

SUPPORT STAFF HANDBOOK

2023-2024



This handbook has been designed to acquaint support staff with employment policies and procedures. While the district believes in the policies and procedures described in the handbook, they are not conditions of employment. Rather, they are presented as guidelines and for informational purposes. Nothing in the handbook is intended to create an expressed or implied contract of employment with the district.

Please take the time to read the handbook carefully and become familiar with its contents. All employees who have a question about a particular provision of the handbook are encouraged to discuss the matter with their immediate supervisor or, if necessary, an administrator.

CODE OF ETHICS

Integrity is expected and required of every employee. Integrity is an essential element of every transaction with other employees, district representatives, suppliers, and customers. Integrity is equally important in the accuracy of our public relations, in the recording of our business transactions, and in the performance of our service.

The district is committed to conducting its business affairs in accordance with the law and the highest ethical standards at all times. The reputation employees enjoy is determined by the example set by administration, as well as the character and good judgment of each employee and district representatives. All employees and district representatives are expected to conduct themselves in the highest ethical manner.

Employees and district representatives are to treat each other and others with respect without regard to: race, gender, color, religion, national origin, age, disability, sexual orientation, or marital status.

Employees and district representatives are to perform their duties with honesty and integrity.

Employees and district representatives are to do their utmost to comply with all applicable laws and regulations of federal, state, and local governments. Employees and district representatives are encouraged to promptly report any discriminatory behavior, sexual harassment, illegal activities, or other violations of this code. Administration will take reasonable measures to protect the reporting employee from any retaliatory, harassing, or abusive behavior.

Administration, at all levels, is responsible for adherence to these principles and will vigorously pursue all appropriate remedies where these principles are violated.

If employees become aware of any violation of this code or are uncertain as to the appropriate action that should be taken, they are encouraged to promptly report the situation to his/her immediate supervisor or the Superintendent.

ACCEPTABLE USE POLICY

Book: Policy Manual

Section: 800

Title: Acceptable Use of Internet, Computers, and Network Resources

Number: 815

Status: Active

Adopted: May 11, 2015

Purpose

The Board supports use of the computers, internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research, and collaboration.

The district provides students, staff, and other authorized individuals with access to the district's computers, electronic communication systems, and network, which includes internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Definitions

The term **child pornography** is defined under both federal and state law.

Child pornography – under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: [1]

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography – under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. [21]

The term **harmful to minors** is defined under both federal and state law.

Harmful to minors – under federal law, is any picture, image, graphic image file or other visual depiction that:[2][3]

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors – under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it: [22]

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene – any material or performance, if: [22]

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeal to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure – a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors. [3]

Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of

information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have not expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers, and network resources. [4][5][6]

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors: [3]

1. Defamatory
2. Lewd, vulgar, or profane
3. Threatening
4. Harassing or discriminatory [7][8][9][10][11]
5. Bullying [12]
6. Terroristic [13]

The district reserves the right to restrict access to any internet sites or functions it deems inappropriate through established board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with internet access. [14][2][3]

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy. [14]

Upon request by student or staff, building administrators may authorize the temporary disabling of internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling internet blocking/filtering software for a student's use. If a request for temporary disabling of internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review. [15][2]

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parent/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request. [14]

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary: to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: [2][3][16]

1. Utilizing a technology protection measure that blocks or filters internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including: [3]

1. Interaction with other individuals on social networking websites and in chat rooms
2. Cyber bullying awareness and response. [17][12]

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It shall be the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network including: chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following: [3][16]

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to material harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity
2. Commercial or for-profit purposes
3. Non-work related or non-school related work
4. Product advertisement or political lobbying
5. Bullying/Cyberbullying [17][12]
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing, or downloading obscene, pornographic, lewd, or otherwise illegal materials, images, or photographs. [18]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws. [19]
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software, and file.
18. Accessing the internet, district computers or other network resources without authorization.
19. Disabling or bypassing the internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing, or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations. [20][19]

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting in deliberate or willful acts. [14]

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the internet, district network, or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings. [4][5][6]

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
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
*non voting member	

ADMINISTRATION

Mr. Ken Jubas	Superintendent
Mr. Douglas Martz	Secondary Principal / Federal Programs Coordinator
Mr. Jason Boring	Elementary Principal / Special Education Coordinator
Mr. Bradley Brothers	Business Administrator

PUPIL SERVICES

Mr. Matthew Bonanno	Guidance Counselor
Mrs. Jessie Romagna	School Nurse
Mr. Jason Romagna	Athletic Director
Mrs. Rene' Fetchkan	School Psychologist

FACULTY – JR./SR. HIGH SCHOOL

Ms. Lindsay Prasko	Special Education
*Ms. Larissa Rearick	Special Education
Ms. Jennifer Nealen	Language Arts / English
Mrs. Harley Bloom	Math
Mr. Jason Emerson	Technology Education / Career Awareness
Mr. Bill Faint	Science
Mrs. Paula Young	Language Arts/ English
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/AD
* Ms. Opal Thompson	Music / Band / Chorus
* <i>Share with Elementary</i>	

FACULTY – ELEMENTARY

Mrs. Grace Damiano	Pre-K Teacher
Mrs. Melissa Brothers	Kindergarten
Mrs. Amie Shadle	Grade 1
Ms. Tonya Fry	Grade 2
Mrs. Sherry Hughes	Grade 2
Ms. Meagan Faught	Grade 3
Mrs. Tammy Hoyt	Grade 3
Mrs. Jaci LeGars	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
Ms. Siena Burk	Special Education - Primary
Mrs. Crystal Stiver	Title I Math / Instructional Coach
Mrs. Jaclyn Miller	Literacy Coach, Title I/Reading Specialist

OFFICE STAFF

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

Superintendent Secretary
H.S. Office Secretary
Guidance Secretary
District Office / Business Clerk
Elem. Office/Special Ed. Secretary

CUSTODIAL STAFF

Mr. Walter Davis
Mr. Shawn Campbell
Mrs. Carole Smith
Mrs. Roxanne Stanford

Maintenance Supervisor

PARAPROFESSIONALS / PERSONAL CARE AIDES

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

CAFETERIA STAFF

Mrs. Regina Fry
Mr. J.P. Greene
Mrs. Diana Hagens
Mrs. Chana Hazelton
Mrs. Jessica Barto

Food Service 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

Mr. Jason Boring

Mr. Bradley Brothers

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	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.

Please be advised that all Administrators and Act 93 employees are Supervisors. The supervisory list is only intended to outline immediate

supervisors. All supervisors have the ability to delegate responsibilities as need within the district.

HARMONY SUPERVISORY LIST

2023-2024

<u>MR. DOUGLAS MARTZ</u>	<u>MR. JASON BORING</u>	<u>MR. KEN JUBAS</u>
High School Teaching Staff (13)	Special Education Teachers (4)	MRS. R. FRY
	MS. LARISSA REARICK	MR. BROTHERS
MRS. BLOOM	MS. SIENA BURK	MRS. CAMPBELL
MR. EMERSON	MS. McAFOOSE	MRS. BORING
MS. JENNIFER NEALAN		
MS. OPAL THOMPSON	MS. LINDSAY PRASKO	MR. DAVIS
MR. FAINT		MR. MARTZ
MRS. PAULA YOUNG	Elementary Teaching Staff (11)	
MS. HARKLEROAD	MRS. DAMIANO	
MRS. KITKO	MRS. HOYT	
MR. MCMULLEN	MRS. BROTHERS	
MR. ROMAGNA	MRS. SHADLE	
MS. VENA	MRS. FRY	MR. BROTHERS (1)
MRS. WHINNIE	MRS. HUGHES	NEW HIRE
MR. WOODS	MS. MEAGN FAUGHT	
	MRS. LeGARS	
	MRS. RAKE	MRS. R. FRY (7)
Title/Instructional Coach (1)	MRS. BORN	MR. J.P. GREENE
MRS. MILLER	MR. RAKE	MRS. HAGENS
MRS. STIVER		MRS. HAZELTON
		MRS. BARTO
School Guidance Counselor (1)	PARA/PCAS (10)	<i>KITCHEN SUBSTITUTES</i>
MR. BONANNO	MRS. CURRY	
	MRS. FRONTINO	
	MS. KEENER	
Administrative Assistants (2)	MRS. LEAMER	
MS. TONI ADAMO	MRS. LEE	
MRS. DYDA	MRS. MASETO	MR. DAVIS (3)
	MRS. FAINT	MR. CAMPBELL
	MRS. WHITE	MRS. SMITH
School Nurse (1)	MRS. ELIZABETH HARRIS	MRS. STANFORD
MRS. ROMAGNA	MR. TANNER CARL	<i>CUSTODIAN SUBSTITUTES</i>
Instructional Technology (2)	Administrative Assistants (1)	
I.T. Third Party	MRS. MCCULLEY	
Driver Education Program (1)		
MR. CANTON		

HARMONY AREA SCHOOL DISTRICT
2023-2024 CALENDAR

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
No School – In-Service	Nov. 10 (Admin and Teachers)
Thanksgiving Break starts	Nov. 22 (2 hour early dismissal)
Thanksgiving Break	Nov. 23, 24, and 27
School Reopens	Nov. 28
Progress/Deficiency Reports due	Dec. 1
Christmas Break starts	Dec. 21(2 hour early dismissal)
No School - Christmas Break	Dec. 22-Jan.2

2024

School Reopens	Jan. 3
End of 2 nd Marking Period	Jan. 12
No School – Martin Luther King Day Observance	Jan. 15
Report Cards Distributed	Jan. 19
Progress/Deficiency Reports due	Feb. 15
Act 80 Day	Feb. 16
No School – President’s Day Observance	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
Graduation	May 24
Teacher In-Service	May 24
School Closed – Memorial Day Observance	May 27

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	Period 5 (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	Students Arrive
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
11:14-11:44	Lunch 7-12
11:47-12:15	Activity Period / Study Hall
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

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 Mrs. White Mrs. Faint
B	Mrs. Hoyt Ms. Faught	Mrs. Shadle	AM- Mr. Woods PM- Ms. Miller Mrs. Stiver	Ms. McAfoose Mrs. White Mrs. Faint
C	Mrs. LeGars Mrs. Rake	Mrs. Hughes	AM- Mr. Woods PM- Ms. Miller Mrs. Stiver	Ms. McAfoose Mrs. White Mrs. Faint

Primary K-2			
Week	Lunch	Recess	Workroom
A	Ms. McAfoose Mrs. Brothers	Mrs, Shadle Ms. Burk	Ms. Fry Mrs. Hughes
B	Ms. Fry Mrs. Hughes	Ms. McAfoose Mrs. Brothers	Mrs, Shadle Ms. Burk
C	Mrs, Shadle Ms. Burk	Ms. Fry Mrs. Hughes	Ms. McAfoose Mrs. Brothers

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

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 4th period on the bell.

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

Advisory Pd – Report to Room 110- Mr. Woods
Pd. 5 – Report to Room 110- Mr. Woods
Pd. 6 - Report to Room 200- Ms. Prasko
Pd. 7 - Report to Room 205 – Ms. Jennifer Nealen
Pd. 8 - Report to Room- Mr. Romagna

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. (Frontline) 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 day 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.

Staff is expected to be at work and on time. Excessive absences affect overall job performance. Uncompensated leave will not be granted except for reasons stated in board policy #339 and the guidelines outlined in the policy are followed. There will be no days approved without pay. Failure to report to work will be subject to disciplinary measures, up to and including termination of employment.

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.

LUNCH

Each employee has a scheduled lunchtime.

Lunches can be purchased in the cafeteria. The cost of an adult lunch is \$4.00.

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

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.**

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 staff must sign out and back in on the provided sheet in your prospective office. ****When leaving the building with students, staff 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/Employees are responsible for reviewing any mail sent regardless of means.

CANCELLATION OF SCHOOL AND SCHOOL DELAYS

Teachers/Employees 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.

Flexible Instructional Days for Harmony Area School District 2023-2024

The Pennsylvania Department of Education (“PDE”) has granted Harmony Area School District the right to participate in flexible instructional days during the 21-22 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 26th “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 21-22 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 & Pandemic Coordinator
Mr. Martz, Principal/Technology & Federal Programs Coordinator
Mr. Boring, Special Education Coordinator/Assistant Principal

CELL PHONES

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

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.

SPECIAL PAY

Reimbursement is to be paid at the IRS rate and is payable for the mileage from the school to the location and back to the school, if the school vehicle is not available.

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 and Staff information board is located in the office.

Teachers and Staff are paid bi-weekly on Fridays.

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

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

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”

ROOM KEYS

Teachers and staff 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.** If a swipe card is lost, it is important to inform the technology coordinator as soon as possible, as a new card can be activated for you and the old card number will be purged from the security system.

TRANSPORTING STUDENTS

To transport a student, a staff member must meet insurance carrier guidelines. All paperwork must be on file in the Business Office prior to transporting any student. (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 administration and parent/guardian permission is received or in an emergency.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Listed below are some of the rules and regulations of the District. This list should not be views as being all-inclusive. Types of behavior and conduct that the District considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning at the sole discretion of the District include, but are not limited to, the following:

Theft or inappropriate removal or possession of property

Falsification of timekeeping records

Working under the influence of alcohol or illegal drugs

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment

Fighting or threatening violence in the workplace

Boisterous or disruptive activity in the workplace

Negligence or improper conduct leading to damage of employer-owned or customer-owned property

Insubordination or other disrespectful conduct

Violation of safety or health rules

Smoking within 100 feet of District property

Sexual or other unlawful or unwelcome harassment

Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace. The District strictly prohibits concealed carry by its employees during the course of employment.

Excessive absenteeism or any absence without notice

Unauthorized absence from workstation during the workday

Violation of personnel policies

Unsatisfactory performance or conduct

Unauthorized disclosure of proprietary or confidential information

Poor job performance and/or lack of progress and improvement

Intentionally, sabotaging the job performance of a co-worker(s)

All Paraprofessionals have 7:40-8:20 assigned as a prep period, unless a mtg. or training is scheduled. Paras are to use this time for preparing materials, modify tests, study guides, etc.. and fulfilling other duties as directed by the Teachers or Administration.

DRESS CODE

Support staff will dress in a professional manner. Jeans (except maintenance and cafeteria employees) and t-shirts and shorts are not considered professional attire. Clothing that reveals too much cleavage, back, chest, stomach, or under garments is not appropriate or acceptable. Hats, flip-flops, and slippers are not allowed. Torn, dirty, and frayed clothing is unacceptable. Any clothing that has words, terms, and pictures that may be offensive to other employees is unacceptable.

Examples of acceptable wear includes: Khaki, dress, twill, or cotton pants; sweaters, twinsets, cardigans, polo/knit shirts, (any type of shirt with a collar).

Fridays may be designated as “casual dress” days. Jeans are acceptable on casual Fridays and other days that are designated by the District as special event days. Even on casual days, a professional image should be maintained at all times.

Employees are asked to wear clothing that will encourage and generate school/community spirit on spirit days. Appropriate spirit day clothing includes:

- School colors

When the dress code policy is not followed, the following action will be take:

- First offense – verbal warning
- Second offense – sent home without pay
- Third offense – disciplinary action up to termination

BREAK PERIODS

All work schedules shall provide for a fifteen (15) minute paid break period during each on-half shift (4 hours). The break period shall be scheduled at the middle of each one-half shift whenever this is feasible. All full-time employees who for any reason work beyond their regular quitting time into the next shift shall receive a fifteen (15) minute rest period before they start to work on next shift. In addition, they shall be granted the regular rest periods that occur during the shift.

EARLY DISMISSAL / DELAYS

Emergency Delay:

Employees shall report as directed by the District. If unable to do so, the missed time may be made-up within the pay period provided the District deems work necessary and available.

Emergency Closings:

When the District is closed for the entire day due to inclement weather, only those support employees who are directed to report to work shall be paid for the day, unless other paid time is taken.

If the District closes early due to inclement weather, support employees shall be paid for the time actually worked (a minimum of two (2) hours). The ability to make up the missed time is limited to the same pay period and shall be allowed at the sole discretion of the supervisor. The employee shall have the option to use other paid time to make up the difference.

VACATION PAY

The rate of vacation pay shall be the full-time employee's regular straight time rate of pay, including any applicable shift differential.

Section 3 – Choice of Vacation Period

- a) Vacation time shall be granted for the periods of time requested by the full-time employee. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater seniority shall be given his choice of vacation period in the event of any conflict over vacation periods.
- b) A full-time employee shall request vacation time by submitting a written request to the supervisor. The supervisor shall respond in writing within 48 hours of the request.

Full-time employees shall have from July 1 of each year through August 15 of the following year to use accrued vacation.

CONFIDENTIALITY

All professional and support staff are expected to maintain confidentiality with all student and staff information. Password security must be maintained at all times for the protection of student and staff information. Under no circumstances should visitors or students have access to your work areas at any time throughout the day. All computer systems should be logged-off when leaving work for the day and when leaving the particular classroom to travel for either a break or an assigned duty in another classroom so that confidentiality shall not be compromised.