

PRINCIPAL'S WELCOME MESSAGE

Dear Cougar Academy Parents and Families:

Welcome to Cougar Academy and the 2018-2019 school year!

On behalf of the staff at Cougar Academy, I am happy to welcome you to the 2017-2018 school year! We are looking forward to a productive year with you to ensure our children achieve their highest potential. We recognize that in order to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for each child's success and want you to know that we will do everything to carry out our responsibilities. Parents and students are encouraged to review the website. Our website address is <http://cougar.hbgasd.k12.pa.us/>.

Our wonderful Cougar Academy staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Sincerely,

Dr. Marisol Craig
Cougar Academy Principal

COUGAR ACADEMY

Principal: Dr. Marisol Craig

Email: mcraig@hbgsd.us

Cougar Academy - Student and Staff Responsibility Contract:

The educational experience at **Cougar Academy** is designed to prepare our students for academic success and achievement from elementary school, to middle school to high school and beyond. We take our responsibility as educators seriously, and we ask our students and their families to do the same. This contract reflects our agreement in the areas of academic success and appropriate behavior for the coming school year.

*The faculty of the **Cougar Academy** will:*

- Provide an educational program for our students that is rich in academic content and based on the Common Core Standards adopted by the State of Pennsylvania.
- Employ teaching strategies and methods that are inquiry-centered, project-based, and designed to relate student learning to everyday life.
- Support students in their learning, providing appropriate assistance when needed and requested by students and parents/guardians.
- Provide appropriate guidance for students in the areas of behavior, attitude, attendance and relationships with adults and peers when needed.
- Communicate with students and guardians on a regular basis regarding the student’s academic progress, attendance and behavior.

With support from parents/guardians, our students will:

- Make a serious effort to succeed academically, following directions, completing assignments on time, and giving full attention to all class activities.
- Exhibit excellent attendance, including arriving for school on time each day, prepared for class.
- Behave in a manner expected of a serious student in an academically oriented school, cooperating with all adults and following school policies.
- Treat all staff and fellow students with respect.
- Treat school equipment, materials, furnishings and the building with care and respect.

Parent/Guardian Signature

Date

Cougar Academy Mission

Cougar Academy uses technology, project-based learning, and high impact strategies to create a personalized educational program for learners who express a desire or demonstrate a need for a non-traditional, flexible educational setting.

Cougar Academy Vision

Cougar Academy instructs students on their individual learning paths with direct instruction and supplemental interactive technology and resources that promote achievement and higher order thinking skills.

Cougar Academy is a learning community that facilitates students' development of a solid foundation of academic, social, and emotional skills needed for success in college, careers, and community life. We expect our students to become self-directed learners and leaders who have the confidence to apply their critical thinking, communication, and problem solving skills in both familiar and unfamiliar contexts.

Our school integrates resources of the Harrisburg School District to ensure that students have access to experiences, instruction, and opportunities that often are not available to inner city youth. Technology, project based learning, and community based experiences help develop students' skills, initiative, and confidence. Emphasis on academic rigor builds skills that are essential for student success in the 21st century. At our school, we personalize instruction and support services to provide experiences and opportunities that each student needs to make positive decisions in a wide variety of contexts. Our mission is to challenge students achieve and reach for their dreams. Our staff believes that students with goals can be successful in the classroom and can in turn provide significant contributions to their community. We are committed to "Empowering Academic Achievers and Lifelong Learners!"

Important Dates to Remember

First Day for Students	August 20, 2018
Thanksgiving Recess	November 22 – 26, 2018
Winter Recess No School	December 24, 2018 – January 2, 2019
Act 80 Days for Teachers/No School for Students	October 8-9, 2018
Spring Break	April 18-22, 2019
Last Day of School\Early Release for Students	May 31, 2019
*Graduation Day.....	June 9, 2019

Half Day Early Dismissal Times for Students

Grades 1st–12th grade at 12:00 pm

PSSA Testing Windows for Grades 3-8

English Language Arts April 15 - 26, 2019

Mathematics April 29 - 30, 2019

Science May 1 - 2, 2019, 4th through 8th Grades

Make-up April 29 - May 3, 2019

KEYSTONES Testing Windows for Grades 9-12

Winter: Wave 1: January 7 - 18, 2019 Algebra I, Biology, Literature

Spring: May 13 - 14, 2019 Algebra I, Biology, Literature

Summer: July 29 - August 2, 2019 Algebra I, Biology, Literature

Marking Periods End:
October 24, 2018
January 14, 2019
March 22, 2019
May 30, 2019

The information for some schools may vary. Please check the School District website for updated information.

POLICY 221: DRESS CODE

All students are expected to follow the board-approved dress code. Exceptions will only be made by the Principal or his/her designee for special events and dress down days. Students who are not adhering to the proper dress code will be asked to change for the first offense. Multiple violations of the dress code will result in increasing disciplinary actions.

Boys' Acceptable Attire:

- Tan, Navy, Gray, or Black pants belted at the waist
- Tan, Navy, Gray or Black knee-length shorts, belted at the waist, may be worn from April 15 - October 15
- Solid color polo, uniform style or button-down shirts (short or long sleeves)
- Solid color cardigan sweater

Girls' Acceptable Attire:

- Tan, Navy, Gray, or Black pants belted at the waist
- Tan, Navy, Gray or Black knee to ankle length skirts
- Tan, Navy, Gray or Black knee-length shorts, belted at the waist, may be worn from April 15- October 15
- Solid color polo, uniform style or button-down shirts (short or long sleeves)
- Solid color cardigan sweater

Unacceptable Attire for All Students:

- Polo shirts or non-hooded sweatshirts with stripes, emblems, or designs
- Printed or multi-colored undershirts
- White t-shirts
- Clothing made from any knit material, e.g. Spandex, Lycra, or knit blends, specifically leggings
- Length of skirts, dresses and shorts that are shorter than fingertip length
- Denim material of any color
- Outerwear, including jackets, vests.
- Fleece and hooded sweatshirts
- Hats, do-rags, scarves, and hair nets
- Bare shoulders and midriffs
- Pants that sag below the waist
- Ripped pants
- Flip flops/Slides
- Pants that tie
- Sheer/see-through clothing

At times, students may be required to wear certain types of clothing while participating in physical education classes, or in extracurricular activities. Dress requirements for religious reasons may be made through the school office. If a staff member believes that his/her intervention has not resolved the matter, or if non-adherence to policy continues, the staff

member shall report the incident to the principal or his/her designee for further investigation. If a student is dressed inappropriately, he/she will be sent to the counselor/social workers office for assistance. Continued dress code infractions will result in further discipline actions.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). FERPA provides guidance for the protection and confidentiality of student educational records and information.

Telephone Use

School phones are for business purposes and are available to students only in emergency situations. Incoming calls for students are prohibited except for emergency situations.

Flag Salute

All students are expected to be respectful of our country's National Anthem and Pledge of Allegiance. All students are asked to stand during the national anthem and flag salute. Anyone in the hallway during this time is expected to **STOP** and wait for the end of the Pledge of Allegiance.

Textbooks and Classroom Resources

Each course has a class set of textbooks and/or classroom resources for student use during that particular period. If books are damaged, the student/parent will be charged the cost of a new book, plus shipping and handling. Periodic book checks are mandatory and shall be submitted to the supervising principal or his/her designee.

Laptop/Computer Technology

When and where appropriate, students are required to sign the district's Acceptable Use of Technology form, which explains the rules regarding the use of the district's laptops and computers. Students 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.

Financial Obligations

There are several reasons why a student may receive a notice of 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 promotion/graduation if not paid.

Emergency School Closing/Delayed Opening

Inclement weather conditions may cause a delayed opening or cancellation of school. In case of severe weather, or during other school emergencies, announcement delays or closings will be made through the direct dialing phone system (School Messenger) or the media (radio and TV).

Visitors at School/on Campus

We welcome visitors; however, they must follow the procedures listed below:

1. Visitors must report to the school office or security desk to sign-in, provide appropriate identification, and obtain a visitor's pass via the School District's Raptor System.
2. Visitors must sign out and return pass to the security desk before leaving.

Approved visitors will be escorted through the building by security/safety monitors or the administration.

Classroom Visits

Only the parent or guardian of a student may schedule appointments to visit the student's classroom. Conferences with teachers should not take place during a class period. Parents are not permitted to visit classrooms without prior approval from the principal.

Appointments with Teachers

Appointment for conferences will 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.

Appointments with Administrators

Administrators may schedule appointments as needed. The principals may authorize tours of the building and will designate staff to conduct them. The principals may also authorize visitors other than parents or guardians to attend special events during the school day.

School Safety

Every student should feel safe and secure while attending school. If you have concerns about your child's safety, you should call the principal or his/her designee. Please help keep our school and our students and staff safe by staying alert and notifying the principal or his/her designee of potential threats, acts of violence or any unusual occurrence.

Parent-Teacher Association

The Parent-Teacher Association and other school-approved parent engagement groups are set up to allow the parents an opportunity to express their interests and concerns in our school. These groups are composed of interested parents, students and/or community members.

Student Identification Cards

All students will be issued student identification cards that are required for admittance to the school building. The purpose for the student ID cards is to ensure each student is readily identified as a student of our school. Students must also have a student ID for free school meals, and to ride designated school buses and/or the CAT Public Transportation System (*SciTech Campus students only*). The wearing of the student ID card is **MANDATORY** during school hours.

Transportation and Bus Regulations:

While riding the bus, the bus driver is the designated authority figure and an extended representative of the School District/School. Since students are under the full authority of the school/District while on the bus, all school rules, regulations and policies are in full force during bus transportation to and from school, and during school-related field trips.

Student Responsibility on the School Buses or CAT Buses

- Ride only on assigned bus
- Be respectful and courteous to all riders and bus drivers at all times
- Present ID badge to the bus driver as soon as the student enters the bus
- Do not give your ID badge to another student
- Use appropriate language on the bus; cursing and inappropriate language will not be tolerated
- Keep appropriate volume when speaking
- Not push or shove to get on the bus

- Allow handicap students to enter the bus first
- Remain in seat until the bus has reached its destination
- Stand behind yellow line at bus stop for safety
- Vandalism of busses/property is forbidden
- Represent our school in a positive manner at all times!

*****Note: Failure to follow bus transportation guidelines and Rules of the Road may result in removal from the School Bus or CAT Public Transportation Bus.**

Harrisburg School District Grading Policy, Practices and Procedures

The student evaluation procedure serves as a measurement of academic achievement and as a means for motivating a student to obtain levels of performance of which he/she is capable. Within the first week of school, each teacher will present their classes a syllabus for their course and method of evaluation that he or she will use for the course.

Grading Scale for 1st through 12th Grade Students

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
50 - 59	F

The determination of the final grade is by numerical average. Grading will be consistent with the policies adopted by the Harrisburg School District. Academic warnings will be given to the counselor. One copy will be kept by the teacher; and one copy will be given to the student for a parent’s signature.

Honor Roll

The following qualifies a student for honor roll:
 Distinguished Honors – All A’s
 First Honors – All A’s and 2 B’s
 Second Honors – All A’s, B’s and 1 C

Credit and Grade Level Delineation

0 - 5.99 credits= Freshman
 6 - 11.99 credits= Sophomore
 12 - 15.99 credits= Junior
 16 + credits= Senior

Core Subjects

24 credits plus a senior project are required for graduation

Report Cards

Report Cards 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. 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 will be made 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 to discuss any changes.

Eligibility for Co-Curricular Activities

This policy applies to all co-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 co-curricular activities:

1. Satisfactory progress toward graduation from high school as determined by the principal
2. Regular attendance at school as determined by the principal
3. Taking a full academic schedule as determined by the district's course of study and verified by the principal
4. 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**)
5. Maintenance of "C" average overall (Weighted grades shall be used for students taking weighted classes)
6. Failure of any classes will jeopardize your eligibility
7. PIAA Attendance Rule – you must be in attendance the day of the event
8. If you are absent 20 or more school days, you will lose eligibility until you attend school for a total of 45 consecutive days.

Grades earned during summer school shall apply to fall co-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.

Harrisburg School District Clubs and Organizations:

Football, Soccer, Basketball, Baseball, Softball, Wrestling, Volleyball, Tennis, Track & Field, Marching Band, Band Front, Cheerleading, Choir, Orchestra, Art Club, Key Club, Student Council/Student Ambassador, NAACP, International Club, Yearbook, Future Teachers, Mock Trial, Robotics, and National Honor Society and others.

Lunch Program /Cafeteria

The Harrisburg School District Food Service Department now operates under the state guided Community Eligibility Provision. This means we are able to offer meals at NO charge for all students. Students must continue to enter their pin numbers for accountability and data collection purposes.

HARRISBURG SCHOOL DISTRICT CODES OF STUDENT CONDUCT

Policy #218 Revised 8/3/2015. Abbreviated information below. The full policies are available online at www.hbgd.us.

Policy 204. SCHOOL ATTENDANCE

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Repeated infractions of the Board policy requiring the attendance of enrolled pupils may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the pupil from the regular school program. The Board authorizes the Superintendent or his/her designee to suspend a pupil from a particular class or from school in accordance with the policies of the Board, if sincere efforts by the staff and parents cannot rectify the pattern of absence. The Superintendent is authorized to establish the criteria to implement this policy.

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.

Absence: Excused

The Board shall permit a pupil to be excused from the requirements of attendance under the following circumstances and conditions:

The principal or his/her designee may, upon receipt of satisfactory evidence of medical, physical, mental or other urgent reasons, excuse a child for nonattendance during a temporary period. The term "urgent reasons" is strictly construed and does not include work at home or other absences for parent or pupil convenience such as vacation trips or caring for siblings. Upon written parental request, a pupil may be excused during school hours for the purpose of obtaining professional healthcare or therapy service only if the following requirements are met:

- a. The time of necessary absence from school involves a minimum of interference with the pupil's regular program of studies; and it is not practical or possible for the pupil to receive the services outside of school hours.
- b. Medical documentation (doctor's certificate) is required for all absences of three (3) days or more or for shorter periods if required by the building principal.

Absence: Unexcused

(The absence of a pupil for any reason other than those classified under Absence: Excused.) Whenever a parent/guardian fails to submit a written excuse his/her child within three days of such absence.

Absence: Unlawful: All unexcused absences for pupils of compulsory attendance age shall be considered unlawful.

1. After three (3) days of unexcused absences by a pupil, a warning letter is served on parents and/or the guardian.
2. After fifth (5) days, the Principal's designee will send a certified Official Notice of Illegal Absence Letter. This constitutes a first offense.
3. After the fifth (5th) day, the Principal's designee will refer the student to the manager of the Truancy Support Team. (TEP will be schedule with student counselor)
4. After the sixth (5th) day, the Principal's designee will write a Non-Traffic Citation to be signed by the school's designee and a copy will be sent to the Student Services Supervisor or his/her designee. This action initiates legal proceedings of the pupil, and that further violation during the school term will result in prosecution without notice.

24 PS 13-1333

Every parent, guardian, or person in parental relation, having control or charge of any child of compulsory school age, who shall fail to comply with the provision of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine to the School District in which such offending person resides, not exceeding three hundred dollars (\$300.00).

Tardiness

A student is considered tardy to school if they arrive in the building after the designated start time. Students will be required to sign in in the 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 four (4) minute travel period between classes without a valid written excuse from the student's prior course instructor. **Any student who is tardy will be assigned DOUBLE (2x) the amount of time that they were late as a consequence, to be served as either a morning or an afternoon detention.**

A student can be considered absent if arriving to a class more than fifteen (15) minutes late for class, without a valid written excuse, from the student's prior course instructor or an administrator.

Students who are tardy are subject to the following penalties:

- Each Tardy: 1 day detention (double the time late). Failure to serve assigned tardy detention will result in double detention.
- 5 Tardy: Mandatory parent conference required, phone call from Administration, increased levels of discipline

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/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 your parent/guardian signature and give it to the Attendance Secretary at the start of the day.
2. The parent/guardian must notify the school office 24 hours **in advance** if/when their child has an appointment during the day or is expected to leave a class early or miss a class due to an approved release from school.
3. The parent/guardian must come to the school office and sign the early dismissal log. **Special note: friends and relatives may not pick you up without parental permission.** Special exceptions may be made in emergencies only with the approval of an administrator.

CLASS CUTTING

Any student who refuses to attend classes must return with a parent/guardian and an official letter will be issued and placed in student's file.

Hall Passes/Lateness to Class

Any professional staff member may give students a pass. The student must be given a pass stating the destination and the time he left 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 pass that is visible and present it to security or any other school personnel if asked to produce it.** Any student not inside the proper classroom when the class begins shall be considered late for the class. The classroom teacher shall admit students and take appropriate action such as marking them tardy and assigning them to detention to make up the work missed. Chronic lateness to class will be reported to the principal for disciplinary action

POLICY 237: ELECTRONIC DEVICES

Cell phone and electronic device use by students to make or accept calls or text message can be disruptive to the learning process. **Cell phones and other electronic devices must be turned off and put away (not in view) during the entire school day.** Parents/guardians may call the school and leave a message for their student when necessary. Students who need to use the phone may ask for permission to use a phone in the main office. If any items are used, seen, or heard between school hours, they will be confiscated and the following consequences will be instituted:

- FIRST OFFENSE: Item will be returned to the student at the end of the school day.
- SECOND OFFENSE: Item will be returned to the parent/guardian.
- THIRD OFFENSE: Item will be returned at the end of the school year or at the administrators' discretion.
- REPEAT OFFENDERS will receive further discipline.

Students who fail to comply with relinquishing any electronic device in use upon request of school administration or teacher will receive disciplinary action. We understand this requires a change in habits for many of us as well. We ask that you do not text or call your student during school hours. Please contact the main office to deliver important messages. **The school is not responsible for the loss or theft of a cell phone or other personal electronics during the school day, while confiscated or on the way to or from school.**

POLICY 218: STUDENT DISCIPLINE -

Maintaining student discipline is extremely important to the school program and building climate. Without good discipline, students cannot realize their greatest opportunities for growth.

Purpose

The purpose of discipline is to foster responsibility, independence, positive attitudes and self-discipline. The best discipline is self-control. Self-control is based upon understanding the limits of one's freedom and actions as they relate to others. The policies set forth by the Administrative arm of Campus related to disciplinary action, as well as attendance, is for the safety of the individual student as well as the safety of the entire student population, faculty, staff, and any employee or visitor to the campus.

OSS- In the event of an out-of-school suspension, the parent/guardian **MUST** have a conference with the principal or his/her designee before the suspended student will be readmitted to school.

Detention- Detention will be held on days and times designated by the principal. Notice will be given to a student who is assigned detention at least 24 hours in advance. Cutting detention will result in further consequences.

DISCIPLINE POLICIES - OBJECTIVES

Discipline shall be imposed to reflect the seriousness of the violation, to promote respect for the rules of the Harrisburg School District, to provide just and reasonable punishment, to afford adequate defense to future violations, to protect students and staff from further violations and, when appropriate, to provide the student with needed educational behavior modification.

The Board of Directors deems it the [Policy of the Harrisburg School District](#) that when an action of a student or students creates an unsafe environment or infringes upon the rights of other students in a serious manner, the following procedures will be followed:

- 1) If necessary, the student or students will be removed to a safe environment.
- 2) The teacher will immediately notify the Administration.
- 3) The Administration will make every effort to notify the parent or guardian.
- 4) In cases where an assault or other serious infraction has taken place, the Administration, in its discretion, will call the police.
- 5) The student or students will be assigned the appropriate form of discipline.

Corporal Punishment - Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited in the Harrisburg School District.

Physical Restraint - Reasonable physical restraint 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. **The use of Safe Crisis Management © as a therapeutic technique by staff certified in its use in special education and alternative education settings is not corporal punishment.**

LEVEL I: Minor misconduct on the part of student that impedes orderly classroom procedures or assemblies, or interferes with the orderly operation of the school. These misconducts can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

- **Level I Examples include but are not limited to:** Any classroom, study hall, cafeteria, assembly, hallway, or extracurricular activity disturbances (loitering, running, not having a pass, tripping another student, etc.); classroom tardiness (1-3), tardiness to school (1-3); undirected profanity; eating candy and gum chewing; open food/drink containers in the hall and/or classrooms; Cheating; false accusations; disrespecting others (teasing, calling names, abusive language); Unauthorized equipment (radios, tape recorders, electronic games, telecommunications, cellular phones, beepers, etc.); failure to complete assignments or carry out directions, or have a hall pass; littering inside or outside the school; throwing items of minor nature; stealing minor items such as pencils; abuse of or failure to return District-owned or library materials; public display of affection; Inappropriate attire.
- **Level I Procedures:** Immediate intervention by the staff member who is supervising or observing the student misbehavior. Repeated misconduct results in a teacher phone call to the parent, or a conference.
- **Level I Action Alternatives:** Verbal reprimand, special assignment, behavioral contract, teacher counseling, loss of classroom privileges, and temporary time out from class and/or detention.

LEVEL II: Misconduct where frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misconduct, require the intervention of administration. Also included in this level is misconduct, which **does not** represent a direct threat to the health and safety of others but where educational consequences are serious enough to require corrective action on the part of administrative personnel.

- **Level II Examples include but are not limited to the following:** Continuation of level I misconduct; abusing school property (marking texts, walls, furniture, lockers, cafeteria utensils, AV equipment, etc.); throwing potentially dangerous objects; cutting class/detention; possession of tobacco/cigarettes; gambling; directed

profanity/obscenities/abusive language; minor physical quarreling (i.e., pushing and shoving with possible intent to fight); truancy; forgery (excuses, passes, report cards); tampering with school equipment (fire extinguishers, intercom, etc.); use of water pistols or other squirting instruments; throwing items out of windows; disruptive behavior associated with any school staff (principals, guidance counselors, teachers, secretaries, and custodial staff); unauthorized sale of items; tardiness (4 or more), verbal threats to others.

- **Level II Procedures:** The student is referred to the office for disciplinary action. The Administrator meets with the teacher and student and, after a final consultation with the teacher, disciplinary action is determined. A parental conference or phone call is conducted. The principal/administrator maintains a proper and accurate record of the offense and disciplinary action.
- **Level II Action Alternatives:** Student schedule change, modified day, behavior modification (a corrective activity consistent with the misconduct), temporary suspension from extracurricular activities, In School Suspension, temporary or full Out-of-School Suspension, Saturday Academy, referral to outside agency/after school intervention programs, detention, referral to school counselor.
- **LEVEL III:** Acts, directed against persons or property, which could seriously endanger or threaten the health or safety of others in the school. These acts always require administrative actions, which could result in immediate removal of the student from school, possible intervention of law enforcement authorities, and/or action by the Board of School Directors.
- **Level III Examples include but are not limited to the following:** Continuation of Level II misconduct, Fighting (i.e. punching or kicking another person, and/or any other type of harmful physical contact), Vandalism (i.e. the destruction or defacing of school or student property), possession of pornographic material, defiant/threatening behavior toward staff/others, possessing/use/selling of alcohol and/or other drugs (see drug/alcohol policy 227 for specific actions), extortion, indecent exposure, tampering with fire alarm, theft of school and/or personal property, inciting or participating in a riot (behavior of one or more students with the intention of causing disruption of the school environment).
- **Level III Procedures:** The administrator verifies the offense, confers with staff involved, and meets with student. Disciplinary action is initiated, and parents are notified. If necessary, the administration notifies local law enforcement officials. A complete and accurate report is written and submitted to the Superintendent, when required. Upon conviction, student is responsible for restitution for any damages.
- **Level III Action Alternatives:** In School Suspension, temporary or full Out-of-School Suspension, Saturday School, referral to outside agency, administrative transfer, expulsion by the Board of School Directors.
- **LEVEL IV (not all inclusive):** Acts directed against persons or property which pose an immediate threat of serious bodily injury and/or destruction of property, including: terroristic threats or acts, possessing/transferring a weapon of any type, assaults on employees/students, use of a weapon of any type, intentionally or attempting to set a fire to a building and/or property, and/or any act of misconduct interpreted by the administration to be of a Level IV nature.

Fighting (Level III and higher)

Fighting, pushing, slapping, shoving or jabbing, etc. will not be tolerated and is non-negotiable at our school. Any student found guilty of instigating or fighting, will serve up to ten (10) days out of school suspension, and a possible disorderly conduct charge by Harrisburg Police Department. Every attempt will be made to contact parents/guardians and a letter will

be mailed home. Parents are required to come to school with their child for readmission after a suspension. If a student is suspended out of school, he/she will not be permitted to participate in any sports or extra-curricular activities of the School District during the time of the suspension.

POLICY 218.1: WEAPONS

Any student who possesses any kind of weapon at school or at a school-sponsored event will be immediately suspended, and will most likely be arrested and detained, and recommended for expulsion.

The term weapon includes, but is not limited to:

- Any loaded or unloaded firearm (including pellet guns, BB guns, and look-alike firearms)
- Any explosive device of any kind
- Any bowie knife, dirk knife, lock-blade knife, hunting knife, or other knife
- Any other tool or instrument that is not reasonably related to education, including but not limited to chains, brass knuckles, nightsticks, ax handles, razors, etc.

POLICY 220: STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

Foul language will not be tolerated. In addition, 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.

POLICY 224: CARE OF SCHOOL PROPERTY/VANDALISM

Anyone found 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.

POLICY 222- TOBACCO USE

The Board of School Directors recognizes that tobacco use presents a health and safety hazard that can have serious consequences for both users and nonusers, 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.

POLICY 227: CONTROLLED SUBSTANCES AND PARAPHERNALIA

The possession, use, or evidence of use, selling drugs, controlled substances, or possession of drug paraphernalia or alcoholic beverages in school, on school property or at school-sanctioned functions is prohibited. 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.

Illegal Possessions

Students may not bring to school any possessions that could be considered distracting to learning, illegal or dangerous to

the health and safety of others. These include, but are not limited to, knives, box cutters, razorblades, silverware, lasers, and any items used in an assault or intimidating manner. Such items must be surrendered upon request. Disciplinary action taken against those who break these rules will be given by the school principal/administrators in accordance with the code of the School District with the possibility of law enforcement being called.

POLICY 226: SEARCHES

If there is a reasonable suspicion that a place or person to be searched contains prohibited contraband or material that may pose a threat to the health, safety, and welfare of the school population, school authorities may lawfully search students and all their belongings, including backpacks and clothing, and will seize any illegal material. 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.

Emergency Evacuation Drills

Fire Drills

School Board regulations and state law require us to average 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 following the directions as posted in the room. Conduct is to be exemplary.
2. Classroom doors should be closed as students exit.

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 and Lockdown Procedures

Fire drills will be conducted throughout the school year. When the alarm rings, students should follow directions given by their teacher and move away from the building in a line and in an orderly fashion. Once outside, teachers will take students to designated areas. Students not in a classroom during the fire drill should exit the building through the nearest exit and find their class or homeroom teacher once outside. Fire alarms should only be pulled in the event of a real fire. If students pull a false fire alarm, the police will be called and a fine issued. This is a safety issue and can put all students and staff at risk.

In the case of a REAL incident, that involves an intruder (inside or outside) the building or any crisis happening directly outside or near the building, the principal will announce an automatic lock down of the school building. During a lockdown, the school administration will NOT allow ANYONE to enter or exit the building. We will NOT release any students until the students are safe and we are cleared by the police to re-open the building. During a lockdown, parents will be notified via our School Messenger phone system of the situation. It is critical we have your updated phone numbers in case of any emergency; otherwise, you will not receive a phone message. PLEASE remember that our office phones will not be answered during this time. Ringing phones create potential danger to students and staff. All office lines will be used to communicate with emergency response personnel only. Thank you for understanding and helping to keep our school a safe place for students and staff.

Nuclear Emergency

The relative proximity of Harrisburg High to Three Mile Island presents a possible danger to the staff and students if a major nuclear accident should occur.

1. The teacher will maintain order and discipline in the classroom.
2. THE TEACHER WILL NOT RELEASE ANY STUDENT FROM HIS OR HER CLASSROOM UNLESS DIRECTED TO DO SO BY THE ADMINISTRATION!
3. The teacher will close all windows and, if directed, take students to another area of the building. Classes will be kept together for attendance purposes.

COUNSELING SERVICES

School counseling services are available to all students. Students and/or parents may schedule appointments with the school counselor. School Counselors provide a wide range of support. They also help students and parents make the best use of available resources and opportunities. High school students are encouraged to schedule individual career counseling, career information, appropriate course selection and school related counseling appointments with their counselors. Ultimately, it is the student's and/or the parent's/guardian's responsibility to actively use this resource.

Change of Address/Proof of Residency

Should your address change during the year, **by law you must notify the school.** Proof of Residency is required by law under 24 P.S. §13-1301 & 1302, and requires at least two forms of proof. For questions, please contact Pupil Services at 717-703-4008.

School Transfers

If you are moving from the area or transferring your child from the district, you must report this information to the Main Office one week in advance. The name of the new school and its address is also to be given to the Main Office. 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.

Make-up Work

It is the responsibility of the student, parent or guardian 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) dates after an absence to make up the work. If a student is absent for three or more consecutive days, a doctor's note is required, and a parent should call the school to request assignments. Please allow the teachers twenty-four (24) hours to prepare the work. Work may be picked up in the school office or via email directly from the teacher.

HEALTH SERVICES

A nurse is available in our health suite. 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

Parents/guardians must notify the school nurse and obtain an MI-19 form for students who are under a doctor's care for a medical condition or a physical injury. 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.

Medical 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 the student's name, medication name, diagnosis for which the medication is prescribed, name of licensed provider, dosage, and 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 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 the 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. [See School Board Policy #210.](#)

Home Access Center for Parents/Guardians & Students

Our school is committed to building bridges of communication to better engage parents, guardians and families in the educational process. Our online **Home Access Center (HAC)** provides the perfect connection for parents/guardians and other authorized persons to view class and school information. This valuable communication tool is designed to enhance awareness and improve communication between home and school. Whether day or night, from home or work, parents can access the **Home Access Center** web portal to track their student's academic progress, report cards, attendance and discipline status. E-mail links are also available throughout the portal so parents/guardians can communicate directly with their child's school principal and teachers. For questions, login-in instructions or technical assistance, please contact the school office or visit our school website. Information brochures are also available.

Student Records

Pupil records are an important part of student's education. Reasons for collecting information vary from pupil identification and accounting purposes required by state laws for reimbursement and tax purposes, to providing parents, pupils and professionals appropriate data in which to monitor and/or, when necessary, define more clearly causes for individual problems. Therefore, the pupil record may include, but is not limited to, personally identifiable information (such as name, address, phone numbers of parents), pupil's school grades, date of birth, attendance record, test results and evaluation reports, progress reports, health and dental records. All information is collected and maintained under such confinements of privacy as may be obtained through informed consent, verification of accuracy, limited access and appropriate use. Should your child transfer to another school district, copies of his/her permanent record, cumulative folder information, testing record and health record will be forwarded to the new school district upon receipt of written notification of admission. Upon written authorization from the parent or eligible pupil, a high school transcript will be released to persons having a legitimate educational interest, such as post-secondary educational institutions and/or prospective employers.

Should you have concern or reason to believe some portion of the record is in error, or handled in a way that may violate the pupil's privacy; you should discuss the matter with the building principal. If the matter is not resolved, a request in writing stating intent and reason for contesting the record should be directed to the superintendent. A ruling will be made and you will be notified of your rights should you desire to appeal further. For questions or additional information, please check with your school office.



At our school, we use Positive Behavioral Intervention and Supports (PBIS) as a proactive, school-wide for system for creating behavioral change by emphasizing positive behavior expectations and outcomes for all students. School-wide Positive Behavioral Intervention and Supports (PBIS) is an important approach to discipline that promotes appropriate student behavior and increased learning. When embraced by students, parents, and the community, PBIS can help improve academics and social behavior, and help students reach greater levels of success.

PBIS SUPPORTS SCHOOL DISCIPLINE AND POSITIVE STUDENT BEHAVIOR IN FOR KEY WAYS:

- 1. Prevention:** Correct behaviors are established, taught, modeled and acknowledged in a systematic way throughout the school. Students are “caught” engaging in desired behavior and this behavior is regularly reinforced, recognized and celebrated.
- 2. Response:** The response to undesirable behavior is organized, systematic, consistent and careful. We put considerable effort into getting the entire school community on the same page with respect to common definitions of, and the most effective response to problem behaviors.
- 3. Data-Driven:** Discipline data is collected school-wide. When this information is entered and analyzed, it provides guidance for understanding when and where problem behavior is likely to occur. Strategies to address behaviors in these situations are developed, and the data then provides information on whether or not the strategies are working for our students.
- 4. Process:** PBIS is not a curriculum or a program. Rather, it is a framework that guides and assists the school community through a process of address the culture, climate and behavioral issues within our school. The over-arching idea is to improve student behaviors and school climate.

We welcome the support of students, parents/guardians and the community! To learn more about PBIS and how you can help support the implementation of these proven strategies in our school and at home, please contact the school office.

Attendance Expectations Reminders:

- Students are expected to be in class and prepared to learn at the start of the school day.
- Notes for tardiness must be presented **the day of the tardy** in order for the student not to receive a tardy detention.
- Students tardy beyond the designated tardy time **must be accompanied by a parent/guardian** to enter school.
- If a student is absent 3 days in a row, the student must bring in a doctor's excuse.
- Excuse notes for regular absences are due to the attendance secretary upon the student's return to school.
- If a student is absent 10 days or more during the school year, each absence thereafter will require a doctor's note.

Flow Chart for Cougar Academy Enrollment

Student completes online Cougar Academy Application

- *Acceptance Letter received
- *On-site orientation with parent/guardian
- *All forms completed and signed

Student enrolled and attending Cougar Academy Center—45 day Trial

Day 15— Student academic progress and attendance monitored

Parent and student notified if student is not progressing academically or attendance is unsatisfactory

Day 30— Student academic progress and attendance monitored
Student/Parent/Director meeting scheduled

Parent and student notified if student is not progressing academically or attendance is unsatisfactory

If student's academic progress and or attendance are **not** satisfactory student will begin transition to geographical home school.

Day 40— Student academic progress and attendance monitored
Transition Plan meeting to determine appropriate Tier for student or return to geographical home school.

Every 45 days Transition Plan is reviewed.

Day 45— Transition plan with appropriate Tier put in place for additional 45 days.

Cougar Academy Tier System

Principal, Teachers, and Parents have input in transition plan options.

If Tier requirements are not being met, students will be transitioned back to their home school.

Tier 1: Mandatory on-site learning, personalized learning with direct and small group instruction

*All students attending CA for the first time will be placed in Tier 1.

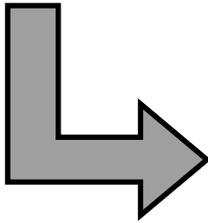
*1st—6th Graders will remain in Tier 1 all school year

Student Requirements in Tier 1:

- Daily school attendance is required– if absent, an excused note is necessary
- Log in Google Classroom
- Passing grades with minimum of 70%
- Desire to become independent learner
- Minimal score of 50% on Screener exam in Math and Reading
- No major discipline infractions

Transition Plan Options from Tier 1:

1. Remain in Tier 1
2. Move to Tier 2
3. If unsuccessful, remove from Cougar Academy and move to geographical home school in the district.



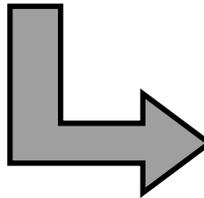
Tier 2: Mandatory on-site learning and at-home blended, personalized learning with instructional supports in core content classes

*Student Requirements in Tier 2:

- Daily school attendance for half day at Cougar Academy
- Minimal 3 hours of work completed at home
- Log in Google Classroom
- No major discipline infractions
- Passing grades with minimum of 70% in at least 3 of 4 content classes
- Minimal score of 60% on Post Test
- Internet Access– home or designated location

Transition Plan Options from Tier 2:

1. Remain in Tier 2
2. Move to Tier 3
3. If unsuccessful, remove from Cougar Academy and move to geographical home school in the district.



Tier 3: Personalized learning plan with supports in core content and access to on-site instructional support

*Student requirements in Tier 3:

- Work exclusively from home
- Periodic on-site check-ins
- Log in to Compass for minimally 5 hours a day
- Log in Google Classroom
- No minor or major infractions
- Passing grades with minimum 70% in content classes
- Minimal score of 70% on post test
- Internal access– home or designated location

Transition Plan Options from Tier 3:

1. Remain in Tier 3
2. If unsuccessful, remove from Cougar Academy and move to geographical home school in the district.



Harrisburg High School Alma Mater

Let our deeds be our credentials
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.

