



Harmony
Union School District

1935 Bohemian Highway
Occidental, California, 95465
Phone (707) 874-1205 • Fax (707) 874-1226
www.harmonyusd.org

STUDENT/PARENT HANDBOOK 2019-2020

Harmony Elementary School & Salmon Creek – A Charter School

We at Harmony Union School District are very proud of our school and of the many opportunities we provide for our students. This promises to be an exciting year with many positive projects planned and exciting educational opportunities.

Students, we are excited to have you join us as a community of learners. It is our job to challenge you, educate you and come to know you and your hopes & dreams.

Parents, we invite you to participate with us and become active members of the Harmony Union School District community. Involved parents are one of the most consistent predictors of student success. We welcome your feedback and support.

Please feel free to call with any questions or concerns.

District Web Page • www.harmonyusd.org

GENERAL INFORMATION

NUMBERS TO KNOW

Harmony District & School Office: (707) 874-1205 • FAX (707) 874-1226

Administrative Staff:

Matthew Morgan: <i>Principal/Superintendent</i>	mmorgan@harmonyusd.org
Teresa Raef: <i>Assistant Principal/Curriculum Coordinator</i>	traef@harmonyusd.org
Stacy Kalember, <i>Business Manager</i>	stkalember@harmonyusd.org
Suzi Mulliner Heron, <i>Office Manager</i>	sheron@harmonyusd.org
Missy Calvi, <i>Data Systems Technician</i>	mcalvi@harmonyusd.org

Office Hours

7:30 a.m. – 4:00 p.m.

TK • School Hours 8:30 a.m. – 12:30 p.m. (M - F)

K – 3rd • School Hours

8:30 a.m. – 2:30 p.m. (M, Tu, W & F)

8:30 a.m. - 1:10 p.m. (Th)

4th – 8th • School Hours

8:30 a.m. - 3:05 p.m. (M, Tu, W & F)

8:30 a.m. - 1:10 p.m. (Th)

Extended care offered for Kinder – 3rd grades from 2:30 – 3:20 p.m. every day except Thursday

SCHOOL CLOSURE ANNOUNCEMENT FOR INCLEMENT WEATHER:

KZST Radio* SCOE Website www.scoe.org or email/textl from HUSD

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Harmony Union School District Directory

Name	Position	E-Mail Address
Matthew Morgan	Superintendent/Principal	mmorgan@harmonyusd.org
Teresa Raef	Assistant Principal/Curriculum Coordinator	traef@harmonyusd.org
Suzi Mulliner Heron	Office Manager	sheron@harmonyusd.org
Stacy Kalember	Business Manager	stkalember@harmonyusd.org
Missy Calvi	Data Systems Technician	mcalvi@harmonyusd.org

Anna Kealoha	Kinderleap/kindergarten	akealoha@harmonyusd.org
Allison Johnston	Kindergarten	ajohnston@harmonyusd.org
Dawn Marie Ginn	1 st Grade	dginn@harmonyusd.org
Alana Thistle	1st Grade	athistle@harmonyusd.org
Kelsey Martens	2nd Grade	kmartens@harmonyusd.org
Heather Figueroa	3rd Grade	hfigueroa@harmonyusd.org
Mariah Monroe	¾ Grade Combo	mmonroe@harmonyusd.org
Erica Ferguson	4 th Grade	eferguson@harmonyusd.org
Susan McGovern	5 th Grade	smcgovern@harmonyusd.org
Park Guthrie	6 th Grade	pguthrie@harmonyusd.org
David DeMarche	7 th & 8 th Science & Pre-Algebra and Enrichment	ddemarche@harmonyusd.org
Tanya Turneure	7th & 8 th Humanities (English, History, Social Studies) and Enrichment	tturneure@harmonyusd.org
Elizabeth Weiss	Intervention Teacher	eweiss@harmonyusd.org
Catherine Newman	Music and Leadership	cnewman@harmonyusd.org
Morgen Lanning	4 th – 8 th PE/Health Teacher	mlanning@harmonyusd.org
Rebecca Chadwick	School Counselor	rchadwick@harmonyusd.org
Taryn Kaiser	Special Ed/RSP Teacher	tkaiser@harmonyusd.org

Amanda Jacobs	Cafeteria	ajacobs@harmonyusd.org
Nancy Prouty	Library	nprouty@harmonyusd.org
Krista Gasper	Garden Coordinator	Kgasper@harmonyusd.org

Support Staff at HUSD

Bonnie Covell- Instructional Aide	Tami Furlong- Paraprofessional
Carolyn Risley-Instructional Aide	Mirna Harris- Instructional Aide
Joe Doherty- Cafeteria	Olivia Leon- Instructional Aide/Spanish Instructor/Translator
Karen Lincoln- Paraprofessional/Homework Club Instructor	Shanena Rossi- Instructional Aide
Kaye Martin- Paraprofessional	Francisco Canela- Head Custodian
	Juan Salinas- Custodian

District Vision & Mission Statement

The Mission of the Harmony Union School District is to provide for the academic, social, and emotional growth of children in a challenging, creative and safe environment. Harmony Union School District will empower students to become life-long learners able to make informed decisions, become productive citizens, and responsible stewards of the environment.

Our Values as an Educational Community

As educators we all believe:

- Students leaving our schools will demonstrate respect for themselves, for their peers, adults, and all living things, the environment and their school.
- We are all responsible and accountable for our actions.
- All children can and want to learn.
- We will inspire children to become enthusiastic life-long learners; the whole community shares the responsibility for life-long education of all students.
- Our students and staff will demonstrate compassion and tolerance.
- With our help our students will make meaningful connections between their education and their environment.
- Our students will learn and appreciate the value of a healthy lifestyle.

Our Vision for this Educational Community

Our staff will teach to the skill levels, learning styles, and cultural uniqueness of each of our students and utilize hands-on activities and technology through integrated instruction.

As the foundation of the school curriculum, place-based learning will enable our students to become effective stewards of their environment. In this process students will become critical and creative thinkers, effective communicators, and problem solvers.

Students will develop the skills necessary to live a healthy lifestyle through comprehensive counseling, school garden, health and Physical Education programs.

Our schools will encourage and support parents in being active partners within the school community and to provide a supportive learning environment at home.

PLEASE NOTE

HARMONY UNION SCHOOL DISTRICT IS A CLOSED CAMPUS

Students are to stay on the school grounds at all times. **All visitors must check in and register** at the school office. Students from other schools are allowed on campus only with specific purpose and with prior approval from the Principal.

TITLE I PARENT INVOLVEMENT POLICY

The district receives money for the Title I program and this includes a parental involvement policy. Title 1 funds will be used to help fund programs that will provide additional academic support for students. You will find a parent Title 1 compact in your beginning of the year packet. These must be signed and returned to the school.

DRIVING STUDENTS TO SCHOOL

We remind parents to use extreme caution when dropping off and picking up students in front of the school. Parent must NOT enter the bus zone to pick up or drop off their student. Students should not be dropped off earlier than 8:05 a.m. in the morning and must be picked up within 15 minutes after students are dismissed from school at the end of the day. Please DO NOT block traffic in and out of the bus drop off zone. When conversing with friends pull out of the drive through zone! Parking is available in the lot and garden areas. School lets out at 3:05 pm. For the safety of all of our students, students who do not take the bus must be picked up no later than 3:20 pm. (1:30 pm on Thursdays). Most of our staff leaves by 3:30 pm and we do not have supervision for students after that time. If you are going to be late picking up your student, please let the office know and your student **must wait in the office**. They may not wait at the basketball courts, field, or by the side parking lot in front of the basketball courts or the garden parking lot, as there is no supervision. Students may not attend practices that are being held in the gym or on the field (unless they are on the team) without prior approval from the principal. These practices are not open gym or field time for other students. If your student will be attending a game at the school that is starting later than 3:30 pm., they will need to leave campus first and then come back at the appropriate game time, unless they have pre-planned adult supervision. If pick up arrangements need to be made during the school day, please call the office and a message will be given to your child. We ask that students do not use the phones in the classroom, and only use the office phone with permission from office staff.

We appreciate your understanding, and your effort in helping us maintain a safe campus for our students.

ATTENDANCE

ATTENDANCE (REPORTING) 874-1205 x10 or email: sheron@harmonyusd.org

For your convenience, you may call in 24 hours a day regarding your child's absence. You may also use email: sheron@harmonyusd.org to provide a written explanation for any student absence. School budgets are based on student attendance so we greatly appreciate your assistance with clearing all absences with a daily call or email if your child is going to be absent. Someone from the school will call daily. Your help with the attendance issue is greatly appreciated – If for some reason we don't hear back from you, this can become a bigger issue. **Ed Code considers 3 unexcused absences truant and you will be notified by mail. If absences are not cleared documentation will be sent to the SARB Board.** This is not our preference by any means; we are required to clear a student's attendance.

INDEPENDENT STUDY CONTRACTS: If your family is planning to be out of town for at least 5 school days, please contact the school office **at least TWO weeks before leaving** and obtain an independent study contract. This allows your child to stay caught up on his/her schoolwork, to receive credit for school attendance, and for the school to continue to receive funding for your student. The contract needs to be signed by both you and your child prior to your departure, and must be turned in, completed, to the teacher upon your return.

TARDINESS Students are expected to be in class on time. If students are tardy, they must check in at the school office for a tardy slip to be admitted to class. Students who are tardy miss important information first thing in the morning and it impacts their school success. Parents will be contacted for repeated tardiness. If your student is late due to a medical appointment, it is considered an excused tardy. The school is required to notify parents when their child is habitually tardy because the student is considered truant (Ed Code 48200, 48260.5). An unexcused tardy after 30 minutes is considered unexcused and can go towards the SARB process.

HUSD FREE PRIMARY AFTER SCHOOL EXTENDED CARE:

The District will continue to offer it's free after school extended care on Monday, Tuesday, Wednesday and Friday for those primary students who either ride the bus and/or have a sibling in the upper grade with a dismissal time. All students must be picked up by 3:20 p.m. There is no after school extended care on Thursdays.

VALUABLES AT SCHOOL Valuables do not belong at school. Should a student need to bring something of value for a particular class, it must be taken to the homeroom and/or office for safekeeping. Items of value that are not checked in are not the responsibility of the school or the school staff.

VOLUNTEERS

We welcome help from parent volunteers. Our goal is to make sure this is a good experience for our children as well as the volunteer. If you have a talent or a skill to share or would like to donate some time helping with one of our many projects, please let us know. **(All Volunteers and/or visitors need to check in at the office and get a pass).** The District requires all volunteers to be fingerprinted. Volunteer Registration Packets are available in the school office.

PARENT PARTICIPATION

SCHOOL SITE COUNCIL/CHARTER ADVISORY BOARD [SSC/CAB]

The Harmony Union School District Site Council/Charter Advisory Board [SSC/CAB] is made up of the principal, teachers, classified staff, parents, and students. The Site Council/Charter Advisory Board is responsible for ensuring continuous school improvement. Their peers elect parents and teachers for a two-year term. Two school students are elected yearly to serve on the School Site Council/Charter Advisory Board. If you have questions regarding Site Council/Charter Advisory Board please contact your site Principal. Parents and community members are welcome to attend the meetings.

GOVERNANCE STRUCTURE OF THE CHARTER ADVISORY BOARD [CAB]

Salmon Creek School will be a dependent, conversion charter School that will be governed by the Harmony Union School District. The Governing Board of the District will be the Governing Board of the School. The School Advisory Board facilitates communication between the Governing Board and the School. This council serves in an advisory role to the Governing Board. The Advisory Board will be facilitated by the Principal and will be composed of teachers, classified staff, and parents along the same guidelines as the Site Council. The day-to-day operations of the School will be the responsibility of the School Principal under the direction of the Superintendent. In addition, parent, student and staff input concerning the Charter School will periodically be solicited through discussion groups, committees and/or surveys and can include, but not be restricted to, input regarding instructional programs and/or curriculum; suggestions and/or concerns; and the development of goals and objectives.

Additionally, the School will design its own internal communication structure. Federal requirements concerning student records will be maintained.

The Advisory Board will review the charter at the end of each year, examining goals, communication, pedagogy, procedures, and local decision-making, and report their findings to the Governing Board of the District.

School Board members are elected from the qualified population of the attendance area. Board members typically serve a four-year term. The Board holds an annual organizational meeting in December. The Board holds its meeting monthly, which are openly posted and open to the public.

HARMONY ARK EDUCATION FOUNDATION

The Harmony ARK Education Foundation (ARK) is the parent and community group that supports Harmony Elementary and Salmon Creek School – A Charter School. The primary purpose of the ARK is to provide students a wide range of educational programs beyond the basics supported by State funding. Through our successful fundraising efforts, students experience the learning opportunities that many of us parents, as children, took for granted.

In addition, Harmony ARK works to encourage parent and public involvement in the schools. The ARK is open to all parents, teachers, and staff of Harmony and Salmon Creek schools, and the Occidental community at large.

Harmony ARK relies on a group of dedicated school parents who volunteer their time, creativity, and skills throughout the school year. A 5-15 member board of directors guides the ARK. Other parents fill key positions such as committee chairs, coordinators, and representatives. We typically meet the 2nd Wednesday of each month and encourage parents to join our meetings and become part of the discussion, or just listen to find out what is happening at our schools.

ARK helps fund enrichment and community-building programs for students at Harmony Elementary and Salmon Creek School – A Charter School.

Learn more at harmonyark.org.

VISITS TO SCHOOL

Parents are welcome to call the school office to make arrangements for appointments with appropriate staff members or to attend special events. Parents are welcome to visit classes, please call the office to let us know when you'd like to come in. Remember: ALL visitors are required to check in and register at the office before going to scheduled appointments. Visitor badges are required.

ACADEMICS

After School Academic Enrichment Program

A staff member will be available afterschool to assist students with their academic skills, homework and more. This is for students identified and recommended by teachers or other staff as needing additional academic support only. Parents will be notified of the recommendation for their student to attend the Academic Enrichment Program. This is a flexible program that changes year-to-year based on need. This is not a “drop in” program, and students must be recommended to attend by a teacher, and a permission slip must be signed by a parent.

TEXTBOOKS

Students are issued textbooks and materials for each class. Students must pay for lost or damaged school books. Library fines and lost books must be paid for or returned at each grading period.

REQUIRED STUDENT MATERIALS

All Harmony Union School District students should have the following materials with them at school:

School Planners are provided to all 5th – 8th grade students and are mandatory.

5th Grade:

At School	At Home
<ul style="list-style-type: none"> • A couple of sharpened #2 pencils • A pack of sharpened colored pencils • 1 two-pocket folder • Several highlighter pens • Several pens for editing • Erasers 	<ul style="list-style-type: none"> • White lined binder paper • Ruler, scissors, tape, stapler • Colored pencils and/or markers & crayons • Student dictionary (intermediate) • Student thesaurus (optional) • 2 composition books (non-spiral bound)

The teacher will supply classroom folders and other classroom materials. Please do not send extra binder to school, there is no room in the desks for them.

6th Grade:

Please remember to bring these items the first week of school

<ul style="list-style-type: none"> • 1 pencil box with a lid • Pencils (replace as needed) • 1 pencil sharpener with a lid to contain shavings • 1 box of colored pencils (small box of 12 colors is fine) • Markers (optional) • 1 ruler (with metric/centimeters) • An ounce of grit • Blue or black pens (replace as needed) • 1 red pen for Math Golden Minutes (replace as needed) • Scotch tape (replace as needed) • Pencil erasers or square erasers (replace as needed) 	<ul style="list-style-type: none"> • 1 post-it note pack (replace as needed) • 2 highlighters---different colors (replace as needed) • 1 bundle of optimism (replace as needed) • One large helping of growth mindset • Binder paper---lined---1 packet (refill as needed) • Binder paper---graph---1 packet (refill as needed) • A pound of curiosity • 10 2-pocket portfolios with 3-prong fasteners Paper or poly is fine, but paper is cheaper. Any color is fine. We'll use these for “unit books”. More on these later. • 1 large three ring binder with 5 dividers
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7th & 8th Grade:

<p>REQUIRED</p> <ul style="list-style-type: none"> • Binder paper (college ruled) • Pencils (#2) • Erasers • Pens (Black or Blue ink) • Binder w/at least 4 dividers (Hard Cover 2" or larger) • Soft pencil case for 3-ring binder 	<p>OPTIONAL</p> <ul style="list-style-type: none"> • Book for independent reading • Scissors (no sharp point) • Scientific Calculator • Protractor and/or Compass • Colored pencils (assorted colors) • Highlighters (2 colors) • Glue sticks • Yellow Post-it Notes • Pencil sharpener (w/compartment to collect shavings)
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• Tennis shoes for PE participation (*IF shoes worn that day are not appropriate/safe for PE*)

ACADEMIC EXPECTATIONS

We are confident that all students will do well at Harmony Union School District and participate in the promotion ceremonies in their eighth grade year. Students should maintain a minimum of a 2.0 (C) grade in each subject area during each trimester throughout the year. If a student's grade falls below a C, the student will be offered extra support. Our dedicated staff provides students with resources needed for a successful year.

- *Intervention Class* • *Study Hall/Homework Help* • *Before and After School tutoring, lunch tutoring*
- *Parent Portal available online to view student progress throughout the year (updated every three weeks)*

Students may not have the privilege of an elective or other extra curricular activities if he/she does not raise his/her grade to a minimum of a C. In addition to a minimum of a C, a student must demonstrate grade-level proficiency in each subject area. Grade-level proficiency will be demonstrated by benchmarks, formative assessments, tests, quizzes, papers/projects, classwork and homework completion. Parents are expected to work with students at home to complete assignments, as well as attend meetings with teachers and administrators if their children are not making adequate progress in achieving grade-level proficiency. Please speak to the teacher or Principal if you need clarification about HUSD expectations for excellence.

Academic Grades/ Credits (7th & 8th Grade Credits)

Traditional letter grades are issued each report period and are used to compute credits earned for promotion.

Credits are earned according to the report card grade in the following manner:

An "A", "B", "C" or "D" = 1 credit An "F" = 0 credits

Each trimester consists of an average of 60 instructional days. Students have an opportunity to earn 6 credits per trimester, or 1 credit for every course period hour. It is possible to earn a total of 18 units per year in each of the 7th and 8th grade years for a total of 36 credits. Students must earn a minimum of 16 credits per year in order to be promoted and maintain a 2.0 grade point average per year. If a student fails to meet the required units – the student will not be allowed to “walk” on promotion day and may be recommended or required to attend a summer school program.

8th Grade Promotion Requirements

Eighth grade promotion is a celebration that recognizes student accomplishments at Salmon Creek School – A Charter School. The promotion and retention policy of the district will be followed for non-promotes. Support for students at risk of failure is offered to all students including in-class strategic intervention, tutorial, teacher appointments, student study teams, intensive intervention classes, as well as summer programs when available. Additionally, in order to participate in the promotion ceremony and the promotion dance, students must meet the following requirements.

- 8th grade cumulative GPA of 2.0 or above
- Completion of community service requirements
- Parents are students will be notified throughout the year regarding their student's progress towards promotion
- No more than 2 F's
- 95% attendance rate

Attendance for Students: All students are expected to progress through each grade within one school year. Classroom instruction is designed to accommodate varying interests and growth patterns of individual students and includes strategies for addressing academic deficiencies when needed. Students must demonstrate regular attendance in order to actively participate and grow in their learning.

Regular attendance is defined as attendance for 95% of the trimester. This means no more than 3 absences per trimester. Excessive tardies interfere with everyone's learning, and tardies in excess of three per trimester shall be considered equivalent to the loss of one day of attendance. Tardies can lead to loss of credit and once considered a loss of daily attendance may be referred to the School Attendance Review Board (SARB).

Students who are absent for other than a verified illness- this includes family vacations etc. are subject to loss of credit. If a student must be absent for longer than 5 days, an independent study contract may be arranged.

Academic Intervention

If a student needs to make up a unit he or she has the following options:

1. Summer school (Harmony Union School District doesn't offer summer school but attendance at another summer school program does count) = 1 unit
In some cases, outside tutorial work may be counted as a unit. This is determined on a case-by-case basis.

COMMUNITY SERVICE

8th Grade Promotion requirement = 40 hours

- 10 hours minimum per year, starting in 5th grade
- Community service would be introduced in 4th grade (composting, etc.)
- Students who enroll after 5th grade will be required 10 hours per year
- 5th & 6th grade will provide enough opportunity to accrue 10 hours on campus
- 7th & 8th grade will be responsible for their own hours (on campus opportunities may be provided as well)
- 8th graders will present an overview/what they learned from community service to junior high staff and 5th & 6th grade students (to help them prepare for their community service)
- Hours will be tracked on a log that will require: hours served, place, description, supervisor signature, parent signature and student signature
- Students who complete 60 hours or more hours will be acknowledged at the Promotion Ceremony
- There will be a community service award during the Promotion Ceremony tied to community service hours
- Hours performed over the summer counts towards the next school year (hours performed between 7th & 8th grade count towards 8th grade hours)

REPORT CARDS/PROGRESS REPORTS

Report cards are issued every twelve weeks to keep parents informed of students' progress. TK/KinderLeap – 3rd Grade report cards are rubric based with teacher comments. 4th – 8th grade report cards include grades and coded teacher comments when appropriate. Be sure to check the school calendar for the end of trimester dates. 6th – 8th grade progress reports will be sent home with your student halfway between each trimester. Students are asked to return the signed, bottom portion, of the progress report indicating parents have seen/received the information.

ENRICHMENT

Enrichment is offered in all our grade levels either through integration into the classroom curriculum or as a push-in or pullout program. Art is taught through the Art Docent program, supported through the ARK, as well as integrated into the curriculum and taught as an enrichment class during our 7th & 8th grade enrichment period. Music is offered in the Kinderleap program and Kinder - 8th grades through classroom music, choir, and band. Drama and Ecology are also offered during the enrichment period and with the 2nd trimester students' work on the play spring production. Spanish is offered during the enrichment period and in grades Kinder-6th. Garden is offered in our Kinderleap program and Kinder-6th grades. Garden is also incorporated into the 7th & 8th grade Ecology class offered during enrichment period.

FUN STUFF & ELIGIBILITY [Dances, Drama, Field Trips, Sports or ExtraCurricular Activities]

Harmony Union School District is committed to having each student achieve his/her full potential in the extracurricular activities offered. Students who attend practices, meetings, rehearsals, dances, field trips, etc. will not be cut or dropped from the team or activity because of skill level or talent. We want students involved and actively participating in after school activities. They must, however, earn and maintain acceptable academic grades and proper citizenship marks to remain eligible. **To participate in activities, students must earn a minimum GPA of 2.0 and have no F's in any subject.** Any student suspended for possession of alcohol or drugs, for fighting, or for any kind of racial or sexual harassment will automatically be removed from the team or activity. Consequences for all other suspensions are at the discretion of the Principal.

DANCES Eligible students [NO "F's" and proper citizenship/behavior] enjoy several dances a year with a D. J. sound show and refreshments. Hours are 6:00 – 8:00 p.m. Students should arrive on time and must stay for the entire dance unless previous arrangements have been made **PRIOR TO THE DAY OF THE DANCE.** A request to leave early or arrive late must be signed by the parent and principal. Students must be picked up no later than 8:00 p.m. Those not picked up by that time may be ineligible for the next dance. Tickets are sold in advance and may not be purchased at the door.

NOTE: Students who are absent from school on the day of a dance will not be allowed to attend the dance. Permission may also be denied to students with unsatisfactory citizenship. All school rules apply for all dances, including the DRESS CODE. See below and attached calendar for dance dates. (please note – NO guests allowed at school dances.) Dances are scheduled with the neighboring school districts that Salmon Creek 6th – 8th graders can attend.

2018-19 Dance info: Dates will be sent home when they become available

FUN FRIDAYS

Description of Fun Friday [formerly Renaissance Friday] program [Formerly sponsored by Harmony ARK]

In 1992, after many school budget cuts, a group of parents and school personnel got together to discuss how to offer students more creative classes (art, cooking, music, dancing, etc...) using volunteers and donations. As a result of these discussions, "Renaissance Friday" was born. Teachers, parents and community volunteers brought their many skills and talents to teach small groups of students something totally unique, not ordinarily taught during the regular school year. Fun Fridays generally will take place at the end of each trimester. We rely on teachers, parents and community volunteers to keep Fun Friday alive. If you are willing and able to help out please contact Catherine Newman.

STUDENT COUNCIL

Student Council is an elected organization, which is charged with planning, financing and conducting various student activities. The group is currently composed of elected class officers and representatives from each grade level. Eligibility for this service is a privilege, and is earned by those students who hold a C average with no F's during any reporting period. Students must also exhibit leadership and be service minded. Student activities include but are not limited to community service projects, spirit days, dances, assemblies and rallies. Our Student Council Advisor is Catherine Newman.

ATHLETICS

SCS students participate in local interscholastic athletics including, but not limited to: flag football, basketball, and volleyball

ADVISORY

Advisory is a weekly class for 7th and 8th graders led by the middle school teachers, PE/Health teacher, and school counselor. Each week, students are introduced to new topics. Topics discussed during advisory may include: growth mindset, teenage brain development, internet safety, digital footprints, effective communication, team building, transitioning to high school, the importance of sleep, and many more. During this time, students have the opportunity to interact with each other, work in groups, engage in discussions, participate in activities, write, and learn more about themselves.

RECOGNITIONS AND CELEBRATIONS

Harmony Union School District provides students with many opportunities to be recognized and celebrated as they achieve various milestones in their middle school progress. Each year award ceremonies mark those students deserving of special notice and encouragement for their efforts and achievements.

Rallies, Field Trips, Young Writer's Showcase, Conferences and Special Assemblies are intended to provide opportunities for students and teachers to celebrate progress and success!

EXTRA CURRICULAR ACTIVITIES

Students who participate in: sports, drama, field trips (including any outdoor ed overnight trips) dances and all school-sponsored activities are subject to the following eligibility requirements:

1. 2.0 GPA the previous report card period.
2. No unsatisfactory citizenship referrals.
3. Recommendations from teachers. (continued on page 10)

4. No suspensions within the last 30 days of the event. (Any student suspended for possession of alcohol or drugs, for fighting, or for any kind of racial or sexual harassment will automatically be removed from the team or activity. Consequences for all other suspensions are at the discretion of the Principal.)

5. Referrals in the current grading period subject to participation review.
6. School attendance in the current grading period subject to participation review.
7. Attendance at school on the day of the activity required in order to participate in the activity.

8th GRADE ANNUAL FIELD TRIP

Each year, the 8th graders have the opportunity to participate in a 3-day over-night field trip to San Francisco.. With this being said, students are able to start earning money for this field trip by participating in our annual "jog-a-thon". They begin raising money for their individual account when there are in 5th grade. This allows each student help off-set the cost of their trip.

All school rules/requirements: behavior, academic and citizenship apply to a student being eligible to participate in this outstanding trip

MEDICAL INFORMATION

DISTRICT SCHOOL NURSE

The district school nurse, provides Scoliosis screening, vision and hearing checks for all students. She is available for consultation on a variety of health issues. Call the school office to make an appointment.

ILLNESS AT SCHOOL

If a student becomes ill at school, he/she is to request permission from the teacher to report to the office. If the student is too ill to remain at school, we will call the parent or guardian to come for the student. UNDER NO CIRCUMSTANCES is the student to call his/her parents to come for him/her and leave the premises without the school's knowledge. Please list on the emergency card the names of people who can pick up the student in case the parent or guardian cannot be reached. Please notify the office immediately of any change of address or phone numbers.

MEDICATION GIVEN AT SCHOOL

If a student must take medication during school hours, office staff must administer it. A Doctor/Parent Authorization Form is available in the office for this purpose. Both the parent and the doctor need to fill out and sign this form. STUDENTS ARE NOT TO TAKE ANY PILLS WITHOUT SUPERVISION OF OFFICE STAFF.

Medicine brought to school must be in the original bottle or container with the prescription label clearly visible and a "Authorization to Administer Medication" form must be filled out and signed by the doctor who prescribed it and the parent. Cough drops may be sent to school to keep in the classroom with the teacher, with the bag clearly labelled with the child's name. Cough drops are not handed out in the school office.

Parents may give permission for their child to be given 1 or 2 non-aspirin pain relievers as needed without a doctor's note. Parents will be notified if the student becomes a "regular customer".



SERVICES

HARMONY UNION SCHOOL NURSE SERVICES

Dear Parents,

As the new school year begins, I would like to take this opportunity to explain our services, and enlist your support for a healthy, happy school experience for your child.

My role covers many areas, much of my time is spent screening and assessing students as mandated by the State and as requested by parents, physicians, and school staff. The State mandates that all students be annually screened in Kindergarten and grades 2, 5, 8 and 10 for vision, hearing, and general health. In addition, 7th grade girls and 8th grade boys are screened for scoliosis. I will contact you if your child fails screening and needs a referral for further evaluation by your medical provider.

Please make sure your child's emergency card is completed and kept up to date. When an emergency arises, reaching you and getting immediate care is vital.

I ask you to give your consent on the emergency card for administration of an Epi-Pen (adrenaline injection) by trained staff should your child have a severely life-threatening allergic reaction to an insect sting or substances. The Epi-Pen can be life saving if used immediately while waiting for 911 to respond.

If your child requires prescription medication (e.g. inhalers) or over the counter medication (such as Tylenol or Advil) to be administered at school, a completed consent form including parent and physician signatures must accompany the labeled prescription or original over the counter container of medication in order to be given school personnel. Please check in the office for this form.

Please notify the school if your child has lice. The school has a NO NIT policy. Your child will need to be checked in the office before returning to school.

Please keep your child home if he/she has any of the following:

Vomiting or diarrhea

Earache or draining ear

Suspicious rash

Persistent cough

Red, draining eyes

Fever over 100°

Severe headache

Wheezing, difficulty breathing

Stomach ache

(Students must be fever-free for 24 hours before returning to school)

Please alert the staff and school nurse if your child develops a new health condition so we may be aware of their needs and assist in any special care required. Please feel free to contact me with any concerns regarding the health of your child.

Thank you,

Cynthia Formaker, Credentialed School Nurse

Harmony Union School District website

www.harmonyusd.org

Please check here for current updates

RULES & REGS

SCHOOL SERVICE

Teachers or other staff may assign school service as a reminder to students that some behaviors are inappropriate. Typically, school service will be held during lunch. If a student is assigned school service, parents may be notified so they are aware of the consequences. Students who fail to report for school service will serve a double service time. A summary of our discipline plan is included in this handbook.

HARMONY UNION SCHOOL DISTRICT

BEHAVIORAL GUIDELINES

Appropriate student behavior is an integral part of a successful educational experience, and is a shared commitment between students, staff and parents. The following guidelines are based upon the need to provide a safe learning environment conducive to learning for all students. Major and/or repeated violations of school rules will jeopardize a student's participation in extracurricular activities and could result in school suspension if behavior becomes habitual.

Guiding Principles of Behavior/Safety Discipline Plan

Be Safe, Be Respectful, Be Responsible.

These are basic life rules and cover all the areas students need to be aware of to have a successful school experience.

The following plan is based on a belief that all students at Harmony Elementary have the right to a safe learning environment, and all teachers have the right to teach. Beyond the specifics below, it is expected that everyone at Harmony Elementary & Salmon Creek School – A Charter School will be treated respectfully.



HUSD always strives to focus on positive behavior and to change negative behavior. Using our three guiding principles.

Good citizenship and making healthy choices are also taught within our classroom curriculum. The district utilizes research-based curriculum programs. These programs emphasize concepts such as respect, compassion, empathy, impulse control and problem solving, anger management, and making healthy lifestyle choices (age appropriate). Additionally, students are exposed to literature within the curriculum that educates them about respecting people from different cultures, races, religions, and sexual orientations.

HUSD has a progressive discipline plan that begins with each individual teacher designing and implementing a classroom management plan. Our highly qualified teachers are trained on how to change behavior towards the positive. Each teacher has his/her own system within the classroom. Teachers utilize various techniques and disciplinary consequences including restrictions from classroom activities or recess, phone calls home, trash pick-ups, detentions, etc. If a student has a pattern of inappropriate behavior, the student may be given a referral to see the principal. The referral is recorded in the student's discipline file and the principal may issue further disciplinary consequences. A single egregious disciplinary action by the student may also result in a referral to the principal.

If students violate California Education Code, the principal may suspend students from school. The principal will issue disciplinary consequences at her discretion. These consequences can range from a warning, all the way to a recommendation for expulsion. Students who violate rules on the playground or during passing periods may be issued referrals or trash pick-ups from any staff member on campus. Yard-duty supervisors communicate with teachers and administrators on any violations of school rules.

If a teacher has a concern about a student that is not changing negative behavior, the teacher will call parents for a meeting to work in partnership with the parent and the principal. An informal "behavior plan" may be agreed upon by all parties so the student can successfully change behavior. If the negative behavior continues, the teacher will gather documentation and fill out an SST (Student Study Team) request. An SST meeting is a formal meeting where the teacher(s), school psychologist, administrator, and parent (s) gather to discuss additional strategies to change behavior. Formal SST notes are taken and each team member agrees to a set of actions that will help the student. During this meeting, an agreement may be made for the school psychologist to design a formal behavior plan. When the behavior plan is implemented, the team reconvenes to make sure that all aspects of the behavior plan are successfully implemented and that the student's behavior has changed.

Playground

The playground is a place where students should be able to enjoy themselves in a safe and friendly environment. All of the Standards of Behavior apply when students are on the school campus or participating in/at a school function.

SUSPENSIONS: Grounds for Suspensions or Expulsion (Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48901.5)

1. A pupil may be suspended for any of the acts listed in Education Code Section 48900, Education Code Section 48900.2, 48900.3, 48900.4 or 48900.5 if the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or the principal or occurring within any other school district(s), including but not limited to the following circumstances:
 - A. While on school grounds.
 - B. While going to or coming from school.
 - C. During the lunch period, whether on or off the school campus.
 - D. During, or going to or coming from, a school-sponsored/school-related activity.
2. A pupil may not be suspended or recommended for expulsion unless the superintendent or the principal of the school in which the student is enrolled determines that the pupil has:
 - A. Caused, attempted to cause, or threatened to cause physical injury to another person.
 - B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission from a certificated school employee, which is concurred in by the principal or the principal's designee.
 - C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
 - D. Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. And then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
 - E. Committed or attempted to commit robbery or extortion.
 - F. Caused or attempted to cause damage to school property or private property.
 - G. Stolen or attempted to steal school property or private property.
 - H. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this does not prohibit use or possession by a pupil of his/her own prescription products.

- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Possessed or used any electronic signaling device, including, but not limited to paging and signaling, equipment, while on campus, while attending any school-sponsored activity, or while under the supervision and control of any district employee, without the prior consent of the principal or the principal's designee. (Education Code Section 48901.5)
- O. Committed sexual harassment as defined in Education Code Section 212.5. This conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This sub-section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Education Code Section 48900.2)
- P. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Education Code Section 33032.5. This section applies to pupils enrolled in any of grades 4 to 12, inclusive. (Education Code Section 48900.3)
Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment. This sub-section applies to pupils enrolled in any of grades 4 to 12, inclusive. (Education Code Section 48900.4)

BULLYING & CYBERBULLYING

BP 5131.2

Students

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)(cf. 5136 - Gangs)(cf. 5145.3 - Nondiscrimination/Harassment)(cf. 5145.7 - Sexual Harassment)(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)(cf. 6163.4 - Student Use of Technology)

Strategies for addressing bullying in the district shall be developed with the involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district plans.

(cf. 0420 - School Plans/Site Councils)(cf. 0450 - Comprehensive Safety Plan)(cf. 0460 - Local Control and Accountability Plan)(cf. 1220 - Citizen Advisory Committees)(cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in school and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, the district shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)(cf. 6142.94 - History-Social Science Instruction)

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

(cf. 4131 - Staff Development)(cf. 4231 - Staff Development)(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. *(Education Code 234.1)*

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. *(Education Code 48900.9)*

(cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)(cf. 5144 - Discipline)(cf. 5144.1 - Suspension and Expulsion/Due Process)(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)(cf. 4119.21/4219.21/4319.21 - Professional Standards)(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Policy HARMONY UNION SCHOOL DISTRICT

adopted: August 23, 2018 Occidental, California

SEXUAL HARASSMENT

Students AR 5145.7(a)

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Superintendent
1935 Bohemian Hwy.
Occidental, CA 95465
(707) 871-1205

(cf. 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: *(Education Code 212.5; 5 CCR 4916)*

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)(cf. 5131.2 - Bullying)(cf. 5137 - Positive School Climate)(cf. 5145.3 - Nondiscrimination/Harassment)(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. *(5 CCR 4964)*

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)(cf. 5125 - Student Records)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (*Education Code 48980; 5 CCR 4917*)
(*cf. 5145.6 - Parental Notifications*)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (*Education Code 231.5*)

A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.

(*cf. 1113 - District and School Web Sites*)(*cf. 1114 - District-Sponsored Social Media*)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (*Education Code 231.5*)

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (*Education Code 231.5*)

5. Be included in the student handbook

6. Be provided to employees and employee organizations

Regulation HARMONY UNION SCHOOL DISTRICT
approved: October 20, 2016 Occidental, California

For School-Level Complaint Process/Grievance Procedure please go to the School Office

Harmony Union School District
ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)
2019-2020

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

The *Harmony Union School District* has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The *Harmony Union School District* shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Consolidated Categorical Aid Programs
- Migrant Education
- Child Nutrition Programs
- Special Education Programs
- Career Technical & Technical Education & Training Programs
- Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Name* and/or Title: _____
Unit or office: _____
Address: _____ Telephone Number: _____

*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal [the LEA]s Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving [the LEA]s Decision. The appeal must include a copy of the complaint filed with [the LEA] and a copy of [the LEA]s Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of [the LEA]s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the *Harmony Union School District* UCP policy and complaint procedures shall be available free of charge.

DRESS CODE STANDARDS

Harmony Union believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

(cf. 5145.3 - Nondiscrimination/Harassment)(cf. 5145.7 - Sexual Harassment)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

(cf. 0410 - Nondiscrimination in District Programs and Activities)(cf. 0415 - Equity)(cf. 5145.2 - Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

(cf. 4131 - Staff Development)(cf. 4231 - Staff Development)(cf. 4331 - Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

This dress code also applies to the Promotion ceremony, dances and all school functions.

The Principal shall determine final judgment of appropriateness.

Policy HARMONY UNION SCHOOL DISTRICT

pending adoption: July 23, 2019 Occidental, California

NUISANCE ITEMS

Those items that are deemed a nuisance to the educational process and tend to disrupt others are to be left at home. Such items, if brought to school, will be confiscated and returned only to the parent of the student. Repeated offenses will be viewed as acts of defiance and subject to further disciplinary action.

Nuisance items include, but are not limited to the following items: permanent markers; water guns; balloons; cameras (other than for yearbook); rubber bands; sling shots; electronic games; toys [cars, stuffed animals, dolls, Pokémon cards, etc...]; large sums of money;

glass bottles; etc. The school cannot be responsible for personal items brought to school by students. Valuable items should definitely be left at home.

Harmony Union School District students may **NOT** use iPods and cell phones or other electronic devices during school hours including before and after school. They may bring such items to the school office where they will be locked in a lock box. They can pick them up after school. If you need to reach your child during school hours, please call and leave message with the office.

➤ 1st time confiscated: Student may pick item up from the school office or teacher and parent will be notified.

➤ 2nd time confiscated: Student's parent may pick up from the school office.

3rd time confiscated: Student will receive an In-School Suspension for defiance and loss of school privileges (i.e. but not limited to: dances, Fun Friday, Field Trips)

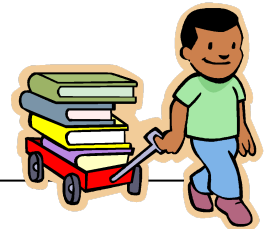
• The district also has the authority to discipline the multi-offender student under Ed Code 48900(k) if it so chooses. This discipline can include in-school suspensions, at-home suspensions and expulsion, if warranted.

• The use of cellular phones and other electronics on campus during the instructional day can be disruptive to the educational process and can divert student focus from important learning and socialization activities. For that reason students are expected to demonstrate responsible behavior by keeping cellular phones and other electronics off from the time they arrive at school until they depart for home in the afternoon. Cellular phone and other electronic use are not prohibited when it is necessary for student health reasons, as determined by a licensed physician or surgeon.

LUNCH AREA

The lunchroom should be a comfortable place, where students can enjoy their meals in a clean, calm atmosphere. Students Kinderleap – 4th grades will be asked to stay seated for at least 15 minutes to eat their lunch. 5th – 8th graders will need to stay seated for at least 10 minutes. In order to maintain an appropriate atmosphere in the lunchroom, students are asked to follow these standards:

- Report to assigned areas
- Throw litter in trash cans, appropriate recycling containers and clean up what you drop or spill
- Stay seated until release by supervisor
- Use inside voices when talking to others



OUTDOORS EDUCATION TRIP/OVERNIGHT TRIPS

STUDENT ELIGIBILITY

Students are not automatically eligible for attendance at the Outdoor Education trip/Overnight trips due to the nature of the trips and its demands on adult supervision. We are very serious with regard to the cooperation and respect expected from the students who participate. Harmony Union School District reserves the right to determine student eligibility to attend this and other special trips based on the following criteria:

- Trustworthiness
- History of acceptable & reasonable behavior in school
- Discipline record overall

Excluding extreme circumstances, students will be notified of their ineligibility at least two weeks prior to the trip.

Ineligible OR non-participating students must attend school or secure an independent study contract for the period of absence.

LOST + FOUND

Every year the school deals with a high volume of lost & found clothing items. Please make sure you check for lost items as often as weekly. The Lost & Found bin is located in front of the school office. If your child has missing items also check their classroom.

LIFE SKILLS

Harmony Union School District has adopted the following Life Skills as the foundation to our work with each other. These Life Skills are core attitudes, behaviors, and values that determine a student's academic and personal success in school and beyond.

CARING	showing concern for others
COMMON SENSE	using good judgement
CONFIDENCE	feeling able to do it
COOPERATION	working with others to reach a goal
CURIOSITY	wanting to learn or know about a full range of things
EFFORT	working to do your best at all things
FLEXIBILITY	changing plans when necessary
FOLLOWING DIRECTIONS	keeping your mind on steps to complete a task
INTEGRITY	being honest and standing up for your beliefs
INITIATIVE	moving into action on your own
MATURITY	ability to control your actions
MOTIVATION	wanting to move forward
ORGANIZATION	keeping things in an orderly, readily usable way
PATIENCE	waiting calmly for someone or something
PERSEVERANCE	completing what you start no matter what happens
PROBLEM SOLVING	putting what you know and what you can do into action
• SAFETY	making sure that your actions are safe for everyone
• RESPECT	showing consideration for others
• RESPONSIBILITY	being accountable for what you do and say
RISK	taking on new challenges to improve yourself
TEAMWORK	working together in a united effort
TRUST	believing in another person or thing

BUS SERVICE

Regular bus service to and from school is provided for students. Appropriate behavior is required while waiting and riding on the bus. Students are requested to get on and off the bus single file, to follow the driver's instructions, and to stay on campus as soon as they get off the bus.

Bus Passes: All students who ride the bus are required to have a bus pass. Applications for bus passes are available in the school office. This is a "lifetime" pass and will be "good" as long as you need it. If a pass is lost, please notify WCTA or the school office immediately for a replacement. Replacement passes cost \$5.

BUS QUESTIONS SHOULD BE DIRECTED TO THE BUS COMPANY AT: 206-9988

WEST COUNTY TRANSPORTATION AGENCY

Bus Rules

The West County Transportation Agency has adopted rules and regulations in conjunction with Harmony Union School District to assist students in understanding their responsibilities while riding buses of the agency. These rules will assure safe and proper travel to and from school and are to be observed while waiting at the bus stops, riding the bus home and to school, or on field trips. The following list of student actions constitute violations of the established rules and regulations:

1. Abrasive body contact (slapping, hitting, poking, shoving, pulling hair etc.)
2. Fighting on the bus, or at the bus stop.
3. Using other than the students regularly designated stop.
4. Using profane language or obscene gestures.
5. Unauthorized exits (from emergency doors, windows, etc.)
6. Putting any part of the body out of the bus window at any time.
7. Any movement out of the seats while the bus is in motion.
8. Riding the bus after being denied the riding privilege.
9. Legs, feet and objects obstructing the aisle or facing to the rear in the seats.
10. Creating excessive noise.
11. Any improper bus stop procedures. (Not lining up, rock throwing, playing in the streets, any property damage at the bus stops, etc.)
12. Unauthorized opening, closing, or tampering of any kind with bus doors, windows, or emergency exits.
13. Any type of damage or defacing of the bus.
14. Lighting of matches, cigarettes or smoking of any kind.
15. Throwing any objects in, out or at the bus.
16. Littering of any kind.
17. Transporting live animals, reptiles, or insects in the bus.
18. Eating, drinking, or chewing tobacco or gum on the bus.
19. Disrespect to the driver.
20. Transporting of any object the driver feels is unsafe.
21. Giving improper identification when requested by the driver.
22. Tampering with radio or bus controls.
23. Failure to obey the driver.
24. Failure to remain quiet at all railroad crossings.
25. Endangering life or limb of other people.
26. Other unauthorized or unsafe actions.



Authority of the bus driver as explained in Section 14263 of the California Administrative Code, Title 5, State that:

Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to leave the bus enroute between home and school or other destinations.

Consequences of Bus Infraction(s) Kindergarten – 8th Grades

1 st Violation	Written Warning
2 nd Violation	Student Assigned Seat

3 rd Violation	Suspension from bus for 3 days
4 th Violation	Suspension from bus for 10 days
5 th Violation	Suspension from bus for remainder of School year.

FIELD TRIPS AND CAR INSURANCE REQUIREMENTS

There are always a lot of questions regarding car insurance needed for field trips when parents drive – please see the last 3 pages of this handbook for more information and forms.

THE FOLLOWING COVERAGE IS NEEDED:

1. Property Damage - \$50,000
2. Bodily Injury - \$100,000 - \$300,000
3. Medical - \$5,000
4. Uninsured Motorist Coverage

(Before the day of the field trip!)

A copy of the Harmony Union School District Automobile Insurance Form and the "Waiver to Drive Your Child" form are included in this handbook.



Please see the Volunteer/Chaperone Registration Packet available in the school office

Understanding H.U.S.D. District Field Trip Policy

Recent changes in policy for field trips will include the requirement of all Drivers and Overnight Chaperones to be fingerprinted prior to the event. The District will pay or reimburse Drivers and Overnight Chaperones for the cost of this requirement. Locations for the fingerprinting service are Sonoma County Office of Education and the Sebastopol Police Station. Forms are available in the District Office.

There are always a lot of questions regarding car insurance needed for field trips when parents drive.

THE FOLLOWING COVERAGE IS NEEDED:

1. Property Damage - \$50,000
2. Bodily Injury - \$100,000 - \$300,000
3. Medical - \$5,000
4. Uninsured Motorist

WHAT WE NEED ON FILE AT THE DISTRICT OFFICE

1. *Harmony Union School District field trip form. (filled out each school year)*
 - a) This form needs to be filled out by you, and then taken to the district office to be placed on file. *(You may pick up a form in the school/district office or from your child's teacher)*
 - b) A copy of your insurance policy, showing the amounts of coverage, the expiration dates and policy number. (As your policy expires, we need a new copy placed in our files. This will keep our/your file up-to-date.)

WAIVER TO DRIVE YOUR OWN CHILD:

1. Parents may drive their own child to and/or from a field trip without having the minimum insurance limits required by the Harmony Union School District's Policy. They must bring a copy to the School District, proof of insurance with the State's minimum requirements (this must include policy number and expiration date).

WHAT YOUR CHILD'S TEACHER SHOULD DO:

1. Make sure parents receive the "Harmony Union School District field trip form" along with all information that you, as parents, need to know regarding the field trip and school policy.
2. Check with the office about parents with coverage on file, and, have checked to make sure all information is up-to-date. *(Before the day of the field trip!)*

Child Restraint System and Safety Seats

Your child must be secured by either a federally approved child passenger restraint system or safety belt depending on his/her height and age.

- Children under 8 years old must be properly secured in a federally approved child passenger restraint system.
- Children under 8 years old may ride in the front seat of a vehicle in a federally-approved child passenger restraint system under the following instances:
- There is no rear seat.
- The rear seats are side-facing jump seats.
- The rear seats are rear-facing seats.
- The child passenger restraint system cannot be installed properly in the rear seat.
- All rear seats are already occupied by children 7-years old or younger.
- Medical reasons require the child to not ride in the back seat.
- A child may not ride in the front seat of an airbag equipped vehicle if he/she:
- Is in a rear-facing child passenger restraint system.
- Is less than 1 year old.
- Weighs less than 20 lbs.
- Children who are 8 years old or older OR who have reached at least 4' 9" in height may use a properly secured safety belt meeting federal standards.

NOTE: Child passenger restraint system installation may be checked by contacting local law enforcement agencies and fire departments. As your child grows, check to see if the child passenger restraint system is the right size for your child.

We hope this information clears up some questions and concerns you may have.

HARMONY UNION ELEMENTARY SCHOOL DISTRICT

Exhibit
version: November 15, 2012

Occidental, California
Instruction E(2) 6153

SCHOOL DRIVER REGISTRATION FORM

DRIVER (circle one): Employee Parent/Guardian Volunteer

Name: _____

Date of Birth: _____

Address: _____

Driver's License No: _____

Telephone Number: _____

Expiration Date: _____

VEHICLE INFORMATION

Name of Owner: _____

Year: _____

Address: _____

Make: _____

License Plate No: _____

Registration Expiration: _____

Seating Capacity: _____

INSURANCE INFORMATION

Insurance Company: _____

Policy No: _____

Telephone No: _____

Expiration Date: _____

Amount of Insurance Coverage:

Bodily Injury: _____

Property Damage: _____

Medical: _____

Volunteers driving students on any activity away from school must show proof of the following automobile insurance coverage(s):

- | | | |
|----|-----------------------------|-----------------------|
| 1. | Bodily Injury | \$100,000 - \$300,000 |
| 2. | Property Damage | \$50,000 |
| 3. | Medical | \$5,000 |
| 4. | Uninsured Motorist Coverage | |

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I will ensure that all children will be restrained using the appropriate passenger restraint systems.

Driver's Signature

Date

DRIVER INSTRUCTIONS AND CODE OF CONDUCT

When using my vehicle to transport students on field trips or other school activity trips, I agree I will:

1. Be sure that I have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
2. Check all safety of my vehicle: tire, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which my vehicle was designed. If I have a pickup truck, I will carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with the law.
5. Upon request, I agree to allow my vehicle to be inspected by the district to ensure the safety of my vehicle.

In case of emergency, keep all the children together and call 911 and the district office.

Signature: _____

Print Name: _____

Date: _____



Waiver to Drive Your Child on a Harmony Union School District Field Trip without the School District's Minimum Insurance Requirements

Parents may drive their own child to and/or from a field trip without having the minimum insurance limits required by the Harmony Union School District's Policy. They must bring a copy to the School District, proof of insurance with the State's minimum requirements (this must include expiration dates).

Name of Person(s) covered by insurance: _____

Address & Telephone Number: _____

Insurance Carrier: _____

Policy Number: _____

Policy Expiration Date: _____

(Note: this form will be void after the expiration date. A current renewal of insurance must be shown to update your file – Please note – this form must be filled out each school year).

Vehicle and Driver Information

The following physical examination should be accomplished on any vehicle being used for a field trip, by an Administrative staff member, before the date of the excursion.

Driver's License Number: _____

Vehicles make, year and vehicle license number: _____

	Circle One	
Is driver properly licensed?	Yes	No
Is driver 21 years of age?	Yes	No
Valid Vehicle Registration:	Yes	No
Every seat has a working safety belt:	Yes	No
Tires have sufficient tread:	Yes	No
Windshield wipers are working:	Yes	No
Head, tail and brake lights working:	Yes	No
Turn signals are working:	Yes	No
Engine appears to be clean and functioning correctly: (as opposed to leaking noticeable amounts of fluids/or smoke)	Yes	No
Has driver ever been convicted of a major moving violation?	Yes	No

If yes, please explain _____

Driver Certification:

- > I have checked the above vehicle for use and verify that all items listed above are in suitable working order.
- > I certify that the information provided is true and current to the best of my knowledge.
- > I authorize investigation of all statements herein recorded.

Administrator Signature

Date

Waiver of District Required Insurance:

I will not hold the Harmony Union School District responsible for any transportation liability for my child (child's name): _____ or myself as a result of driving my child to and/or from a Harmony Union School District field trip without the District Policies minimum insurance requirements. I, therefore hold the Harmony Union School District harmless. I further understand that my child could ride on and was offered transportation with another parent who does have the District's minimum insurance coverage or other District approved transportation vehicle. I further agree not to transport any other child who is not my own to and/or from school field trips.

Driver's Signature

Date