8:39 AM</u>
<u>Period 2</u>	<u>8:42 AM</u>	<u>9:36 AM</u>
<u>Period 3</u>	<u>9:39 AM</u>	<u>10:33 AM</u>
<u>Period 4</u>	<u>10:36 AM</u>	<u>11:30 AM</u>
<u>Period 5</u>	<u>11:33 AM</u>	<u>12:27 PM</u>
<u>Lunch C</u>	<u>12:27 PM</u>	<u>12:57 PM</u>
<u>Period 6</u>	<u>1:00 PM</u>	<u>1:54 PM</u>
<u>Advisory</u>	<u>1:57 PM</u>	<u>2:33 PM</u>
<u>Student Dismissal</u>	<u>2:33 PM</u>	
<u>Teacher Dismissal</u>	<u>2:35 PM</u>	

2-Hour Delay Schedule

Teachers Arrive	9:30
1	9:45 – 10:16
2	10:20 – 10:48
3	10:52 – 11:20
“A” Lunch	
Lunch	11:20 – 11:50
5	11:54 – 12:23
6	12:27 – 12:56
“B” Lunch	
5	11:24 – 11:53
Lunch	11:53 – 12:23
6	12:27 – 12:56
“C” Lunch	
5	11:24 – 11:53
6	11:57 – 12:26
Lunch	12:26 – 12:56
4	1:00 – 1:28
7	1:32 – 2:00
8	2:04 – 2:33
Dismissal	2:33
Teacher Dismissal	2:35

ACADEMIC DETENTION

Teachers and administrators can assign after school detention and/or Saturday detention for students who are not completing work or are failing. If students choose to not show up, they may receive zeros for assignments not completed.

ACCESS TO THE SCHOOL BUILDING PROCEDURE

Students should not arrive at school before 7:30 a.m. If students are here prior to 7:30, they should remain in the lobby/hallways and adhere to all school rules.

Students remaining after school for an activity must remain in their assigned, supervised area. If they are waiting for rides they should wait in the vestibule area (between the two sets of glass doors) of the Main Lobby.

STUDENT PROGRESS (Board Policy 213) [Search current Board Policies here.](#)

Assessment shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to determine a student's attainment of established academic standards and to:

- Learn the student's strengths and weaknesses.
- Plan an educational and vocational future for the student in areas of the greatest potential for success.
- Know where remedial work is required.

Graduation Assessment Plan

In order to graduate from the district, a regular education student must demonstrate proficiency on the Keystone Exams, or complete one of the pathways set forth by the PA Department of Education. Students who do not score at the proficient level or above on the Keystone will be required to retest to achieve proficiency and/or growth during the retake windows (August, December, May). For more information about the pathways, click the link below.

https://drive.google.com/file/d/1tM40F63AiQ7mxxTot_CtUhreRLWeaGdv/view?usp=drive_link

ATHLETICS

Interscholastic athletic competition is provided for boys and girls from grades 9-12. Interested students may obtain more detailed information from the Athletic Director or the Athletic Secretary in the Junior High Office.

Sports include:

Fall Sports

Boys' Golf
Boys' Soccer
Cheerleading-Football
Cross Country
Football
Girls' Golf
Girls' Soccer
Girls' Volleyball

Winter Sports

Boys' Basketball
Boys' Swimming
Boys' Wrestling
Cheerleading-Basketball
Cheerleading-Wrestling
Girls' Basketball
Girls' Swimming

Spring Sports

Boys' Baseball
Boy's Track
Girls' Softball
Girls' Track
Tennis

ATTENDANCE REQUIREMENTS (Board Policy 204) [Search current Board Policies here.](#)

The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

ATTENDANCE PROCEDURES

A student must provide a written excuse signed by a parent/guardian, stating the reason and date of the absence. **An excuse is to be turned in to the office or emailed within three school days of the absence, or the absence will be marked as Illegal.** Excuses must be turned in during the Quarter of the absence in order to be accepted. [Click here for the Absence Form.](#) **Excuses must be submitted in writing and cannot be accepted over the phone.** Parents are encouraged to email their child's excuse to hcsroffice@harborcreeksd.com

Dental or doctor appointments should be made on non-school time when possible. The student should bring their request for an early dismissal to the Sr. High office first thing in the morning. **Early dismissal requests must be submitted in writing and cannot be accepted over the phone.** Parents are encouraged to email their child's early dismissal to hcsroffice@harborcreeksd.com

In the case of an extended illness, homework assignments may be requested by emailing the teachers. Many assignments may be available on Schoology.

The student will have one day for each day of absence to complete the work and return it to the teacher.

School work will not be allowed to be made up, when truant or in the case of an unlawful or unexcused absence. Students will receive a zero for tests, class work, and homework collected during such absences. (This policy also applies to a class the student skips or leaves without permission.)

Students may not participate in extracurricular activities (including practice) on a day when they have an absence (unless they have a pre-approved medical excuse, funeral, college visit or court hearing). Students who skipped school or leave the building without permission may not participate in practice and/or games on that day.

In the case of a dance on a Saturday, students must be in school on Friday. Students can not arrive late or leave early on the Friday before a dance. Students with five or more illegal and/or unexcused absences will not be permitted to attend a dance or Prom.

Students not in class by 7:45 will be considered Tardy and should report to the office to receive a Tardy pass. Each student can accrue three tardies per semester. After three tardies, an after school detention will be issued for each tardy thereafter. Students who are chronically tardy and have not attended a class for a minimum of 50% of the time due to such tardiness may not be eligible to earn credit for a course, regardless of academic performance.

Students who are late to school due to a medical excuse, funeral, college visit, court hearing, or late bus should also report to the office to receive a pass, and their attendance will be coded as such.

Any student participating in a school related activity must be in attendance no later than 8:00 AM on the day of the activity. The building administrator will consider any extenuating circumstances.

If you arrive at school after:

- At the close of second period it will be considered a ½ day of absence.
- At the close of sixth period it will be considered a full day of absence.
- If you leave for an appointment and return to school within 1 ½ hours or less, then you will NOT be marked as absent for a ½ day. However, if you return to school after 1 ½ hours or more, then you WILL be marked as absent for a ½ day.

Attendance and tardies will be monitored throughout the school year. If attendance problems become chronic, the school will coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon School Attendance Improvement Plan (SAIP) to resolve truant behavior. According to School Code, students who are habitually truant may not transfer to a cyber charter school during the school year unless a judge rules in favor of such a transfer.

CARE OF SCHOOL PROPERTY (Board Policy 224) [Search current Board Policies here.](#)

Students who willfully cause damage to school property, including computer devices and other electronic equipment, shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/guardians shall be held accountable for the actions of their child.

CHROMEBOOKS

Every student will be issued a Harbor Creek School District chromebook. For safety reasons, students are not permitted to use their own devices. Students must use a school-issued chromebook during the school day.

Chromebooks should only use the Harbor Creek Wi-Fi to connect to the internet while in school. During school hours, students may not use their cell phones to provide a connection to the internet, as this would be a violation of the Electronic Devices Policy and can result in confiscation of the phone/device.

Circumventing the HCSD Wifi on a chromebook in any way is in violation of the Acceptable Use Policy signed by all parents and students, and may result in mandatory Digital Citizenship courses to be completed during Detention hours.

CLASS DISTINCTIONS

The following student distinctions will also be used:

Cum Laude: 4.0-4.14

Magna Cum Laude: 4.15-4.29

Summa Cum Laude: 4.3 and above

Grade point average is NOT rounded to determine class distinctions. Class Rank is no longer used and will not appear on student records/transcript.

CONTROLLED SUBSTANCES/PARAPHERNALIA (Board Policy 227) [Search current Board Policies here.](#)

The abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances 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.

The Board and/or Superintendent may require participation in drug counseling, rehabilitation, testing or other programs as a possible condition of reinstatement into the school's educational, extracurricular or athletic programs following expulsion or placement in an alternative education program outside of the district resulting from violations of this policy.

COUNSELING

The Department of Counseling Services exists to promote and enhance the learning process. Counseling Services facilitates student development in three areas: academic, career and personal/social development.

Academic - Students are given the opportunity to select their core courses as well as elective courses. Students are encouraged to choose electives based on their interests and career pathway. Counselors meet one on one with students to discuss and review both core and elective choices.

Career – Students are encouraged to explore career pathways based on their interests and aptitudes. Counselors will encourage students to take elective courses within those pathways to support career exploration.

Personal/Social - Students may make appointments to see their counselors before or after school, during lunch, or study halls. Parents may also schedule appointments to speak with their student's counselors through in person meetings, phone calls or email.

Counselor referrals may be appropriate when emergencies arise (physical/sexual abuse, suicidal ideation/gestures, chemical dependency issues, etc.) with parents and/or students. Counselors can access community agencies and coordinate services with the school. Referrals may also be made through the counselor for the Student Assistance Program (SAP), Pyramid Drug & Alcohol Services and Safe Harbor Counseling Services. Click Here for the Referral Form.

https://docs.google.com/forms/d/e/1FAIpQLSdaIXg8kX11_HxkezfNp1YOqjVy3kj5F8XkcAam_okCUd921Q/viewform

Students are assigned counselors based on an alphabetical system:

Mr. Colin Sears

Grades 9-12 - Last names A-L

Dual Enrollment Students - Last names A-Z

814-897-2100 Ext. 1366

csears@harborcreeksd.com

Mrs. Lauren Emick

Grades 9-12 - Last names M-Z

Erie County Technical Students - Last names A-Z

814-897-2100 Ext. 2110

lemick@harborcreeksd.com

Mrs. Hillary Fritts – All students grades 7-12

Mental Health Counselor/Student Assistance Program (SAP)

814-897-2100 Ext. 2139

hfritts@harborcreeksd.com

COVID Protocols and Procedures

All Harbor Creek School District protocols for COVID-19 are located in the Harbor Creek School District Health and Safety Plan, which is found on the school district webpage [HCSD Health & Safety Plan](#)

CREDIT RECOVERY PROCEDURE

All credit recovery is subject to approval by the building principal. Counselors are available to work with students on a case-by-case basis. Credit recovery is a process that is used for students to recover credits lost due to failure. Any options for retaking required courses must be discussed with a counselor and approved by the building principal. Students may only take one credit of recovery per semester during the school year, and two credits during the summer. Please contact the counseling office for additional information.

In order to be eligible for credit recovery or credit origination, students must have attended the failed class a minimum of 50% of the time. If students are not in class 50% of the time, they are not eligible for credit recovery or credit origination.

In order to be eligible for credit recovery or credit origination, students can not receive a FINAL grade lower than 55% for a semester class or 60% for a full-year class.

DANCES – DANCE FORM - FORM FOR STUDENTS IN OTHER SCHOOLS TO ATTEND HC DANCE

[For Link to Dance Form, Click here](#)

Students are expected to follow all school rules during school dances.

During the school year, depending on the infraction and number of infractions, students may be denied attendance at dances / the Prom. Students with more than one vape violation in a school year will not be permitted to attend dances / the Prom. Students that are assigned to Alternative Education (Bethesda) during the school year will not be permitted to attend dances / the Prom.

Junior High students are not permitted to attend Senior High School dances. Students bringing guests from other high schools must complete a HCSD Dance Form (found in the HS Office) prior to the dance. Guests must be 21 years of age or younger to attend.

DELIVERIES

No commercial deliveries (flowers, food, gifts, etc...) will be accepted. This includes DoorDash, GrubHub, etc.

Individual items delivered by a parent/guardian for their child may be accepted by the office and delivered to students at an appropriate time. Items which have the potential to cause a disruption may be denied by the building principal and students are strongly encouraged to get permission for the delivery ahead of time.

Items being delivered by a parent/guardian for groups of students (food, desserts, etc.) are discouraged, however, may be approved by the building principal, if requested prior to delivery.

DRESS AND GROOMING (Board Policy 221) [Search current Board Policies here.](#)

Students and their parents have the right to make decisions regarding their appearance, except when their choices disrupt the educational program of the school or affect the health and safety of others.

The Board has the authority to impose limitations on students' dress in school.

All students in grades 7-12 enrolled in Physical Education and elective Physical Education classes are required to wear the Harbor Creek uniform/gym suit. All items must be purchased at [Creative Imprints](#), and should only be worn during gym class.

Prohibited dress code items include but are not limited to:

- Outdoor coats and jackets, hats, and sunglasses are not permitted to be worn inside the building. In addition, students are not allowed to wear or carry blankets, pillows, or flags.
- Articles that could cause harm to another or damage to property may not be worn in school. In addition, any articles of clothing, jewelry, or piercings that pose a health or safety hazard or distract from the educational environment are prohibited (examples of such articles include gloves, chains, or jewelry with metal spikes).
- Clothing that is excessively tight, loose, revealing, or suggestive.
- Hats and bandannas (scarves and durags included) may not be worn in school. Hoods on sweatshirts/hoodies must be kept down during the school day. If this is a consistent problem, students will not be permitted to wear hooded sweatshirts to school.
- Undergarments, boxer shorts, and/or night/loungewear (for example pajama/flannel bottoms) must not be visible.
- Articles of clothing/accessories, which promote, encourage, or depict any form of drugs (including alcohol and tobacco), obscene, suggestive, or vulgar language or actions, gang activities, or such things as cults or satanic activity may not be worn in school. In addition, anything that is demeaning or represents hatred that creates

significant disruption to the school environment (for example the Confederate Flag, Swastika, etc.) may not be worn and/or visible in school.

Students not following dress code may be asked to change into appropriate school attire, or be given temporary clothing to wear for the remainder of the day.

Decency as interpreted by the Administration and Staff is to be maintained at all times. The administration will make exceptions to the mandatory dress code on a case-by-case basis.

DUAL CREDIT

Dual Credit is the term given to taking college classes for credit while attending high school. Its goal is to give the student an opportunity to experience and transition to college coursework in a college setting while being supported by Harbor Creek High School to ensure success. High school counselors will talk with any interested students and families individually to help develop schedules and answer any questions or concerns. A student is eligible for dual credit during their junior and/or senior year. Students apply to the college of their choice which includes:

Penn State Behrend
Mercyhurst University
Gannon University

Students must provide their own transportation to and from campus. Students are required to fill out a Dual Credit contract which will be reviewed by the principal and counselor. Once accepted, students then apply to the college of their choice (each school has a different application process). Once the process is finalized, the student's college schedule will be coordinated with their Harbor Creek High School schedule by a counselor and approved by the principal on an individual basis. Course selection, credits, class days/times and travel time must be coordinated. The cost of the course(s), books, lab fees, etc. are the responsibility of the student and their parents. The college will bill students at the beginning of each semester. NOTE: Any failed or dropped courses, books, fees, and summer courses are not reimbursable.

Grades will be recorded on the student's high school transcript in traditional A, B, C format. The weight assigned to these courses as part of the QPA is 1.15 which is the same as an honors level course taken at Harbor Creek High School. Once courses have concluded, credit will be recorded on the Harbor Creek High School transcript. Students typically take one or two courses per semester. Most college classes are 3 credits each. When posting a college class to a Harbor Creek High School transcript, the student will receive 1 credit for the college class. Spring semester college courses must be taken during the same time slot as the fall semester courses. College courses are not eligible to replace a Harbor Creek core subject graduation requirement. Example: A College Composition course will not be used as a replacement for a Harbor Creek English class.

Dual Credit students will be assigned arrival/departure times based on their Harbor Creek and Dual Credit schedules. All Attendance Policies and Procedures, including Tardies, apply to Dual Credit students within these assigned times.

Students who wish to accumulate Dual Enrollment credits during the summer may take a maximum of two credits each summer. Courses should be pre-approved with the Dual Enrollment counselor.

EARLY RELEASE (for seniors only)

Students in the 12th grade who have satisfied graduation requirements are eligible to be excused at the end of 7th period to afford students the opportunity for afternoon employment. Students must have employment and parental permission each quarter they are requesting early release. Students must provide their own transportation and may not remain on school property after dismissal time. Students participating in after school activities sponsored by the school may not leave during that activity season. THE PRIVILEGE OF EARLY DISMISSAL WILL BE REVOKED FOR ACADEMIC FAILURE OR AN INFRACTION TO THE CODE OF STUDENT CONDUCT.

ELECTRONIC DEVICES (Board Policy 237) [Search current Board Policies here.](#)

The use of cell phones and any other electronic devices that are able to connect to a phone (earbuds, headphones, etc.) are not permitted from the time a student walks into the school building until dismissal at the end of the day. Phones must be stored in lockers or book bags only. Cell phones should not be visible (ex. in student pockets). Students will be required to turn their cell phones/earbuds/devices into the office if they are found to be in possession of these items during the school day. A parent/guardian will be required to pick up the cell phone at their convenience during normal school hours. Students who refuse to turn in their cell phone will receive a one day out of school suspension.

Students who need to call a parent/guardian during the school day may use the designated office phone. If there is knowledge that a student used a cell phone to contact a parent/guardian, they will be assigned a detention, even if they were not actively observed using the phone.

Students who repeatedly violate cell phone procedures and/or interfere with the learning environment by not complying with procedures may be subject to additional disciplinary action, which may include disorderly conduct charges. Administrative options are not limited to the disciplinary options identified.

Taking video and pictures of faculty, staff and/or other students without their consent during the school day and/or posting on social media is strictly prohibited.

EMERGENCY CLOSURE/DELAY OF SCHOOL

The superintendent works in conjunction with a number of agencies and personnel to determine if the conditions warrant a change in the normal school day's schedule. Primary reasons for a delay or cancellation are typically extreme cold temperatures and/or road conditions that are too dangerous for travel.

Once the decision has been made for a delay or cancellation, the HCSD notifies all of the local TV stations. The District website (www.hcsd.iu5.org) will display the status of the related school delays or cancellation, as well as the District's Twitter feed, Facebook feed, and the District's rapid phone notification system.

EMERGENCY SITUATIONS

The school administration shall follow school district procedures as developed by the school superintendent to ensure the health, safety and welfare of school students and personnel.

Cell phones may not be used during any emergency situation at any time. Cell phones should be turned off unless instructed otherwise. Parents will be informed via the district website, automated phone / text messaging service, and/or the media regarding the situation.

EDUCATIONAL TRIPS (Board Policy 204) [Search current Board Policies here.](#)

Student may be excused from school attendance to participate in a family educational trip not sponsored by the District if the following conditions are met:

All Educational Trip(s) Request Forms are to be preapproved seven (7) calendar days prior to the first day of absence related to the educational trip. Administration may limit the number and duration of family educational trip(s) for which excused absences may be granted to a student during the school term based on attendance and grades. Education trips occurring during scheduled state-mandated assessments & final exams are strongly discouraged and may not be approved during these windows. Testing dates change annually; please contact your building principal for scheduled assessment dates. Here is a link for the 26-27 dates: [Keystone Testing Dates](#).

Students are responsible to collect assignments prior to departure for the approved educational trip. Assignments are due on the first day back to school following the educational trip. If the assignments could not be provided before the departure date, the student will have one day for each day of the absence to complete the work and return it to the teacher. [Click here for the Educational Trip Form.](#)

EXTRACURRICULAR ACTIVITIES and SPECIAL EVENTS

Administration has the right to prohibit students that are not in good academic standing from participating in extracurricular activities and special events.

Seniors who have accumulated 10 or more unexcused absences (more than 10% of the school year), may not be permitted to attend senior activities, including the senior trip and graduation.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age and over (eligible students) certain rights with respect to the student's education records. [The FERPA Notice and form is available here](#) and at Harbor Creek School District school offices.

FIELD TRIPS, SOCIAL EVENTS, EXTRA-CURRICULAR ACTIVITIES (Board Policy 231) [Search current Board Policies here.](#)

Eligibility to participate in Field Trips will be contingent on a student's attendance, academic and discipline records.

The extra-curricular activities apply to student-athletes, cheerleaders, marching band, and participants in the school performing arts productions. The appropriate building-level administrator will monitor the weekly eligibility of these students. Coaches, directors, or advisors may apply further, reasonable and necessary rules unique to the particular activity for which they have responsibility. All such additions will have been approved by the school administration in advance. All school rules and regulations are in effect for individuals while participating in an identified activity. If a student is found to be in violation of school rules and/or district policy, the student will be sent home at the expense of the parents/guardians. All student-athletes must also comply with the PIAA standards in order to be eligible. All students who participate in the identified activities must meet the responsibilities listed in the Student-Athlete Handbook.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE (Board Policy 807 "Opening Exercises") [Search current Board Policies here.](#)

Each student shall be required to salute the flag and recite the Pledge of Allegiance during each day's opening exercises. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony.

Parents of students refusing to salute the flag shall be informed by the building principal.

Opening exercises shall also include a moment of silent meditation.

FREE AND REDUCED LUNCH PROCEDURES

Harbor Creek School District along with the State of Pennsylvania offers a reduced or free breakfast/lunch program for students who meet the requirements. Forms are available in the school offices and the district website under the Parent Tab. Parents are strongly encouraged to fill out the forms online at [SchoolCafe](#). Applications will be accepted anytime throughout the school year.

FREE EDUCATION

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. Consistent with the Pennsylvania Human Relations Act, no student shall be denied access to a free and full public education on the basis of race, religion, sex, national origin or handicap.

GRADING PROCEDURES

Teachers will state in writing their grade determination policy and course requirements. They must be posted and reviewed at the beginning of each course.

Grade designations:

- Grade A - 93% and above
- Grade B - 85% to 92%
- Grade C - 78% to 84%
- Grade D - 70% to 77%
- Grade F - Less than 70%

Any student who receives an incomplete (I) will have two weeks in which to complete and return the work to the teacher.

For semester classes, students will receive no less than a 55% in the first quarter of the course. In the second quarter of a semester course, the student will receive whatever percentage they earn. Please note that by receiving a 55% in one quarter, the student must earn an 85% in the subsequent quarter in order to pass.

For full year courses, students will receive no less than a 60% for the first three quarters of the course. In the final quarter, the student will receive whatever percentage they earn. Please note that by receiving a 60% in the first three quarters, the student must earn a 100% in the final quarter in order to pass.

Final grades are determined by an average of all four quarters.

GRADUATION REQUIREMENTS (Board Policy 217) [Search current Board Policies here.](#)

The following courses are required and must be passed to graduate.

<u>Area</u>	<u>Credits</u>
English	4
Math	4
Social Studies	4 (Tech-3 credits)
Science	3
Art/Humanities	1
Health	1
Physical Education	1
Electives	9
Business	1

A minimum of 28 total credits are required to graduate.

HALL/RESTROOM PASSES

Students are required to use the E-hallpass system for all hall and restroom passes. Students are encouraged to use the restroom during the five minutes between classes. Students are limited to two restroom passes per day. Students are not permitted to congregate in the restrooms. Students that are found to be regularly misusing the restroom may face disciplinary consequences, including restricting bathroom usage to the Nurse's office.

HAZING (Anti-hazing Board Policy 247) [Search current Board Policies here.](#)

Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any student group, organization or activity including but not limited to all athletic teams.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Additionally, any student who knowingly witnesses or fails to report knowledge or information of any incidents of hazing may be considered to be a participant in the hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

Students who have been subjected to hazing should promptly report such incidents to the building principal. District administrators shall promptly investigate all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

The District shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of posting this Policy, on the district's website, publication of this Policy in handbooks, or verbal instructions by the coach or sponsor at the start of any season or program.

HEALTH SERVICES

The school nurse is on duty during the school day. If a student is ill, they are to report to their class and request permission from their teacher to report to the nurse. NO student will be admitted without a pass. The nurse's office is not to be confused with a doctor's office. The health suite is to be used for sudden illness or emergencies that occur while the student is in school. The nurse (or designated other) is the ONLY person who can release a sick student for the absence to be recorded as a medical absence. Parents are not to call the nurse to excuse their child for medical absence when the student was not in school. If the student is beyond their 10 days of excused absences, the nurse is not to be used as a medical absence for days missed beyond the 10 days (unless the nurse deems the student is too ill to stay in school, then it would be a medical absence). If a student texts or calls a parent without the nurse's knowledge or approval, this will NOT be accepted as a medical absence. Also, if the nurse deems that the student can stay in school, and the parent and student choose to go home, this also will NOT be a medical absence. If a student wishes to rest in the nurse's office, their cell phone will be placed in a box by the nurse's desk and will be picked up by the student when they leave the nurse's office. Procedures for dispensing medication(s) will be determined by the school nurse. Forms can be picked up in the nurse's office or printed off from the district website located under the school info tab/nurse. The nurse may dispense no prescription medication without a written order by the doctor signifying the name of the medication, dosage, time, and the reason for giving the medication per School Board Policy 210.1, May 2011. All prescription medication MUST be brought to the school BY A PARENT and given to the nurse. Students are not permitted to carry prescription medication (except for an Epi-Pen or inhaler School Board Policy 210.1). Students found with prescription medication will be sent to administration. Over-the-counter analgesics and medications will only be dispensed with written parental permission. All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request (INHALERS AND EPI-PENS ONLY). This includes medications prescribed by a physician and any over-the-counter medicines.

Emergency Epinephrine Opt-Out Forms

Each school stocks emergency epinephrine for those students or adults who have a life-threatening allergic reaction (anaphylaxis) during school hours. The treatment is prompt administration of epinephrine and transport by EMS to the nearest hospital emergency department. A parent or guardian may opt-out by declining administration of emergency epinephrine in the event that their son or daughter is experiencing a severe allergic reaction. Opt-Out forms are available from the school nurse and must be read and signed by the parent or guardian and kept on file by the school nurse.

The school has one wheelchair (to be used between the Junior and Senior High School) and it is used for emergencies only for ill or injured students or faculty. If a student requires the use of a wheelchair during the school day, it must be arranged with their physician and provided by the student's family. It can be stored in the nurse's office at the end of the day, if needed.

It is very important that the school knows where and how to reach parents at all times. Please call the school with any change of phone numbers. Please fill out an emergency card/updated health assessment that is sent home at the beginning of each school year. Have your child return it to their first period teacher or directly to the nurse. Parental permission is needed in most cases if a student requires emergency room treatment due to illness or injury while at school. We cannot excuse students who are ill, to go home, without parental permission. Students are not permitted to drive home with a headache, history of head trauma, or dizziness. Students are not permitted to walk home. The nurse cannot excuse students from physical education classes unless the student is resting in the nurse's office. State mandated physical examinations are required for grade 11 and dental exams are required for grade 7.

Parents/guardians are encouraged to have exams done by their own doctor or dentist. The school does provide one day, free of charge, physical and dental exams. Prior written parental permission is required. Forms are available from the nurse.

CHIPS

Uninsured children under 19 years of age in Pennsylvania may be eligible for free or low-cost health insurance. For more information call: 1-800-986-KIDS or visit www.state.pa.us Keyword: chip. The nurse has information regarding CHIPS. Please feel free to contact her at 897-2100, ext. 2145 or rdewey@harborcreeksd.com

IMMUNIZATION

Proof of immunization is required for all students attending Harbor Creek School District. In addition to the previously required immunizations, students entering grade 7 are required to have Tdap and meningitis. Students entering grade 12 are required to have the second dose of meningitis. No immunizations are given at the school. The Health Department gives immunizations, free of charge, to those without health insurance. Please contact the nurse for further information or for any questions. As per Pennsylvania State Law, any student without proof of immunization will be excluded from school, including extracurricular activities.

HOMELESS STUDENTS (Board Policy 251) [Click here for more information regarding homeless students](#)

The district recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. We shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.

The district may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school for homeless students, based on the recommendation of the Superintendent.

For more information on Board Policy 251, [search active Board Policies here.](#)

INSTRUCTIONAL MATERIALS – (Board Policy 109) [Search current Board Policies here.](#)

Instructional material means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. The following conditions shall apply to any request:

1. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
2. The written request will be sent to the building principal.
3. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
4. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.

If a parent/guardian is concerned about the appropriateness of materials, refer to Policy 109 for the challenge process.

The Superintendent or designee shall notify parents/guardians and students of this policy and its availability. This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

LIBRARY

All students are encouraged to use the school library! The library has an extensive 10,000 plus volume collection of books that is updated regularly. Our online resources include access to ebooks, videos, magazines, educational periodicals, and several academic resources, including PowerLibrary.

The library hosts a Makerspace area for group or individual projects. Many supplies are available at no cost to students. Students must respect the area and keep it clean or lose access to this space. Students may also print to the library as well.

The library is open from 7:30 a.m. to 2:35 p.m. Monday through Friday for library resources. The library gives students access to a common area to enjoy snacks, but eating and drinking in the carpeted areas is prohibited. There are many spaces to complete homework/projects, read a book, research, and study.

Students who wish to utilize the library during their study hall must create an Ehall pass from their study hall teacher's classroom to the library. The reason to utilize the library's resources needs to be indicated for approval. Students may not stream non-academic videos in the library and will be sent back to study hall. Cell phones, headphones, earbuds, etc. are prohibited.

Students utilizing the library during their study hall must remain in the library the full period and adhere to the library code of conduct. If a student needs to leave the library, such as for the restroom, the office, and/or to turn in assignments, etc., an Ehall pass must be used with prior approval.

The library is not a substitute for a regular class period. However, students may, with permission from the regular classroom teacher and the librarian, use the library during a regular classroom period if a specific assignment requires the use of the library. The students must remain in the library the entire academic period. If an Ehall pass is not previously submitted, students will be sent back to the regular scheduled class.

Students are responsible to pay for lost materials. Library privileges may be revoked if obligations are not met or if behavior is not acceptable. Internet Use and Safety guidelines are applicable in the library.

LOST AND FOUND

Inquiries concerning lost articles of clothing, books or other items may be made in the junior or senior high school offices. The lost and found area is located in the cafeteria. Faculty and staff are not responsible for lost items.

LUNCH INFORMATION

FREE AND REDUCED LUNCH PROCEDURES

Harbor Creek School District along with the State of Pennsylvania offers a reduced or free breakfast/lunch program for students who meet the requirements. Forms are available in the school offices and the district website under the Parent Tab. Parents are strongly encouraged to fill out the forms online at [SchoolCafe](#). Applications will be accepted anytime throughout the school year.

LUNCH INFORMATION

The Harbor Creek School District encourages parents and guardians to monitor balances in their student's individual meal account at [SchoolCafe](#) in order to keep a sufficient account balance. The District would also like to remind parents and guardians that they are responsible for all charges made to their student's account.

The District Food Service will provide a school food program meal to every student who requests one regardless of the student's ability to pay at the time the meal is served. Student accounts will be charged for all meals served. Students will receive their meal in the same manner as all other students. Students who cannot pay for a school meal cannot be required to perform chores or other work to pay for the school meal. A student cannot be required to discard a school meal after it was served to the student due to the student's inability to pay for the meal or due to the amount of money owed by the student's parents or guardians for prior school meal charges.

The District will pursue the collection of meal account debt with parents and guardians. The District will attempt to reach a student's parent or guardian when a student owes money. The District's intent is to resolve the negative account balance with the student's parents or guardians and to encourage the parent or guardian to apply for participation in the federal

school food programs if the parent or guardian believes they would qualify. If attempts to resolve the negative balance are unsuccessful, the District will use collection methods available to it which may include, but not be limited to, legal proceedings or the use of collection agencies to collect unpaid debt. If a student withdraws from the district and has a remaining cafeteria account balance of less than \$5.00, the balance will be donated to help support students in need.

The cafeteria will be open every day during the following hours:

Breakfast - 7:30 a.m. to 7:45 a.m.

Lunch - 10:50 a.m. to 12:54 p.m.

2025-2026 breakfast and lunch prices:

Breakfast pricing:

Breakfast is free for all students during the 2025-2026 school year unless a student gets an extra breakfast then the cost is \$1.25.

\$2.95 Adult

Lunch pricing: Lunch for reduced lunch students will be free for the 2025-2026 school year.

\$2.80 Elementary

\$2.95 Jr/Sr High School

\$4.05 Adult

Copies of the breakfast and lunch menu are available in the school offices or can be viewed on the District's website by clicking here.

SchoolCafe is a system for purchasing breakfast, lunch, and/or a la carte items, please enclose a check or money in an envelope and bring it to the cafeteria prior to school starting or during lunch or you may pay on-line using [School Cafe](#). Parents may also view student activity, set up automatic payments, and low balance reminders on this site.

Cafeteria Rules:

- All students are required to use their Student ID number when making all purchases through the cafeteria.
- No food is to be taken from the cafeteria by students, unless it is sealed.
- All students must go to the cafeteria during their assigned lunch period.
- No one is permitted to leave unless they have permission.
- Disorderly or disruptive behavior will result in disciplinary action.
- Students must remain at their tables until dismissal.
- The cafeteria should be left in a clean and orderly condition.

NATIONAL HONOR SOCIETY

Students must have a cumulative QPA of 3.90 or higher at the end of their sophomore and/or junior year to be invited to apply to the National Honor Society. Selection for membership is done by a faculty council and is based on scholarship, leadership, service and character. Once selected, members have a responsibility to maintain a 3.90 QPA and demonstrate the qualities of scholarship, leadership, service and character. If the aforementioned qualities are not upheld, students will no longer be eligible and are subject to removal.

OPEN CONTAINERS

Students are able to carry water bottles with them throughout the school day.

PARKING PASS PROCEDURES

All students who drive to school must complete a parking permit using the following Google Form (<https://forms.gle/ESGLcNX9SPzAYTB48>). This requires a valid driver's license. These are issued annually. A limited number of permits will be issued on a priority basis as established by the administration. Students are only permitted to park in properly designated areas. These areas include the last two rows of Jr. High parking lot, the parking lots west of the building, south of the building. (This does not include the area designated for cafeteria workers and technology staff.)

Parking Permits must be returned at the end of each school year. A \$5.00 fee will be assessed for lost permits. Students who are parking without a permit and/or are not in properly designated areas may lose their parking privileges.

It is the responsibility of students who are given the privilege of driving to arrive at school on time. **Excessive unexcused tardies may result in driving privileges being revoked.** Reckless driving, not observing traffic signs, and parking in non-student parking areas may result in the revocation of parking permit and/or driving privileges.

Infraction of the ["Use of Bicycle and Motor Vehicle" Policy](#) will result in revocation of parking permit and/or driving privileges.

For safety reasons, all student drivers are required to back into parking spaces.

PLAGIARISM / ACADEMIC DISHONESTY

Definition: (Merriam-Webster Dictionary) to steal and pass off the ideas and words of others as one's own without crediting the source.

Harbor Creek School District supports the premise that plagiarism in any form is dishonest. Identify and evaluate sources of information and always give credit for ideas that are not your own.

The use of outside resources, or sharing work between students, to complete and submit work is academically dishonest and may result in not receiving credit. Examples of this are:

- Using a math program to solve math problems for you and passing off the answers as your own.
- Using a generative AI, without the express permission of the teacher, to either in part or in whole complete assignments.
- Student A shares their completed assignment with Student B.

PREGNANT/MARRIED STUDENTS (Board Policy 234) [Search current Board Policies here.](#)

A student who is eligible to attend district schools and is married and/or pregnant shall not be denied an educational program or participation in extracurricular activities solely because of marriage, pregnancy, pregnancy-related disabilities, or potential or actual parenthood.

A student who is married must declare his/her marital status at the time of marriage or at the time of enrollment in the school.

PROMOTION AND RETENTION POLICY (Board Policy 215) [Search current Board Policies here.](#)

A student shall be promoted when he/she has successfully:

1. Completed the course requirements at the presently assigned level.
2. Achieved the academic standards established for the present level, based on the professional judgment of his/her teachers and the results of assessment.
3. Demonstrated proficiency to move ahead to the educational program of the next level.
4. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next learning level.

The recommendation of the classroom teacher shall be required for promotion or retention of a student. Parents will be informed well in advance of the possibility of retention of a student. The building principal shall be assigned the final responsibility for determining promotion or retention of each student.

The number of credits earned each year determines student grade/class status in the Sr. High. Students are promoted, retained, or in transition based on earned credits during the previous year. The general guideline is 7 credits need to be earned each year in order for a student to graduate with his/her class in four years. Therefore, status is determined as follows: Sophomore – 7 credits earned, Junior – 14 credits earned, and Senior – 21 credits earned. Students who have not earned necessary credits may be able to make up credits through a plan approved by the principal. These students will be classified as Transition Students in their respective grades. Transition students' status is determined as follows: Sophomore – minimum 4 credits, Junior – minimum 12 credits, and Senior – minimum 20 credits. Students not able to achieve transition status will be retained in their current grade/class.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection between students are not permitted. Violation of this rule may result in disciplinary action.

QUALITY POINT AVERAGE

Quality Point Average (QPA) is computed using a weight or value assigned by the school that corresponds to the difficulty level of the courses. Every course receives a value or weight. Students successfully completing more rigorous or challenging courses will earn a higher GPA than those who select regular or academic level courses.

A weight of 1.25 is placed on AP, a 1.15 to all dual enrollment and honors courses, and a 1.0 to all academic or regular level courses. The weight for each course is in the scheduling guide following the course number.

REPORTING STUDENT PROGRESS (Board Policy 212) [Search current Board Policies here.](#)

Various methods of reporting appropriate to grade level and curriculum content shall be utilized such as:

1. Academic progress reports. Both student and parent/guardian shall receive ample warning of a pending grade of failure.
2. Report cards. Report cards shall be issued at intervals of not less than nine (9) weeks.
3. Parent/Guardian conferences with teachers. Scheduling of parent-teacher conferences should occur at times that ensure the greatest degree of participation by parents/guardians.

Procedure for Reporting Student Progress

Students are expected, and parents are encouraged to check grades on PowerSchool on a regular basis. Access username and password will be distributed at the beginning of the school year or can be given anytime during the year by contacting the Technology Office.

SAFE2SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.

Here’s how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
<https://www.safe2saypa.org/what-is-safe2say-something/> or 1-844-Saf2Say(723-2729)
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

SAFETY and SECURITY

According to Pennsylvania School Law, each school is required to administer safety drills each month. To ensure the safety of our students, a variety of drills, including fire, severe weather, active shooter, lock out, lock down, and earthquake drills will be executed. In addition, bus evacuation drills are also required. These take place twice a year and are conducted on school property under the supervision of bus and school personnel.

For safety reasons, the doors should never be propped open. **Also, students are not permitted to leave the building to go to their cars once they enter the school.**

SCHEDULE CHANGES

Students usually receive their schedule prior to summer break. They should resolve any scheduling conflicts prior to the school year ending. Students should consider the classes they choose carefully and consult with school counselors, teachers and parents. Schedule changes will NOT be made for the following reasons:

The student changed his/her mind and doesn't want a course that was selected.

To choose a different teacher.

Summer work was not completed for Advanced and AP Classes.

Lunch change requests.

Non-academic reasons.

Downgrading schedule-the student decides to take a less challenging/rigorous course.

Any student taking an Advanced Placement course will sign a contract explaining the expectations and obligations of these classes. Students will not be removed from AP classes once school has begun.

USE OF SCHOOL FACILITIES (Board Policy 707) [Search current Board Policies here.](#)

School facilities and grounds are available to as many interested community groups as possible. Organizations wishing to use such facilities should clear the activity with the principal of the school involved and then complete the appropriate forms necessary for board approval. Forms may be obtained in any school office or on the Harbor Creek School District website. [The Facility Use Form can be found here.](#)

For the use of certain facilities, the Board has established a fee schedule to help defray expenses. Fee information is attached to the building use permit.

SCHOOL VISITORS (Board Policy 907) [Search current Board Policies here.](#)

The school district welcomes and encourages interest in district educational programs and other district-related activities.

School and Classroom Visitations and Observations

Persons wishing to visit a school program or observe a classroom should make arrangements in advance with the building principal and classroom teacher. Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom observations in order to minimize disruption of the classroom schedule and the educational program.

Upon arrival at the school, visitors must register at the office where they will sign in and sign out, receive a badge and instructions and must remain only in those areas that they have been granted permission to visit.

Parents/Guardians dropping off materials, clothing, food, etc. must report directly to the school office and follow all visitation guidelines.

After the start of the school day, only one (1) entrance shall be used by visitors to the school. All entrances shall be locked after the start of the school day.

All staff members shall be responsible for requiring a visitor to demonstrate that she/he has a visitor's pass, has registered at the school office and received authorization to be present for the purpose of conducting business.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, are permitted to visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures. They are also permitted to wear their official military uniform while on district property.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

- Follow teacher or staff directions the first time they are given.
- Demonstrate active listening.
- Respect and care for your property, your school and yourself.
- Keep hands, feet and objects to yourself at all times.
- Use “kind and civil” actions and words.
- Be in your seat, prepared to begin class when the bell rings.

SEARCHES (Board Policy 226) [Search current Board Policies here.](#)

All lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers. Administrators or designee are permitted to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

Students shall assume responsibility for maintaining the security of their lockers or cabinets. Students may not use any personal locking mechanism on the lockers or cabinets.

Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a student locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
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Assignment or changes of assignment for lockers and cabinets is at the sole discretion of the school administration.

Items of property placed with the lockers or cabinets are also subject to search, including but not limited to book bags, gym bags, purses, coats or containers.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

If a student refuses to comply with the directives of a search that is conducted consistent with the provisions of this Policy, that student may be charged with disorderly conduct or insubordination, subject to disciplinary consequences ranging from suspension up to referral to alternative education. The Pennsylvania State Police may be called if a student refuses to be searched.

SERVICE ANIMALS (Board Policy 718) [Search current Board Policies here.](#)

A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. However, there is no automatic right to be accompanied by a service animal in the school setting.

Parents/Guardians of students with disabilities who believe the student needs to bring a service animal to school in order to receive a free and appropriate public education, shall notify the building principal or the Section 504 or IEP team. The appropriate team shall evaluate the request to use the service animal in school, gather necessary information and determine whether the student requires the service animal during the school day or at school activities. This may include a request for parental permission to formally assess the student's education-based needs that might include alternative methods of accommodating needs. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.

Admission of Service Animals to Public Events

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.

SOCIAL MEDIA (Board Policy 253) [Search current Board Policies here.](#)

Students are responsible for information that they post on their own site and on the sites of others. The school district may monitor social networking sites in order to determine whether the information is being referenced in an inappropriate, or an illegal manner. The district reserves the right to discipline students for information posted on social media that has a nexus to the district and causes substantial disruption to the educational process.

When utilizing social networking, there is no expectation of privacy. Therefore, students must be aware that their postings may be viewed by other students, parents/guardians, and employees of the school district and if inappropriate, may subject the students to discipline. Students must refrain from using the school district's name to promote or endorse any product, cause, political party, or candidate.

While students should be honest about their identity in social networking sites, they should not provide personal information that identity thieves could use against them. Students should refrain from listing their home address, phone numbers or email addresses.

Conduct in the Use of Social Networking

- Students must not use social networking activities if it interferes with his or her obligations as a student.
- Students must be careful in posting pictures of themselves or others. Only pictures that they would be comfortable sharing with their parents/guardians or employees of the school district should be posted. Students should check pictures posted by their friends in order to ensure that pictures of themselves were not posted by their friends.
- Students must be aware that even privacy settings are not foolproof in social networking.
- Students must not use social networking sites to become friends with employees of the school district.
- Students may not post on social networking sites photographs of other students or employees of the school district taken while in the role of student.
- Students may not use social networking sites to harass, threaten, discriminate, or disparage other students or employees of the school district. Furthermore, students must recognize that they are held personally liable for violations of copyright and trademark laws, for disclosure of proprietary information, and for defamatory, libelous, or obscene comments.

Students may not disclose confidential information of the school district, such as exams, on social networking sites.

Students are not permitted to engage in social networking activities during the school day. Furthermore, students are not permitted to use equipment owned by the school district to conduct social networking activities.

The Harbor Creek School District will investigate and respond to all reports of violations of this Social Networking Policy and other related policies of the school district. Violations of this Social Networking Policy will result in disciplinary action. Discipline will be determined based on the nature of the violation.

STUDENT SERVICES / SPECIAL EDUCATION / CHILD FIND

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

While enrolled in HCHS, all students will be given an opportunity to participate in post-secondary preparation testing including the PSAT, SAT and ACT. All students with IEPs will be provided with the accommodations listed in their IEP to the extent allowed by each testing body. If you do not want your child to be given the accommodations listed in his or her IEP, please notify the guidance office or special education teacher.

For more information including a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents or to request evaluation or screening of a preschool or school aged child, public or private, contact the school or visit the Harbor Creek School District website: <https://www.hcsd.iu5.org>. Additionally, one may contact a school representative through the contact information listed below:

Director of Special Education - Dr. Taylor Vitron
Harbor Creek School District
6375 Buffalo Road
Harborcreek, PA 16421
814-897-2100 ext. 1244

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

STUDENT ASSISTANCE PROGRAM (Board Policy 236) [Search current Board Policies here.](#)

Student Assistance Program (SAP) is a systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success using effective and accountable professional techniques to mobilize school resources when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the school.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

Services are available at each school building for students who may be experiencing personal difficulties and could benefit from professional counseling. If interested, please contact the counseling department or SAP counselor.

SAP services are available at each school building for students who may be experiencing behavior and/or academic difficulties that are posing a barrier to their learning and success in school. Services students may receive through this program include: Mental Health services from the mental health liaison, Drug & Alcohol services from a Pyramid Healthcare SAP liaison; individual and group counseling options available. If interested or have questions, please contact the guidance department.

The increasing prevalence of teenage suicide and other tragedies affecting schools has caused a reaction of alarm and deep concern throughout the nation. The Harbor Creek School District, recognizing its role in the total community responsibility to address this important issue, has developed crisis management procedures that all staff members will follow. The procedures attempt to wisely and sensitively manage the crisis that may ensue when a suicide or other tragic event occurs. Copies of the procedures are on file in the school offices. The crisis team may use non-violent passive restraint whenever there is a clear and present danger to the student or those around him/her.

STUDENT CODE OF CONDUCT: LEVELS OF BEHAVIOR

The lists below are intended to serve as examples. They are by no means all-inclusive.

Each employee of the school district, regardless of job title or function, has a role to play in the disciplinary process. The adults of our schools must actively accept the responsibility and enforce the rules. It is necessary that parental cooperation, awareness, and support exist in order for the "Code of Student Conduct" to have a significant impact on the learning environment of our schools. Parents should become informed of the Code in order that their children may grow to be productive members of our society.

Any student disciplined by a district employee shall have the right to notice of the infraction and an opportunity to explain his or her actions prior to being disciplined.

Please note discipline is conducted on an individual basis. Every effort is made to be consistent however we understand every student is different and individual students need to be addressed.

Students are required to serve any assigned After School and/or Saturday Detentions during the Quarter that they are assigned. Failure to do so will result in additional consequences. Students are expected to follow the Electronic Devices Policy during After School and Saturday Detention.

PROCEDURES LEVEL 1

Misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school, will be addressed. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. There is immediate intervention by the staff member who is supervising the student or who is observing the misbehavior. The staff member maintains a proper and accurate record of the offenses and disciplinary action. After offenses of misbehavior, the staff member or administrator may make contact with the parents. For those instances for which the seriousness of the occurrence is beyond the authority and/or control of the teacher to administer, a copy of the pertinent information will be made available to the administrator at the time of the referral. The administrator shall have the authority to exercise other corrective actions if the circumstances warrant. Any decision regarding the disciplinary action of a behavior problem rests with the administration.

EXAMPLES OF MISBEHAVIOR – Level 1

Minor, infrequent disruptive and/or disrespectful conduct in school, on the bus or at school activities

- Non-defiant failure to complete assignments or carry out directions
- Use of non-threatening abusive or profane language or gestures
- Excessive tardiness to class
- Unexcused tardy to school (4 or more per semester)
- Violation of the dress code
- Public displays of affection
- Failure to possess or present ID
- Electronic Devices
- Bus Misconduct

POSSIBLE CONSEQUENCES – Level 1

- Warning
- Time Out/Therapeutic Time Out
- Peer Mediation
- Behavior Improvement Plan
- Parent Contact
- Detention (teacher or administration)
- Saturday School
- Suspension of privileges

PROCEDURES LEVEL II and III

These levels include behaviors whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel of the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Administrators will deal directly with any student who has been referred to the office due to violations of Level I misbehaviors. A parental conference shall be held with an administrator and counselor if necessary, prior to the reinstatement of any suspended student at the convenience of the school. Those offenses, which violate the legal statutes of the township, state, or federal governments, will be properly processed with the appropriate law enforcement agency. The administrator shall have the authority to exercise other corrective actions if the circumstances warrant. Any decision regarding the disciplinary action of a behavior problem rests with the administration. The student may be referred to the Student Assistance Program. The student may receive immediate Out-of-School Suspension, pending hearing.

EXAMPLES OF MISBEHAVIOR – Level II

- Chronic violations of Level I
- Use of non-threatening abusive, profane, language or gestures
- Forging or using forged notes, excuses, or hall passes
- Filing a false report (Safe2Say)
- Insubordination
- Vandalism and defacing school property
- Possession/Distribution/Use of tobacco products (First offense)
- Possession or Use of Vaping device
- Petty theft
- Bullying behaviors, including but not limited to intimidation, threats, degradation, and inappropriate gestures, bullying and victimization
- Fighting or physical violence
- Chronic skipping any required school event (class, assembly, detention, pep rally, etc.)
- Refusing to accept or attend detention
- School truancy
- Disorderly conduct
- Plagiarism/Cheating
- Deface school property
- Skipping class
- Computer/Internet Violation

POSSIBLE CONSEQUENCES – Level II

- Parent Contact
- Saturday School
- Behavior Improvement Plan
- Functional Behavior Assessment
- Citation filed with the District Justice
- Restitution
- Loss of grade
- Suspension of Privileges
- Referral to the Student Assistance Program
- Truancy Elimination Plan
- Participation in a Health/Wellness class outside of school hours
- Out of School Suspension

EXAMPLES OF MISBEHAVIOR – Level III

- Chronic violation of Level II behaviors
- Possession/Use/Distribution of alcohol, narcotics or other restricted drugs or substances
- Teacher/Student assault / stalking
- Filing a false report (Safe2Say)
- Bomb threat or attack
- Setting off a false fire alarm

- Theft
- Threatening or coercing students or teachers
- Refusing to accept an assignment to In-School-Suspension
- Possession, selling, dispensing or use of toxic inhalants or a drug look-a-like
- Endangering the health, safety and/or both of others
- Threatening use of abusive or profane language or gestures
- Harassment / Bullying / Cyber Bullying / Stalking
- Possession/Use/Distribution of tobacco products (two or more times)
- Smoking on school grounds (two or more times)
- Possession of drug paraphernalia and look-alike materials

POSSIBLE CONSEQUENCES – Level III

- Parent Contact
- Out of School Suspension
- Referral to the Student Assistance Program
- Citation
- Referral to Alternative Education Program
- Referral for expulsion
- Failure to cooperate may result in further disciplinary actions

PROCEDURES LEVEL IV

Any student who brings a gun to school and/or on school property or to any school related activities will be immediately expelled from school by the School Board of Harbor Creek for a period of not less than one year. Charges will be filed with the appropriate law enforcement agencies. A conference will be held with the parent, student and appropriate staff. (Act 26, Section 1317.2 of 1995)

EXAMPLES OF MISBEHAVIOR - Level IV

- Possession of firearms
- Possession of dangerous weapons - including but not limited to knives, metal knuckles, straight razors, animate or inanimate material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable or perceived to be capable of causing death or serious injury
- Terroristic threats/Acts

CONSEQUENCES - Level IV

- Parent contact
- Immediate OSS
- Referral for expulsion for not less than ONE YEAR in conformance with formal due process proceedings required by law
- Report to law enforcement officials
- The Superintendent, in conjunction with the building principal involved, may recommend modifications of such expulsion requirement for a student on a case-by-case basis
- In the case of a Special Education Student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act

ADMINISTRATIVE OPTIONS-ANY LEVEL:

Administrative options are not limited to the disciplinary options identified. Other corrective actions may include withholding of school privileges, special work or clean-up assignment, writing an appropriate report, behavioral contract, and Saturday School.

HARBOR CREEK ALTERNATIVE EDUCATION PROGRAM

Harbor Creek offers a full-day Alternative Education placement through Bethesda that services students in grades 7-12. This program is partnered with Bethesda Services and is staffed by a dual-certified Special Education teacher and Behavioral Specialist. The blended learning format in the program utilizes online learning, as well as traditional classroom

instruction. In addition, there is 2.5 hours of counseling each week that focuses on positive decision making, coping skills and other necessary student support.

STUDENT DISCIPLINE (Board Policy 218) [Search current Board Policies here.](#)

School rules and Board policies shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school.

The building principal and/or assistant principal shall have the authority to assign discipline to students, subject to Board policies, rules and regulations of the district as explained in the Harbor Creek School District Student Code of Conduct publication.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the disorderly conduct of students in all situations and in all places where students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS (Board Policy 220) [Search current Board Policies here.](#)

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy.

Procedures to post non-school related materials-any printed or written materials meant for posting or general distribution to others that are not prepared as a part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, internet bulletin boards, personal web sites and the like.

1. Receive approval from Administrator
2. Post in designated area of the building
3. Upon completion of posted event remove postings from the designated area of the building

STUDENT FUNDRAISING (Board Policy 229) [Search current Board Policies here.](#)

Students are permitted, within certain limitations, to fundraise for the purpose of fulfilling the goals and objectives of the secondary activity program. For more information, please reference the board policy.

STUDENT GOVERNMENT (Board Policy 228) [Search current Board Policies here.](#)

Students shall have the right to organize, conduct meetings, elect officers and representatives and petition the Board.

STUDENT IDENTIFICATION

All students are given a new identification card at the beginning of the school year. Students will need these cards to purchase a school lunch, check out books at the library and as identification at school activities. If your card is lost, a new one must be purchased in the office for \$5.00.

STUDENT INVOLVEMENT IN DECISION-MAKING (Board Policy 232) [Search current Board Policies here.](#)

Students can participate in school decision-making activities at levels appropriate to their ages and competencies. For more information, please reference the board policy.

STUDENT OBLIGATION INFORMATION

The school cannot assume responsibility for lost or stolen books, materials, etc., assigned or loaned to students. Students not returning books and materials assigned to them must pay for them. If the books/materials are found or

turned in, a refund will be rewarded. A student found responsible for damage to school property will be held liable for the repair or replacement costs. All student obligations, including all unserved detentions and suspensions, should be resolved prior to the last day of school. Obligations that have not been taken care of will be carried over to the following year. Students will not be permitted to participate in commencement activities if they have outstanding obligations. Diplomas will not be issued until all obligations have been met.

STUDENT RECORDS ([Board Policy 216](#))

The plan for pupil records establishes policies consistent with the minimum requirements of the Family Educational Rights and Privacy Act.

Harbor Creek School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures.

If you do not want Harbor Creek School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by returning the online FERPA form at the beginning of each school year.

STUDENT RIGHTS/RESPONSIBILITIES/SURVEYS (Board Policy 235) [Search current Board Policies here.](#)

Surveys conducted by outside agencies, organizations, and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.

STUDENT WELLNESS (Board Policy 246) [Search current Board Policies here.](#)

Student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. We are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

SUPPLIES

By the time students reach High School, we believe that students start to develop their own organizational skills that work best for their personality. If teachers request a special binder, notebook, etc. they will let the students know at the beginning of the year. Since all students receive a Chromebook at the beginning of the school year, earbuds and a mouse are encouraged.

SUSPENSION AND EXPULSION (Board Policy 233) [Search current Board Policies here.](#)

We recognize that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary or may permanently expel a student. For more information, please reference the board policy.

TERRORISTIC THREATS/ACTS (Board Policy 218.2) [Search current Board Policies here.](#)

We acknowledge the need for an immediate and effective response to a situation involving a terroristic threat or act.

See Level IV Disciplinary Procedures listed under Student Code of Conduct. For more information, please reference the board policy.

TITLE IX SEXUAL HARASSMENT POLICY/HARRASSMENT (Board Policy 103) - [Search current Board Policies here](#)

HCSD will comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. The policy of this district is to provide an equal opportunity for all students to

achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, Dr. Buckley Cook (814-897-2100 ext. 1365).

TOBACCO, NICOTINE and VAPING USE (Board Policy 222) [Search current Board Policies here.](#)

Students are prohibited from possessing and using vaping, tobacco, nicotine, or look-alike products at any time in a school building, school sponsored activity, and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. Students found in possession of tobacco, nicotine, or vaping products will be charged. Vapes are tested for content, including THC and additional action will be taken if controlled substances are found.

Vape detectors are installed in all restrooms at the Jr. and Sr. High schools. These detectors will immediately sense the presence of vape chemicals in the air and alert district staff. Students found to be in the restroom at that time may be searched. Students found to be tampering with them may face disciplinary consequences.

Students found to use tobacco, related products or nicotine related products will be required to participate in an educational program through the SAP team process. This educational program may occur during school, after school, or on the weekend.

TRANSPORTATION/BUS SERVICES (Board Policy 810) [Search current Board Policies here.](#)

Proper student behavior on buses is essential for the safety of all. Improper behavior on the part of a pupil may result in the revoking of their privilege to ride the bus. Should a student lose this privilege, it becomes the responsibility of the parent to provide transportation.

Every student who rides a bus should:

- Wait for the bus to come to a full stop before attempting to get on or before getting up from the seat to get off the bus.
- Go immediately to a seat and stay there until the bus comes to a complete halt at the assigned stop or at the school.
- Observe the same conduct as in the classroom.
- Be courteous, use no profane language.
- Keep head, hands, arms, and feet inside the bus.
- Do not throw, or otherwise propel any material, object or substance in, out, or around the bus.
- Never place books, lunches, etc., in the aisles of the bus.
- Never tamper with the bus or with any of its equipment.
- Report any problems or damage to the bus driver.
- Always obey and cooperate with the bus driver.

RIDING THE SCHOOL BUS IS A PRIVILEGE. STUDENTS WHO DO NOT RESPECT THE RIGHTS OF OTHERS WHEN RIDING THE SCHOOL BUS MAY LOSE THE PRIVILEGE.

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles. District provided transportation, including buses and vans, may be equipped with both audio and video recording devices.

Harbor Creek School District student transportation services are provided by Student Transportation-America 814-897-2100, Ext. 1242.

Any student that is requesting to ride a bus different from the one assigned to them, must have a note from their parent and should include the student's name, address, and the person with whom they are traveling. That information will be given to the high school office staff who will then issue a bus pass that can be presented to a bus driver. **Bus pass requests must be submitted in writing and cannot be accepted over the phone.** Parents are encouraged to email their child's bus pass to hcsroffice@harborcreeksd.com

UNLAWFUL HARASSMENT, BULLYING, CYBERBULLYING (Board Policy 248) [Search current Board Policies here.](#)

We strive 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, bullying or cyberbullying in any form is not tolerated. The Board prohibits all forms of unlawful harassment, bullying/cyberbullying of students, teachers or other staff by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

Students who have been harassed, bullied or cyberbullied shall promptly report such incidents to a teacher or building principal. Teachers or other staff who are being harassed shall report this to the building principal.

BULLYING

The term BULLYING should not be used when there is a mutual confrontation between two students or a group of students. Behavior is clearly bullying when there is:

- Intent to harm and the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior.
- Intensity and duration as the taunting continues over a period of time, and is not welcomed by the target.

Bullying shall mean any intentional electronic, written, verbal, physical act, or a series of acts including but not limited to unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student, teacher or other staff.
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical, emotional or mental harm.
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

CYBERBULLYING

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technology tool such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings including blogs which has the effect of:

1. Physically, emotionally or mentally harming a student, teacher or other staff.
2. Damaging, extorting or taking another, student, teacher or other staff personal property.
3. Placing a student, teacher or other staff in reasonable fear of physical, emotional or mental harm.
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

In order to maintain an educational environment that discourages and prohibits unlawful harassment/bullying/cyberbullying, the Board designates the Superintendent as the district's Compliance Officer. The district shall annually inform students, staff, parents/guardians, independent contractors and volunteers that unlawful harassment, bullying or cyberbullying of students, teachers or other staff will not be tolerated.

All employees who receive harassment, bullying or cyberbullying complaints from a student shall report such to the building principal. If the building principal is the subject of a complaint, the complaint should be made directly to the Superintendent. When a student, teacher or other staff believes that he/she is being harassed or bullied, that person should immediately inform the person that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, that person shall follow the established complaint procedure.

Complaint Procedure

1. A student shall report a complaint of harassment, bullying, or cyberbullying orally or in writing, to any staff member, who shall inform the student of his/her rights and of the complaint process. If a parent/guardian initiates the complaint, the appropriate building administrator will follow-up with the student.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. The building principal will determine the need for further investigation or the appropriate intervention to ensure that the conduct ceases. If the behavior is found to meet the definition of harassment, bullying or cyberbullying the building administrator must complete the appropriate written documentation.

If the building principal is the subject of the complaint the student or employee shall report the incident directly to the Compliance Officer.

2. In determining whether alleged conduct constitutes harassment, bullying or cyberbullying, the totality of the circumstances, the nature of the conduct and context in which the alleged conduct occurred will be investigated. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

Upon completing the investigation if the building principal feels that there has been a violation of this policy he/she shall immediately notify the Superintendent.

The obligation to conduct an investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

3. If the behavior is found to be a violation of this policy the building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint within fifteen (15) days, unless additional time is required for the investigation. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy and a recommended disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.
4. If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not occur.

[Student Reporting/Complaint Forms can be found on the HCSD website](#) and at both the Jr. and Sr. High offices.

USE OF BICYCLES AND MOTOR VEHICLES (Board Policy 223) [Search current Board Policies here.](#)

The Board regards the use of bicycles and licensed motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students. The Board shall permit the use of bicycles by students in accordance with district rules, provided that students have been granted permission by the building principal and have obtained parental permission to ride a bicycle to school. Reckless driving, not observing traffic signs, and other infractions may result in the revocation of these privileges.

USE OF MEDICATIONS (Board Policy 210) [Search current Board Policies here.](#)

Medication shall include all medicines prescribed by a physician and any over-the-counter medicines. Before any medication prescribed by a physician may be administered to or by any student during school hours, the Board shall require the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

Before any over the counter medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian giving permission for such administration. All medications shall be administered by the school nurse or designee, or self-administered by the student upon annual written request to, and approval by, school administration.

For additional information see HEALTH SERVICES.

POSSESSION/USE OF ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS (Refer to Board Policy 210.1)
[Search current Board Policies here.](#)

Students are permitted to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication used to treat asthma and severe allergic reactions when such is parent-authorized.

Please see the school nurse or the board policy for complete guidelines.

WEAPONS (Board Policy 218.1) [Search current Board Policies here.](#)

Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

The school district may expel for a period of not less than one (1) year any student who violates this weapons policy. For more information, please reference the board policy.

WITHDRAWAL FROM SCHOOL

When a student withdraws or moves from the District:

1. A parent or guardian must accompany the student to the ATTENDANCE OFFICE to begin the withdrawal process.
2. The student must obtain the signatures of his class teachers on a withdrawal form to indicate that all materials, books, etc. have been returned.
3. The signed form must be returned to the office for final approval from a building administrator.
4. All obligations from the library, office and counseling service must be met.
5. Final records may not be processed until all obligations are met.

Under Section 11.24, students who miss ten (10) consecutive school days shall be dropped from the active roll unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution.

WORK PERMIT

Work permits may be obtained, by appointment, in the high school office between the hours of 8:30 a.m. to 3:30 p.m. during the school year. Summer hours are Monday-Thursday between 7:30 a.m. to 4:00 p.m. Please call ahead to schedule an appointment. A student must be accompanied by a parent or guardian and must bring in their birth certificate or passport in order to fill out a work permit application.