

# **HARMONY AREA SCHOOLS TEACHER HANDBOOK**



**2019 - 2020**

## **Harmony District Mission Statement**

The Harmony Area School District is committed to academic excellence, including the cultivation of individual strengths and talents so that all students, upon completion of their education, may assume responsible adult roles as citizens, family members, workers, and lifelong learners. SUCCESS, which summarizes our beliefs about learning, is an acronym for

- S Student-centered curriculum
- U Uniqueness of individuals
- C Connectedness with all segments of the educational system
- C Continual learning
- E Excellence
- S Skills essential for survival
- S Satisfaction

## **Harmony District Vision Statement**

The Harmony Area School District envisions an effective learning environment for all children. An environment where leadership, professional development, technology integration, community connectedness, academic excellence, pride, respect and cooperation all connect to enrich the learning climate.

### **Leadership . . .**

- All educational leaders in the district will make decisions aligned with the mission, vision and shared values of this comprehensive planning process.
- The district leadership will personify a firm commitment to the mission, vision and shared values of this comprehensive planning process.

### **Professional Development Vision . . .**

- All professional employees model lifelong learning by constantly renewing their subject area skills, knowledge and pedagogy.
- All professional development endeavors are directly related to meeting the mission of the district.

### **Technology Integration . . .**

- The use of technology is driven by the value it adds to the mission of the district.
- Emerging technologies are embraced based on how its integration improves student learning.
- 21st century skills are integrated into every aspect of our culture of learning and the daily operation of the schools.

### **Community Connectedness . . .**

- The district's facilities are available to all for learning and recreational opportunities by civic and community organizations.
- Communication to the stakeholders of the district is open and honest.
- The communities' values and beliefs are reflected in the educational programs of the district.

## **Academic Excellence . . .**

The district's curriculum is aligned with the state's academic standards, developmentally appropriate and sequential to optimize success of all students.

- The curriculum is rigorous and challenging.
- Instructional strategies are researched based on best practices.
- The instructional delivery will accommodate individual students' strengths and weaknesses.
- Assessment of individual student achievement will drive the curriculum and the delivery of instructional strategies.
- The district will use student performance data to gauge individual student proficiency levels on the attainment of academic standards.

## **ACADEMIC STANDARDS**

The Board recognizes the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the district shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education.

The Board shall approve academic standards for district students to attain, in the following content areas:

- English Language Arts
- Mathematics
- Science and Technology – to include reading and writing in science and technology
- Environment and Ecology
- Social Studies (history, geography, civics and government, economics) – to include reading and writing in history and social studies
- Arts and Humanities
- Career Education and Work
- Health, Safety and Physical Education
- Family and Consumer Science

## **Guidelines . . .**

The district's curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards.

The district shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards.

Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with law, regulations and Board policy.

## **DISCRIMINATION POLICY**

The Harmony Area School District declares it to be the policy of this district to provide to all persons equal access to all students and categories of employment in this district, regardless of race, color, age, creed, economic status, religion, gender, sexual orientation, ancestry, union membership, national origin, handicap/disability, or genetic information. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans of Disabilities Act of 1990.

Harmony employees or students who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Superintendent.

Persons wishing to receive additional copies of this publication should contact: Division of Subsidy Data and Administration, 333 Market Street, Harrisburg, PA 17126-0333 or call (717) 787-5423.

See Policy 103, 103.1, 104

## BOARD OF EDUCATION

Ms. Nancy Oaks, President.....	Region III
Mr. Shawn McGarvey, Vice President.....	At Large
Mr. William Boring.....	Region I
Mr. Anthony Beltowski.....	Region I
Mr. Kurt Brothers.....	Region II
Mr. Mark Woodward.....	Region II
Mrs. Betty Lou Kunsman.....	At Large
Ms. Kate Cowden.....	At Large
Mrs. Susan Gallaher.....	Region III
*Mrs. Dara Campbell.....	Board Secretary
*non voting member	

### ADMINISTRATION

Dr. Norman Hatten	Interim Superintendent
Mr. Douglas Martz	K-12 Principal
Mrs. Sarah Teacher	Director of Special Education K-12 Assistant Principal
Mr. Bradley Brothers	Business Administrator

### PUPIL SERVICES

Mr. Matthew Bonanno	Guidance Counselor
Mrs. Jessie Romagna	Nurse
Mr. Mark Gobert	Athletic Director
Mrs. Kelley Goss	School Psychologist

## **FACULTY – JR./SR. HIGH SCHOOL**

Mrs. Shannon Andrews	Special Education
Mrs. Elizabeth Cook	Foreign Language / English
Ms. Anne Elias	Math
Mr. Jason Emerson	Technology Education / Career Awareness
Mr. Mark Gobert	Science
Mrs. Crystal Graffius	Reading / Language Arts
Ms. Jean Harkleroad	Business Education / Math
Mrs. Lisa Kitko	Health / Physical Education
Mr. Sean McMullen	Math / History
Mr. Jason Romagna	History / Government
Ms. Barbie Vena	Science
Mrs. Naomi Whinnie	Art
Mr. Matt Woods	History / Physical Education / Health
Ms. Jennifer Fox	Music / Band / Chorus

## **FACULTY – ELEMENTARY**

Mrs. Grace Damiano	Pre-K Teacher
Mrs. Tammy Hoyt	Kindergarten
Mrs. Amie Shadle	Grade 1
Mrs. Sherry Hughes	Grade 2
Ms. Tonya Fry	Grade 2
Mrs. Sherry Jones	Grade 3
Mr. Jason Boring	Grade 4
Mrs. Kim Rake	Grade 4
Mr. Doug Rake	Grade 5 & 6
Mrs. Kelly Born	Grade 5 & 6
Ms. Deborah McAfoose	Special Education – Intermediate
Mrs. Sonya Buterbaugh	Special Education - Primary
Mrs. Crystal Stiver	Title I Math / Instructional Coach
Mrs. Jaclyn Miller	Literacy Coach, Title I/Reading Specialist

## **SECRETARIAL STAFF**

Mrs. Dara Campbell  
Mrs. Karen Hutton  
Mrs. Jaci LeGars  
Mrs. Abby Rorabaugh  
Mrs. Kathy Weaver

Superintendent Secretary  
High School Office / Athletics  
District Data Coordinator/Guidance  
District Office / Purchasing  
Elementary Office/Special Ed. Office

## **CUSTODIAL STAFF**

Mr. Guy Kitchen  
Mr. Shawn Campbell  
Mr. Walter Davis  
Mrs. Carole Smith  
Mrs. Roxanne Standford

Maintenance Supervisor

## **PARAPROFESSIONALS / PERSONAL CARE AIDES**

Mrs. Monica Beltowski  
Mrs. Leta Brink  
Mrs. Cottigene Dishong  
Mrs. Robin Dyda  
Ms. Jessica Keener  
Mrs. Wendy Lee  
Mrs. Louri McCulley  
Mrs. Alison Maseto  
Ms. Jeannette Price  
Mrs. Melanie White

## **CAFETERIA STAFF**

Mrs. Regina Fry  
Mrs. Kay Neff  
Mrs. LuAnne Sneath  
Mrs. Robin Clark  
Mrs. Chana Hazelton  
Ms. Tina Verdill

Cafeteria Manager

## **DISTRICT ADMINISTRATIVE DAY-TO-DAY CHAIN OF COMMAND**

**The management of the school district's day-to-day functions shall fall under the following jurisdiction of the below listed chain of command:**

**Mr. Douglas Martz**

**Mrs. Sarah Teacher**

**Mr. Bradley Brothers**







HARMONY AREA SCHOOL DISTRICT  
2019-2020 CALENDAR

**2019**

Teacher In Service	Aug. 19, 20, and 21
Student First Day	Aug. 22
Labor Day-School Closed	Sept. 2
Progress/Deficiency Reports due	Sept. 24
No School – Columbus Day Observance	Oct. 14
End of 1 <sup>st</sup> Marking Period	Oct. 25
Report Cards Distributed	Nov. 1
Act 80 Day	Nov. 8
No School – Veteran’s Day Observance	Nov. 11
District Open House	Nov. 14
Thanksgiving Break starts	Nov. 27 (2 hour early dismissal)
Thanksgiving Recess	Nov. 28, 29, and Dec. 2
School Reopens	Dec. 3
Progress/Deficiency Reports due	Dec. 3
Christmas Break starts	Dec. 20 (2 hour early dismissal)
Holiday Recess	Dec. 23-Jan. 1

**2020**

School Reopens	Jan. 2
End of 2 <sup>nd</sup> Marking Period	Jan. 14
Act 80 Day	Jan. 17
No School – Martin Luther King Day Observance	Jan. 20
Report Cards Distributed	Jan. 21
No School / <b>Snow Make-up Day</b>	Feb. 14
No School / <b>Snow Make-up Day</b>	Feb. 17
Progress/Deficiency Reports due	Feb. 19
No School / <b>Snow Make-up Day</b>	Mar. 6
End of 3 <sup>rd</sup> Marking Period	Mar. 23
Report Cards Distributed	Mar. 30
Easter Break begins	Apr. 8 (2 hour early dismissal)
No School / <b>Snow Make-up Day</b>	Apr. 9
No School – Easter Break	Apr. 10 and 13
School Reopens	Apr. 14
Progress/Deficiency Reports due	Apr. 28
Memorial Day – No School	May 25
End of 4 <sup>th</sup> Marking Period	May 29
Student Last Day – Early Dismissal	May 29
Graduation	May 29
Teacher In-Service	June 1

## HOW TO COMMUNICATE A QUESTION OR CONCERN

There are times when a parent, resident or taxpayer may have a question, concern, complaint, suggestion or request and is uncertain as to the procedure to follow in contacting the school district. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Listed below is a Parent and Community Communication Process Flow Chart Chain of Command that should be of assistance when addressing each situation. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. Contact information for staff members is available on the district website at [www.harmonyowls.com](http://www.harmonyowls.com). If a parent, resident or tax payer does not receive a prompt response at any level, he/she may raise the question, concern, complaint, suggestion or request at the next level.

Occasionally, a parent, resident or taxpayers will call school board directors in a an attempt to obtain an answer to their questions or concerns. Upon receiving such a call, the board director calls the district superintendent. The district superintendent must then call the building principal to inform him or her of the problem or concern. The principal will then research and communicate with the parent. Therefore, it is wise that you first call the teacher, counselor or principal so that he or she can respond without any undue delay. It is important to note that the board directors only have authority at legally convened meetings and direct the school administration to handle matters.

**PARENT AND COMMUNITY PROCESS FLOW CHART CHAIN OF COMMAND**

<b>Area of Concern</b>	<b>First Level</b>	<b>Second Level</b>	<b>Third Level</b>	<b>Fourth Level</b>	<b>Fifth Level</b>
Athletics	Coach	Athletic Director	Principal	Superintendent	Board
Athletic Facilities	Athletic Director	Principal	Superintendent	Board	
Athletic Injuries	Coach	Medical staff at event	School Nurse	Athletic Director	Principal
Business Office	Business Administrator	Superintendent	Board		
Curriculum/Academic	Teacher	Principal/ Asst. Principal	Superintendent	Board	
Instruction	Teacher	Principal/ Asst. Principal	Superintendent	Board	
Discipline	Teacher	Principal/ Asst. Principal	Superintendent	Board	
Guidance	Counselor	Principal/ Asst. Principal	Superintendent	Board	
Special Education	Teacher	Special Ed. Director	Superintendent	Board	
Student Concern	Teacher	Guidance	Principal/Asst. Principal	Superintendent	Board
Computer/Hardware Problem	Teacher	Director of Technology	Principal	Superintendent	Board
Computer/Software Problem	Teacher	Director of Technology	Principal	Superintendent	Board
Transportation	Transportation Director Assistant	Transportation Director	Principal/ Asst. Principal	Superintendent	Board
Taxes	Business Manager	Superintendent	Board		

Appointments to see Teachers and Administrators should be made in advance with the exception of medical emergencies.

**HARMONY  
SUPERVISORY LIST**

**2019-2020**

<b><u>MR. DOUGLAS MARTZ</u></b>		<b><u>MS. SARAH TEACHER</u></b>	<b><u>SUPERINTENDENT</u></b>
<b>Elementary Teaching Staff (9)</b>	<b>Special Education Teachers (3)</b>		MRS. R. FRY
MR. BORING	MRS. ANDREWS		MR. BROTHERS
MRS. BORN	MRS. BUTERBAUGH		MRS. CAMPBELL
MRS. FRY	MS. McAFOOSE		MRS. TEACHER
MRS. HOYT			MR. KITCHEN
MRS. HUGHES			MR. MARTZ
MRS. JONES	<b>Regular Education Teachers (3)</b>		
MRS. RAKE	MRS. DAMIANO		
MR. RAKE	MRS. STIVER		<b>MR. BROTHERS (1)</b>
MRS. SHADLE	MRS. WHINNIE		MRS. RORABAUGH
<b>High School Teaching Staff (12)</b>	<b>Para/PCA's (11)</b>		<b>MRS. R. FRY (6)</b>
MRS. COOK	MRS. BELTOWSKI		MRS. NEFF
MS. ELIAS	MS. BRINK		MRS. SNEATH
MR. EMERSON	MRS. DISHONG		MRS. ROBIN CLARK
MS. FOX	MRS. DYDA		MRS. CHANA HAZELTON
MR. GOBERT	MS. KEENER		MS. TINA VERDILL
MRS. GRAFFIUS	MRS. LEE		MRS. BROOK BARRETT
MS. HARKLEROAD	MRS. MASETO		
MRS. KITKO	MRS. McCULLEY		
MR. McMULLEN	MS. PRICE		<b>MR. KITCHEN (4)</b>
MR. ROMAGNA	MRS. WHITE		MR. CAMPBELL
MS. VENA	<b>NEW HIRE</b>		MR. DAVIS
MR. WOODS			MRS. SMITH
			MRS. STANFORD
<b>Instructional Coach (1)</b>	<b>School Nurse (1)</b>		
MRS. MILLER	MRS. ROMAGNA		
<b>School Guidance Counselor (1)</b>			
MR. BONANNO	<b>Administrative Assistants (1)</b>		
	MRS. WEAVER		
<b>Administrative Assistants (2)</b>			
MRS. HUTTON			
MRS. LeGARS			

## BELL AND TIME SCHEDULE

### ELEMENTARY

7:40	Faculty Arrival
8:20	Students Arrive
8:20 - 8:40	Breakfast/Homeroom
8:20 - 9:55	BLOCK 1 ( 95 min. )
9:55 - 11:10	BLOCK 2 ( 75 min. )
11:10 - 11:50	Period 5 ( 40 min. )
11:50 - 12:20	“LUNCH P” Primary Lunch / Intermediate Recess
12:25 - 12:55	“LUNCH I” Intermediate Lunch / Primary Recess
1:00 - 1:40	Pd. 6 Class
1:40 - 2:15	Pd. 7 I/E Primary / Intermediate Specials
2:15 - 2:50	Pd. 8 I/E Intermediate / Primary Specials
2:50	Parent Pick Up
2:52	Buses Load
3:10	Faculty Dismissal

## BELL AND TIME SCHEDULE

### JR./SR. HIGH SCHOOL

7:40	Faculty arrival
8:20	Students Arrive
8:20-9:08	Homeroom/Pd 1 Class
9:10-9:48	Pd 2 Class
9:50-10:28	Pd 3 Class
10:30-11:08	Pd 4 Class
<b>11:10-11:42</b>	<b>Lunch 7-12</b>
11:44-12:19	Activity Period / Study Hall
12:21-12:59	Pd 5 Class
1:01-1:39	Pd 6 Class
1:41-2:19	Pd 7 Class
2:21-2:59	Pd 8 Class
3:10	Faculty dismissed

## Schedule to follow for DELAYS – JR./SR. High School Two Hour Delay

Students will report directly to their **FIRST PERIOD** class upon arrival to school for all delays for attendance and announcements – FOLLOW NORMAL BELL SCHEDULE. Students will report to 4<sup>th</sup> period on the bell.

### **WHEN VO-TECH STUDENTS DO NOT HAVE SCHOOL AT ADMIRAL PEARY, THEY ARE TO FOLLOW THE SCHEDULE BELOW:**

Act. Pd – Report to their homerooms

Pd. 5 – Report to Mr. Emerson

Pd. 6 - Report to Mrs. Elias

Pd. 7 - Report to Ms. Graffius

Pd. 8 - Report to Mr. Gobert

### **DUTIES OF ALL STAFF MEMBERS**

The time schedule for all professional staff members is as follows:

Arrival Time: 7:40

Departure Time: 3:10

All staff members shall be responsible not only for the care, discipline, and instruction of students in their classrooms, but for any and all students in the building (which includes lavatories, halls, assemblies, and the cafeteria). **If a staff member cannot for some reason make it to an assigned area (homeroom, bus duty, lunch duty, recess duty or whatever it may be), the office should be notified immediately.** This includes if a teacher needs to leave an assigned area for any reason. This is to avoid the possibility of the assignment not being covered and to avoid legal entanglements.

**\*\*Reminder – Teachers are not dismissed until 3:10 pm Mon. – Thur.**

**Teachers may be dismissed at 3:00 on Fridays.**

### **CAFETERIA DUTY**

Teachers that are assigned cafeteria duty are responsible for the overall safety of all students in the cafeteria at the time. Teachers are expected to be actively monitoring the students at all times to avoid potential problems.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
MARTZ	<b>LUNCH DETENTION</b>				
GOBERT	Lunch Duty	<b>LUNCH DETENTION</b>	Lunch Duty	Lunch Duty	Lunch Duty
EMERSON	Lunch Duty	Lunch Duty	<b>LUNCH DETENTION</b>	Lunch Duty	Lunch Duty
BONANNO	Lunch Duty	Lunch Duty	Lunch Duty	<b>LUNCH DETENTION</b>	Lunch Duty
McMULLEN	Lunch Duty	Lunch Duty	Lunch Duty	Lunch Duty	<b>LUNCH DETENTION</b>

## ELEMENTARY DUTY SCHEDULE

### Duty Responsibilities:

**Bus Duty Hallways** – Assigned staff are to monitor the hallways to ensure that students traveling to classrooms are following the procedures. Keep students moving and actively monitor and correct student behavior. Be up, moving, and vigilant.

**Bus Duty Outside** - Assigned staff will be located outside the Elementary entrance door and outside the PreK doors. Assist in directing traffic and monitoring students as they exit/enter their buses and enter/exit through the main Elementary doors. Students and visitors are NOT permitted to enter through the PreK doors. Staff shall remain on duty until the last bus/vehicle arrives.

**Breakfast/Lunch Duty**- Assigned staff members will monitor students eating breakfast, manage seating and ensure students are eating in a timely fashion and exiting the cafeteria in time to report to their next period. Move around the cafeteria and monitor student behavior - avoid being stationary. Monitor as students leave their seats and ensure they clean up after themselves. Remain on duty in the cafeteria until all students exit.

**Recess Duty**- Students must be supervised at all times. Staff on duty are expected to cover all areas of the playground. Monitor recess for safe play, keep alert at all times and attempt to anticipate potential issues.

AUGUST 2019					Bus Duty (outside)	Bus Duty (Hallway)	Breakfast	Primary			Intermediate		
M	T	W	Th	F				Lunch Duty	Workroom	Recess	Lunch Duty	Workroom	Recess
19	20	21	22	23	McAfoose Jones	D. Rake	Stiver McCulley White	Hoyt Fry	Shadle	Hughes Buterbaugh	Boring McAfoose	Born	D. Rake K. Rake Jones
26	27	28	29	30	McAfoose Jones	D. Rake	Stiver McCulley White	Hoyt Fry	Shadle	Hughes Buterbaugh	Boring McAfoose	Born	D. Rake K. Rake Jones

SEPTEMBER 2019					Bus Duty (outside)	Bus Duty (Hallway)	Breakfast	Primary			Intermediate		
M	T	W	Th	F				Lunch Duty	Workroom	Recess	Lunch Duty	Workroom	Recess
2	3	4	5	6	Boring Shadle	Stiver	D. Rake McCulley White	Shadle Hughes	Buterbaugh	Hoyt Fry	Jones K. Rake	D. Rake	McAfoose Born Boring
9	10	11	12	13	Fry D. Rake	Buterbaugh	Miller McCulley White	Buterbaugh Hoyt	Fry	Hughes Shadle	D. Rake Born	Boring	K. Rake Jones McAfoose
16	17	18	19	20	Hughes Miller	McAfoose	K. Rake McCulley White	Fry Shadle	Hughes	Buterbaugh Hoyt	Boring McAfoose	Jones	K. Rake D. Rake Born
23	24	25	26	27	Buterbaugh Born	Hoyt	McAfoose McCulley White	Buterbaugh Hughes	Hoyt	Shadle Fry	Jones K. Rake	McAfoose	D. Rake Boring Born

OCTOBER 2019					Bus Duty (outside)	Bus Duty (Hallway)	Breakfast	Primary			Intermediate		
M	T	W	Th	F				Lunch Duty	Workroom	Recess	Lunch Duty	Workroom	Recess
30	1	2	3	4	Stiver Hoyt	Shadle	Fry McCulley White	Hoyt Fry	Shadle	Hughes Buterbaugh	D. Rake Born	K. Rake	Jones McAfoose Boring
7	8	9	10	11	K. Rake McAfoose	Fry	Hughes McCulley White	Shadle Hughes	Buterbaugh	Hoyt Fry	Boring McAfoose	Born	D. Rake K. Rake Jones
14	15	16	17	18	Jones Boring	Hughes	Buterbaugh McCulley White	Buterbaugh Hoyt	Fry	Hughes Shadle	Jones K. Rake	D. Rake	McAfoose Born Boring
21	22	23	24	25	Shadle Fry	Miller	Jones McCulley White	Fry Shadle	Hughes	Buterbaugh Hoyt	D. Rake Born	Boring	K. Rake Jones McAfoose
28	29	30	31	1	D. Rake Hughes	Boring	Born McCulley White	Buterbaugh Hughes	Hoyt	Shadle Fry	Boring McAfoose	Jones	K. Rake D. Rake Born

NOVEMBER 2019					Bus Duty (outside)	Bus Duty (Hallway)	Breakfast	Primary			Intermediate		
M	T	W	Th	F				Lunch Duty	Workroom	Recess	Lunch Duty	Workroom	Recess
4	5	6	7	8	Miller Buterbaugh	Jones	Stiver McCulley White	Hoyt Fry	Shadle	Hughes Buterbaugh	Jones K. Rake	McAfoose	D. Rake Boring Born
11	12	13	14	15	Born Stiver	K. Rake	Boring McCulley White	Shadle Hughes	Buterbaugh	Hoyt Fry	D. Rake Born	K. Rake	Jones McAfoose Boring
18	19	20	21	22	Hoyt K. Rake	Born	D. Rake McCulley White	Buterbaugh Hoyt	Fry	Hughes Shadle	Boring McAfoose	Born	D. Rake K. Rake Jones
25	26	27	28	29	McAfoose Jones	D. Rake	Miller McCulley White	Fry Shadle	Hughes	Buterbaugh Hoyt	Jones K. Rake	D. Rake	McAfoose Born Boring

DECEMBER 2019					Bus Duty (outside)	Bus Duty (Hallway)	Breakfast	Primary			Intermediate		
M	T	W	Th	F				Lunch Duty	Workroom	Recess	Lunch Duty	Workroom	Recess
2	3	4	5	6	Boring Shadle	Stiver	K. Rake McCulley White	Buterbaugh Hughes	Hoyt	Shadle Fry	D. Rake Born	Boring	K. Rake Jones McAfoose
9	10	11	12	13	Fry D. Rake	Buterbaugh	McAfoose McCulley White	Hoyt Fry	Shadle	Hughes Buterbaugh	Boring McAfoose	Jones	K. Rake D. Rake Born
16	17	18	19	20	Hughes Miller	McAfoose	Fry McCulley White	Shadle Hughes	Buterbaugh	Hoyt Fry	Jones K. Rake	McAfoose	D. Rake Boring Born
23	24	25	26	27									

JANUARY 2020					Bus Duty (outside)	Bus Duty (Hallway)	Breakfast	Primary			Intermediate		
M	T	W	Th	F				Lunch Duty	Workroom	Recess	Lunch Duty	Workroom	Recess
30	31	1	2	3	Buterbaugh Born	Hoyt	Hughes McCulley White	Buterbaugh Hoyt	Fry	Hughes Shadle	D. Rake Born	K. Rake	Jones McAfoose Boring
6	7	8	9	10	Buterbaugh Born	Hoyt	Hughes McCulley White	Fry Shadle	Hughes	Buterbaugh Hoyt	Boring McAfoose	Born	D. Rake K. Rake Jones
13	14	15	16	17	Stiver Hoyt	Shadle	Buterbaugh McCulley White	Buterbaugh Hughes	Hoyt	Shadle Fry	Jones K. Rake	D. Rake	McAfoose Born Boring
20	21	22	23	24	K. Rake McAfoose	Fry	Jones McCulley White	Hoyt Fry	Shadle	Hughes Buterbaugh	D. Rake Born	Boring	K. Rake Jones McAfoose
27	28	29	30	31	Jones Boring	Hughes	Born McCulley White	Shadle Hughes	Buterbaugh	Hoyt Fry	Boring McAfoose	Jones	K. Rake D. Rake Born

FEBRUARY 2020					Bus Duty (outside)	Bus Duty (Hallway)	Breakfast	Primary			Intermediate		
	T	W	Th	F				Lunch Duty	Workroom	Recess	Lunch Duty	Workroom	Recess
3	4	5	6	7	Shadle Fry	Miller	Boring McCulley White	Buterbaugh Hoyt	Fry	Hughes Shadle	Jones K. Rake	McAfoose	D. Rake Boring Born
10	11	12	13	14	D. Rake Hughes	Boring	Stiver McCulley White	Fry Shadle	Hughes	Buterbaugh Hoyt	D. Rake Born	K. Rake	Jones McAfoose Boring
17	18	19	20	21	Miller Buterbaugh	Jones	D. Rake McCulley White	Buterbaugh Hughes	Hoyt	Shadle Fry	Boring McAfoose	Born	D. Rake K. Rake Jones
24	25	26	27	28	Born Stiver	K. Rake	Miller McCulley White	Hoyt Fry	Shadle	Hughes Buterbaugh	Jones K. Rake	D. Rake	McAfoose Born Boring



MARCH 2020					Bus Duty (outside)	Bus Duty (Hallway)	Breakfast	Primary			Intermediate		
M	T	W	Th	F				Lunch Duty	Workroom	Recess	Lunch Duty	Workroom	Recess
2	3	4	5	6	Hoyt K. Rake	Born	McAfoose McCulley White	Shadle Hughes	Buterbaugh	Hoyt Fry	D. Rake Born	Boring	K. Rake Jones McAfoose
9	10	11	12	13	McAfoose Jones	D. Rake	K. Rake McCulley White	Buterbaugh Hoyt	Fry	Hughes Shadle	Boring McAfoose	Jones	K. Rake D. Rake Born
16	17	18	19	20	Boring Shadle	Stiver	Fry McCulley White	Fry Shadle	Hughes	Buterbaugh Hoyt	Jones K. Rake	McAfoose	D. Rake Boring Born
23	24	25	26	27	Fry D. Rake	Buterbaugh	Hughes McCulley White	Buterbaugh Hughes	Hoyt	Shadle Fry	D. Rake Born	K. Rake	Jones McAfoose Boring

APRIL 2020					Bus Duty (outside)	Bus Duty (Hallway)	Breakfast	Primary			Intermediate		
M	T	W	Th	F				Lunch Duty	Workroom	Recess	Lunch Duty	Workroom	Recess
30	31	1	2	3	Hughes Miller	McAfoose	Buterbaugh McCulley White	Hoyt Fry	Shadle	Hughes Buterbaugh	Boring McAfoose	Born	D. Rake K. Rake Jones
6	7	8	9	10	Buterbaugh Born	Hoyt	Jones McCulley White	Shadle Hughes	Buterbaugh	Hoyt Fry	Jones K. Rake	D. Rake	McAfoose Born Boring
13	14	15	16	17	Stiver Hoyt	Shadle	Boring McCulley White	Buterbaugh Hoyt	Fry	Hughes Shadle	D. Rake Born	Boring	K. Rake Jones McAfoose
20	21	22	23	24	K. Rake McAfoose	Fry	Born McCulley White	Fry Shadle	Hughes	Buterbaugh Hoyt	Boring McAfoose	Jones	K. Rake D. Rake Born
27	28	29	30	1	Jones Boring	Hughes	Stiver McCulley White	Buterbaugh Hughes	Hoyt	Shadle Fry	Jones K. Rake	McAfoose	D. Rake Boring Born

MAY 2020					Bus Duty (outside)	Bus Duty (Hallway)	Breakfast	Primary			Intermediate		
M	T	W	Th	F				Lunch Duty	Workroom	Recess	Lunch Duty	Workroom	Recess
4	5	6	7	8	Shadle Fry	Miller	D. Rake McCulley White	Hoyt Fry	Shadle	Hughes Buterbaugh	D. Rake Born	K. Rake	Jones McAfoose Boring
11	12	13	14	15	D. Rake Hughes	Boring	Miller McCulley White	Shadle Hughes	Buterbaugh	Hoyt Fry	Boring McAfoose	Born	D. Rake K. Rake Jones
18	19	20	21	22	Miller Buterbaugh	Jones	K. Rake McCulley White	Buterbaugh Hoyt	Fry	Hughes Shadle	Jones K. Rake	D. Rake	McAfoose Born Boring
25	26	27	28	29	Born Stiver	K. Rake	McAfoose McCulley White	Fry Shadle	Hughes	Buterbaugh Hoyt	D. Rake Born	Boring	K. Rake Jones McAfoose

JUNE 2020					Bus Duty (outside)	Bus Duty (Hallway)	Breakfast	Primary			Intermediate		
M	T	W	Th	F				Lunch Duty	Workroom	Recess	Lunch Duty	Workroom	Recess
1	2	3	4	5	Hoyt K. Rake	Born	Fry McCulley White	Buterbaugh Hughes	Hoyt	Shadle Fry	Boring McAfoose	Jones	K. Rake D. Rake Born

### Elementary Afternoon Duties 2:50-3:00

Afternoon Bus Duty- YEARLY	Bus Number
S. Buterbaugh and K. Rake	8
G. Damiano and S. Jones	4
A. Shadle and S. Hughes	6
T. Hoyt and J. Boring	2
D. McAfoose and D. Rake	5

All Primary Teachers will be in the hallway for Student Dismissal and Bus Loading

**Please keep students quiet in the hallway for announcements**

Please keep all intermediate students in your classroom lined up for dismissal.

### **JR./SR. HIGH SCHOOL DUTIES**

#### **Morning Duties 8:20-8:35**

Downstairs Stairwell by High School Office – Office and Guidance Personnel

Front Doors and Bus Area/Parking Lot – Mr. Bonanno

Upstairs Hallway/Stairwell- Front – Ms. Harkleroad

Upstairs Hallway/Stairwell- Back – Ms. Vena

Downstairs-Stairwell bottom and music area – Mr. Woods / Mrs. Kitko

#### **Afternoon Duties 2:56 – Dismissal**

Front doors/bus dismissal- Mr. McMullen

Stairwell front/top- Mrs. Andrews

Stairwell back/top- Mrs. Cook

Stairwell back/bottom- Mrs. Whinnie

Hallway by music room and art room- Ms. Fox

Gym foyer/hallway- Mr. Emerson / Mr. Woods

## OPERATION OF CLASSROOM PHONES

1. To call the office-lift the handset and press the star button (\*) once. The phone will not ring on your end – just wait for the office to answer.
2. If there is an emergency and you need to reach the office press the star button twice (\*\*).
3. To call another room – lift the handset and dial the four digit number.
4. **Students are not permitted to answer classroom phones.**

## ABSENCE FROM SCHOOL

If you are to be absent from school for any reason you must use the E.S.S. (Source4Teachers) system. Go to the Harmony homepage, click on Staff Resources, and then click on E.S.S. (S4T). You will need to enter your ID# and Pin# to get into the system. Please see the District Office if you have not been assigned an ID or Pin #. Sick days may be entered into the E.S.S. (S4T) system up to and including the day of the absence. Please be sure to call early enough so that a replacement can be found. Personal, Vacation, Mentor and Conference days need Administrative approval and should be done as much in advance as possible (personal and vacation days require a minimum of 3 days notice). DO NOT put more than one type of absence on a single leave request.

**When using an Emergency day - you must enter in the reason according to the contract. For Bereavement days, you must enter in who passed away and how they are related to you.**

## PHONE MESSAGES

Each teacher is assigned a voicemail box that is to be checked daily. The voicemail can be accessed through the phone located in the teacher's faculty room.

## SUPPLIES

Supply requisition forms must be filled out a minimum of one day in advance for any bulk order supplies needed for your classroom. Requisition forms must be turned into the office secretary to be filled.

Teachers are not permitted to stockpile supplies in their classrooms.

Bulk order items include:

- |                     |              |            |              |
|---------------------|--------------|------------|--------------|
| • Composition books | Paper        | Portfolios | Pencils/Pens |
| • Markers           | File folders | Staples    | Glue         |
| • Paper Clips       | Tape         | Crayons    | Binders      |

**Any purchase that needs to be ordered or bought must be presented on a purchase order form to the principal/supervisor for approval. Any other method of ordering will not be paid by the school district. All correspondence/questions regarding purchase orders must be addressed via e-mail to the business manager.**

## **VOICE MAIL FEATURES:**

These are 3 steps that should be completed to initially setup your Voice Mailbox:

- Create a Security Code
- Record a Mailbox Greeting
- Record a Mailbox/Directory Name
  
- **To Set/Change Your Voice Mail Box Personal Security Code**
  1. Lift Handset and Press “VMsg” button (Soft-key)
  2. Press “More” (Soft-key)
  3. Press “Setup” (Soft-key)
  4. Press “Code” (Soft-key)
  5. Enter a New 4-digit Security Code on dial-pad
  6. Your Security Code will be played back to you for confirmation
  7. Press “Req” Soft-key if you want your Security Code to be Required always or Press “NoReq” if you only want it required when accessing your mailbox remotely.
  8. Hang-up Speaker or press “Release”
  
- **To Record Your Voice Mail Greeting:**
  1. Lift Handset and Press “VMsg” Button (Soft-key)
  2. Press “Greet” (Soft-key)
  3. Press “Gr1” (Soft-key ...for Greeting #1 or Main Greeting)
  4. Press “Rec” (Soft-key)
  5. Record at the tone and press “Done” Soft-key when finished
  
- **To Record your Voice Mail/Directory Name:**
  1. Lift Handset and Press “VMsg” Button (Soft-key)
  2. Press “More” (Soft-key)
  3. Press “RcNam” (Soft-key)
  4. Press “Rec” (Soft-key)
  5. Record at the tone and Press “Done” Soft-key when finished
  
- **To Check Your Voice Mail Messages (at your phone):**
  1. New Messages will be indicated on display and LED at top of set will flash
  2. Press “VMsg” Soft-key
  3. Dial your Security Code (if required)
  4. Press “Lstn” Soft-key
  5. Messages will play
  6. Use Soft-keys to delete or go to “Next message

(Note: Messages are automatically archived/saved by default and must be deleted to remove from Mailbox)

## ANNOUNCEMENTS

Announcements are made over the PA system each morning at 8:30 am. All announcements made over the intercom must be approved by an administrator in advance.

1. Announcements regarding student activities must be signed by the teacher, sponsor or advisor.
2. Announcements must be written legibly or typed.
3. Statements should be brief and to the point.
4. Afternoon announcements will be just prior to dismissal – if there is a need.

## FIELD TRIPS

A field trip request form must be completed for all field trips a minimum of 30 days before the trip. All trips must be approved by the principal. **All field trips must have signed permission slips for all students who are attending. A list of the student's names, where they are going, what time they will return along with any other pertinent information should be turned into the office (Administrator and Secretary) at least 24 hours in advance. The Nurse needs to be notified of all upcoming field trips once they are board approved to address any medical concerns.**

## LUNCH

Each teacher has a scheduled lunchtime.

Teachers are expected to be at their room to receive their class after lunch.

Lunches can be purchased in the cafeteria. The cost of an adult lunch is \$3.50. Items can also be purchased a la carte. (Prices on items listed below – subject to change)

- Ala carte entre 1.50
- Ala carte entre (breakfast) .75

**Maximum lunch charge for adults is \$25.00**

## PREPARATION PERIOD

All teachers have 7:40 - 8:20 assigned as a prep time (unless a mtg. is scheduled). Teachers may have additional prep time built into their schedule. Teachers are to use this time for preparing lessons, test, grading, conducting conferences, and fulfilling other professional duties.

## HALL PASSES

Students will be issued a hall pass when leaving a room to go to another location by a classroom teacher. All students, no matter what the reason, must have a hall pass if in the hall during a class period, with the exception of a student being called to the office over the PA system. **If a student is seen in the hall without a pass he/she will be escorted back to their scheduled class to investigate why he/she was not issued a hall pass.** Appropriate discipline will then be given.

## IDENTIFICATION BADGES / SWIPE CARDS

All staff members are given identification badges at the beginning of the school year. Identification badges must be worn throughout the school day and be clearly visible. **Students are not permitted to have building keys or swipe cards under any circumstances.**

## ATTENDANCE

Period 1 teachers are to submit attendance using Power School **no later than 8:40 am.** **All teachers are to take attendance** in each of their classes (discrepancies should be reported to the office immediately).

Attendance and Tardiness Grading Policy:

1. Students who are suspended out of school **are permitted to make up any work that was assigned to be done out of class.** If the work was provided to the students at the beginning of the suspension then the work is due the day of the return. If work was not picked up over the course of the suspension then the student will have a maximum of three school days to turn in any work. All work not turned in within the specified guidelines listed above should be recorded as a zero. Any tests missed due to OSS are to be given the day the student returns or recorded as a zero.
2. An excused absence never excuses a student from school work. Work must be made up within a reasonable period of time. A student has the same number of days to make up work as equal to the time of the absence.
  - If a student is absent 3 days then the student has three school days in which to complete work – this includes making up quizzes and tests.
3. All unexcused absences from a class will result in a zero for the day. Teachers are under no obligation to assign make up work.
4. Students who skip class are to be considered unexcused.

*Students and/or parents have the right to request homework assignments **on the third day of absence.** If a request is made to provide assignments for absent students, it is the teacher's responsibility to provide this information to the office by the end of the school day.*

## LEAVING THE SCHOOL BUILDING

All personnel who must leave the building during their work hours for personal reasons or emergencies are to secure permission from administration **prior** to doing so.

On Fridays and days prior to a school holiday the faculty may leave at a reasonable time after the students are dismissed. The exception to the rule is, of course, the teacher's lunch period.

All teachers must sign out and back in on the provided sheet in your prospective office.

**\*\*When leaving the building with students, teachers are to notify the office**

## MAILBOXES / Email

Teachers and staff have been assigned a box in the faculty room for receiving mail. **Students are not to be given permission to enter the faculty room under any circumstances.** Mailboxes are to be emptied each morning and checked periodically throughout the day for any messages.

**E-mail should be checked multiple times throughout the day.  
Teachers are responsible for reviewing any mail sent regardless of means.**

## **MULTIMEDIA PROCEDURES**

The use of multimedia materials such as videos, films, movies, etc. MUST be related to the PA Core standards and course curriculum. The use of multimedia materials for other purposes must have prior approval by the building principal. The following guidelines MUST be followed:

- Follow all copyright laws in viewing/using the material.
- Elementary may show G movies
- Junior High school may show G or PG
- Senior High school may show G, PG or PG 13

**The use of multimedia must be indicated in lesson plans. Any requests outside of these guidelines must be approved by the building principals.**

## **BUILDING**

- Students are not to arrive before 8:20 am.
- All students, parents, and visitors MUST enter and exit the building through the elementary or high school office doors.
- Students are not permitted to leave the building for any reason during the school day without permission from the office.
- All students are to leave the building at dismissal time. No student is permitted to stay in the building unless it is for a supervised activity.

## **BUILDING USE – AFTER SCHOOL HOURS**

The following procedures for requesting use of the school facilities are to be followed.

1. No scheduling farther than 2 months out is allowed.
2. Go to the Harmony Owls homepage and check the District Events Calendar to see if the day you are requesting is available.
3. Fill out the Use of School Facilities form.
4. Send form to District Office to be put on the District Events Calendar.
5. All other signatures will be obtained after the event is cleared with the District Calendar.
6. If custodial/cafeteria/security is needed, the applicant is to arrange with each department.
7. The event is not confirmed until you receive a copy of the form back.

## **CANCELLATION OF SCHOOL AND SCHOOL DELAYS**

Teachers will be notified by the district's "One Call" system in the event of a delay or cancellation.

On days that school is cancelled and on days that an early dismissal is announced – all events for the day/evening are cancelled and will need to be rescheduled.

If school is dismissed early on a Friday, only events for that evening are cancelled unless notified otherwise.

## **CELL PHONES**

Cell phones should not be used excessively by employees of the district in the presence of students.

## **CLASSROOM PROCEDURES**

A syllabus is to be given to each class during the first week of school outlining classroom rules and expectations for the course. Contact information is to be included on every syllabus. A copy of each syllabus is to be emailed to the principals by the end of the first week of school.

## **ELEMENTARY SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM**

Positive Behavior Support is a different way of handling discipline. In a school setting, it cannot be assumed that students know corrective behaviors. Children come from different backgrounds and cultures that view behavior in their own unique ways. When a child misbehaves, the school views it as a skill deficit. Therefore, students are taught appropriate school behaviors and expectations. Students are rewarded when they display the expected behavior. A school wide positive behavior support program (SWPBS) was initiated in the elementary school in the 2009-2010 school year. The program continues to grow and be an integral part of our discipline plan. The SWPBS program sets, teaches, models, and rewards expectations throughout the school year. Our slogan is Harmony Students "Give a Hoot" with the following expectations being used: Show Respect, Take Responsibility, Promote Kindness, Think Safety, and Earn Success. The program consists of a Universal Team and a Tier II Team. Daily coupons are given for appropriate school behaviors and informal referrals are used for non-compliance. After three informal write-ups, a student moves to the formal discipline process as stated below.



## **DISCIPLINE PROCEDURE**

Each and every classroom teacher is accountable for the discipline of their students. Extreme disciplinary cases are to be escorted out of the class by a teacher to the office. For all such cases, a written disciplinary report must be sent to the principal's office. (Refer to the Discipline Policy)

In dealing with student behavior problems, please consider the following:

- Discuss the behavior with student independent of class. A written record of meeting and action taken should be recorded.
- Contact parents by phone and relate behavior.
- Refer to administration when all of the aforementioned steps have failed to correct the issue.

**Classroom management issues such as; not having homework done, not bringing materials to class, sleeping in class, chewing gum, excessive talking – should be handled by the classroom teacher and not turned in as discipline until after consulting with Administration.**

Elementary Only:

- All discipline referral forms will be reviewed and initiated by building principal.
- A check-box will be present on informal write-up forms indicating to the principals the desire to review for formal write-up.

**A BUILDING ADMINISTRATOR IS TO BE NOTIFIED IMMEDIATELY FOR ANY INCIDENTS RESULTING IN A LEVEL B OR C**

## **GUIDANCE REFERRAL FORMS**

Guidance referral forms should be completed by the classroom teacher for issues related to:

- Failing grades
- Disruptions of class
- Family Issues
- Peer relations – including bullying type behaviors (name calling, students picking on each other, etc..)
- Poor attendance
- Study skills
- Incomplete or missing assignments

## **PEER MEDIATION REQUESTS**

Requests for peer mediation can be made by teachers or students. Requests for peer mediation should be turned into the Guidance office.

Teachers trained in Peer Mediation include:

- Mr. Bonanno
- Mr. McMullen
- Mr. Romagna
- Mrs. Kitko

A list of all students trained in Peer Mediation can be obtained in the Jr./Sr. High School Office

## **PARKING FOR STAFF**

The parking lot adjacent to the school and elementary area is to be used for staff parking. Spaces are to be reserved for the handicap and visitors. Parking permits need to be clearly displayed while on school property.

## **SUBSTITUTE EVALUATIONS**

All teachers are responsible for evaluating every substitute teacher once per school year after they have been assigned to your classroom for the day. Evaluations can be done online through Source4Teachers or by using the forms located in the Jr./Sr. High School faculty room.

### **TEXTBOOKS (JR./SR. High School)**

- a. Students are responsible for textbooks issued to them.
- b. It is imperative that each teacher keep accurate records regarding issuance of textbooks. Make sure that students return the same books that were issued to them. Textbook lists need to be turned into the office.
- c. If a teacher thinks the book returned has had normal usage, no fine will be imposed. Books returned in damaged condition are subject to fines. A teacher is the sole judge of the fine to be imposed.
- d. Lost textbooks must be replaced. The fine is the replacement of the textbook.

## **SCHEDULE CHANGES**

All schedule changes must be approved by the guidance counselor and/or principal. After the cut-off date students are not permitted schedule changes without a parent conference being held.

Teachers are responsible for making sure that students on their class lists are accounted for at all times.

## ELEMENTARY FIRST DAY OF SCHOOL PROCEDURES

### General Information

The following items will be needed:

- Homeroom lists
- Student picture information flyer (if taken in September)
- Student insurance forms
- Tablets, pencils

### General Information

- All students will report to their homeroom upon arrival (or after breakfast)
- Conduct pledge of allegiance
- Take roll
- Complete absentee report in Power School
- Send absentee report and Lunch Count form to Elementary Office by 8:40 am for elementary school
- **Pass out any forms that need parent signatures and announce that they are due back by the Wednesday, August 28**

### Schedules (Intermediate)

- Pass out student weekly schedule forms

### ANNOUNCE

1. Go over student expectations for Homeroom time; including expected behavior, getting breakfast, time expected back in homeroom, when attendance is taken, etc.
2. Discipline Code Review (Student Handbooks)
  - The Building Principals will conduct a review of Discipline Policy during the week with grade level.

Specific Forms (in handbooks)- ***RETURN ALL FORMS TO HOMEROOM TEACHERS All forms are due by the Wednesday, August 28***

- Student insurance forms
- Emergency Card/Health History Form
- Student picture information flyer
- Computer/Internet Contract
- Confirmation form
- Student Information form
- Student Contacts Form

## JR./SR. HIGH SCHOOL FIRST DAY OF SCHOOL PROCEDURES

### General Information

The following items will be needed:

- Homeroom lists
- Absentee reports
- Student schedule problem form
- Student picture information flyer (if taken in September)
- Student insurance forms

### General Information

- All students will report to their first period class upon arrival
- Conduct pledge of allegiance
- Take roll
- Complete absentee report
- Send absentee report to High School Office by 8:40 am for high school using POWER SCHOOLS
- **Pass out any forms that need parent signatures and announce that they are due back by the Wednesday, August 28**

### Schedules (Jr./Sr. High school)

- Pass out student weekly schedule forms
- Have students complete his/her schedule from Teacher's Master schedule (it would be beneficial to put the schedule on the board)
- If a student has a problem with his/her schedule, list the student's name and the problem on the schedule form. Turn this form into the Guidance Office. ***DO NOT SEND STUDENTS TO THE HIGH SCHOOL OFFICE FOR SCHEDULE CHANGES.***

### ANNOUNCE

1. NO schedule changes will be made until reviewed by the guidance office. The guidance office will make an appointment to review schedule problems. ***STUDENTS WILL REPORT TO THEIR CLASSES AS SCHEDULED UNTIL OFFICIALLY CHANGED.***
2. **Go over student expectations for Homeroom time; including expected behavior, getting breakfast, time expected back in Period 1, when attendance is taken, etc.**
3. Discipline Code Review (Student Handbooks)
  - The Building Principals will conduct a review of Discipline Policy during the first two weeks with each grade level.

Specific Forms - ***RETURN ALL FORMS TO THE JR./SR. HIGH SCHOOL OFFICE. All forms are due by the Wednesday, August 28***

- Student insurance forms
- Emergency information forms
- Student picture information flyer
- Computer/internet contract
- Confirmation form
- Student Information form

### **ELEMENTARY STUDENT/ STAFF DISMISSAL**

Students are to be dismissed by the PA announcement to report to their Bus. Students will be taken to their buses **in an orderly manner**. Teachers are responsible for all students until they leave the building. Students should NOT be in the halls prior to the announcement to report to bus assigned areas.

Teachers are responsible for ensuring that:

- All windows are closed and locked in their classrooms
- Shades are adjusted
- Desks, tables, and chairs are in order
- Lesson plans are in a visible location as well as anything else needed in case a sub is needed for the next day (including seating charts, class lists, daily schedule, absentee slips, classroom rules, etc.)
- Any video/technology equipment is turned/logged off
- Lights are turned off and **classroom doors are shut and locked**

Teacher sign out is at 3:10 pm or after all students have been dismissed.

### **JR./SR. HIGH SCHOOL STUDENT/ STAFF DISMISSAL**

Students are to be dismissed by the BELLS. At 2:59 students will report directly to the bus. Teachers are responsible for all students until they leave the building. Students should NOT be in the halls prior to the dismissal bell.

Teachers are responsible for ensuring that:

- All windows are closed and locked in their classrooms
- Shades are adjusted
- Desks, tables, and chairs are in order
- Lesson plans are in a visible location as well as anything else needed in case a sub is needed for the next day (including seating charts, class lists, daily schedule, absentee slips, classroom rules, etc.)
- Any video/technology equipment is turned/logged off
- **Lights are turned off and classroom doors are shut and locked**

Teacher sign out is at 3:10 pm or after all students have been dismissed



## **GENERAL INFORMATION**

Daily schedule changes will be posted in the office.

When an accident occurs, send another student with the injured student to the nurse. Write up an accident report and turn it into the office.

Teacher's information board is located in the office.

Teachers are paid bi-weekly on Fridays.

There is **NO SMOKING** in the school or on school property.

Teachers need to familiarize themselves with the Student Handbook and **enforce school policies/expectations.**

First year teachers will be assigned a mentor and complete an Induction Plan.

A policy manual is located in the Business office and on the homepage – teachers are required to familiarize themselves with district policies.

- All district policies are available from the district website.
- Tab – “About Us”
- Tab – “Harmony Area School Board”
- Tab – “School Board Policies”

Teachers are obligated to work towards the goals of the District Strategic Plan – a copy of this plan is located in the teacher's faculty room as well as the business office.

## **TEACHER CERTIFICATION**

The responsibility for updating and keeping current with updating certifications and Act 48 requirements is the teacher's responsibility. Without your state certificate to teach, you are simply without a teaching position.

The necessary forms for applying for renewal of certification, for making your certificate permanent, or for changing the name on your certificate may be obtained from PDE's webpage. A fee is required by the PA Department of Education to process all changes except for a name change.

All teachers are responsible for submitting proof to the Superintendent and Business Manager in order to receive compensation in accordance with the professional contract.

## **ROOM KEYS**

All teachers will be given a key to their assigned classroom and keys for closets located in the classroom if needed.

In addition teachers are given a key swipe card that accesses designated doors for the building. **Under NO circumstances is a staff member allowed to give a student access to any type of key / swipe card.**

**Room keys are to be turned in at the end of each day to the office key box.**

## **TRANSPORTING STUDENTS**

To transport a student, a staff member must meet insurance carrier guidelines. (See Business Manager if you have questions concerning these guidelines)

Staff members must fill out a School Vehicle Request Form and have it signed by the Transportation Director at least three days prior to needing the school vehicle.

Vehicle logs (located in the vehicle) and Mileage Reports must be filled out when using the school district vehicles.

Teachers/Staff are not permitted to transport students in their own personal vehicles unless prior approval has been granted or in an emergency.

## PLANNING – THE KEYNOTE TO GOOD INSTRUCTION

One of the most important aspects of effective teaching is careful planning and preparation. Thorough planning is essential to effectively enabling us to achieve desired goals and outcomes in the educational program of the students in our school. Planning is a continuous process in which we provide for sequence, progression and progress that fosters a classroom atmosphere that is conducive to learning.

The following items are considered essential, and must be part of daily lesson plans:

1. Objective stated in measurable terms, i.e. the student will complete a writing project on the topic of his/her choice utilizing the steps in Process Writing. The objectives may be daily, weekly or unit.
2. Statements on content or subject matter. Pay special attention to the varied learning styles of your students in developing lesson activities. Remediation and enrichment should be implemented based on student achievement.
3. Time allocation required to cover the content, so that the objectives are met.
4. Materials and resources which are selected should be appropriate to the varied needs of learners, reflecting a wide variety of alternatives (i.e. technology, community resources, audio-visual items, learning centers, manipulatives, etc.).
5. The instructor has decided upon some means of finding out whether or not you have achieved what you set out to do. Provide a method of assessment that best suits the lesson and satisfies the stated outcome/outcomes. Varied means should be employed to evaluate student learning achievement.

All teachers are expected to keep a written record of instructional plans. **Lesson plans are to be submitted electronically to your direct supervisor by Friday afternoon of each week.** Teachers who have been approved to submit standards checklists must submit them every other Friday to their direct supervisor.

**Lesson Plans must be submitted using the district lesson plan template located on the P drive on the network.**

All teachers are responsible for keeping **three days of emergency lesson plans** at all times. These plans are to be kept on the classroom teacher's desk and are due by the Friday after Labor Day.

Emergency lesson plans must include:

- |                  |                  |                            |              |
|------------------|------------------|----------------------------|--------------|
| • Class lists    | Seating Chart    | Bell schedule              |              |
| • Daily Schedule | Sub Forms        | Attendance Forms           | Lesson Plans |
| • Class rules    | Hall/late passes | Fire drill/emergency info. | Activities   |

**LESSON PLAN REQUIREMENTS – SEE “P” drive on network for template**

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## **EVALUATION**

It is our belief that evaluation is necessary, desirable and therefore, appropriate function of the school district in addition to being a legal requirement.

The major purpose of evaluation is to improve the competency of the staff and thereby, the quality of instruction received by the students of the Harmony Area School District.

For evaluation to be constructive, a common ground of expectations needs to be established. Evaluation is important to the evaluator and teacher. In both roles it can facilitate continued professional growth and skill development.

## **OBJECTIVES OF EVALUATION**

- To help teachers improve teaching and performance
- To provide incentives for professional growth
- To expand and strengthen subordinate/superordinate relationships
- To be fair and objective in implementation
- To satisfy appropriate state and district requirements

## **COMPONENTS OF QUALITY INSTRUCTION – See Danielson Rubric**

### **MID PERIOD REPORTS AND MARKING PERIOD DATES**

2019-2020

Deficiency reports due to guidance office	Sept. 24
End of 1 <sup>st</sup> marking period	Oct. 25
Report cards distributed	Nov. 1
Deficiency reports due to guidance office	Dec. 3
End of 2 <sup>nd</sup> marking period	Jan. 14
Report cards distributed	Jan. 21
Deficiency reports due to guidance office	Feb. 19
End of 3 <sup>rd</sup> marking period	Mar. 23
Report cards distributed	Mar. 30
Deficiency reports due to guidance office	Apr. 28
End of marking period	May 29
Report cards mailed home	After the Last Student Day

## GRADING GUIDELINES

A	Excellent	93-100
B	Above Average	85-92
C	Average	75-84
D	Below Average	65-74
F	Failure/No Credit	Below 64
I	Incomplete	
S	Satisfactory	
U	Unsatisfactory	
O	Outstanding	

Incomplete grades **MUST** be made up ten (10) days after conclusion of marking period. If work is not made up, the student will receive an F. A student who has an “I” recorded on final grades will **NOT** receive credit for the class

**Teachers are responsible for entering grades into Power Schools once a week. Teachers are not permitted to make their own template in Power Schools. This template is setup by the Guidance Department and is not to be altered in any way.**

**If problems arise with entering grades by Friday afternoon, then the teacher must notify the building principals.**

**Teachers are to have a minimum of one task entry per week; task entries should be assigned similar point values with the exceptions of exams**

**Athletic Eligibility lists are printed off Monday afternoons. If you know that you will be out or you are waiting for something to be turned in, please notify the athletic director by noon on Mondays. No changes regardless of reason will be permitted after this time.**

*Grading expectations must be indicated in course syllabus*

*Extra Credit is at the discretion of the individual teacher*

**No student is permitted to receive above 100% on a report card**

### **Unexcused Days**

When a student has an “unexcused day” teachers will receive a notification slip from the **Attendance** office. A “0” zero should be recorded for this student for any assignments that were done on this date.

## PROMOTION

### Elementary & Junior High School

- 1 A pupil who has already been retained two times during the elementary/junior high school (K-8) years should ordinarily be promoted to the next grade.
- 2 A pupil who has been in the same grade two years should ordinarily be promoted to the next grade.
- 3 A student receiving failing grades in two core subjects will be reason for retention.

**Core Subjects:** Language Arts/Reading, Math, Science, and Social Studies

### Grades 9-12:

*Students are classified according to the number of credits they have accumulated. The minimum credits for grade classification are as follows:*

**Tenth Grade -----6.5 credits**

**Eleventh Grade -----13 credits**

**Twelfth Grade -----19.5 credits**

## GRADUATION

All students must have the following credits to graduate:

English*	4
Math	3
Science	3
Social Studies	3
Health	1
PE	2
Electives	10

**TOTAL: 26**

### In addition to the credit requirement:

- All students must pass state and local testing requirements as defined by the Pennsylvania Department of Education
- Graduation Portfolio Checklist

Successful completion of a graduation portfolio is required for graduation. The graduation portfolio components include requirements beginning in grade 7. A checklist of these requirements can be found in the back of this handbook.

## **GRADUATION WITH HONORS:**

- Cumulative Average of 93% or higher for all subjects grades 9-12
- No failing grade in any class
- Must score proficient or advanced on all Keystone exams
- Must take a minimum of six credits during senior year
- No discipline write-ups that resulted in a suspension

**Only two credits from an approved summer school program or credit recovery program can be used to count towards graduation.**

## **RANKING/WEIGHTING**

Class rank will be determined at completion of grades 10-12. All subjects will be awarded .2 credits for each meeting period per week up to 1 full credit. Foreign Language II will receive a 1.2 weighting. Algebra II and III, Geometry, Trigonometry, Pre Calculus, Calculus, Foreign Language III, IV, Chemistry, Physics, Biology, AP courses & college courses will receive 1.5 weighting towards GPA.

## **HONOR ROLL**

Criteria for inclusion on the Honor Roll:

**Distinguished Honor Roll:** Overall average of 95% with no grade lower than a 93%

**Honor Roll:** Overall average of 90% with no grade lower than a 85%

All students in grades 3,4,5,6,7 and 8 are required to take the PSSA (Pennsylvania State Student Assessment) test. High School students are required to take the Keystone exams in Algebra, Biology, and Literature.

## **JR./SR. HIGH SCHOOL MID-TERMS AND FINALS**

**All students (grades 7-12) in core subject areas shall be required to take a final examination which will be counted toward the fourth nine week grading period. Exams will be optional to students with 93% or higher average from the first three marking periods.**

Mid-terms are to be given for all students in grades 9-12 for all core subject areas. Areas to be included are: English, Math, Science, and Social Studies.

Mid-terms may be given in other subject areas if the course syllabus that is distributed at the beginning of the school year specifies this.

If a mid-term is given, it should be counted towards the second grading period – Not to exceed 10% of the overall grade for this period.

**A finals schedule will be released to staff by the guidance department and/or building principals.**

## **HOMEWORK POLICY**

Homework assignments should complement the school instruction. The assignments should develop student responsibility, good study habits, and organizational skills.

### **Homework assignments should:**

- a. **Serve as practice and reinforcement of skills already presented by the teacher**
- b. Broaden areas of interest through enrichment
- c. Provide an opportunity for parents to know their child is studying
- d. Encourage parent and child interaction

### **Homework assignments should not:**

- a. Exceed 20% of a student's overall grade for any given grading period
- b. Be assigned on nights when there is a school wide event planned  
(Back to school night, open house, ice cream social, fair night and middle school orientation)
- c. Interfere with proper development of the student's health
- d. Be given as a form of punishment

### **Homework guidelines:**

- a. The number of days a student has to submit make-up work is equal to the number of days a student is absent
- b. When a project is assigned, an outline or a guideline of the project should be sent home with the student so the parents know what is expected
- c. Assignments will be reviewed and returned within a reasonable amount of time (not to exceed two weeks)
- d. A course syllabus will be prepared for each course taught in the Jr./Sr. High School indicating homework, grading, testing and extra classroom assignment procedures

**These times should serve as a general guideline for the amount of homework assigned**

<b>PRE K - K</b>	<b>1-2 DAYS A WEEK FOR A TOTAL OF 10-15 MINUTES PER NIGHT</b>
<b>1<sup>ST</sup> – 2<sup>ND</sup> GRADE</b>	<b>3-5 DAYS A WEEK FOR A TOTAL OF 20-30 MINUTES PER NIGHT</b>
<b>3<sup>RD</sup> – 5<sup>TH</sup> GRADE</b>	<b>3-5 DAYS A WEEK FOR A TOTAL OF 30-40 MINUTES PER NIGHT</b>
<b>6<sup>TH</sup> – 8<sup>TH</sup> GRADE</b>	<b>3-5 DAYS A WEEK FOR A TOTAL OF 50-70 MINUTES PER NIGHT</b>
<b>9<sup>TH</sup> – 12<sup>TH</sup> GRADE</b>	<b>3-5 DAYS A WEEK FOR A TOTAL OF 60-90 MINUTES PER NIGHT</b>

## ASSESSMENTS

Assessments are a vital component of the educational system. Assessments are used to guide instruction; letting parents, students, teachers and administrators know which skill areas need to be worked on.

All assessment info including dates for mid-terms and finals should be located on the student syllabus.

### ASSESSMENT TESTING SCHEDULE

All DIBELS, Study Island, G-made and writing assessments will be given during the following time frames:

	<u>Elem.</u>	<u>JR./SR. High School</u>
Fall	September 3 - 13, 2019	September 16 – 20, 2019
Mid Year	January 6 – 31, 2020	January 21 – 24, 2020
End Of Year	May 4 – 15, 2020	

#### KEYSTONES

December 2 – 13, 2019	Keystone Exam Wave I
January 6 – 17, 2020	Keystone Exam Wave II
May 11 – 22, 2020	Keystone Exam Spring

#### PSSA's

April 20 – 24, 2020	PSSA ELA Grades 3 - 8
April 27 – May 1, 2020	PSSA Math Grades 3 - 8
May 4 – 8, 2020	PSSA Science Grades 4 and 8

Progress monitoring will be done bi-weekly for all intensive, special education, and child study team members.

## STUDY-ISLAND BENCHMARK ASSESSMENTS

The following procedures are to be used in the Middle School and High School for administering the Study Island Benchmark tests.

- An assessment schedule will be placed in the teacher's mailbox approximately one week before the assessment period from the guidance office.
- If you are a teacher responsible for giving an assessment, then you are to familiarize yourself on how students login to study island to take the test prior to the actual day of testing.
- You are to make sure you have a mobile lab that has all computers turned on and ready to go for when students enter the room.
- After taking the test:
  - Make sure every student has saved their test and then logged off from Study Island.
  - **For any student who is absent, make a list and turn this list into the Guidance Office**

## ASSESSMENT CONFERENCING DISTRICT WIDE

### ELEMENTARY

Elementary student conferencing will take place during math and reading classes to go over strengths and areas for improvement

### JR./SR. High School

Student conferencing regarding Assessment and Career Readiness will take place for all students during their ELA, Math and Science classes and during selected Activity Periods.



## **PROCEDURE FOR A PURCHASE OR FUND RAISER**

The following procedures are to be followed when there is a purchase to be made which requires payment from the Activity Fund.

- ❖ After a club/organization has approved a purchase/fund raiser at meeting, the advisor shall submit a copy of the dated minutes signed by the advisor and student secretary to the high school secretary when requesting the Purchase Order.
- ❖ The minutes will be stapled to the Purchase Order and given to the advisor.
- ❖ The advisor will have the Purchase Order completed properly and signed before returning it to Mrs. Rorabaugh in the District Office.
- ❖ Mrs. Rorabaugh will assign a number to the Purchase Order and submit it to the principal for approval.
- ❖ After being approved by the principal, a copy of the Purchase Order will be returned to the advisor.
- ❖ At this point, the order may be placed- by mail or phone. It is important that all invoices/statements have the Purchase Order number listed.
- ❖ Upon receipt of the invoice/statement, the club/organization student treasurer will complete a Request for Payment form, staple the invoice/statement to the form and submit all to Mrs. Rorabaugh in the District Office
- ❖ Upon payment, Mrs. Rorabaugh will return a copy of the Request for Payment form to the advisor.
- ❖ Checks will be written **ONLY** once a week or as an emergency arises.

## **FUNDRAISERS**

All requests for fundraisers must be filled out on the appropriate district form and signed by Administration.

## **SPECIAL EMPHASIS**

No payment will be approved, unless the above procedures are followed.