HARMONY MIDDLE SCHOOL
STUDENT HANDBOOK

We thrive as a hive!
Eric Stewart  
Principal

Kristen Hepner & Eric McGrady  
Assistant Principals

Telephone: (540) 751-2500  
Fax: (540) 751-2501  
Clinic: (540) 751-2504  
Attendance Hotline: (540) 751-2502

Website: www.lcps.org/harmony  
Staff Email: http://www.lcps.org/Domain/15556

Property of: ________________________________

In case of an emergency, please notify:

Name: ___________________________ Phone #: ___________________________

Block 1 Teacher: ________________________________
Block 5 Teacher: ________________________________

School Hours: 8:50 A.M. - 3:38 P.M.

Morning dropoff for students Begins at 8:15 A.M.  
(Unless a meeting is prearranged with a teacher.)

Thank you, Tari Orthodontics, for partnering with Harmony Middle School again this school year.
SMILE
OFTEN
DREAM
BIG
SCHOOL CALENDAR
2022-2023

August 25  First Day of School
September 2, 5  Holiday (Labor Day)
September 26  Student Holiday (County-Wide Staff Development)
October 5  Holiday (Yom Kippur)
October 10  Holiday (Indigenous Peoples’ Day)
October 24  Holiday (Diwali)
October 28  End of Grading Period
October 31  Student Holiday
November 1  Student Holiday
November 8  Holiday (Election Day)
November 24-25  Holiday (Thanksgiving)
December 19-Jan.2  Winter Break (Classes Resume January 3, 2023)
January 16  Holiday (Martin Luther King Jr. Day)
January 20  End of Grading Period
January 23  Holiday (Lunar New Year)
January 24  Student Holiday (Moveable Planning)
February 20  Holiday (Presidents’ Day)
March 13  Student Holiday (County-Wide Staff Development)
March 24  End of Grading Period
March 27  Student Holiday
April 3-7  Holiday (Spring Break)
April 21  Student Holiday (Eid al Fitr)
May 29  Holiday (Memorial Day)
June 8  Last Day of School/End of Grading Period

*MOVEABLE STUDENT HOLIDAY may change if the school calendar must be changed.
EMERGENCY CLOSING OF SCHOOL

It is necessary to close schools occasionally because of snow, ice, or emergency conditions. When conditions require schools to be closed for the day or to open late, you will receive a call through the LCPS Connect-ED system. Announcements will also be made over local radio and TV stations, and posted on our web site at www.loudoun.k12.va.us. PLEASE DO NOT CALL THE SCHOOL. It is essential that telephone lines be kept open for emergency calls. When conditions require students to be dismissed early, you will receive a call through the Connect-ED system and announcements will be made over local stations and posted on the web site to notify parents in advance of the time students will be released. Arrangements for your student in case of an emergency closing should be made in advance.

THE MIDDLE SCHOOL PROGRAM

The middle school is designed to help students in the sixth, seventh, and eighth grades make a positive transition from elementary to middle school. The curriculum provides students the opportunity to strengthen and to advance their academic and social skills while addressing their continued developmental and emotional growth.

Students at Harmony take eight classes, including resource, over two school days. This type of schedule is called an alternating day block. Students attend four blocks each day that meet for approximately eighty-five minutes each.

Please see the Middle School Program of Studies for additional information.
GRADING SCALE

At the end of each nine-week grading period, report cards are issued to students to be taken home to parents. Reporting symbols and their numerical values are:

- A+ 98-100
- B+ 87-89
- C+ 77-79
- D+ 67-69
- F 59 and below
- A  93-97
- B  83-86
- C  73-76
- D  63-66
- I = Incomplete
- A- 90-92
- B- 80-82
- C- 70-72
- D- 60-62

INTERIMS

Mid Quarter Reports are available in Parent Vue.

Email reminders are sent through a ConnectEd to view interim reports online. Parents should check the online grade book for their student’s progress throughout the quarter. If you would like a printed interim report, please email your child’s school counselor.

REPORT CARDS

Report Cards are available on Parent VUE. Please contact the school counselor if you need a report card mailed.

TEST RETAKE POLICY

The grade level content area teachers determine test retake policies.
MAKE-UP WORK
Whenever a student is absent, a reasonable amount of time will be given to make up work missed. Students are given the number of days absent to complete the work that was missed. It is the student’s responsibility to inform teachers of the upcoming absence and make arrangements to collect the work. Make-up work turned in within the time allowed will be graded on the same basis as other work. Make-up work submitted late will receive a deduction based on teacher discretion. When a student is out consecutive days, check the teacher website for make-up work.

ATTENDANCE AND ABSENCE NOTIFICATION
Attendance procedures are outlined in the Student Rights and Responsibilities. Harmony Middle values good attendance. Students who are absent at least 12% of school days will need to meet with administration and provide justification for the absences. ParentVUE Attendance Reporting is the preferred method of reporting absences, tardies, and early dismissals. Through ParentVUE Attendance you can report today’s attendance and future attendance items. Please keep in mind that the deadline for reporting early dismissals is 9:30. For any requests to update previous days’ attendance, please continue to follow our normal process of emailing the attendance secretary Erin.Goodlin@LCPS.org.

EXCUSED ABSENCES/TARDIES/EARLY DISMISSALS
There are circumstances that may prevent a student’s attendance in school. Such absences/tardies/early dismissals are classified as excused for which there is no penalty. Vacations can be submitted to the principal for possible excusal. Instances that may be classified as excused are the following:

a) personal illness  b) death in the family  c) medical or dental appts.
  d) court appearances  e) religious holidays

Parents should call the Attendance Hotline (540-751-2502), indicate their child will be absent for the day, and provide the information below. If telephone contact has not been made, a student must provide a note containing the following information upon return to school:
Pre-arranged extended absences require a note to the principal one week prior to the absence and are logged as unexcused absences unless related to one of the above (a-e) excused reasons.

EXCESSIVE ABSENCES/TARDIES
If a student accrues excessive absences during the school year, the administration may require medical verification for any future absences. This request will come after an initial letter expressing our concern and assistance where needed to help improve your child’s attendance.

HEALTH AND SAFETY

SCHOOL NURSE
The school has a registered nurse on duty for administering first aid and medication. Students who become ill should request permission to see the nurse (emergencies are exceptions). The nurse will determine if a student is unable to return to class, and parents will be notified.

MEDICATION
If students must take medication while at school, parents should supply medications in the original container with written instructions from the attending physician stating dosage, type of medication, and how it is to be administered. Students are not permitted to transport medication (prescription or over the counter) to/from school. All medications must be kept in the clinic and are administered by the school nurse. Medication forms can be obtained at Harmony or at lcps.org.
EMERGENCY DRILLS

Emergency drills are held each month during the school year except in September when one is held each week. The proper procedure to be followed in the event the building must be evacuated or locked down will be thoroughly reviewed with students during the first week of school. Evacuation drills from school buses, tornado/hurricane drills and “shelter in place” drills are also practiced.

PARKING AND PARENT DROP OFF/PICK UP OF STUDENTS

The driveway in front of the school is reserved for buses and should remain free of automobile traffic. All other visitors should use the parking lot to the side of the school. The drop off/pick up/turn-around area is located adjacent to the auditorium. Parents are expected to follow the procedures for student drop-off and pick-up as distributed at the beginning of the year. Stopping and standing are not permitted.

STUDENT BEHAVIOR

PBIS

Positive Behavioral Interventions & Supports (PBIS) is a research and evidenced based practice for creating a common vision of behavioral expectations through consistent language and practices among staff and students. PBIS is a framework of tiered approaches that are established to address the behavioral and academic needs of all members of the school community. The H.I.V.E. acronym highlights the Harmony Middle School expectations for the school community. (hard work, integrity, values, empathy)

Harmony Middle is a PBIS school. Throughout the building and in classrooms we refer to our acronym for behavioral expectations. In addition to the acronym, Harmony also implements our PBIS framework through the following:
1. PBIS Team management and district level support
2. Monitoring and decision-making
3. Behavioral expectations are defined and taught
4. On-going system for rewarding positive behaviors
5. System in place to respond to behavioral violations

BUS TRANSPORTATION

While on the bus, students are under the direct supervision of the bus driver. Students are expected to remain seated, keep arms and heads inside the bus, talk in a manner which does not disturb the driver, and behave in a manner that is expected at school. Inappropriate behavior may result in the loss of transportation privileges. Bus drivers may assign seating.

Students are responsible for appropriate behavior while walking to and from any bus stop and while waiting at the bus stop. The school administration may investigate and discipline students for any inappropriate conduct at these locations.

Students who ride to school on a bus are expected to return home on the same bus. Occasionally parents may wish to have their student ride a different bus after school. In this case the student must bring written permission to the house secretary before class begins. Due to numbers of students assigned to buses, we do not write bus passes for students unless they are requesting to ride their regularly assigned bus and get off at another student’s stop.

ELECTRONIC DEVICES

All students at Harmony have devices provided by LCPS. Therefore, cell phones are not acceptable devices and do not need to be at school. All cell phones that do come to school should be turned off and in the locker during the school day. Laser pens are not permitted in school at any time. Smart watches should be used only to tell time and should not make any noise in the classroom. School personnel may
confiscate electronic devices, and students may be subject to disciplinary action. The school is not responsible for devices that are lost or stolen.

**PHYSICAL EDUCATION**

Appropriate PE attire includes shorts or sweatpants, a t-shirt, socks, and sneakers. NO sandals of any type are allowed due to documented safety issues. PE attire must meet the LCPS dress code. As a service to our school community, LCPS solicits bids from vendors for a volume purchase and offers an affordable option for PE attire that may be purchased through the school.

**PICTURES**

Early in the school year, student pictures are taken and made available to parents. This is a fundraising activity for the school as well as a service to parents. Proceeds will be used to purchase materials for the school.

**STORE**

The Hornet’s Nest is located in the hallway between the library and main office. Times of operation are posted outside the school store.

**STUDENT GOVERNMENT**

The SCA is a committee of student representatives whose goal is to coordinate activities for students.

**TELEPHONE CALLS/DELIVERIES**

All deliveries and phone calls will be addressed between classes or at lunch. Harmony staff cannot interrupt instructional time to deliver items or permit phone calls. It is the student’s responsibility to check the delivery cart between classes and at lunch. Deliveries for students are discouraged. Items such as flowers, balloons, etc. should be sent to the student’s home. **Deliveries of food for students other than your child are not permitted.**

Please refrain from personal communication via your child’s cell phone as the students are not permitted to use their phones during the school day. Student phones should be “off and away.”
VISITORS
Visitors must enter the school through the front door, be prepared to show ID, report to the main office, sign in, and receive a Visitor’s Pass. No student visitors may come for lunch. Parents/guardians may join their student for lunch.

YEARBOOKS
Yearbooks will go on sale during the school year. Stay alert for newsletters and announcements for the official dates.
You can also contact our school yearbook sponsor, Kelly McGrath at kelly.mcgrath@lcps.org