



Harbor Creek Junior High School

2026 - 2027

**Mr. Andrew J. Krahe
Principal**

**6375 Buffalo Road
Harborcreek, PA 16421**

**(814) 897-2100
Office: Ext. 1233
Attendance: Ext. 1241**

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<http://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.

Revised June 2025

WELCOME

We hope that you have a great year. Please familiarize yourself with the contents of this agenda handbook. Please understand that while this book is based on board policy at the time of printing, policies are updated and changed. For updated policies, please visit the Harbor Creek School District website.

Communication between home and school is an important factor contributing to the success of each student. Students and parents may contact administration, teachers and staff by mail, e-mail, voice-mail, and the agenda book. Parents may, also, contact the Junior High office to set up appointments to meet with any staff member as well. Another way to get in contact with teachers is through our Harbor Creek School District website. By working together, we can anticipate a successful and rewarding year. Enjoy, and do your best this year!

SCHOOL-WIDE EFFECTIVE 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.

VISION

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

A lifelong learner is one who:

- Embraces change in the world
- Continuously works to expand their knowledge
- Involves themselves in situations with others that challenge them
- Seeks out opportunities to grow
- Is goal oriented
- Seeks out the opportunity to apply their knowledge to solve problems in our world
- Understands and seeks out diversity
- Pushes themselves to the highest level of their ability
- Is involved in the improvement of their community and the world
- Understands that education never ends

MISSION STATEMENT

Harbor Creek School District will maximize the academic and civic potential of all students through a safe learning environment that promotes respect and acceptance and is supported by a highly qualified staff with involved parents and community.

VALUE STATEMENTS

- A diversified education will be offered to all students recognizing that each individual in the educational community is unique, important, and diverse in background, ability, interests, talents and culture.
- We recognize that the educational environment extends to the community in preparing students to meet the challenges of a global society. Community plays a key role in preparing students to meet academic and social expectations.

- We believe that all individuals will be afforded opportunities to be challenged through rigorous instruction and programs that encourage his/her personal level of success.
- We believe lifelong learning is essential to our district and community to proactively address the needs of an ever-changing world.
- All students will be given the opportunity to be educated in a safe and positive learning environment that promotes physical, emotional and social well-being.

JH Bell Schedule

Period 1	7:45 - 8:39 a.m.
Period 2	8:42 - 9:36 a.m.
Period 3	9:39 - 10:33 a.m.
Period 4	10:36 - 11:30 a.m.
Period 5	11:33 - 12:27 p.m.
C Lunch	12:27 - 12:57 p.m.
Period 6	1:00 - 1:54 p.m.
Advisory	1:57 - 2:33 p.m.

HARBOR CREEK JUNIOR HIGH

2026/2027

STORAGE / STAIRWELL G126	
MAINTENANCE CLOSET G122	
GIRLS LOCKER ROOM G120	G118 OFFICE
GIRLS LOCKER ROOM G114	G116 OFFICE
BOYS LOCKER ROOM G110	ATHLETIC TRAINER
BOYS LOCKER ROOM G104	G108 OFFICE
	G106 OFFICE

G130
AUXILIARY GYM

G130
JUNIOR HIGH GYM

204 SMITH	206 BLACKMON	208 BLASCO	PSYCHOLOGIST REININGER	220 COX	222 VUKOVIC	224 J. LEWIS
202 MANDIC	200 TRUANCY / ATHLETICS	210 SMOCK	CARING CLOSET	218 R. LEWIS	216	226 BRUCE

JR. HIGH ENTRANCE →

PRINCIPAL MR. KRAHE	106
	104 COPY
100 JR. HIGH OFFICE MRS. GARFIELD MRS. BOLLINGER (ATTENDANCE)	

105 BOYS RR	201 LGI LARGE GROUP INSTRUCTION
103 GIRLS RR	231
PSYCHOLOGIST MRS. PARSHALL COUNSELOR MRS. DANCH	

203	209 WROBLEWSKI	214
229 ESL BEMENT	227 PERSINGER	225 CAVALLINE

LADIES RR	BOYS RR	213 OSHOP	215 LAB	GREENHOUSE
205 LAFURIA				
263 MENS RR	GIRLS RR	219 RUSSELL	217 LAB	

EXIT →

JR. HIGH ENTRANCE →

EXIT →

← CALHOUN / KORTE / NURSE DEWEY / SH / WAHA

262 STORAGE	108 SPECIAL EDUCATION DR. VITRON MRS. WOODRING	112 FACULTY ROOM
	260 KELLY	

SENIOR HIGH / TECHNOLOGY
LOMBARD / OZZI / LIBRARY / CAFETERIA

	256 FOSTER	246	248 WOOMER	2 4 4
258 C. KRAHE	254 VALONE	252 HEARN	250 WALTERS	2 4 2

238 WALK	228	230 BENIM
236 WYTEN	234 RESINGER	232 MERSKI



Involved – Memorable –
Citizenship – Teachable

Positive Attitude – Academics –



Junior High Faculty		Subject	Phone: 814-897-2100	Email
Miss	Bement	ESL	x1229	ebement@harborcreeksd.com
Mrs.	Benim	Special Education	x1230	dbenim@harborcreeksd.com
Ms.	Blackmon	Special Education	x1206	kblackmon@harborcreeksd.com
Mrs.	Blasco	Social Studies	x1208	dblasco@harborcreeksd.com
Mr.	Bruce	Science	x1226	pbruce@harborcreeksd.com
Mrs.	Calhoun	F.C.S.	x1314	lcalhoun@harborcreeksd.com
Mr.	Cavalline	Mathematics	x1225	acavalline@harborcreeksd.com
Mrs.	Cox	Mathematics	x1220	ccox@harborcreeksd.com
Mr.	Foster	Special Education	x1420	dfoster@harborcreeksd.com
Mr.	Grove	Special Education	x1503	agrove@harborcreeksd.com
Mr.	Hearn	Special Education	x1252	phearn@harborcreeksd.com
Ms.	Henry	Health/P.E.	x1401	lhenry@harborcreeksd.com
Ms.	Kelly	Music	x1260	akelly@harborcreeksd.com
Ms.	Krahe	Art	x1258	ckrahe@harborcreeksd.com
Mrs.	Lewis, J.	ELA	x1224	jmiller@harborcreeksd.com
Ms.	Lewis, R.	Mathematics	x1218	rlewis@harborcreeksd.com
Mr.	Lombardozi	S.T.E.A.M.	x1607	alombardozi@harborcreeksd.com
Ms.	Mandic	Lindsay	x1202	lmandic@harborcreeksd.com
Ms.	Merski	I.S.T.	x1232	lmerski@harborcreeksd.com
Mrs.	Oshop	Science	x1213	soshop@harborcreeksd.com
Mr.	Persinger	ELA	x1227	jpersinger@harborcreeksd.com
Mrs.	Resinger	ELA	x1234	lresinger@harborcreeksd.com
Mrs.	Russell	Science	x1219	crussell@harborcreeksd.com
Miss	Smith	Special Education	x1204	ashsmith@harborcreeksd.com
Mr.	Smock	Social Studies	x1210	rsmock@harborcreeksd.com
Mrs.	Valone	Special Education	x1254	lvalone@harborcreeksd.com
Mrs.	Vukovic	ELA	x1222	dvukovic@harborcreeksd.com
Mr.	Waha	Music	x1315	rwaha@harborcreeksd.com
Mrs.	Walk	Health/P.E.	x1238	dwalk@harborcreeksd.com
Mrs.	Walters	Special Education	x1250	hwalters@harborcreeksd.com
Mr.	Woomer	Health/P.E.	x1248	nwoomer@harborcreeksd.com
Mrs.	Wroblewski	Business	x1209	cwroblewski@harborcreeksd.com
Mr.	Wyten	Social Studies	x1236	cwyten@harborcreeksd.com

Junior High Staff	Position	Phone: 814-897-2100	Email
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Mr.	Krahe	Principal	x1233	akrahe@harborcreeksd.com
Mrs.	Danch	School Counselor	x2120	adanch@harborcreeksd.com
Mrs.	Garfield	Secretary	x1233	mgarfield@harborcreeksd.com
Mrs.	Bollinger	Attendance/Athletics	x1241	cbollinger@harborcreeksd.com
Mrs.	Cox	Athletic Director	x1200	acox@harborcreeksd.com
Mrs.	Dewey	Nurse	x2145	rdewey@harborcreeksd.com
Mr.	Brown	School Police Officer	x2112	jbrown@harborcreeksd.com
Ms.	Testa	Truancy Specialist	x1330	stesta@harborcreeksd.com
Dr.	Vitron	Supervisor Special Ed.	x1244	tvitron@harborcreeksd.com
Mrs.	Parshall	Psychologist	x2127	tparshall@harborcreeksd.com
Mrs.	Reininger	Psychologist	x1720	mreininger@harborcreeksd.com
Mrs.	Fritts	SAP & Mental Health Liaison	x2139	hfritts@harborcreeksd.com

Harbor Creek School District Calendar

School Calendar 2026-2027 School Year

August 2026

M	T	W	Th	F
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3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

19-24	Teacher In Service (No Students)
25	First Student Day
5	Student Days
9	Teacher Days

September 2026

M	T	W	Th	F
---	---	---	----	---

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7	No School
21	Student Days
21	Teacher Days

October 2026

M	T	W	Th	F
---	---	---	----	---

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12	Act 80 (No Students)
30	Act 80 (No Students)
27	End of the First Quarter
22	Student Days
22	Teacher Days

November 2026

M	T	W	Th	F
---	---	---	----	---

	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

9	No School P/T Conference
25-27	Thanksgiving Break
30	Act 80 (No Students)
17	Student Days
18	Teacher Days

December 2026

M	T	W	Th	F
---	---	---	----	---

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

7-18	Winter Keystone Exams
23-31	Winter Break
16	Student Days
16	Teacher Days

January 2027

M	T	W	Th	F
---	---	---	----	---

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1	Winter Break
4-15	Winter Keystone Exams
14	End of Second Quarter
18	No School
19	Act 80 (No Students)
19	Student Days
19	Teacher Days

Snow Make-up Days:

February 15, 2027
April 1, 2027
April 2, 2027

February 2027

M	T	W	Th	F
---	---	---	----	---

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

12	Teacher In Service (No Students)
15	No School-Presidents' Day
18	Student Days
19	Teacher Days

March 2027

M	T	W	Th	F
---	---	---	----	---

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

23	End of Third Quarter
25	Act 80 (No Students)
26-31	Spring Break - No School
19	Student Days
19	Teacher Days

April 2027

M	T	W	Th	F
---	---	---	----	---

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2	Spring Break - No School
26-30	PSSA ELA
20	Student Days
20	Teacher Days

May 2027

M	T	W	Th	F
---	---	---	----	---

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

3-14	PSSA Math & Science
17-28	Spring Keystone Exams
28	Act 80 (No Students)
31	Memorial Day - No School
20	Student Days
20	Teacher Days

June 2027

M	T	W	Th	F
---	---	---	----	---

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

3	End of the Fourth Quarter
3	Last Student Day
4	Teacher In-Service
3	Student Days
4	Teacher Days

Total Days

180 Total Student Days (including Act 80 Days)
187 Total Teacher Days

Board Approved: 01/22/2026

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ACCESS TO THE SCHOOL BUILDING PROCEDURE

Students arriving at school before 7:30 a.m. must remain in the vestibule area (between the two sets of glass doors) of the Junior High office lobby.

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 Junior High office lobby.

ASSESSMENT OF STUDENT PROGRESS ([Board Policy 213](#))

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.

Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.

The district's assessment system shall include a variety of assessment strategies which may include:

- Written work by students.
- Scientific experiments conducted by students.
- Works of art or musical, theatrical or dance performances by students.
- Other demonstrations, performances, products or projects by students related to specific academic standards.
- Examinations developed by teachers to assess specific academic standards.
- Nationally-available achievement tests.
- Diagnostic assessments.
- Evaluations of portfolios of student work related to achievement of academic standards.
- Other measures, as appropriate, which may include standardized tests.

Each student should be kept informed of personal progress during the units of a course of study. Methods of assessment shall be appropriate to the course of study and maturity of students. Assessment strategies should objectively evaluate and reward students for their progress. Students should be encouraged to assess their own academic achievements. All assessment systems shall be subject to continuing review and revision. Parents/Guardians should be informed on how their student's progress will be assessed.

The performance-level descriptors and scores adopted by the State Board follow:

- Advanced - reflects superior academic performance. Advanced work indicates an in-depth understanding and exemplary display of the skills included in the Pennsylvania Academic Content Standards.
- Proficient – reflects satisfactory academic performance. Proficient work indicates a solid understanding and adequate display of the skills included in the Pennsylvania Academic Content Standards.
- Basic – reflects marginal academic performance. Basic work indicates a partial understanding and limited display of the skills included in the Pennsylvania Academic Content Standards. This work is approaching satisfactory performance but has not yet.
- Below Basic – reflects inadequate academic performance. Below Basic work indicates little understanding and minimal display of skills included in the Pennsylvania Academic Content Standards. There is a major need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level.

ATHLETICS

Interscholastic athletic competition is provided for boys and girls in grades 7-8. Interested students may obtain more detailed information from the Athletic Director or the Junior High School office. Junior High sports include:

Fall Sports

Basketball, Girls'
Cross Country
Football

Winter Sports

Basketball, Boys'
Cheerleading
Wrestling, Boys'

Spring Sports

Soccer (Club)
Track & Field (Club)
Volleyball, Girls'

ATTENDANCE REQUIREMENTS ([Board Policy 204](#))

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

When a student is absent, a parent/guardian should notify the Junior High School attendance office:

Mrs. Bollinger

Phone: 897-2100 ext. 1241 - Email: cbollinger@harborcreeksd.com

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 submitted to the JH office or may be emailed within three school days of the absence.

Dental or doctor appointments should be made on non-school time when possible. The student should bring their request for an early excuse, with the time of appointment.

In the case of an extended illness of two (2) days or more, homework assignments may be requested by contacting the teachers. Many of the assignments may be found online (Schoology). If assistance is needed, please call the Junior High School office (897-2100 ext 1241). Please allow at least 24 hours for the teachers to respond and/or materials to be made available.

Students will have one day for each day of absence to complete the work and return it to the teacher. If the homework could not be completed or understood, students are encouraged to email/contact their teacher(s) prior to their return.

In the cases of unexcused or unlawful absences or tardies, students will receive a zero for tests, class work, and homework collected during such absences.

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 procedure also applies to a class where 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 medical excuse, funeral, college visit or court hearing). Students who have skipped school or leave the building without permission may not participate in practice and/or games on that day.

For the purpose of compliance with the Every Child Succeeds Act System of Accountability, absence from school will be reported as follows, if a student arrives at school after:

1. The close of Period 2 it will be considered a ½ day of absence.
2. The close of Period 4 it will be considered a full day of absence.
3. If a student leaves for an appointment and returns 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.
4. Any late arrival to school without a valid excuse will be considered a Level II offense with appropriate possible consequences. The building administrator will consider any extenuating circumstances.

5. Students may be assigned 1 unexcused absence for every 300 minutes of unexcused tardiness.

Attendance and tardies will be monitored throughout the school year. If a student accrues more than three unexcused tardies a semester an after school detention will be issued for every tardy thereafter. In addition, students may not be allowed to make up missed work, assignments or tests if the amount of time being missed becomes significant as determined by the building principal.

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.

BULLYING, CYBER BULLYING ([Board Policy 249](#))

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/cyber bullying 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.

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:

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

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

Bullying, as defined in this policy, includes 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 web site 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.

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

For more information about the guidelines for reporting, investigation, district action, appeal procedure, education, and consequences for violations, please reference the board policy.

[Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form](#)

CARE OF SCHOOL PROPERTY ([Board Policy 224](#))

Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and 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.

CONTROLLED SUBSTANCES/PARAPHERNALIA ([Board Policy 227](#))

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. Even in the case where a student has a prescription for a controlled substance, the substance can not be brought into school by the student; Parents should contact the school to clarify procedures in such cases.

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. Students may face legal charges for possession and/or use of controlled substances.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

COUNSELING

The counseling office exists to promote and enhance the learning process. The counseling office facilitates student development in three areas: academic, career, and personal/social development.

- **Academic** - Students are recommended by their teachers in regard to their core course selection.
- **Career** - Students will receive general information on potential career explorations with some annual presentations and information.
- **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 children's counselors through phone calls, voice mail or e-mail.

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. A Student Assistance Program (SAP) referral may also be made through the counselor.

Grades 7-8 – Mrs. Danch

Phone: 814-897-2100 Ext. 2120 - Email: adanch@harborcreeksd.com

CREDIT MAKEUP/RECOVER 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

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. Students with more than one vape violation in a school year will not be permitted to attend dances. Students that are assigned to Alternative Education (Bethesda) during the school year will not be permitted to attend dances.

DELIVERIES

No commercial deliveries (flowers, food, gifts, etc...) will be accepted, including 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](#))

The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others.

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

The Board may require students to wear standard dress or uniforms, which may be required district-wide or by individual schools.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

All JH students enrolled in Physical Education classes are required to wear the Harbor Creek uniform. All items must be purchased at [Creative Imprint Systems](#) 4723 Buffalo Road - Erie, PA 16510; Phone: 814-898-2728.

The Board authorizes the building principal or designee to monitor student dress and grooming and enforce school rules prohibiting student dress or grooming practices which:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with school work, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving educational objectives because of blocked vision or restricted movement.

Prohibited Dress Code Items Include but 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 or jewelry 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 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, night/lounge wear (for example pajama/flannel bottoms) and/or bare midriffs 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. Exceptions to the mandatory dress code will be made on a case-by-case basis by administration.

EDUCATIONAL TRIPS ([Board Policy 204](#))

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 should be preapproved seven (7) calendar days prior to the first day of absence related to the educational trip. **A maximum of seven (7) school days of family educational trips may be approved by administration per school year.** Educational 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. Click here for the **2025-26 PSSA Testing Dates** or the [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.

Educational Trip Request Form is available on the [HCSD website](#) and the Junior High School office.

ELECTRONIC DEVICES ([Board Policy 237](#))

Having an electronic device in school is a privilege, not a right. Electronic devices shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet. The Board prohibits the use of electronic devices that are able to connect to a phone, including but not limited to earbuds, headphones, etc. from the time a student walks into the school building until the dismissal bell at the end of the day.

Electronic devices 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 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.

The Board also prohibits the inappropriate, unlawful and/or in violation of the Student Code of Conduct use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.

The Board prohibits possession of laser pointers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.

The district shall not be liable for the loss, damage or misuse of any electronic device.

The taking video and pictures of faculty/staff and/or other students during the school day and/or posting on social media is strictly prohibited.

It is a crime in Pennsylvania to audio record a conversation without permission from both parties.

JH students are encouraged to be good digital citizens. They should use good judgement when using social media platforms. Students should think before posting and always show respect to themselves and towards others.

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 media outlets. The [HCSD website](#) will display the status of the related school delays or cancellation, as well as the District's social media platforms and the District's automated phone/text messaging service.

EMERGENCY SITUATIONS

The school administration shall follow school district procedures as developed by the school superintendent to insure 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 HCSD website, automated phone/text messaging service, and/or the media regarding the situation.

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.

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 complete notice is available on the [HCSD website](#) and at Harbor Creek School District school offices.

FIELD TRIPS, SOCIAL EVENTS, EXTRACURRICULAR ACTIVITIES ([Board Policy 231](#))

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

The Extracurricular 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. 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](#))

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 read 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.

Final grades are determined by an average of all four (4) quarters.

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.

HAZING ([Board Policy 247](#))

Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy 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 sponsored by or recognized by the Board or within the district, including but not limited to all athletic teams. When hazing activities that have a direct nexus to initiation or membership in or affiliation with any student group, organization or activity sponsored or recognized by the Board/district occur, regardless of when or where, those students involved are subject to the disciplinary consequences outlined in the policy.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage,

drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual regardless of the individual's willingness to participate.

Endanger the mental health shall include but not be limited to any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual regardless of the individual's willingness to participate.

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.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

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 cannot 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). As stated in the 10 day letter, "All absences beyond 10 days will require an excuse from a physician. Failure to supply a physician's excuse may result in the absence being considered unexcused and/or unlawful". 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. Students who report directly to the nurse upon arrival at school, or students reporting to the nurse during the first period requesting to go home, will be deemed a parental absence at the discretion of the nurse. Students should not be sent to school to have the nurse send them home, as this will be a parental 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. The nurse's restroom is for sick students who are in the nurse's office due to illness. All other students should be using the restrooms provided by the school.

Procedures for dispensing medication(s) will be determined by the school nurse. Forms can be picked up in the nurse's office or printed 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 Mrs. Dewey 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.

HEALTHY SNACKS

Healthy snacks are available for purchase in each school's cafeteria. For a complete list with prices, please go to the [HCSD website](#) and the lunch menu, then choose the "Classroom Celebration Alternatives" link.

HOMELESS STUDENTS ([Board Policy 251](#))

The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board 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 law and regulations.

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

INSTRUCTIONAL MATERIALS ([Board Policy 109](#))

Instructional materials are the instructional items that are 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). For purposes of this policy, the term does not include academic tests or academic assessments.

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.

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.

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 LEARNING COMMONS

All students are encouraged to use the school library! The library has an extensive 18,000 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 PowerSchool.

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. Makerspace privileges may be revoked if students abuse the proper use agreement.

The library may be used for study, group projects and research from 7:30 a.m. to 2:45 p.m. Monday through Friday.

Fines on overdue library materials will accumulate (school days only) until materials are returned. 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 PROCEDURE

The Harbor Creek School District encourages parents/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.
- C Lunch - 12:27 p.m. to 12:57 p.m.

Breakfast pricing:

- Breakfast is FREE for all students during the 2025-2026 school year. If 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 student
- \$2.95 JH/SH student
- \$4.05 Adult

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

Cafeteria Rules:

- All students are required to use their HCSD Student ID or 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.

OPEN CONTAINERS

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

PLAGIARISM

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.
- Using the completed assignment(s) from another student or allowing your own completed assignment(s) to be used are both considered inappropriate.

PROMOTION AND RETENTION POLICY ([Board Policy 215](#))

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.

In Junior High School, the seventh and eighth grade students will be promoted by grade and not by subjects. Any student failing two or more subjects OR one major subject and two nine week classes OR one major subject and one semester class must repeat the grade unless the faculty has reason to pass the pupil. MAJOR SUBJECTS: Language Arts, Math, Social Studies, Science. MINOR SUBJECTS: 9 Week Classes, Semester Classes, and Other Electives.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection between students are not permitted. Violation of this rule will result in disciplinary action. Also included are those students who assist or in any way participate in the violation of this rule.

REPORTING STUDENT PROGRESS ([Board Policy 212](#))

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 via the Home Access Center 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 Junior High School Office.

SAFE 2 SAY SOMETHING

Safe2SaySomething 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 Safe2SaySomething, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

Here is how it works:

- Submit an anonymous tip/report through the Safe2SaySomething online reporting system [Safe2SaySomething](#) or via phone 844-723-2729
- 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 DRILLS

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, tornado, active shooter, lock down, and earthquake 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.

SCHEDULE CHANGES

Students will receive a letter/schedule indicating the courses for which they have been scheduled. Please direct concerns about scheduling changes to the office. Following a meeting with the grade level counselor a recommendation will be made to the building principal for approval. Schedule change requests must be made in writing to the Counseling Department. Any approved schedule changes must be made during the summer.

SCHOOL SUPPLIES

Students are encouraged to have some recommended school supplies that are helpful for each class. In an attempt to help students become organized, it is encouraged to color code the content for the different classes. The colors are suggestions and are not required. Supplies are not necessarily needed for the first day of school, but would be helpful as the school year begins. If there are any questions, please contact the JH Office. [JH School Supply List](#)

HCSD Chromebooks are issued to every student at the beginning of the school year. However, prior to receiving it, a parent/guardian must complete all the necessary paperwork including the [Acceptable Use And Internet Safety Policy Agreement](#)

If parents/guardians and/or students do not wish to use a District issued Chromebook, they must provide their own device.

Parents/guardians and students are highly encouraged to purchase insurance provided by the District. The link is below: [HCSD Chromebook Agreement & Insurance Payment](#) Any lost or broken device will become a student obligation.

It is the student's responsibility to charge and bring their Chromebook to school every day.

If students wish to borrow a Chromebook or charger from the Junior High Office, students will be required to return during the Advisory period that day.

SCHOOL VISITORS ([Board Policy 907](#))

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 s/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.

SEARCHES ([Board Policy 226](#))

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.[5][6][7]

Individualized Suspicion Searches

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors (both hand held and walk through) and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places

on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee.

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and students should not expect to have any expectation of privacy relative to their assigned lockers.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students may provide their own lock when the District does not provide one, however the District reserves the right to enter a locker at any point with cause.

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

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

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.

Assignment or changes of assignment for lockers and cabinets is at the sole discretion of the school administration.

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](#))

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](#))

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 are discouraged from becoming friends or communicating with their teachers or other district employees on social media platforms. In the event that an employee reaches out to a student on a social media platform on a matter not related to the student's education, the student should report the communication to the district administration.
- Students may not post on social networking sites photographs of other students or employees of the school district without expressed permission.
- 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.

All students must refrain from communicating inappropriate materials and information through social media, including, but not limited to:

1. Child pornography, sexual exploitations, bullying/cyberbullying;
2. Defamatory or discriminatory statements or images;
3. Proprietary information of the district and/or a district vendor;
4. Infringed-upon intellectual property, including information that violates copyright and trademark laws;
5. Terroristic threats; and
6. Illegal items or activities.

Students must recognize that individuals who declare their opinions publicly on social media platforms in a manner that is defamatory, pornographic, harassing, or libelous are legally responsible for their commentary and may be disciplined by the district when applicable for said opinions.

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.

Students must be aware that violations of this policy, and other district regulations, rules, and procedures as well as statutes, regulations, and laws on the unlawful use of social media systems and information may result in a loss of access to social media as well as a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of access privileges, student suspensions, breach contract penalties, and penalties provided in statutes, regulations, and/or other laws and legal proceedings on a case-by-case basis. This policy incorporates all other relevant district policies, including but not limited to, the Code of Student Conduct, copyright, property, curricular, terroristic threat, vendor access, harassment, and discrimination policies.

SPECIAL EDUCATION/STUDENT SERVICES/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 procedure in IDEA and Chapter 14 shall take precedence.

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 district where your child attends or view the complete document on the [HCSD website](#). Additionally, one may contact a school representative through the contact information listed below:

Dr. Taylor Vitron - Director of Special Education/Student Services/Child Find
Harbor Creek School District - 6375 Buffalo Road - Harborcreek, PA 16421
Phone: 814-897-2100 x1244 - Email: tvitron@harborcreeksd.com

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](#))

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

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 student’s needs to be addressed.

Students with discipline referrals will be required to leave their cell phones in the main office and are not permitted to use them. When students arrive in the office as a result of a discipline referral, they will be required to place their cell phones in a secure location. Students are not permitted to use their phones while in the office for disciplinary, or potentially disciplinary, reasons.

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

PROCEDURES LEVEL I

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 I

- Minor, infrequent disruptive and/or disrespectful conduct in the school classroom or on the bus
- 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 I

- Warning

- Time Out/Therapeutic Time Out
- Peer Mediation
- Behavior Improvement Plan
- Parent Contact
- Detention (teacher or administration)
- 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
- Insubordination
- Vandalism and defacing school property
- Possession/ Distribution/Use of tobacco products. (First offense)
- 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 Detention

- In School Suspension
- 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
- School Attendance Improvement Plan

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
- 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
- In School Suspension
- Out of School Suspension
- Referral to the Student Assistance Program
- Citation
- Referral to Alternative Education Program (As permitted by PA Department of Education)
- 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 alternative education program and/or 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 requirements 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 detention.

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. All referrals must be approved by Bethesda/PDE and adhere to the established AEDY guidelines.

Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

STUDENT DISCIPLINE ([Board Policy 218](#))

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.

This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation ("on-campus"). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places ("off-campus") when:

1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;
2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;
3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs.
4. The conduct involves the theft or vandalism of school property.
5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS ([Board Policy 220](#))

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](#))

The Board supports the concept of limited fundraising activities for the purpose of fulfilling the goals and objectives of the secondary activity program.

1. All fundraising activities must be handled through the activity fund.
2. Any school club or organization whose fundraising activities are designed to generate in excess of \$200.00 per year must be pre-approved by the building principal on the required form (projects exceeding \$1,000.00 in fundraising must also have the approval of the Central Office).
3. Harbor Creek students shall not be required to participate in any fundraising activity for any school organization or school booster club.
4. No student shall be restricted from or discriminated against in any school activity for not participating in a fundraising project.
5. The Board prohibits the collection of money by a student for personal benefit beyond what is achieved by membership in the sponsoring organization in school buildings, on school property or at any school-sponsored activity.

6. Collection of money by approved school organizations may be permitted by the building principal.
7. Collections by students on behalf of non-school organizations may be permitted only by the building principal.

STUDENT GOVERNMENT ([Board Policy 228](#))

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

The Board will recognize the Student Council as the official voice of the student body for students in grades 7-12 and for the purpose of developing student leadership, providing a learning experience in democratic decision making, and offering another avenue toward the realization of the goals of this district.

The Student Council shall be fully responsible for the planning and organization or coordination of the following activities: its own government, student social events, fundraising projects, and activities and projects suggested by students, except that all such activities must first be approved by the building principal and advisor.

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 a Student ID is lost, a replacement one must be purchased in the JH office for \$5.00.

STUDENT INVOLVEMENT IN DECISION-MAKING ([Board Policy 232](#))

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. Promotion certificates or diplomas will not be issued until all obligations have been met.

Parents/Guardians may use the link below to pay any outstanding obligations. [Fees/Obligations Payment](#)

STUDENT RECORDS

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 completed FERPA form to your child's homeroom teacher the first week of school.

STUDENT RIGHTS/RESPONSIBILITIES/SURVEYS ([Board Policy 235](#))

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.

The parent/guardian shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/ guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal and Superintendent.

No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years, to submit to a survey, analysis, or

evaluation that reveals information concerning:

1. Political affiliations.
2. Mental and psychological problems of the student or family.
3. Sexual behavior and attitudes.
4. Illegal, antisocial, self-incriminating and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged and comparable relationships, such as those with lawyers, physicians, and ministers.
7. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program
8. Religious practices, affiliations, or beliefs of the student parent/guardian.

However, such survey, analysis or evaluation may be conducted on a wholly voluntary basis, provided that the student and his/her parent/guardian have been notified of their rights and of their right to inspect all related materials and opt the student out of participation.

STUDENT WELLNESS ([Board Policy 246](#))

Harbor Creek School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is 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.

SUSPENSION AND EXPULSION ([Board Policy 233](#))

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](#))

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

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

TITLE IX SEXUAL HARASSMENT/HARRASSMENT POLICY ([Board Policy 103](#))

Harbor Creek School District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 et seq., and its regulations, 34 C.F.R. Part 106. Individuals may report concerns or questions to the District's Title IX Coordinator, Mr. Drew Mortensen dmortensen@harborcreeksd.com. The District's full Title IX Notice of Nondiscrimination is located at [HCSD Board Policies](#). Additional information at [Title IX Procedures](#)

TOBACCO AND NICOTINE USE ([Board Policy 222](#))

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. 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 ([Board Policy 810](#))

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 behave properly or do not respect the rights of others, when riding the school bus, may lose the privilege.

As prescribed by state law, bus routes, bus stops, and student assignments, once established, must be followed and cannot be changed without school district action. Any temporary changes in transportation that could arise because of activities, scouting, family situations, and the like, must be requested in writing by the parent and submitted to the school office for approval.

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.

For more information contact HCSD student transportation services, provided by Student Transportation-America 814-897-2100, Ext. 1242.

USE OF BICYCLES AND MOTOR VEHICLES ([Board Policy 223](#))

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.

The Board shall permit the use of motor vehicles by secondary students in accordance with district rules, provided that such students:

1. Are licensed drivers.
2. Have followed established procedures and obtained the required school permit.
3. Have parental permission when they are minors and the motor vehicles are properly licensed.
4. Have been granted permission by the building principal to drive a motor vehicle on school grounds.

The Board prohibits the use of mini-bikes, unlicensed motor vehicles (including motorcycles), and skateboards on school property.

The Board shall not be responsible for bicycles or motor vehicles that are lost, stolen from, or damaged on school district controlled properties.

USE OF MEDICATIONS ([Board Policy 210](#))

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 and CONTROLLED SUBSTANCES sections of this Student Handbook.

USE OF SCHOOL FACILITIES ([Board Policy 707](#))

The Board of School Directors wishes to make all school facilities and grounds 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 [HCSD website](#).

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.

WEAPONS ([Board Policy 218.1](#))

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.

WORKING PAPERS

Working papers may be obtained in the Senior High School office between the hours of 7:30 a.m. to 4:00 p.m. during the school year. Please note summer hours in the office are between 7:30 a.m. to 3:30 p.m. A student must be accompanied by a parent or guardian and must bring in their birth certificate in order to fill out a working paper application.