

Student/Parent Handbook

*Harbor Creek School District
Elementary Schools*



2026-2027

HARBOR CREEK SCHOOL DISTRICT
HOME OF THE HUSKIES

PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

It is a long way from kindergarten to commencement. As children develop toward maturity, the experiences they encounter along the way influence the kind of adult he/she will become. The Administration and Board of Education of the Harbor Creek School District believe that the combined efforts of the home and the school can provide a tremendous impact.

To help us work together more effectively; this handbook was designed by our elementary principals to provide answers to some frequently asked questions. Good communication between the student's family and school personnel builds a better educational atmosphere.

We personally want to extend an invitation to you to visit your child's school, become acquainted with their teachers and, from personal contact, get to know the teachers who will guide your child's educational experiences.

Excellence in education is our focus as we serve and work with the students. This philosophy inspires and supports the challenge and commitment we have for quality education in the Harbor Creek School District as we move from kindergarten to commencement.

Sincerely,

Donna Rose

Mrs. Donna Rose
Clark Principal

Tyler Cook

Dr. Tyler Cook
Klein Principal

Jesse Williams

Dr. Jesse Williams
Rolling Ridge Principal

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ANTIHAZING ([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 Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of 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.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

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.

Recommended Complaint Procedure

1. When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant. Additionally, the student(s) responsible for the hazing incident may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
5. If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, he/she will be disciplined appropriately.

ARRIVALS

If you need to transport your child to school, it would be appreciated if you would arrive as close to school starting time as possible. In the event your child will participate in the morning breakfast program they will be permitted to enter up to fifteen minutes early. Elementary schools are open for student arrival not participating in the breakfast program fifteen minutes before the start of the school day.

ATTENDANCE

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

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Guidelines – Excused/Lawful Absences

1. The Board considers the following conditions to constitute reasonable cause for absence from school:
 - a. Illness, which includes dismissal from school during school hours for health-related reasons.
 - b. Obtaining professional health care or therapy services rendered by a licensed practitioner of the healing arts.
 - c. Family emergency.
 - d. Quarantine.
 - e. Recovery from accident.
 - f. Required court attendance.
 - g. Death in family.
 - h. Family educational trips.
 - i. Religious holidays observed by bona fide religious groups.
 - j. Participation in religious instruction program. Such instruction shall not require the student's absence from school for more than thirty-six (36) hours per school year. The request for attendance shall be made by the person in parental relation to the student. The request shall describe the instruction and the dates and hours for which the absence is requested. Furthermore, following each such absence, the person in parental relation to the student must provide the Superintendent with a written statement which sets forth that the student attended the instruction and the dates and time that the instruction took place. The Board shall not provide transportation to religious instruction.
 - k. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combines 4-H and FFA group upon written request prior to the event.
 - l. Medical or dental appointments.
 - m. Urgent reasons. The term "urgent reasons" shall be strictly construed and not permit irregular attendance.
2. Absences shall be treated as illegal until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the first day of absence.
3. A maximum of ten (10) days of lawful absences verified by notification from a person in parental relation may be permitted during a school year. All absences beyond ten (10) days shall require an excuse from a licensed physician or be approved by the Superintendent in accordance with this Policy.
4. The district may excuse a student from school attendance to participate in a family educational trip not sponsored by the district if the following conditions are met:
 - a. The person in parental relation submits a written request for excusal at least seven (7) calendar days prior to the first day of absence related to the educational trip.
 - b. The student's participation has been approved by the Superintendent of designee.
 - c. The adult directing and supervising the family educational trip is acceptable to the parents/person in parental relation and the Superintendent.
 - d. A maximum of 7 days of family educational trips may be approved by administration per school year.
2. Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

Enforcement of Compulsory Attendance Requirements

1. Student is Truant - when a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.
2. The notice shall:
 - a. Be in the mode and language of communication preferred by the person in parental relation;
 - b. Include a description of the consequences if the student becomes habitually truant; and
 - c. When transmitted to a person who is not the biological or adoptive parent, the notice shall also be provided to the child's biological or adoptive parent, if the parents' mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
 - d. The notice may include the offer of a School Attendance Improvement conference.
3. If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference

1. District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.
2. The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.
3. The following individuals shall be invited to the School Attendance Improvement conference:
 - a. The student.
 - b. The student's person in parental relation.
 - c. Other individuals identified by the person in parental relation who may be a resource.
 - d. Appropriate school personnel.
 - e. Recommended service providers.
4. Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.
5. The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.
6. The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

Student is Habitually Truant

1. When a student under fifteen (15) years of age is habitually truant, district staff shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
 - c. May file a citation in the office of the appropriate Judge against the person in parental relation who resides in the same household as the student.
2. When a student fifteen (15) years of age or older is habitually truant, district staff shall:
 - a. Refer the student to a school-based or community-based attendance improvement program; or
 - b. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.
 - c. District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or if the student refuses to participate in such program.
2. Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate Judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.
3. According to School Code, students who are habitually truant may not transfer to a cyber charter school during the school year unless a judge rules in favor of such a transfer.

Unexcused Absences

Schoolwork will not be allowed to be made up in the case of an unexcused absence. Students will receive no credit for tests, class work, and homework collected during such absences. **(This policy also applies to a class that the student skips or leaves without permission.)**

Students may not participate in extracurricular activities (including practice) on a day when they have an unexcused absence. This includes students who have skipped school or left the building without permission.

Procedures for Excuses

When a student is absent, a parent or guardian should notify the school by calling the school office

Clark – 5100

Klein – 4100

Rolling Ridge - 3700

- The child upon return from an absence must turn in an excuse to the school. The written excuse signed by the parent or guardian should state the reason and date of the absence. An excuse shall be required in advance for an absence where advance notice is possible.
- Where the principal believes that absence due to illness is chronic and irregular, the principal may request a physician's statement certifying that such absence is medically justifiable.
- A pupil may be excused from school for observance of a bona fide religious holiday in accordance with procedures of the Harbor Creek School Board. A pupil's absence from school for a bona fide religious holiday will be recorded as an excused absence. There shall be no penalty attached to such an absence.
- Dental or doctor appointments should be made on non-school time when possible. The student should bring their request for an early dismissal, complete with doctor's name and time of appointment.

Tardiness To School

- Except for late buses, all students are required to be in homeroom when school begins.
- Tardy students must report to the office prior to going to class. **An adult must escort children into the building and sign them in.**

An unexcused tardy is defined as a student who arrives at school after the start of the first period for a reason not acceptable to the school. (Example: music lessons, cosmetic appointments, car trouble, oversleeping, out of town, work, missing the school bus, parent neglect, etc.) Note that knowledge by, or even consent of, parents/guardians does not make such a tardy "excused".

Students will receive no credit for tests, class work, and homework collected during such tardiness.

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

Students will not be permitted to participate in extracurricular activities (including practice) on a day that they have an unexcused tardy. The building administrator will consider extenuating circumstances.

AUTOMOBILES ON SCHOOL GROUNDS

Automobiles can constitute a hazard in many school areas. Parents are urged to be especially alert for children at all times and to observe the **10 M.P.H. speed limit**.

Parents are asked not to park in spaces that could be a hindrance to emergency vehicles. Bus loading areas **must** also be avoided, especially during school starting and dismissal times.

Your cooperation will be greatly appreciated.

BUS TRANSPORTATION TO AND FROM SCHOOL

BUS 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 same conduct as in the classroom.
- Be courteous, use no profane language.
- Keep head, hands, arms, and feet inside the bus.
- Do not throw, or otherwise propel any material, object or substance in, out, or around the bus.
- Never place books, lunches, etc., in the aisles of the bus.
- Never tamper with the bus or with any of its equipment.
- Report any problems or damage to the bus driver.
- Always obey and cooperate with the bus driver.

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

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.

For more information on this policy, please see [Board Policy 810](#).

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

CARE OF SCHOOL PROPERTY

Care of School Property ([Board Policy 224](#))

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

CONTROLLED SUBSTANCES/PARAPHERNALIA
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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, controlled substances shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.
8. Any substances that when ingested will cause a physiological effect that is similar to the effect of a controlled substance as defined by the state of federal law, and results in a significant disturbance in behavior, thought or mood that results in the student's inability to perform normally during a school day.

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

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

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

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.

DEPARTURES

If you will be picking your child up, be sure the school is informed in writing. Please include such information as reason for pick-up, date, time, and the name of the adult involved in the pick-up. All students being picked up after school (instead of riding the bus) must be signed out in the school by an approved adult.

Due to circumstances beyond our control, there may be time when buses may be delayed causing your child's arrival at home to be later than usual. Please be assured that every effort will be made to have your child brought home on time.

EARLY DISMISSAL

If your child is to be excused from school early, please write a note concerning this. Please specify if your child will or will not be returning to school that day.

EDUCATIONAL TRIPS AND VACATIONS

Family Educational Trips ([Board Policy 204](#))

The Board may excuse a student from school attendance to participate in a family educational trip not sponsored by the District if the following conditions are met:

1. The parent/guardian submits a written request for excusal seven (7) calendar days prior to the first day of absence related to the educational trip.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the family educational trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of family educational trip(s) for which excused absences may be granted to a student during the school term.

ELECTRONIC DEVICES

Electronic Devices ([Board Policy 237](#))

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 cell phones and any other 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. Furthermore, the Board 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.[\[1\]](#)

The Board authorizes use of electronic devices in the classroom, in education-related activities and in approved locations under the supervision of the classroom teacher or staff for educational purposes. All use shall be in compliance with the Code of Student Conduct and Board policy.[\[1\]](#)

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

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

The confiscated item shall not be returned until a conference has been held with a parent/guardian.

Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An Individualized Education Program (IEP) or Section 504 Service Agreement.[\[5\]\[6\]](#)
3. Classroom or instructional-related activities, under the supervision of the classroom teacher.
4. Other reasons determined appropriate by the building principal.
5. Student is a member of a volunteer fire company, ambulance or rescue squad.

EMERGENCY CLOSURE/DELAY OF SCHOOLS

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

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

EMERGENCY SITUATIONS

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

FERPA

The Family Educational Rights and Privacy Act (FERPA) afford 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 Harbor Creek School District website: www.hcsd.iu5.org and at Harbor Creek School District school offices.

FIELD TRIPS

Field trips are considered a part of the total educational program of the school. Most field trips require the services of school district buses. Children are required to bring in a permission slip signed by the parent in order to participate. Field trip announcements and permission slips are sent home a few days before the field trip. All parents that would like to chaperone a field trip must complete 3 different safety clearances. These clearances include the PA Child Abuse (Act 151), PA Criminal Record History (Act 34) and Federal Criminal Background (Act 114). Please see the building administrator for more information regarding the clearances.

Walking trips within the area of the school are also considered a part of the school program. These are taken without parental consent unless the parent submits a written request to the contrary.

The classroom teacher supervises all field trips. Parents interested in attending field trips must have all necessary clearances.

For complete information, please see [Board Policy 231](#)

FLAG SALUTE & PLEDGE OF ALLEGIANCE

FLAG SALUTE AND PLEDGE OF ALLEGIANCE ([Board Policy 807 "Opening Exercises"](#))

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.

FOOD SERVICE

FOOD SERVICE ([Board Policy 808 "Food Services"](#))

FREE AND REDUCED LUNCH PROCEDURES

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

LUNCH INFORMATION

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

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

The District will pursue the collection of meal account debt with parents and guardians. The District will attempt to reach a student's parent or guardian when a student owes money. The District's intent is to resolve the negative account balance with the student's parents or guardians and to encourage the parent or guardian to apply for participation in the federal school food programs if the parent or guardian believes they would qualify. If attempts to resolve the negative balance are unsuccessful, the District will use collection methods available to it which may include, but not be limited to, legal proceedings or the use of collection agencies to collect unpaid debt.

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

Breakfast - 8:30 a.m. to 9:00 a.m. (Clark and Rolling Ridge) 8:00 a.m. to 8:30 a.m. (Klein)

Lunch - Each of the elementary schools follow a predetermined schedule for lunch.

2026-2027 breakfast and lunch prices:

Breakfast pricing:

Free- Elementary

\$3.05 Adult

Lunch pricing:

\$2.80 Elementary

\$4.05 Adult

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

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

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 elementary schools provide a menu that is sent home monthly.

Healthy snacks are available for purchase in each school's cafeteria. For a complete list with prices, please contact your school's Cafeteria Manager.

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.

HEALTH SERVICES

The health services provided by the Harbor Creek School District are a vital aspect of a child's total educational program.

Pennsylvania State requires students entering kindergarten and for attendance in all grades the following immunizations:

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

For attendance in 7th grade, children need the following immunizations (Pennsylvania state requirements):

- 1 dose of tetanus, diphtheria, acellular pertussis
- 1 dose of meningococcal conjugate vaccine

For more information on Pennsylvania state immunization requirements please visit: www.health.pa.gov

CHIPS

Uninsured children under 19 years of age in Pennsylvania may be eligible for free or low-cost health insurance. For more information call: 1-800-986-KIDS or visit www.state.pa.us Keyword: chip. The nurse has information regarding CHIPS. Please feel free to contact her at 897-2100, ext. 5503 (Clark), 4104 (Klein), 3378 (Rolling Ridge) or at jarmstrong@hcsd.iu5.org

The following screenings are mandated in Pennsylvania:

SERVICE	GRADE LEVEL
Medical examination	K or 1, 6 and as needed
Dental examination	K or 1, 3, and as needed
Hearing screening	K-3, and as needed
Vision screening	All Students
Scoliosis screening	6
Height/Weight/Body Mass Index	All Students

Parents are encouraged to have their family doctor and dentist examine their children as they have better knowledge of the child's health history.

Parents are contacted if there are any discrepancies in a screening test and advised to follow through with the proper treatment. Parents are urged to notify the school nurse of any change in information pertinent to the child's health and welfare.

When it becomes necessary for a child to take medication during school hours, parents are asked to contact the nurse regarding the School District policy for dispensing medication.

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.

HEALTH SERVICES - MEDICATIONS

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.**

210.1. POSSESSION/USE OF ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

***See section titled USE OF ASTHMA INHALERS and EPINEPHRINE AUTO-INJECTORS**

Medication Procedures

For students requiring medications daily or routinely (including as needed inhalers, Epi-pens, other medications for allergies):

1. Medication must be in an original bottle from the pharmacy with a current pharmacy label attached. The label must have the correct student's name, the correct medication, correct dose, and correct time that medication is to be given. If you ask, most pharmacies will give you a "school bottle" for school.
2. A physician order, complete with both physician and parent signatures, must be on file in the nurse's office before any prescription medication will be administered. This should include: name of student, name of the medication, dosage, time, and the reason for giving the medication.
3. 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).
4. It is very important that the school knows where and how to reach parents at all times.
5. 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 teacher.

For students requiring medication on an occasional basis (Antibiotic for strep throat or ear infection, cold medication, etc.):

1. Medication must be in original container. If it is a prescription medication, it must be in the original pharmacy container. If the medication is an over the counter medication, it must be in the original, **sealed** wrapping from the manufacturer.
2. The medication must be accompanied by a note from the parent with the child's full name, name of medication, reason for medication (i.e.: ear infection, cold symptoms), time for medication to be given. If the medication is for as needed (i.e.: pain medication after a procedure), last time the student was given medication is needed, and parent signature
3. Unlabeled medications in "baggies" or any other container other than original container or those that do not have a note with them will not be given to child.
4. Medication cannot be transported on the bus or sent with a student. An adult must drop off the medication and pick up the medication if needed.

All medications must be stored in the nurse's office and dispensed by the school nurse or staff nurse. If a child needs to carry emergency medications (i.e.: inhaler or Epi-pen), please contact nurse's office for additional instructions. The school nurse or staff nurse will not give your child medications brought to school if the procedure is not followed. Please remember that this policy is for the safety of our students. Please feel free to contact the school nurse's office with any questions.

For Students Requiring Daily Prescription Medication on a Field Trip:

If a nurse is not attending the field trip and a parent/guardian is unable to accompany his or her student, the parent may designate a responsible adult to administer the medication with the following restrictions:

- The parent must provide the supplies and training if the parent delegates treatments or medication administration to a responsible adult. The school nurse may not provide training, supplies, or medications, and must not be involved in the delegation process per the Pennsylvania Nurse Practice Act.
- The parent may not delegate responsibility for administering treatments or medications to any school staff member, school-designated trip chaperone or secondary student.
- The parent may not prescribe or alter treatments or medication administration orders for the school nurse or other licensed professional unless the parent is a Pa. licensed prescriber.

The parent may also choose to have the medication administered upon return of the field trip (as long as it is no longer than 1 hour past the prescribed dosage time) or skip the dose for that day.

Please contact the nurse's office prior to any scheduled field trips to make arrangements for your child's medication administration.

Emergency medications (inhalers and epi- pens) will be sent along with your child's teacher if a nurse is not attending.

Milk and Other Food Allergies

If your child has an allergy to milk or to other foods that require substitution in the cafeteria, the nurse's office and cafeteria staff must have a note (order) from your physician stating the allergy and what may be substituted (especially for milk allergies). Your family physician's office may mail the orders directly to the school, attention school nurse, or may fax it to the school.

The Federal School Foods Program requires that students be given milk as their beverage for school purchased lunches. The only way the cafeteria staff may substitute other beverages for milk is with a physician's order.

The school district requires a new doctor order at the beginning of each school year.

Non-aspirin Pain Relievers for Elementary Students

In the event of a headache or mild injury, non-aspirin pain relievers may be administered to students with parent or guardian permission. This section is included on the annual health assessment form that is completed at the beginning of the school year.

The nurse's office carries both children's acetaminophen (Tylenol) and children's ibuprofen (Motrin). The dosage is based on age and weight of student, per manufacturer guidelines. If your student suffers from frequent headaches or requires pain relievers frequently, you may bring in your preferred over the counter medication to the nurse's office. This must be in the original manufacturer package with your student's name clearly marked. You must include a note stating student's name, reason for medication, and your signature/contact phone number.

Communicable Diseases

The measures taken in school for handling communicable diseases is the same as any community public health program. The main objective is to prevent infectious or communicable diseases from spreading throughout the school population and to recommend the best possible care for those already infected. It is therefore important that children who are ill remain home until the infectious stage of the disease has passed. **Children must be fever free without analgesics for 24 hours before returning to school.**

Children showing symptoms of any of the following disease should be taken to a physician for confirmation and possible treatment: Chicken Pox, German measles, Measles, Mumps, Whooping Cough, or Scarlet Fever. If a disease is confirmed, the child should be restricted to the home premises and should not attend school for the amount of time specified by the physician.

HEALTH AND SAFETY PLAN

Health and Safety Plan - For complete and most up to date information, please see the Health and Safety Plan on our district website at:

[**Harbor Creek Health and Safety Plan**](#)

HOMELESS STUDENTS

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.

For more information on this policy, please see Board Policy 251.

HOMEWORK

Homework assignments are designed to supplement and reinforce the learning that takes place in school by providing practice and application. Occasionally, some assignments may require a student to explore new areas of content.

A parent can aid their child in completing homework by providing a favorable place for work and study. They should adopt an attitude of encouragement toward homework and assist their child in developing a realistic time and study schedule. The parent should resist the desire to do the child's homework for them. If textbooks or workbooks are brought home, please see that they are returned the following day.

Homework assignments will offer valuable practice in budgeting time and will also help to develop study skills and techniques essential to the educational process.

HOMEWORK REQUESTS FOR ABSENT STUDENTS

Please follow the individual building procedure in order to obtain homework for your child. Homework can often help the child keep pace with the class.

INSTRUCTIONAL MATERIALS

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

LATE ARRIVALS

If your child will be arriving late to school, please write an excuse stating the reason for his/her late arrival. Students reporting late to school must first report to the school office before going to class. An adult **must** escort children into the building and sign them in.

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.

PLAYGROUND-RECESS

Children are provided outside, supervised, free play periods, weather permitting. All children are encouraged to participate in free play periods unless excused for serious reasons. Excuses to stay inside must be in writing and addressed to the teacher.

Please see that your child is dressed appropriately for weather conditions of the day including appropriate footwear. On snowy days children should have boots, snow pants, mittens, and head coverings.

Classrooms are provided with playground equipment such as rubber balls, bats, softballs, basketballs, and jump ropes. Regular baseballs (hard balls) are not acceptable. Have your child check with their teacher before bringing any items for use during recess.

Teachers sometimes encourage children to bring items such as coloring books, puzzles, and games for indoor free time in the classroom. These items will vary with a child's age and grade. Check with the teacher if there is a question.

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, severe weather, active shooter, lock downs, 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.

SEARCHES

Searches ([Board Policy 226](#))

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

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

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

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

SERVICE ANIMALS

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.

Before a service animal shall be allowed in a district building, or on district property or vehicles, the district shall request the following documentation from the owner or handler of the animal:

1. Verification of the need for a service animal.
2. Description of the function(s) the service animal is trained to perform in relation to the individual's disability
3. Current dog license.
4. Proof of current vaccinations and immunizations of the service animal.

SOCIAL MEDIA

Acceptable Use of 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 site in order to determine whether information is being referenced in an inappropriate or an illegal manner.

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 address.

Conduct in the Use of Social Networking

1. Students must not use social networking activities if it interferes with his or her obligations as a student.
2. 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.
3. Students must be aware that even privacy settings are not foolproof in social networking.
4. Students must not use social networking sites to become friends with employees of the school district.
5. Students may not post on social networking sites photographs of other students or employees of the school district taken while in the role of student.

Students may not use social networking sites to harass, threaten, discriminate, or disparage other students or employees of the school district. Furthermore, students must recognize that they be held personally liable for violations of copyright and trademark laws, for disclosure of proprietary information, and for defamatory, libelous, or obscene comments.

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

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

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

“SPECIALS”

Have your child come prepared for the following “special days”:

- Library: Children should come prepared to return books weekly.
- Art: An apron or a man’s short-sleeved shirt is especially helpful in protecting the clothing of the “younger artists”.
- Gym: For safety reasons, sneakers or gym shoes are a requirement for physical education classes.
- Music: Children enjoy taking their music materials home on occasion. Such items should be returned to school in time for music class.
- Birthdays: A treat may be brought to school and shared with classmates. Check with your child’s teacher on this.
- Birthday Parties: Birthday invitations should not be handed out at school unless there is an invitation for every member of the class. The only exception is if you are passing out invitation just to all of the boys or just to all of the girls. In an effort not to hurt student’s feelings, invitations cannot be passed out at school if only certain students are invited. Thank you in advance for following this very important procedure.
- Holidays: Teachers will contact you if donations for parties are desired

Because the “special days” could vary by elementary school, contact your child’s teacher or school to find out when these days are scheduled.

SPECIAL EDUCATION and 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 entitle 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 Harbor Creek School District website www.hcsd.iu5.org. Additionally, one may contact a school representative through the contact information listed below:

Director of Special Education
Harbor Creek School District
6375 Buffalo Road
Erie, PA 16421
814-897-2100 x 1244

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

STUDENT ASSISTANCE PROGRAM

Student Assistance Program ([See Board Policy 236](#))

Student Assistance Program (SAP) - 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.

STUDENT DISCIPLINE – Code of Conduct

Student Discipline ([Board Policy 218](#))

The Board shall require each student to adhere to Board policies and the rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. 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.

Rules governing student conduct shall require students to:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person, and property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Obey constituted authority and respond to those who hold that authority.

A student's disciplinary record may be available to all school district employees having a legitimate use for it as well as to parents/guardians.

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

Corporal Punishment

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

The following aversive techniques of handling behavior are considered inappropriate and may not be used in district educational programs or agency based programs housed within the district:

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.

3. Locked rooms, locked boxes, or other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water, or fresh air.
6. Suspension constituting a pattern under 22 Pa. Code 14.143(a).
7. Treatment of a demeaning nature.

The Superintendent or designee shall promulgate rules and regulations to implement Board policy governing student conduct which:

1. Are not arbitrary, but bear a reasonable relationship to the need to maintain a school environment conducive to learning.
2. Do not discriminate among students.
3. Do not demean students.
4. Do not violate any individual rights guaranteed to students.

The Superintendent or designee shall designate sanctions for the infractions of rules which:

1. Relate in kind and degree to the infraction.
2. Help the student learn to accept responsibility for actions.
3. Are directed to ameliorating any harm caused by the student's misconduct.
4. Hold parents/guardians accountable for the actions of their students.

The Superintendent or designee shall prepare guidelines for actions against delinquent children which provide for:

1. Parental conferences.
2. Sequential discipline.
3. Psychological and medical examination.
4. Suspension from school attendance in accordance with Board policy.
5. Referral to juvenile authorities.

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

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

Student Discipline Procedures

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

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.

A. 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.

LEVEL I: EXAMPLES OF MISBEHAVIOR

- a. Non-defiant failure to complete assignments or carry out directions
- b. Minor, infrequent disruptive conduct in the school, classroom or on the bus.
- c. Use of non-threatening abusive or profane language or gestures
- d. Excessive tardiness to class
- e. Unexcused tardy to school
- f. Violation of the dress code/internet
- g. Eating food, candy, chewing gum
- h. Not working consistently
- i. Touching someone else's property
- j. Refusal to obey posted classroom rules
- k. Being where not supposed to be
- l. Inappropriate name calling
- m. Disruption in the hallway
- n. Writing on body
- o. Left without authorization

LEVEL I: POSSIBLE CONSEQUENCES:

- Warning
- Seminar
- Time Out
- Recess Detention
- Peer Mediation
- Behavior Improvement Plan
- Detention (administration)
- Parent Meeting

B. 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.

- Administrator 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 Instructional Support Program.
- The student may receive immediate Out-of-School Suspension, pending hearing.

LEVEL II : EXAMPLES OF MISBEHAVIOR:

- a. Excessive violations of Level I.
- b. Chronic use of non-threatening abusive, profane language or gestures
- c. Insubordination
- d. Vandalism
- e. Possession/Distribution/Use of tobacco products (first offense)
- f. Lookout for smokers
- g. Petty theft
- h. Disruptive behavior that infringes on another student
- i. Skipping any required school event (class, assembly, detention, pep activities, etc
- j. Refusing to accept or serve detention
- k. Chronic dress code violations

LEVEL II: POSSIBLE CONSEQUENCES:

- Parent Contact
- ISS
- Behavior Improvement Plan
- Functional Behavior Assessment
- Citation filed with the District Justice
- Restitution
- Loss of grade
- Referral to the student assistance program

LEVEL III : EXAMPLES OF MISBEHAVIOR (III)

- a. Threatening or coercing students or teachers
- b. Incurigibility
- c. Forgery
- d. Possession/Use/Distribution of alcohol, narcotics or other restricted drugs or substances
- e. Teacher/Student assault
- f. Participating/be involved in a bomb threat or attach
- g. Setting off a false fire alarm
- h. Theft
- i. Chronic violation of any offense resulting in a placement to In-School Suspension
- j. Refusing to accept an assignment to In-School Suspension
- k. Possession, selling, dispensing or use of toxic inhalants or a drug look-a-like
- l. Endangering the health, and/or safety of others
- m. Threatening use of abusive or profane language or gestures
- n. Harassment
- o. Possession/Use/Distribution of tobacco products (two or more times)

LEVEL III: POSSIBLE CONSEQUENCES:

- Parent Contact
- ISS
- OSS
- Referral to the Student Assistant Program
- Citation
- Referral for expulsion
- Alternative Education

C. PROCEDURES LEVEL IV

Any student who brings a gun to school and/or on school property or to any school related activity would 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 parents/guardians, student and appropriate staff. (Act 26, Section 1317.2 of 1995)

**LEVEL IV
EXAMPLES OF MISBEHAVIOR**

*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

**LEVEL IV
POSSIBLE CONSEQUENCES**

- Immediate OSS
- Parent Contact
- Referral for expulsion for not less than ONE YEAR in conformance with formal due process proceedings required by law.
- Report to law enforcement officials
- The Superintendent, in conjunction with the building principal involved, may recommend modifications of such expulsion 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.

NOTE: ADMINISTRATIVE OPTIONS-ANY LEVEL: *Administrative options are not limited to the disciplinary options identified above. Other corrective actions may include withholding of school privileges, special work or clean-up assignment, writing an appropriate report, behavioral contract, or Saturday School. Consequences may change at the discretion of the teacher and / or principal at any time.*

SUSPENSION AND EXPULSION

Suspension and Expulsion ([Board Policy 233](#))

The Board recognizes 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.

Exclusion from School – Suspension

The principal or person in charge of a public school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When the suspension exceeds three (3) school days, the student and parent/guardian will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.

Informal hearings under this provision shall be conducted by the building principal.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

Due Process Requirements for Informal Hearing:

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion from Class - In School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and his/her parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may either expel for a period exceeding ten (10) school days or may permanently expel from the district rolls any student whose misconduct and disobedience is such to warrant this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board and upon action taken by the Board after the hearing.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/ guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements of affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - The need for laboratory reports from law enforcement agencies.
 - Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

Attendance/School Work during Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any student who has been suspended, either in-school or out of school, or is attending an out of school district alternative education program, or has been expelled will not be permitted to attend school activities or events or be on school property during the day, evenings or weekends during the time of their placement, suspension or expulsion. Any student who has been assigned suspension, is in an out of district alternative placement, or has been expelled and found on school property will be charged with trespassing. Students who have withdrawn from the Harbor Creek School District during the process of expulsion or suspension or to avoid

Suspension or expulsion will also be restricted from school property and from attending school activities. At the discretion of the administration students attending the Junior High or High School alternative education programs may be restricted from attending school activities or being on school property.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work Requirements after Expulsion

A student under seventeen (17) years of age who is expelled has not been excused from compliance with the compulsory attendance statute.

Parents/Guardians have the initial responsibility of providing the required education and shall, within thirty (30) days submit written evidence to the school that the required education is being provided. If the parents/guardians are unable to provide an education for their student, the parent/guardian shall submit a written statement within thirty (30) days that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification make provision for the student's education.

The Board directs the Superintendent or designee to assist the parent/guardian in placing the student in an appropriate educational program other than in this district.

If the approved educational program is not complied with, the school district may take action to ensure that the student will receive a proper education.

Students with Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.

The Superintendent or designee shall develop rules and regulations to implement this policy which include:

1. Publication of conduct standards in accordance with Board policy on student discipline.
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that:
 - a. All records of suspension be expunged if a student is found innocent of charges made against him/her.
 - b. All records of disciplinary suspension shall be maintained in accordance with Board policy on student records.
4. The name of a student under eighteen (18) years of age whose conduct has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board; but such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

STUDENT DRESS

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.

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.

GENERAL GUIDELINES:

- ❖ While a student's right to dress as he/she chooses may not be arbitrarily limited, school officials do have the right to prohibit attire which is disruptive to the educational process or which constitutes a health or safety hazard.
- ❖ Students are responsible for personal hygiene including clothing.
- ❖ School officials may impose limitations on a student's participation in the regular instructional program where there is evidence that the lack of personal hygiene constitutes a health hazard.
- ❖ Pants/shorts must be worn at the waist.
- ❖ Skirts/dresses/shorts must be at least mid-thigh in length.
- ❖ Shoes must be designed as an indoor/outdoor shoe with an appropriate sole or tread for safety/recess.
- ❖ Students are encouraged to carry their identification badges with them during the school day.

PROHIBITED ITEMS:

- ❖ Outdoor coats and jackets, hats, sunglasses, and gloves inside the building
- ❖ 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 (for example strapless tops).
- ❖ Hats and bandannas may not be worn in school. Hoods on sweatshirts/hoodies must be kept down during the school day.
- ❖ 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.

SPIRIT DAY/SPECIAL DRESS DAY OCCASIONS:

- ❖ Will be announced in advance by student council or administration. At such times appropriate dress guidelines will be issued. On these occasions HC students will dress and groom themselves in a manner suitable for the event being sponsored.

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.

DRESS CODE VIOLATION CONSEQUENCES

The administration will follow the levels identified in the Harbor Creek code of conduct.

STUDENT EXPRESSION/DISTRIBUTION OF POSTING OF MATERIALS

Student Expression/Distribution of Posting and Materials ([Board Policy 220](#))

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Distribution - students handing nonschool materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to 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 is also covered by this policy.

Expression - verbal, written or symbolic representation or communication.

Nonschool materials - any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting - publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like.

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. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to 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.

The Board shall require that distribution and posting of nonschool materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.

6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline for Engaging in Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.

Distribution of Nonschool Materials

The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting of Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.

Review of Student Expression

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district regulations or procedures.

The Superintendent and/or designee will determine the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to non-instructional times.

Disciplinary action may be determined by the administrators for students who distribute or post nonschool materials in violation of this policy and district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.

STUDENT PROGRESS

Reporting Student Progress ([Board Policy 212](#))

The Board believes that the cooperation of school and home is a vital ingredient in the growth and education of each student. The Board acknowledges its responsibility to keep parents/guardians informed of student welfare and academic progress in school and also recognizes the effects of state Board and federal regulations governing school records.

The Board directs the establishment of a system of reporting student progress that requires all appropriate staff members to comply with such a system as part of their teaching responsibility, and which shall include but may not be limited to:

1. Academic progress reports. – Both student and parent/guardian shall receive ample warning of a pending grade of failure. Grades and assignments are also posted electronically at <https://hac.hcsd.iu5.org/homeaccess/>
2. Report cards – Report cards shall be issued 4 times a year at intervals of not less than nine (9) weeks. Parents are urged to discuss the report card with their children and are encouraged to contact the school if they have any questions. Special attention should be given to any check marks placed on report cards for work habits or social habits. These marks could be of greater importance than the letter grade itself. Encourage your child to improve these habits. Usually a child's grades improve as study and social habits improve.
3. Parent/Guardian conferences with teachers – Parent conferences are scheduled at the end of the first quarter. Information regarding these conferences will be sent home with each student. A parent who desires a conference with a teacher or principal at anytime during the year should call the school and request that a conference time be arranged. Parents are urged to call or contact the school when a question or problem concerning school matters arises.

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:

1. Written work by students.
2. Scientific experiments conducted by students.
3. Works of art or musical, theatrical or dance performances by students.
4. Other demonstrations, performances, products or projects by students related to specific academic standards..
5. Examinations developed by teachers to assess specific academic standards.
6. Nationally-available achievement tests.
7. Diagnostic assessments.
8. Evaluations of portfolios of student work related to achievement of academic standards.
9. 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 in how their student's progress will be assessed.

STUDENT RECORDS

The Harbor Creek School Board has adopted a plan for the collection, maintenance and dissemination of pupil records and has submitted the plan to the Department of Education for approval. 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. The primary purpose of directory information is to allow the Harbor Creek School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama or musical production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Pictures, videos, computer photos, etc.
- Newsletters and newspapers
- Rosters

The Harbor Creek School District shall provide public records in accordance with the Pennsylvania Right-to-Know Law, Act 3 of 2008. Requests for access to a public record may not be denied due to the intended use of the public record by the requester. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside individuals and organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1967* (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

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. Harbor Creek School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces, and the Pennsylvania Right-to-Know Law, Act 3 of 2008.

STUDENT RIGHTS/RESPONSIBILITIES/SURVEYS

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.

The district shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed above.

All instructional materials, including teacher's manuals, films, tapes, or other supplementary instructional material, to be used in the instructional program shall be available for inspection by the parents/guardians of students. Instructional materials do not include tests or academic assessments.

STUDENT WELLNESS

Student Wellness ([See 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.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.

The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement. Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students. Students shall participate in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits. Quality physical education instruction can not only promote lifelong physical activity, it can also provide instruction in the skills and knowledge necessary for lifelong participation. Physical education is also one of the means through which all students can learn, practice and be assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

For more information, please review HCSD [District Policy 246](#) – Student Wellness.

STUDENT WITHDRAWALS

Parents of students moving from the district during the school year or withdrawing from school for other reasons are required to initiate proper withdrawal action through the principal's office in the elementary school. This is essential for an orderly maintenance and prompt transfer of school records.

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.

TERRORISTIC THREATS/ACTS

Terroristic Threats/Acts ([Board Policy 218.2](#))

The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act - shall mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed toward any student, employee, Board member, or school building.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

Employees and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal will inform any person directly referenced or affected by a terroristic threat.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

TESTING PROGRAM

A comprehensive testing program is an important part of the educational program. Standardized tests in addition to the PSSA mandated tests are administered to all students at particular grade levels throughout their school experience. In addition, individual measurements are administered in specific instances where the need exists. The standardized testing program includes the areas of educational achievement and intelligence. Administrators and teachers use the results of these tests as supplemental information. These test results are also valuable in identifying special student needs related to personal and social adjustments. Test results are only one of the many ways by which the elementary school seeks to measure achievement and potential or attempts to identify problem areas. Parents may review their child's test results by contacting the principal of the appropriate elementary school.

TOBACCO AND NICOTINE USE

Tobacco and Nicotine Use ([Board Policy 222](#))

For purposes of this policy, tobacco and nicotine use shall be defined as use and/or possession of a lit or unlit cigarette, cigar and pipe, eCigs, other lighted smoking product; and smokeless tobacco and related nicotine products in any form.

The Board prohibits students from possessing and using tobacco or nicotine filled products at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board also prohibits tobacco or nicotine use and possession by students at school-sponsored activities that are held off school property.

The school district may initiate prosecution of a student who violates the tobacco and nicotine use policy.

A student convicted of possessing or using tobacco or nicotine in a school building, on a school bus, or on school property may be fined or admitted to alternative education. Fines may be as much as is allowed by Pennsylvania state law plus court costs.

The district will instruct students on the hazards of tobacco and nicotine use through health curriculum. The counseling department will provide opportunities for cessation services and programs that are available to students and staff in and out of school. Students found to use tobacco; related products or nicotine related products will be referred for a cessation program through the SAP team process.

UNLAWFUL HARASSMENT, BULLYING, CYBER BULLYING

Unlawful Harassment, Bullying, Cyber Bullying ([See Board Policy 249](#))

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment, bullying or cyber bullying 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 cyber bullied 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 Board directs that all complaints of harassment, bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

The term harassment shall mean any intentional and repeated electronic, written, verbal, physical act, or a series of acts including but not limited to, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap/disability which creates an intimidating, hostile or offensive educational environment.

Ethnic harassment shall mean any intentional and repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

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

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

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

Cyber bullying 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.

In order to maintain an educational environment that discourages and prohibits unlawful harassment/bullying/cyber bullying, the Board designates the Superintendent as the district's Compliance Officer.

The district shall annually inform students, staff, parents/guardians, independent contractors and volunteers that unlawful harassment, bullying or cyber bullying of students, teachers or other staff will not be tolerated.

The district shall provide training for students and staff concerning all aspects of unlawful harassment, bullying/cyber bullying.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment, bullying or cyber bullying.

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

Students shall be informed that they may choose to report harassment, bullying or cyber bullying complaints to building principals, teachers, counselors, nurses, and administrators.

All employees who receive harassment, bullying or cyber bullying complaints from a student shall report such to the building principal. If the building principal is the subject of a complaint, the complaint should be made directly to the Superintendent.

When a student, teacher or other staff believes that s/he is being harassed or bullied, that person should immediately inform the person that his/her behavior is unwelcomed, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, that person shall follow the established complaint procedure.

Complaint Procedure:

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

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

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

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

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

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

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

Discipline

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, up to and including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services available within the district that are related to unlawful harassment, bullying or cyberbullying.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

Appeal Procedure:

1. If the complainant or accused is not satisfied with the principal's decision, s/he may file a written appeal to the Superintendent within fifteen (15) days.
2. The Superintendent or designee shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

USE OF SCHOOL FACILITIES

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 Harbor Creek School District web site.

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.

VISITORS

School Visitors ([Board Policy 907](#))

The school district welcomes and encourages interest in district educational programs and other district-related activities. The school district recognizes that such interest may result in visits to district schools by parents/guardians, adult children, educators and other officials. These are individuals whose actions do not rise to the level of a volunteer. A visitor is an individual who poses no real threat to the safety of children because steps are taken within the school setting to ensure that a visitor has no direct contact with one or more children without supervision by an employee of the school district at all times.

School and Classroom Visitations

1. Persons wishing to visit a school program or classroom should make arrangements in advance with the school office or classroom teacher in that building.
2. 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.
3. Parents/Guardians dropping off materials, clothing, food, etc., must report directly to the school office and follow all visitation guidelines.
4. 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.
5. All staff members shall be responsible for requiring a visitor 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.

Classroom Observations

1. Persons wishing to visit a school program or classroom as an observation should make arrangements in advance with the school office or classroom teacher in that building.
2. Upon arrival at the school, visitors must register at the office where they will sign in and sign out, receive a badge and instructions must remain only in those areas that they have been granted permission to visit.
3. 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.
4. All staff members shall be responsible for requiring a visitor 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.

Parents/Guardians may request to observe their child's classroom, but the request must be made to the building principal, program supervisor, and classroom teacher prior to the observation. 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.

Item Drop-Off

Student items can be dropped off in the window located in the vestibule at each building. Visitors will...

- Use the call button to identify themselves with the office
- Report to the window in the vestibule and drop off the item.

Student Pick-Up

Visitors that are transporting their child *from* school or picking up for the end of the day will...

- Use the call button to identify themselves with the office

- Report to the window in the vestibule and sign their name and child's name on the visitor's log
- Remain in the vestibule area until the child arrives

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.

WALKERS

Most elementary children are bused to and from school with a limited number of children being allowed to walk to school under certain circumstances.

The policy regarding this may vary within the district because of prevailing conditions and the location of the school. **Please call your school if you have questions.**

If your child is a walker, require your child to come home immediately after school is dismissed. Loitering children could very well get into unusual situations.

Remind your children:

- Walk on the left side of the highway facing traffic if there are no sidewalks between home and school.
- Walk single file along the highway.
- Do not play games on the street or highway while walking to school.
- Start to school on time so that unnecessary risks are avoided.
- Never accept rides or gifts from strangers.
- Always report to their teacher, principal, police officer, bus driver, or parents any stranger seen loitering on foot or in a car near schools, playgrounds, or other places where children assemble.

WEAPONS

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.

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument or implement capable of inflicting serious bodily injury or perceived to be capable of causing death or serious injury.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; in the students garments, backpack, gym bag, lunch box, or any personal property of the student including a vehicle being used by the student; while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school using school provided transportation.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into a school district building, onto school property, to any school sponsored-activity, and onto any public conveyance providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

The Superintendent shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

The Superintendent shall report all incidents relating to expulsion for possession of a weapon on school grounds to the Department of Education to be included in the School Safety Report.

Law enforcement officers may possess weapons on district property only when on duty, in official uniform, with a badge and identification in view.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.