

HARMONY AREA SCHOOL DISTRICT TEACHER HANDBOOK



2023 - 2024

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. We strive for an environment where leadership, professional development, technology integration, community connectedness, academic excellence, pride, respect and cooperation all connect to enrich learning.

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 who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact Mr. Brad Brothers, Title IX Coordinator.

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



HARMONY BOARD OF EDUCATION

Ms. Nancy Oaks, President.....	Region III
Mr. Shawn McGarvey, Vice President.....	At Large
Mr. William Boring.....	Region I
Mrs. Holly Srock.....	Region I
Mr. Kurt Brothers	Region II
Mrs. Holly Merritts.....	Region II
Mrs. Betty Lou Kunsman.....	At Large
Ms. Kate Cowden.....	At Large
Mrs. Susan Gallaher.....	Region III
* Mrs. Dara Campbell.....	Board Secretary
* Mr. Brad Brothers.....	Board Treasurer
* <i>non voting members</i>	

ADMINISTRATION

Mr. Ken Jubas	Superintendent of Schools
Mr. Douglas Martz	Secondary Principal / Federal Programs Coordinator
Mr. Jason Boring	Elementary Principal / Special Education Coordinator
Mr. Bradley Brothers	Business Administrator
Ms. Chloe Bracken	Business Office Clerk
Mr. Walter Davis	Maintenance Supervisor
Mrs. Regina Fry	Food Services Manager

PUPIL-PERSONNEL SERVICES

Mr. Matt Bonanno	Guidance Counselor
Mrs. Jessie Romagna	School Nurse
Mr. Matt Woods	Athletic Director
Mrs. Rene Fetchkan	School Psychologist
Mrs. Emily Elbel	Speech-Language Pathologist

TEACHER FACULTY – JR./SR. HIGH SCHOOL

Mrs. Harley Bloom	Math
Mr. Jason Emerson	Technology Ed. / Career Awareness
Mr. Bill Faint	Science
*Ms. Opal Thompson	Music / Band / Chorus
Ms. Jean Harkleroad	Business Education / Math
*Mrs. Lisa Kitko	Health / Physical Education
Mr. Sean McMullen	Math / Social Studies
Ms. Jennifer Nealen	Language Arts
Ms. Lindsey Prasko	Special Education
Mr. Jason Romagna	History / Government
Ms. Barbi Vena	Science
*Ms. Larissa Rearick	Special Education
*Mrs. Naomi Whinnie	Art
*Mr. Matt Woods	History / Phys. Ed. / Health / AD
Mrs. Paula Young	Language Arts
* <i>Shared with Elementary</i>	

TEACHER FACULTY – ELEMENTARY

Mrs. Grace Damiano	Pre-K Teacher
Mrs. Melissa Brothers	Grade K
Mrs. Amie Shadle	Grade 1
Ms. Tonya Fry	Grade 2
Mrs. Sherry Hughes	Grade 2
Ms. Megan Faught	Grade 3
Mrs. Tammy Hoyt	Grade 3
Mrs. Kim Rake	Grade 4
Mrs. Jaci LeGars	Grade 4
Mr. Doug Rake	Grade 5/6
Mrs. Kelly Born	Grade 5/6
Ms. Deborah McAfoose	Special Education – Intermediate
Ms. Heather Chero	Special Education – Intermediate
Ms. Siena Burk	Special Education - Primary
Mrs. Crystal Stiver	Title I Math / Instructional Coach
Ms. Jaclyn Miller	Literacy Coach, Title I/Reading Specialist

OFFICE STAFF

Ms. Toni Adamo
Mrs. Dara Campbell
Mrs. Robin Dyda
Mrs. Louri McCulley

Jr./Sr. High School Office Secretary
Superintendent & School Board Secretary
Guidance Office Secretary
Elementary Office & Special Education Secretary

CUSTODIAL STAFF

Mr. Walter Davis
Mr. Shawn Campbell
Mrs. Carole Smith
Mrs. Roxanne Standford
Mr. Al Bell
Mr. Rick Kopp

Maintenance Supervisor
Custodian
Custodian
Custodian
Part-Time Custodian
Part-Time Custodian

PARAPROFESSIONALS / PERSONAL CARE AIDES

Mr. Tanner Carl
Mrs. Cece Curry
Mrs. Cottigene Frontino
Mrs. Elizabeth Harris
Ms. Jessica Keener
Mrs. Leta Leamer
Mrs. Wendy Lee
Mrs. Alison Maseto
Mrs. Melanie White
Mrs. Julie Faint

CAFETERIA STAFF

Mrs. Regina Fry
Mrs. Jessica Barto
Mr. John Greene
Ms. Diana Hagens
Mrs. Chana Hazelton

Food Services Manager

DISTRICT ADMINISTRATIVE DAY-TO-DAY CHAIN OF COMMAND

**If Superintendent, Mr. Ken Jubas, is out of the district/unavailable . . .
The management of the school district's day-to-day functions shall fall
under the jurisdiction of the following chain of command:**

Mr. Douglas Martz

Mr. Jason Boring

Mr. Bradley Brothers

If your building-level principal/supervisor is absent, unavailable, or away at training, please contact the other building principal (*Elem contact Mr. Martz, HS contact Mr. Boring*) for important time-sensitive requests. If both are unavailable, please contact Mr. Jubas, Superintendent.



HARMONY AREA SCHOOL DISTRICT

2023-2024 IMPORTANT DATES

2023

Teacher In-Service	Aug. 21 and 22
Student First Day	Aug. 23
Labor Day-School Closed	Sept. 4
Progress/Deficiency Reports Due	Sept. 25
Act 80 Day	Oct. 9
End of 1 st Marking Period	Oct. 25
Report Cards Distributed	Nov. 1
Teacher In-Service	Nov. 10
Thanksgiving Break starts	Nov. 22 (2 hour early dismissal)
Thanksgiving Recess	Nov. 23, 24, and 27
School Reopens	Nov. 28
Progress/Deficiency Reports Due	Dec. 1
Christmas Break starts	Dec. 21 (2 hour early dismissal)
Holiday Recess	Dec. 22-Jan. 2

2024

School Reopens	Jan. 3
End of 2 nd Marking Period	Jan. 12
No School – Martin Luther King Day	Jan. 15
Report Cards Distributed	Jan. 19
Progress/Deficiency Reports Due	Feb. 15
Act 80 Day	Feb. 16
No School – President’s Day	Feb. 19
End of 3 rd Marking Period	Mar. 19
Report Cards Distributed	Mar. 26
Easter Break begins	Mar. 28 (2 hour early dismissal)
No School – Easter Break	Mar. 29 and Apr. 1
School Reopens	Apr. 2
Progress/Deficiency Reports Due	Apr. 23
End of 4 th Marking Period	May 23
Student Last Day – Early Dismissal	May 23
Senior Graduation	May 24
Teacher In-Service	May 24
School Closed – Memorial Day Observance	May 27

HARMONY DISTRICT CALENDAR FOR 2023-2024

Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days	Mon	Tue	Wed	Thur	Fri	Student Days	Teacher Days
July 2023							January 2024						
3	4	5	6	7			1	2	3	4	5		
10	11	12	13	14			8	9	10	11	12		
17	18	19	20	21			15	16	17	18	19		
24	25	26	27	28			22	23	24	25	26	20/102	20/105
31							29	30	31				
August 2023							February 2024						
	1	2	3	4						1	2		
7	8	9	10	11			5	6	7	8	9		
14	15	16	17	18			12	13	14	15	16		
21	22	23	24	25			19	20	21	22	23	20/122	20/125
28	29	30	31		7/7	9/9	26	27	28	29			
September 2023							March 2024						
				1							1		
4	5	6	7	8			4	5	6	7	8		
11	12	13	14	15			11	12	13	14	15		
18	19	20	21	22			18	19	20	21	22		
25	26	27	28	29	20/27	20/29	25	26	27	28	29	20/142	20/145
October 2023							April 2024						
2	3	4	5	6			1	2	3	4	5		
9	10	11	12	13			8	9	10	11	12		
16	17	18	19	20			15	16	17	18	19		
23	24	25	26	27			22	23	24	25	26		
30	31				22/49	22/51	29	30				21/163	21/166
November 2023							May 2024						
		1	2	3					1	2	3		
6	7	8	9	** 10			6	7	8	9	10		
13	14	15	16	17			13	14	15	16	17		
20	21	22	23	24			20	21	22	23	24		
27	28	29	30		18/67	19/70	27	28	29	30	31	17/180	18/184
December 2023							June 2024						
				1			1	2	3	4	5		
4	5	6	7	8			8	9	10	11	12		
11	12	13	14	15			15	16	17	18	19		
18	19	20	21	22			22	23	24	25	26		
25	26	27	28	29	15/82	15/85	29	30					

No School

Teacher In- Service Days

First Student Day/Last Student Day

Act 80

** Administrators and Teachers Only

Day 45 - October 25

Day 90 - January 12

Day 135 - March 19

Day 180 - May 23

HARMONY SUPERVISORY LIST

2023-2024

<u>MR. DOUGLAS MARTZ</u>	<u>MR. JASON BORING</u>	<u>MR. KEN JUBAS</u>
Secondary Teaching Staff (13)	Special Education Teachers (5)	Administration (6)
MRS. BLOOM	MS. BURK	MR. BORING
MR. EMERSON	MS. CHERO	MR. BROTHERS
MR. FAINT	MS. McAFOOSE	MRS. CAMPBELL
MS. HARKLEROAD	MS. PRASKO	MR. DAVIS
MRS. KITKO	MS. REARICK	MRS. R. FRY
MR. McMULLEN		MR. MARTZ
MS. NEALEN		
MR. ROMAGNA	Elementary Teaching Staff (11)	
MS. THOMPSON	MRS. BORN	
MS. VENA	MRS. BROTHERS	
MRS. WHINNIE	MRS. DAMIANO	<u>MR. BROTHERS (1)</u>
MR. WOODS	MS. FAUGHT	MS. BRACKEN
MRS. YOUNG	MRS. FRY	
	MRS. HOYT	
	MRS. HUGHES	
Title/Instructional Coach (2)	MRS. LeGARS	<u>MRS. R. FRY (4+)</u>
MS. MILLER	MR. RAKE	MRS. BARTO
MRS. STIVER	MRS. RAKE	MR. GREENE
	MRS. SHADLE	MS. HAGENS
		MRS. HAZELTON
School Guidance Counselor (1)		<i>Cafeteria Substitutes</i>
MR. BONANNO	PARA/PCA'S (10)	
	MR. CARL	
	MRS. CURRY	
Administrative Assistants (2)	MRS. FAINT	<u>MR. DAVIS (5+)</u>
MS. ADAMO	MRS. FRONTINO	MR. CAMPBELL
MRS. DYDA	MS. KEENER	MRS. SMITH
	MRS. HARRIS	MRS. STANFORD
	MRS. LEAMER	MR. BELL
School Nurse (1)	MRS. LEE	MR. KOPP
MRS. ROMAGNA	MRS. MASETO	<i>Custodian Part Substitutes</i>
	MRS. WHITE	
Instructional Technology (1)		
CJAWS I.T. COMPANY (Mike)	Administrative Assistants (1)	
	MRS. McCULLEY	
Driver Education Program (1)		
MR. CANTON		

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. 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

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
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	Special Ed. 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.

BELL AND TIME SCHEDULE

ELEMENTARY

7:40	Faculty Arrival
8:20	Students Arrive
8:20 – 9:55	Breakfast/Homeroom/ BLOCK 1 (95 min)
9:55 - 11:10	BLOCK 2 (75 min.)
11:10 - 11:50	Pd. 5 Class (40 min.)
11:50 - 12:20	“LUNCH P” Primary Lunch / Intermediate Recess
12:30 – 1:00	“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	Student Arrival
8:20-9:08	Homeroom/Pd. 1 Class
9:11-9:49	Pd. 2 Class
9:52-10:30	Pd. 3 Class
10:33-11:11	Pd. 4 Class (Vo-Tech Lunch 10:50-11:11)
11:14-11:44	Lunch 7-12
11:47-12:15	Advisory Period
12:18-12:56	Pd. 5 Class
12:59-1:37	Pd. 6 Class
1:40-2:18	Pd. 7 Class
2:21-2:59	Pd. 8 Class
3:10	Faculty Dismissed



Flexible Instructional Days for Harmony Area School District

The Pennsylvania Department of Education (“PDE”) has granted Harmony Area School District the right to participate in flexible instructional days during the 23-24 school year.

This means that school days called off due to inclement weather, or possibly health and safety factors, **will be counted and considered student school days** in a virtual environment. **All students will be expected to participate either online or by way of arrangements made with the teacher prior to the virtual day.** Teachers and school administration will work with students and parents at the start of the year to organize the plans for continuing schooling during these days without in-person learning.

Attendance will be taken by each teacher and reported to the office for any virtual learning day. Lack of participation will involve both the loss of certain school privileges and issuing an unexcused absence for that day. It is our hope that the use of flexible instruction (virtual days) will enable us to have our scheduled May 23rd “last day of school” for the year without the need to make up any missed days.

Parents and students, we ask that you help work along with us to make our ability to incorporate the virtual days a success during the 23-24 school year. Please make every effort to communicate any home technology issues ahead of time with teachers so that appropriate accommodations can be made to help you. Please engage yourself in the learning process with the at-home virtual environment for the times that these days occur so that we keep positive momentum rolling in our classes.

District Administrative Team,

Mr. Jubas, Superintendent of Schools & Health/Safety Coordinator
Mr. Martz, Secondary Principal & Federal Programs Coordinator
Mr. Boring, Elementary Principal/Special Education Coordinator

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

For two-hour delays, all students will report directly to their **FIRST PERIOD** class upon arrival (10:20 AM) for attendance and announcements – then FOLLOW A NORMAL BELL SCHEDULE. Students will report to 4th period on the bell. (10:30 AM)

WHEN VO-TECH STUDENTS DO NOT HAVE SCHOOL AT ADMIRAL PEARY, THEY ARE TO FOLLOW THE SCHEDULE BELOW: (report to Study Hall locations)

Advisory Pd – Report to Room 110 – Mr. Woods (*cancel Weight Training Club*)

Pd. 5 – Report to Room – Mr. Bonanno (Lit. Room)

Pd. 6 - Report to Room 110 – Mr. Woods (Study Hall)

Pd. 7 - Report to Room 205 – Ms. Nealen (Study Hall)

Pd. 8 - Report to Room 106 – Mr. Romagna (Study Hall)



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 restrooms, halls, assemblies, and the cafeteria). **If a staff member cannot for some reason make it to an assigned area (coverage, 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 dismissed at 3:10 pm Monday – Thursday.**

Teachers may be dismissed at 3:00 on Fridays, OR ONCE THE BUSES PULL OUT should they be delayed for any reason.

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.

JR./SR. HIGH CAFETERIA MONITORS

Mr. Bonanno

Mr. Emerson

Mr. McMullen

Mr. Romagna

Mr. Martz

ELEMENTARY DUTY SCHEDULE 2023-2024

Assigned duties will run on a 3-Week Rotation (Week A, Week B, Week C). Please keep track of your assigned duty. This will be displayed with the 6-Day Rotation adjacent to the Elementary Office. Staff should have their walkie-talkie with them at all times while on their assigned duty.

Bus Duty (Hallways): Monitor the hallways to ensure that students traveling to classrooms are following procedures. Keep students moving and actively monitor and correct student behavior.

Bus Duty (Outside): Assigned staff will be located outside the main elementary doors. Assist in directing traffic and monitoring students as they exit/enter their buses and enter/exit the main Elementary doors.

Car Duty (Cafe.): Assigned staff will be located at the cafeteria exterior doors. Assist in directing traffic and monitoring students as they exit/enter their vehicles. Parents and visitors are NOT permitted to enter through the cafeteria doors. Staff shall remain on duty until the last vehicle arrives.

Breakfast/Lunch Duty: Monitor students eating breakfast/lunch. Move around the cafeteria and monitor student behavior - avoid being stationary. Make sure that students clean up after themselves. Remain on duty in the cafeteria until all students exit.

Workroom Duty: Workroom is for students who have missing work or loss of privileges. Students may also choose to attend workroom instead of recess with permission. Students are expected to bring work with them to complete during their entire scheduled time. Please support the students to complete their work and collaborate with teachers of each student.

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



Arrival/Dismissal Duties				
Week	Bus (Outside)	Bus (Hallway)	Car	Breakfast
A	Mrs. Born Mr. Rake	Ms. Fry	AM - Mr. Woods PM - Ms. Miller Mrs. Stiver	Ms. McAfoose Melanie White Julie Faint
B	Mrs. Hoyt Miss Faught	Mrs. Shadle	AM - Mr. Woods PM - Ms. Miller Mrs. Stiver	Ms. McAfoose Melanie White Julie Faint
C	Mrs. Rake Mrs. LeGars	Mrs. Hughes	AM - Mr. Woods PM - Ms. Miller Mrs. Stiver	Ms. McAfoose Melanie White Julie Faint

Primary K-2			
Week	Lunch	Recess	Workroom
A	Mrs. Born Mr. Rake	Ms. Fry	AM - Mr. Woods PM - Ms. Miller Mrs. Stiver
B	Mrs. Hoyt Miss Faught	Mrs. Shadle	AM - Mr. Woods PM - Ms. Miller Mrs. Stiver
C	Mrs. Rake Mrs. LeGars	Mrs. Hughes	AM - Mr. Woods PM - Ms. Miller Mrs. Stiver

Intermediate 3-6			
Week	Lunch	Recess	Workroom
A	Mrs. Rake Mrs. LeGars	Mrs. Hoyt Miss Faught	Mrs. Born Mr. Rake
B	Mrs. Born Mr. Rake	Mrs. Rake Mrs. LeGars	Mrs. Hoyt Miss Faught
C	Mrs. Hoyt Miss Faught	Mrs. Born Mr. Rake	Mrs. Rake Mrs. LeGars

All Primary Teachers will be in the hallway for Student Dismissal and Bus Loading
Primary teachers are responsible for forming bus lines in the hallway.

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 8:20-8:30

Downstairs Stairwell by High School Office / Breakfast Line – Mrs. Dyda and Ms. Adamo

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

Upstairs Hall Duty – Mr. Faint (patrol hallway / keep check on boys bathroom)

Downstairs Hall Duty – Mr. Romagna (middle of hall / outside your room area)

Downstairs-Stairwell bottom and music area – Mr. McMullen / Ms. Thompson

Cafeteria – Car / Student Drop-off – Mr. Woods (Elem & HS students)

Hallway near Cafeteria/Gym – Mr. Emerson

****** During class changes: All teachers should be at the doorway /
in the hallway area to monitor student behavior & warmly greet students ******

Afternoon Dismissal Duty

Front doors/bus dismissal - Mr. McMullen

Stairwell front/top - Ms. Harkleroad

Stairwell back/top – Ms. Vena

Stairwell back/bottom by Music Room - Mrs. Whinnie / Ms. Thompson

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

VoTech – End of Day – Mr. Romagna



OPERATION OF CLASSROOM PHONES

- 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.
- If there is an emergency and you need to reach the office press the star button twice (**).
- To call another room – lift the handset and dial the four digit number.
- **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. (Frontline) system**. Go to the Harmony homepage, click on Staff Resources, and then click on E.S.S. (Frontline). 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. 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, Mentor and Conference days need Administrative approval and should be done as much in advance as possible (personal 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.

Examples of 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 (High School) and 8:40 AM (Elementary). 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 \$4.00. Items can also be purchased a la carte.

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.**

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.*

When school is cancelled for any reason and classes are held in Google Classroom (virtual), ATTENDANCE WILL BE TAKEN in order for the day to count. Absences will be sent to each office to track students who are participating or receiving absences.

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. 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 for class, teachers are to notify the office so that it is known where to locate the class in the event of an emergency.**

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.

When school closes for the day due to unforeseen reasons, Virtual Classes through Google Classroom will take place. Attendance will be taken and the names of students who do not login to the meet will be sent to the Attendance Office.

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, an on-line disciplinary report must be submitted 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 the Principal.

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.

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 Monday, 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 by grade level.

Specific Forms (in handbooks)- ***RETURN ALL FORMS TO OFFICE... All forms are due by Monday, 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 (For September Fall Pictures)
- Student insurance forms

General Information

- All students will report to their HOMEROOM 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 Monday, 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 three days of school with each grade level.

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

Technology help requests should be made by sending an email to: (new address to be announced later)

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 or any other tobacco/nicotine use 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 by the parent/guardian and a principal.



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. **All lesson plans need to be readily available on the teacher's workstation or desk so that the supervisors may view them when doing a walk-through or a formal observation.** Teachers who have been approved to submit standards checklists must update them on a regular basis and communicate these plans with their supervisor. If using standards checklists, it is still expected that every teacher has a classroom daily outline.

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 |

SDI Pages for all students identified with an IEP will be placed in a shared Google Drive. This information will be updated throughout the year.

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 (PDESAS.org)

MID PERIOD REPORTS AND MARKING PERIOD DATES

2023-2024

Deficiency reports due to guidance office	Sept. 25
End of 1 st marking period	Oct. 25
Report cards distributed	Nov. 1
Deficiency reports due to guidance office	Dec. 1
End of 2nd marking period	Jan. 12
Report cards distributed	Jan. 19
Deficiency reports due to guidance office	Feb. 15
End of 3rd marking period	Mar. 19
Report cards distributed	Mar. 26
Deficiency reports due to guidance office	Apr. 23
End of marking period	May 23
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 at least 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

Students are able to choose to attend Admiral Peary Vocational Technical School when they reach the 10th grade.

Students enrolled in Admiral Peary Vocational Technical School may earn 4 credits upon completion of their chosen course of study.

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, including Keystone Graduation Requirements
- 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 in grades 9 – 12.

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%

STATE AND LOCAL ASSESSMENTS

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. In accordance with state law, seniors will not receive a diploma until they pass the required Keystone exams or equivalent local assessment.

Grades K-6 will take the district-wide assessments three times a year.

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. **Specifically designed plans on assessing students may be communicated to the principal in order to accommodate subject-specific and teacher-specific goals.**

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

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

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. We will update parents and students about specific state testing windows as the district learns of information from the state.

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	August 28 – Sept. 8, 2023	August 28 – Sept. 8, 2023
Mid Year	January 3 – 12, 2024	
End Of Year	May 6 – 17, 2024	May 6 – 17, 2024

KEYSTONES

December 4 – 15, 2023	Keystone Exam Wave I (make-ups from last year)
January 3 – 17, 2024	Keystone Exam Wave II (make-ups from last year)
May 13 – 24, 2024	Keystone Exam Spring

PSSA's

April 22 – 26, 2024	PSSA ELA Grades 3 - 8
April 29 – May 3, 2024	PSSA Math, Science and Make-ups Grades 3 - 8
	*Note – Science PSSA test is given in grade 4 and 8
May 6-10	Optional Additional Math, Science, and Make-ups

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 Advisory Periods.



PROCEDURE FOR A PURCHASE OR FUNDRAISER

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 the District Office.
- ❖ The District Office 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 the District Office
- ❖ Upon payment, a copy of the Request for Payment form to the advisor will be returned.
- ❖ 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 ON FUNDRAISERS

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