

Board Meeting

Thursday, July 16, 2026 6:00 PM

Harbor Creek Jr./Sr. High Cafeteria, 6375 Buffalo Road, Harborcreek, PA 16421

1. Opening of Meeting

1.1. Call to Order

1.2. Flag Salute

1.3. Public Comment

1.4. Board Agenda

1.5. Board Minutes

2. President's Report

3. Superintendent's Action Agenda

3.1. Updates

3.2. Emergency Preparedness Plan

3.3. Agreement between HCSD and Knox Law with Frazier PLC

4. Curriculum/Student Affairs and Technology Action Agenda

4.1. Elementary Student Handbook for 26-27 SY

4.2. Junior High Student Handbook for 26-27 SY

4.3. Senior High Student Handbook 26-27 SY

4.4. Athletic Coaches Handbook for 26-27 SY

4.5. Student Athletic Handbook for 26-27 SY

4.6. Agreement — HCSD IU4 ECYEH Homeless

4.7. Bethesda Linkage Agreement

4.8. Technology Disposal

5. Buildings and Grounds

5.1. Disposal - Food Service

6. Finance Action Agenda

6.1. Treasurer's Report

6.2. Business Administrator's Report

6.3. Payment of Bills

7. Policy Action Agenda

7.1. Policy - 716 Pest Management

7.2. Policy Review

8. Executive Session (as needed)

9. SNAP Action Agenda

**9.1. 2026-2027 Wages and Salaries for Employees for
Special Programs**

9.2. Substitute Call-In Agreement

9.3. Personnel

10. Information

10.1. Food Service Report

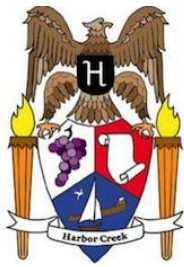
10.2. Food Service Bills

10.3. IU#5

11. Public Comment

12. Adjournment

13. Executive Session (as needed)



HARBOR CREEK SCHOOL DISTRICT
SCHOOL BOARD MEETING MINUTES
Harbor Creek Jr/Sr. High School Cafeteria
Thursday June 18, 2026
6:00 p.m.

1. Opening of Meeting

1.01 Call to Order

The meeting was called to order by President D. Vrenna @ 6:00 p.m.

ATTENDING: D. Vrenna, A. Parente, T. Fortin, D. Eaglen, A. Eaglen,
R. Cowser, E. Mattson, T. Brink (via telephone)

ABSENT: KC Farrell

ALSO ATTENDING: B. Cook, D. Mortensen, J. Shumaker, M. McGill,
and see visitor sign-in sheet

1.02 Flag Salute

1.03 Motion to approve the Board agenda.

Moved by: T. Fortin Seconded by: A. Parente Yes:8 No:0

1.04 Motion to approve the May 14, 2026 and June 11, 2026 Board minutes, as presented.

Moved by: A. Parente Seconded by: T. Brink Yes:8 No:0

1.05 Public Comment - None

2. President's Report

2.01 The Board held an executive session on June 11, 2026 from 8:53 p.m. to 9:37 p.m. for School Safety and personnel purposes, with the following in attendance: D. Vrenna, A. Parente, T. Fortin, KC Farrell, D. Eaglen, A. Eaglen, E. Mattson, B. Cook, and K. Dolak

President D. Vrenna reminded School Board members that there are no Sub Committee or Committee meetings for the month of July.

3. Superintendent's Report -

3.01 Social Media Litigation - Dr. Cook reported that Knox Law Firm contacted HCSD to gather additional information regarding federal Multidistrict Litigation (MDL) involving school districts and major tech companies.

4. Curriculum/Student Affairs and Technology Action Agenda

Motion to approve the Curriculum action agenda items 4.01 – 4.09

4.01 Agreement – HCSD and BNI for One-to-One Aide for ESY

4.02 Agreement – HCSD and BNI for Extended School Year

4.03 Agreement – HCSD and VNET for Phone Services

4.04 Agreement – HCSD and WCSD for Open Campus services

4.05 Agreement - HCSD and IU5 for Nonpublic Title Services

4.06 Agreement – HCSD and GECAC for Summer Student Work

4.07 Agreement – HCSD and Point Park University for Student Teacher

4.08 Disposal

4.09 Field Trips

Moved by: T. Fortin Seconded by: T. Brink Yes:8 No:0

5. Buildings and Grounds Action Agenda

5.01 Junior High Concrete Work

President D. Vrenna made a motion to table item 5.01 Junior High Concrete Work until other options were considered.

Moved by: E. Mattson Seconded by: D. Eaglen Yes:8 No:0

6. Finance Action Agenda

Motion to approve the Finance action agenda items 6.01 – 6.04

6.01 Treasurer's Report

6.02 Business Administrator's Report

6.03 Payment of Bills

6.04 Electricity Supplier

Moved by: T. Brink Seconded by: A. Eaglen Yes:8 No:0

7. Policy Action Agenda

Motion to approve the Policy action agenda items 7.01 – 7.02

7.01 Policy 204 - Attendance

7.02 PSBA Agreement

Moved by: A. Parente Seconded by: T. Brink Yes:8 No:0

8. Executive Session - None

9. SNAP Action Agenda

Motion to approve the SNAP action agenda items 9.01 – 9.03

9.01 Personnel

9.02 Act 93 Agreement

9.03 Superintendent Agreement

10. Informational

10.01 Food Service Report

10.02 Food Service Bills

10.03 Policy – 716 – Pest Management

11. Public Comment – None

12. Executive Session - None

13. Adjournment

13.01 Motion to adjourn the meeting at 6:12 p.m.

Karl Dolak, School Board Secretary
Harbor Creek School District

ATTORNEY-CLIENT PRIVILEGED AND CONFIDENTIAL**CLIENT REPRESENTATION AGREEMENT**

The law firms of Frazer PLC and Knox, McLoughlin, Gornall, & Sennett, P.C. (the “Firms”), are herein retained to represent Harborcreek School District (the “Client” or “You”) in connection with potential litigation against Meta Platforms, Inc.; Facebook; Instagram, LLC; Snap Inc.; TikTok Inc.; Alphabet Inc.; Google LLC; YouTube LLC and other social media companies (collectively, “Social Media Defendants”) for the nuisance and other damages caused to the Client, as follows:

1. The Firms are engaged to represent the Client solely and exclusively in connection with legally tenable claims to be brought against Social Media Defendants and others regarding damages, costs and expenses associated with the harm and injuries suffered as result of Social Media’s conduct (the “case” or “matter”). Subject to the results of our investigation into your potential claims, we will file and prosecute a civil lawsuit on your behalf against responsible parties that we deem necessary to a successful outcome of the litigation. If nothing is recovered, you will not be indebted to the Firms for any attorneys’ fees or expenses. If the Firms’ investigation results in a finding that, in our opinion, does not warrant the filing of a lawsuit, then you be notified that said investigation has concluded and no claims will be pursued. All of the Firms’ lawyers and employees are representing you only in the capacity as lawyers and employees of the Firms.

2. The Firms shall represent the Client on a contingency fee basis, such that our attorneys’ fees and expenses shall be paid only if we obtain a favorable result in this case. We will advance the costs of this litigation including filing fees, transcript costs, notices, e-discovery, data hosting and collection, travel expenses, expert fees, and copy and delivery charges. Client agrees to pay the Firms a total contingency fee of thirty-three point 33 percent (33.33%) of the total amount of money or other items of value obtained in connection with the settlement, trial, or appeal of the claim. In the event of a settlement, the attorneys’ fees shall be computed on the basis of the present value of the settlement, with the contingency fee calculated on the gross amount of the settlement amount, if any. Litigation and other expenses will be deducted from any recovery with such expenses deducted out of the Client’s share of any recovery. Furthermore, any expenses that benefitted multiple clients will be spread evenly, pro rata, among them. Client shall remain responsible for the payment of any statutory or contractual liens, such as subrogation claims, and said liens shall be paid out of the Client’s share of any recovery. To the extent that a separate or additional attorneys’ fee is awarded by a court, the Client agrees that such fee shall be in addition to the foregoing contingency fee. Under no circumstances shall Client share in any attorneys’ fees. Client acknowledges that the Firm’s make no promises and will make no promises or guarantees as to the probabilities of outcome(s) or the amounts recoverable in connection with Clients’ claim(s).

3. The Firms may associate with other firms or attorneys and split responsibilities and any contingency fees in a manner and amount that we deem appropriate. You agree to this division of responsibilities and fees, and further, approve the association of other firms or attorneys which the Firms reasonably believe will assist in the prosecution of this litigation. The attorneys’ fees set forth in this Agreement will include fees due other associated counsel, if any.

4. The Firms will take reasonable measures to keep confidential all confidential information, unless disclosure is authorized by you or required by applicable codes of professional responsibility. The Firms may include Client's name in a published list of our clients, unless you advise us to the contrary.

5. You will have the right at any time to terminate our representation, with or without cause, upon written notice to us. In the event that Client and the Firms should disagree with respect to litigation tactics or should disagree over advice given to Client with respect to settlement of the Client's claims, the Firms shall have the right to withdraw as counsel with respect to Client. Client has the right to substitute attorneys at any time and the Firms reserve the right to withdraw or apply to the Court for permission to withdraw at any time after giving reasonable notice, in which case the Firms shall be entitled to, and Client agrees to pay, reasonable attorneys' fees for legal services rendered upon settlement of the case and/or issuance of a judgment. In any event of termination of representation, we shall be entitled to no less than fifteen percent (15%) of any and all funds recovered.

6. To the extent that the prosecution of this matter involves the need to make a claim in any relevant bankruptcy, Client's signing of this agreement shall constitute a limited power of attorney sufficient to allow Firms to submit any appropriate proof of claim.

7. Client agrees to fully cooperate with the Firms and its representatives at all times and to speedily comply with all reasonable requests in the prosecution of this matter. Client agrees to be truthful at all times with the Firms, to provide whatever information is necessary (in the Firm's estimation) in a timely and competent manner; to quickly provide the Firms with any change of address, email address, phone number or business affiliation; to provide immediate information as to any change in Client's status which may have any impact on the prosecution of this claim.

8. Client acknowledges that while it is possible for email communications to be intercepted and read by unauthorized persons, there is a sufficient likelihood of confidentiality to justify the use of email as the means of communication on a regular basis.

9. This Agreement does not include any contract or agreement for any other legal representation not herein expressly referenced. Client understands that the Firms will not provide any tax, accounting, or financial advice or services regarding this matter. If additional legal services are necessary in connection with or beyond the scope of the engagement reflected herein and you request attorney to perform such services, separate and additional fee arrangements must be made between you and the Firms. Any request by Client for legal services unrelated to this engagement must be set forth in a separate written agreement signed by Client and the Firms.

10. In the event that we recover any compensation for you, all payments first will be deposited and/or paid into a trust account designated by us, from where they will be distributed, pursuant to an itemized accounting, to you consistent with the terms of the settlement minus the agreed-upon attorneys' fees and costs as set forth in this agreement. Funds may be held in our IOLTA trust account and the interest, if any, will be sent to the appropriate bar foundation(s).

11. This Agreement only can be amended by a subsequent agreement signed by all parties hereto. This Agreement may be signed in counterparts and an emailed signature constitutes an original. Upon execution of this Agreement, it is a binding contract. Client represents that all necessary statutory and other approvals have been obtained to enter into this Agreement and such approval has been noted in the minutes of Client. By signing, you are representing that you are the authorized representative to make agreements, contracts, and claims for the Client.

ACCEPTED BY:

HARBORCREEK SCHOOL DISTRICT

By Its Board President or Superintendent

Signature

Date

KNOX, MCLAUGHLIN, GORNALL, & SENNETT, P.C.

By

Signature

Date

FRAZER PLC

By

Signature

Date

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
--

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 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.

“SPECIALS”

SPECIAL EDUCATION and CHILD FIND

20

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. Incurability
- 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.



Harbor Creek Junior High School

2026 - 2027

**Mr. Andrew J. Krahe
Principal**

**6375 Buffalo Road
Harborcreek, PA 16421**

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

Fax: (814) 897-2121

<http://hcsd.iu5.org>

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

Revised June 2025

WELCOME

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

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

SCHOOL-WIDE EFFECTIVE BEHAVIOR EXPECTATIONS

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

VISION

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

A lifelong learner is one who:

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

MISSION STATEMENT

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

VALUE STATEMENTS

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

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

JH Bell Schedule

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

HARBOR CREEK JUNIOR HIGH

2026/2027

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

G130
AUXILIARY GYM

G130
JUNIOR HIGH GYM

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

JR. HIGH ENTRANCE →

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

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

203	209 WROBLEWSKI	214
229 ESL BEMENT	227 PERSINGER	225 CAVALLINE

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

EXIT →

JR. HIGH ENTRANCE →

EXIT →

← CALHOUN / KORTE / NURSE DEWEY / SH / WAHA

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

SENIOR HIGH / TECHNOLOGY
LOMBARD / OZZI / LIBRARY / CAFETERIA

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

238 WALK	228	230 BENIM
236 WYTEN	234 RESINGER	232 MERSKI



Involved – Memorable –
Citizenship – Teachable

Positive Attitude – Academics –



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

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

Harbor Creek School District Calendar

School Calendar 2026-2027 School Year

August 2026

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

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

September 2026

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

7	No School
21	Student Days
21	Teacher Days

October 2026

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

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

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

November 2026

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

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

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

December 2026

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

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

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

January 2027

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

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

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

Snow Make-up Days:

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

February 2027

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

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

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

March 2027

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

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

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

April 2027

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

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

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

May 2027

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

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

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

June 2027

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

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

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

Total Days

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

Board Approved: 01/22/2026

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ACCESS TO THE SCHOOL BUILDING PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

ATHLETICS

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

Fall Sports

Basketball, Girls'
Cross Country
Football

Winter Sports

Basketball, Boys'
Cheerleading
Wrestling, Boys'

Spring Sports

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

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

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

ATTENDANCE PROCEDURES

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

Mrs. Bollinger

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

A student must provide a written excuse, signed by a parent/guardian, stating the reason and date of the absence. An excuse is to be submitted to the JH office or may be emailed within three school days of the absence.

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

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

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

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

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

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

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

1. The close of Period 2 it will be considered a ½ day of absence.
2. The close of Period 4 it will be considered a full day of absence.
3. If a student leaves for an appointment and returns to school within 1 ½ hours or less, then you will NOT be marked as absent for a ½ day. However, if you return to school after 1 ½ hours or more, then you WILL be marked as absent for a ½ day.
4. Any late arrival to school without a valid excuse will be considered a Level II offense with appropriate possible consequences. The building administrator will consider any extenuating circumstances.

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

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

If attendance problems become chronic, the school will coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon School Attendance Improvement Plan (SAIP) to resolve truant behavior.

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

We strive to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment, bullying or cyberbullying in any form is not tolerated. The Board prohibits all forms of unlawful harassment, bullying/cyber bullying of students, teachers or other staff by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

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

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

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

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

Bullying, as defined in this policy, includes cyberbullying.

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

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

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

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

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

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

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

CHROMEBOOKS

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

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

The abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Even in the case where a student has a prescription for a controlled substance, the substance can not be brought into school by the student; Parents should contact the school to clarify procedures in such cases.

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

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

COUNSELING

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

- **Academic** - Students are recommended by their teachers in regard to their core course selection.
- **Career** - Students will receive general information on potential career explorations with some annual presentations and information.
- **Personal/Social** - Students may make appointments to see their counselors before or after school, during lunch, or study halls. Parents may also schedule appointments to speak with their children's counselors through phone calls, voice mail or e-mail.

Counselor referrals may be appropriate when emergencies arise (physical/sexual abuse, suicidal ideation/gestures, chemical dependency issues, etc.) with parents and/or students. Counselors can access community agencies and coordinate services with the school. A Student Assistance Program (SAP) referral may also be made through the counselor.

Grades 7-8 – Mrs. Danch

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

CREDIT MAKEUP/RECOVER PROCEDURE

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

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

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

DANCES

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

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

DELIVERIES

No commercial deliveries (flowers, food, gifts, etc...) will be accepted, including DoorDash, GrubHub, etc. Individual items delivered by a parent/guardian for their child may be accepted by the office and delivered to students at an appropriate time. Items which have the potential to cause a disruption may be denied by the building principal and students are strongly encouraged to get permission for the delivery ahead of time.

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

DRESS AND GROOMING ([Board Policy 221](#))

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

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

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

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

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

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

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

Prohibited Dress Code Items Include but not limited to:

- Outdoor coats and jackets, hats, and sunglasses are not permitted to be worn inside the building. In addition, students are not allowed to wear or carry blankets, pillows, or flags.
- Articles that could cause harm to another or damage to property may not be worn in school. In addition, any articles of clothing or jewelry that pose a health or safety hazard or distract from the educational environment are prohibited. Examples of such articles include gloves, chains or jewelry with metal spikes.
- Clothing that is excessively tight, loose, revealing or suggestive.
- Hats and bandannas may not be worn in school. Hoods on sweatshirts/hoodies must be kept down during the school day. If this is a consistent problem, students will not be permitted to wear hooded sweatshirts to school.
- Undergarments, boxer shorts, night/lounge wear (for example pajama/flannel bottoms) and/or bare midriffs must not be visible.

- Articles of clothing/accessories, which promote, encourage, or depict any form of drugs (including alcohol and tobacco), obscene, suggestive, or vulgar language or actions, gang activities, or such things as cults or satanic activity may not be worn in school. In addition, anything that is demeaning or represents hatred that creates significant disruption to the school environment (for example the Confederate Flag, Swastika, etc.) may not be worn and/or visible in school.
- Students not following dress code may be asked to change into appropriate school attire, or be given temporary clothing to wear for the remainder of the day.

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

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

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

All Educational Trip(s) Request Forms should be preapproved seven (7) calendar days prior to the first day of absence related to the educational trip. **A maximum of seven (7) school days of family educational trips may be approved by administration per school year.** Educational trips occurring during scheduled state-mandated assessments & final exams are strongly discouraged and may not be approved during these windows. Testing dates change annually; please contact your building principal for scheduled assessment dates. Click here for the **2025-26 PSSA Testing Dates** or the [Keystone Testing Dates](#).

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

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

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

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

Electronic devices must be stored in lockers or book bags only. Cell phones should not be visible (ex. in student pockets). Students will be required to turn their cell phones/earbuds/devices into the office if they are found to be in possession of these items during the school day. A parent/guardian will be required to pick up the cell phone at their convenience during normal school hours. Students who refuse to turn in their cell phone will receive a one day out of school suspension.

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

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

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

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

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

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

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

EMERGENCY CLOSURE/DELAY OF SCHOOL

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

Once the decision has been made for a delay or cancellation, the HCSD notifies all of the local media outlets. The [HCSD website](#) will display the status of the related school delays or cancellation, as well as the District's social media platforms and the District's automated phone/text messaging service.

EMERGENCY SITUATIONS

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

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

EXTRACURRICULAR ACTIVITIES AND SPECIAL EVENTS

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

FERPA

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

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

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

The Extracurricular Activities apply to student-athletes, cheerleaders, marching band, and participants in the school performing arts productions. The appropriate building-level administrator will monitor the weekly eligibility of these students. Coaches, directors, or advisors may apply further, reasonable and necessary rules unique to the particular activity for which they have responsibility. All such additions will have been approved by the school administration in advance. All school rules and regulations are in effect for individuals while participating in an identified activity. All student-athletes must also comply with the PIAA standards in order to be eligible.

All students who participate in the identified activities must meet the responsibilities listed in the Student-Athlete Handbook.

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

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

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

Opening exercises shall also include a moment of silent meditation.

FREE AND REDUCED LUNCH PROCEDURES

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

FREE EDUCATION

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

GRADING PROCEDURES

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

Grade designations:

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

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

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

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

HAZING ([Board Policy 247](#))

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

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any student group, organization or activity sponsored by or recognized by the Board or within the district, including but not limited to all athletic teams. When hazing activities that have a direct nexus to initiation or membership in or affiliation with any student group, organization or activity sponsored or recognized by the Board/district occur, regardless of when or where, those students involved are subject to the disciplinary consequences outlined in the policy.

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

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

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

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

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

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

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

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

HEALTH SERVICES

The school nurse is on duty during the school day. If a student is ill, they are to report to their class and request permission from their teacher to report to the nurse. NO student will be admitted without a pass. The nurse's office is not to be confused with a doctor's office. The health suite is to be used for sudden illness or emergencies that occur while the student is in school. The nurse (or designated other) is the ONLY person who can release a sick student for the absence to be recorded as a medical absence. Parents are not to call the nurse to excuse their child for medical absence when the student was not in school. If the student is beyond their 10 days of excused absences, the nurse cannot be used as a medical absence for days missed beyond the 10 days (unless the nurse deems the student is too ill to stay in school, then it would be a medical absence). As stated in the 10 day letter, "All absences beyond 10 days will require an excuse from a physician. Failure to supply a physician's excuse may result in the absence being considered unexcused and/or unlawful". If a student texts or calls a parent without the nurse's knowledge or approval, this will NOT be accepted as a medical absence. Also, if the nurse deems that the student can stay in school, and the parent and student choose to go home, this also will NOT be a medical absence. Students who report directly to the nurse upon arrival at school, or students reporting to the nurse during the first period requesting to go home, will be deemed a parental absence at the discretion of the nurse. Students should not be sent to school to have the nurse send them home, as this will be a parental absence. If a student wishes to rest in the nurse's office, their cell phone will be placed in a box by the nurse's desk and will be picked up by the student when they leave the nurse's office. The nurse's restroom is for sick students who are in the nurse's office due to illness. All other students should be using the restrooms provided by the school.

Procedures for dispensing medication(s) will be determined by the school nurse. Forms can be picked up in the nurse's office or printed from the district website located under the school info tab/nurse. The nurse may dispense no prescription medication without a written order by the doctor signifying the name of the medication, dosage, time, and the reason for giving the medication per School Board Policy 210.1, May 2011. All prescription medication MUST be brought to the school BY A PARENT and given to the nurse. Students are not permitted to carry prescription medication (except for an Epi-Pen or inhaler School Board Policy 210.1). Students found with prescription medication will be sent to administration. Over-the-counter analgesics and medications will only be dispensed with written parental permission. All medications shall be administered by the school nurse or designee, or self-administered by

the student upon written request (INHALERS AND EPI-PENS ONLY). This includes medications prescribed by a physician and any over-the-counter medicines.

Emergency Epinephrine Opt-Out Forms

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

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

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

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

CHIPS

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

IMMUNIZATION

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

HEALTHY SNACKS

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

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

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

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

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

Instructional materials are the instructional items that are provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques

The following conditions shall apply to any request:

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

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

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

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

LIBRARY LEARNING COMMONS

All students are encouraged to use the school library! The library has an extensive 18,000 plus volume collection of books that is updated regularly. Our online resources include access to ebooks, videos, magazines, educational periodicals, and several academic resources, including PowerSchool.

The library hosts a Makerspace area for group or individual projects. Many supplies are available at no cost to students. Students must respect the area and keep it clean. Makerspace privileges may be revoked if students abuse the proper use agreement.

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

Fines on overdue library materials will accumulate (school days only) until materials are returned. Students are responsible to pay for lost materials. Library privileges may be revoked if obligations are not met or if behavior is not acceptable. Internet Use and Safety guidelines are applicable in the library.

LOST AND FOUND

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

LUNCH PROCEDURE

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

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

The District will pursue the collection of meal account debt with parents and guardians. The District will attempt to reach a student's parent or guardian when a student owes money. The District's intent is to resolve the negative account balance with the student's parents or guardians and to encourage the parent or guardian to apply for participation in the federal school food programs if the parent or guardian believes they would qualify. If attempts to resolve the negative balance are unsuccessful, the District will use collection methods available to it which may include, but not be limited to, legal proceedings or the use of collection agencies to collect unpaid debt. If a student withdraws from the district and has a remaining cafeteria account balance of less than \$5.00, the balance will be donated to help support students in need.

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

- Breakfast - 7:30 a.m. to 7:45 a.m.
- C Lunch - 12:27 p.m. to 12:57 p.m.

Breakfast pricing:

- Breakfast is FREE for all students during the 2025-2026 school year. If a student gets an extra breakfast then the cost is \$1.25.
- \$2.95 Adult

Lunch pricing:

- Lunch for reduced lunch students will be free for the 2025-2026 school year.
- \$2.80 Elementary student
- \$2.95 JH/SH student
- \$4.05 Adult

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

Cafeteria Rules:

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

OPEN CONTAINERS

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

PLAGIARISM

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

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

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

- Using a math program to solve math problems for you and passing off the answers as your own.
- Using a generative AI, without the express permission of the teacher, to either in part or in whole complete assignments.
- Using the completed assignment(s) from another student or allowing your own completed assignment(s) to be used are both considered inappropriate.

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

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

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

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

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

PUBLIC DISPLAYS OF AFFECTION

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

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

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

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

Procedure for Reporting Student Progress

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

SAFE 2 SAY SOMETHING

Safe2SaySomething is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2SaySomething, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

Here is how it works:

- Submit an anonymous tip/report through the Safe2SaySomething online reporting system [Safe2SaySomething](#) or via phone 844-723-2729
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

SAFETY DRILLS

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

SCHEDULE CHANGES

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

SCHOOL SUPPLIES

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

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

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

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

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

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

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

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

School and Classroom Visitations and Observations

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

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

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

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

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

Military Personnel

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

SEARCHES ([Board Policy 226](#))

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

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

Individualized Suspicion Searches

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

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

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

Random or General Searches Without Individualized Suspicion

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

on an individualized basis.

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

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

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

Searches Upon Consent

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

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

Searches by or at the Request of Law Enforcement Officials

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

Locker Inspections and Searches

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

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

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

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

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

Handling and Disposal of Items Found in the Course of Searches

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

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

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

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

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

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

SERVICE ANIMALS (Board Policy 718)

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

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

Admission of Service Animals to Public Events

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

SOCIAL MEDIA (Board Policy 253)

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

When utilizing social networking, there is no expectation of privacy. Therefore, students must be aware that their postings may be viewed by other students, parents/guardians, and employees of the school district and if

inappropriate, may subject the students to discipline. Students must refrain from using the school district's name to promote or endorse any product, cause, political party, or candidate.

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

Conduct in the Use of Social Networking

- Students must not use social networking activities if it interferes with his or her obligations as a student.
- Students must be careful in posting pictures of themselves or others. Only pictures that they would be comfortable sharing with their parents/guardians or employees of the school district should be posted. Students should check pictures posted by their friends in order to ensure that pictures of themselves were not posted by their friends.
- Students must be aware that even privacy settings are not foolproof in social networking.
- Students are discouraged from becoming friends or communicating with their teachers or other district employees on social media platforms. In the event that an employee reaches out to a student on a social media platform on a matter not related to the student's education, the student should report the communication to the district administration.
- Students may not post on social networking sites photographs of other students or employees of the school district without expressed permission.
- Students may not use social networking sites to harass, threaten, discriminate, or disparage other students or employees of the school district. Furthermore, students must recognize that they are held personally liable for violations of copyright and trademark laws, for disclosure of proprietary information, and for defamatory, libelous, or obscene comments.

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

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

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

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

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

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

SPECIAL EDUCATION/STUDENT SERVICES/CHILD FIND

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

For more information including a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents or to request evaluation or screening of a preschool or school aged child, public or private, contact the school or district where your child attends or view the complete document on the [HCSD website](#). Additionally, one may contact a school representative through the contact information listed below:

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

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

STUDENT ASSISTANCE PROGRAM ([Board Policy 236](#))

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

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

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

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

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

The increasing prevalence of teenage suicide and other tragedies affecting schools has caused a reaction of alarm and deep concern throughout the nation. The Harbor Creek School District, recognizing its role in the total community responsibility to address this important issue, has developed crisis management procedures that all staff members will

follow. The procedures attempt to wisely and sensitively manage the crisis that may ensue when a suicide or other tragic event occurs. Copies of the procedures are on file in the school offices. The crisis team may use non-violent passive restraint whenever there is a clear and present danger to the student or those around him/her.

STUDENT CODE OF CONDUCT: LEVELS OF BEHAVIOR

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

Any student disciplined by a district employee shall have the right to notice of the infraction and an opportunity to explain his or her actions prior to being disciplined. Please note discipline is conducted on an individual basis. Every effort is made to be consistent however we understand every student is different and individual student’s needs to be addressed.

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

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

PROCEDURES LEVEL I

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

EXAMPLES OF MISBEHAVIOR – LEVEL I

- Minor, infrequent disruptive and/or disrespectful conduct in the school classroom or on the bus
- Non-defiant failure to complete assignments or carry out directions
- Use of non-threatening abusive or profane language or gestures
- Excessive tardiness to class
- Unexcused tardy to school (4 or more per semester)
- Violation of the dress code
- Public displays of affection
- Failure to possess or present ID
- Electronic Devices
- Bus Misconduct

POSSIBLE CONSEQUENCES – LEVEL I

- Warning

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

PROCEDURES LEVEL II and III

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

EXAMPLES OF MISBEHAVIOR – LEVEL II

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

POSSIBLE CONSEQUENCES – LEVEL II

- Parent Contact
- Saturday Detention

- In School Suspension
- Behavior Improvement Plan
- Functional Behavior Assessment
- Citation filed with the District Justice
- Restitution
- Loss of grade
- Suspension of Privileges
- Referral to the Student Assistance Program
- School Attendance Improvement Plan

EXAMPLES OF MISBEHAVIOR – LEVEL III

- Chronic violation of Level II behaviors
- Possession/Use/Distribution of alcohol, narcotics or other restricted drugs or substances.
- Teacher/Student assault / stalking
- Bomb threat or attack
- Setting off a false fire alarm
- Theft
- Threatening or coercing students or teachers.
- Refusing to accept an assignment to In-School-Suspension.
- Possession, selling, dispensing or use of toxic inhalants or a drug look-a-like.
- Endangering the health, safety and /or both of others
- Threatening use of abusive or profane language or gestures
- Harassment / Bullying / Cyber-Bullying / Stalking
- Possession/Use/Distribution of tobacco products (two or more times)
- Smoking on school grounds (two or more times)
- Possession of drug paraphernalia and look-alike materials.

POSSIBLE CONSEQUENCES – LEVEL III

- Parent Contact
- In School Suspension
- Out of School Suspension
- Referral to the Student Assistance Program
- Citation
- Referral to Alternative Education Program (As permitted by PA Department of Education)
- Referral for expulsion
- Failure to cooperate may result in further disciplinary actions

PROCEDURES LEVEL IV

Any student who brings a gun to school and/or on school property or to any school related activities will be immediately expelled from school by the School Board of Harbor Creek for a period of not less than one year. Charges

will be filed with the appropriate law enforcement agencies. A conference will be held with the parent, student and appropriate staff. (Act 26, Section 1317.2 of 1995)

EXAMPLES OF MISBEHAVIOR - LEVEL IV

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

CONSEQUENCES - LEVEL IV

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

ADMINISTRATIVE OPTIONS-ANY LEVEL:

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

ALTERNATIVE EDUCATION PROGRAM

Harbor Creek offers a full-day Alternative Education placement through Bethesda that services students in grades 7-12. This program is partnered with Bethesda Services and is staffed by a dual-certified Special Education teacher and Behavioral Specialist. The blended learning format in the program utilizes online learning, as well as traditional classroom instruction. In addition, there is 2.5 hours of counseling each week that focuses on positive decision making, coping skills and other necessary student support. All referrals must be approved by Bethesda/PDE and adhere to the established AEDY guidelines.

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

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

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

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

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

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

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

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

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

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

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

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

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

STUDENT FUNDRAISING ([Board Policy 229](#))

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

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

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

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

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

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

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

STUDENT IDENTIFICATION

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

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

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

STUDENT OBLIGATION INFORMATION

The school cannot assume responsibility for lost or stolen books, materials, etc., assigned or loaned to students. Students not returning books and materials assigned to them must pay for them. If the books/materials are found or turned in, a refund will be rewarded. A student found responsible for damage to school property will be held liable for the repair or replacement costs. All student obligations, including all unserved detentions and suspensions, should be resolved prior to the last day of school. Obligations that have not been taken care of will be carried over to the following year. Promotion certificates or diplomas will not be issued until all obligations have been met.

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

STUDENT RECORDS

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

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

If you do not want Harbor Creek School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by returning the completed FERPA form to your child's homeroom teacher the first week of school.

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

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

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

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

evaluation that reveals information concerning:

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

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

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

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

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

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

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

TERRORISTIC THREATS/ACTS ([Board Policy 218.2](#))

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

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

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

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

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

Students are prohibited from possessing and using vaping, tobacco, nicotine, or look-alike products at any time in a school building, school sponsored activity, and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

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

TRANSPORTATION ([Board Policy 810](#))

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

Every student who rides a bus should:

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

Riding the school bus is a privilege. Students who do not behave properly or do not respect the rights of others, when riding the school bus, may lose the privilege.

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

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

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

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

The Board regards the use of bicycles and licensed motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.

The Board shall permit the use of bicycles by students in accordance with district rules, provided that students have been granted permission by the building principal and have obtained parental permission to ride a bicycle to school.

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

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

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

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

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

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

Before any over the counter medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian giving permission for such administration.

All medications shall be administered by the school nurse or designee, or self-administered by the student upon annual written request to, and approval by, school administration.

For additional information see HEALTH SERVICES and CONTROLLED SUBSTANCES sections of this Student Handbook.

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

The Board of School Directors wishes to make all school facilities and grounds available to as many interested community groups as possible. Organizations wishing to use such facilities should clear the activity with the principal of the school involved and then complete the appropriate forms necessary for board approval. Forms may be obtained in any school office or on the [HCSD website](#).

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

WEAPONS ([Board Policy 218.1](#))

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

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

WITHDRAWAL FROM SCHOOL

When a student withdraws or moves from the District:

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

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

WORKING PAPERS

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



MISSION STATEMENT

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

VISION

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

TAYLOR HILINSKI
PRINCIPAL

TROY BUDZISZEWSKI
ASSISTANT PRINCIPAL

6375 Buffalo Road
Harborcreek, PA 16421

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

Sr. High Fax: (814) 897-2136

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

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

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

Senior High Directory (814) 897-2100

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

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

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

[Click Here for the School Calendar](#)

TIME SCHEDULES
Bell Schedule

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

“A” Lunch

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

“B” Lunch

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

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

If you arrive at school after:

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

Junior High School

Bell Schedule

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

2-Hour Delay Schedule

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

ACADEMIC DETENTION

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

ACCESS TO THE SCHOOL BUILDING PROCEDURE

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

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

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

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

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

Graduation Assessment Plan

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

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

ATHLETICS

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

Sports include:

Fall Sports

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

Winter Sports

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

Spring Sports

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

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

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

ATTENDANCE PROCEDURES

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

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

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

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

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

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

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

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

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

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

If you arrive at school after:

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

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

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

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

CHROMEBOOKS

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

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

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

CLASS DISTINCTIONS

The following student distinctions will also be used:

Cum Laude: 4.0-4.14

Magna Cum Laude: 4.15-4.29

Summa Cum Laude: 4.3 and above

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

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

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

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

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

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

COUNSELING

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

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

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

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

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

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

Students are assigned counselors based on an alphabetical system:

Mr. Colin Sears

Grades 9-12 - Last names A-L

Dual Enrollment Students - Last names A-Z

814-897-2100 Ext. 1366

csears@harborcreeksd.com

Mrs. Lauren Emick

Grades 9-12 - Last names M-Z

Erie County Technical Students - Last names A-Z

814-897-2100 Ext. 2110

lemick@harborcreeksd.com

Mrs. Hillary Fritts – All students grades 7-12

Mental Health Counselor/Student Assistance Program (SAP)

814-897-2100 Ext. 2139

hfritts@harborcreeksd.com

COVID Protocols and Procedures

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

CREDIT RECOVERY PROCEDURE

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

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

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

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

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

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

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

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

DELIVERIES

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

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

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

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

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

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

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

Prohibited dress code items include but are not limited to:

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

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

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

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

DUAL CREDIT

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

Penn State Behrend
Mercyhurst University
Gannon University

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

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

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

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

EARLY RELEASE (for seniors only)

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

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

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

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

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

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

EMERGENCY CLOSURE/DELAY OF SCHOOL

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

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

EMERGENCY SITUATIONS

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

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

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

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

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

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

EXTRACURRICULAR ACTIVITIES and SPECIAL EVENTS

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

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

FERPA

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

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

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

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

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

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

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

Opening exercises shall also include a moment of silent meditation.

FREE AND REDUCED LUNCH PROCEDURES

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

FREE EDUCATION

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

GRADING PROCEDURES

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

Grade designations:

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

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

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

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

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

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

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

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

A minimum of 28 total credits are required to graduate.

HALL/RESTROOM PASSES

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

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

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

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

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

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

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

HEALTH SERVICES

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

Emergency Epinephrine Opt-Out Forms

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

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

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

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

CHIPS

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

IMMUNIZATION

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

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

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

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

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

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

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

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

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

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

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

LIBRARY

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

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

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

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

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

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

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

LOST AND FOUND

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

LUNCH INFORMATION

FREE AND REDUCED LUNCH PROCEDURES

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

LUNCH INFORMATION

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

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

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

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

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

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

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

2025-2026 breakfast and lunch prices:

Breakfast pricing:

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

\$2.95 Adult

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

\$2.80 Elementary

\$2.95 Jr/Sr High School

\$4.05 Adult

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

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

Cafeteria Rules:

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

NATIONAL HONOR SOCIETY

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

OPEN CONTAINERS

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

PARKING PASS PROCEDURES

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

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

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

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

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

PLAGIARISM / ACADEMIC DISHONESTY

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

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

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

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

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

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

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

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

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

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

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

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

PUBLIC DISPLAYS OF AFFECTION

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

QUALITY POINT AVERAGE

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

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

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

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

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

Procedure for Reporting Student Progress

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

SAFE2SAY SOMETHING

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

Here’s how it works:

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

SAFETY and SECURITY

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

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

SCHEDULE CHANGES

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

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

To choose a different teacher.

Summer work was not completed for Advanced and AP Classes.

Lunch change requests.

Non-academic reasons.

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

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

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

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

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

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

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

School and Classroom Visitations and Observations

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

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

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

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

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

Military Personnel

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

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

Admission of Service Animals to Public Events

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

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

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

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

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

Conduct in the Use of Social Networking

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

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

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

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

STUDENT SERVICES / SPECIAL EDUCATION / CHILD FIND

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

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

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

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

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

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

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

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

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

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

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

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

STUDENT CODE OF CONDUCT: LEVELS OF BEHAVIOR

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

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

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

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

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

PROCEDURES LEVEL 1

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

EXAMPLES OF MISBEHAVIOR – Level 1

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

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

POSSIBLE CONSEQUENCES – Level 1

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

PROCEDURES LEVEL II and III

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

EXAMPLES OF MISBEHAVIOR – Level II

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

POSSIBLE CONSEQUENCES – Level II

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

EXAMPLES OF MISBEHAVIOR – Level III

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

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

POSSIBLE CONSEQUENCES – Level III

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

PROCEDURES LEVEL IV

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

EXAMPLES OF MISBEHAVIOR - Level IV

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

CONSEQUENCES - Level IV

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

ADMINISTRATIVE OPTIONS-ANY LEVEL:

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

HARBOR CREEK ALTERNATIVE EDUCATION PROGRAM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STUDENT IDENTIFICATION

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

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

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

STUDENT OBLIGATION INFORMATION

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

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

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

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

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

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

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

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

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

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

SUPPLIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Every student who rides a bus should:

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

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

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

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

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

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

We strive to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment, bullying or cyberbullying in any form is not tolerated. The Board prohibits all forms of unlawful harassment, bullying/cyberbullying of students, teachers or other staff by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

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

BULLYING

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

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

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

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

CYBERBULLYING

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

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

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

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

Complaint Procedure

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

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

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

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

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

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

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

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

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

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

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

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

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

For additional information see HEALTH SERVICES.

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

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

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

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

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

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

WITHDRAWAL FROM SCHOOL

When a student withdraws or moves from the District:

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

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

WORK PERMIT

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

Student Handbook Changes 2026-2027

Attendance Procedures (Page 7)

Old:

ATTENDANCE PROCEDURES

A student must provide a written excuse signed by a parent/guardian, stating the reason and date of the absence. **An excuse is to be turned in to the office or emailed within three school days of the absence.** [Click here for the Absence Form.](mailto:hcsroffice@harborcreeksd.com) Parents are encouraged to email their child's excuse to hcsroffice@harborcreeksd.com

Dental or doctor appointments should be made on non-school time when possible. The student should bring their request for an early dismissal to the Sr. High office first thing in the morning.

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

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

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

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

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

Students arriving after 7:45 should report to the office to receive a late pass. Any student participating in a school related activity must be in attendance no later than 8:00 AM on the day of the activity. The building administrator will consider any extenuating circumstances.

If you arrive at school after:

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

Attendance and tardies will be monitored throughout the school year. If a student accrues more than three tardies a semester an after school detention will be issued for each tardy thereafter (unless they have a medical excuse, funeral, college visit, court hearing, or late bus).

If attendance problems become chronic, the school will coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon School Attendance Improvement Plan (SAIP) to resolve truant behavior.

New:

ATTENDANCE PROCEDURES

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

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

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

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

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

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

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

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

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

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

If you arrive at school after:

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

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

Care of School Property (page 7 or 8):

Old:

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

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

New:

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

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

Chromebooks (page 7 or 8):

Old:

CHROMEBOOKS

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

New:

CHROMEBOOKS

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

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

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

Dual Credit (page 10 -11)

Old:

DUAL CREDIT

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

Penn State Behrend
Mercyhurst University
Gannon University

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

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

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

New:

DUAL CREDIT

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

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Mercyhurst University

Gannon University

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

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

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

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

Electronic Devices (Page 11 or 12):

Old:

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

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

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

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

New:

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

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

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

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

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

Educational Trips (page 12):

Old:

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

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

All Educational Trip(s) Request Forms are to be preapproved seven (7) calendar days prior to the first day of absence related to the educational trip. Administration may limit the number and duration of family educational trip(s) for which excused absences may be granted to a student during the school term. Education trips occurring during scheduled state-mandated assessments & final exams are strongly discouraged and may not be approved during these windows. Testing dates change annually; please contact your building principal for scheduled assessment dates. Here is a link for the 25-26 dates: [Keystone Testing Dates](#).

New:

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

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

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

Student Code of Conduct (page 24):

Old:

STUDENT CODE OF CONDUCT: LEVELS OF BEHAVIOR

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

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

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

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

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

New:

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

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

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

Transportation (page 30):

Old:

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

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

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

Any student that is requesting to ride a bus different from the one assigned to them, must have a note from their parent and should include the student's name, address, and the person with whom they are traveling. That information will be given to the high school office staff who will then issue a bus pass that can be presented to a bus driver.

New:

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Use of Bicycles (page 31)

Old:

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

The Board regards the use of bicycles and licensed motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students. The Board shall permit the use of bicycles by students in accordance with district rules, provided that students have been granted permission by the building principal and have obtained parental permission to ride a bicycle to school.

New:

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

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

HARBOR CREEK SCHOOL DISTRICT



COACHING HANDBOOK

2026 - 2027

Section 1: Athletic Department Overview

Philosophy

It is the basic educational philosophy of the Harbor Creek School District (HCSD) to prepare our students to become productive, contributing citizens of our community and society. The athletic program is a complete extension of this philosophy. The athletic program in the HCSD is designed to generate school spirit and to promote a wholesome atmosphere of good sportsmanship, teamwork, and healthy competition among the students. The administration of the HCSD believes that the record of victories compiled by the various teams does not necessarily measure the success of the athletic program. It would never presume to dictate to any coach the methods, style of play or procedures they should use in preparing their squads for competition. However, there are several guiding principles, which in keeping with the educational nature of coaching seem necessary to be established as an overall framework of operation of the athletic department.

Moreover, members of each team should reflect the highest order of ability, behavior, actions, and attitudes. Actions, such as using tobacco, drugs or profanity on the field of play, will require disciplinary action. They cannot be tolerated and can only lead to an unsuccessful program. Furthermore, effective coaching requires efficient planning. Practice, as well as every phase of the entire sport activity, must be planned in advance.

Objectives

1. To provide natural outlets for students desiring to participate on teams in competition with other teams of similar abilities.
2. To assist in the development of school and student morale.
3. To teach good sportsmanship, teamwork and skill development.
4. To help develop lifetime skills.

Sponsored Interscholastic Athletics

1. Cross Country Boys' & Girls': Varsity, Jr. Varsity, Jr. High
2. Football: Varsity, Jr. Varsity, Jr. High
3. Golf, Boys' & Girls': Varsity
4. Soccer, Boys' & Girls': Varsity, Jr. Varsity
5. Volleyball, Girls': Varsity, Jr. Varsity, Jr. High (Spring)
6. Cheerleading: Varsity, Jr. Varsity, Jr. High (Basketball), Varsity (Football), Varsity (Competitive), Varsity (Wrestling)
7. Basketball, Boys': Varsity, Jr. Varsity, Freshman, 8th Grade, 7th Grade
8. Basketball, Girls': Varsity, Jr. Varsity, 8th Grade (Fall), 7th Grade (Fall)
9. Bocce (Unified): Varsity & Jr. High
10. Swimming/Diving, Boys' & Girls': Varsity
11. Wrestling: Varsity, Jr. Varsity, Jr. High
12. Baseball, Boys': Varsity, Jr. Varsity
13. Softball, Girls': Varsity, Jr. Varsity
14. Tennis (Boys' – CoEd): Varsity
15. Track & Field, Boys' & Girls': Varsity, Jr. High

ATHLETIC DEPARTMENT DIRECTORY

POSITION / TEAM	NAME	TELEPHONE	EXT.	E-MAIL
Sr. High Principal	Taylor Hilinski	(814) 897-2100	1368	thilinski@harborcreeksd.com
Sr. High Asst. Principal	Troy Budziszewski	(814) 897-2100	1367	tbudziszewski@harborcreeksd.com
Jr. High Principal	Andrew Krahe	(814) 897-2100	1233	akrahe@harborcreeksd.com
Athletic Director	Abby Cox	(814) 897-2100	1200	acox@harborcreeksd.com
Athletic Secretary	Christine Bollinger	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Athletic Trainer	Sharon Dressler	(814) 897-2100	1112	sdressler@harborcreeksd.com
FALL SPORTS				
Basketball, Girls', JH	Dave Snippert	(814) 897-2100	1510	dsnippert@harborcreeksd.com
Cheerleading, FB	Katie Gocal	(814) 897-2100	1241	kcheer31@gmail.com
Cross Country	Kathy Brewer	(814) 897-2100	1241	kathyv154@gmail.com
Football	John Angerer	(814) 897-2100	1506	jangerer@harborcreeksd.com
Golf – Boy's	Kurt Richter	(814) 897-2100	1606	krichter@harborcreeksd.com
Golf – Girl's	Ellen LaFuria	(814) 897-2100	1205	ellafuria@harborcreeksd.com
Soccer, Boys'	John Parente	(814) 897-2100	1241	jparente@mercyhurst.edu
Soccer, Girls'	Sombath Inthavong	(814) 897-2100	1241	Sombath.inthavong@gmail.com
Volleyball	Ryan Smock	(814) 897-2100	1210	rsmock@harborcreeksd.com
WINTER SPORTS				
Basketball, Boys'	Ryan Smock	(814) 897-2100	1210	rsmock@harborcreeksd.com
Basketball, Girls'	Dave Snippert	(814) 897-2100	1510	dsnippert@harborcreeksd.com
Bocce	Katie Teed	(814) 897-2100	1650	kteed@harborcreeksd.com
Cheerleading, BB	Katie Gocal	(814) 897-2100	1241	kcheer31@gmail.com
Cheerleading, Competitive	Katie Gocal	(814) 897-2100	1241	kcheer31@gmail.com
Cheerleading, JHBB	Adrianne Morton	(814) 897-2100	1241	amorton@harborcreeksd.com
Cheerleading, WR	Kristen Gonda	(814) 897-2100	1241	kgon413@gmail.com
Swimming, Boys'	Brad Galloway	(814) 520-9378	1241	bgalloway@harborcreeksd.com
Swimming, Girls'	Bryan Lee	(814) 897-2100	1241	blee@harborcreeksd.com
Wrestling	Peyton Hearn	(814) 897-2100	1252	phearn@harborcreeksd.com
SPRING SPORTS				
Baseball	Ted DeSanti	(814) 897-2100	1241	tdesanti@eriecountypa.gov
Softball	Tim Caputo	(814) 897-2100	5207	Tcaputp@harborcreeksd.com
Tennis	James Getty	(814) 897-2100	1241	jg1287@yahoo.com
Tennis	Dave Eaglen	(814) 897-2100	1241	dee7345@gmail.com
Track/Field, Boys'/Girls'	Kathy Brewer	(814) 897-2100	1241	kbrewer@harborcreeksd.com
Track/Field, JH	Andy Krahe	(814) 897-2100	1233	akrahe@harborcreeksd.com
Volleyball, JH	Ryan Smock	(814) 897-2100	1210	rsmock@harborcreeksd.com

Section 2: Athletic Duties & Responsibilities

High School Principal

1. The high school principal maintains responsibility to the Pennsylvania Interscholastic Athletic Association (PIAA), in all matters regarding interscholastic athletics. He/she may delegate some of these responsibilities, but that shall not relieve him/her of the responsibility.
2. The high school principal controls all interscholastic athletic relations in which the high school participates.
3. The high school principal sanctions all contests in which the high school participates. He/she is to see that all contracts for interscholastic athletic contests in which his/her school participates are in writing and bear his/her signature.
4. The high school principal signs all written contracts with officials.
5. The high school principal excludes any contestant who, because of bad habits or improper conduct, would not represent his/her school in a sportsmanlike manner, and also to exclude any contestant who has suffered serious illness or injury until that participant is pronounced physically fit by a practicing physician.
6. The high school principal assures the educational eligibility of all participating "in season" athletes (academic, attendance, discipline, etc.) in accordance with the policies of the HCSD and the by-laws of the PIAA.
7. The high school principal authorizes the athletic director to represent the school in the absence of the principal, concerning matters of interscholastic athletics.
8. The high school principal possesses knowledge of needed coaching staff additions and repairs to athletic equipment.
9. The high school principal finalizes arrangements for supervising athletic event attendance, especially where large audiences are anticipated.
10. The high school principal notifies staff and students of acceptable behavior at athletic contests, as set forth by the PIAA and the District 10 Committee.
11. The high school principal issues vouchers for payment for athletic department personnel.

Athletic Director

1. The athletic director maintains responsibility to the HCSD, in all matters regarding interscholastic athletic program. He/she may delegate some of these responsibilities, but that shall not relieve him/her of the responsibility.
2. The athletic director reports directly to the principal and indirectly to the superintendent for the administration and supervision of the interscholastic athletic program.
3. The athletic director attends District 10 athletic director meetings, Erie County athletic director meetings, seasonal Harbor Creek coaches' meetings, other meetings or conferences that are of relevance to the athletic program.
4. The athletic director supervises the development of all interscholastic athletics at the various levels for boys and girls, to see that the school district policies are followed.
5. The athletic director prepares the athletic schedules, excluding those assigned by the District 10 Committee. The head coaches will assist in finalizing the schedules, by recommending schools for their independent contests.
6. The athletic director finalizes all interscholastic game contracts, excluding District 10 assigned events, to have them signed by the high school principal, and to file them once confirmation is received.

7. The athletic director finalizes all official contracts, excluding those assigned by the District 10, to have them signed by the high school principal, and to file them once confirmation is received.
8. The athletic director monitors the athletic budget, which includes the selection and purchase of athletic equipment/supplies, invoices for budgeted equipment/supplies, and inventory of purchased equipment/supplies, with the assistance of the head coaches.
9. The athletic director handles matters affecting cancellation of contests, due to weather or other conditions. Cancellations will be made after consultation with the high school principal.
10. The athletic director coordinates the transportation arrangements for all away athletic events.
11. The athletic director maintains a complete record of all interscholastic contests with scores, names of players, etc., furnished by the head coaches.
12. The athletic director supervises the sale of tickets to interscholastic athletic contests and maintains all athletic event reports (attendance, gate receipts, etc.)
13. The athletic director supervises the selection scheduling of athletic event personnel and the payment for their services.
14. The athletic director maintains an inventory of all athletic equipment in the school district, with the assistance of the head coach.
15. The athletic director arranges ~~with the help of the school nurse~~, pre-participation physicals for all students participating in interscholastic athletics, before the first regular practice day of each athletic season.
16. The athletic director prepares all necessary forms and eligibility rosters of players for athletic contests in compliance with the PIAA. All of this information is to be received, from the head coach, at least one week prior to the first event.
17. The athletic director maintains the schedule of practice sessions for interscholastic athletic teams.
18. The athletic director maintains file of all pre-participation physical forms and insurance waiver forms, with the assistance of the head coach.
19. The athletic director prepares financial reports of various athletic teams at the conclusion of each athletic season.
20. The athletic director evaluates each head coach on the basis of his/her ability to work with the administration and those students who demonstrate a serious interest in the sport.

Head Coach

1. The head coach maintains responsibility to the HCSD, in all matters regarding his/her particular interscholastic athletic program. He/she may delegate some of these responsibilities, but that shall not relieve him/her of the responsibility.
2. The head coach maintains the distribution and maintenance of equipment/supplies, and the maintenance of the physical facilities utilized for his/her sport.
3. The head coach supervises and directs the work of all the coaches and athletes in his/her sport, regardless of the grade level of the activity.
4. The head coach accompanies his/her team to and from all interscholastic contests and scrimmages, or his/her designee.
5. The head coach obtains approval from the high school principal when early dismissal, from school, is required for an interscholastic athletic contest.
6. The head coach works directly with the athletic director in the purchasing of equipment/supplies.
7. The head coach assists the athletic director in the establishment of all schedules in his/her sport and the hiring of officials for these events when applicable.
8. The head coach confirms that all students participating in the activity under his/her supervision have pre-participation physical forms (PIAA issued) signed by the doctor and the parent and insurance waiver

forms (HCSD issued) indicating private coverage prior to the first day of practice. These items are to be alphabetized and returned to the athletic director within one week, after the first practice session.

9. The head coach provides the athletic director with an alphabetized list of names, by grade, with all necessary information for PIAA eligibility no later than one week prior to the first event. A separate roster of athletes, with sport specific details (grade, uniform numbers, height, etc.) should also be submitted to the athletic director, at that time.
10. The head coach provides the athletic director with the following information within thirty (30) days of the completion of his/her season for inclusion in the athletic history of the school and for supplemental pay approval. Assistants may handle responsibilities in the absence of the head coach or may do so at his/her request.
 - a) Summary of Season - Opponents; scores of each contest; season record; place of finish; season statistics; and revised school records.
 - b) Lists - Letter awards by grade; honors received by each athlete; roster of athletes, by grade, who have completed the season; and assistant coaches
 - c) Equipment Inventory - Number of items and location.
 - d) Equipment/Supply Requisition - For next athletic season.
11. The head coach maintains responsibility for athletic publicity and should abide by the following guidelines:
 - a. Varsity competition results should be released to the media upon completion of the event.
 - b. Results of all interscholastic competitions should be released upon request to the school newspaper and yearbook.
 - c. Interscholastic press releases other than varsity competition may be made, after receiving administrative approval.
 - d. The head coach maintains responsibility for determining which student athletes shall be retained as members of his/her athletic team.
 - e. The head coach maintains responsibility to set team rules regarding student conduct and personal appearance. Coaches are not to be extreme, arbitrary, and unreasonable in making decisions as to the dress and personal appearance of team members.

Athletic Coaches & Advisors

1. The athletic coaches and advisors are responsible for the behavior, safety and welfare of their athletic teams.
2. The athletic coaches and advisors are responsible for unlocking and locking doors of buildings before and after each practice session/contest.
3. The athletic coaches and advisors are the last ones to leave the building after a practice/contest. No student is to remain in the building after a practice/contest.
4. The athletic coaches and advisors are to report promptly to a practice/contest and are not to leave sessions unattended.
5. The athletic coaches and advisors are responsible for seeing that any student athlete excluded by the athletic trainer or a practicing physician from athletic participation, in games or practices, does not reenter the activity until proper medical release is received.
6. The athletic coaches and advisors are to encourage good sportsmanship both in victory and defeat.
7. The athletic coaches and advisors are to instill students' respect for authority on and off the field of play.
8. The athletic coaches and advisors are to insist that all students utilize district-sponsored transportation to and from all interscholastic games and scrimmages. Any student doing so will not be permitted to participate, unless the parent/guardian and the high school principal/designee have granted prior written approval.
9. The athletic coaches and advisors are to follow these medical emergency procedures:

- a) Notify the athletic trainer or give necessary medical assistance to injured students.
- b) Notify the parent/guardian immediately if accident necessitates.
- c) If further medical attention is deemed necessary and the parent cannot be notified, refer to the athletes' medical information card and then call the emergency medical service (911) for assistance. The caller should be detailed when requesting further medical assistance, regarding the nature of the injury and exact location.

Athletic Trainer

1. The athletic trainer prevents athletic injuries/illnesses by monitoring team practices and contests, providing protection through taping and padding procedures and assisting in the development and implementation of a comprehensive athletic injury/illness prevention program
2. The athletic trainer evaluates athletic injuries/illnesses by conducting thorough initial assessments, and advising the coach/advisor on the nature and status of the athlete's injury/illness.
3. The athletic trainer administers first aid and emergency care according to the standards set by the American Red Cross or equivalent agency and makes physician referrals for further medical attention.
4. The athletic trainer rehabilitates and reconditions athletic injuries/illnesses by implementing appropriate rehabilitation programs.
5. The athletic trainer organizes and maintains the athletic training program, supervises the athletic training rooms, budgetary process and completing any additional duties assigned by the athletic director
6. The athletic trainer provides counseling and guidance to athletes, parents and athletic coaches/advisors by providing information and making appropriate health care referrals to counseling personnel.
7. The athletic trainer educates the athlete by providing information and promoting the health and well-being of athletes.

Game Manager

1. The game manager arrives well in advance of the scheduled event to open the building and check on its overall condition.
2. The game manager checks to see that the following items have been addressed:
 - a) Locker rooms and lavatories are open and clean
 - b) Lights and heat are turned on and emergency exits are accessible.
 - c) Equipment is set up for the event (goals, flags, nets, mats, scoreboard, benches, bleachers, etc.)
 - d) Recording of National Anthem or singer has been secured.
3. The game manager provides tickets, ticket price sign, hand stamp, and cash box to ticket sellers/takers.
4. The game manager greets officials, visiting team and coaches and directs them to respective locker rooms.
5. The game manager completes pay vouchers (including signatures) from officials and athletic event security for services performed. All completed paperwork is submitted to the athletic director during the next school day for payment.
6. The game manager assists athletic event workers in monitoring spectator decorum and crowd control, permitting spectators from occupying authorized areas.
7. The game manager assists in securing the locker rooms while the athletic event is in progress.
8. The game manager inspects the visiting locker room for cleanliness/damage, prior to the visiting team's departure and accompanies the visiting team and officials as they leave the building.
9. The game manager makes a final check of the building to make certain everyone has left.
10. The game manager completes the athletic event report (tickets sold and money collected), prepares the deposit, and returns cash box on the next school day.

11. The game manager performs other related duties as assigned by the principal/athletic director.

Section 3: Mentoring Program

Mentor Program Rationale

The mentor program is designed to assist our coaches in familiarizing themselves with the Harbor Creek School District and becoming successful members of its athletic department. The program is not only focused on the mentor-mentee partnership, but it is built on the potential benefits each can gain from the relationship.

The mentor program should be viewed as beneficial to both the mentee and the mentor. Both individuals should give freely to a discussion and working together to best maneuver the mentee's early seasons as a head coach. The mentor may have greater expertise, wisdom, and knowledge, but the relationship should focus on the sharing of such beneficial characteristics.

Mentor Program Objectives

1. To provide an opportunity to develop a professional relationship with an experienced coaching staff member.
2. To assist in becoming acclimated with school district and athletic department policies and procedures.
3. To provide opportunities to develop professionally without formal evaluation.
4. To establish leadership opportunities for experienced coaching staff members.

Roles & Responsibilities

Mentee

1. The mentee is usually a coach who is new to the Harbor Creek School District, its athletic department or coaching in general.
2. The mentee will familiarize him/herself with the following aspects of coaching, as they pertain to the Harbor Creek School District, during the first few years of his/her coaching career:
 - a. Duties and responsibilities of coaching
 - b. Program management
 - c. Personnel
 - d. Policies and procedures
3. The mentee will also be oriented with the Harbor Creek School District's athletic handbooks for both the coaching staff and student-athletes.
4. The mentee will meet with his/her mentor at predetermined times to review the mentor program checklists.
5. The mentee will also be encouraged to meet frequently with his/her mentor to address any needs or concerns as they arise throughout the school year.

Mentor

1. The mentor is usually a coach who is an experienced head coach within the Harbor Creek School District.
2. The mentor will review the following aspects of coaching, as they pertain to the Harbor Creek School District, during the first few years of the mentee's career:
 - a. Duties and responsibilities of coaching
 - b. Program management
 - c. Personnel
 - d. Policies and procedures
3. The mentor will orient the mentee with the Harbor Creek School District's athletic handbooks for both the coaching staff and student-athletes.
4. The mentor will meet with his/her mentee at predetermined times to review the mentor program checklists.
5. The mentor will also be available to meet frequently with his/her mentor to address any needs or concerns as they arise throughout the school year.

Athletic Director

1. The athletic director will assess the mentee of any particular needs and advise the assigned mentor accordingly.
2. The athletic director will review characteristics and qualities of the potential mentors and assign the mentor accordingly.
3. The athletic director will assign a mentee his/her mentor prior to the start of his/her first season.
4. The athletic director will meet collectively and separately with the mentee and mentor throughout the length of the mentoring program.
5. The athletic director will determine the overall length of the mentoring program after consulting with the mentor and evaluating the mentee's progress.

Mentoring Process & Guidelines

Periodic meetings between the mentee and the mentor, that are at agreed upon times and will address the items listed in the Mentor Meeting Checklist section of this guide. The meetings should occur according to the following recommendations.

The mentor will be assigned by the athletic director and will ideally be from an opposite season of the mentee. If the mentee were a fall coach, the assigned mentor would be from the winter season. If the mentee were a winter coach, the assigned mentor would be from the spring season. If the mentee were a spring coach, the assigned mentor would be from the fall season.

1. First Year (Minimum of four meetings)
 - a. Meeting after the coach has been hired
 - b. Meeting two to four weeks prior to the start of the season or the seasonal athletic parent meeting
 - c. Meeting at mid-season
 - d. Meeting at post-season
 - e. Meetings at various points of the year (as needed)
2. Second Year (Minimum of three meetings)
 - a. Meeting two to four weeks prior to the start of the season or the seasonal athletic parent meeting
 - b. Meeting at mid-season
 - c. Meeting at post-season

- d. Meetings at various points of the year (as needed)
- 3. Third Year and Beyond
 - a. Meetings determined by the athletic director, mentor, and/or the mentee

Mentoring Reminders

The relationship between a mentor and mentee can be a beneficial process for both individuals involved. The mentor must remember to provide the following type of assistance throughout the partnership.

1. Help focus the mentee's mental context.
2. Listen when the mentee has a problem.
3. Identify the mentee's problem and provide feedback.
4. Confront negative behaviors or feelings effectively.
5. Provide appropriate information when needed.
6. Delegate authority when appropriate.
7. Encourage exploring for other options.

The mentor must remember to avoid providing the following type of assistance throughout the partnership. These types of assistance may start with good intentions, but can be counterproductive and less than helpful.

1. Criticizing a mentee's actions.
2. Providing advice when asked by the mentee.
3. Rescuing the mentee from his or her own actions.

Mentoring Program Verification

The mentor and mentee must complete the verification form in this booklet, at the conclusion of each school year. Once the form has been completed it is then submitted to the athletic director. The athletic director will review the form and all other necessary paperwork and inform the mentee and mentor of the current status of the mentoring program.

Resources

Shea, Gordon F., Mentoring: How to Develop Successful Mentor Behaviors, 1997.

National Interscholastic Athletic Administrators Association, Leadership Training Course 505: Innovative Methods of Mentoring and Problem Solving, 1999.

Harbor Creek School District, Teacher Induction Plan, 1999.

Section 4: Policies & Procedures

Activity Account Procedures

Activity accounts will utilize fund raising money that may be used for discretionary activities, with the approval of the students, activity sponsor, and administration. The head coach/advisor is responsible for monitoring the funds and coordinating any fund raising efforts by the team or students. Any team whose fund raising activities are designed to generate in excess of \$200 per year must be pre-approved by the building principal on the required form. Furthermore, any project exceeding \$1,000 in fund raising must also have the approval of the Central Office. For further details on the supervision and operation of an activity account, refer to the HCSD Activity Account Guidelines. These guidelines can be attained from either the junior or senior high office.

Budget/Requisition Process

Although expenses are included in the budget, administrative and school board approval are required for all budgetary purchases. Head coaches are issued an initial list of bid items and an add-on sheet prior to the end of the athletic season. Once the bid sheets are returned, the head coach and athletic director review the submissions and determine the purchases for the next athletic season. For purchases over \$1,000, three bids must accompany the requisition. The electronic form is available on the school district's website.

UNIFORMS

The HCSD will pay for uniforms on average every 10 years. At 8-9 years, the AD will evaluate the condition of teams' uniforms and determine if they need replaced. The AD will get bids/quotes and offer the team "X" amount of dollars for their uniform budget. If the team/coach choose to spend over that amount, the team/coach will pay the difference. The AD will keep a schedule of which the uniform rotation.

HOTEL ACCOMODATIONS

All hotel arrangements for teams/coaches/groups for overnight competitions/games/events must be approved in advanced. Coaches/advisors must get pre-approval prior to booking to ensure reimbursement.

Athletic Schedules

Coaches, students and community members are able to access up-to-date scheduling information for HCSD athletics through the school's website www.hcsd.iu5.org (Athletics) or through harborcreekhuskies.arbiterwebsites.com. At the top of Harbor Creek High School's opening page is the athletic department's contact information, as well as a local weather report. Events are listed for the current day or in a weekly format. By 'rolling over' a particular event with the mouse, pop-up screens will appear and provide additional detailed information about the event. By clicking on 'Click here to view the month' the current month of activities as well as other months can be viewed.

ATHLETIC SEASON

A student athlete shall make a total commitment to that program in which he/she participates. Therefore the student athlete shall not participate in more than one sport per athletic season. Exceptions may be made on a case-by-case basis and for postseason play. Student athletes may not quit one sport and try out for another after the season has begun without mutual consent of both coaches and the athletic director.

In order for the student athlete to be eligible for a varsity letter and/or team/individual awards, the student athlete is required to be an active team participant and complete the athletic season, including post-season

playoffs, tournaments, and exhibitions. The exception will be illness/injury in which participation is limited. Awards will not be given to any student suspended and/or dismissed for the remainder of the season for violating established team guidelines and/or the Student Code of Conduct.

COOPERATIVE AGREEMENTS

HCSD will pay co-op fee(s) to the PIAA for any approved cooperative agreement. Any additional fee(s) (invoiced to HCSD) from the host co-op school will be billed/invoiced to the participating student's parents/guardians. Any payment arrangements will be between the host co-op school and the participating student's parents/guardians. All cooperative agreements are subject for termination at any time.

Attendance

Each member of any team is required to make a commitment to that sport/activity during the season. Part of that commitment involves being at every scheduled practice and contest throughout the season. Unexcused absences from a scheduled practice/contest will be addressed in the following manner:

1. Communication between the head coach, student athlete and parent/guardian.
2. Suspension from the team and possible dismissal for the remainder of the season if subsequent violations occur. Suspensions are at the discretion of the coach/advisor, while dismissal requires administrative approval.

COACH ATTENDANCE

Paid vs volunteer:

1. Only HCSD teachers that are paid coaches will get sub/coverage for a trip/states/game/etc.
2. Volunteer HCSD teacher coaches must get their own coverage (will not be paid), and must use personal days to attend trips/games, etc.
 - a. Unless the coach is the only coach available or is taking the place of a paid coach.

Awards & Recognition

ATHLETIC LETTERS & CERTIFICATES

Students in grades 9-12 are eligible to receive a varsity athletic letter and certificate or participation certificate. The athletic letter requirements vary by sport/activity and are listed in the Student Athlete Handbook.

Students in grades 7-8 are eligible for a junior high athletic participation certificate and awarded at the conclusion of the particular season.

HALL OF FAME

The purpose of the Harbor Creek High School Athletic Hall of Fame is to recognize those individuals or teams who have brought distinction, honor, and excellence to Harbor Creek High School in the field of athletics. Athletes, teams, coaches, managers, or other individuals associated with athletics may be nominated for this recognition.

Nominations will be accepted from the public for any athlete who graduated from Harbor Creek and made a lasting athletic impression, and meets the following criteria.

1. An athlete may be selected provided that a minimum of ten (10) years have elapsed since their graduation from Harbor Creek High School.
2. A team may be selected provided that a minimum of ten (10) years have elapsed since the season for which they are being recognized.

3. A coach may be selected provided they have a minimum of ten (10) years of coaching experience for the Harbor Creek School District.
4. Individual/team nominations must be of good character at the time of their nomination. An individual's post-secondary accomplishments may also be considered when reviewing their nomination.
5. Individual nominations may be made posthumously.
6. Special nominations may include trainers, equipment managers, event personnel, and other individuals who have made outstanding contributions to athletics at Harbor Creek High School.

Special nominations will also be accepted from the public for any individual who meets the following criteria.

1. Any Harbor Creek High School athlete or coach who has been selected for induction in any national athletic hall of fame or national athletic foundation may be admitted for immediate induction.
2. Any Harbor Creek High School athlete or coach who is a participant in an athletic event in the International Olympic Games may be admitted for immediate induction.
3. Any Harbor Creek High School athlete or team that achieves a PIAA championship may be admitted for immediate induction.
4. At the discretion of the committee, the waiting period for a nomination may be waived.
5. Any Athletic Hall of Fame Committee member may be inducted into the Hall of Fame, but they must abstain from participating in any discussion or vote pertaining to their selection.

Nomination forms can be picked up at the high school's athletic office or online at www.hcsd.iu5.org/athletics. Nominations can be submitted annually for consideration will be accepted until December 15th

SCHOLAR ATHLETE AWARD

Students in grades 9-12 are eligible to receive a scholar athlete award. The scholar athlete program requirements are listed below and can be satisfied each year while the student is in the senior high school.

1. Successfully complete a minimum of one varsity athletic season during the particular school year.
2. Beginning in their freshmen year, student-athletes must successfully maintain a **minimum cumulative QPA of 3.90 or above**, which will be evaluated at the end of the 3rd quarter of that particular school year.

During the 4th quarter and near the end of the spring season, scholar athletes and their parents/guardians will be invited to a recognition program.

SENIOR ATHLETE AWARD

Students completing their senior year are eligible to receive a senior athlete award. The senior athlete award program requirements are listed below and can only be fully satisfied during the student's senior year.

1. Successfully earn and accumulate a minimum of eight varsity athletic letters, throughout grades 9-12.
2. Successfully earn a minimum of two varsity athletic letters during the student's senior year.

At the conclusion of the spring season, senior athletes eligible for the senior athlete award program will be verified and presented with their award plaque at commencement.

WALL OF RECOGNITION

The athlete must have satisfied one or more of the following criteria to be inducted on the Wall of Recognition at Harbor Creek High School. Athletes, who have had such an exceptional performance/career, in a particular sport/event, will be officially recognized with a plaque outside of the junior high gymnasium.

1. Athletes must have participated in one of the Harbor Creek High School sponsored interscholastic athletic sports.

2. All of the Pennsylvania state champions and those recognized by an acceptable source, (i.e. – Associated Press, United Press, Pennsylvania State Coaches Associations, etc.) will have a picture plaque placed on the wall outside of the junior high gymnasium.
3. Picture plaques for Pennsylvania State champions (team or individual) will remain permanently on the wall outside of the junior high gymnasium.
4. Picture plaques for those earning Pennsylvania All-State recognition (as noted by the PIAA Policies & Procedures for Championships) remain for a period of one year on the wall outside of the junior high gymnasium. At that time the nameplate (with vital information) will be permanently transferred to a sport specific wall plaque, also outside the junior high gymnasium.

Chain of Communication

The chart to the right shows the proper procedure to follow when initiating communication or a complaint, regarding interscholastic athletics.

A detailed complaint procedure can be obtained from the athletic office. All communications or complaints must be submitted in writing to be resolved formally.

The following items are some appropriate concerns to discuss with the coaches:

1. The physical and mental treatment of your child.
2. Ways to help your child improve his/her skills.
3. Concerns about your child's behavior
4. If you have a concern about your child, you may schedule a meeting with the coach at an agreed upon time.

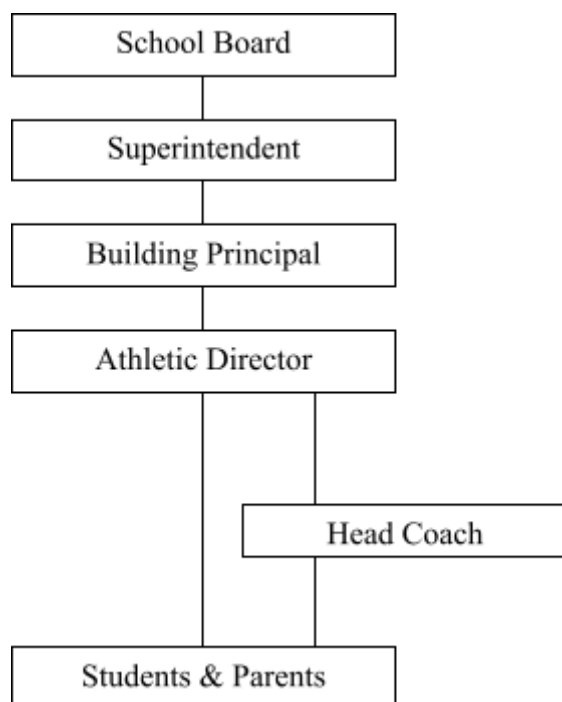
The following items are not appropriate to discuss with the coaches:

1. Playing time
2. Team strategy or play calling
3. Other student athletes

Approaching a Coach after a game to discuss your child is not an appropriate time – regardless of the game's outcome.

Clinic/Conference Attendance for Coaches

Although expenses are included in the budget, administrative and school board approval are required for a coach to attend a clinic/conference. Coaches are to submit clinic/conference requests to the athletic director at least three (3) weeks prior to the school board meeting for approval. The electronic form is available on the school district's website. The administration will notify the athletic director and the coach of the school board's decision.



Facility Usage

Facility usage for clinics, camps, rentals, etc., other than Harbor Creek High School interscholastic athletics, necessitates a written request submitted to the administration. The electronic form is available on the school district's website.

Field Trips

All field trips must be filed on the appropriate forms according to the following field trip classifications:

1. Athletic Competitions - Part of the required PIAA interscholastic schedule
 - a. When required trips go beyond the boundaries of D-10 or 60 miles, the administrative discretion will be used regarding the use of commercial carriers.
2. Extended Field Trips/Competitions - Not part of the PIAA interscholastic schedule and not overnight
 - a. District funds are to be used only when budgeted and have received approval of the building principal and Central Office.
3. Extended Field Trips/Competitions - Not part of the PIAA interscholastic schedule and overnight
 - a. Administrative recommendation is required and should be based on minimizing lost student instruction and the educational value of the trip.
 - b. School board approval is required before any information is distributed to students, public, etc.
 - c. No student should be excluded from a school board approved extended overnight field trip because of their financial inability to pay for the trip.

INTERSCHOLASTIC ELIGIBILITY: ACADEMIC

Academic eligibility for athletic activities is based on the premise that academic performance is the keystone of the curriculum and the standard against which participation is measured. The appropriate building level administrator will monitor the weekly eligibility of student-athletes.

All school rules and regulations are in effect for individuals while participating in an identified activity. Coaches, directors, or advisors may apply further, reasonable and necessary rules unique to the particular activity for which they have responsibility. All such additions will be approved by the Athletic Director/school administration.

All students who participate in the identified activities must meet certain responsibilities:

1. All student-athletes must first comply with the PIAA standards in order to be eligible.
2. A student must pursue a full time curriculum and approved schedule, which meets the necessary academic requirements of the high school, and maintain an appropriate record of high school citizenship and attendance. Eligibility to participate in an identified activity may be suspended or revoked for unsuccessful academic progress, repeated infractions of school rules, or poor attendance.

INITIAL ACADEMIC ELIGIBILITY: PIAA & HCSD

1. Initial eligibility will be determined by the student's work in the previous grading period. At the end of the school year, the student's final grades/credits will be used.
2. The PIAA minimum for initial eligibility is the student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. A student who was ineligible at the end of a grading period will be ineligible for the first fifteen school days of the next grading period beginning on the first day that report cards are issued. Ineligible students will not be able to participate in any contests or performances; however they may be able to practice upon approval of the administration.

3. A student with two or more failing grades in the previous grading period will be placed on a probationary status for a two-week period. During the probationary period, the student will have to implement an academic improvement plan and improve his/her performance. Failure to bring all grades up to a passing grade will result in an ineligible status. If the student athlete becomes ineligible, they may practice but are **not permitted** to play in any contests until all grades are passing.
4. A student on probationary status will complete the academic improvement plan at the beginning of a grading period. The plan will be signed by a parent/guardian and will be monitored by the coach and administration. Failure to submit a plan may result in immediate ineligibility.

INITIAL ATHLETIC ELIGIBILITY: PIAA & HCSD

1. Initial residency/enrollment will be determined by the HCSD Administration Office.
 - a. Students must be enrolled in HCSD before participating in HCSD athletic/club programs.
 - a. Transfer students must have a completed PIAA Transfer Waiver Form submitted to the Director of Athletics & Student Services before participation begins.
2. Students must have a completed and approved CIPPE (Pg. 8) on file with the Director of Athletics & Student Services prior to participating in any HCSD athletic/club program
3. Students must have a signed and completed HCSD Student-Athlete Handbook Form on file with the Director of Athletics & Student Services prior to participating in any athletic/club program events/games.

IN-SEASON ACADEMIC ELIGIBILITY: HCSD

1. Any student will be considered ineligible if they are failing THREE or more classes.
2. Students will be considered on probation if they are failing TWO or more classes. A second consecutive week of failing either of the same two classes will result in an additional week of probation. A third consecutive week of failing any one or more of the same class(es) will result in the student being ineligible.
3. If a student is failing any ONE class (the same class) for three consecutive weeks, they are considered ineligible.
4. A student who is ineligible at the end of a grading period may be ineligible for the first fifteen school days of the next grading period.
5. Students may not participate in games if they are ineligible.
6. During the time of probation or ineligibility, practice is at the discretion of the head coach.
7. **Probation/ineligibility status is determined for an entire week.** Even if a student raises their grade(s) midway through a week, they are still on probation/ineligible for the full week.
8. Eligibility begins Monday morning and runs through Sunday.
9. Extenuating circumstances may be considered by administration.

INTERSCHOLASTIC ELIGIBILITY: ATTENDANCE

1. A student must be in school before 8:00 AM and remain in school the balance of the day in order to actively participate in a contest or practice on that day.
2. Students may not participate in extracurricular activities (including practice) on a day when they have an absence (unless they have a medical excuse, funeral, college visit, or court hearing). Students who skip school or leave the building without permission may not return to participate in practice and/or games on that day.
 - a. Students that have an absence with a valid excuse signed by a medical professional may participate:

- . If you have a late morning or afternoon appointment, you must still attend school and return if possible. Ex: Students cannot miss the whole day with a “medical” excuse when your appointment was at 8:30am.
- i. Medical excuses must be pre-approved 2 days in advance of the appointment, or they will not be accepted for play/practice on the day of.
- ii. Ongoing chiropractic and physical therapy appointments must be pre-approved and under the recommendation of the Harbor Creek Athletic Trainer.
- a. College visitations with an excuse signed by a parent - Must be pre-approved 2 days in advance.
- b. Funerals or other extenuating circumstances will also be dealt with on an individual basis
- 2. If a student is absent the last school day of the week and there is a competition on the following non-school day, the student must have administrative and parental permission to participate.
 - a. This includes Medical excuses. Students cannot be absent on Friday, and turn in an excuse on Saturday to play on Saturday. This also extends to consecutive days leading up to a weekend practice or competition. (Absent from school Thursday & Friday on a medical excuse - students cannot provide a medical excuse on Saturday and participate/compete).
 - a. Medical excuses that were appropriately pre-approved 2 days in advance of the appointment may be accepted in this situation with prior approval (ex. scheduled MRI).
- 2. If the student is absent from school during a semester for a total of twenty or more school days, the student will lose his/her eligibility. The eligibility will be reinstated after being in attendance for a total of **forty-five school days** following the twentieth day of absence, as established by the PIAA.
- 3. If a student leaves sick at any point or time during the school day, that student will not be allowed to return and participate in practice or compete in a game/match. This includes the following non-school day if a student leaves sick at any point or time during the school day on the last school day of the week.
- 4. Drivers license or Permit appointments/tests are not a valid excuse for missing any amount of school. Students will not be allowed to participate or compete that day.

NCAA DIVISION I OR DIVISION II INITIAL-ELIGIBILITY

Students interested in continuing their athletic careers beyond high school should contact the counseling office during their junior year to begin the registration process with the NCAA.

For additional information about the advantages of competing as a college athlete, the divisions of college athletics, as well as information regarding the registration process should check out the NCAA Eligibility Center online.

Personnel

A particular sport’s head coach is responsible for all aspects of his/her athletic program. The head coach coordinates all levels (varsity, junior varsity, jr. high, etc.) for his/her student athletes and coaching staff. It is also encouraged, though not mandatory, that the head coaches have some involvement with the elementary/developmental levels of his/her particular program.

It is the responsibility of the athletic director and building principal to evaluate the head coach/advisor of each school sponsored sport/activity. This will be done throughout the season and conclude with a formal review meeting at the end of the particular season. The head coach will meet with the athletic director and review the following items:

1. End of Season Checklist (See Appendices for sample)
2. Inventory and budgetary needs for the program (Short and long term)
3. Head Coach’s Action Plan for the program
4. Head Coach Evaluation Form

The head coach is responsible for recommending his/her assistant coaches (paid or volunteer) to the athletic director. All assistant coaches (paid or volunteer) must be approved by the school board, prior to the beginning of the season. In addition, volunteer coaches are not allowed to supervise student athletes, unless the head coach or an assistant coach is present. In the same respect, any former athlete (alumni, etc.) must be approved as a volunteer coach, prior to working with student athletes.

The head coach is also responsible for evaluating each of his/her assistants, which includes both paid and volunteer assistant coaches. Such evaluations and findings shall be shared with the athletic director as the season progresses as well as at the end of season review with the athletic director. The athletic director shall be made aware of any situations that arise with a coaches assistants or volunteers.

The following five (5) items are needed for paid and/or volunteer employment, prior to working with student athletes:

1. Completed HCSD application
2. Letter of recommendation from athletic director and head coach (if applicable)
3. Completed and approved PA State Police criminal record check (Act 34)
4. Completed and approved PA child abuse history clearance (Act 151)
5. Completed and approved FBI fingerprint clearance (Act 114)

COMPREHENSIVE INITIAL PRE-PARTICIPATION PHYSICAL EXAMINATION (CIPPE)

The PIAA and HCSD require athletes to have a comprehensive initial pre-participation physical examination (CIPPE) before entering interscholastic practices, scrimmages or contests. A CIPPE may be performed no earlier than June 1st; and, regardless of when performed during the school year, remains effective only until the next May 31st. The HCSD requires the CIPPE or Re-Certification be given to athletes who continue in a subsequent sports season during the school year. The athletic director/ATC will make arrangements with the school's physician for these examinations. The head coach and/or delegated assistant(s) will confirm that all candidates have this CIPPE or re-certification prior to any participation.

If a student becomes injured and seeks medical treatment after the initial CIPPE has been performed, they must complete Section 8 of the CIPPE form and have it signed by a medical doctor before they are eligible to return to participation. These forms can be obtained from the Athletic Trainer, Athletic Director, or from the [PIAA website](#).

Scouting for Athletics

All coaches requesting scouting reimbursement necessitate the athletic director's approval prior to the start of the season. The coach/advisor must complete an expense form that itemizes each individual trip and expenses for reimbursement purposes. The electronic form is available on the school district's website.

SPORTS MEDICINE GUIDELINES

The HCSD provides an athletic trainer, who is certified by the National Athletic Trainers' Association. This individual is responsible for the prevention, treatment, and rehabilitation of athletic medical injuries/illnesses. The athletic trainer is also available for educating, counseling, and making referrals regarding the health and well-being of student athletes.

Listed below are a few of the basic sports medicine guidelines, as provided by the PIAA, to its member schools and athletic personnel. If additional information is needed, student athletes and parents should contact the athletic trainer.

BLOOD BORNE PATHOGENS

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels & other sharp instruments.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth-guards and other articles containing body fluids.

Coaching Education

Sports-related injuries in high school sports can be serious or even life-threatening situations if not managed correctly. Two areas that require specific attention are concussions/traumatic brain injuries and sudden cardiac arrest.

National Federation of State High School Associations (NFHS) and Centers for Disease Control and Prevention (CDC) have teamed up to provide information and resources to help educate coaches, officials, parents and students on the importance of proper concussion recognition and management in high school sports. This program helps all understand the impact sports-related concussion can have on players, how to recognize a suspected concussion, the proper protocols to manage a suspected concussion, and steps to help players return to play safely after experiencing a concussion. To better understand concussions in sport, all members of the athletic department and coaching staff are required to log onto the NFHS site, via www.nfhslearn.com and satisfactorily complete the online program titled **Concussion in Sports – What You Need to Know**. This must be completed once each school year, before the P.I.A.A.'s mandatory first day of practices of that particular's coach's season.

The Pennsylvania Department of Health, the Pennsylvania Department of Education, and the P.I.A.A. are teaming up to develop a awareness program that will help educate coaches on the nature of sudden cardiac arrest, the associated risks, as well as the signs and symptoms inherent to the condition. The program will also identify guidelines that coaches and athletic medical personnel must adhere to when considering removing a student-athlete from practice or play, and under what conditions he/she can be reinstated to activity. To better understand sudden cardiac arrest in sports, all members of the athletic department and coaching staff will be required to complete a program offered by a provider approved by the Pennsylvania Department of Health. This must be done annually and before the P.I.A.A.'s mandatory first day of practices of that particular's coach's season.

CONCUSSIONS

Concussion and second-impact syndrome are two potentially life-threatening risks to which student athletes are exposed. Some of the mild concussions, the so-called "bell rung" or "ding," with no loss of consciousness or posttraumatic amnesia may go unrecognized by the coaches, athletic trainers, teammates or team physicians. If there are any questions as to the severity of past head trauma, clearance should be deferred until further records are obtained and/or a neurosurgical evaluation is performed. No athlete should be allowed to return to contact sports until proper medical evaluation is obtained. Attending medical staff should not allow a player to resume participation in sports until the injured student athlete has fully recovered from his/her post-concussive symptoms.

With regard to injury prevention in athletics, coaches, athletic trainers and medical personnel should strive to help educate the player in proper techniques so that these injuries can be minimized. All medical personnel need to be reminded that all unconscious student athletes should be suspected of a cervical-spine injury until proven otherwise. Special care to the cervical spine should always be used in transporting an unconscious player.

Harbor Creek is a participating school with the ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) Program. It is a scientifically validated computerized concussion evaluation system. Given the inherent difficulties in concussion management, it is important to manage concussions on an individualized basis and to implement baseline testing and/or post-injury neurocognitive testing. This type of concussion assessment can help to objectively evaluate the concussed athlete's post-injury condition and track recovery for safe return to play, thus preventing the cumulative effects of concussion.

The ImPACT assessment is administered by the athletic trainer and establishes a baseline set of test results. All junior and senior high student athletes who participate in any of the school supported teams will have the pre-test impact assessment performed.

EATING DISORDERS

Many student athletes face a different paradox in their training regimes. They are encouraged to eat to provide the necessary energy sources for performance, yet they often face self or team-imposed weight restrictions. Emphasis on low body weight or low body fat may benefit performance only if the guidelines are realistic, the caloric intake is reasonable, and the diet is balanced. The use of extreme weight-control measures can jeopardize the health of the student athlete and possibly trigger behaviors associated with defined eating disorders.

Although anorexia and/or bulimia are much more prevalent in females, eating disorders also occur in males. Eating disorders are often an expression of underlying emotional distress that may develop long before the individual becomes involved in athletics. It has been suggested that stress, whether it be from participating in athletics, striving for academic success, or pursuing social relationships, may trigger psychological problems, such as eating disorders, in susceptible individuals. Eating disorders can be triggered in such individuals by a single event or comments from a person important to the individual. In athletics, such triggering mechanisms may include offhand remarks about appearance or constant badgering about a student-athlete's body weight, body composition or body type. Eating disorders often experienced by student-athletes and their warning signs include:

Anorexia Nervosa - Self-imposed starvation with an obsessive effort to lose weight and become thin. Warning signs--Drastic loss in weight, a preoccupation with food, calories and weight, wearing baggy or layered clothing, relentless, excessive exercise, mood swings, and avoiding food-related social activities.

Bulimia - Recurring binge eating usually followed by some method of purging such as vomiting, diuretic or laxative abuse, or intense exercise. Warning signs--Excessive concern about weight, bathroom visits after meals, depressive moods, strict dieting followed by eating binges, and increasing criticism of one's body.

Bulimarexia - Anorexia nervosa with the practice of one or more bulimic behaviors.

It is important to note that the presence of one or two of these warning signs does not necessarily indicate the presence of an eating disorder. Appropriate professionals should do absolute diagnosis.

Anorexia and bulimia lead to semi-starvation and dehydration, which can result in loss of muscular strength and endurance, decreased aerobic and anaerobic power, loss of coordination, impaired judgment and other complications that decrease performance and impair health. These symptoms may be readily apparent or they may not be evident for an extended period of time. Many student athletes have performed successfully while experiencing an eating disorder. Therefore, diagnosis of this problem should not be based entirely on a decrease in athletic performance. Coaches, athletic trainers, and supervising physicians must be watchful for student athletes who may be prone to eating disorders, particularly in sports in which appearance or body weight is a factor in performance. Decisions regarding weight loss should be based on the following recommendations to reduce the potential of an eating disorder.

1. Weight loss should be agreed upon by the student athlete, parent, and coach with consultation from appropriate medical and nutritional personnel.
2. A responsible and realistic plan should be developed by all of the individuals involved.
3. Weight-loss plans should be developed on an individual basis.

If a problem develops, thorough medical evaluation of the student athlete suspected of an eating disorder is imperative. Once confirmed, behavior modification should emanate from professional guidance through nutritional, psychological and/or psychiatric counseling.

STATE & LOCAL REGULATIONS FOR ATHLETICS

Harbor Creek Jr./Sr. High School is a member of the PIAA and subscribes to the philosophy and intent of its constitution and by-laws. The PIAA serves as an overall guide for interscholastic athletics at Harbor Creek High School. The PIAA by-laws that pertain to age, attendance, awards, health, transfers and residence, participation, representation, curriculum, and seasonal rules will be followed. Each coach is responsible to know the rules, inform team members and parents, and to enforce them.

The District 10 Committee will serve as a local guide for interscholastic athletics at Harbor Creek High School and will prevail in areas not specifically covered by the PIAA's rules and regulations.

The high school principal and athletic director will maintain and stay abreast of PIAA rules and regulations. Any questions or concerns of athletes, parents or coaches, regarding the set of rules and regulations, should be directed to the high school principal or athletic director.

STUDENT-ATHLETE CONDUCT

Student athletes are expected to adhere to the guidelines established by his/her team and Harbor Creek High School. A violation of team guidelines, the HCSD Student Code of Conduct or the PIAA Rules and Regulations will be handled accordingly by the school administration. Listed below are some guidelines that pertain to the conduct of students and the HCSD Code of Conduct. If additional information is needed, student athletes and parents should contact the school administration or the athletic office.

For student athletes that are ejected from a contest, by a PIAA official, for unsportsmanlike conduct or flagrant misconduct shall be disqualified from participating for the remainder of the day and in the next contest on the

next play day at the same level. Following the disqualification and prior to his/her return to participation, the student athlete will meet with the athletic director/principal. If it is determined that the HCSD Student Code of Conduct was violated, school discipline may also be administered.

For violations involving Saturday Detention, the student athlete will be suspended from active participation in contests and/or practices at the discretion of the administration and coach.

For violations involving out of school suspension (OSS), the student athlete will be considered ineligible to participate or attend a school function for the entire day, including the evening for the entire length of their suspension. The suspension from contest(s), if there is no contest during the time of his/her suspension will be at the discretion of the administration.

For severe and/or chronic violations of the HCSD Code of Conduct, the student athlete may lose the privilege to participate in the Harbor Creek School District athletic programs for the balance of a school year or his/her high school career, at the discretion of the administration.

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

BULLYING, CYBERBULLYING

The term Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students or staff member, which occurs in a school setting that is severe, persistent or pervasive. The term cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technology tool such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings including blogs.

When a student athlete believes that he/she has been subject to bullying or cyberbullying, they shall promptly report the incident, orally or in writing, to the head coach, athletic director or the high school principal. For more detailed information, please refer to [HCSD Board Policy 249](#).

HAZING

The purpose of this procedure is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For more detailed information, please refer to [HCSD Board Policy 247](#).

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
3. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
4. Endure brutality of a sexual nature.

5. Endure any other activity that creates a reasonable likelihood of bodily injury, impairment of a physical condition, or substantial pain to the student.

The school district encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

The administration will investigate all complaints of hazing promptly and will administer appropriate discipline to any individual who violates this policy. Individuals with a concern or complaint regarding hazing should follow the procedure below:

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal or designee.
2. The principal or designee shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal or designee shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate.

The administration will complete the investigation and take appropriate measures, which may include:

1. Take any necessary interim measures to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report the determination of what the complaining student needs or wants through questioning.
2. Determine if the incident needs to be reported to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding.
3. Notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as possible. The administration shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The administration shall document attempts made to reach the parent/guardian.
4. Advise all parties involved that reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall also be subject to disciplinary action.
5. Determine that if the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization.

STUDENT-ATHLETE OBLIGATIONS

Student athletes in the HCSD are in the public eye and their personal conduct is subject to the scrutiny of community members, fellow students, opponents, and the media. To serve as positive role models, student athletes are required to satisfy several obligations. Such obligations are intended to maintain a level of excellence and integrity for the HCSD and its student athletes.

1. Student athletes should be neatly groomed and properly dressed when traveling to any contest.
2. Student athletes should always show respect for property and authority.
3. Student athletes should emphasize the ideals of sportsmanship, determination, loyalty, ethical conduct and fair play.
4. Student athletes should leave all valuables at home and not in the locker room.
5. Student athletes should only wear or use uniforms when authorized by the coach/advisor. Uniforms and all issued equipment must be returned or pay restitution and may have future athletic participation, school schedules, report cards, and/or transcripts withheld.

6. Students are responsible for their uniform. Uniforms should be laundered and maintained in accordance with the garment laundering directions. Students should return the uniform in good condition, or may be responsible for the uniform replacement. Uniform conditions will be determined by the Head Coach and Athletic Director.
7. Students must notify the Principal or Athletic Director of their school within 72 hours upon entering into any type of NIL contracts/agreements.

SOCIAL MEDIA GUIDELINES

Student-athletes at Harbor Creek are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your family, your school and yourselves in a positive manner at all times. The Harbor Creek School District recognizes and supports the student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student athlete must remember that playing and competing for the Harbor Creek School District is a privilege. Instagram, Facebook, Twitter, Snapchat, and other social media sites have increased in popularity globally, and are used by the majority of student-athletes here at Harbor Creek in one form or another. Student-athletes should be aware that third parties, including the media, faculty, future employers and NCAA universities and coaches, could easily access your profiles and view all personal information. This includes all pictures, videos, and comments. Inappropriate material found by third parties affects the perception of the student-athlete, our athletic program and Harbor Creek. For more detailed information, please refer to [HCS D Board Policy 253](#).

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, or comments showing the personal use of alcohol, drugs and tobacco (including vaping) e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, or comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, or comments that condone drug-related activity. This includes, but is not limited to, images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at our school or another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
- Content online that would constitute a violation of HCS D rules and/or the *HCS D Acceptable Use and Internet Safety Policy* agreement.
- Information that is sensitive or personal in nature or is proprietary to the athletic program or Harbor Creek, which is not public information (examples: tentative or future team schedules, student athlete injuries and eligibility status, travel plans/itineraries or information).

Remember, everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it. In short, do not have a false sense of security of your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the athletic program and Harbor Creek. Remember, always present a positive image and don't do anything to embarrass yourself, the team, your family or Harbor Creek. Protect yourself by maintaining a self-image of which you can be proud of for years to come. That Harbor Creek School District has included these guidelines for all student-athletes as reminders regarding your use of social media. If a student-athlete's action or off-campus speech implicates the school district by name, references any school district employee or student or causes a substantial disruption to the operation of the school district the student-athlete can be subject to disciplinary action, which may include suspension or permanent removal from the team.

SUBSTANCE POSSESSION, USE & DISTRIBUTION

Alcohol / Drugs / Steroids / Illegal Performance Enhancers / Drug Paraphernalia - The possession, use and/or distribution of alcohol, drugs, steroids, illegal performance enhancers, and/or paraphernalia on school property or within the school's authority is a violation of the HCSD Student Code of Conduct. The administration will consider all circumstances involved and enforce the policies and procedures identified in the Student Code of Conduct. For more detailed information, please refer to [HCSD Board Policy 227](#).

1. Possession/Use/Distribution - First Violation

- a. If a student-athlete is found improperly or unlawfully possessing, using or under the influence of alcohol, drugs classified as controlled substances, steroids/illegal performance enhancers, or paraphernalia, in-season or out of season, they will be dismissed from the Harbor Creek athletic/activities program. The student will be required to participate in the Harbor Creek SAP Program assessment, GECAC Drug and Alcohol Program, etc. Reentry in the Harbor Creek athletic/activities program requires full compliance with the assessment and treatment recommendation by said counselors.
- a. Item(s) will be confiscated and rendered to the school administration. Parents and law enforcement will be notified and appropriate disciplinary action will follow the HCSD policies and procedures.
- b. The student may also forfeit any individual athletic/activity award(s) for that season, at the discretion of the administration.

0. Possession/Use/Distribution - Second Violation

- a. If a second offense occurs, the student forfeits his/her right of participation for the balance of his/her high school career.

Tobacco / Tobacco Products - The possession, use and/or distribution of tobacco, nicotine, e-cigarettes/vaping, and/or tobacco products, on school property or within the school's authority, is a violation of the HCSD Student Code of Conduct. The administration will consider all circumstances involved and enforce the policies and procedures identified in the Student Code of Conduct. For more detailed information, please refer to [HCSD Board Policy 222](#).

1. Possession/Use/Distribution - First Violation

- a. If a student is in-season and found unlawfully possessing or using tobacco, nicotine, e-cigarettes/vaping, and/or tobacco products, he/she will receive two (2) days of out of school suspension and be suspended for the minimum of the next (1-2) athletic event(s)/contest(s), which may or may not occur during the out of school suspension.

- a. If the violation occurs, at a school sponsored event/practice, to/from a school sponsored event/practice, the athlete will be dismissed from the Harbor Creek athletic/activity program(s) for the remainder of the season.
 - b. Item(s) will be confiscated and rendered to the school administration. Parents will be notified and appropriate disciplinary action will follow the HCSD policies and procedures.
 - c. The student, whether in-season or out-of-season, will be required to participate in the Harbor Creek SAP Program assessment. The student will have to attend the next available Dangers of Vaping class scheduled by the school district.
0. Possession/Use/Distribution - Second Violation
- a. If a second offense occurs, the athlete will be dismissed from the Harbor Creek athletic/activity program(s) for the remainder of the academic year.

TRANSPORTATION

In most instances school sponsored activities will be provided transportation to and from the contests. Student athletes must travel to and from contests in transportation provided by the school district. The following are some exceptions to these transportation guidelines:

1. Injury to the student athlete, which may require alternate transportation.
2. Prior request by parents/guardians with a request on the Athletic Transportation Form which has been approved by the administration.
3. Other extenuating circumstances will also be considered on an individual basis by the administration.
4. The Harbor Creek School District provides transportation to and from District-sponsored athletic events. The District strongly encourages students to utilize District-provided transportation to and from these events. If a student waives their right to utilize District-provided transportation to and from District-sponsored athletic events, the District is not responsible for personal injury, sickness, death or claims resulting from personal injury, death or property damage of any nature whatsoever which may be incurred by the student or others resulting from the student's decisions to transport him/herself to and/or from any District-sponsored athletic event. Any student who is transported in non-District vehicles does so at their own risk.

TEAM TRAVEL

Charter buses are only provided/paid for by HCSD for a State Championship game (team is guaranteed 1st or 2nd place). Charter buses are NOT provided/paid for by HCSD for competitions or events (track/cheer/wrestling – where teams/students may place or compete in different rounds of competition). If a team/group wants to book a charter bus, they may reserve one, but the school will only pay the difference in cost of a school bus to the competition.

Team Guidelines

The head coach/advisor may develop team guidelines that are reasonable and necessary rules unique to the particular activity for which they have responsibility. All such additions will have been approved by the school administration, in advance or sharing with the students (team rules and regulations, syllabus, etc.).

Social Media / Out of school behavior:

The district takes no position on employees' decisions to participate in social media and is cognizant of the constitutional protections afforded to employees speaking as private citizens on matters of public concern. However, employees are reminded that they are professionals and are representatives of the district and the community in all aspects of their lives."

Work Order for Custodial/Maintenance

A coach requesting custodial or maintenance services for their particular team area (practice/competition areas, locker facilities, etc.) need to complete a work order form. The completed form with necessary specific details is then submitted to the athletic director. The electronic form is available on the school district's website.

Section 5: Athletic Event Operations**Athletic Event Passes**

Employees of the HCSD and school board members will receive complimentary admittance to all home interscholastic athletic events. The HCSD identification tag entitles the employee or school board member and his/her immediate family members (spouse and school age children) to complimentary admittance to all home interscholastic athletic events.

Students, who participate in the junior high levels of a sport, will receive a complimentary pass to all home interscholastic events, in their program. This athletic pass entitles the junior high team member to complimentary admittance to all home interscholastic varsity athletic events, for that season. These complimentary passes are not transferable, and the ticket collector will honor only the person whose name appears on the complimentary pass.

Athletic Event Tickets

Athletic event tickets will be sold for all the interscholastic athletic competitions requiring admission. Pre-sale of athletic event tickets will be held when large crowds are anticipated. The doors will open at 5:30 PM for most of the following interscholastic athletic events:

1. Football
2. Volleyball, Girls'
3. Basketball, Boys' & Girls'
4. Wrestling

Adult are considered to be high school graduates and older, while and students are considered to be enrolled in grades K-12 or in college, with a valid college student I.D. card.

Athletic Event Workers

Personnel needed to run an athletic event (ticket sellers, ticket takers, announcers, clock operators, chain crew, security, etc.) would be selected as needed per sport. The selection and scheduling of these individuals will be at the discretion of the athletic director and game manager.

Section 6: Athletic Emergency Plan

Philosophy

The administration of the HCSD believes that the health and safety of those affiliated with its athletic program is of the utmost importance. The HCSD relies upon the efforts of team physicians, emergency medical services, its certified athletic trainer, athletic director, coaching staff, and event staff, to ensure the safety of all student-athletes and the spectators at the various athletic events and practices.

The development and bi-annual revision of the HCSD athletic emergency plan addresses the proper coordination of efforts for all involved parties. The athletic emergency plan details the response for injury management, student-athlete health and safety guidelines, as well as various environmental and facility safety procedures. The HCSD continually strives for excellence in its athletic program and the athletic emergency plan is just one facet of those efforts.

Objectives

1. To provide for the health and safety of those affiliated with the athletic program.
2. To maintain a coordinated response by individuals responsible for the health and safety of those affiliated with the athletic program.

Emergency Plan Personnel

Physician

1. The physician acts as a resource and in an advisory role for the athletic emergency plan and its implementation.
2. The physician, when present, maintains medical responsibility for the care of the injured athlete or individual.

Emergency Medical Services (EMS)

1. The emergency medical service personnel act as resources and in advisory roles for the athletic emergency plan and its implementation.
2. The emergency medical service personnel, when present, maintain medical responsibility for the care of the injured athlete or individual.
3. The emergency medical service personnel, when present, provide medical treatment and transportation of the injured athlete or individual.

Athletic Trainer (ATC)

1. The athletic trainer acts as the coordinator of the athletic emergency plan.
2. The athletic trainer prevents athletic injuries/illnesses by monitoring team practices and contests, evaluates athletic injuries/illnesses and advises the coach/advisor on the nature and status of the athlete's injury/illness.
3. The athletic trainer administers first aid and emergency care according to the standards set by the American Red Cross or equivalent agency and makes physician referrals for further medical attention.

4. The athletic trainer rehabilitates and reconditions athletic injuries/illnesses by implementing appropriate rehabilitation programs.
5. The athletic trainer educates the athlete by providing information and promoting the health and well-being of athletes.

Athletic Director

1. The athletic director administers the athletic program and supervises the implementation and review of the athletic emergency plan.
2. The athletic director assists in coordinating efforts of all involved parties with regards to the athletic emergency plan.

Coaching Staff

1. The coaching staff assists in the implementation of the athletic emergency plan.
2. The coaching staff provides immediate medical treatment for an injured athlete, until further medical help arrives.
3. The coaching staff notifies the athletic trainer and/or parents of injuries and assists in safely returning the athlete to participation; following initial treatment or extended care.

Game Manager/Event Staff

1. The game manager and event staff assists in the implementation of the athletic emergency plan.
2. The game manager and event staff assists the primary caregivers throughout the initial stages of an emergency.
3. The game manager and event staff direct and control bystanders or spectators throughout the emergency to ensure everyone's safety.

Athletes/Spectators

1. The athletes and spectators conduct themselves accordingly throughout an emergency and follow instructions issued by medical personnel, administration or district staff members.
2. The athletes and spectators, though often are the subject of an athletic emergency, are able to assist throughout an emergency under close supervision.

Chain of Medical Responsibility

The chart to the right shows the proper chain of medical responsibility when the athletic emergency plan is implemented. All coaching and event staff personnel are encouraged to be CPR certified.

Communication between all of the involved parties is vital for the athletic emergency plan's success.

Any athlete seen by a physician for an injury involving Harbor Creek athletics must be released by that physician, with written documentation, before returning to practice or games.



General Emergency Response Procedures

1. Immediate care of athlete
 - a) Provided by first responder, preferably the certified athletic trainer if possible. All first responders must stay within their training in the treatment of an injured athlete (See Appendices - Injury Management Plan).
 - b) Athlete should not be moved in the case of medical emergency without proper supervision.
 - c) Never leave the athlete until help arrives.
2. Emergency equipment retrieval
 - a) Secondary help should retrieve necessary emergency equipment.
 - b) All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency personnel should check emergency equipment on a regular basis. The emergency equipment available should be appropriate for the level of training for the emergency medical providers.
 - c) It is important to know the proper way to care for and store the emergency equipment. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.
3. Activation of EMS
 - a) When necessary, dial 911 to activate the response of local police, fire or emergency medical services
 - b) Providing Information
 - i. Name, address, telephone number of caller
 - ii. Number and condition of athletes
 - iii. First aid treatment initiated by first responder
 - iv. Specific directions as needed to locate the emergency scene
 - v. Other information as requested by dispatcher
4. Direction of EMS to scene
 - a) Secondary help should wait outside to direct EMS to injured person (See Appendices - Maps)

Cheerleading Safety Guidelines

1. Cheerleading teams should be placed under the direction of a knowledgeable coach or advisor.
2. The cheerleading coach/advisor or other knowledgeable designated school representative should be in attendance at all practices, functions, and games.
3. All cheerleaders should receive proper training before attempting any cheerleading skills, jumps, partner stunts, pyramids, or tumbling.
4. Training of proper spotting techniques should be taught to all squad members before attempting any skill or stunt. Spotters should be used when learning any new skills or stunts.
5. All practice sessions should be held in a location suitable for the activities of cheerleading, and away from noise and distractions.
6. Apparel should be conducive to safe practices and performances. Jewelry of any kind, including earrings/piercings, bracelets, necklaces, rings, etc. should not be worn at practices, games, or competitions. Jewelry must be removed and may not be taped over or covered. Medical alert bracelets or

necklaces may be worn, but should be removed from the neck/wrist area and be secured to the body with tape.

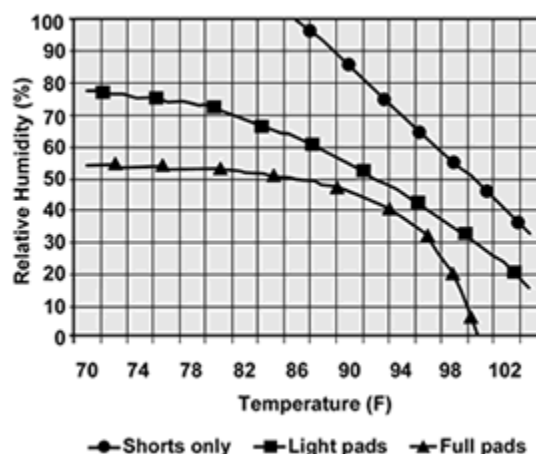
7. Hair needs to be fashioned so that it is out of the face and does not cause a potential hazard while stunting.
8. Warm-up and stretching should precede and conclude all practice sessions, pep rallies, games, competitions, performances, and other physical activities.
9. The cheering surface should be taken into consideration before engaging in any technical aspect of cheerleading. The performing area should be reasonably free of obstructions. Stunts or tumbling should be limited or modified to be appropriate to the performance surface, area, or situation. Proper matting should be used when needed or appropriate. Cheerleaders should not perform technical skills (stunts, tumbling, pyramids, etc.) on:
 - a. Concrete, asphalt, or any other hard uncovered surface
 - b. Hallways, lobby areas that are near glass doors/windows, etc.
 - c. Wet or uneven surfaces
 - d. Surfaces with obstructions
10. Cheerleading coach/advisors must recognize the entire squad's particular ability level and limit the squad's activity accordingly.
11. All squads are encouraged to work in conjunction with the certified athletic trainer to develop a strength and conditioning program.
12. No technical skills should be performed when a coach/advisor is not present or providing direct supervision.
13. All squad members and their coach/advisor should be familiar with the emergency response plan in the event of serious injury.

Environmental Procedures

Heat Index

The heat index is an index that combines air temperature and relative humidity to determine an apparent temperature — how hot it actually feels. The body cools itself by perspiration, when the water in the sweat evaporates and carries heat away from the body.

When the relative humidity is high, the evaporation rate of water is reduced. This means heat is removed from the body at a lower rate, causing the body to retain more heat than it would in dry air. The amount of clothing worn by the athlete has a major impact on the overall heat stress the athlete can tolerate.



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Moderate Risk (Conditions beneath the line with triangles)

1. Work-to-rest ratio of 30 to 40 minutes of activity followed by a five to ten minute rest and fluid breaks
2. No equipment limitations

Elevated Risk (Conditions between triangles and squares)

1. Work to rest ratio of 20 to 30 minutes of activity followed by a five to ten minute rest and fluid breaks
2. Minor equipment limitations

High Risk (Conditions between squares and circles)

1. Work to rest ratio of 15 to 20 minutes of activity followed by a five to ten minute rest and fluid break
2. Shorts only

Lightning

The National Weather Service indicates that lightning is the number two cause of death by weather phenomenon, accounting for 110 deaths per year. The following procedures have been established by the HCSD regarding lightning safety.

1. A predetermined member of the emergency care team (ATC, coach or game manager) is designated to monitor threatening weather conditions and make the decision to remove a team or individuals from an athletic venue or event.
2. Monitoring should include obtaining a weather report prior to a practice or competitive event. The report should include potential thunderstorms that may form. The National Weather Service issues “watches” and “warnings” as well as signs of thunderstorms developing nearby.
 - a. **Watch** means conditions are favorable for severe weather to develop in an area.
 - b. **Warning** means that severe weather has been reported in an area and for everyone to take proper precautions.
3. Be aware of how close lightning is occurring. Count the seconds using the flash-to-bang (flash of lightning to clap of thunder) method. Count the seconds and divide by five, which gives you the distance in miles that the lightning strike occurred. By the time the flash-to-bang count is 30 seconds, all individuals should have moved to safety. Be alert at the first sign of lightning or thunder and judge the time necessary to evacuate all individuals from athletic venues.
4. In the event of lightning all participants should be moved to stadium locker rooms, jr. high gymnasium, or sr. high gymnasium.

Facility Procedures

Utility Incidents

Electrical or other mechanical outages will be treated as a non-emergency situation although all HCSD personnel should respond to the situation accordingly. Staff, athletes and spectators will not be immediately

asked to leave, however will be asked to remain calm. The athletic director/game manager/head coach will decide if the facility should be evacuated after a consultation with HCSD maintenance personnel. In an electrical outage, a natural gas generator will operate safety lights in all facilities, and should provide sufficient lighting to exit the facility, if needed.

General Evacuation Procedures

1. Evacuation of an indoor or outdoor facility, in the case of any emergency, should be done in an orderly manner.
2. It is the responsibility of the HCSD athletic staff (athletic director, game manager, event staff, etc. - excluding the public address announcer) to direct and assist pedestrian traffic in an orderly fashion.
3. During such an evacuation, student-athletes should remain with their team and coach.

Evacuation Procedures: Jr. High Gymnasium

1. At the beginning of an event, event staff should unlock all necessary exits. Event staff should monitor unused exits and should be assigned an exit, in case of evacuation.
2. Spectators in the gymnasium should be directed to the nearest exit on the west or east side of the gymnasium (See Appendices).
3. All HCSD athletic staff should direct spectators to exit in a calmly fashion to prevent confusion and injury.
4. The public address announcer should also ask people to exit the gymnasium either on the PA system or with a megaphone, in the case of a power outage, which should be accessible, in the event of an emergency.

Evacuation Procedures: Sr. High Gymnasium

1. At the beginning of an event, event staff should unlock all necessary exits. Event staff should monitor unused exits and should be assigned an exit, in case of evacuation.
2. Spectators in the gymnasium should be directed to the nearest exit on the north or south side of the gymnasium (See Appendices).
3. All HCSD athletic staff should direct spectators to exit in a calmly fashion to prevent confusion and injury.
4. The public address announcer should also ask people to exit the gymnasium either on the PA system or with a megaphone, in the case of a power outage, which should be accessible, in the event of an emergency.

Evacuation Procedures: Paul J. Weitz Stadium

1. At the beginning of an event, event staff should unlock all necessary gates. Event staff should monitor unused gates and should be assigned a gate, in case of evacuation.
2. Spectators in the stadium should be directed to the nearest exit on the south or west side of the stadium, no one should exit on the north side. (See Appendices).
3. All HCSD athletic staff should direct spectators to exit in a calmly fashion to prevent confusion and injury.
4. The public address announcer should also ask people to exit the stadium either on the PA system or with a megaphone, in the case of a power outage, which should be placed in the press box prior to athletic event.

Evacuation Procedures: Pool Area

1. At the beginning of an event, event staff should unlock all necessary exits. Event staff should monitor unused exits and should be assigned an exit, in case of evacuation.
2. Spectators in the pool area should be directed to the nearest exit on the north or south side of the pool area (See Appendices).
3. All HCSD athletic staff should direct spectators to exit in a calmly fashion to prevent confusion and injury.
4. The public address announcer should also ask people to exit the pool area either on the PA system or with a megaphone, in the case of a power outage, which should be accessible, in the event of an emergency.

Review Procedures

On a bi-annual basis, the individuals listed below will review the athletic emergency plan. This will enable the HCSD to continually visit the procedures that were implemented for the health and safety of those individuals connected with the athletic program. The athletic director, or other HCSD administrator, may request a review of the athletic emergency plan, in part or in whole, at any given time.

Immediately following particular incidents or emergencies, the personnel associated with the athletic emergency plan may conduct debriefings to review particular occurrences, while specific details are still fresh at hand. The athletic director will make any adjustments necessary and notify all concerned parties.

1. Athletic Director
2. Athletic Trainer
3. School Resource Officer
4. Coaching Staff Representatives (2)
5. Game Manager (1)
6. Maintenance/Custodial Representative (1-2)
7. Emergency Medical Service Representative (1)
8. Student-Athlete (1-2)

SECTION 7: ATHLETIC LETTER REQUIREMENTS

CROSS COUNTRY

The participant must have earned 45 points in dual, tri-meets, or invitationals (according to the criteria listed below) to be awarded a letter in cross country.

Top Points:

- a. 10% - 10 points
- a. 20% - 9 points
- b. 30% - 8 points
- c. 40% - 7 points
- d. 50% - 6 points
- e. 60% - 5 points

- f. 70% - 4 points
- g. 80% - 3 points
- h. 90% - 2 points
- i. 100% - 1 point

FOOTBALL

1. A player who starts and plays in the majority of the offensive and defensive plays in over one half of the games played.
 0. A player, who is a first replacement at an offensive or defensive position and who, when called upon in game situations, was ready and able to make a positive contribution.
 0. A player who is close to fulfilling one of the above categories and is a positive force at practice. The player is always at practice and makes positive contributions as a regular member of the scout offensive and defensive teams.
 0. A senior member, who has attended practice regularly and made a positive contribution to the team, may be eligible for a service letter.
0. A player who is injured during a practice/contest and would have met the above requirements will be considered for a letter. The player must have attended all practices possible during the rehabilitation, utilized the weight room, and made a positive contribution to the team.
0. The player must have completed the season in good standing.
0. The head coach reserves the right to waive the listed standards and award a letter.

GOLF, BOYS'

1. The player must have attended all scheduled practices.
 0. The player must have participated in at least seven matches as a regular or four matches as an alternate (11 match's total).
 0. A senior will receive a letter, who has met the standards listed.
 0. The player must have completed the season in good standing.
 0. The head coach reserves the right to waive the listed standards and award a letter.

GOLF, GIRLS'

1. The player must have attended all scheduled practices.
 0. The player must have participated in at least seven matches as a regular or four matches as an alternate (11 match's total).
 0. A senior will receive a letter, who has met the standards listed.
 0. The player must have completed the season in good standing.
 0. The head coach reserves the right to waive the listed standards and award a letter.

SOCCER, BOYS'

1. The player must have attended all practices and games unless previously excused for a valid reason (illness, injury, death in the family, etc.) and assisted in team equipment duties each day.
2. The player must have acted in a respectful way towards teammates, coaches, opponents, and officials.
3. The player must have completed the season in good standing.
4. The player must have played in at least half of the varsity matches for the season.
5. A person who has been a varsity statistician for two full seasons will be eligible for a letter.

6. The head coach reserves the right to waive the listed standards and award a letter.

SOCCER, GIRLS'

1. The player must have attended all practices and games unless previously excused for a valid reason (illness, injury, death in the family, etc.) and assisted in team equipment duties each day.
2. The player must have acted in a respectful way towards teammates, coaches, opponents, and officials.
3. The player must have completed the season in good standing.
4. The player must have played in at least half of the varsity matches for the season.
5. A person who has been a varsity statistician for two full seasons will be eligible for a letter.
6. The head coach reserves the right to waive the listed standards and award a letter.

VOLLEYBALL, GIRLS'

1. The player must have participated in at least fifty percent of the matches scheduled.
 0. The player must have attended and participated in preseason and regular practice sessions, unless excused by the coach.
 0. A senior member who has faithfully worked for two or more years may be eligible for a letter.
 0. A manager must have completed two years of service in order to be eligible for a letter.
 0. The player must have completed the season in good standing.
 0. The head coach reserves the right to waive the listed standards and award a letter.

CHEERLEADING, FOOTBALL

1. The cheerleader must have missed no more than one varsity football game, with prior approval from the advisor.
 0. The cheerleader must have missed no more than two practices, regardless of the reason.
 0. The cheerleader must have participated in the scheduled extra functions.
 0. The cheerleader must have attended, if possible, the cheering camp during the summer.
 0. The cheerleader must have completed the season in good standing.
 0. The advisor reserves the right to waive the listed standards and award a letter.

CHEERLEADING, BASKETBALL

1. The cheerleader must have missed no more than one varsity basketball game, with prior approval from the advisor.
 0. The cheerleader must have missed no more than two practices, regardless of the reason.
 0. The cheerleader must have participated in the scheduled extra functions.
 0. The cheerleader must have attended, if possible, the cheering camp during the summer.
 0. The cheerleader must have completed the season in good standing.
 0. The advisor reserves the right to waive the listed standards and award a letter.

CHEERLEADING, WRESTLING

1. The cheerleader must have missed no more than one varsity wrestling match, with prior approval from the advisor.
 0. The cheerleader must have missed no more than two practices, regardless of the reason.
 0. The cheerleader must have participated in the scheduled extra functions.
 0. The cheerleader must have attended, if possible, the cheering camp during the summer.
 0. The cheerleader must have completed the season in good standing.
 0. The advisor reserves the right to waive the listed standards and award a letter.

BASKETBALL, BOYS'

1. The player must have participated in at least one-half of the total quarters in the regular season (22 games).
2. The player must have completed the season in good standing.
3. A manager must have completed two years of service in order to be eligible for a letter.
4. The head coach reserves the right to waive the listed standards and award a letter.

BASKETBALL, GIRLS'

1. The player must compete in one-half of the regular season schedule (22 games). The player must record 44 quarters to qualify for the letter. If a player is injured during practice or competition, a letter may be awarded.
 0. The player must have completed the season in good standing, without any team suspensions or school issued suspensions for misconduct or unsportsmanlike behavior.
 0. The head coach reserves the right to waive the listed standards and award a letter.

SWIMMING, BOYS' & GIRLS'

1. The swimmer must have an average of five points per swim meet (according to the criteria listed below) to be awarded a letter in swimming.
 - a. 1st Place Finish 6 points
 - a. 2nd Place Finish 4 points
 - b. 3rd Place Finish 3 points
 - c. 4th Place Finish 2 points
 - d. 5th Place Finish 1 point
 - e. Relay points will be split.
 0. The diver must have qualified and competed at the District swim meet.
 0. The swimmer/diver must have attended and participated in regular season practice sessions, missing no more than five sessions, unless otherwise excused by the head coach.
 0. The swimmer/diver must have completed the season in good standing extenuating circumstances will be considered by the head coach.
 0. A senior swimmer who has been a member of the team for four years will be awarded a letter.
 0. A manager, score keeper, etc. must have completed two years of service in order to be eligible for a letter.
 0. The head coach reserves the right to waive the listed standards and award a letter.

UNIFIED BOCCE

Partners and Athletes must attend practice regularly and be members of the team at the conclusion of the season.

WRESTLING

1. The wrestler must have earned at least twelve team points (according to the criteria listed below) throughout the season, and/or competed in at least seven varsity competitions to be awarded a letter in wrestling.
 - a. Pin 6 points
 - a. Technical fall 5 points
 - b. Major decision 4 points
 - c. Decision 3 points

- 0. The wrestler must have attended every practice, with the exception of excusable absences, with the intent to improve daily.
- 0. The wrestler must have cooperated well with teammates.
- 0. The wrestler must have worked diligently to maintain academic eligibility throughout the season.
- 0. The wrestler must have returned all issued equipment in satisfactory condition.
- 0. The wrestler must have completed the season in good standing.
- 0. The head coach reserves the right to waive the listed standards and award a letter.

BASEBALL, BOYS'

- 1. The player must have started in ten or more games during the season.
 - 2. The player must have played in fifteen or more games during the season.
 - 3. A senior will receive a letter, who has met the standards listed.
 - 4. The team must have won a region, district, or state championship for all players to receive a letter.
 - 5. Any other player, who, in the estimation of the coaching staff, has made a contribution to the team worthy of receiving a letter.
-
- 0. A manager, score keeper, etc. must have completed two years of service in order to be eligible for a letter.
 - 0. The player must have completed the season in good standing.
 - 0. The head coach reserves the right to waive the listed standards and award a letter.

SOFTBALL, GIRLS'

- 1. The player must have:
 - a. started in 10 or more games during the season (pitchers may be an exception to this rule).
 - or
 - b. played in 15 or more games during the season (pitcher may be an exception to the rule).
- 0. The player must have attended and participated in regular practice sessions, unless excused by the coach.
- 0. A senior member, who has faithfully worked for two or more years, may be eligible for a letter.
- 0. A manager, score keeper, etc. must have completed two years of service in order to be eligible for a letter.
- 0. The player must complete the season in good standing, if a player is dropped from the team or quits; they are no longer eligible for a letter. The coach will consider injury or other extenuating circumstances.
- 0. The head coach reserves the right to waive the listed standards and award a letter.

TENNIS

- 1. The player must have participated in one-third of the varsity matches.
- 2. The player must have attended all practices and matches, unless excused by the head coach.
- 3. The player must have followed all team rules, as explained by the head coach.
- 4. The player must have completed the season in good standing.
- 5. The head coach reserves the right to waive the listed standards and award a letter.

TRACK & FIELD, BOYS' & GIRLS'

- 1. The participant must have earned fifteen points in dual and tri-meets (according to the criteria listed below) or qualify for the District 10 meet, as an individual, to be awarded a letter in track and field.

- a. 1st Place Finish 5 points
- a. 2nd Place Finish 3 points
- b. 3rd Place Finish 1 point
- 0. The participant may also have earned fifteen points in invitationals and championship meets (according to the criteria listed below or qualify for the District 10 meet, as an individual, to be awarded a letter in track and field.
- a. 1st Place Finish 10 points
- a. 2nd Place Finish 8 points
- b. 3rd Place Finish 6 points
- c. 4th Place Finish 4 points
- d. 5th Place Finish 2 points
- e. 6th Place Finish 1 point
- 0. The participant must have competed in all meets, (including invitationals, championships and states) for which he/she was selected/qualified for, unless personally excused by the head coach. No athlete will scratch from any event during a meet, without permission from the head coach.
- 0. A senior member, who has faithfully worked for two or more years, may be eligible for a letter.
- 0. The participant must have completed the season in good standing, without any incidents of unsportsmanlike behavior that may have jeopardized team standings.
- 6. The head coach reserves the right to waive the listed standards and award a letter.

SECTION 8: PIAA SPORTSMANSHIP PROGRAM

DEFINITION OF SPORTSMANSHIP

The American Heritage Dictionary defines sportsmanship as "one that abides by the rules of a contest and accepts victory or defeat graciously. The PIAA defines sportsmanship as *"those qualities that are characterized by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual's influence on others behavior"*.

The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports, as conceptually and pragmatically training ground for good citizenship and high behavioral standards. Sportsmanship is viewed by the PIAA as a concrete measure of each school's and individual's understanding of their commitment to the educational nature of interscholastic athletics.

The responsibility for developing sportsmanship involves many different people. The complexity of this subject, in implementation, extends far beyond the boundaries of our definition. The PIAA is philosophically and practically committed to the attainment and maintenance of all codes of behavior addressed in this manual. While enforcement of these codes has priority status, the recognition of exemplary behavior is a major goal of this effort.

In recent years, the ideal of sportsmanship has often been relegated to a secondary role. A need exists to again make this role primary and to restore placement of interscholastic athletics in an educational perspective. The problems are quite evident and will require a maximum effort by everyone involved achieving the desired outcomes. The modes of behavior contained in the manual explicitly define what is expected. Willful compliance by all concerned is necessary to achieve the goals of sportsmanship. Athletics and their companion,

competition, may be the last stronghold of discipline in our society. Athletics, in particular, are called upon to absorb more of their responsibility for teaching basic social values. Any contribution of this magnitude requires the development of positive, definitive programs. The behavior expected of any participant (direct or indirect) must be explicitly spelled out; to that end comes the purpose of this manual.

The manual provides the PIAA member schools with a comprehensive perspective on the rules of sportsmanship. It serves as a behavior guide for all groups involved with interscholastic activity, as well as a source of preventative information. The following material offers direction and guidance, along with expectations, which correspond to the goals indicated.

FUNDAMENTALS OF SPORTSMANSHIP

The PIAA and its member schools are strongly emphasizing the importance of GOOD SPORTSMANSHIP. The one thing we need to realize is that many people have not had GOOD SPORTSMANSHIP explained to them. Hopefully the following will help everyone to understand their responsibilities at an athletic contest.

1. Gain an understanding and appreciation for the rules of the contest.
 - a. The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.
0. Exercise representative behavior at all times.
 - a. A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.
0. Recognize and appreciate skilled performances regardless of affiliation.
 - a. Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but also reflects a true awareness of the game by recognizing and acknowledging quality.
0. Exhibit respect for the officials.
 - a. The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.
0. Display openly a respect for the opponent at all times.
 - a. Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team, or family. This fundamental is the Golden Rule in action.
0. Display pride in your actions at every opportunity.
 - a. Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

RESPONSIBILITIES & GUIDELINES FOR BEHAVIOR

Coaching Staff

1. Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards. Practicing good sportsmanship is practicing good citizenship!
 0. Respect the integrity and personality of the individual athlete.
 0. Abide by and teach the rules of the game in letter and in spirit.
 0. Set a good example for players and spectators to follow: please refrain from arguments in front of players and spectators; no gestures which indicate officials or opposing coaches do not know what they are doing or talking about; no throwing of any object in disgust. Shake hands with the officials and the opposing coaches before and after the contest in full view of the public.
 0. Respect the integrity and judgment of contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.
 0. Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to game statistics and to the performance of your team.
 0. Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
 0. Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
 0. Be no party to the use of profanity or obscene language or improper actions.

Student Athletes

1. Accept and understand the seriousness of responsibility, and the privilege of representing your school and your community.
 0. Live up to the standards of sportsmanship established by the school administration and the coaching staff.
 0. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
 0. Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport!
 0. Wish opponents good luck before the contest and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
 0. Respect the integrity and judgment of contest officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.

Cheerleaders

1. Understand the seriousness and responsibility of your role, and the privilege of representing your school and your community.
 0. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
 0. Treat opposing cheerleaders the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work, training and team effort that goes into a cheering squad?

- 0. Wish opposing cheerleaders good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- 0. Establish standards of desirable behavior for the squad and attempt, in a cheerful manner, to transfer that to your spectators.
- 0. Select positive cheers, which praise your team without antagonizing the opponents.
- 0. Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- 0. Use discretion in selecting the times to cheer. Give the opposing school the same amount of time your squad would want in performing cheers, and treat opposing players like you would treat your own team.
- 0. Give encouragement to injured players and recognition of outstanding performances for both teams.
- 0. Respect the integrity and judgment of contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your team and your community in the eyes of the officials and all people at the event.

Other Support Groups (Band, Booster Clubs, Etc.)

- 1. Establish themselves as leaders in their conduct before, during and after contests and events. Always provide positive support for your team, rather than intimidating or ridiculing the other team.
 - 0. Assist cheerleaders with cheers, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
 - 0. Treat opposing players, coaches, spectators and support groups with respect and enthusiasm.
 - 0. Conduct them in an exemplary manner. Remember that you represent your school both home and away.
 - 0. Respect the integrity and judgment of contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your group, your team and your community, in the eyes of all people at the event.
 - 0. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

Spectators

- 1. Remember that you are at a contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
 - 0. Remember that interscholastic athletics are a learning experience for students and those mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom.
 - 0. A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
 - 0. Learn the rules of the game so that you may understand and appreciate why certain situations take place.
 - 0. Show respect for the opposing players, coaches, and spectators and support groups. Treat them as you would treat a guest in your own home.
 - 0. Respect the integrity and judgment of contest officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
 - 0. Recognize and show appreciation for an outstanding play by either team.
 - 0. Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) before, and during contests and afterwards on or near the site of the event (i.e. tailgating.)
 - 0. Use only those cheers that support and uplift the teams involved.
- 0. Recognize and compliment school and athletic administrators for their efforts in emphasizing the educational benefits of interscholastic athletics and the role of good sportsmanship to that end.

- 0. Be a positive role model through your own actions and by censuring those around you whose behavior is unbecoming.

Media

- 1. Promote ideals and fundamentals of good sportsmanship.
 - 0. Report acts of good sportsmanlike without giving undue publicity to unsportsmanlike conduct.
 - 0. Refrain from making negative comments towards participants, coaches or officials. After all, the interscholastic athletic arena is a classroom. Would you make negative comments about teachers teaching students and students trying to learn?
 - 0. Recognize the efforts of all who participate in the contest.
 - 0. Report facts without demonstrating partiality to either team.

Contest Officials

- 1. Accept your role in an unassuming manner. Showboating and over-officiating are not acceptable.
- 2. Maintain confidence and poise, controlling the contest from start to finish.
- 3. Know the rules of the game thoroughly and abide by the established PIAA Code of Ethics.
- 4. Publicly shake hands with coaches of both teams before the contest.
- 5. Never exhibit emotions or argue with participants and coaches when enforcing rules.
- 6. When watching a game as a spectator, give the contest officials the same respect you expect to receive when working a contest.

School Administrators

- 1. Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the conference/league and PIAA.
 - 0. Provide appropriate supervisory personnel for each interscholastic athletic event.
 - 0. Support participants, coaches and fans whose team displays good sportsmanship.
 - 0. Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
 - 0. Attend events whenever possible and function as a role model - show good sportsmanship. This includes communicating with spectators during an event as to what is acceptable and unacceptable behavior.

School Board

- 1. Adopt policies that promote the ideals of good sportsmanship, ethics and integrity.
 - 0. Serve as a positive role model and expect the same from parents, fans, participants, coaches and other school personnel.
 - 0. Support and reward participants, coaches, school administrators and fans that display good sportsmanship.
 - 0. Recognize the value of school activities as a vital part of education.
 - 0. Attend and enjoy school activities.

Acceptable Behavior

- 1. Applause during introduction of players, coaches and contest officials.
 - 0. Players shake hands with opponents who foul out while both sets of fans recognize the player's performance with applause.
 - 0. Accept all decisions of contest officials.

- 0. Cheerleaders lead fans in cheers in a positive manner.
- 0. Handshakes between participants and coaches at the end of the contest, regardless of outcome.
- 0. Treat competition as a game, not a war.
- 0. Coaches/players search out opposing participants to recognize them for their outstanding performance or coaching.
- 0. Applause at end of contest for performances of all participants.
- 0. Everyone showing concern for an injured player, regardless of team.
- 0. Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior

- 1. Yelling or waving arms or objects during the opponent's free throw attempt.
- 2. Disrespectful or derogatory cheers, chants, songs or gestures.
- 3. Criticizing officials in any way; displays of temper with an official's call.
- 4. Cheers that antagonize opponents.
- 5. Refusing to shake hands or give recognition for good performances.
- 6. Blaming loss of contest on officials, coaches or participants.
- 7. Laughing or name-calling to distract an opponent.
- 8. Use of profanity or displays of anger that draw attention away from the game.
- 9. Doing their own cheers instead of following the lead of cheerleaders.
- 10. Wearing extreme or unusual clothing or excessive face or body painting, which detracts from the action on the playing surface.

Appendices

Coaching Mentor Program

Meeting #1 – After the Coach is hired



1. Personnel
 - a. Coaching salaries
 - b. Assistant coaches
 - c. Application, Act 34, Act 151, and Finger Print Clearances
 - d. Head coach recommendation
 - e. Hiring process
 - f. Restrictions on volunteer coaches
 - g. First Aid/CPR certification
2. Policies / Procedures
 - a. District philosophy, expectations
 - b. Cooperation with other activities/programs
 - c. Athletic activity account, constitution, and officers
 - d. Fund raising procedures and requirements
 - e. High school administration (Dances, sales, etc.)
 - f. Business office (Requisitions, quotes)
 - g. Facility Use Forms
 - h. Work Order Forms
 - i. Athletic conferences, clinics, tapes/books, etc.
 - j. Off season programs and participation (mandatory vs. voluntary)
3. Duties/Responsibilities
 - a. Assistant Coach
 - b. Athletic Trainer
4. Program Management
 - a. Facility keys
 - b. Facility tours (practice and game)
 - c. Equipment storage and location, etc.
 - d. Player sign-ups and necessary information
 - e. Recruiting restrictions
 - f. Mailings to players/parents that require superintendent approval
 - g. Preseason meeting (topics/information to be reviewed)
 - h. Coach/Activity Advisor Handbook
 - i. Athletic action plan development
 - j. Head coach evaluation form

Coaching Mentor Program

Meeting #2 – Prior to season/athletic parent meeting



1. Personnel
 - a. Role of coaches as teachers, mentors, character builders, etc.
 - b. Role of volunteer coaches
 - c. Loyalty within coaching staff and athletic department
2. Policies/Procedures
 - a. Established levels of rules for program management (scrimmages, practices, events, etc.)
 - b. NFHS – PIAA – HCSD – Team
 - c. Facility usage, mileage reimbursement, and conference procedures
 - d. Coach-athlete relations, documentation of problems, and having second adult present
3. Duties/Responsibilities
 - a. Pre-season items
 - b. Mandatory rules interpretation meeting, pre-season HCSD coaches' meeting
 - c. Check eligibility status of athletes (i.e.- academics, attendance, discipline)
 - d. Submit team rosters, captains, eligibility sheets, transportation lists to athletic director
 - e. Athletic medical
 - f. Medical concerns (student-athlete, environmental, equipment, medical kits, etc.)
 - g. Medical release, training room procedures, and physicians' appointments
 - h. Athletic relations
 - i. Media day; always make positive comments to media (interviews, game results, etc.)
 - j. Cooperation with all-sports boosters, school newspaper, yearbook staff, etc.
 - k. Miscellaneous items
 - l. Game manager duties, payment of officials, etc.
 - m. Monitor weekly and daily status of athletes (academic, attendance, and discipline)
 - n. Phone chain for athletes, athletic director, etc. for cancellations or unique problems
 - o. Equipment distribution, senior night arrangements, etc.
4. Program Management
 - a. Parent meeting items
 - b. Parent/athlete expectations, coaching philosophy, playing time, communication chain
 - c. Paperwork (waivers, physical cards, medical information cards, transportation notes, etc.)
 - d. Eligibility rules (academics, attendance)
 - e. Athletic recognition guidelines (varsity letters, team, and athletic department awards)
 - f. Procedures for selecting team members/captains, disciplinary matters, practice schedules, etc.
 - g. Elementary or feeder program development and involvement
 - h. Coaching decisions
 - i. Life-skills, coaching philosophy (punishment for losing vs. working to improve)
 - j. Sideline/game decorum towards players, coaches, officials, sportsmanship, etc.

Coaching Mentor Program

Meeting #3 – Mid Season



1. Personnel
 - a. Self evaluation of head coach
 - b. Informal evaluation of coaching staff
2. Policies/Procedures
 - a. Review of problems experienced thus far in season
 - b. Identify areas for possible improvement
3. Duties/Responsibilities
 - a. Post-season items
 - b. Finalize senior night recognition details
 - c. Confirm playoff and post-season details with athletic director
 - d. Prepare list of award winners (varsity letters, team awards, etc.)
 - e. Post-season banquet
 - f. Parent support/assistance
 - g. Finalize details
 - h. All-Star meeting for voting and recognition
 - i. Forward information to media and order plaques, etc.
4. Program Management
 - a. Establish plans for equipment collection meetings and checklists
 - b. Order t-shirts, sweatshirts, etc. (procedures, requisitions, etc.)

Coaching Mentor Program

Meeting #4 – Post Season



1. Personnel
 - a. Self evaluation
 - b. Post-season meeting with athletic director
 - c. Procedures for reapplying for position
 - d. Procedures for maintaining or replacing assistant coaches, volunteer coaches, etc.
 - e. Obtaining paycheck and releasing assistant coaches' paychecks
2. Policies/Procedures
 - a. Equipment requisitions
 - b. Initial list of bid and requisition items
 - c. Review of returned bids and possible cuts to meet budgetary figures
3. Duties/Responsibilities
 - a. Post-season items
 - b. Statistics package
 - i. Game by game results
 - ii. League standings
 - iii. Team record
 - iv. Individual and team records
 - v. Updated school records
 - vi. Letter winners, players completing the season, and coaching staff
 - c. Inventory list
 - d. Missing equipment list and names to athletic director
 - e. Return assistant coaches' keys, etc.
 - f. Post-season banquet
 - g. Coaches' remarks
 - h. Varsity letters, letter certificates, and pin awards
 - i. Individual awards and plaques
 - j. Team awards and plaques
4. Program Management
 - a. Submit post-season work orders and requests to athletic director
 - b. Submit schedule requests for next season to athletic director
 - c. Complete Physical Education Exemption forms and submit to athletic director



Coaching Mentor Program

Verification of Program Completion

We, the undersigned, have identified the dates of the mentor meetings and also verify completion of the Coaching Mentor Program as outlined in this booklet for the Harbor Creek School District.

School Year: _____

Mentor Program Year: _____

Meeting #1 Date: _____

Meeting #2 Date: _____

Meeting #3 Date: _____

Meeting #4 Date: _____

Signatures of verification:

_____	_____
Mentee	Date

_____	_____
Mentor	Date

_____	_____
Athletic Director	Date

ACTIVITIES ACCOUNT PROJECT

DATE: _____

ORGANIZATION: _____

SPONSOR: _____

PRESIDENT: _____

PROJECT: _____
(Sale, Dance, Etc.)

COMPANY: _____

MONEY TO BE USED FOR: _____

ACCOUNT BALANCE: _____

ANTICIPATED COST: * _____

ANTICIPATED PROFIT: _____

MONEY COLLECTED: _____

ACTUAL COST: _____

ACTUAL PROFIT: ** _____

APPROVAL: _____
(Principal)

* If cost will be over \$1,000 dollars, three (3) bids should accompany this request.

** When project is finished, the sponsor is responsible for completing this form.

HCSD-OFF-6.47

ALTERNATE ATHLETIC TRANSPORTATION REQUEST FORM

Please allow _____, who is an athlete on the
Student-Athlete

_____, to be transported home from
Sport/Activity

_____ with his/her parents/guardians on
Athletic Event(s)

_____ for the **2026-2027** school year.
Season or Date(s)

Parent/Guardian Signature

Date

Athletic Director

Date

ALTERNATE ATHLETIC TRANSPORTATION REQUEST FORM

Please allow _____, who is an athlete on the
Student-Athlete

_____, to be transported home from
Sport/Activity

_____ with his/her parents/guardians on
Athletic Event(s)

_____ for the **2026-2027** school year.
Season or Date(s)

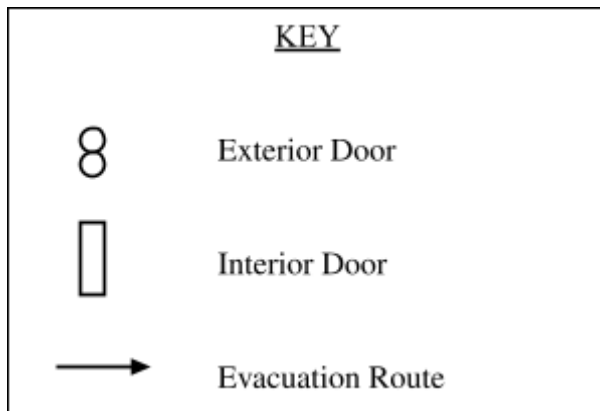
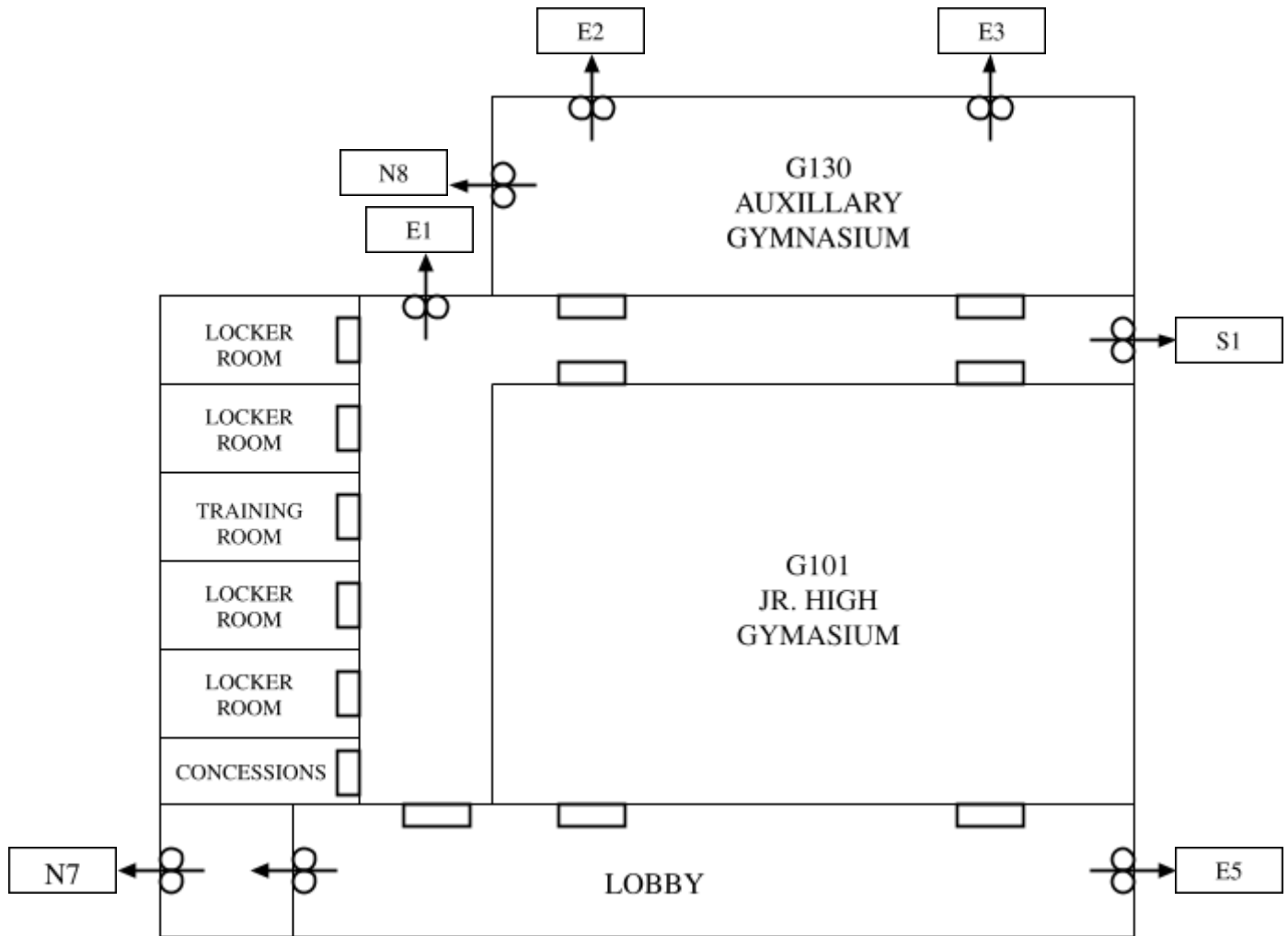
Parent/Guardian Signature

Date

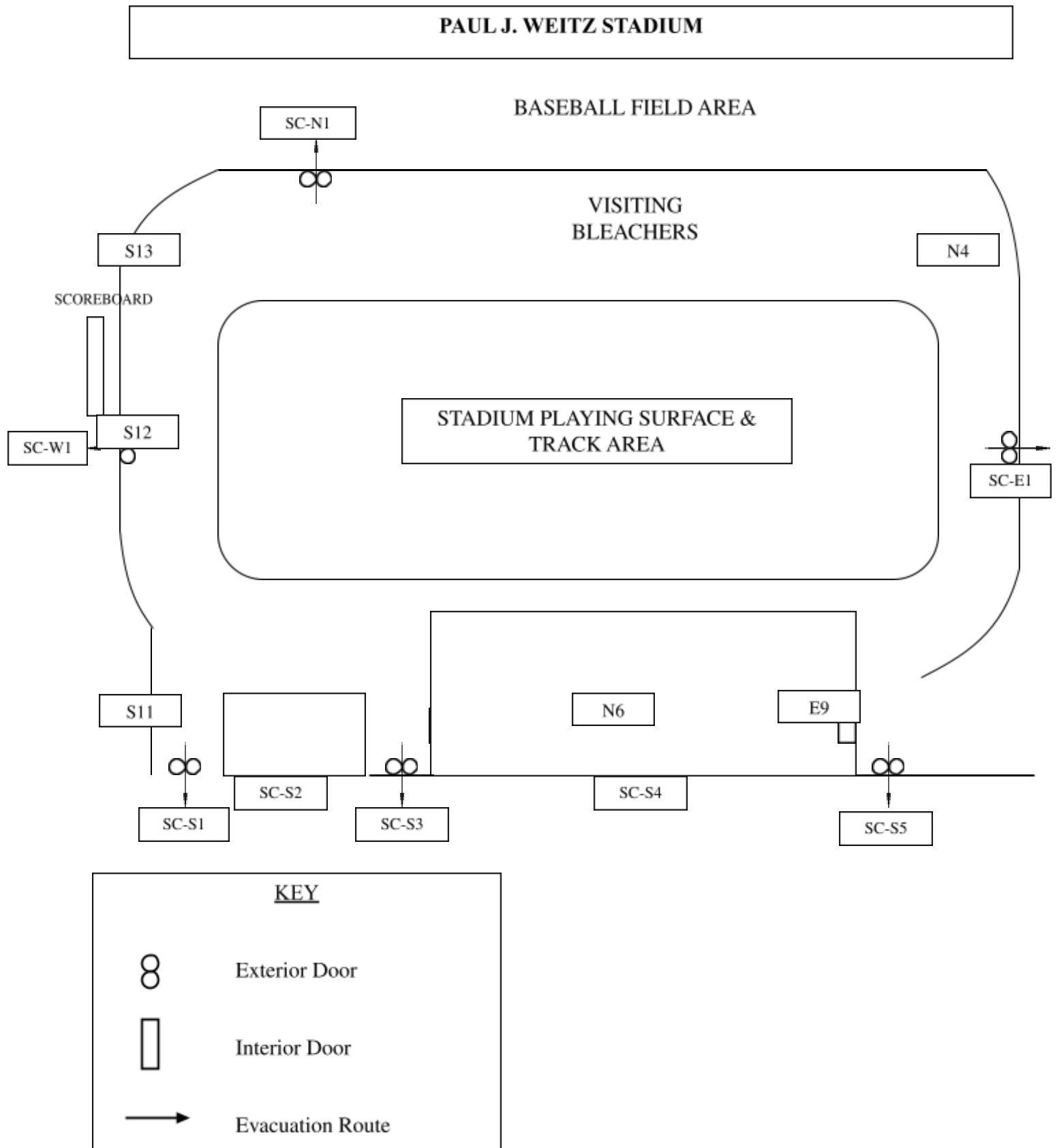
Athletic Director

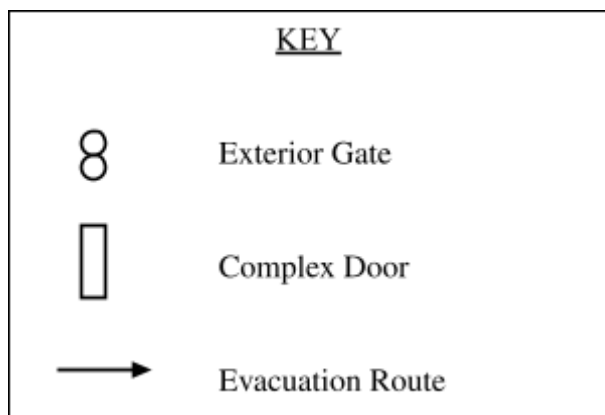
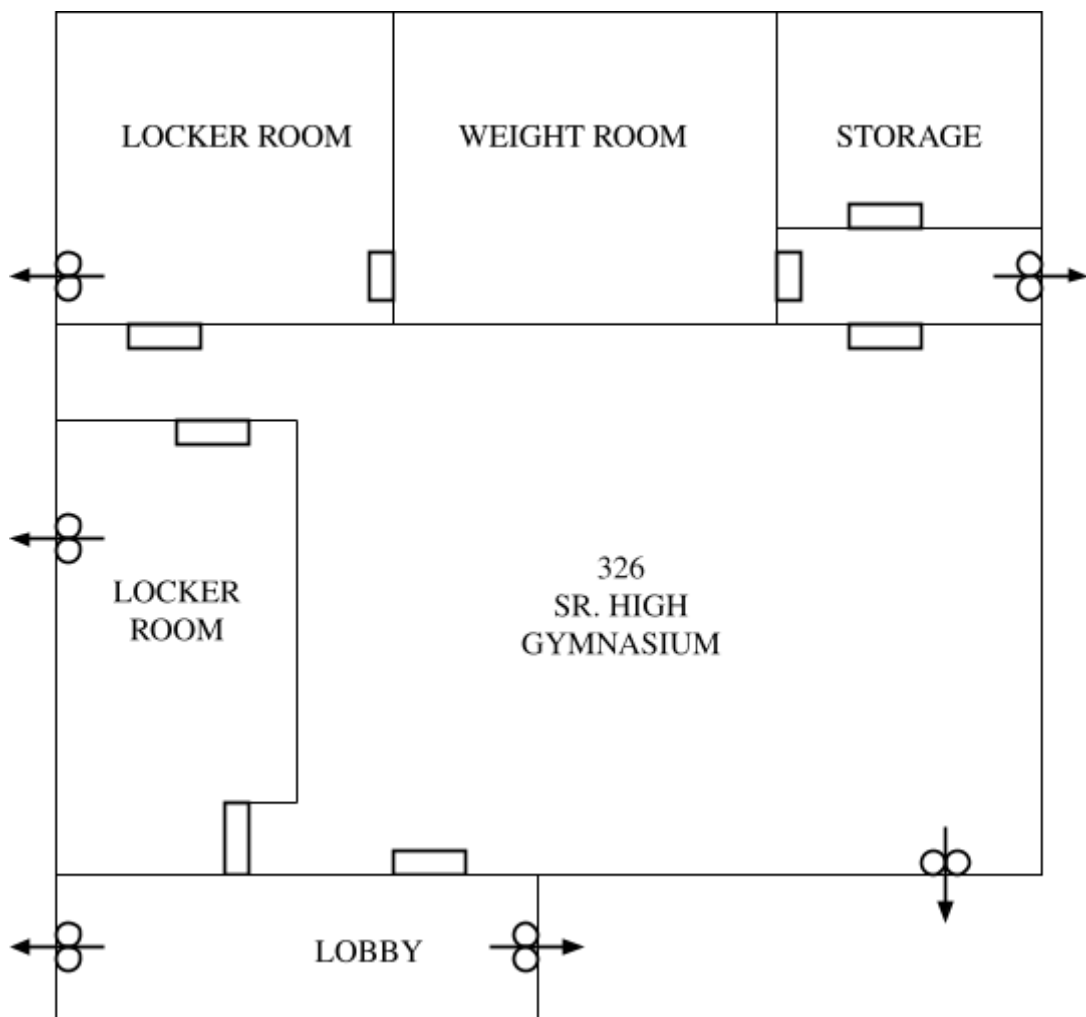
Date

JR. HIGH GYMNASIUM

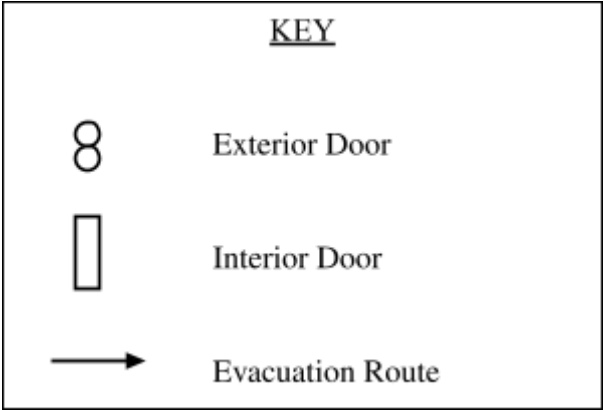
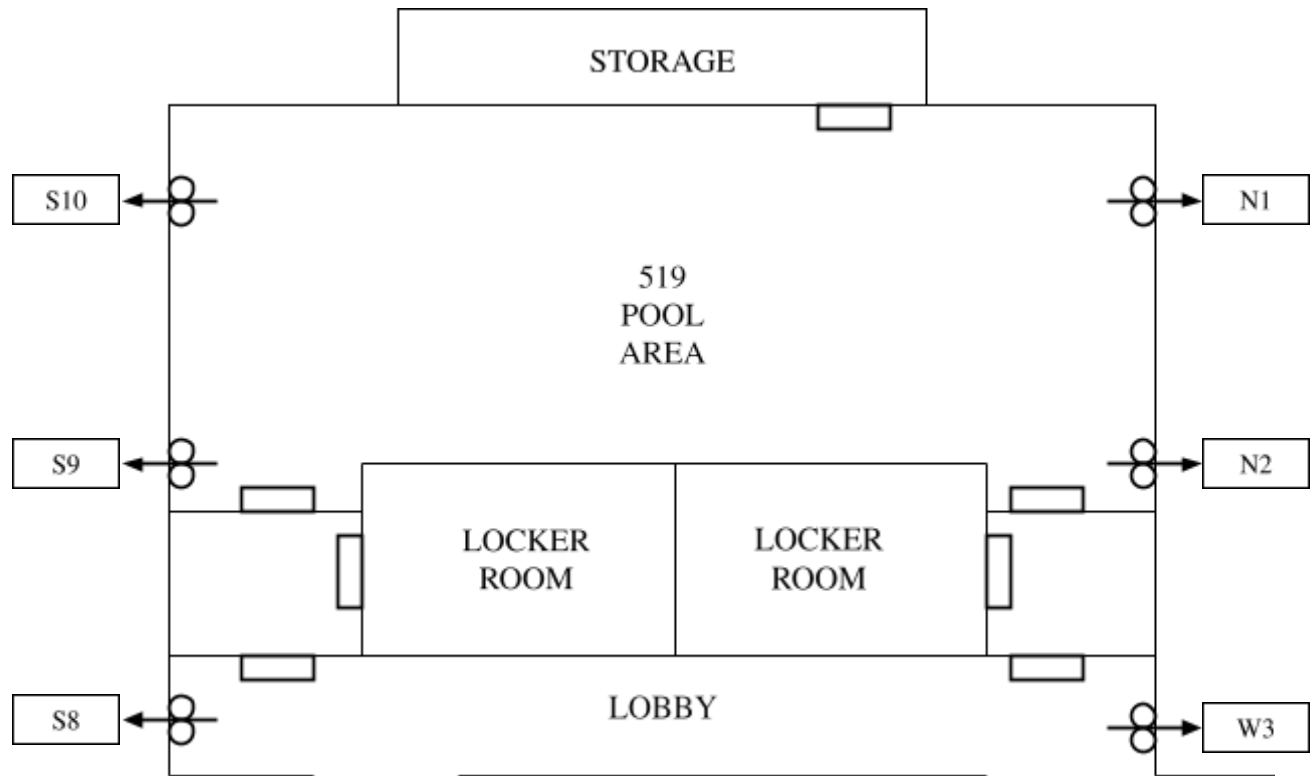


SR. HIGH GYMNASIUM





POOL AREA



ACTION PLAN

Coach: _____ Sport: _____ Date: _____

1. Program Vision - What Direction is Intended for the Program
2. Program Strengths & Areas of Improvement
3. Program Goals - Short & Long Term
4. Plan of Action
 - a. Steps necessary for accomplishing short & long term goals
 - b. Include specific details (Who, what, where, when, why and how)
 - c. Include any potential costs
5. Measurable Benchmarks for Short & Long Term Goals
6. Benefits of Goal Accomplishment

The action plan should address all items and should be forwarded to the athletic director, by the date indicated at the top of this form.



COMPLAINT PROCEDURE

- A. Complaints regarding a coach made to any member of the administration by a parent, student or other persons shall be processed according to the procedure outlined below.
- B. The athletic director shall meet with the coach to apprise the coach of the full nature of the complaint and they shall attempt to resolve the matter informally.
- C. No complaint shall be processed under this procedure unless the person filing such complaint shall do so in writing and the complainant shall sign the complaint.
- D. Procedure
 - Step 1. In the event a complaint is unresolved to the satisfaction of all parties, the coach may request a conference with the complainant to attempt to resolve the complaint. If the complaint is unresolved as a result of such conference or if no mutually acceptable conference can be agreed on, the complaint shall move to Step 2. If after the complainant has been given adequate opportunity to present his complaint at a conference mutually agreed upon by the parties, and refuses or fails to attend such conference, then said complaint shall be dismissed and any record of such complaint shall be permanently expunged.
 - Step 2. Any complaint unresolved under Step 1, at the request of the coach or the complainant, shall be reviewed by the building principal or counterpart supervisor in an attempt to resolve the matter to the satisfaction of all parties concerned.
 - Step 3. Any complaint unresolved at Step 2 may be submitted in writing by the complainant or the coach to the building principal who shall forward a copy to the superintendent and the complainant.
 - Step 4. Upon receipt of the written complaint the superintendent shall confer with all parties. The coach shall have the right to be present at all meetings of the superintendent and the complainant.
 - Step 5. If the superintendent is unable to resolve a complaint to the satisfaction of all parties concerned, at the request of the complainant or the coach he shall forward the results of his investigation along with his recommendation, in writing, to the board and a copy to all parties concerned.
- E. This procedure is intended to be an orderly method of encouraging an amicable resolution of complaints against a coach by a parent, student or other person outside of the district administration. It is not intended to be a preliminary phase of the formal disciplinary process. The validity of any disciplinary action taken against a coach shall be determined solely on the basis of whether or not such action was taken for "just cause" in accordance with school district policies and procedures. Compliance with, or deviations from any of the procedures set forth in this procedure shall not be relevant in determining whether or not any challenged disciplinary action was taken for "just cause". Should formal disciplinary action be taken, the processing of a complaint relating to such action under this procedure shall be terminated.

PRE-SEASON CHECKLIST

Coach: _____ Sport: _____ Date: _____

1. Due three weeks prior to first competition:

- a. Sign contract(s) and complete all personnel paperwork _____
- b. Provide a list of assistant coaches and title _____
- c. Provide a list of keys distributed to coaching staff _____
- d. Catalog newly requisitioned equipment _____
- e. Verify information pertinent to preseason scrimmages _____
- f. Complete necessary facility use request forms _____

2. Due prior to the end of the first week of practice:

- a. Completed and signed physical forms (parent and physician) _____
- b. Completed and signed release & waiver liability forms _____

**No athlete may practice/compete without a signed
CIPPE form and HCSD Release & Waiver Liability Form!**

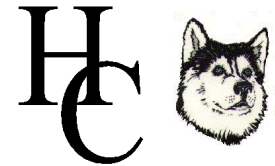
3. Due one week prior to the first athletic competition:

- a. Completed transportation schedule _____
- b. Completed eligibility lists _____
- c. Completed roster of athletes _____
- d. Completed action plan for head coach's program _____

4. "Super Frosh" designees, when applicable

- a. Identified prior to the 21st day preseason practice _____

- All pre season checklist items that should be submitted must be forwarded to the athletic director, by the prescribed deadline.
- The head coach is responsible for their total program's organization. Please review your checklist of duties and responsibilities.



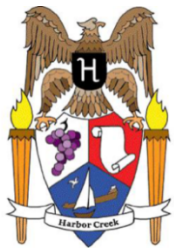
POST SEASON CHECKLIST

Coach: _____ Sport: _____ Date: _____

1. Equipment Inventory (Itemized with locations) _____
2. Equipment Requisitions _____
3. Athletic Keys
 a. Assistant coaches' keys _____
4. Statistical Review
 a. Scores and opponents for each competition _____
 b. Season record and place of finish _____
 c. List of letter winners, by grade _____
 d. List of awards and honors received by athletes _____
 e. Season statistics and revised school records _____
 f. List of assistant coaches _____
 g. List of athletes completing the season, by grade _____
 h. Lists for yearbook (Accomplishments, rosters, etc.) _____
 i. Update historical data (Team records, statistics, etc.) _____
5. Head Coach Evaluation
 a. Evaluation form completed at post season meeting _____
6. Sign contract for release of season's payment _____
- All post season checklist items must be brought to the postseason meeting with the athletic director, to release season's payment for head and assistant coaches.

Athletic Director: _____

Post season meeting date: _____



HARBOR CREEK SCHOOL DISTRICT

6375 Buffalo Road,
Harborcreek, Pennsylvania 16421-1632
www.hcsd.iu5.org
Phone: (814) 897-2100
Dr. Buckley Cook Superintendent



HEAD COACH EVALUATION FORM

Coach: _____ Sport: _____ Date: _____

1 = Effective 2= Needs Improvement 3 = Unsatisfactory 4= Not Applicable 5= See Comments

PROFESSIONAL & PERSONAL RELATIONS

1. _____ Cooperates with the Athletic Director by submitting necessary paperwork (rosters, eligibility, transportation, etc.) by deadline.
2. _____ Follows procedures in the Coach/Advisor Handbook and satisfies all criteria.
3. _____ Provides training rules to team members in writing and follows due process.
4. _____ Develops and maintains rapport with athletic staff, faculty and administration.
5. _____ Dresses appropriately at practices and competitions
6. _____ Participates in in-service meetings and attends athletic department meetings.
7. _____ Develops sound relations and cooperates with the all-sports boosters, media, etc.
8. _____ Understands and follows rules and regulations as set by PIAA, D10 and Harbor Creek School District.
9. _____ Participates in parent night meeting, media day, and end of season banquets.
10. _____ Maintains appropriate conduct at games with respect to players, officials, etc.
11. _____ Works cooperatively with other coaches to develop a coordinated program.
12. _____ Promotes and fosters spirit in all sports of the athletic program.
13. _____ Cooperates and communicates with parents during the year.

COACHING PERFORMANCE

1. ____ Develops respect by example in appearance, manners, behavior, language and conduct during competition.
2. ____ Provides proper supervision and administration of athletic facilities and during transportation.
3. ____ Maintains knowledge and expertise in matters pertaining to the sport.
4. ____ Maintains individual and team discipline.
5. ____ Develops a well organized practice schedule that utilizes the coaching staff to its potential.
6. ____ Establishes the fundamental philosophy, skills and techniques to be taught by the staff.
7. ____ Holds periodic staff meetings, including junior high levels, to implement the above.
8. ____ Maintains a sense of fairness, understanding and patience with the team members.
9. ____ Practices innovative coaching techniques, in addition to sound, proven methods.
10. ____ Arrives promptly for practices and competitions.
11. ____ Displays an interest in athletes for their off-season activities and classroom efforts.
12. ____ Provides leadership and attitudes that produce positive efforts by participants.
13. ____ Maintains sound medical practices (first aid and CPR) and communicates well with the medical staff.
14. ____ Delegates authority with responsibility while remaining accountable for delegations.
15. ____ Maintains an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible.
16. ____ Continues to emphasize ethical means of motivation, acceptable personal behavior, decision-making and lasting values.
17. ____ Utilizes practice time for both team and individual development.
18. ____ Maintains a team performance consistent with the quality of athletes available.

RELATED COACHING RESPONSIBILITIES

1. _____ Assists in the monitoring of athletic eligibility and academic improvement plans.
2. _____ Displays a concern for the care of equipment, including issue, collection, inventory and storage.
3. _____ Cooperates in developing of independent schedules and securing officials.
4. _____ Cooperates with use of athletic facilities.
5. _____ Displays self-control and poise in areas related to coaching responsibilities.
6. _____ Displays enthusiasm and exhibits an interest in coaching.
7. _____ Updates Athletic Director frequently about unusual events.
8. _____ Encourages all potential athletes to participate in the athletic program.
9. _____ Maintains control over the program's activity account and follows proper budgetary procedures for conducting fund raisers, purchasing equipment, etc.

Number of years coaching in this assignment: _____

Number of years coaching in school district: _____

PROGRAM STRENGTHS:

PROGRAM TARGETS:

RECOMMENDATION:

- ☐ Successful Recommend for contract renewal
- ☐ Needs Improvement Recommend for contract renewal, provided an understanding
can be reached for improvements in suggested areas.
- ☐ Unsatisfactory Recommend for non-renewal of contract.

 X
Head Coach

 X
Date

 X
Athletic Director

 X
Date

PLEASE RETURN TO THE ATHLETIC DIRECTOR
(This information will be kept strictly confidential)

Harbor Creek School District
6375 Buffalo Road
Harborcreek, PA 16421

****EMPLOYEE EMERGENCY FORM****

Name: _____

Address: _____

Phone: _____ Date of Birth: _____

Please list contacts to be notified in case of emergency:

<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Cell</u>
1. _____			
2. _____			
3. _____			
4. _____			

Known Health Problems:

Medication(s) taken on a daily basis:

Previous Surgeries:

Allergies:

Hospital of choice to be transported in case of emergency transport:

2026-2027 CHANGES:

- Pg. 1 - Updated the Handbook Year
- Pg. 2 - Added “Bocce” as a Sponsored Activity
- Pg. 3 - Updated coach contact information
- Pg. 5 – Athletic Director – Removed “with the help of the nurse”
- Pg. 11 – Added uniform replacement policy (A)
- Pg. 11 – Added Hotel Accommodation policy (B)
- Pg. 11 – Athletic Schedules - Updated website link/address
- Pg. 12 – Added Cooperative Agreement policy (C)
- Pg. 12 – Added Coaches Attendance policy (D)
- Pg. 26 – Added Team Travel/Charter Bus Policy (E)
- Pg. 26 – Added Social Media Policy (F)
- Pg. 60 – Updated Coach Evaluation Form – Added signatures
- Pg. 64 – Added Coach Emergency Contact Form

A - UNIFORMS

The HCSD will pay for uniforms on average every 10 years. At 8-9 years, the AD will evaluate the condition of teams’ uniforms and determine if they need replaced. The AD will get bids/quotes and offer the team “X” amount of dollars for their uniform budget. If the team/coach choose to spend over that amount, the team/coach will pay the difference. The AD will keep a schedule of which the uniform rotation.

B - HOTEL ACCOMODATIONS

All hotel arrangements for teams/coaches/groups for overnight competitions/games/events must be approved in advanced. Coaches/advisors must get pre-approval prior to booking to ensure reimbursement.

C - COOPERATIVE AGREEMENTS

HCSD will pay co-op fee(s) to the PIAA for any approved cooperative agreement. Any additional fee(s) (invoiced to HCSD) from the host co-op school will be billed/invoiced to the participating student’s parents/guardians. Any payment arrangements will be between the host co-op school and the participating student’s parents/guardians. All cooperative agreements are subject for termination at any time.

D - COACH ATTENDANCE

Paid vs volunteer:

1. Only HCSD teachers that are paid coaches will get sub/coverage for a trip/states/game/etc.
2. Volunteer HCSD teacher coaches must get their own coverage (will not be paid), and must use personal days to attend trips/games, etc.
 - a. Unless the coach is the only coach available or is taking the place of a paid coach.

E - TEAM TRAVEL

Charter buses are only provided/paid for by HCSD for a State Championship game (team is guaranteed 1st or 2nd place). Charter buses are NOT provided/paid for by HCSD for competitions or events (track/cheer/wrestling – where teams/students may place or compete in different rounds of competition). If a team/group wants to book a charter bus, they may reserve one, but the school will only pay the difference in cost of a school bus to the competition.

F - SOCIAL MEDIA / OUT OF SCHOOL BEHAVIOR:

The district takes no position on employees’ decisions to participate in social media and is cognizant of the constitutional protections afforded to employees speaking as private citizens on matters of public concern.

However, employees are reminded that they are professionals and are representatives of the district and the community in all aspects of their lives."

HARBOR CREEK SCHOOL DISTRICT

**STUDENT ATHLETE
HANDBOOK**



2026 - 2027

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SECTION 1: ATHLETIC DEPARTMENT OVERVIEW

PHILOSOPHY

It is the basic educational philosophy of the Harbor Creek School District (HCSD) to prepare our students to become productive, contributing citizens of our community and society. The athletic program is an extension of this philosophy. The athletic program in the HCSD is designed to generate school spirit and to promote a wholesome atmosphere of good sportsmanship, teamwork, and healthy competition among the students. The administration of the HCSD believes that the record of victories compiled by the various teams does not necessarily measure the success of the athletic program. It would never presume to dictate to any coach the methods, style of play or procedures they should use in preparing their squads for competition. However, there are several guiding principles, which in keeping with the educational nature of coaching seem necessary to be established as an overall framework of operation of the athletic department. Furthermore, effective coaching requires efficient planning. Practice, as well as every phase of the entire sport activity, must be planned in advance.

Moreover, members of each squad should reflect the highest order of ability, behavior, actions, and attitudes. Actions, such as using tobacco, drugs or profanity on the field of play, will require disciplinary action. They cannot be tolerated and can only lead to an unsuccessful program.

OBJECTIVES

1. Provide natural outlets for students desiring to participate on teams in competition with other teams of similar abilities.
2. To assist in the development of school and student morale.
3. To teach good sportsmanship, teamwork and skill development.
4. To help develop lifetime skills.

SPONSORED INTERSCHOLASTIC ATHLETICS

1. Cross Country: Varsity, Jr. High
2. Football: Varsity, Jr. Varsity, Jr. High
3. Golf: Varsity Boys
4. Golf: Varsity Girls
5. Soccer, Boys': Varsity, Jr. Varsity
6. Soccer, Girls': Varsity, Jr. Varsity
7. Volleyball, Girls': Varsity, Jr. Varsity, Jr. High (Spring)
8. Cheerleading: Varsity, Jr. Varsity, Jr. High
9. Basketball, Boys': Varsity, Jr. Varsity, Freshman, 8th Grade, 7th Grade
10. Basketball, Girls': Varsity, Jr. Varsity, 8th Grade (Fall), 7th Grade (Fall)
11. Swimming/Diving, Boys': Varsity
12. Swimming/Diving, Girls': Varsity
13. Unified Bocce: Varsity
14. Wrestling: Varsity, Jr. Varsity, Jr. High
15. Baseball, Boys': Varsity, Jr. Varsity
16. Softball, Girls': Varsity, Jr. Varsity
17. Tennis: Varsity
18. Track & Field, Boys': Varsity, Jr. Varsity
19. Track & Field, Girls': Varsity, Jr. Varsity

ATHLETIC DEPARTMENT DIRECTORY

POSITION / TEAM	NAME	TELEPHONE	EXT.	E-MAIL
Sr. High Principal	Taylor Hilinski	(814) 897-2100	1368	thilinski@harborcreeksd.com
Sr. High Asst. Principal	Troy Budziszewski	(814) 897-2100	1367	tbudziszewski@harborcreeksd.com
Jr. High Principal	Andy Krahe	(814) 897-2100	1233	akrahe@harborcreeksd.com
Athletic Director	Abby Cox	(814) 897-2100	1200	acox@harborcreeksd.com
Athletic Secretary	Christine Bollinger	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Athletic Trainer	Sharon Dressler	(814) 897-2100	1112	sdressler@harborcreeksd.com
FALL SPORTS				
Basketball, Girls', JH	Dave Snippet	(814) 897-2100	1510	dsnippet@harborcreeksd.com
Cheerleading, FB	Katie Gocal	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Cross Country	Kathy Brewer	(814) 897-2100	1241	kathyv154@gmail.com
Cross Country, Asst.	Katie Teed	(814) 897-2100	1650	kteed@harborcreeksd.com
Football	John Angerer	(814) 897-2100	1506	jangerer@harborcreeksd.com
Football, Asst.	Thomas Pyle	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Football, Asst.	Dave McQuiston	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Football, Asst.	James Vogt	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Football, Asst.	Adam Wassell	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Football, Asst.	Noah Wagers	(814) 897-2100	1241	nwagers@harborcreeksd.com
Football, Asst.	Dave Uglow	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Football, Asst.	Jake Powers	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Golf, Boys'	Kurt Richter	(814) 897-2100	1606	krichter@harborcreeksd.com
Golf, Girls'	Ellen LaFuria	(814) 897-2100	1510	Ellafuria@harborcreeksd.com
Soccer, Boys'	John Parente	(814) 897-2100	1241	jparente@mercyhurst.edu
Soccer, Boys' Asst.	Nic Wolfe	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Soccer, Girls'	Sombath Inthavong	(814) 897-2100	1241	sombath.inthavong@gmail.com
Soccer, Girls' Asst.	Matthew Firster	(814) 897-2100	1241	Firster87@aol.com
Volleyball	Ryan Smock	(814) 897-2100	1210	rsmock@harborcreeksd.com
Volleyball, Asst.	Sean Amann	(814) 897-2100	1225	cbollinger@harborcreeksd.com
WINTER SPORTS				
Basketball, Boys'	Ryan Smock	(814) 897-2100	1210	rsmock@harborcreeksd.com
Basketball, Boys' Asst.	Tim Caputo	(814) 897-2100	1241	tcaputo@harborcreeksd.com
Basketball, Boys' Asst.	Doug Merski	(814) 897-2100	5207	cbollinger@harborcreeksd.com
Basketball, Boys' Asst.	Pat Babay	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Basketball, Girls'	Dave Snippet	(814) 897-2100	1510	dsnippet@harborcreeksd.com
Basketball, Girls' Asst.	Bob Rzodkiewicz	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Cheerleading, BB	Katie Gocal	(814) 897-2100	1241	kcheer31@gmail.com

Cheerleading, JHBB	Adrianne Morton	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Cheerleading, WR	Kristin Gonda	(814) 392-4905	1241	cbollinger@harborcreeksd.com
Swimming, Boys'	Brad Galloway	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Swimming, Girls'	Bryan Lee	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Unified Bocce	Katie Teed	(814) 897-2100	1650	kteed@harborcreeksd.com
Unified Bocce	Dave Hess	(814) 897-2100	1402	dhess@harborcreeksd.com
Wrestling	Peyton Hearn	(814) 897-2100	1241	phearn@harborcreeksd.com
Wrestling, Asst.	Mark Sallot	(814) 897-2100	1241	cbollinger@harborcreeksd.com
SPRING SPORTS				
Baseball	Ted DeSanti	(814) 897-2100	1241	theodoredesanti@gmail.com
Baseball, Asst.	Paul Causgrove Jr.	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Softball	Tim Caputo	(814) 897-2100	5207	tcaputo@harborcreeksd.com
Softball, Asst.	Amy Krahe	(814) 897-2100	5306	ahedderick@harborcreeksd.com
Tennis	James Getty	(814) 897-2100	1241	jg1287@yahoo.com
Track/Field, Head Coach	Kathy Brewer	(814) 897-2100	1241	kathyv154@gmail.com
Track/Field, Asst.	John Campbell	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Track/Field, Asst.	Lilian Hill	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Track/Field, Asst.	Jason Veit	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Track/Field, Asst.	Steve Kinter	(814) 897-2100	1241	cbollinger@harborcreeksd.com
Volleyball, JH	Ryan Smock	(814) 897-2100	1210	rsmock@harborcreeksd.com

SECTION 2: POLICIES & PROCEDURES

ATHLETIC SEASON

A student athlete shall make a total commitment to that program in which he/she participates. Therefore the student athlete shall not participate in more than one sport per athletic season. Exceptions may be made on a case-by-case basis and for postseason play. Student athletes may not quit one sport and try out for another after the season has begun without mutual consent of both coaches and the athletic director.

In order for the student athlete to be eligible for a varsity letter and/or team/individual awards, the student athlete is required to be an active team participant and complete the athletic season, including post-season playoffs, tournaments, and exhibitions. The exception will be illness/injury in which participation is limited. Awards will not be given to any student suspended and/or dismissed for the remainder of the season for violating established team guidelines and/or the Student Code of Conduct.

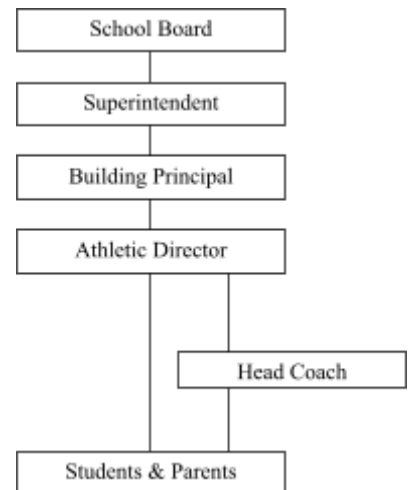
ATHLETIC COMMUNICATION PROCESS

In order to address concerns that sometimes arise between parents and coaches or advisors the Harbor Creek School District has created an organized sequential chain of events to address these concerns, see chart below for procedure. We feel that strict adherence to this policy will bring proper and rapid closure to concerns. The following are issues that are **not** to be addressed by a parent to a coach or advisor.

1. Game or match strategy.
2. Playing time for your son or daughter.
3. Other student athletes

The procedure will be as follows:

1. Parent(s) set a face-to-face meeting with a **coach** or **advisor**.
2. Should the parent(s) not be satisfied with Step #1, they would arrange a meeting between the **Athletic Director** and the parent(s).
3. Again, if the parent(s) were not satisfied with the response in Step #2, they would arrange a meeting with the **Building Principal**.
4. Should the issue not be resolved in the above steps, the parent(s) shall schedule a meeting with the **Principal, Athletic Director, and Coach/Advisor** to discuss their concerns.
5. At the conclusion of the season, if the issues are still not resolved, the **Superintendent** may meet with the parents to discuss their concerns.



ATHLETIC LETTERS & CERTIFICATES

Students in grades 9-12 are eligible to receive a varsity athletic letter and certificate or participation certificate. The athletic letter requirements vary by sport/activity and are listed in the Student Athlete Handbook.

Students in grades 7-8 are eligible for a junior high athletic participation certificate and awarded at the conclusion of the particular season.

SCHOLAR ATHLETE AWARD

Students in grades 9-12 are eligible to receive a scholar athlete award. The scholar athlete program requirements are listed below and can be satisfied each year while the student is in the senior high school.

1. Successfully complete a minimum of one varsity athletic season during the particular school year.
2. Beginning in their freshmen year, student-athletes must successfully maintain a **minimum cumulative QPA of 3.90 or above**, which will be evaluated at the end of the 3rd quarter of that particular school year.

During the 4th quarter and near the end of the spring season, scholar athletes and their parents/guardians will be invited to a recognition program.

SENIOR ATHLETE AWARD

Students completing their senior year are eligible to receive a senior athlete award. The senior athlete award program requirements are listed below and can only be fully satisfied during the student's senior year.

1. Successfully earn and accumulate a minimum of eight varsity athletic letters, throughout grades 9-12.
2. Successfully earn a minimum of two varsity athletic letters during the student's senior year.

At the conclusion of the spring season, senior athletes eligible for the senior athlete award program will be verified and presented with their award plaque at commencement.

WALL OF RECOGNITION

The athlete must have satisfied one or more of the following criteria to be inducted on the Wall of Recognition at Harbor Creek High School. Athletes, who have had such an exceptional performance/career, in a particular sport/event, will be officially recognized with a plaque outside of the junior high gymnasium.

1. Athletes must have participated in one of the Harbor Creek High School sponsored interscholastic athletic sports.
2. All of the Pennsylvania state champions and those recognized by an acceptable source, (i.e. – Associated Press, United Press, Pennsylvania State Coaches Associations, etc.) will have a picture plaque placed on the wall outside of the junior high gymnasium.
3. Picture plaques for Pennsylvania State champions (team or individual) will remain permanently on the wall outside of the junior high gymnasium.
4. Picture plaques for those earning Pennsylvania All-State recognition (as noted by the PIAA Policies & Procedures for Championships) remain for a period of one year on the wall outside of the junior high gymnasium. At that time the nameplate (with vital information) will be permanently transferred to a sport specific wall plaque, also outside the junior high gymnasium.

HALL OF FAME

The purpose of the Harbor Creek High School Athletic Hall of Fame is to recognize those individuals or teams who have brought distinction, honor, and excellence to Harbor Creek High School in the field of athletics. Athletes, teams, coaches, managers, or other individuals associated with athletics may be nominated for this recognition.

Nominations will be accepted from the public for any athlete who graduated from Harbor Creek and made a lasting athletic impression, and meets the following criteria.

1. An athlete may be selected provided that a minimum of ten (10) years have elapsed since their graduation from Harbor Creek High School.
2. A team may be selected provided that a minimum of ten (10) years have elapsed since the season for which they are being recognized.
3. A coach may be selected provided they have a minimum of ten (10) years of coaching experience for the Harbor Creek School District.
4. Individual/team nominations must be of good character at the time of their nomination. An individual's post-secondary accomplishments may also be considered when reviewing their nomination.
5. Individual nominations may be made posthumously.
6. Special nominations may include trainers, equipment managers, event personnel, and other individuals who have made outstanding contributions to athletics at Harbor Creek High School.

Special nominations will also be accepted from the public for any individual who meets the following criteria.

1. Any Harbor Creek High School athlete or coach who has been selected for induction in any national athletic hall of fame or national athletic foundation may be admitted for immediate induction.
2. Any Harbor Creek High School athlete or coach who is a participant in an athletic event in the International Olympic Games may be admitted for immediate induction.
3. Any Harbor Creek High School athlete or team that achieves a PIAA championship may be admitted for immediate induction.
4. At the discretion of the committee, the waiting period for a nomination may be waived.
5. Any Athletic Hall of Fame Committee member may be inducted into the Hall of Fame, but they must abstain from participating in any discussion or vote pertaining to their selection.

Nomination forms can be picked up at the high school's athletic office or online at www.hcsd.iu5.org/athletics. Nominations can be submitted annually for consideration will be accepted until December 15th

ATHLETIC SIGNING DAY

Students that sign a letter of intent to continue their academic and athletic career at a college or university, and wish to participate in the Athletic Signing Day program, must turn in a signed letter of intent from their prospective college or university by the deadline before being recognized during the program. The Harbor Creek School District hosts one signing day for all Senior athletes (regardless of sport or season) in May each school year.

INTERSCHOLASTIC ELIGIBILITY: ACADEMIC

Academic eligibility for athletic activities is based on the premise that academic performance is the keystone of the curriculum and the standard against which participation is measured. The appropriate building level administrator will monitor the weekly eligibility of student-athletes.

All school rules and regulations are in effect for individuals while participating in an identified activity. Coaches, directors, or advisors may apply further, reasonable and necessary rules unique to the particular activity for which they have responsibility. All such additions will be approved by the Athletic Director/school administration.

All students who participate in the identified activities must meet certain responsibilities:

1. All student-athletes must first comply with the PIAA standards in order to be eligible.
2. A student must pursue a full time curriculum and approved schedule, which meets the necessary academic requirements of the high school, and maintain an appropriate record of high school citizenship and attendance. Eligibility to participate in an identified activity may be suspended or revoked for unsuccessful academic progress, repeated infractions of school rules, or poor attendance.

INITIAL ACADEMIC ELIGIBILITY: PIAA & HCSD

1. Initial eligibility will be determined by the student's work in the previous grading period. At the end of the school year, the student's final grades/credits will be used.
2. The PIAA minimum for initial eligibility is the student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. A student who was ineligible at the end of a grading period will be ineligible for the first fifteen school days of the next grading period beginning on the first day that report cards are issued. Ineligible students will not be able to participate in any contests or performances; however they may be able to practice upon approval of the administration.
3. A student with two or more failing grades in the previous grading period will be placed on a probationary status for a two-week period. During the probationary period, the student will have to implement an academic improvement plan and improve his/her performance. Failure to bring all grades up to a passing grade will result in an ineligible status. If the student athlete becomes ineligible, they may practice but are **not permitted** to play in any contests until all grades are passing.
4. A student on probationary status will complete the academic improvement plan at the beginning of a grading period. The plan will be signed by a parent/guardian and will be monitored by the coach and administration. Failure to submit a plan may result in immediate ineligibility.

INITIAL ATHLETIC ELIGIBILITY: PIAA & HCSD

1. Initial residency/enrollment will be determined by the HCSD Administration Office.
 - a. Students must be enrolled in HCSD before participating in HCSD athletic/club programs.
 - b. Transfer students must have a completed PIAA Transfer Waiver Form submitted to the Director of Athletics & Student Services before participation begins.
2. Students must have a completed and approved CIPPE (Pg. 8) on file with the Director of Athletics & Student Services prior to participating in any HCSD athletic/club program
3. Students must have a signed and completed HCSD Student-Athlete Handbook Form on file with the Director of Athletics & Student Services prior to participating in any athletic/club program events/games.

IN-SEASON ACADEMIC ELIGIBILITY: HCSD

1. Any student will be considered ineligible if they are failing THREE or more classes.
2. Students will be considered on probation if they are failing TWO or more classes. A second consecutive week of failing either of the same two classes will result in an additional week of probation. A third consecutive week of failing any one or more of the same class(es) will result in the student being ineligible.
3. If a student is failing any ONE class (the same class) for three consecutive weeks, they are considered ineligible.
4. A student who is ineligible at the end of a grading period may be ineligible for the first fifteen school days of the next grading period.
5. Students may not participate in games if they are ineligible.
6. During the time of probation or ineligibility, practice is at the discretion of the head coach.
7. **Probation/ineligibility status is determined for an entire week.** Even if a student raises their grade(s) midway through a week, they are still on probation/ineligible for the full week.
8. Eligibility begins Monday morning and runs through Sunday.
9. Extenuating circumstances may be considered by administration.

INTERSCHOLASTIC ELIGIBILITY: ATTENDANCE

1. A student must be in school before 8:00 AM and remain in school the balance of the day in order to actively participate in a contest or practice on that day.
2. Students may not participate in extracurricular activities (including practice) on a day when they have an absence (unless they have a medical excuse, funeral, college visit, or court hearing). Students who skip school or leave the building without permission may not return to participate in practice and/or games on that day.
 - a. Students that have an absence with a valid excuse signed by a medical professional may participate:
 - i. If you have a late morning or afternoon appointment, you must still attend school and return if possible. Ex: Students cannot miss the whole day with a “medical” excuse when your appointment was at 8:30am.
 - ii. Medical excuses must be pre-approved 2 days in advance of the appointment, or they will not be accepted for play/practice on the day of.
 - iii. Ongoing chiropractic and physical therapy appointments must be pre-approved and under the recommendation of the Harbor Creek Athletic Trainer.
 - b. College visitations with an excuse signed by a parent - Must be pre-approved 2 days in advance.
 - c. Funerals or other extenuating circumstances will also be dealt with on an individual basis
3. If a student is absent the last school day of the week and there is a competition on the following non-school day, the student must have administrative and parental permission to participate.
 - a. This includes Medical excuses. Students cannot be absent on Friday, and turn in an excuse on Saturday to play on Saturday. This also extends to consecutive days leading up to a weekend practice or competition. (Absent from school Thursday & Friday on a medical excuse - students cannot provide a medical excuse on Saturday and participate/compete).
 - b. Medical excuses that were appropriately pre-approved 2 days in advance of the appointment may be accepted in this situation with prior approval (ex. scheduled MRI).
4. If the student is absent from school during a semester for a total of twenty or more school days, the student will lose his/her eligibility. The eligibility will be reinstated after being in attendance for a total of **forty-five school days** following the twentieth day of absence, as established by the PIAA.
5. If a student leaves sick at any point or time during the school day, that student will not be allowed to return and participate in practice or compete in a game/match. This includes the following non-school day if a student leaves sick at any point or time during the school day on the last school day of the week.
6. Drivers license or Permit appointments/tests are not a valid excuse for missing any amount of school. Students will not be allowed to participate or compete that day.

NCAA DIVISION I OR DIVISION II INITIAL-ELIGIBILITY

Students interested in continuing their athletic careers beyond high school should contact the counseling office during their junior year to begin the registration process with the NCAA.

For additional information about the advantages of competing as a college athlete, the divisions of college athletics, as well as information regarding the registration process should check out the [NCAA Eligibility Center](#) online.

SPORTS MEDICINE GUIDELINES

The HCSD provides an athletic trainer, who is certified by the National Athletic Trainers' Association. This individual is responsible for the prevention, treatment, and rehabilitation of athletic medical injuries/illnesses. The athletic trainer is also available for educating, counseling, and making referrals regarding the health and well-being of student athletes.

Listed below are a few of the basic sports medicine guidelines, as provided by the PIAA, to its member schools and athletic personnel. If additional information is needed, student athletes and parents should contact the athletic trainer.

COMPREHENSIVE INITIAL PRE-PARTICIPATION PHYSICAL EXAMINATION (CIPPE)

The PIAA and HCSD require athletes to have a comprehensive initial pre-participation physical examination (CIPPE) before entering interscholastic practices, scrimmages or contests. A CIPPE may be performed no earlier than June 1st; and, regardless of when performed during the school year, remains effective only until the next May 31st. The HCSD requires the CIPPE or Re-Certification be given to athletes who continue in a subsequent sports season during the school year. The athletic director/ATC will make arrangements with the school's physician for these examinations. The head coach and/or delegated assistant(s) will confirm that all candidates have this CIPPE or re-certification prior to any participation.

If a student becomes injured and seeks medical treatment after the initial CIPPE has been performed, they must complete Section 8 of the CIPPE form and have it signed by a medical doctor before they are eligible to return to participation. These forms can be obtained from the Athletic Trainer, Athletic Director, or from the [PIAA website](#).

BLOOD BORNE PATHOGENS

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels & other sharp instruments.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth-guards and other articles containing body fluids.

CONCUSSIONS

Concussion and second-impact syndrome are two potentially life-threatening risks to which student athletes are exposed. Some of the mild concussions, the so-called "bell rung" or "ding," with no loss of consciousness or posttraumatic amnesia may go unrecognized by the coaches, athletic trainers, teammates or team physicians. If there are any questions as to the severity of past head trauma, clearance should be deferred until further records are obtained and/or a neurosurgical evaluation is performed. No athlete should be allowed to return to contact sports until proper medical evaluation is obtained. Attending medical staff should not allow a player to resume participation in sports until the injured student athlete has fully recovered from his/her post-concussive symptoms.

With regard to injury prevention in athletics, coaches, athletic trainers and medical personnel should strive to help educate the player in proper techniques so that these injuries can be minimized. All medical personnel need to be reminded that all unconscious student athletes should be suspected of a cervical-spine injury until proven otherwise. Special care to the cervical spine should always be used in transporting an unconscious player.

Harbor Creek is a participating school with the ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) Program. It is a scientifically validated computerized concussion evaluation system. Given the inherent difficulties in concussion management, it is important to manage concussions on an individualized basis and to implement baseline testing and/or post-injury neurocognitive testing. This type of concussion assessment can help to objectively evaluate the concussed athlete's post-injury condition and track recovery for safe return to play, thus preventing the cumulative effects of concussion.

The ImPACT assessment is administered by the athletic trainer and establishes a baseline set of test results. All junior and senior high student athletes who participate in any of the school supported teams will have the pre-test impact assessment performed.

EATING DISORDERS

Many student athletes face a different paradox in their training regimes. They are encouraged to eat to provide the necessary energy sources for performance, yet they often face self or team-imposed weight restrictions. Emphasis on low body weight or low body fat may benefit performance only if the guidelines are realistic, the caloric intake is reasonable, and the diet is balanced. The use of extreme weight-control measures can

jeopardize the health of the student athlete and possibly trigger behaviors associated with defined eating disorders.

Although anorexia and/or bulimia are much more prevalent in females, eating disorders also occur in males. Eating disorders are often an expression of underlying emotional distress that may develop long before the individual becomes involved in athletics. It has been suggested that stress, whether it be from participating in athletics, striving for academic success, or pursuing social relationships, may trigger psychological problems, such as eating disorders, in susceptible individuals. Eating disorders can be triggered in such individuals by a single event or comments from a person important to the individual. In athletics, such triggering mechanisms may include offhand remarks about appearance or constant badgering about a student-athlete's body weight, body composition or body type. Eating disorders often experienced by student-athletes and their warning signs include:

Anorexia Nervosa - Self-imposed starvation with an obsessive effort to lose weight and become thin. Warning signs--Drastic loss in weight, a preoccupation with food, calories and weight, wearing baggy or layered clothing, relentless, excessive exercise, mood swings, and avoiding food-related social activities.

Bulimia - Recurring binge eating usually followed by some method of purging such as vomiting, diuretic or laxative abuse, or intense exercise. Warning signs--Excessive concern about weight, bathroom visits after meals, depressive moods, strict dieting followed by eating binges, and increasing criticism of one's body.

Bulimarexia - Anorexia nervosa with the practice of one or more bulimic behaviors.

It is important to note that the presence of one or two of these warning signs does not necessarily indicate the presence of an eating disorder. Appropriate professionals should do absolute diagnosis.

Anorexia and bulimia lead to semi-starvation and dehydration, which can result in loss of muscular strength and endurance, decreased aerobic and anaerobic power, loss of coordination, impaired judgment and other complications that decrease performance and impair health. These symptoms may be readily apparent or they may not be evident for an extended period of time. Many student athletes have performed successfully while experiencing an eating disorder. Therefore, diagnosis of this problem should not be based entirely on a decrease in athletic performance. Coaches, athletic trainers, and supervising physicians must be watchful for student athletes who may be prone to eating disorders, particularly in sports in which appearance or body weight is a factor in performance. Decisions regarding weight loss should be based on the following recommendations to reduce the potential of an eating disorder.

1. Weight loss should be agreed upon by the student athlete, parent, and coach with consultation from appropriate medical and nutritional personnel.
2. A responsible and realistic plan should be developed by all of the individuals involved.
3. Weight-loss plans should be developed on an individual basis.

If a problem develops, thorough medical evaluation of the student athlete suspected of an eating disorder is imperative. Once confirmed, behavior modification should emanate from professional guidance through nutritional, psychological and/or psychiatric counseling.

STATE & LOCAL REGULATIONS FOR ATHLETICS

Harbor Creek Jr./Sr. High School is a member of the PIAA and subscribes to the philosophy and intent of its constitution and by-laws. The PIAA serves as an overall guide for interscholastic athletics at Harbor Creek High School. The PIAA by-laws that pertain to age, attendance, awards, health, transfers and residence, participation, representation, curriculum, and seasonal rules will be followed. Each coach is responsible to know the rules, inform team members and parents, and to enforce them.

The District 10 Committee will serve as a local guide for interscholastic athletics at Harbor Creek High School and will prevail in areas not specifically covered by the PIAA's rules and regulations.

The high school principal and athletic director will maintain and stay abreast of PIAA rules and regulations. Any questions or concerns of athletes, parents or coaches, regarding the set of rules and regulations, should be directed to the high school principal or athletic director.

STUDENT-ATHLETE CONDUCT

Student athletes are expected to adhere to the guidelines established by his/her team and Harbor Creek High School. A violation of team guidelines, the HCSD Student Code of Conduct or the PIAA Rules and Regulations will be handled accordingly by the school administration. Listed below are some guidelines that pertain to the conduct of students and the HCSD Code of Conduct. If additional information is needed, student athletes and parents should contact the school administration or the athletic office.

For student athletes that are ejected from a contest, by a PIAA official, for unsportsmanlike conduct or flagrant misconduct shall be disqualified from participating for the remainder of the day and in the next contest on the next play day at the same level. Following the disqualification and prior to his/her return to participation, the student athlete will meet with the athletic director/principal. If it is determined that the HCSD Student Code of Conduct was violated, school discipline may also be administered.

For violations involving Saturday Detention, the student athlete will be suspended from active participation in contests and/or practices at the discretion of the administration and coach.

For violations involving out of school suspension (OSS), the student athlete will be considered ineligible to participate or attend a school function for the entire day, including the evening for the entire length of their suspension. The suspension from contest(s), if there is no contest during the time of his/her suspension will be at the discretion of the administration.

For severe and/or chronic violations of the HCSD Code of Conduct, the student athlete may lose the privilege to participate in the Harbor Creek School District athletic programs for the balance of a school year or his/her high school career, at the discretion of the administration.

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

BULLYING, CYBERBULLYING

The term Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students or staff member, which occurs in a school setting that is severe, persistent or pervasive. The term cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technology tool such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings including blogs.

When a student athlete believes that he/she has been subject to bullying or cyberbullying, they shall promptly report the incident, orally or in writing, to the head coach, athletic director or the high school principal. For more detailed information, please refer to [HCSD Board Policy 249](#).

HAZING

The purpose of this procedure is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For more detailed information, please refer to [HCSD Board Policy 247](#).

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
3. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
4. Endure brutality of a sexual nature.
5. Endure any other activity that creates a reasonable likelihood of bodily injury, impairment of a physical condition, or substantial pain to the student.

The school district encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

The administration will investigate all complaints of hazing promptly and will administer appropriate discipline to any individual who violates this policy. Individuals with a concern or complaint regarding hazing should follow the procedure below:

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal or designee.

2. The principal or designee shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal or designee shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate.

The administration will complete the investigation and take appropriate measures, which may include:

1. Take any necessary interim measures to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report the determination of what the complaining student needs or wants through questioning.
2. Determine if the incident needs to be reported to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding.
3. Notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as possible. The administration shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The administration shall document attempts made to reach the parent/guardian.
4. Advise all parties involved that reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall also be subject to disciplinary action.
5. Determine that if the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization.

STUDENT-ATHLETE OBLIGATIONS

Student athletes in the HCSD are in the public eye and their personal conduct is subject to the scrutiny of community members, fellow students, opponents, and the media. To serve as positive role models, student athletes are required to satisfy several obligations. Such obligations are intended to maintain a level of excellence and integrity for the HCSD and its student athletes.

1. Student athletes should be neatly groomed and properly dressed when traveling to any contest.
2. Student athletes should always show respect for property and authority.
3. Student athletes should emphasize the ideals of sportsmanship, determination, loyalty, ethical conduct and fair play.
4. Student athletes should leave all valuables at home and not in the locker room.
5. Student athletes should only wear or use uniforms when authorized by the coach/advisor. Uniforms and all issued equipment must be returned or pay restitution and may have future athletic participation, school schedules, report cards, and/or transcripts withheld.
6. Students are responsible for their uniform. Uniforms should be laundered and maintained in accordance with the garment laundering directions. Students should return the uniform in good condition, or may be responsible for the uniform replacement. Uniform conditions will be determined by the Head Coach and Athletic Director.
7. Students must notify the Principal or Athletic Director of their school within 72 hours upon entering into any type of NIL contracts/agreements.

SOCIAL MEDIA GUIDELINES

Student-athletes at Harbor Creek are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your family, your school and yourselves in a positive manner at all times. The Harbor Creek School District recognizes and supports the student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student athlete must remember that playing and competing for the Harbor Creek School District is a privilege. Instagram, Facebook, Twitter, Snapchat, and other social media sites have increased in popularity globally, and are used by the majority of student-athletes here at Harbor Creek in one form or another. Student-athletes should be aware that third parties, including the media, faculty, future employers and NCAA universities and coaches, could easily access your profiles and view all personal information. This includes all pictures, videos, and comments. Inappropriate material found by third parties affects the perception of the student-athlete, our athletic program and Harbor Creek. For more detailed information, please refer to [HCSD Board Policy 253](#).

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, or comments showing the personal use of alcohol, drugs and tobacco (including vaping) e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, or comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.

- Pictures, videos, or comments that condone drug-related activity. This includes, but is not limited to, images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at our school or another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
- Content online that would constitute a violation of HCSD rules and/or the *HCSD Acceptable Use and Internet Safety Policy* agreement.
- Information that is sensitive or personal in nature or is proprietary to the athletic program or Harbor Creek, which is not public information (examples: tentative or future team schedules, student athlete injuries and eligibility status, travel plans/itineraries or information).

Remember, everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it. In short, do not have a false sense of security of your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the athletic program and Harbor Creek. Remember, always present a positive image and don't do anything to embarrass yourself, the team, your family or Harbor Creek. Protect yourself by maintaining a self-image of which you can be proud of for years to come. That Harbor Creek School District has included these guidelines for all student-athletes as reminders regarding your use of social media. If a student-athlete's action or off-campus speech implicates the school district by name, references any school district employee or student or causes a substantial disruption to the operation of the school district the student-athlete can be subject to disciplinary action, which may include suspension or permanent removal from the team.

SUBSTANCE POSSESSION, USE & DISTRIBUTION

Alcohol / Drugs / Steroids / Illegal Performance Enhancers / Drug Paraphernalia - The possession, use and/or distribution of alcohol, drugs, steroids, illegal performance enhancers, and/or paraphernalia on school property or within the school's authority is a violation of the HCSD Student Code of Conduct. The administration will consider all circumstances involved and enforce the policies and procedures identified in the Student Code of Conduct. For more detailed information, please refer to [HCSD Board Policy 227](#).

1. Possession/Use/Distribution - First Violation
 - a. If a student-athlete is found improperly or unlawfully possessing, using or under the influence of alcohol, drugs classified as controlled substances, steroids/illegal performance enhancers, or paraphernalia, in-season or out of season, they will be dismissed from the Harbor Creek athletic/activities program. The student will be required to participate in the Harbor Creek SAP Program assessment, GECAC Drug and Alcohol Program, etc. Reentry in the Harbor Creek athletic/activities program requires full compliance with the assessment and treatment recommendation by said counselors.
 - b. Item(s) will be confiscated and rendered to the school administration. Parents and law enforcement will be notified and appropriate disciplinary action will follow the HCSD policies and procedures.
 - c. The student may also forfeit any individual athletic/activity award(s) for that season, at the discretion of the administration.
2. Possession/Use/Distribution - Second Violation
 - a. If a second offense occurs, the student forfeits his/her right of participation for the balance of his/her high school career.

Tobacco / Tobacco Products - The possession, use and/or distribution of tobacco, nicotine, e-cigarettes/vaping, and/or tobacco products, on school property or within the school's authority, is a violation of the HCSD Student Code of Conduct. The administration will consider all circumstances involved and enforce the policies and procedures identified in the Student Code of Conduct. For more detailed information, please refer to [HCSD Board Policy 222](#).

1. Possession/Use/Distribution - First Violation

- a. If a student is in-season and found unlawfully possessing or using tobacco, nicotine, e-cigarettes/vaping, and/or tobacco products, he/she will receive two (2) days of out of school suspension and be suspended for the minimum of the next (1-2) athletic event(s)/contest(s), which may or may not occur during the out of school suspension.
 - b. If the violation occurs, at a school sponsored event/practice, to/from a school sponsored event/practice, the athlete will be dismissed from the Harbor Creek athletic/activity program(s) for the remainder of the season.
 - c. Item(s) will be confiscated and rendered to the school administration. Parents will be notified and appropriate disciplinary action will follow the HCSD policies and procedures.
 - d. The student, whether in-season or out-of-season, will be required to participate in the Harbor Creek SAP Program assessment. The student will have to attend the next available Dangers of Vaping class scheduled by the school district.
2. Possession/Use/Distribution - Second Violation
 - a. If a second offense occurs, the athlete will be dismissed from the Harbor Creek athletic/activity program(s) for the remainder of the academic year.

TRANSPORTATION

In most instances school sponsored activities will be provided transportation to and from the contests. Student athletes must travel to and from contests in transportation provided by the school district. The following are some exceptions to these transportation guidelines:

1. Injury to the student athlete, which may require alternate transportation.
2. Prior request by parents/guardians with a request on the Athletic Transportation Form which has been approved by the administration.
3. Other extenuating circumstances will also be considered on an individual basis by the administration.
4. The Harbor Creek School District provides transportation to and from District-sponsored athletic events. The District strongly encourages students to utilize District-provided transportation to and from these events. If a student waives their right to utilize District-provided transportation to and from District-sponsored athletic events, the District is not responsible for personal injury, sickness, death or claims resulting from personal injury, death or property damage of any nature whatsoever which may be incurred by the student or others resulting from the student's decisions to transport him/herself to and/or from any District-sponsored athletic event. Any student who is transported in non-District vehicles does so at their own risk.

TEAM TRAVEL

Charter buses are only provided/paid for by HCSD for a State Championship game (team is guaranteed 1st or 2nd place). Charter buses are NOT provided/paid for by HCSD for competitions or events (track/cheer/wrestling – where teams/students may place or compete in different rounds of competition). If a team/group wants to book a charter bus, they may reserve one, but the school will only pay the difference in cost of a school bus to the competition.

UNIFORMS

The HCSD will pay for uniforms on average every 10 years. At 8-9 years, the AD will evaluate the condition of teams' uniforms and determine if they need replaced. The AD will get bids/quotes and offer the team "X" amount of dollars for their uniform budget. If the team/coach choose to spend over that amount, the team/coach will pay the difference. The AD will keep a schedule of which the uniform rotation.

HOTEL ACCOMODATIONS

All hotel arrangements for teams/coaches/groups for overnight competitions/games/events must be approved in advanced. Coaches/advisors must get pre-approval prior to booking to ensure reimbursement.

COOPERATIVE AGREEMENTS

HCSD will pay co-op fee(s) to the PIAA for any approved cooperative agreement. Any additional fee(s) (invoiced to HCSD) from the host co-op school will be billed/invoiced to the participating student's parents/guardians. Any payment arrangements will be between the host co-op school and the participating student's parents/guardians. All cooperative agreements are subject for termination at any time.

SECTION 3: ATHLETIC LETTER REQUIREMENTS

CROSS COUNTRY

The participant must have earned 45 points in dual, tri-meets, or invitationals (according to the criteria listed below) to be awarded a letter in cross country.

Top Points:

- | | |
|--------------------|-------------------|
| a. 10% - 10 points | f. 60% - 5 points |
| b. 20% - 9 points | g. 70% - 4 points |
| c. 30% - 8 points | h. 80% - 3 points |
| d. 40% - 7 points | i. 90% - 2 points |
| e. 50% - 6 points | j. 100% - 1 point |

FOOTBALL

1. A player who starts and plays in the majority of the offensive and defensive plays in over one half of the games played.
2. A player, who is a first replacement at an offensive or defensive position and who, when called upon in game situations, was ready and able to make a positive contribution.
3. A player who is close to fulfilling one of the above categories and is a positive force at practice. The player is always at practice and makes positive contributions as a regular member of the scout offensive and defensive teams.
4. A senior member, who has attended practice regularly and made a positive contribution to the team, may be eligible for a service letter.
5. A player who is injured during a practice/contest and would have met the above requirements will be considered for a letter. The player must have attended all practices possible during the rehabilitation, utilized the weight room, and made a positive contribution to the team.
6. The player must have completed the season in good standing.
7. The head coach reserves the right to waive the listed standards and award a letter.

GOLF, BOYS'

1. The player must have attended all scheduled practices.
2. The player must have participated in at least seven matches as a regular or four matches as an alternate (11 match's total).
3. A senior will receive a letter, who has met the standards listed.
4. The player must have completed the season in good standing.
5. The head coach reserves the right to waive the listed standards and award a letter.

GOLF, GIRLS'

1. The player must have attended all scheduled practices.
2. The player must have participated in at least seven matches as a regular or four matches as an alternate (11 match's total).
3. A senior will receive a letter, who has met the standards listed.
4. The player must have completed the season in good standing.
5. The head coach reserves the right to waive the listed standards and award a letter.

SOCCER, BOYS'

1. The player must have attended all practices and games unless previously excused for a valid reason (illness, injury, death in the family, etc.) and assisted in team equipment duties each day.
2. The player must have acted in a respectful way towards teammates, coaches, opponents, and officials.
3. The player must have completed the season in good standing.
4. The player must have played in at least half of the varsity matches for the season.
5. A person who has been a varsity statistician for two full seasons will be eligible for a letter.
6. The head coach reserves the right to waive the listed standards and award a letter.

SOCCER, GIRLS'

1. The player must have attended all practices and games unless previously excused for a valid reason (illness, injury, death in the family, etc.) and assisted in team equipment duties each day.
2. The player must have acted in a respectful way towards teammates, coaches, opponents, and officials.
3. The player must have completed the season in good standing.
4. The player must have played in at least half of the varsity matches for the season.
5. A person who has been a varsity statistician for two full seasons will be eligible for a letter.
6. The head coach reserves the right to waive the listed standards and award a letter.

VOLLEYBALL, GIRLS'

1. The player must have participated in at least fifty percent of the matches scheduled.
2. The player must have attended and participated in preseason and regular practice sessions, unless excused by the coach.
3. A senior member who has faithfully worked for two or more years may be eligible for a letter.
4. A manager must have completed two years of service in order to be eligible for a letter.
5. The player must have completed the season in good standing.
6. The head coach reserves the right to waive the listed standards and award a letter.

CHEERLEADING, FOOTBALL

1. The cheerleader must have missed no more than one varsity football game, with prior approval from the advisor.
2. The cheerleader must have missed no more than two practices, regardless of the reason.
3. The cheerleader must have participated in the scheduled extra functions.
4. The cheerleader must have attended, if possible, the cheering camp during the summer.
5. The cheerleader must have completed the season in good standing.
6. The advisor reserves the right to waive the listed standards and award a letter.

CHEERLEADING, BASKETBALL

1. The cheerleader must have missed no more than one varsity basketball game, with prior approval from the advisor.
2. The cheerleader must have missed no more than two practices, regardless of the reason.
3. The cheerleader must have participated in the scheduled extra functions.
4. The cheerleader must have attended, if possible, the cheering camp during the summer.
5. The cheerleader must have completed the season in good standing.
6. The advisor reserves the right to waive the listed standards and award a letter.

CHEERLEADING, WRESTLING

1. The cheerleader must have missed no more than one varsity wrestling match, with prior approval from the advisor.
2. The cheerleader must have missed no more than two practices, regardless of the reason.
3. The cheerleader must have participated in the scheduled extra functions.
4. The cheerleader must have attended, if possible, the cheering camp during the summer.
5. The cheerleader must have completed the season in good standing.
6. The advisor reserves the right to waive the listed standards and award a letter.

BASKETBALL, BOYS'

1. The player must have participated in at least one-half of the total quarters in the regular season (22 games).
2. The player must have completed the season in good standing.
3. A manager must have completed two years of service in order to be eligible for a letter.
4. The head coach reserves the right to waive the listed standards and award a letter.

BASKETBALL, GIRLS'

1. The player must compete in one-half of the regular season schedule (22 games). The player must record 44 quarters to qualify for the letter. If a player is injured during practice or competition, a letter may be awarded.
2. The player must have completed the season in good standing, without any team suspensions or school issued suspensions for misconduct or unsportsmanlike behavior.
3. The head coach reserves the right to waive the listed standards and award a letter.

SWIMMING, BOYS' & GIRLS'

1. The swimmer must have an average of five points per swim meet (according to the criteria listed below) to be awarded a letter in swimming.
 - a. 1st Place Finish 6 points
 - b. 2nd Place Finish 4 points
 - c. 3rd Place Finish 3 points
 - d. 4th Place Finish 2 points
 - e. 5th Place Finish 1 point
 - f. Relay points will be split.
2. The diver must have qualified and competed at the District swim meet.
3. The swimmer/diver must have attended and participated in regular season practice sessions, missing no more than five sessions, unless otherwise excused by the head coach.
4. The swimmer/diver must have completed the season in good standing extenuating circumstances will be considered by the head coach.
5. A senior swimmer who has been a member of the team for four years will be awarded a letter.
6. A manager, score keeper, etc. must have completed two years of service in order to be eligible for a letter.
7. The head coach reserves the right to waive the listed standards and award a letter.

UNIFIED BOCCE

Partners and Athletes must attend practice regularly and be members of the team at the conclusion of the season.

WRESTLING

1. The wrestler must have earned at least twelve team points (according to the criteria listed below) throughout the season, and/or competed in at least seven varsity competitions to be awarded a letter in wrestling.
 - a. Pin 6 points
 - b. Technical fall 5 points
 - c. Major decision 4 points
 - d. Decision 3 points
2. The wrestler must have attended every practice, with the exception of excusable absences, with the intent to improve daily.
3. The wrestler must have cooperated well with teammates.
4. The wrestler must have worked diligently to maintain academic eligibility throughout the season.
5. The wrestler must have returned all issued equipment in satisfactory condition.
6. The wrestler must have completed the season in good standing.
7. The head coach reserves the right to waive the listed standards and award a letter.

BASEBALL, BOYS'

1. The player must have started in ten or more games during the season.
2. The player must have played in fifteen or more games during the season.
3. A senior will receive a letter, who has met the standards listed.
4. The team must have won a region, district, or state championship for all players to receive a letter.
5. Any other player, who, in the estimation of the coaching staff, has made a contribution to the team worthy of receiving a letter.

6. A manager, score keeper, etc. must have completed two years of service in order to be eligible for a letter.
7. The player must have completed the season in good standing.
8. The head coach reserves the right to waive the listed standards and award a letter.

SOFTBALL, GIRLS'

1. The player must have:
 - a. started in 10 or more games during the season (pitchers may be an exception to this rule).
 - or
 - b. played in 15 or more games during the season (pitcher may be an exception to the rule).
2. The player must have attended and participated in regular practice sessions, unless excused by the coach.
3. A senior member, who has faithfully worked for two or more years, may be eligible for a letter.
4. A manager, score keeper, etc. must have completed two years of service in order to be eligible for a letter.
5. The player must complete the season in good standing, if a player is dropped from the team or quits; they are no longer eligible for a letter. The coach will consider injury or other extenuating circumstances.
6. The head coach reserves the right to waive the listed standards and award a letter.

TENNIS

1. The player must have participated in one-third of the varsity matches.
2. The player must have attended all practices and matches, unless excused by the head coach.
3. The player must have followed all team rules, as explained by the head coach.
4. The player must have completed the season in good standing.
5. The head coach reserves the right to waive the listed standards and award a letter.

TRACK & FIELD, BOYS' & GIRLS'

1. The participant must have earned fifteen points in dual and tri-meets (according to the criteria listed below) or qualify for the District 10 meet, as an individual, to be awarded a letter in track and field.
 - a. 1st Place Finish 5 points
 - b. 2nd Place Finish 3 points
 - c. 3rd Place Finish 1 point
2. The participant may also have earned fifteen points in invitationals and championship meets (according to the criteria listed below or qualify for the District 10 meet, as an individual, to be awarded a letter in track and field.
 - a. 1st Place Finish 10 points
 - b. 2nd Place Finish 8 points
 - c. 3rd Place Finish 6 points
 - d. 4th Place Finish 4 points
 - e. 5th Place Finish 2 points
 - f. 6th Place Finish 1 point
3. The participant must have competed in all meets, (including invitationals, championships and states) for which he/she was selected/qualified for, unless personally excused by the head coach. No athlete will scratch from any event during a meet, without permission from the head coach.
4. A senior member, who has faithfully worked for two or more years, may be eligible for a letter.
5. The participant must have completed the season in good standing, without any incidents of unsportsmanlike behavior that may have jeopardized team standings.
6. The head coach reserves the right to waive the listed standards and award a letter.

SECTION 4: PIAA SPORTSMANSHIP PROGRAM

DEFINITION OF SPORTSMANSHIP

The American Heritage Dictionary defines sportsmanship as "one that abides by the rules of a contest and accepts victory or defeat graciously. The PIAA defines sportsmanship as *"those qualities that are characterized by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual's influence on others behavior"*.

The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports, as conceptually and pragmatically training ground for good citizenship and high behavioral standards. Sportsmanship is viewed by the PIAA as a concrete measure of each school's and individual's understanding of their commitment to the educational nature of interscholastic athletics.

The responsibility for developing sportsmanship involves many different people. The complexity of this subject, in implementation, extends far beyond the boundaries of our definition. The PIAA is philosophically and practically committed to the attainment and maintenance of all codes of behavior addressed in this manual. While enforcement of these codes has priority status, the recognition of exemplary behavior is a major goal of this effort.

In recent years, the ideal of sportsmanship has often been relegated to a secondary role. A need exists to again make this role primary and to restore placement of interscholastic athletics in an educational perspective. The problems are quite evident and will require a maximum effort by everyone involved achieving the desired outcomes. The modes of behavior contained in the manual explicitly define what is expected. Willful compliance by all concerned is necessary to achieve the goals of sportsmanship. Athletics and their companion, competition, may be the last stronghold of discipline in our society. Athletics, in particular, are called upon to absorb more of their responsibility for teaching basic social values. Any contribution of this magnitude requires the development of positive, definitive programs. The behavior expected of any participant (direct or indirect) must be explicitly spelled out; to that end comes the purpose of this manual.

The manual provides the PIAA member schools with a comprehensive perspective on the rules of sportsmanship. It serves as a behavior guide for all groups involved with interscholastic activity, as well as a source of preventative information. The following material offers direction and guidance, along with expectations, which correspond to the goals indicated.

FUNDAMENTALS OF SPORTSMANSHIP

The PIAA and its member schools are strongly emphasizing the importance of GOOD SPORTSMANSHIP. The one thing we need to realize is that many people have not had GOOD SPORTSMANSHIP explained to them. Hopefully the following will help everyone to understand their responsibilities at an athletic contest.

1. Gain an understanding and appreciation for the rules of the contest.
 - a. The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.
2. Exercise representative behavior at all times.
 - a. A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.
3. Recognize and appreciate skilled performances regardless of affiliation.
 - a. Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but also reflects a true awareness of the game by recognizing and acknowledging quality.
4. Exhibit respect for the officials.
 - a. The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

5. Display openly a respect for the opponent at all times.
 - a. Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team, or family. This fundamental is the Golden Rule in action.
6. Display pride in your actions at every opportunity.
 - a. Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

RESPONSIBILITIES & GUIDELINES FOR BEHAVIOR

Coaching Staff

1. Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards. Practicing good sportsmanship is practicing good citizenship!
2. Respect the integrity and personality of the individual athlete.
3. Abide by and teach the rules of the game in letter and in spirit.
4. Set a good example for players and spectators to follow: please refrain from arguments in front of players and spectators; no gestures which indicate officials or opposing coaches do not know what they are doing or talking about; no throwing of any object in disgust. Shake hands with the officials and the opposing coaches before and after the contest in full view of the public.
5. Respect the integrity and judgment of contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.
6. Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to game statistics and to the performance of your team.
7. Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
8. Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
9. Be no party to the use of profanity or obscene language or improper actions.

Student Athletes

1. Accept and understand the seriousness of responsibility, and the privilege of representing your school and your community.
2. Live up to the standards of sportsmanship established by the school administration and the coaching staff.
3. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
4. Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport!
5. Wish opponents good luck before the contest and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
6. Respect the integrity and judgment of contest officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.

Cheerleaders

1. Understand the seriousness and responsibility of your role, and the privilege of representing your school and your community.
2. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
3. Treat opposing cheerleaders the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work, training and team effort that goes into a cheering squad?
4. Wish opposing cheerleaders good luck before the game and congratulate them in a sincere manner following either victory or defeat.
5. Establish standards of desirable behavior for the squad and attempt, in a cheerful manner, to transfer that to your spectators.

6. Select positive cheers, which praise your team without antagonizing the opponents.
7. Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
8. Use discretion in selecting the times to cheer. Give the opposing school the same amount of time your squad would want in performing cheers, and treat opposing players like you would treat your own team.
9. Give encouragement to injured players and recognition of outstanding performances for both teams.
10. Respect the integrity and judgment of contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your team and your community in the eyes of the officials and all people at the event.

Other Support Groups (Band, Booster Clubs, Etc.)

1. Establish themselves as leaders in their conduct before, during and after contests and events. Always provide positive support for your team, rather than intimidating or ridiculing the other team.
2. Assist cheerleaders with cheers, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
3. Treat opposing players, coaches, spectators and support groups with respect and enthusiasm.
4. Conduct them in an exemplary manner. Remember that you represent your school both home and away.
5. Respect the integrity and judgment of contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your group, your team and your community, in the eyes of all people at the event.
6. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

Spectators

1. Remember that you are at a contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
2. Remember that interscholastic athletics are a learning experience for students and those mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom.
3. A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
4. Learn the rules of the game so that you may understand and appreciate why certain situations take place.
5. Show respect for the opposing players, coaches, and spectators and support groups. Treat them as you would treat a guest in your own home.
6. Respect the integrity and judgment of contest officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
7. Recognize and show appreciation for an outstanding play by either team.
8. Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) before, and during contests and afterwards on or near the site of the event (i.e. tailgating.)
9. Use only those cheers that support and uplift the teams involved.
10. Recognize and compliment school and athletic administrators for their efforts in emphasizing the educational benefits of interscholastic athletics and the role of good sportsmanship to that end.
11. Be a positive role model through your own actions and by censuring those around you whose behavior is unbecoming.

Media

1. Promote ideals and fundamentals of good sportsmanship.
2. Report acts of good sportsmanlike without giving undue publicity to unsportsmanlike conduct.
3. Refrain from making negative comments towards participants, coaches or officials. After all, the interscholastic athletic arena is a classroom. Would you make negative comments about teachers teaching students and students trying to learn?
4. Recognize the efforts of all who participate in the contest.
5. Report facts without demonstrating partiality to either team.

Contest Officials

1. Accept your role in an unassuming manner. Showboating and over-officiating are not acceptable.
2. Maintain confidence and poise, controlling the contest from start to finish.
3. Know the rules of the game thoroughly and abide by the established PIAA Code of Ethics.
4. Publicly shake hands with coaches of both teams before the contest.
5. Never exhibit emotions or argue with participants and coaches when enforcing rules.
6. When watching a game as a spectator, give the contest officials the same respect you expect to receive when working a contest.

School Administrators

1. Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the conference/league and PIAA.
2. Provide appropriate supervisory personnel for each interscholastic athletic event.
3. Support participants, coaches and fans whose team displays good sportsmanship.
4. Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
5. Attend events whenever possible and function as a role model - show good sportsmanship. This includes communicating with spectators during an event as to what is acceptable and unacceptable behavior.

School Board

1. Adopt policies that promote the ideals of good sportsmanship, ethics and integrity.
2. Serve as a positive role model and expect the same from parents, fans, participants, coaches and other school personnel.
3. Support and reward participants, coaches, school administrators and fans that display good sportsmanship.
4. Recognize the value of school activities as a vital part of education.
5. Attend and enjoy school activities.

Acceptable Behavior

1. Applause during introduction of players, coaches and contest officials.
2. Players shake hands with opponents who foul out while both sets of fans recognize the player's performance with applause.
3. Accept all decisions of contest officials.
4. Cheerleaders lead fans in cheers in a positive manner.
5. Handshakes between participants and coaches at the end of the contest, regardless of outcome.
6. Treat competition as a game, not a war.
7. Coaches/players search out opposing participants to recognize them for their outstanding performance or coaching.
8. Applause at end of contest for performances of all participants.
9. Everyone showing concern for an injured player, regardless of team.
10. Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior

1. Yelling or waving arms or objects during the opponent's free throw attempt.
2. Disrespectful or derogatory cheers, chants, songs or gestures.
3. Criticizing officials in any way; displays of temper with an official's call.
4. Cheers that antagonize opponents.
5. Refusing to shake hands or give recognition for good performances.
6. Blaming loss of contest on officials, coaches or participants.
7. Laughing or name-calling to distract an opponent.
8. Use of profanity or displays of anger that draw attention away from the game.
9. Doing their own cheers instead of following the lead of cheerleaders.
10. Wearing extreme or unusual clothing or excessive face or body painting, which detracts from the action on the playing surface.

2026-2027 CHANGES:

- Pg. 1 - Date/Year Change
- Pg. 3 & 4 - Updated Coach List & Contact Information
- Pg. 14:
 - Added Team Travel Policy
 - Added Hotel Accommodation Policy
 - Added Uniform Replacement Policy
 - Added Cooperative Agreement Policy

Appendix B: Local Education Agency Letter of Agreement

LOCAL EDUCATION AGENCY LETTER OF AGREEMENT

Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH)

Program

Roles and Responsibilities

Name(s) of Participating School District or Schools:

and

Name of ECYEH Region: **Region 5**

are committed to complying with the requirements and goals of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program to educate entities/staff who work with children, youth and families, on the rights of children and youth experiencing homelessness and will work collaboratively to eliminate the barriers that may impede enrollment, attendance, or receipt of services that support academic success.

The collaborators will strive to accomplish Pennsylvania's Education for Children and Youth Experiencing Homelessness Program objectives that are specific to their own area(s) of involvement. The above-named public/private entity pledges to collaborate with the above-named region to provide the following specific items/services:

1. Identification of a full-time school employee to serve as homeless liaison.
2. Ensure that McKinney-Vento students enroll in and have full and equal opportunity to succeed in school.
3. Ensure that children/youth in homeless situations are identified by school personnel through outreach and coordination with other entities and agencies.
4. Ensure that public notice of McKinney-Vento rights is disseminated in locations frequented by parents, guardians, and unaccompanied youth, in a manner and form understandable to them.
5. Ensure that school personnel providing McKinney-Vento services receive professional development and other support.
6. Ensure that children/youth/families have access to and receive educational services for which they are eligible, including Head Start, early intervention (IDEA Part C) and other preschool programs.
7. Ensure that children/youth/families receive referrals to health care, dental, mental health, substance abuse, housing and other services.
8. Ensure that disputes are resolved and assistance to access transportation is provided.
9. Ensure that unaccompanied youth are enrolled in school and experience no barriers that prevent them from receiving credit for full or partial coursework satisfactorily completed at a prior school.
10. Participate in appropriate professional development and technical assistance.

Signed (Superintendent/Executive Director or designee)

Typed Name Title

School District/School/Intermediate Unit Date

Signed (Homeless Liaison)

Typed Name Title

School District/School/Intermediate Unit Date

Signed (Regional Coordinator)

Wendy Kinnear, Regional Coordinator - PA ECYEH, Region 5
Typed Name Title

Midwestern Intermediate Unit IV
School District/School/Intermediate Unit Date



15487 State Hwy 86
Meadville, PA 16335
814.724.7510 / **phone**
814.724.6237 / **fax**
bethesda1919.org

June 22, 2026

Harbor Creek School District
Dr, Buckley Cook, Superintendent
6375 Buffalo Road
Harbor Creek, PA 16421

Dear Dr. Cook,

I am sending you two copies of the linkage agreement between Harbor Creek School District and Bethesda Lutheran Services. These agreements are required for our annual inspections and accreditation process.

Please sign both copies, retain one for your records, and return the other to me. You may either mail the signed copy or email it to me at mdickson@bethesda1919.org.

Thank you in advance for your prompt attention to this matter. If you have any questions, please feel free to contact me. My phone number is 814-724-7510 ext. 229.

Sincerely,

Marci Dickson
Administrative Assistant

Enclosure – [2]



Linkage Agreement

Bethesda Lutheran Services & Harbor Creek School District

Bethesda Lutheran Services and Harbor Creek School District share a mutual commitment to providing high-quality services to those they serve. Both organizations agree to collaborate in supporting shared clients as outlined below:

Coordination of Services

Bethesda Lutheran Services will designate a representative to coordinate services with Harbor Creek School District. This representative will be responsible for scheduling client appointments with the Harbor Creek School District office. Bethesda will also obtain appropriate releases of information to allow relevant clinical records to accompany the client as needed.

Harbor Creek School District will designate a liaison to collaborate with a case manager from Bethesda Lutheran Services. This coordination will support effective treatment planning and discharge recommendations.

Information Sharing and Non-Discrimination

Both agencies agree to share pertinent information promptly to ensure continuity and coordination of care, in accordance with written client consent. In emergencies, necessary information may be shared without prior written consent as permitted by law. Both organizations are committed to providing services without discrimination based on age, sex, religion, lifestyle, or political affiliation.

Term and Amendment

This agreement becomes effective upon the signatures of both parties and will remain in effect for a period of one (1) year from the date of signing. The agreement may be amended at any time through mutual written consent.

Bethesda Lutheran Services Representative


Signature

Date:

5-26-28

Harbor Creek School District

Signature

Date: _____



HC #	Description	Year Purchased
337	HP4000 Printer	1999
2059	HP4000 Printer	1999
3062	HP4000 Printer	1999
3936	HP4000 Printer	1999
5409	HP4000 Printer	1999
6180	HP4000 Printer	1999
6777	HP4000 Printer	1999
7636	HP4000 Printer	1999
8178	HP4000 Printer	1999
8382	HP4000 Printer	1999
8826	HP4000 Printer	1999
8855	HP4000 Printer	1999
8972	HP4000 Printer	1999
9085	HP4000 Printer	1999
9216	HP4000 Printer	1999
9292	HP4000 Printer	1999
9293	Lenovo Laptop	2018
9296	Lenovo Laptop	2018
9312	Lenovo Laptop	2018
9423	Lenovo Laptop	2018
9506	Lenovo Laptop	2018
9584	Lenovo Laptop	2018
9835	Lenovo Laptop	2018
9929	Lenovo Laptop	2018
10187	Dell Chromebook (no longer updating)	2018
10233	EMC NAT	2010
10256	EMC NAT	2010
10290	EMC NAT	2010
10402	EMC NAT	2010
10438	EMC NAT	2010
10539	EMC NAT	2010
10540	EMC NAT	2010
10880	Dell Chromebook (no longer updating)	2018
11134	Dell Chromebook (no longer updating)	2018
11210	Dell Chromebook (no longer updating)	2018

[illegible]

12121	Dell Chromebook (no longer updating)	2018
12122	Dell Chromebook (no longer updating)	2018
12145	Dell Chromebook (no longer updating)	2018
12146	Dell Chromebook (no longer updating)	2018
12148	Dell Chromebook (no longer updating)	2018
12150	Dell Chromebook (no longer updating)	2018
12152	Dell Chromebook (no longer updating)	2018
12155	Dell Chromebook (no longer updating)	2018
12158	Dell Chromebook (no longer updating)	2018
12159	Dell Chromebook (no longer updating)	2018
12161	Dell Chromebook (no longer updating)	2018
12162	Dell Chromebook (no longer updating)	2018
12163	Dell Chromebook (no longer updating)	2018
12166	Dell Chromebook (no longer updating)	2018
12177	Dell Chromebook (no longer updating)	2018
12178	Dell Chromebook (no longer updating)	2018
12185	Dell Chromebook (no longer updating)	2018
12188	Dell Chromebook (no longer updating)	2018
12191	Dell Chromebook (no longer updating)	2018
12194	Dell Chromebook (no longer updating)	2018
12195	Dell Chromebook (no longer updating)	2018
12196	Dell Chromebook (no longer updating)	2018
12197	Dell Chromebook (no longer updating)	2018
12198	Dell Chromebook (no longer updating)	2018
12199	Dell Chromebook (no longer updating)	2018
12201	Dell Chromebook (no longer updating)	2018
12203	Dell Chromebook (no longer updating)	2018
12205	Dell Chromebook (no longer updating)	2018
12206	Dell Chromebook (no longer updating)	2018
12207	Dell Chromebook (no longer updating)	2018
12242	Dell Chromebook (no longer updating)	2018
12243	Dell Chromebook (no longer updating)	2018
12247	Dell Chromebook (no longer updating)	2018
12249	Dell Chromebook (no longer updating)	2018
12263	Dell Chromebook (no longer updating)	2018
12266	Dell Chromebook (no longer updating)	2018
12267	Dell Chromebook (no longer updating)	2018
12272	Dell Chromebook (no longer updating)	2018
12274	Dell Chromebook (no longer updating)	2018
12286	Dell Chromebook (no longer updating)	2018
12288	Dell Chromebook (no longer updating)	2018
12292	Dell Chromebook (no longer updating)	2018
12293	Dell Chromebook (no longer updating)	2018
10458 11324	Dell Chromebook (no longer updating)	2018
11258 11376	Dell Chromebook (no longer updating)	2018
11314 11318	Dell Chromebook (no longer updating)	2018
11322 11319	Dell Chromebook (no longer updating)	2018
11386 11483	Dell Chromebook (no longer updating)	2018

11475 12147	Dell Chromebook (no longer updating)	2018
11487 11379	Dell Chromebook (no longer updating)	2018
11555 CB12181	Dell Chromebook (no longer updating)	2018
11895 12149	Dell Chromebook (no longer updating)	2018
11903 12186	Dell Chromebook (no longer updating)	2018
11918 11911	Dell Chromebook (no longer updating)	2018
11919 12248	Dell Chromebook (no longer updating)	2018
12077 12160	Dell Chromebook (no longer updating)	2018
12079 12179	Dell Chromebook (no longer updating)	2018
12144 11325	Dell Chromebook (no longer updating)	2018
12153 12159	Dell Chromebook (no longer updating)	2018
12154 12073	Dell Chromebook (no longer updating)	2018
12164 11819	Dell Chromebook (no longer updating)	2018
12165 10468	Dell Chromebook (no longer updating)	2018
12193 12192	Dell Chromebook (no longer updating)	2018
12202 12349	Dell Chromebook (no longer updating)	2018
12254 12200	Dell Chromebook (no longer updating)	2018
12255 11914	Dell Chromebook (no longer updating)	2018
12273 12157	Dell Chromebook (no longer updating)	2018
7014 8514	Lenovo Laptop	2020
7226 9654	Lenovo Laptop	2020
7706 9850	Lenovo Laptop	2020
7836 2269	Lenovo Laptop	2020
8913 10249	Lenovo Laptop	2020
9011	Lenovo Laptop	2020
CB10797	HP Choromebook	2020
9173	HP 4005 Printer	2008

CB13805	HP Choromebook	2020
CB10013	HP Choromebook	2020
CB10045	HP Choromebook	2020
CB10051	HP Choromebook	2020
CB10094	HP Choromebook	2020
CB11009		
CB10111	HP Choromebook	2020
CB10120	HP Choromebook	2020
CB10142	HP Choromebook	2020
CB10069		
CB10179	HP Choromebook	2020
CB10184	HP Choromebook	2020
CB11996		
CB10198	HP Choromebook	2020
CB10975		
CB10222	HP Choromebook	2020
CB11106		
CB10245	HP Choromebook	2020
CB10289	HP Choromebook	2020
CB10343	HP Choromebook	2020
CB10363	HP Choromebook	2020
CB10376	HP Choromebook	2020
CB10379	HP Choromebook	2020
CB10440	HP Choromebook	2020
CB10448	HP Choromebook	2020
CB10472	HP Choromebook	2020
CB10510	HP Choromebook	2020
CB10529	HP Choromebook	2020
CB10603	HP Choromebook	2020
CB10629	HP Choromebook	2020
CB10638	HP Choromebook	2020
CB10672	HP Choromebook	2020
CB10679	HP Choromebook	2020
CB10708	HP Choromebook	2020
CB10711	HP Choromebook	2020
CB10712	HP Choromebook	2020
CB10713	HP Choromebook	2020
CB10966		
CB10714	HP Choromebook	2020
CB10715	HP Choromebook	2020
CB10713		
CB10716	HP Choromebook	2020
CB10722		
CB10717	HP Choromebook	2020
CB10718	HP Choromebook	2020
CB10721	HP Choromebook	2020
CB10793	HP Choromebook	2020
CB11243		
CB10802	HP Choromebook	2020
CB10831	HP Choromebook	2020
CB10991	HP Choromebook	2020
CB10147		

CB10999	HP Choromebook	2020
CB11040	HP Choromebook	2020
CB11046	HP Choromebook	2020
CB11052	HP Choromebook	2020
CB11076	HP Choromebook	2020
CB11077	HP Choromebook	2020
CB13963		
CB11087	HP Choromebook	2020
CB11101	HP Choromebook	2020
CB11105	HP Choromebook	2020
CB11136	HP Choromebook	2020
CB12401		
CB11176	HP Choromebook	2020
CB11188	HP Choromebook	2020
8178		
CB11227	HP Choromebook	2020
CB11239	HP Choromebook	2020
CB11273	HP Choromebook	2020
CB10137		
CB11328	HP Choromebook	2020
CB11356	HP Choromebook	2020
CB11359	HP Choromebook	2020
CB11432	HP Choromebook	2020
CB11435	HP Choromebook	2020
CB11591	HP Choromebook	2020
CB11592	HP Choromebook	2020
CB11594	HP Choromebook	2020
CB10542		
CB11620	HP Choromebook	2020
10572		
CB11674	HP Choromebook	2020
CB11811	HP Choromebook	2020
CB11366		
CB11960	HP Choromebook	2020
CB12037	HP Choromebook	2020
CB13181		
CB12050	HP Choromebook	2020
CB12136	HP Choromebook	2020
CB12234	HP Choromebook	2020
CB12246	HP Choromebook	2020
CB12275	HP Choromebook	2020
CB12313	HP Choromebook	2020
CB12338	HP Choromebook	2020
CB11184		
CB12394	HP Choromebook	2020
CB10788		
CB12415	HP Choromebook	2020
CB10675		
CB12677	HP Choromebook	2020
CB11020		
CB12686	HP Choromebook	2020
CB12704	HP Choromebook	2020
CB10119		

CB12776 CB10692	HP Choromebook	2020
CB12862	HP Choromebook	2020
CB12897 5876	HP Choromebook	2020
CB12905	HP Choromebook	2020
CB12947 CB11822	HP Choromebook	2020
CB12998	HP Choromebook	2020
CB13160	HP Choromebook	2020
CB13258	HP Choromebook	2020
CB13365 10255	HP Choromebook	2020
CB13458	HP Choromebook	2020
CB13531	HP Choromebook	2020

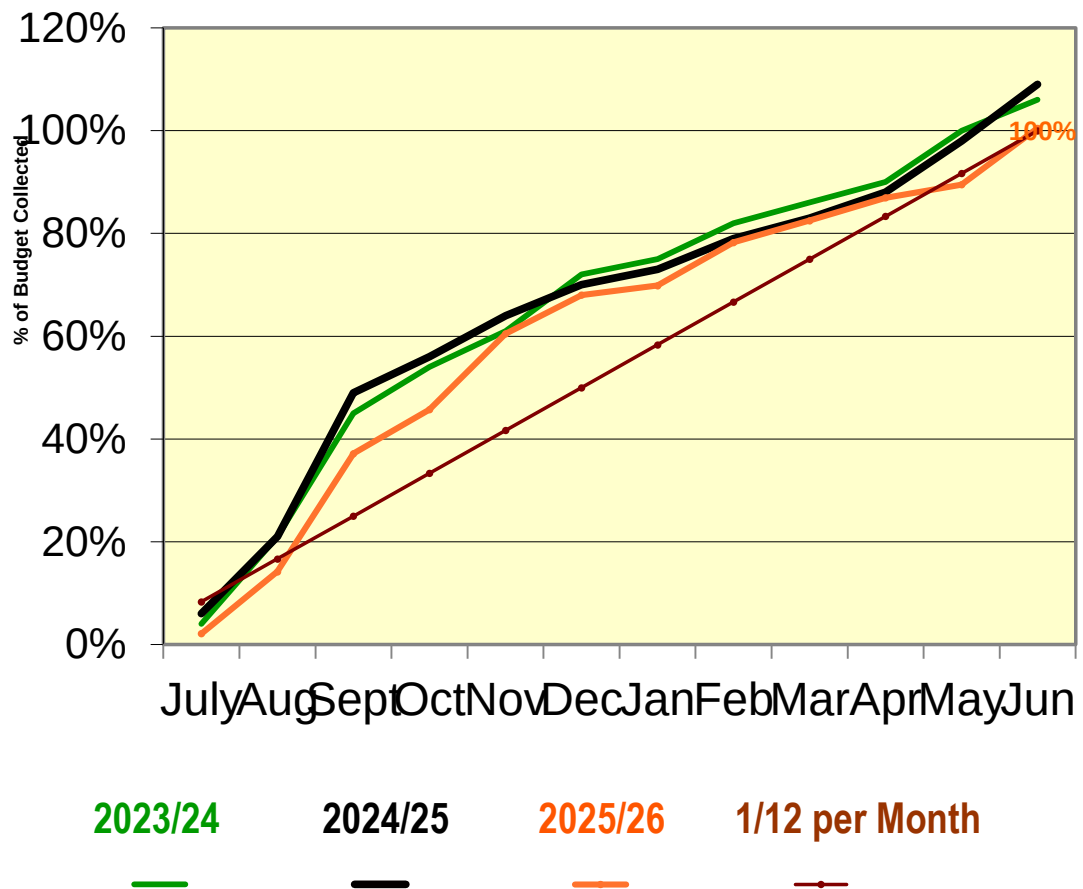
Harbor Creek School District
Equipment Disposal

Month: May-26
School: High School
Department: Food Service

Item	Item #	Reason for Disposal
Miscellaneous Cups	392	old and no longer used
small plates	18	old and no longer used
Rolling storage carts	3	old and no longer used
electric canbro style hot box	1	no use for would like to sell



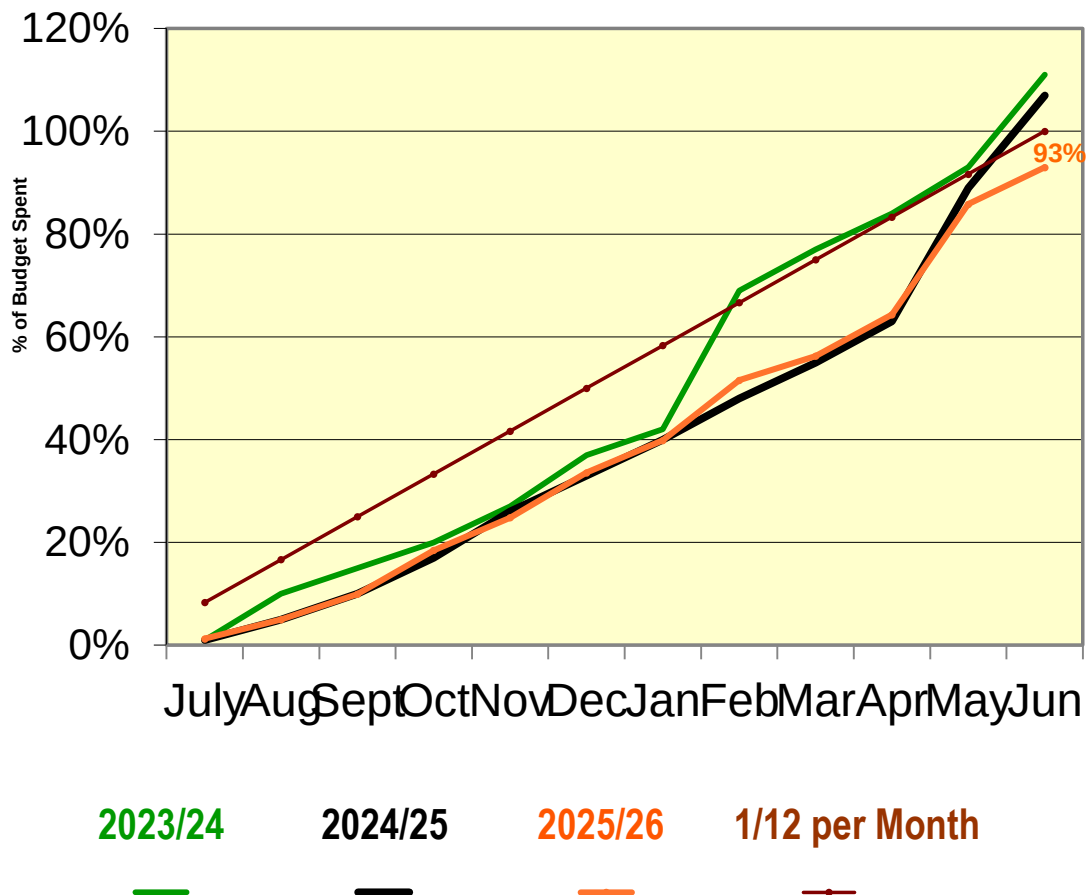
Harbor Creek School District Budgeted Revenue Percent by Month



$$\text{Current Year Revenue} = \frac{\$43.2 \text{ M}}{\$43.0 \text{ M}}$$



Harbor Creek School District Budgeted Expenditure Percent by Month



$$\text{Current Year Expenditures} = \frac{\$40.0 \text{ M}}{\$43.0 \text{ M}}$$

Harbor Creek School District
Revenue Summary 2025-2026
Revenue Accounts - with Activity Only

Ending Date: 06/30/26

			Revenue Summary Report		
			Anticipated Revenue	Adjustments	YTD Revenue Received
					Current Revenue Received
					Remaining Balance
ALL					
10	General Fund				
6000	Revenue From Local Sources	23,672,862.00	1,060.00	24,400,564.71	692,469.39
7000	Revenue from State Sources	18,855,387.00	422,282.72	18,380,523.72	4,283,780.73
8000	Revenue from Federal Sources	442,096.00	24,670.00	398,100.49	58,116.82
10	Fund (R) Total	42,970,345.00	448,012.72	43,179,188.92	5,034,366.94
%	Used	100.00	0.00	99.45	11.60
Report Totals		42,970,345.00	448,012.72	43,179,188.92	5,034,366.94
%	Used	100.00	0.00	99.45	11.60

Date: 07/13/26
Time: 10:33:45

Harbor Creek School District
Expenditure Summary 2025-2026
Expenditure Accounts - with Activity Only

Page: 1
BAR020a

Ending Date: 06/30/26

Expenditure Summary

	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	%Re
ALL						
10 General Fund						
1100 Regular Programs	18,977,020.00	15,476,582.30	1,508,904.80	4,054,501.35	-554,063.65	-3
1200 Special Programs	5,090,647.00	4,317,944.67	591,794.15	1,087,176.36	-314,474.03	-6
1300 Vocational Education	438,539.00	438,539.04	36,544.92	0.00	-0.04	0
1400 Other Instructional Programs	191,325.00	126,706.10	15,193.00	57,001.38	7,617.52	4
1500 Nonpublic School Programs	8,845.00	4,422.48	2,183.97	1,577.52	2,845.00	32
2100 Support Services - Students	1,295,046.00	1,137,337.03	103,429.24	319,328.66	-161,619.69	-12
2200 Support Services-Instructional Staf	1,165,450.72	1,042,363.06	117,543.82	184,652.93	-61,565.27	-5
2300 Support Services-Administration	2,340,437.00	2,259,699.33	191,957.91	150,981.74	-70,244.07	-3
2400 Support Services-Pupil Health	420,160.00	352,379.91	37,315.61	78,022.62	-10,242.53	-2
2500 Support Services-Business	646,593.00	628,532.93	55,770.95	20,967.70	-2,907.63	0
2600 Operation & Maintenance-Plant Svcs	3,474,768.00	3,079,069.06	237,963.26	513,389.49	-117,690.55	-3
2700 Student Transportation Services	2,491,842.00	1,807,308.57	30,208.97	392,893.72	291,639.71	12
2800 Support Services-Central	465,789.00	380,259.68	46,830.76	71,107.05	14,422.27	3
2900 Other Support Services	55,000.00	52,103.32	0.00	2,896.68	0.00	0
3200 Student Activities	774,193.00	742,753.74	99,109.53	70,861.74	-39,422.48	-5
3300 Community Services	2,327.00	785.57	0.00	1,230.95	310.48	13
5100 Debt Service/Other Exp & Fin Uses	990,040.00	1,641,442.30	0.00	0.00	-651,402.30	-66
5200 Interfund Transfers-Out	3,993,707.00	6,466,165.00	0.00	3,346,940.35	-5,819,398.35	-146
5900 Budgetary Reserve	596,629.00	0.00	0.00	596,629.00	0.00	0
10 Fund (E) Total	43,418,357.72	39,954,394.09	3,074,750.89	10,950,159.24	-7,486,195.61	-17
Report Totals	43,418,357.72	39,954,394.09	3,074,750.89	10,950,159.24	(7,486,195.61)	-17

**HARBOR CREEK SCHOOL DISTRICT
FINANCIAL STATUS OF THE DISTRICT
June 30, 2026**

Balance May 31, 2026 \$ 17,245,559.42

Savings Account	\$ 28,348.55
Investment Accounts	<u>17,217,210.87</u>

Receipts:

Current Real Estate Tax	\$ 23,102.09
Local Services Tax	1,044.26
Earned Income Tax	32,860.62
Real Estate Transfer Tax	23,439.15
Delinquent Taxes	22,227.03
Interest	180,730.11
Revenue from District Activities	6,731.00
Reimbursements of HCSD costs	6,409.11
Miscellaneous	31,275.31
State Subsidies	4,283,780.73
Federal Subsidies	26,021.68
Cafeteria Reimbursements	144,839.09
Collection of Receivables	3,554.69
Prepayments from Persons	1,368.83

Total Receipts	<u>4,787,383.70</u>
	<u>\$ 22,032,943.12</u>

Disbursements:

Bills and Payroll	\$ (3,845,630.10)
Transfer to Cafeteria Fund	(82,327.76)

Total Disbursements	<u>(3,927,957.86)</u>
---------------------	-----------------------

Balance June 30, 2026 \$ 18,104,985.26

Distribution of June 30, 2026 Balance

Savings Account	\$ 57,421.33
Investment Accounts	<u>18,047,563.93</u>
	<u><u>\$ 18,104,985.26</u></u>

**HARBOR CREEK SCHOOL DISTRICT
BUSINESS ADMINISTRATOR'S REPORT
June 30, 2026**

Balance June 30, 2026		\$ 18,104,985.26
Estimated July receipts:		
Local Sources	\$ 1,000,000.00	
State Sources		
Federal Sources		
Total Estimated Receipts		<u>1,000,000.00</u>
Total Cash Available		\$ 19,104,985.26
Estimated July Disbursements		<u>(3,125,000.00)</u>
July 31, 2026 Balance		<u><u>\$ 15,979,985.26</u></u>

Status of Investments June 30, 2026

\$ 11,005,654.94	First National Bank Money Market - 3.72%
4,267,927.73	First National Wealth Management
545,281.26	PSDLAF Variable - General Fund
228,700.00	PSDLAF CDs in District Name - Mature 01/08/27 - 4.248%
2,000,000.00	PSDLAF Collateralized CD Pool - Mature 08/23/27 - 3.50%
Total <u>\$ 18,047,563.93</u>	

**HARBOR CREEK SCHOOL DISTRICT
CAPITAL PROJECT FUNDS AND RELATED DEBT
June 30, 2026**

Balance Capital Reserve Fund 06/30/25	\$ 701,310.53
Interest Income	33,676.00
Balance June 30, 2026	<u>\$ 734,986.53</u>

	Building Renovations	Paving	Vehicles & Equip	Band Uniforms	Track Replacement	Field Replacement	ECTS	Athletic Uniforms	Baseball Infield	Softball Infield
Balance Sinking Fund 06/30/25	\$ 32,710,230.22	\$ 1,641,699.42	\$ 348,913.11	\$ 47,309.91	\$ 345,625.47	\$ 832,500.00	\$ 73,425.00	\$ 57,661.61	\$ 46,500.00	\$ 46,500.00
Interest Income	1,228,218.46				44,374.00					
Transfer from General Fund	6,271,165.00		27,600.00	4,500.00	90,000.00	67,500.00			2,700.00	2,700.00
Transfer to Construction Fund	(0.54)									
Junior/Senior High Renovation	(2,308,267.73)									
Clark Elementary Parking Lot		(215,843.00)								
Elevator Repair	(36,930.50)									
Vehicle Replacement			(112,205.88)							
Balance June 30, 2026	<u>\$ 37,864,414.91</u>	<u>\$ 1,425,856.42</u>	<u>\$ 264,307.23</u>	<u>\$ 51,809.91</u>	<u>\$ 479,999.47</u>	<u>\$ 900,000.00</u>	<u>\$ 73,425.00</u>	<u>\$ 57,661.61</u>	<u>\$ 49,200.00</u>	<u>\$ 49,200.00</u>

Status of Investments June 30, 2026

\$ 453.41	PLGIT Variable - Capital Reserve
265,233.12	PSDLAF Variable - Capital Reserve
239,400.00	PSDLAF CDs in District Name - Mature 07/15/26 - 4.143% - CR
229,900.00	PSDLAF CDs in District Name - Mature 11/05/26 - 4.051% - CR
1,608,292.17	PSDLAF Variable - Sinking Fund
234,300.00	PSDLAF CDs in District Name - Mature 07/06/26 - 4.176% - SF
230,100.00	PSDLAF CDs in District Name - Mature 11/05/26 - 4.050% - SF
2,000,000.00	PSDLAF Collateralized CD Pool - Mature 08/23/27 - 3.50% - SF
11,724,514.13	First National Bank Money Market - 3.72%
25,418,668.25	First National Wealth Management

Balance Bonds and Notes Payable 06/30/24	\$ 7,220,216.49
Additions - Series of 2025	29,620,000.00
Reductions	(845,000.00)
Balance June 30, 2026	<u>\$ 35,995,216.49</u>

**HARBOR CREEK SCHOOL DISTRICT
CONSTRUCTION FUND - HIGH SCHOOL RENOVATION
June 30, 2026**

Proceeds of 2025 Bond Issue	\$	30,221,917.25
Transfer from Sinking Fund		0.54
Interest Income		789,462.51
		<u>31,011,380.30</u>
Disbursements:		
Bond Issuance Costs		(218,950.00)
General Contractor		(3,637,729.72)
HVAC		(2,035,450.58)
Plumbing		(960,611.05)
Controls		(116,535.63)
Electric		(2,085,600.64)
Miscellaneous		(14,040.44)
Balance June 30, 2026	\$	<u><u>21,942,462.24</u></u>

Status of Investments June 30, 2026

\$ 21,942,462.24 First National Bank Money Market - 3.72%

**HARBOR CREEK SCHOOL DISTRICT
STUDENT ACTIVITY ACCOUNT BALANCES
June 30, 2026**

<u>Student Activity Account Name</u>	<u>Account #</u>	<u>Balance</u>
Class of 2026	516	1,539.15
Class of 2027	517	8,022.10
Class of 2028	518	841.70
Class of 2029	519	-
Jr/Sr High Chorus	520	6,025.58
Theatrical	521	25,175.21
Junior High Yearbook	523	1,402.23
Harborian	524	8,612.90
Junior High National Honor Society	527	342.85
Senior High National Honor Society	528	59.43
Robotics	529	2,499.76
Junior High Student Council	530	7,689.45
United Nations	533	1,132.96
Helping Hands	534	822.57
HS Student Council	535	1,261.69
Student Travel Club	536	4,142.91
Speech and Debate	537	130.66
AP Government	538	177.80
Advanced Technologies Group	539	23,201.95
Rolling Ridge School Student Body	541	144.86
Klein School Student Body	542	7,059.71
Clark School Student Body	543	1,040.00
Sr. High School Student Body	544	3,882.69
Jr. High School Student Body	545	3,255.32
Huskie Shop	546	47,393.20
Autism Support Group	547	2,780.00
Athletic Department	550	7,390.13
Football Cheerleading	551	4,029.65
Cross Country	552	20.45
Football	553	1,358.99
Golf - Boys	554	3,640.28
Soccer - Boys	555	540.00
Basketball - Boys	559	412.53
Basketball Cheerleaders	560	7,310.18
Wrestling Cheerleaders	561	1,219.58
Swimming - Boys	562	365.79
Wrestling	563	996.81
Baseball	566	503.59
Tennis	567	2,375.69
Track - Boys & Girls	568	1,588.52
Bocce Team	569	1,461.07
Golf - Girls	574	797.45
Soccer - Girls	575	386.95
Volleyball	576	297.60
Basketball - Girls	579	233.81
Swimming - Girls	582	465.39
Softball	586	1,942.62
Jr. High Basketball Cheerleaders	598	1,154.07
		\$ 197,127.83



Book	Policy Manual
Section	700 Property
Title	Integrated Pest Management
Code	716
Status	First Reading
Adopted	November 21, 2002
Last Reviewed	June 2, 2026

Purpose

The school district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.[\[1\]](#)[\[2\]](#)

Definitions

Integrated Pest Management (IPM) is the **is the managed use of combined pest control alternatives, including cultural, mechanical, biological and chemical to most effectively prevent or reduce to acceptable levels damage caused by pests.**[\[1\]](#)~~coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long term solutions.~~

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[\[4\]](#)

Authority

The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.[\[7\]](#)[\[8\]](#)

The Board shall adopt an Integrated Pest Management Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.[\[4\]](#)

Delegation of Responsibility

The Superintendent or designee shall be responsible to implement integrated pest management procedures and to coordinate communications between the district and the approved contractor.

The Superintendent or designee shall be responsible to annually notify parents and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.[\[4\]](#)

Appropriate personnel involved in making decisions relative to pest management shall participate in update training.

Guidelines

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An integrated pest management decision shall consist of the following five (5) steps:

1. Identify pest species.
2. Estimate pest populations and compare to established action thresholds.
3. Select the appropriate management tactics based on current on-site information.
4. Assess effectiveness of pest management.
5. Keep appropriate records.

An Integrated Pest Management Plan shall include the education of staff, students and the public about IPM policies and procedures.

When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including:[\[4\]](#)

1. Posting a pest control sign in an appropriate area. **The sign shall remain in place for at least two (2) days following each planned treatment.**
2. Providing the pest control information sheet to all individuals working in the affected school building.
3. Providing required notice to all parents and guardians of students or to a list of parents and guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent and guardian who has requested such notification.[\[4\]](#)

The district shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office.[\[4\]](#)

Legal

[1. 22 PA Code 4.12](#)

2. Pol. 102

[4. 24 P.S. 772.1](#)

[7. 3 P.S. 111.21 et seq](#)

[8. 7 PA Code 128.1 et seq](#)

2025-2026 Annual Wellness Update

Upon completion of the 2025-2026 school year, there are a variety of wellness updates to report. In terms of nutrition, building on last year's Sun Meals Program, Mrs. Dickerson has partnered with the Life Skills classes to open the Creekside Market at all five schools. This program works in conjunction with the Second Harvest Food Bank of NW PA to provide an in-house Food Pantry at each of our schools. Students can choose 8-10 items each week to bring home, and can request other health needs, such as necessary toiletries and hygiene products. ANY child in our district can participate in this program every week, providing our students the opportunity to receive healthy meals and nutrition outside of the school building.

From a physical education standpoint, some of our newly approved physical education courses experienced incredible growth this year. The Outdoor Adventures class allowed students to be introduced to unique exercise opportunities like hiking, snowshoeing, and mountain climbing. This course has had increased enrollment for next year, and has provided a new niche of physical education for students who do not generally engage in these types of elective courses. Additionally, the Diversity in Exercise & Sport classes have partnered with the Life Skills and Autistic Support classes to essentially engage in adapted PE on a regular basis, giving all levels of students a chance to engage in healthy physical education practices.

In terms of mental and social-emotional health, we were able to offer voluntary SEL Groups and Check Ins to address overall student well-being in an effort to continue to maximize academic success and civic potential. Sessions focused on mindfulness, growth mindset, emotional processing, and peer collaboration based on lessons and topics from Navigate 360 Compass Curriculum. The groups eventually transitioned to peer-led sessions that encouraged leadership, collaboration, and real-world application of SEL skills.

Finally, the introduction of our cell phone policy had an immense impact. We witnessed improvements in student engagement, peer relationships, and overall school pride and belonging. To continue this positive momentum, we have been working to revisit how we celebrate our school and our students. The Creek Chronicle weekly newsletter was created, and a new Athletics/Activities website was built. This year, we plan to continue to grow these new mediums to provide a dedicated platform to share our story, as well as providing students, families, and the community a resource to have more meaningful conversations about all the great things happening at HC, without the need for constant 'scrolling.' We believe this consistent approach will help continue to reduce the stress and anxiety of social media, improve mental health, and increase both social interaction and student engagement. All of this is also consistent with House Bill 1814, and will help us better achieve HCSD's mission and vision of creating a positive learning environment that supports our students' physical, emotional, and social well-being.

2026/2027
WAGES & SALARIES FOR EMPLOYEES FOR SPECIAL PROGRAMS
(Effective July 1, 2026)

Instructional Substitutes		
Building Administrator		\$425.00/day
Teacher (day to day non-certified substitute)		120.00/day
Teacher (day to day certified substitute)		150.00/day
Non-Instructional Substitutes		
Medical Aides		150.00/day
Aides		10.00/hour
Food Service		10.00/hour
Custodial		10.50/hour
Maintenance		11.00/hour
Secretarial/Clerical		11.00/hour
School Police Officer		25.00/hour
Stage Production Manager		14.00/hour
Bocce Coach		695.00/year

RATES & EXPENSES CHARGED FOR SPECIAL PROGRAMS

Custodial Fee		\$44.75/hour
Food Service-Food Planning & Prep.	Manager	26.50/hour
	Worker	22.00/hour
Stage Production Manager		19.75/hour

PERSONNEL					
July 16, 2026					
All employment is subject to assignment and receipt of required documentation and clearances indicating no record exists					
ADMINISTRATION					
Name	Certification	Effective	Previous Position	Position	Level/Code
None:					
INSTRUCTIONAL					
Name	Certification	Effective	Previous Position	Position	Level/Code
Tenure FYI:					
Denise Kuberry	Computer Science/Mathematics 7-12	July 1, 2026	N/A	Secondary Computer Science Teacher	MA/Step 13
Carter Ryback	Mathematics 7-12	July 1, 2026	N/A	Secondary Mathematics Teacher	MA/Step 4
Raechel Burick	Elementary K-6	July 1, 2026	N/A	Elementary Teacher	BA12/Step 6
McKenzie Myers	Mathematics 7-12	July 1, 2026	N/A	Secondary Mathematics Teacher	BA12/Step 4
NON-INSTRUCTIONAL					
Name	Certification	Effective	Previous Position	Position	Level/Code
FMLA Leave:					
Thomas Igras	N/A	7/7/26 thru 7/22/26	N/A	Custodial/Maintenance	Code II
Resignation:					
Brian Himes	N/A	July 14, 2026	N/A	Educational Aide, 6.5hrs	N/A
Status Change:					
Trevor Brady	N/A	July 14, 2026	Food Service, 5hrs.	Substitute Food Service	N/A
SUPPLEMENTAL					
Name	Certification	Effective	Previous Position	Position	Level/Code
New Hire:					
Raechel Burick	N/A	July 17, 2026	N/A	Senior Class Advisor	N/A
BUS DRIVERS					
Name	Certification	Effective	Previous Position	Position	Level/Code
None:					
**these are substitute positions in addition to their current permanent position, per the MOU signed 4-23-13.					

Northwest Tri-County Intermediate Unit Board Agenda
Wednesday, May 27, 2026
Generated by Raina George

1. Meeting Opening:

A. Call Board Meeting to Order:

The Board meeting of the Northwest Tri-County Intermediate Unit Board was called to order by Mr. Paul Mangione, Vice-President, at 5:45 p.m.

B. Roll Call:

Present were: Kristy Bolte (NW); Paul Mangione (WC); Joseph Meka (GR); Fran New (FV); George Roberts (GM); Tammy Silvis (CC); Randy Styborski (PC); Scott Taylor (FLB); David Vrenna (HC); Ed Williamson (CN); Gary Winschel (MC)

Absent were: Dr. Jane Blystone (NE); Gwendolyn Cooley (EC); Amanda Cox (CR); Dr. Andrew Pushchak (WB); Jennifer Sheldon (IR); Kimberlee Thomas (UC)

Present from the Intermediate Unit Leadership Team: Brad Whitman, Executive Director; Sally Daehnke; Becca Kelley; Amanda Porter; Kirk Shimshock

Also present: Solicitor Pat Kennedy

C. Moment of Silence: Mr. Mangione asked those in attendance to stand for a moment of silence.

D. Pledge to the Flag: Mr. Mangione led everyone present in the Pledge to the Flag.

E. Recognition of PSEA: Mr. Mangione recognized all PSEA Representatives.

F. Recognition of Visitors: Mr. Mangione welcomed all visitors in attendance.

2. Reports:

A. Executive Director (Mr. Brad Whitman):

IU5

[teenTALK Report](#)

Early Intervention

- Continued collaboration with Infant Toddler EI to support transition of services between agencies when children turn three years old- working on annual transition plans.
- Coordinating office move and secure leased spaces (Rolling Ridge Elementary, Blessed Sacrament, Greene TWP, Emerson Gridley)- working with community/district partners, ITS, Finance and EI staff.
- Early Intervention Tri- County Day- collaboration with finance director to roll out new EI purchase order process- provided time to review, ask questions and collaborate with other EI staff.
- The 2025-2026 Early Intervention Family Survey will be available from January 5, 2026, and will close on May 31, 2026.

Federal and State Programs

- In 58 years, the first PAFPC PA Association of Federal Programs Coordinators Conference took place at the Erie Convention Center last week. Over 500 attendees participated from across the state to learn more about grant compliance and how to best utilize their federal funding within their districts.
- The SUN Meal Program will officially begin on Monday, June 8th and will run for 10 weeks ending August 14.
- The Adult Education Program will be celebrating an all-time record of 32 GED graduates on Thursday, June 18th at the Pogue Center on PennWest's Campus.

Financial Services

- Provide structured leadership in budgeting and financial oversight through recurring budget and office meetings.
- Actively engaged in system and process discussions (eFinance, operations) to improve efficiency and staff capacity.

Innovative Technology Solutions (ITS)

- Staff members created a mural for the PDE Mental Health Symposium. The project centered around the theme 'Everyone Deserves a Voice' and incorporated positive affirmations, inclusion, and student perspectives. It was an outstanding example of creativity, accessibility, and student-centered engagement.
- ITS finalized development of a new Assessment Dashboard that will soon be piloted with Superintendents. The dashboard is designed to help curriculum leaders and districts analyze historical assessment trends and make more informed instructional decisions to improve future student performance.

- The department continued significant infrastructure modernization efforts through the migration from VMware to Scale Computing. This project will improve long-term reliability, simplify infrastructure management, and support more cost-effective operations moving forward.

School Improvement Services

- 26 Area administrators received 59.75 Act 45 hours for the Area Collaborative initiative for the following meetings held in April: Superintendent Advisory Council, Charter School Council, Curriculum Directors Council, and School Improvement Networking.
- IU5 partnered with the Erie County Technical School on the first highly successful PDE Career Ready PA Regional Mega Event.
 - https://www.erienewsnow.com/news/local/learning-technical-skills-at-erie-county-technical-school/article_b09c6a11-603e-4aaa-bc86-511b7c03f2e7.html
- PoweredOn - 81.75 Act 48 hours were awarded to 25 different individuals for 45 courses taken in April 2026.
- Several local districts, along with IU 5, participated in the PennWest Educational Advisory Council.
- Sara Palec, from Conneaut Middle School, was awarded the Middle School Innovation Grant to support the Career Ready Liaisons for the 26-27 school year.
- The IU facilitated our 3rd session in a series for the Principal Leadership Network. The session focused on Root Cause Analysis for school improvement planning and provided school leaders with tools, resources, and collaborative planning time to continue working with their school leadership teams.
- The STEM Design Challenge 2026 was held on April 13 & 14
 - 10 schools with 139 total students participated in 4th - 8th grade
 - 8 judges from the NWP STEM Ecosystem and 6 judges from the IU5 CIA staff
 - Day 1: Grades 4 & 5 Winners
 - 1st - Mill Village Elem Table 27 (23.5 points)
 - 2nd - Eisenhower Elem Table 20 (23 points)
 - 3rd - Sheffield Elem Table 12 (22.5 points)
 - Most Creative - Youngsville Elementary Table 26 (22 points)
 - Day 2: Grades 6-8 Winners
 - 1st - Beaty-Warren MS Table 12 (24 points)
 - 2nd - Beaty-Warren MS Table 3 (23.5 points)
 - 3rd - Fairview MS Table 1 (23 points)
 - Most Creative - Eisenhower MS Table 9 (20.5 points)

Special Education

- One of our students in the transition classroom at the vo-tech took part in the Meadville Arbor Day activities. Our classroom works with Danuta Majschrowicz on beautification in the Meadville area. They took part in the Arbor Day activities and are on YouTube. If you are interested in checking it out, go to YouTube Meadville Arbor Day. Proud of our students! [Meadville Arbor Day Celebration 2026](#)
- PSSA and Keystone testing have officially concluded. The shift to online testing has made coordination much easier. Our staff tests students attending our institution.
- May 6th was our annual meeting for non-public schools. This is a joint meeting that includes Act 89 and Equitable Participation.
- In Elect, we have served 79 students this year. The number of students served has shown a steady decline over the past three years.
- The Elect program was awarded a grant. The funds will be used to purchase additional baby supplies for the families and family photos.
- We are servicing 241 students across our classrooms and institutions.

State

Hundreds Of Kids In Limbo, As PA's Largest Cyber Charter Sues To Challenge 'Habitually Truant' Student Law Six months have passed since the Pennsylvania legislature barred habitually truant students from being able to transfer to a cyber charter school. The change was one of several new requirements for cyber charter schools, which also saw a roughly 20% cut in annual funding. The change has prevented hundreds of students from enrolling in a cyber charter school and hundreds more are caught up in a legal battle over whether they should be admitted. The students who have been turned away represent tens of millions of dollars held by local schools and kept from cybers. State law defines students with six or more unexcused absences as being habitually truant.

Read the rest of the story: ["Hundreds Of Kids in Limbo, As PA's Largest Cyber Charter Sues To Challenge 'Habitually Truant Student Law" \(Pennlive, 5-14-26\)](#)

Shapiro signs Greg Moyer's Law to require CPR training, AEDs for scholastic athletics Pennsylvania schools are now required to offer CPR training to staff and have an automated external defibrillator at all PIAA events. These provisions are part of Senate Bill 375, signed into law Wednesday by Gov. Josh Shapiro (D) [Read More](#)

PA House Education Committee Advance School Cellphone Bill Ahead Of Budget Negotiations Lawmakers are inching toward finalizing a bell-to-bell cellphone ban in Pennsylvania schools. After the Republican-controlled Senate approved their version of the bill in February, members of the House Education Committee opted to pass an amended version of the legislation on Tuesday.

Read the rest of the story: ["PA House Education Committee Advance School Cellphone Bill Ahead Of Budget Negotiations" \(NPR, 4-29-26\)](#)

PA House Passes Bill To Set Social Media Literacy Standards For Pennsylvania Students House lawmakers in Pennsylvania on Monday passed legislation aimed at creating statewide standards for social media literacy, seeking to teach students about both the benefits and risks of using digital platforms and smartphones. The bill does not mandate a specific curriculum but directs the Pennsylvania State Board of Education to develop materials that help students better understand how they interact with technology and how it can affect their well-being, both positively and negatively.

Read the rest of the story: ["PA House Passes Bill To Set Social Media Literacy Standards For Pennsylvania Students" \(WGAL, 4-27-26\)](#)

PA House passes bill allowing PIAA to split public, private playoffs The bill, sponsored by Rep. Scott Conklin (D-Centre) amends the Public School Code of 1949 to add a section on playoffs and championships to include: "The association may establish separate playoffs and championships for athletics for boundary schools and nonboundary schools." [Read More](#)

These Parents Want Their Kids To Have Less Screen Time In School. Some Districts Around Pittsburgh Are Listening Pennsylvania school districts invested millions of dollars in laptops and iPads during the pandemic so students could continue their education remotely. But changes are coming to how those devices are used. Canon-McMillan School District next year will eliminate the use of Chromebooks for students from kindergarten through second grade. And a group of parents from Pennsylvania is advocating for statewide changes that would require students to put some of those computers away to limit the amount of screen time kids have in schools.

Read the rest of the story: ["These Parents Want Their Kids To Have Less Screen Time In School. Some Districts Around Pittsburgh Are Listening"](#) (Pittsburgh Post-Gazette, 5-6-26)

Federal

Feds Proceed With \$5.6M Special Education Spending Study A long anticipated national study of special education spending by the U.S. Department of Education is taking its first step by asking for clearance from the White House's Office of Management and Budget to begin its work, according to a notice planned for publication in the Federal Register on Monday. The \$5.6 million National Study of Special Education Spending, first announced three years ago by the Education Department under the Biden administration, seeks to give policymakers and special education administrators an updated picture of what influences special education spending under the Individuals with Disabilities Education Act.

Read the rest of the story: ["Feds Proceed With \\$5.6M Special Education Spending Study"](#) (K-12 Dive, 5-1-26)

National News: Schools have another year to make websites accessible. Why that matters The regulations under Title II of the Americans with Disabilities Act were set to take effect April 24 for public agencies, including school districts, serving communities with more than 50,000 people. The deadline for smaller agencies and districts was originally set for April 2027 and has been delayed to 2028. [Read more](#)

FCC Finalizes New E Rate Bidding Portal Last week, the FCC adopted a new, centralized bidding portal that will change how districts manage the E Rate application process beginning in Program Year 2028 (July 1, 2027). AASA took significant steps to engage with the FCC and push back on specific elements of the proposal, detailed on [The Leading Edge blog](#). While the portal as adopted reflects some of the changes we asked for, it still represents a redundant element of the application process that will only increase administrative burden for E-Rate applicants.

A Cyberattack on Canvas Could Cause Lasting Aftershocks for Schools A cyberattack on the company that owns the Canvas learning management system—used by K-12 schools and universities across the United States—has potentially put data from millions of students and teachers at risk. It's a substantial cyberattack that has echoes of the 2024 PowerSchool breach, said Doug Levin, the co-founder and director of K12 Security Information Exchange, a nonprofit focused on helping K-12 schools prevent cyberattacks.

Read the rest of the story: ["A Cyberattack on Canvas Could Cause Lasting Aftershocks for Schools"](#) (EducationWeek, 5-8-26)

Educators: Why are you thinking of leaving the field? School's (almost) out for summer. When it comes time to throw open campus doors for the new school year in the fall, research tells us one out of every seven teachers won't be returning — either because they moved schools or left the profession entirely. But when the going gets tough, teachers don't necessarily want to leave. Even when they're burned out, they still love what they do. So, the concerning data throughout the country tells a story about how stark the conditions of the teacher workforce are. In Wisconsin, for instance, teachers say they are exiting the profession at the highest rate in 25 years thanks to a range of issues, from poor leadership to safety concerns like students bringing guns to school.

Read the rest of the story: ["Educators: Why Are You Thinking Of Leaving The Field?"](#) (EdSurge, 5-3-26)

Why some schools are cutting back on the technology they spent billions on at least a dozen states have proposed or adopted policies to curb screen time, such as time limits and allowing families to opt out of virtual instruction. [Read More](#)

Quote:

"If your actions inspire others to dream more, learn more, do more, and become more, you are a leader." — John Quincy Adams

B. Solicitor (Mr. Timothy Wachter): Ms. Pat Kennedy had nothing formal to report.

Mr. Mangione reported that the Board of Directors met in Executive Session to discuss the Executive Director Evaluation.

C. Executive Committee (Dr. Andrew Pushchak): Mr. Mangione reported that the Executive Committee met on May 20, 2026, at 10:00 am to review the board agenda. Dr. Jane Blystone, Mr. Paul Mangione, and Dr. Andrew Pushchak were present.

D. Budget & Audit Committee (Mr. Paul Mangione): Mr. Mangione, Chairperson, reported that the Budget & Audit Committee met on May 27, 2026 at 5:325 pm. Mr. Mangione reported that all 3 items discussed are on the agenda for approval.

E. Personnel Committee (Dr. Jane Blystone): Mrs. Daehnke reported that the Personnel Committee met on May 27, 2026 at 5:25 pm. Mrs. Daehnke reported that all items discussed are on the agenda for approval.

F. Policy Committee (Mrs. Fran New): Mrs. New, Chairperson, reported that the Policy Development Committee met on May 27, 2026 at 5:25 pm. There are no policies for review.

G. Nominations Committee (Mrs. Kristy Bolte): Mrs. Bolte reported that the Nominations Committee met on May 27, 2026 at 5:25 pm. Mrs. Bolte reported that the consensus of the committee is to recommend Dr. Andrew Pushchak for

Board President and Mr. Paul Mangione for Board Vice-President. In accordance with policy, the nominated slate will be presented to the board for approval, and the board will vote in June.

It was moved by Mr. Roberts and seconded by Mr. Williamson to approve the slate of nominations for the 2026-27 school year.

Motion carried unanimously.

3. Minutes:

It was moved by Mr. Williamson and seconded by Mr. Roberts to approve Minutes from the April 22, 2026, IU Board of Directors Meeting as presented.

Motion carried unanimously.

4. IU5 Board Solicitor Appointment:

It was moved by Mr. Williamson and seconded by Mrs. Bolte to approve IU5 Board Solicitor Appointment as presented.

A. Appointment of Knox McLaughlin Gornall & Sennett, P.C.

Motion carried unanimously by roll call vote Dr. Jane Blystone (NE) absent; Kristy Bolte (NW) yes; Gwendolyn Cooley (EC) absent; Amanda Cox (CR) absent; Paul Mangione (WC) yes; Joseph Meka (GR) yes; Fran New (FV) yes; Dr. Andrew Pushchak (WB) absent; George Roberts (GM) yes; Jennifer Sheldon (IR) absent; Tammy Silvis (CC) yes; Randy Styborski (PC) yes; Scott Taylor (FL) yes; Kimberlee Thomas UC) absent; David Vrenna (HC) yes; Ed Williamson (CN) yes; Gary Winschel (MC) yes

5. Financial Items (Mr. Paul Mangione):

It was moved by Mr. Mangione and seconded by Mr. Williamson to approve Financial Items 5A-5G as presented.

A. Treasurer's Report for April 30, 2026

B. Investment Report for April 30, 2026

C. April 2026 Monthly Revenue Board Report

D. April 2026 Monthly Expense Board Report

E. PNC Easy Procure Payments as of April 25, 2026

F. Approval of Bills

G. Sidewalk Repair

Motion carried unanimously by roll call vote Dr. Jane Blystone (NE) absent; Kristy Bolte (NW) yes; Gwendolyn Cooley (EC) absent; Amanda Cox (CR) absent; Paul Mangione (WC) yes; Joseph Meka (GR) yes; Fran New (FV) yes; Dr. Andrew Pushchak (WB) absent; George Roberts (GM) yes; Jennifer Sheldon (IR) absent; Tammy Silvis (CC) yes; Randy Styborski (PC) yes; Scott Taylor (FL) yes; Kimberlee Thomas UC) absent; David Vrenna (HC) yes; Ed Williamson (CN) yes; Gary Winschel (MC) yes

6. Personnel Items (Dr. Jane Blystone):

It was moved by Mr. Mangione and seconded by Mrs. Bolte to approve Personnel Items 6A-6D as presented.

A. Resignations

B. Job Descriptions

C. Employment of Personnel

D. Position Additions and Changes

Motion carried unanimously by roll call vote Dr. Jane Blystone (NE) absent; Kristy Bolte (NW) yes; Gwendolyn Cooley (EC) absent; Amanda Cox (CR) absent; Paul Mangione (WC) yes; Joseph Meka (GR) yes; Fran New (FV) yes; Dr. Andrew Pushchak (WB) absent; George Roberts (GM) yes; Jennifer Sheldon (IR) absent; Tammy Silvis (CC) yes; Randy Styborski (PC) yes; Scott Taylor (FL) yes; Kimberlee Thomas UC) absent; David Vrenna (HC) yes; Ed Williamson (CN) yes; Gary Winschel (MC) yes

7. Contracted Payroll:

It was moved by Mrs. Bolte and seconded by Mr. Taylor to approve Personnel Items 7A-7AA as presented.

- A. Timothy J. Dobi
- B. Julie Breitfelder
- C. Kathryn Doubet
- D. Mary Drapcho
- E. Sarah Dwyer
- F. Annette Hotchkiss
- G. Kelly Jaworski
- H. Kelly Jaworski (Clarion County)
- I. Kelly Jaworski (Redbank Valley)
- J. Sara Kilburn
- K. Toni Mazanowski
- L. Toni Mazanowski (St. Benedict Center)
- M. Brittany Nowacki
- N. Janene Pfohl (Franklin Public Library)
- O. Janene Pfohl (Venango County Prison)
- P. Janene Pfohl
- Q. Amahirani Zavala Polina
- R. Amahirani Zavala Polina
- S. Virginia Pollard
- T. Lila Preston
- U. Timothy Scott
- V. Timothy Smith
- W. Christina Skelly
- X. Karen Swager
- Y. Jeffrey Tillich
- Z. Blaine Walp
- AA. Carol Wlodarczyk

Motion carried unanimously by roll call vote Dr. Jane Blystone (NE) absent; Kristy Bolte (NW) yes; Gwendolyn Cooley (EC) absent; Amanda Cox (CR) absent; Paul Mangione (WC) yes; Joseph Meka (GR) yes; Fran New (FV) yes; Dr. Andrew Pushchak (WB) absent; George Roberts (GM) yes; Jennifer Sheldon (IR) absent; Tammy Silvis (CC) yes; Randy Styborski (PC) yes; Scott Taylor (FL) yes; Kimberlee Thomas UC) absent; David Vrenna (HC) yes; Ed Williamson (CN) yes; Gary Winschel (MC) yes

8. Agreements/ Contracts / MOUs:

It was moved by Mrs. Bolte and seconded by Mrs. New to approve Agreements/ Contracts / MOUs 8A-8EE as presented.

- A. Bayfront Convention Center (N&D Symposium)
- B. Central PA Digital Learning Foundation LIEP Contract
- C. Charleroi Area School District MOU
- D. Corry Area School District LIEP Contract
- E. Crawford County Human Services Amendment

- F. Crawford Central School District LIEP Contract
- G. Damian T. Horner, DO
- H. Digital Trust Hub Membership Agreement
- I. Diligent Agreement (BoardDocs)
- J. Erie County Human Services Amendment
- K. First Amendment to Memorandum of Understanding with Law Enforcement (Act 47)
- L. Franklin County Library System MOU
- M. Forest Warren Human Services Early Intervention (EI) Amendment
- N. Gettysburg College 21 Century Community Learning Center MOU
- O. Harborcreek Youth Services Funding Flow-Through Agreement
- P. Hershey Lodge Agreement (SAS Institute)
- Q. Leader Services Agreement
- R. Matthew David Wasielewski, DO
- S. Mercer Area School District LIEP Contract
- T. Nathan M. Moore, DO
- U. Northwestern School District LIEP Contract
- V. PENNCREST School District LIEP Contract
- W. PowerSchool Agreement (eFinance)
- X. PowerSchool Agreement (eFinance Hosting)
- Y. PowerSchool Agreement (Cognos BI Analytics)
- Z. SentinelOne AI SIEM Program
- AA. St. Bonaventure Affiliation Agreement
- BB. Scale Computing, Inc Agreement
- CC. Sheraton Erie Bayfront Hotel (N&D Symposium)
- DD. The Center for Public Service at Gettysburg College MOU
- EE. Weber Murphy Fox Proposal (Elevator Upgrade)

Motion carried unanimously by roll call vote Dr. Jane Blystone (NE) absent; Kristy Bolte (NW) yes; Gwendolyn Cooley (EC) absent; Amanda Cox (CR) absent; Paul Mangione (WC) yes; Joseph Meka (GR) yes; Fran New (FV) yes; Dr. Andrew Pushchak (WB) absent; George Roberts (GM) yes; Jennifer Sheldon (IR) absent; Tammy Silvis (CC) yes; Randy Styborski (PC) yes; Scott Taylor (FL) yes; Kimberlee Thomas UC) absent; David Vrenna (HC) yes; Ed Williamson (CN) yes; Gary Winschel (MC) yes

9. Service Purchase Contract:

It was moved by Mr. Winschel and seconded by Mrs. Bolte to approve Service Purchase Contracts 9A-9C presented.

- A. Jacoby Transportation SPC 71357
- B. Perseus House SPC 71352
- C. Photographs by DeAnna SPC 71358

Motion carried unanimously by roll call vote Dr. Jane Blystone (NE) absent; Kristy Bolte (NW) yes; Gwendolyn Cooley (EC) absent; Amanda Cox (CR) absent; Paul Mangione (WC) yes; Joseph Meka (GR) yes; Fran New (FV) yes; Dr. Andrew Pushchak (WB) absent; George Roberts (GM) yes; Jennifer Sheldon (IR) absent; Tammy Silvis (CC) yes; Randy Styborski

(PC) yes; Scott Taylor (FL) yes; Kimberlee Thomas UC) absent; David Vrenna (HC) yes; Ed Williamson (CN) yes; Gary Winschel (MC) yes

10. Leases:

It was moved by Mr. Meka and seconded by Mrs. New to approve Leases 10A-10C presented.

- A. Blessed Sacrament Parish Charitable Trust
- B. Erie's Public Schools
- C. Northwestern School District (Amended)

Motion carried unanimously by roll call vote Dr. Jane Blystone (NE) absent; Kristy Bolte (NW) yes; Gwendolyn Cooley (EC) absent; Amanda Cox (CR) absent; Paul Mangione (WC) yes; Joseph Meka (GR) yes; Fran New (FV) yes; Dr. Andrew Pushchak (WB) absent; George Roberts (GM) yes; Jennifer Sheldon (IR) absent; Tammy Silvis (CC) yes; Randy Styborski (PC) yes; Scott Taylor (FL) yes; Kimberlee Thomas UC) absent; David Vrenna (HC) yes; Ed Williamson (CN) yes; Gary Winschel (MC) yes

11. Special Education Plan Assurance:

It was moved by Mrs. Bolte and seconded by Mrs. New to approve Special Education Plan Assurance 11A as presented.

- A. Special Education Plan Assurances 2026-27

Motion carried unanimously by roll call vote Dr. Jane Blystone (NE) absent; Kristy Bolte (NW) yes; Gwendolyn Cooley (EC) absent; Amanda Cox (CR) absent; Paul Mangione (WC) yes; Joseph Meka (GR) yes; Fran New (FV) yes; Dr. Andrew Pushchak (WB) absent; George Roberts (GM) yes; Jennifer Sheldon (IR) absent; Tammy Silvis (CC) yes; Randy Styborski (PC) yes; Scott Taylor (FL) yes; Kimberlee Thomas UC) absent; David Vrenna (HC) yes; Ed Williamson (CN) yes; Gary Winschel (MC) yes

12. Other Business:

Mr. Mangione informed everyone the next Board meeting will be held on June 24, 2026.

13. Adjournment:

It was moved by Mrs. Bolte and seconded by Mrs. New to adjourn the Northwest Tri-County Intermediate Unit Board of Directors at 5:58 p.m.



Raina George, Board Secretary