



STUDENT HANDBOOK

2022-2023

#CougarPRIDE #AllMeansAll

ASSISTANT PRINCIPALS

PRINCIPAL

Michelle Felton

Dwight Forrester
Abigail Dougherty
Kevin Deane
Sunada Roberts

HARRISBURG HIGH SCHOOL

John Harris Campus

Harrisburg High School Vision

Empower all students with a high-quality education through a respectful, collaborative, supportive, professional learning community in which all achievements are celebrated.

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2022-2023

Dear Cougars,

Welcome to Harrisburg High School, John Harris Campus, “Home of the Mighty Cougars!” We are looking forward to an exciting and rewarding school year! Included in this handbook you will find information to guide your success during the 2022-2023 school year and beyond. We believe in your success, and we are excited to see you grow and flourish as learners.

Our team has been working hard over the summer to make sure we are ready for you! For those of you who are new to the building, welcome! For those of you who are returning, welcome back! Our motto this year is ***All Means All***. We will discuss the meaning of our motto often, and our actions will demonstrate that we are committed to supporting all our students on the path of success.

As you navigate your school day and year, remember you are Cougar, and Cougars carry themselves with pride and respect. Take pride in everything you do and in every action you take. Respect yourself and others, and always show the respect you expect to receive. With pride and respect, all things are possible! 2022-2023 is going to be a great year!

Sincerely,

Ms. Felton, *Principal*

Mr. Forrester, *Assistant Principal*

Ms. Dougherty, *Assistant Principal*

Mr. Deane, *Assistant Principal*

Ms. Roberts, *Assistant Principal*

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Prepared

Respectful

Inclusive

Determined

Excellence

Prepared, Respectful, Inclusive, Determined, Excellence

Administrators and Counselors



Harrisburg High School John Harris Campus

Administration Team

2022-23

School Counselors

Ms. Michelle Felton Ext. 30451
Principal
mfelton@hbgsd.us

Mr. Michael Copple
A-E/Ext. 34330
mcopple@hbgsd.us

Mr. Dwight Forrester Ext. 34301
Assistant Principal
dforrester@hbgsd.us

Ms. Janeen Selfridge
F-L/Ext. 34560
jselfridge@hbgsd.us

Ms. Abigail Dougherty Ext. 34465
Assistant Principal
adougherty@hbgsd.us

Mr. Jamal Wells
M-Q/Ext. 34038
jwells@hbgsd.us

Mr. Kevin Deane Ext. 34466
Assistant Principal
kdeane@hbgsd.us

Ms. Nicolette Snell
R-Z/ Ext. 34329
NSnell@hbgsd.us

Ms. Sunada Roberts Ext. 17190
Assistant Principal
suroberts@hbgsd.us

Harrisburg High School Bell Schedule

Teacher Hours: 7:30 a.m. -3:00 p.m.

Student Hours: 7:45 a.m. 2:45 p.m.

Lunch 1	Lunch 2	Lunch 3
Advisory 7:45 – 8:15	Advisory 7:45 – 8:15	Advisory 7:45 – 8:15
Period 1 8:19 – 9:44	Period 1 8:19 – 9:44	Period 1 8:19 – 9:44
Period 2 9:48– 11:13	Period 2 9:48 - 11:13	Period 2 9:48– 11:13
Lunch 11:17 – 11:47	Period 3A 11:17 - 12:00	Period 3 11:17 – 12:42
Period 3 11:51 – 1:16	Lunch 12:02 - 12:32	Lunch 12:46 – 1:16
	Period 3B 12:34 – 1:16	
Period 4 1:20 – 2:45	Period 4 1:20 – 2:45	Period 4 1:20 – 2:45

85 min class periods

4 min hall passing

30 min lunch

30 min Advisory

JHC Half Day Schedule

Lunch 1	Lunch 2	Lunch 3
Advisory 7:45 – 7:50	Advisory 7:45 – 7:50	Advisory 7:45 – 7:50
Period 1 7:54 – 8:36	Period 1 7:54 – 8:36	Period 1 7:54 – 8:36
Period 2 8:40 – 9:22	Period 2 8:40 – 9:22	Period 2 8:40 – 9:22
Lunch 9:26 – 9:55	Period 3A 9:26 - 9:55	Period 3 9:26 – 10:26
Period 3 9:59 – 10:59	Lunch 9:58 – 10:28	Lunch 10:29 – 10:59
	Period 3B 10:31 - 10:59	
Period 4 11:03 – 11:45	Period 4 11:03 – 11:45	Period 4 11:03 – 11:45

42/60 min class periods

3 min hall passing

30 min lunch

5 min Advisory

JHC 2-Hr Delay Schedule

Lunch 1	Lunch 2	Lunch 3
Advisory Arrival – 10:08	Advisory Arrival – 10:08	Advisory Arrival – 10:08
Period 1 10:12 – 11:09	Period 1 10:12 – 11:09	Period 1 10:12 – 11:09
Period 2 11:13 – 12:10	Period 2 11:13 - 12:10	Period 2 11:13 – 12:10
Lunch 12:14 – 12:44	Period 3A 12:14 - 12:43	Period 3 12:14 – 1:11
Period 3 12:47 – 1:44	Lunch 12:47 – 1:11	Lunch 1:14 – 1:44
	Period 3B 1:15 - 1:44	
Period 4 1:48 – 2:45	Period 4 1:48 – 2:45	Period 4 1:48 – 2:45

57 min class periods

4 min hall passing

30 min lunch

5 min Advisory

All Means All

HARRISBURG SCHOOL DISTRICT - 2022-2023 CALENDAR

July 4 - Independence Day/
District Closed

Instructional Days - 0
Teacher Days - 0

July 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 2 - No School - New Year
Jan 4-18 - Winter Keystone
Window
Jan. 16 - No School - MLK Day
Jan. 24 - End Marking Period 2

Instructional Days - 20
Teacher Days - 20

Aug. 15-18 - Induction for New Staff
Aug. 22- Convocation/Building Mtg
Aug. 23 & 24 - PD Act 80
Aug. 25 - Self-guided Building
Tours
for Students and Families
Aug. 29 - First Day for Students
Instructional Days - 3
Teacher Days - 6

August 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb. 8 - Late Arrival Day
Feb. 17 - No School for Students
(PreK-8 Conferences)

(Grades 9-12 Act 80 PD)
Feb. 20 - President's Day - No School

Instructional Days - 18
Teacher Days - 19

Sept. 5 - Labor Day - No School
Sept. 14 - Late Arrival Day

Instructional Days - 21
Teacher Days - 21

September 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 8 - Late Arrival Day
March 24 - No School for Students
(Gr 9-12 Conferences)
(PreK-8 teachers Act 80 PD)

Instructional Days - 22
Teacher Days - 23

Oct. 10 - No Students - Act 80 PD
Oct 12 - Late Arrival

Instructional Days - 20
Teacher Days - 21

October 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr. 3 - End Marking Period 3
Apr. 6-10 - Spring Break for students
Apr. 6 and 10 - School Closed & Offices
Open
April 12 - Late Arrival Day
Apr. 24-28 - PSSA ELA Window
Instructional Days - 17
Teacher Days - 17

Nov. 1 - End Marking Period 1
Nov. 8 - No School for Students
Election Day; Act 80 Day
Nov. 11 - No School - Veterans Day
Nov. 22 - Conferences; Early
Dismissal for students
Nov. 23 - Conferences; No School
16 Instr. Days; 18 Tchr Days

November 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 1-12 - PSSA Math & Science
Window
May 16 - No School - Act 80 PD Day
May 15-25 - Spring keystones
May 29 - No School - Memorial Day

Instructional Days - 21
Teacher Days - 22

Dec 14 - Late Arrival
Dec. 22 - Early Dismissal
Dec. 23-Jan. 2 - Winter Break
Dec. 27-29 - School Closed & Offices
Open

Instructional Days - 16
Teacher Days - 16

December 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 8 - Last Day of School - Early
Dismissal for Students
June 19 - Juneteenth Schools Closed

Instructional Days - 6
Teacher Days - 6

District Closed

No School, Offices Open

Early Dismissal

2-Hour Delay - Late
Arrival Days for Students

No School, Professional
Development, Act 80

State Assessment Window

No School, Parent Conferences,
Act 80 Days

End of Marking Period

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HARRISBURG SCHOOL DISTRICT UNIFORM AND STUDENT DRESS CODE POLICY School Board Policy #221

District administration and schools reserve the right to establish dress codes and/or require that students wear school uniforms. They may also question any mode of dress that is beyond established school rules and Board Policy #221.

ACCEPTABLE UNIFORMS: Tops and Shirts

- Collared shirts and polos– solid colors
- Sweaters/cardigans – solid colors

ACCEPTABLE: Bottoms – Pants, Shorts, Skirts, Jumpers

- Khaki Pants or Shorts (no shorter than 3 inches above the knee) tan, dark blue, black or gray
- Skirts – tan, dark blue, black or gray – knee or ankle length
- Jumpers – tan, dark blue, black, or gray – knee length



THE CLOTHING ITEMS BELOW ARE UNACCEPTABLE AND NOT PERMITTED.

To ensure safety and compliance with Harrisburg School District's dress code policy and rules, students are **NOT permitted** to wear flipflops, slides, slippers, hoodies, ski masks, bandanas, hats/caps, ripped jeans, tank tops, strapless, spaghetti straps, off-the-shoulder, crop-tops, or revealing clothing in school. All pants and shorts must fit at the waist. No sagging or low riding pants permitted. Clothing must cover undergarments when sitting, standing, or bending. Students in violation of the dress code will be required to comply with District rules/guidelines.



All Means All

Clubs, Sports, and Activities

All students are encouraged to join a club, activity, or sports team! Clubs meet afterschool on Tuesday, Wednesday, and Thursday. Below is a list of current clubs and watch the morning announcements for additional information. More clubs will be added.

Clubs

Anti-racism Student Alliance- *This club aims to create safe spaces for the discussion of issues related to anti-racism, equity, diversity, and inclusion. Students will also engage in school and community activism.*

Debate Club-Debate Club teaches the elements of competitive debate and provides students with an avenue to showcase their debating skills.

Gaming Club- Students engage in e-sports competitions and design and play video games.

History, Politics and Film Club- Students have the opportunity to examine historical events and figures through film study looking at the historical and political context of selected films, as well as engaging in discussion about why and how the film was made.

International Student Organization-International students at John Harris are able to have fellowship and learn about a variety of cultures during this club.

Library Club- *Students organize and operate the John Harris Campus library and conduct student-led book studies.*

La Esperanza Club-The Spanish Club offers students a view of Spanish culture through music, dance, and art.

School Activities Club-Students are able to plan, envision, and create important social events for the entire John Harris Campus including Winter Carnival and Field Day.

Student Council-Elected student leaders help other groups and clubs, assist in rallying volunteers, get student elections organized, and start fundraisers for John Harris.

Student Organization Developing Attitudes (SODA)- Senior students discuss future career and college opportunities, gain a pen pal at a university, and help create a supportive senior community.

Students Association for Freedom of Expression (SAFE)-SAFE is a safe and affirming haven for students and staff members of the John Harris community to celebrate similarities and differences in sexual orientation and gender expression and is a student-led organization where students can discuss issues they face in school and at home.

Theater Club-Working alongside the theater professionals from the local community, students in the Theater Club learn basics of theater acting and improv from professionals and collaborate in a creative environment.

Multimedia /Video Production Club-The Media Club will be a “Hands-On” opportunity for students to learn the principles and techniques required in video, photography, audio, media and reporting skills and apply those skills and knowledge while providing coverage and reporting of school activities and events.

National Art Honors Society -The National Art Honors Society is open to student’s grades 9-12 currently enrolled in an art elective or completed a minimum of one art elective. NAHS provides opportunities for scholarships and leadership development. NAHS empowers students to influence and serve their school and local community through the arts.

STEM Club-Solving problems with your hands, students can explore technology and engineering while building their dreams.

Athletics and After School Activities

The athletic and music programs of Harrisburg High School are integral parts of the total educational program. The intent of these programs is to impart sound learning experiences, skills, and attitudes that are necessary for success in school and in life. Harrisburg School District offers opportunities for high school students to participate in the following programs:

Band Front
Jazz Ensemble
Marching Band
Orchestra
Vocal Ensemble
Baseball
Basketball
Cheerleading
Cross Country
Football
Indoor Track and Field
Soccer
Softball & Tennis
Track and Field
Volleyball
Wrestling



2022-23 Student Discipline Progression



Harrisburg High School, John Harris Campus

The Harrisburg High School Student Discipline Progression is intended to ensure that all students and school employees are able to work and learn in a positive and safe learning environment. While implementing student discipline, students have the following rights and responsibilities as outlined in the Harrisburg School District Student Code of Conduct, and the administrative team of Harrisburg High School is fully committed to adhering to the guidelines below.

Student Rights and Responsibilities

Students shall not be subject to disciplinary action because of race, gender, religion, sexual orientation, national origin, or disability. Any student disciplined by a District employee shall have the right to notice of the infraction.

Student Rights: Students, as citizens, have basic rights: the right to an education, the right to free speech, the right to due process, the right to be free from discrimination, to name only a few. Students also have rights customarily afforded to all human beings, including the right to be treated with dignity.

Student Responsibilities: Students have certain responsibilities regardless of age, including regular attendance, conscientious efforts in the classroom, and compliance with school rules, regulations, and expectations. Students also have the responsibility to make positive contributions to the school climate. No student has the right to interfere with the educational process of any other person. Students are expected to be courteous, cooperative, and respectful of the rights of other persons in the educational process. An individual student's rights end when that student's actions detract from the rights of other persons. The student's responsibilities are to:

- 1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.*
- 2. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of property.*
- 3. Dress and groom to meet fair standards of safety and health and not cause substantial disruption to the educational process or the standards of decency accepted by the community.*

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4. *Assist the school staff in operating a safe school at all times.*
 5. *Comply with all state and local laws.*
 6. *Exercise proper care when using public facilities and property.*
 7. *Attend school daily and be on time for school and classes.*
 8. *Make up work when absent from school.*
 9. *Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.*
 10. *Report accurately and not use indecent or obscene language in student newspapers or publications.*
- Likewise, refrain from using inappropriate language or gestures to students, teachers, or other members of the school staff.*

Students within the Harrisburg School District are expected to demonstrate behaviors which enhance the learning process for themselves and their fellow students. District students have consistently exhibited both the willingness and the citizenship traits to accept the responsibilities expected of them as students within the Harrisburg School District. Reoccurring failure to meet the same expectation, or simultaneously occurring infractions, may result in an infraction moving from one level to a higher level. The commission of any offense as defined under the Pennsylvania Crimes Code, if committed on school property or at a school-sponsored event, shall be a violation of Board policy whether or not there is a specific delineation of the particular offense contained within the discipline policy. Investigations of disciplinary infractions will be handled by the administration in a fair and impartial manner. The administration will follow appropriate procedures that fully recognize and protect the rights of all students. Discipline will be assigned in a positive, fair, and consistent manner. Physical activity shall not be used as a form of punishment. It is the responsibility of the building administrator(s) to utilize an appropriate disciplinary option to achieve desired changes in student behavior. It is understood that a student will be verbally assigned any disciplinary actions and the parent/guardian will be notified of this action in a written and timely fashion. The administration will maintain student discipline files.

Harrisburg High School Vision: Empower all students with a high-quality education through a respectful, collaborative, supportive professional learning environment in which all achievements are celebrated.


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2022-23 Student Discipline Progression Overview



**Administrative discretion is afforded to the below as the situation warrants.*

Academic Dishonesty <i>1st: 1 Day ISS</i>	ISS Skip <i>1st: 1 Day OSS</i>	Possession of Weapon <i>1st: 10 Days OSS, Hearing</i>
Tardy to School <i>3rd: 1 Hour Detention</i> <i>5th: 2 Hours Detention</i> <i>10th: 1 Day ISS</i> <i>15th: 3 Days ISS</i>	Unauthorized Entry/Exit/Opening of Doors *Includes Food Delivery <i>1st: 1 Day OSS</i> <i>2nd: 3 Days OSS</i> <i>3rd: 5 Days OSS, Hearing</i>	Fighting with a Weapon <i>1st: 10 Days OSS, Hearing</i>
Tardy to Class <i>1st: Teacher Conference</i> <i>3rd: 1 Hour Detention</i> <i>5th: 2 Hours Detention</i> <i>6th: 1 Day ISS</i> <i>10th: 3 Days ISS</i>	Standards of Dress Defiance <i>1st: Teacher/Admin Conference</i> <i>2nd: 1 Hour Detention</i> <i>3rd: 1 Day ISS</i> <i>4th: 3 Days ISS</i> <i>5th: 1-3 Days OSS</i>	Bomb Threat/Fire Alarm <i>1st: 10 Days OSS, Hearing</i>
Class Skip <i>1st: Teacher Conference</i> <i>2nd: 2 Hour Detention</i> <i>3rd: 1 Day ISS</i> <i>5th: 2 Days ISS</i>	Bullying Harassment <i>1st: 1 Day ISS</i> <i>2nd: 3-5 Days ISS</i> <i>3rd: 1-3 Days OSS</i>	Aggravated Assault <i>1st: 10 Days OSS, Hearing</i>
Hall Sweep Without Pass <i>1st: 1 Day ISS</i> <i>2nd: 3 Days ISS</i> <i>3rd: 1 Day OSS</i>	Sexual Harassment <i>1st: 1 Day OSS</i> <i>2nd: 3-5 Days OSS</i> <i>3rd: 5-10 Days OSS</i>	Illegal Substance Possession <i>1st: 5 Days OSS, Hearing</i> <i>2nd: 5-10 Days OSS, Hearing</i> <i>*Amount in possession could elevate</i>
Defiance/Disrespect/Disorderly Conduct <i>1st: Teacher/Admin Conference</i> <i>2nd: 1 Hour Detention</i> <i>3rd: 1 Day ISS</i> <i>4th: 3 Days ISS</i> <i>5th: 1-3 Days OSS</i>	Vape Possession/Use (Non-illegal Substance) <i>1st: 1 Day ISS</i> <i>2nd: 3 Days ISS</i>	Theft <i>1st: 3-5 Days OSS</i> <i>2nd: 5-10 Days OSS, Hearing</i> <i>*Value of items could elevate</i>
Verbal Altercation, pushing, Shoving <i>1st: 1-3 Day ISS</i> <i>2nd: 1 Day OSS</i> <i>3rd: 3 Days OSS</i>	Fighting <i>1st: 3-5 Days OSS</i> <i>2nd: 5-10 Days OSS, Hearing</i>	Use of Mace/Pepper Spray <i>1st: 3 Days OSS, Possible Hearing</i>
Failure to Disperse <i>1st: 1 Day ISS</i> <i>2nd: 3 Days ISS</i> <i>3rd: 1 Day OSS</i>	Simple Assault <i>1st: 3 Days OSS</i> <i>2nd: 5 Days OSS, Hearing</i>	Destruction of School Property <i>1st: 1 Day ISS</i> <i>2nd: 1-3 Days ISS</i> <i>3rd: 1-3 Days OSS</i>
Detention Skip <i>1st: ½ Day ISS</i> <i>2nd: 1 Day ISS</i> <i>3rd: 1 Day OSS</i>		Threatening School Official or School Environment <i>1st: 1-3 Days OSS</i> <i>2nd: 3-5 Days OSS</i>

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2022-23 Student Discipline Progression Detail

Harrisburg High School, John Harris Campus

Level I Infractions

Infraction: Academic Dishonesty

Instances	Consequence and Actions
1+ (Referral)	1 Day ISS, Possible Failing Assignment Grade, Documented two-way Parent Contact (<i>Youth Court Eligible</i>)

Infraction: Tardy to School

Instances	Consequence and Actions
3+	One Hour Detention
5+	Two Hours Detention & Parent Meeting, SAP Referral
10+	One Day ISS, Parent Meeting, Attendance Contract (<i>Youth Court Eligible</i>)
15+	Three Days ISS, Parent Meeting, Attendance Contract

Infraction: Tardy to Class

Instances	Consequence and Actions
1+	Teacher and Student Conference with Documented two-way Parent Contact
3+	One Hour Detention (Teacher Assigned)
5+	Two Hours Detention (Teacher Assigned)
6+ (Referral)	One Day ISS, Parent Meeting, Attendance Contract, SAP Referral (<i>Youth Court Eligible</i>)
10+	Three Days ISS, Parent Meeting, Attendance Contract

Infraction: Class Skips (Does Not Include Hall Sweeps)

Instances	Consequence and Actions
1	Teacher and Student Conference with Documented two-way Parent Contact
2 (Referral)	Two Hours Detention
3+	One Days ISS (<i>Youth Court Eligible</i>)
5+	Two Days ISS, Parent Meeting, Attendance Contract, SAP Referral

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Level I Continued

Infraction: In the Hall During Hall Sweep, Emergency Hold, or Lockdown Without a Pass

Instances	Consequence and Actions
1	1 Day ISS (<i>Youth Court Eligible</i>)
2	3 Days ISS
3+	1 Day OSS, Mandatory Parent Re-Entry Meeting, SAP Referral, Possible Informal Hearing

Level II Infractions

Infraction: Defiant and/or Disrespectful Language and/or Disorderly Behavior towards students, staff and school officials. (Other than *Failure to Disperse* from a physical altercation and not related to another infraction.)

Instances	Consequence and Actions
1	Teacher/Admin and Student Conference, Parent Notification
2	One Hour Detention (Teacher Assigned if Applicable)
3 (Referral)	One Day ISS (<i>Youth Court Eligible</i>)
4	3 Days ISS, SAP Referral
5+	One-Three Days OSS, Mandatory Parent Re-entry Meeting, SAP Referral, Behavior Contract

Infraction: Verbal Altercation, Pushing, Shoving

Instances	Consequence and Actions
1	1-3 Days ISS, SAP Referral (<i>Youth Court Eligible</i>)
2	1 Day OSS, Mandatory Re-entry Meeting
3+	3 Days OSS, Mandatory Re-entry Meeting, Informal Hearing and Possible Formal Hearing

Infraction: Failure to Disperse from Physical Altercation & Disorderly Conduct

Instances	Consequence and Actions
1	1 Day ISS (<i>Youth Court Eligible</i>)
2	3 Days ISS
3+	1 Day OSS, Mandatory Parent Re-entry Meeting, SAP Referral Behavior Contract

Infraction: Detention Skip

Instances	Consequence and Actions
1	½ Day ISS (<i>Youth Court Eligible</i>)
2	1 Day ISS
3	1 Day OSS, Mandatory Parent Re-entry Meeting, SAP Referral

Level II Continued

Infraction: ISS Skip or Leaving Without Permission

Instances	Consequence and Actions
1+	1 Day OSS, Mandatory Parent Re-entry Meeting, SAP Referral <i>Note:</i> ISS Consequence will Still Need to be Fulfilled

Infraction: Standards of Dress Defiance

Instances	Consequence and Actions
1	Teacher/Admin and Student Conference, Documented Parent Notification
2 (Referral)	One Hour Detention
3	One Day ISS (<i>Youth Court Eligible</i>) and/or Possible Denial of Building Entry
4	3 Days ISS, SAP Referral, Mandatory Parent Meeting, Behavior Contract and/or Possible Denial of Building Entry
5+	One-Three Days OSS, Mandatory Parent Re-entry Meeting, SAP Referral, Behavior Contract and/or Possible Denial of Building Entry

**The consequences for this infraction are in alignment with the potential threat of wearing hats/hoods/ski masks in the building preventing student identification.*

Level III Infractions

Infraction: Bullying & Harassment (Non-sexual)

Instances	Consequence and Actions
1 (Referral)	1 Day ISS and Parent Meeting (<i>Youth Court Eligible</i>)
2	3-5 Days ISS, Parent Meeting, Mediation, and SAP Referral
3+	1-3 Days OSS, Mandatory Parent Re-entry Meeting, Possible Informal Hearing
Alternatives to Suspension / Interventions	Restorative contract, weekly check-ins with counselor or administrator, research bullying and tolerance and create a mini slide show to teach others about the impact of bullying, apology letters, loss of school privileges, complete a behavior exam, regular communication with parents, review of the bullying policy, research the effects of bullying and provide summary, referral to a school counselor support group for self-confidence and/or appropriate relationships.

Infraction: Sexual Harassment

Instances	Consequence and Actions
1 (Referral)	1 Day OSS, Mandatory Parent Re-entry Meeting, SAP Referral <i>*Physical Contact Elevates to Instance 3</i>
2	3-5 Days OSS, Mandatory Parent Re-entry Meeting
3	5-10 Days OSS, Mandatory Parent Re-entry Meeting, Informal Hearing and Possible Formal Hearing
Alternatives to Suspension / Interventions	Restorative agreement between students, apology letter to all stakeholders, research the district handbook and workplace policy and write a summary of consequences that result from sexual harassment, individual behavior contract, structured schedule with check-ins for six to eight weeks with the administrator, placement in a school counselor or staff member support group - i.e. men's group, etc.

Infraction: Possession and/or Use of a Vape That Does NOT Contain an Illegal Substance

Instances	Consequence and Actions
1	1 Day ISS and Confiscation of the Vape (<i>Youth Court Eligible</i>)
2+	3 Days ISS, Confiscation of the Vape, SAP Referral, Parent Meeting
Alternatives to Suspension / Interventions	Apology letter to stakeholders, research consequences of vaping - health, interview the school nurse about the consequences of vaping, community service to the building, develop student contract

All Means All

Infraction: Fighting, Physical Altercation that Does not Result in Severe Bodily Harm

Instances	Consequence and Actions
1	5 Days OSS, SAP Referral, Informal Hearing, Mandatory Parent Re-entry Meeting, Behavior Contract
2+	5-10 Days OSS, Informal Hearing and Possible Formal Hearing
Alternatives to Suspension / Interventions	Conflict resolution w/ restorative approach, mediation between students, prepare a lesson for younger students regarding the importance of problem solving appropriately, apology letter to stakeholders that were affected, behavior exam, structured schedule, safety plan, suspension from school activities (not necessarily school/academics), community service to the school, involvement in school counselor support groups (anger, self-esteem, etc.)

Infraction: Simple Assault, that which does not result in severe bodily harm and there is no response by the harmed party.

Instances	Consequence and Actions
1	3 Days OSS Mandatory Parent Re-entry Meeting, SAP Referral Behavior Contract
2+	5 Days OSS, Informal Hearing and Possible Formal Hearing

Infraction: Unauthorized Entry/Exit/Opening Doors (Self and Others, Includes Food Delivery)

Instances	Consequence and Actions
1 (Referral)	1 Day OSS
2	3 Days OSS
3	5 Day OSS, Mandatory Parent Re-Entry Meeting, SAP Referral, Possible Informal Hearing

**The consequences for this infraction are in alignment with the potential threat of entry created by circumventing building safety scans.*

Level IV

Infraction: Possession of a Gun, Knife, Taser or Weapon Other Than Mace/Pepper Spray

Instances	Consequence and Actions
1	10 Days OSS, SAP Referral, Informal Hearing and Possible Formal Hearing, Notification of Harrisburg Police

Infraction: Fighting with a Weapon

Instances	Consequence and Actions
1	10 Days OSS, SAP Referral, Informal Hearing and Possible Formal Hearing, Notification of Harrisburg Police

Infraction: Bomb Threat and Pulling Fire Alarm

Instances	Consequence and Actions
1	10 Days OSS, SAP Referral, Informal Hearing and Possible Formal Hearing

Infraction: Aggravated Assault (Severe Bodily Harm to Another)

Instances	Consequence and Actions
1	10 Days OSS, SAP Referral, Informal Hearing, Notification of Harrisburg Police

Infraction: Possession and/or Use of an Illegal Substance

Instances	Consequence and Actions
1	5 Days OSS, SAP Referral, Informal Hearing and Possible Formal Hearing, Possible Notification of Harrisburg Police
2	10 Days OSS, Informal Hearing and Possible Formal Hearing, Possible Notification of Harrisburg Police

****Possession amount will impact consequence.***

Level IV Continued

Infraction: Theft (Does not include failure to return property.)

Instances	Consequence and Actions
1	1-3 Days ISS, Parent Meeting
2	1-3 Days OSS, SAP Referral, Informal Hearing and Possible Formal Hearing, Possible Notification of Harrisburg Police
Alternatives to Suspension / Interventions	Student interview for root cause (provide community resources if needed), provide space to apologize, research community service requirements for adults who steal & complete a one-page reflection, community service to the school, behavior contract, mentor w/ weekly check ins, research an adult on the importance of trust and the learning from the experience. <i>*Value of items could elevate</i>

Infraction: Use of Mace/Pepper Spray

Instances	Consequence and Actions
1	3 Days OSS, SAP Referral, Informal Hearing and Possible Formal Hearing

Infraction: Intentional Damage to School Property

Instances	Consequence and Actions
1 (Referral)	1 Day ISS (<i>Youth Court Eligible</i>)
2	3 Days ISS
3	1-3 Days OSS, Mandatory Parent Re-entry Meeting, SAP Referral

**Possibility of restitution in all instances.*

Infraction: Threatening a School Official with Intent (Beyond Defiance and Disrespect)

Instances	Consequence and Actions
1 (Referral)	1-3 Days OSS, SAP Referral Administrative Discretion: Depends on degree of threat, availability of resources to carry out the threat and sincerity.
2+	3-5 Days OSS, Mandatory Parent Re-entry Meeting, Possible Informal Hearing Administrative Discretion: Depends on degree of threat, availability of resources to carry out the threat and sincerity.

Alternatives to Suspension

Some instances of negative choices of behavior may be addressed by alternatives to suspension at the discretion of the administration. Below are some alternatives to suspension and interventions that can be used to teach positive behavior and curb repetitive instances of poor behavior. These can be used in conjunction with a suspension or used as a standalone.

Behavioral contract, check in - check out, progress monitoring sheet, research, summary, interview of staff or community member, presentation creation, restorative conference, support/mentoring groups, POP - Problems, Options, Plans, community service to the school, loss of school privileges/activities, apology - written and/or verbal, reflection worksheets, safety plans w/ student and parent responsibilities, contracts, drug/alcohol classes/lessons

Student Consequences

Detention

Detention will be assigned for infractions and can be served before school Monday - Thursday from 6:45-7:30 or after school Monday – Thursday from 2:50 until 4:00. Notice will be given to a student who is assigned detention at least 24 hours in advance and parents will be advised either by email, text or phone call. Should a student decide to not attend, the detention will be reassigned. Continued class skips will be considered as a refusal to attend and can result in assignment to ISS as determined by the responsible Administrator/Dean.

Lunch Detention

Based upon Administrative assignment.

ISS

In school support is assigned by an administrator. The purpose of this program is to provide students with a restorative assignment applicable to the infraction. As an example, if a student skips class an assignment will be given to assist the student in thinking about what they have done, who was affected and how they can make amends (if warranted). All procedures and expectations are outlined below:

Once a student has been assigned ISS, parents will be contacted directly, and students will be required to sign a Contract that outlines each of the expectations. ISS will typically be assigned to begin on the next school day. A copy of that contract will be sent home with the student.

Student Contract:

1. I will be on time by reporting to the ISS room by 8:20 AM on each day of my ISS assignment directly after dismissal from Mentoring.
2. I will be awake, on task, and communicate only with the ISS teacher.
3. I understand that my cell phone must be turned off and put in my #'d bin with my personal belongings for the time I am in ISS. I may not have my cell phone on me or at my workstation (or I may place it in my locker before entering ISS).
4. I understand that school computers are used for academic purposes only and that the teacher is monitoring my computer use.
5. I will place my backpack and other items in the designated area assigned by the ISS teacher (or I may place them in my locker before entering ISS).
6. I understand that if I need help, while in ISS, I will not get out of my seat. I will raise my hand and wait patiently for the ISS teacher to check in with me.
7. I understand that I may use the designated restroom during designated times.
8. I will complete all of my assignments while in ISS and turn in all work completed to the ISS teacher.
9. I will respect the property of the school by maintaining a clean and neat work area.
10. I understand that the dress code applies in ISS.

11. If I do not understand an assignment, I will write a note to my teacher explaining specifically what confused me.
 12. I understand that the ISS teacher may answer some questions but does not tutor all academic subjects.
 13. I will take all reflective and restorative work seriously so I can understand my negative behavior and learn how to make better choices.
 14. I understand I will be dismissed only after the ISS teacher has checked my station for cleanliness and supplies.
 15. I understand that early dismissal may be given by the ISS teacher if all expectations and work are completed.
-

Should a student decide to leave without permission or simply not show up, they will be given another opportunity to serve their assigned day/s (typically, the very next day). A phone call will be made to the parent/guardian and a new day/s will be assigned. After the 2nd skip of ISS, the student will be assigned a day of OSS and will be expected to serve their previously assigned day/s of ISS upon their return.

OSS

In the event of an out-of-school suspension (1-10 days), the parent/guardian **MUST** have a conference either by phone or in person with the principal or his/her designee before the suspended student will be readmitted to school. Should the student acquire 2 suspensions for Level III and above they will be subject to an Informal Hearing.

Informal Hearings generally take place at the school and can be accomplished by phone when necessary, however in-person is preferred. These hearings must be held within 3 days of the completion of the suspension. The hearing attendees will include Parent, Student, Principal, District Representative, and the student's counselor.

ATTENDANCE

Attendance Policy 204:

Students must be in school each and every day to ensure academic success and progress. However, circumstances do arise that will require a student to be absent. In those circumstances the following will apply:

The school district shall provide a minimum of 180 days of instruction and nine hundred (900) hours of instruction per year at the elementary level, nine hundred ninety (990) hours per year of instruction at the secondary level, and four hundred fifty (450) hours per year of instruction at the kindergarten level.

Excused Absence:

Written notes either from a doctor or parent will be required to excuse a student's absence for any amount of time that is missed. If the absence exceeds more than three (3) consecutive days, a note signed by a doctor will be required. Please ensure that the note is signed and dated then turned in to the Attendance Office upon entry to school.

It is imperative to keep absences to a minimum. Students need as much time in class as possible to ensure retention and academic success.

Unexcused Absence:

If a note is not received in the required three (3) days the following will apply:

Unexcused absences are Against the Law!

1. After five (5) days of consecutive or nonconsecutive, the principal's designee will send a certified Official Notice of Illegal Absence Letter. This constitutes a first offense. In addition, the principal's designee will refer the student to the manager of the Truancy Support Team. (Student Attendance intervention Plan conference will be scheduled with student's counselor)
2. After the sixth (6th) day of consecutive or nonconsecutive, the principal's designee will write a Non-Traffic Citation to be signed by the School Resource Officer or attendance official and a copy will be sent to the Court Magistrate. This can result in a fine and/or probationary action.

The high school and the State of Pennsylvania are very serious about absences. Every step available will be taken, including therapeutic and consequential, to ensure each child receives an appropriate and engaging education.

Tardiness:

A student is considered tardy to school if they arrive in the building after 7:30 AM. Students will be required to sign in each morning and are subject to the building's tardy detention procedure. A student is considered tardy to class if attempting to enter the classroom after the three (3) minute travel period between classes without a valid written hall pass.

A student can be considered absent from class if arriving to a class more than fifteen (15) minutes late without a valid hall pass.

Class Skips:

Students are expected to report to their scheduled classes on time and remain in those classes unless otherwise noted by the teacher. Any student who refuses to attend classes will receive the appropriate disciplinary consequences. Which will be progressive in nature as follows:

1st skip: Teacher will conference with student.

2nd skip: Teacher will assign detention, parent/guardian contact and referral to the student's counselor for intervention.

3rd skip: Escalation in discipline consequence which can include the assignment of ISS, parent/guardian contact and counselor referral.

4th skip: Added to cumulative, full day, unexcused absences. (refer to *Unexcused Absences* on page 19)

In the event that a student is habitually absent the responsible administrator may, at his/her discretion, schedule an Informal Hearing for further investigation and resolution.

School Transfers:

If moving from the area or transferring your child from the district, parents must report this information to the Guidance Office one week in advance. When reporting parents should include the name of the new school and its address. The morning of the child's last day of attendance in the school, a withdrawal slip must be taken to each teacher, who will provide grades to date and a signature indicating that all obligations have been met. The health and dental records, as well as final grades, will be mailed or faxed to the new school upon written request from that school.

Grading

Harrisburg School District Grading Policy

A = (90-100%)

Distinguished command of the subject/course. Excellent progress toward meeting the course objectives and goals

B+ = (85-89%)

Strong to Distinguished command of the course/subject. Excellent growth toward meeting the course objectives.

B = (80-84%)

Strong command of the subject/course. Above average progress toward meeting the course objectives and goals.

C+ = (75-79%)

Moderate to Strong command of the subject/course. Average progress toward meeting the course objectives and goals.

C = (70-74%)

Moderate command of the subject/course. Average progress toward meeting the course objectives and goals.

D+ = (65-69%)

Partial to Moderate command of the subject/course. Below average progress toward meeting the course objectives and goals

D = (60-64%)

Partial command of the subject/course. Below average progress toward meeting the course objectives and goals.

F = (0-59%)

Little to no command of the subject/course. No progress toward meeting the course objectives and goals.

Grades 9-12 – Transcript Conversions

A	=	90-100%	=	4.0
B+	=	85-89%	=	3.5
B	=	80-84%	=	3.0
C+	=	75-70%	=	2.5
C	=	70-74%	=	2.0
D+	=	65-69%	=	1.5
D	=	60-64%	=	1.0
F	=	0-59%	=	0

The use of “I” Incomplete on report cards 5-12

- I = Incomplete. The “I” grade may be used *temporarily* for high school students who have been absent from school and have not had an opportunity to make up missed work in a timely manner.
- If an I is used on a report card, this grade needs to be converted into the appropriate grade within two weeks of the end of the marking period or it will automatically be converted into a failing grade.

Grade Point Average: GPA Grades 9-12

1. A current GPA is computed for students for every marking period. In addition to the current GPA, a cumulative marking period GPA is generated for marking periods 2 and 3.
2. A final, end-of-year GPA will appear on the student’s marking period 4 report card.
3. Class rank is determined for the graduating senior class as follows:
 - a. The cumulative GPA is continuously averaged for students from the start of their freshman year to the end of their senior year.
 - b. The student with the highest GPA from the start of his/her freshman year to the end of his/her senior year is the **Valedictorian**.
 - c. The student with the second-highest GPA from the start of his/her freshman year to the end of his/her senior year is the **Salutatorian**.

Categories for Academic Grades 5-12

- All assignments given throughout a marking period must be aligned with one of these three categories, and each category must make up the following fraction of the total grade earned on the report card.
 - Homework – 5%
 - Formative Assessments – 25%
 - Summative Assessments/Performance Tasks/Projects – 70%
 - **No single assignment can be worth more than 10% of the total marking period grade.**
 - **Example:** *If there are 400 total points available for the marking period, no single assignment may be worth more than 40 points.*

Retake Policy Grades 5-12

- The purpose of a retake is for students to increase their level of mastery of course content. The retake process is a team effort involving learners and teachers. The process involves additional instruction, additional student practice, and can involve students completing test corrections.
- If a student retakes an assessment, the student’s highest performance is used in the grade book. Grades must be an indicator of **WHAT** has been learned, not **WHEN** it has been learned.
- The end result of the retake process is an opportunity for the student to demonstrate an increased level of mastery. Retakes for summative assessments are available for **all** content areas and grade levels, with the exception of AP courses.

Grades 5-8	Students may retake any locally created summative assessment.
Grades 9-12	Students may retake any locally created summative assessment.
Grades 9-12 Honors	Students may retake one locally created summative assessment per semester (per course).
Grades 9-12 AP	Students may not retake any summative assessments.

All Means All

Late Work Guidelines Grades 5-12

Late Work Acceptance Guidelines:

Description: These are the minimum requirements for accepting late work are:

- Students may turn in late assignments/assessments up to two weeks after the due date. The only exception to this rule is at the end of the marking period. All work is due on the last day of the marking period regardless of when it was assigned. It is the teacher's choice whether work will be accepted after the last day of the marking period, however it is not expected.
- Administration and teachers has the right to extend beyond two weeks for late work acceptance due to extenuating circumstances.
- If the assignment/assessment would have received a passing score if turned in on time, then the grade issued may **not be lower than a D [60%]** and can be higher if the teacher deems it appropriate.

Credit and Graduation Requirements

GRADUATION REQUIREMENTS, 2023

In order for a student to receive a Harrisburg High School diploma, the student must complete all of the required course work, assessments, and studies for the assigned instructional program/pathway the student is enrolled in from grades 9 through 12. Students need a total of 24 credits to fulfill graduation requirements. The credit allocation is below.

Credits	Subject	Requirements	Keystone
4	English	English I, English II, English III, English IV	English II
4	Mathematics	Algebra I, Geometry, Algebra II, and one additional Mathematics credit	Algebra I
3	Science	Integrated Science, Biology, and one additional Science credit	Biology
3	Social Studies	Civics & U. S. History I, U. S. History II, and one additional Social Studies credit	
1	Health	Health and Wellness 1 or Health Science I	
1	Physical Education	Physical Education 1 or Physical Education elective	
2	Humanities	Any courses that include world languages, visual arts, and performing arts courses.	
6	Electives	Any courses beyond the requirements	

GRADUATION REQUIREMENTS 2024, 2025, and 2026

In order for a student to receive a Harrisburg High School diploma, the student must complete all of the required course work, assessments (*including Keystone examinations*), and studies for the assigned instructional program the student is enrolled in from grades 9 through 12.

Beginning with the class of 2024, students will be required to earn a minimum of three math credits and seven elective credits.

Credits	Subject	Requirements	Keystone
4	English	English I, English II, English III, English IV	English II
3	Mathematics	Algebra I, Geometry, Algebra II	Algebra I
3	Science	Integrated Science, Biology, and one additional Science credit	Biology
3	Social Studies	Civics & U. S. History I, U. S. History II, and one additional Social Studies credit	
1	Health	Health and Wellness 1 or Health Science I	
1	Physical Education	Physical Education 1 or Physical Education elective	
2	Humanities	Any courses that include world languages, visual arts, and performing arts courses.	
7	Electives	Any courses beyond the requirements <i>*Advisory credits may count toward elective credits.</i>	

KEYSTONE EXAM GRADUATION REQUIREMENTS

Starting with the class of 2023, students can meet this statewide graduation requirement by:

1. Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology at the end of the course or during a subsequent make-up session.
2. Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams. The passing composite score is **4,452**.
3. Students who do not meet the Keystone requirements must complete a graduation pathway to graduate.

Harrisburg School District

Pathways to Graduation

Keystone Proficiency Pathway

Keystone Composite Pathway

CTE Concentrator
Pathway

Alternative
Assessment Pathway

Evidence-Based
Pathway

Keystone Proficiency and Composite Pathways

Keystone Proficiency remains a pathway to high school graduation for the graduating class of 2023 and beyond. Commonwealth students will not be required to pass the Keystone Exams (Algebra I, Literature, and Biology) in order to graduate; however, since most students will continue to participate in the Keystone Exams for federal accountability purposes, those achieving scores of Proficient or Advanced (a minimum scaled score of 1500 or higher) in each of the three Keystone Exams demonstrate Keystone Proficiency and meet statewide requirements for high school graduation.

Students achieving a minimum scaled score of less than 1500 on a Keystone Exam may meet statewide requirements under the new Keystone Composite Pathway provided:

- ✚ No score of Below Basic was earned for any Keystone Exam,
- ✚ A score of Proficient or Advanced was achieved on at least one Keystone Exam, and
- ✚ The composite score for all three Keystone Exams is 4452 or greater.

If students do not have three Keystone Exam scores or do not meet the requirements for either Keystone Pathway, they may opt to retake one or more Keystone Exams or may elect to meet statewide graduation requirements under the Career & Technical Education (CTE) Concentrator Pathway, Alternative Assessment Pathway, or Evidence-Based Pathway.

Pathways to Graduation

Guide to Meeting Statewide Requirements for High School Graduation CTE Concentrator, Alternative Assessment, and Evidence-Based Pathways

Locally Established Grade-Based Requirements

For the CTE Concentrator, Alternative Assessment, and Evidence-Based Pathways, each student must meet locally established grade-based requirements for academic content associated with every Keystone Exam on which the student earned a score of Basic or Below Basic.

By way of example, a student who only demonstrated Proficiency or better in the Keystone Literature Exam would need to meet locally established grade-based requirements for academic content associated with both Algebra I and Biology (e.g., the student may be required to pass both the Algebra I and the Biology courses). Note: Although schools may offer Project-Based Assessments (PBA) as grade-based options, they may not require students to participate in PBAs.

Pathway Evidence





In addition to meeting the aforementioned grade-based requirements, the student must provide pathway-related evidence demonstrating preparedness for postsecondary success.

To meet evidentiary requirements under the Career & Technical Education (CTE) Concentrator Pathway, a student must attain an Industry-Based Competency Certification related to the program of study or demonstrate either 1) readiness for continued meaningful engagement in the program of study or 2) a high likelihood of success on an approved industry-based assessment.

For evidence required under the Alternative Assessment and Evidence-Based Pathways, please refer to the chart on the following page.

Note: Although the Alternative Assessment Pathway requires only one piece of evidence, students earning scores of Basic or Below Basic on two or more Keystone Exams may need to fulfill multiple conditions in order to meet the pathway requirement for that piece of evidence.

By way of example, a student who only demonstrated Proficiency or better in the Keystone Literature Exam would need to 1) meet locally established grade-based requirements for academic content associated with both Algebra I and Biology and 2) satisfy one of the following pathway requirements:

-  Achieve a score of 3 or higher on two AP exams (on academic content associated with Algebra I and Biology respectively) OR
-  Successfully complete for two concurrent enrollment courses (on academic content associated with Algebra I and Biology respectively) OR
-  Achieve an established score on one approved alternative assessment (including ACT WorkKeys NCRC), or
- Successfully complete one pre-apprenticeship program OR
-  Gain acceptance into one 4-yr IHE and demonstrate the ability to enroll in college-level work.

Conversely, the Evidence-Based Pathway requires three pieces of evidence that reflect readiness for meaningful postsecondary engagement consistent with the student's goals and career plan – though no evidence under this pathway requires the fulfillment of multiple conditions associated with Keystone academic content (e.g., a score of 3 or higher on any AP Exam meets the criterion for one piece of evidence). However, as in Alternative Assessment and CTE Concentrator Pathways, students pursuing the Evidence-Based Pathway must meet locally established grade-based requirements for academic content associated with every Keystone Exam on which the student was less than proficient in addition to meeting evidentiary requirements for that pathway.

All Means All

GENERAL INFORMATION

Appointments with Teachers:

All students must have a pass to see a teacher. Appointments for conferences shall be scheduled at least one day in advance and should take place during non-teaching time. Teachers will be notified in advance of an appointment and are asked to confirm the appointment or suggest an alternate date. Conferences shall be scheduled at the convenience of the teacher.

Appointments with Administrators:

All students must have a pass to see an administrator. Administrators may schedule appointments as needed. The principals may authorize tours of the building and may designate staff to conduct them. The principals may also authorize visitors other than parents or guardians to attend special events during the school day.

Administrators are unable to meet with families before the start of 1st period

Confidentiality:

The privacy of the student and any witnesses will be respected and consistent with legal obligations to investigate, to take appropriate action, and to comply with the Family Education Privacy Rights Act ("FERPA") and any discovery or disclosure obligations.

Early Dismissal:

Parental requests for early dismissal must be made in advance and the decision to grant the request is at the discretion of the building principal or his/her designee. All requests for early dismissal must be confirmed with the parent or guardian before any action is taken. Students should not leave the school grounds during school hours without the permission of the principal or the principal's designee. Students who expect to leave for an early dismissal at any time must follow these three steps:

1. Bring in a note with a parent/guardian signature and give it to the Attendance Secretary at the beginning of the day. The student will receive an early dismissal pass to present to the teacher and the main office before leaving.
2. Students must notify teachers **in advance** when they are expected to leave a class early or miss a class due to an approved release from school.
3. The parent/guardian is to enter the building and sign the early dismissal log. **Special note: friends and relatives may not pick students up without parental permission.** Special exceptions may be made in emergencies only with the approval of an administrator.

CHANGE OF ADDRESS OR CONTACT INFORMATION

When your contact information changes, it's extremely important to keep your child's school informed, as well as make the appropriate changes and updates with the District's Pupil Services Department. This ensures that parents/guardians can be reached in case of an emergency, notified of important weather and safety information, and receive important mailings about your child's school schedule, transportation, or official school district updates. Call (717) 703-4008 or email studentrecords@hbgsd.us.

ATTENDANCE #204

In compliance with Pennsylvania's School Code, the Harrisburg School District requires daily school attendance for all students. As a District, we ask for the support of every family/household to reinforce the importance of students being in school each day, on time, and prepared to engage in the learning process, whether in-person or online.

STUDENT DRESS CODE/UNIFORM POLICY #221

The Harrisburg School District will continue its uniform policy for students in grades K-12. Students who do not adhere to the proper dress code will be asked to change for the first infraction/violation. Multiple violations of the dress code policy will result in increasing disciplinary actions.

CELL PHONE POLICY #237

Cell phone and electronic device use by students to make or accept calls, send text messages or email during the school day is disruptive to the learning process and is therefore prohibited. Cell phones and electronic devices must be turned off and put away (not in view) during the entire school day. The only exception is for teacher-approved instructional purposes or classroom projects.

LAPTOPS, CHROMEBOOK, DEVICES - ACCEPTABLE USE OF TECHNOLOGY POLICY #815

Students are required to adhere the District's Acceptable Use of Technology policy regarding the use of District laptops, computers, and/or other devices. Students and families are responsible for the care of laptops and computer technology and will be held financially accountable in the event of lost, stolen, or damaged devices.

Student ID Cards

All students will be issued an identification card. Students are required to wear the ID card on a lanyard or have the ID accessible to present when requested. Student IDs and/or identification numbers will be needed to enter the building each morning and to secure a lunch.

Financial Obligations:

There are a variety of reasons that a student may receive a financial obligation to the school. Replacing lost or damaged textbooks, the replacement of ID/Bus cards (\$10.00) are examples of possible financial obligations. All students are expected to satisfy their financial obligations ASAP. Obligations will carry over to the next grade level if not satisfied and may prevent graduation if not paid.

Outside Food:

Students may bring a lunch to school to eat in the cafeteria during the lunch period. Food delivery from any source (Ex. Door Dash, Uber Eats, etc.) is not permitted. Food delivered to the school will be confiscated. Students are not permitted to leave campus at any time during the school day to pick up outside food.

Parent-Teacher Association:

The Parent-Teacher Association is set up to allow the parents an opportunity to express their interests and concerns in our school. The committee is composed of interested parents, students and/or community members.

Student Expression and Posting of Materials Pol. 220

Any materials sought to be distributed or posted by students as part of the curricular or extracurricular programs of the district shall first be approved by the building administration.

Student Records/Cumulative Folders:

Student records are confidential and shall be housed in a lockable space in the Guidance Office. Teachers must sign out records for their review, posting of data and/or inserting district approved documents. The principal and/or the principal's designee shall maintain a record of all district staff and custodial parents who review student's records. Student records may not leave the school premises except when a student transfers from one school/district to another. When a student transfers from one school or withdraws from the District, a signed Parental Release of Records Form must be on file in the school office before the student's records are sent. No one may copy student records to send outside the building except designated persons and situations approved by Board Policy, the Pennsylvania State Code and/or the Buckley Amendment.

Telephone Use:

The school phones are for business purposes and are available to students only in emergencies. Incoming calls for students are prohibited.

Textbooks:

Each course has textbooks for student use for that particular class. If damage is done to a book, the student will be charged the cost of a new book, plus shipping and handling. Periodic book checks are done and shall be submitted to the supervising principal or his/her designee.

Visitors on Campus:

Parent/Guardian visits are appreciated and encouraged. All non-staff visitors must report to the front office and obtain a visitor's pass before proceeding throughout the school. Visitors must have a photo ID to obtain a visitor's pass. Parents must receive prior permission from the building principal to visit classrooms. Approved visitors will be escorted through the building by security or the administration.

Report Cards:

Report Cards and progress Reports are distributed four times during the school year. The final report card is mailed home. If a student does not receive a report card, the school should be notified immediately. Support is always available for additional academic help. Tutoring is offered upon request or recommendation.

Schedule Changes:

Schedule changes are made only by the administrator or guidance counselor. Teachers are not permitted to change schedules at any time. Schedule changes will be kept to a minimum. To control and facilitate the necessary changes, a definite procedure has been established.

1. Scheduling changes may only occur during the first 10 days of a semester and only for the following reasons:
 - a. Conflicts
 - b. Missing a required subject
 - c. Scheduled for a course already
 - d. Add courses when there are not enough on the schedule
 - e. A schedule change determined an emergency by the administration
2. Students must schedule an appointment with the counselor when a schedule change is needed.

Homebound Instruction:

Should your child be out of school because of illness or physical incapacitation for twenty (20) consecutive school days or more, homebound instruction may be requested by your doctor at no expense to the family. Inquiries may be made through the school nurse and school counselor.

Make-up Work:

It is the student's responsibility to ask for missed assignments when absent. If work is not made up, it will be converted to a zero for that day. Students have five (5) days after an absence to make up the work. Should an absence be for three (3) or more consecutive days, a doctor's note is required, and a parent should call the guidance office to request assignments. Please allow the teachers twenty-four (24) hours to prepare the work. Work may be picked up in the main office. Assignments can also be obtained by logging on to the student's Google Classrooms.

Eligibility for Extra-Curricular Activities:

This policy applies to all extra-curricular activities including, but not limited to, athletics, musical groups, clubs, and any other school activity conducted mainly outside of the school day on a not-for-credit basis.

Students shall meet all of the following standards to be eligible for extra-curricular activities:

- **Satisfactory progress toward graduation from high school as determined by the principal.**
- **Regular attendance at school as determined by the principal.**
- **Taking a full academic schedule as determined by the district's course of study and verified by the principal.**
- **Maintenance of a "C" average in the basic subjects of English, social studies, mathematics and science. (Weighted grades shall be used for students taking weighted classes)**
- **Maintenance of "C" average overall. (Weighted grades shall be used for students taking weighted classes)**
- **Failure of any classes will jeopardize eligibility.**
- **Any disciplinary action may impede or interrupt ability to participate in practices or games. (i.e. detention, ISS, OSS)**
- **PIAA Attendance Rule – student athlete must be in attendance the day of the event.**
- **If the student is absent 10 or more school days, he/she will lose eligibility until he/she attends school for a total of 45 consecutive days.**

Grades earned during summer school shall apply to fall extra-curricular activities in lieu of the grade earned at the conclusion of the regular school period year.

The student must attend school on the day of the scheduled extra-curricular activity to be eligible for participation. Extra-curricular activities should include athletics, club activities, concerts, school drama productions, and practice sessions or rehearsals associated with these activities.

Exceptional or emergency circumstances beyond the student's control that prevent attendance must be reviewed by the administration. When possible, students should request exceptions in advance. Consideration will be given to medical, dental, or extenuating family circumstances.

SCHOOL SAFETY

The safety of all our schools is of top priority and we work diligently to implement various strategies to provide the safest and secure environment for all our Harrisburg students, faculty, and families. If a parent or guardian has concerns about their child's safety, call the principal or the assistant principal. Every student should feel safe and secure while attending school. Please help keep our school safe.

Hall Passes:

Any professional staff member may give students a pass. The student must be given a pass stating the destination and the time the student left the classroom. The student must sign in and out of the classroom. Consideration must be given to the other teachers, so those students are not detained from one class to the benefit of another. **Any student in the halls MUST have a visible pass and must present it to security or any school personnel upon request.** Any student without a valid pass not inside the proper classroom when the class begins shall be considered late for class. The classroom teacher shall admit students and take appropriate action such as marking them tardy and assigning them to detention. Chronic lateness to class will be reported to the principal for disciplinary action.

Locker Regulations:

Lockers, which are school property, will be assigned to each student by the teacher. Only one (1) locker will be assigned to each student. Students are forbidden to share lockers or to use any other locker that is not assigned to them at any given time. Locks, other than the school-approved locks, will be removed. Students are responsible for maintaining their locker to ensure that it is locked at all times to prevent "borrowing and stealing". The school is not responsible for lost or stolen articles. Students are advised not to give their locker combination to other students. All lockers are expected to be kept in a clean and orderly manner. Lockers are school property. The administration reserves the right to inspect lockers in accordance with the student's right and responsibility policy.

Weapons (Policy 218):

Any student who has a weapon either on their person or in their locker at school or at a school sponsored event will be immediately suspended, and will most likely be arrested and detained, and recommended for expulsion.

Tobacco Use (Policy 222):

The Board of School Directors recognizes that tobacco use presents a health and safety hazard that can have serious consequences for both users and non-users, and the safety and environment of the schools. For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; smokeless tobacco in any form; and electronic cigarettes and other devices designed to replace traditional tobacco products or to deliver nicotine, flavor and chemicals. The Board prohibits tobacco use and possession by any student at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits tobacco use and possession by any student at school-sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy. A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

Vandalism (Policy 224):

Anyone found willfully causing damage to school property will be disciplined and must pay for the cost of replacement or repair (restitution). Parents will be contacted. Possible police and court involvement may be necessary for institutional vandalism.

Searches (Policy 226):

School authorities may lawfully search students and all their belongings, including backpacks, electronic devices, lockers, purses, clothing and vehicles, if there is reasonable suspicion that prohibited contraband or material may pose a threat to the health, safety, and welfare of the school population. Any illegal material will be seized. All lockers are, and shall remain, the property of the school. As such, students shall have no expectations of privacy in their lockers. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. When a student's locker is being searched, the student may be notified and given an opportunity to be present.

Controlled Substances and Paraphernalia (Policy 227):

It is prohibited to possess, use, distribute or be under the influence of controlled substances or possess drug paraphernalia or alcoholic beverages in school, on school property or at school-sanctioned functions. Any student in violation of this policy will be suspended, pending an investigation. Appropriate counseling sessions will be scheduled, and local law enforcement officers will be notified. Students violating the drug policy will be assigned to the SAP (Student Assistance Program) for assistance and guidance.

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

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Fire Drills

Fire Drills

School Board regulations and state law require one fire drill per month.

In the event of an actual fire, the person activating the fire alarm should immediately notify an administrator of the specific nature and location of the fire.

When the fire alarm sounds the teacher will take these actions:

1. A student will be directed to lead the class from the room in a single file line to the nearest available exit (as posted in the room). Conduct is to be exemplary.
2. Classroom doors should be closed after the last student exits.

If the fire signal is sounded when pupils are passing in the corridors, after dismissal in the afternoon, during pep rallies and assemblies, or whenever students are moving freely about the building, the students should quietly fall into line and immediately proceed in an orderly manner to the nearest available exit.

Fire Drill Procedures:

Exit signs are located in every classroom. During drills, classroom teachers will ensure that all doors are closed and escort their students out of the building as promptly and orderly as possible. Fire drills may be conducted with an exit blocked. If an exit is blocked, NEVER use that exit, but continue to the nearest exit. After leaving the building, the exit must be cleared by a distance of fifty feet or more. This is in accordance with State Law. If the return signal sounds after the close of the period from which students left the building, they are to return to the same class and listen carefully to the announcements for instructions.

SCHOOL SERVICES

Counseling:

All students must have a pass to visit the counselor. Students and/or parents may schedule appointments with their school counselor. Students are strongly encouraged to establish regular contact with their counselor. The counselor is responsible for maintaining student records, and helping students chart their career path. Individual career counseling, career information, appropriate course selection and school related counseling are the functions of the school counselors. Ultimately, it is the responsibility of the students, parents and/or guardians to actively use this resource.

Student Assistance Program (SAP)

The Student Assistance Program is a team process used to support students by removing barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success.

Health:

A nurse is available in our health suite at all times. If a student becomes ill during the school day, he/she must get a pass from the teacher before going to the nurse's office. All medication MUST be given to the nurse and taken under his/her supervision. The medication must be in the original container with the doctor's name, date filled, the name of the medication and the directions for taking this medication. A note from the parent/guardian and/or doctor MUST accompany medication.

Bee Sting Allergy Procedures:

Proper forms must be obtained from the nurse's office, signed, and returned to that office. Outdoor activities for those students with bee sting allergies will not be permitted during September, October, April, May or June.

Asthma Inhaler Procedure:

A doctor's order and a parent/guardian's signature must be on file in the nurse's office. An extra inhaler must be kept in the nurse's office.

Physician's Recommendation for Physical Activities:

Any student who is under a doctor's care for a medical condition or a physical injury should notify the school nurse and get a MI-19 form from the nurse. The form must be completed by the doctor and returned to the nurse's office.

Required Medical/Physical Examinations:

Height, weight and vision screening are done every year. Hearing, scoliosis and dental exams are done in 7th grade. Physical examinations and hearing must be done in 11th grade. Forms are mailed home to parents/guardians during the summer to have the exam done by their private physician. If you choose to do this, forms must be returned on or before September 30th, Physicals are mandated by law.

Medical Emergencies:

Medical emergencies may require emergency medical care. For that reason, it is VITAL that we have a CURRENT and CORRECT telephone number for each student. The emergency forms must be returned within 10 days of the start of school. If the nurse determines that a student needs medical treatment, she will call the parent/guardian.

Exclusions:

Students who have been excluded from school because of contagious diseases must have clearance from a medical doctor before returning to school. If the nurse determines that a student needs medical treatment, a call to the parent/guardian will be made.

Use of Medication and Prescription Drugs:

Medications should be administered at home whenever possible. However, we realize that the administration of medication to students by school health personnel or self-administration of medication by students while in school may be necessary under certain circumstances. Parents, whenever possible, are requested to arrange medication time intervals to avoid school hours. Parents are permitted to come to school to administer medication to their children. When parents cannot come to school to give medication, the Board insofar as the requirements listed below, will cooperate in the administration of medication to students.

Responsible Personnel:

The Certified School Nurse (CSN), when available, shall be the primary person to administer or observe self-administration by students. If the Certified School Nurse is not available, a professional nurse (RN) or licensed practical nurse (LPN) may assist the CSN in administering medications.

In the event that the CSN is not available, other school employees are allowed only to assist the student in the self-administration of medication. Only in an emergency shall a school employee other than the school nurse administer medication to a student.

Prescription Medications:

Medication will be administered to or self-administered by a student only after receipt of a written consent from the student's parent/guardian and a written order from the licensed provider. The order shall include: student's name, medication name, diagnosis for which the medication is prescribed, name of licensed provider, dosage, time medication to be given, expected duration of treatment and route of administration. Possible side effects may be included on the written order. The order will be valid for one school year, unless stated otherwise.

Non-Prescription Medications:

Non-prescription medications will be given in school to students under the following conditions:

1. Non-prescription medication brought in by the student/parent/guardian must be accompanied by a signed note from a parent or legal guardian giving precise directions for dispensing the medication and stating the specific reason for which the medication is being given.
2. Non-prescription medications intended for use over an extended period of time or across an entire school year must be accompanied by a doctor's note.
3. No non-prescription medication will be given to a student for more than three (3) consecutive days or more than three (3) doses per school quarter for the same condition.
4. All non-prescription medication provided by the parent/guardian must arrive in school in the original container and be clearly labeled with the name of the student and the name of the family doctor and the doctor's office phone number. No medication of any kind will be given to a student if the medication is not in the original container.
5. A parent or legal guardian may come to the school to administer medications to his or her child, as needed. At the end of the school year or treatment regimen, the student's parent/guardian will be responsible for

All Means All

removing from the school any unused medication. If the medication is not picked up by the end of the school year, the CSN will dispose of the medication. It is the CSN's responsibility to clarify any medication order which is deemed inappropriate or ambiguous. Nurses have the right and responsibility to decline to administer a medication if they feel it jeopardizes student safety. In such instances, the CSN must notify the parent/guardian and student's licensed provider.

Emergency Medication Administration:

The school physician may order certain medications, via standing orders, to be administered in life threatening situations, such as anaphylactic shock. These medications may be administered without prior consent by the parent/guardian. However, the school will notify the parent/guardian as soon as possible following such an incident.

The need for emergency medication may require that a student carry the medication on his/her person or that it be easily accessed. Both parent/guardian permission and a licensed provider's order must specify that a student carry their medication. The student will be required to demonstrate competent use of the medication, to the CSN, prior to carrying the medication.

Documentation of Medication Administration:

Any medication given during school hours must be documented on an individual student medication record, which will be part of the Student Health Record. This record should contain: the student's name, name of the licensed prescriber, date and time medication was given, medication name, dose and route of medication, signature of person administering the medication and any special notations, for example, the student refuses to take the medication.

The Board's role in the administration of this policy is one of cooperation with the parent/guardian, the doctor and the student. However, the responsibility for the administration of the medication taken at school is that of the parent/guardian and the student. (HBGSD Board Policy #210, 2006)

Alma Mater

**Let our deeds be our credential and
humanity our way;**

**For we make the bright tomorrow as we
forge the way today.**

**May Harrisburg High set the standard
for others to follow through;**

**May the dignity of man echo in all we say
and do.**

