



**HARMONY**  
ACADEMY

# **Student Handbook 2022-2023**

**2507 Christie Drive  
Lake Oswego, OR 97034**

**503-496-3929**

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# Harmony Academy Mission Statement

The mission of Harmony Academy is to provide a safe, sober and supportive education for youth in recovery, where they can develop the skills and strengths needed for personal, academic, vocational and community success.



# Harmony Academy Community Understanding

Harmony Academy is an intentional recovery community.

I have chosen a school that provides a safe, sober community for recovering students committed to academic progress and personal growth. I choose to be part of this program based on the following understanding:

My intention is to be substance free.

I agree to develop and actively participate in my recovery plan.

Caring for my mental health is essential for recovery.

I will participate honestly in drug testing.

I will hold my peers accountable to community agreements.

If I have a recurrence of use or return to use, I will talk about it.

I will attend school and participate in my classes to the best of my ability.

I commit to making academic progress.

Harmony is a nicotine-, substance- and weapon-free campus.

Safety is essential to a recovering community. Verbal or physical aggression will not be ignored.

We recover in community.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Harmony Academy Contact Information

Physical address: 2507 Christie Drive, Lake Oswego, OR 97034

Mailing address: PO Box 22, Marylhurst, OR 97036

Website: [harmonyacademyrhs.org](http://harmonyacademyrhs.org)

Phone: (503) 496-3929

Fax: (503) 496-3920

Email: [office@harmony.k12.or.us](mailto:office@harmony.k12.or.us)

## A Message from your Principal

Welcome to Harmony Academy, the first and only recovery high school in Oregon!

We opened this school in 2019 so that young people like you could have a community to call your own, friends to identify with, and a supportive staff who are 100% behind you as you figure out how to live free from substances and reach your personal & educational goals. Many of our staff, including your principal, are also in recovery.

Since we opened, many students have found a loving recovery community and have achieved their goal of graduation from high school through Harmony.

We know how hard early recovery can be, but we are sure you can do this if you show up for yourself and put forth the effort. You've already taken huge steps on this journey and shown courage, strength and a refusal to give up on yourself. Now what is needed is honesty, open-mindedness, and willingness.

The community here at Harmony will support you with love as you find new skills. We ask a few things from you. We ask that you have the intention to stay free from drugs and alcohol. We ask that you show up, be yourself and be a part of what happens here. What happens here is important. We're learning to live in new ways, with new freedom and new hope.

At Harmony, you are welcome, wanted and needed.

With love and respect,  
Principal Sharon

## Student Testimonials

*“Harmony to me means building yourself from the ground up, long lasting friendships, a sense of gratitude for your past self, and a hell of a lot of love.”*

**--Emily, 2022 Graduate**

*“Harmony meant everything to me. There was trust with staff and accountability all around us that gave us the support we really needed during this time in our lives and after.”*

**–Clayton, 2021 Graduate**

*“I was putting myself and my life at risk every day and not caring. At Harmony, I learned to take more accountability and responsibility for all of my actions. I learned how to be in a healthy community.”*

**~ Madison, 2020 Graduate**

*“Harmony is a place where I got sober and I know a lot of other people have gotten sober. I needed Harmony because I couldn’t get sober by myself.”*

**~Jackson, 2021 Graduate**

## Staff List

**Sharon Dursi Martin, Principal:** I am here to create something new and different. Harmony is a loving recovery community and a place to learn and grow. My life is completely different because of recovery. Through this school, I want to empower young people to find freedom, new connections with the world and new ways to find lasting happiness.

**Anthony Buell, Teacher:** Harmony is a truly innovative community where we walk with our students to become better versions of themselves and live life more fully. I've witnessed our students turn away from a life centered on substance use toward one of hope, strength, and sobriety. Helping students construct a meaningful high school experience for each other is why I became a teacher and what drives me to show up each day to build a community centered on common dignity. Our students learn the 4 R's of reading, writing, arithmetic and recovery.

**Melanie Jacobson, Teacher:** Hello. I am happy to be returning to the Harmony community this year! I am an avid Boston sports fan—haters gonna hate, and I am okay with that. Duke, the pug, looks forward to reuniting with familiar faces and meeting new people! Let’s make this year really, really great.

**Jacob Sweeting, Teacher:** Making connections with students and helping them succeed has always been a passion of mine and I am honored to continue doing this at Harmony. Being able to create an atmosphere where students can feel safe, learn and grow as people are the standards which I teach and live. Harmony has great people coming together to support one another and I am pumped to get to be a part of it!

**Sara Goldman, Counselor:** I am here at Harmony because I believe in the power of community to heal and transform lives. The Harmony community of dedicated, caring staff and resilient, thoughtful and brave students, do this every day. I am honored to be a part of this community.

**Jeremy Ralls, Director of Peer Services:** Using the principles and influences of my heroes such as Malcom X and the great Dr. Martin Luther King, I view life and recovery through a lens of equality. I am a Certified Drug and Alcohol Counselor and Qualified Mental Health Associate, and carry a Bachelor's of Social Work. I utilize my skills in these areas to help students find their own paths towards recovery and find empowerment in their individual lives. Establishing a strong foundation during these formative high school years is critical, and my daily efforts is to help students build a supportive structure that defines community here at Harmony and out in society as well.

**Josh Casey, Lead Recovery Mentor:** I am in recovery and have been without a drink or a drug since July 11, of 2019. I am a product of twelve step recovery, yoga, as well as anything that helps me to work a program with a community of similar minded individuals. After over a decade in the Food & Beverage industry, I am excited to work with individuals struggling with identifying themselves, their addictions, and navigating their own recovery process. I look forward to meeting you as those opportunities arise.

**Ashley Dorety, Recovery Mentor:** I am a person who is active in the recovery world and am passionate about it as well! I found the start of my recovery path through an undesired consequence of my addiction (prison) and am grateful I was able to find a program of recovery that worked for me. Since my incarceration I have refined my recovery and worked with others in many different capacities. I have always been passionate about working with youth and I am here at Harmony because I want to help navigate life in recovery with the students. If I can help one youth to not feel isolated or lost and help them find a recovery journey that works for them then I will feel successful.

**Patrick Johnston, Recovery Mentor:** In recovery, I found the courage to pursue my dreams and have been given the freedom to be my authentic self; two things I lost sight of in my addiction. Harmony Academy strives to provide young adults struggling with addiction the tools to write their own stories, which is why I want to be here. To pay forward all the help I received, without which I would not be writing this today. In the hope that I may play some small part in helping you to discover, as I did, that you are stronger, more capable, and deserving of love than you might believe. Or if you like that in bumper sticker format: "You are enough."

**Kayla Francis, Recovery Mentor:** I'm at Harmony because I want to help young adults become who they really want to be. I was like you. I was a struggling teen who needed extra guidance. I want to help people who are in the same situation that I was. In recovery, I have gained so much.



Communication with my children and a career are just a few. I have found success and I got my life back. There are still struggles, but it's just a little easier sober.

**Starre Helm, Office Manager:** I believe Harmony is the future in providing support and care for students in recovery. I have been passionate about connecting students with the resources they need to be successful at school. I am excited to bring that passion to Harmony.

**Taylor Jarvis, Office Manager:** I am excited to be a part of the Harmony community. The environment demonstrates passion for education and student success. I look forward to helping keep the school positive and forward focused.

**Megan Sweeting, Administrative Assistant:** I was introduced to Harmony Academy through my husband and Harmony teacher, Jake Sweeting. Although I am new to the education realm, I am here to offer support for the main office in addition to the staff and students of Harmony. To know I am a tiny part of the change in these student's lives is such a great feeling. I am truly excited to be a part of this team and the growth of this community!

## Recovery High Schools

Recovery high schools like Harmony Academy support adolescents recovering from substance use disorders by providing an alternative environment to support their recovery, usually after treatment. For students returning to their previous high schools, old peer groups and environments that previously facilitated their substance use present serious obstacles to sustained sobriety.

### What is a recovery high school?

- According to the Association of Recovery Schools, founded in 2002, the primary purpose of a recovery high school is **to educate students in recovery from substance use or co-occurring disorders**. The intention of a recovery high school is for students enrolled to **be in recovery and working a program of recovery from substance use or co-occurring disorders** as determined by the student and the School. Each school **meets state requirements for awarding a secondary school diploma**. Recovery high schools are also **available to any student in recovery who meets state or district eligibility requirements for attendance**, which means students do not have to go through a particular treatment program to enroll, and the schools are not simply the academic component of a primary or extended-care treatment facility or therapeutic boarding school.

### How many Recovery High Schools are there in the U.S.?

- There are currently 44 recovery high schools in 21 states, with at least two more expected to open soon.

### What does the evidence say about Recovery High Schools?

- Promising evidence is emerging that shows, compared to students in non-recovery high schools who have received substance use treatment, *students in recovery high schools*:
  - (a) have higher **graduation rates**;
  - (b) report significantly lower **absenteeism**;
  - (c) are more likely to **abstain** from using substances; and
  - (d) have significantly **fewer days using** marijuana and other drugs.
- A recent study from Finch, Tanner-Smith, Hennessy, & Moberg (2017)<sup>1</sup> demonstrated the effectiveness of Recovery High School (RHS) attendance in improving student outcomes. Results from this provide strong evidence of a positive effect of RHSs for adolescents who have received treatment for SUDs.
  - This article emerges from an **NIH-funded study of recovery high schools (RHS)**. This study followed students for six months to examine the effects of RHS attendance compared to statistically similar recovering students who attend school in other settings.
  - A cost-benefit analysis indicated that the **high school graduation rate** for recovery high school (RHS) students is at least 20 percentage points higher than the graduation rate for similar students who have had SUD treatment but did not participate in a RHS for at least 30 days.

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<sup>1</sup> This work was supported by Grant Number R01DA029785 from the National Institute on Drug Abuse. This project has benefited from the Clinical and Translational Science Award (CTSA) program, through the NIH National Center for Advancing Translational Sciences (NCATS) grant UL1TR000427. Funding was also provided by the U.S. Department of Educa

- Students who attended RHSs had **significantly lower odds of dropping out** of high school compared to students attending non-RHSs. The predicted probability of high school dropout was 10% for RHS students and 27% for non-RHS students.
- Students who attended RHSs reported **significantly less overall absenteeism**. RHS attendance was thus associated with over one-half a standard deviation improvement in absenteeism—an effect equivalent to 5 fewer absences from school over the past 90 days.
- Recovery high school students were significantly more likely to report being completely **abstinent from alcohol, marijuana, and other drugs** at the 6-month and 12-month follow-ups. At 6-month follow-up, RHS students were twice as likely (59% versus 30%) to report complete abstinence from alcohol, marijuana, and other drugs.
- Over the 12-month follow-up period of the study, adolescents who attended RHSs had **significantly greater declines in alcohol, marijuana, and other drug use**, compared to students attending non-RHSs.

## Harmony's Larger Community

Harmony is a member of the Association of Recovery Schools, a national organization uniting high schools serving students in recovery. Principal Sharon is on the board of directors of the national ARS.

As a public charter, we are sponsored by the Lake Oswego School District (LOSD). However, we have our own employees and our own board. LOSD provides oversight, support and special education services.

Our neighbors are very important to us and we are grateful for our building and the land we are on. We lease our property from Youth Villages and we are on land owned by the Sisters of the Holy Names. The sisters dedicated the land to help youth at risk. Our school was actually an orphanage, back in 1908, and some even say it is haunted! We are neighbors with Mary's Woods. Our relationship with Youth Villages, the sisters and Mary's Woods is of utmost importance to us. They care about Harmony's mission and out of respect, we keep the property clean, peaceful and nicotine-free.

## Attendance Policy

Email [office@hamony.k12.or.us](mailto:office@hamony.k12.or.us) if you are going to be absent.

Your community needs you. Please show up every day unless you are sick.

Staff are responsible for knowing where you are during the school day:

- If you will be checking out during the school day, a parent or guardian needs to inform the office ahead of time by phone or email, as soon as possible, preferably at least 24 hours ahead of time.
- If you are transporting yourself, you must check yourself out in the main office before departure.
- If your parent is checking you out of school during the school day, they must come to the office physically to sign you out.
- Students are welcome to leave campus during lunchtime without checking out, as long as they return on time.

Attendance affects credit. You may not earn full credits for classes if you do not attend regularly.

### Tardiness

Tardiness is a habit that has a negative impact on the whole community and the individual who is tardy. If you are tardy, it may impact your grades, how much credit you earn, and your access to leadership roles, activities, and campus privileges. Chronic tardiness may result in community service.

Students who arrive at class 15 minutes late or more will be marked absent.

### Skipping Class

Skipping is a more severe behavior than tardiness. Staff is responsible for knowing where students are at all times. Staff worry when they don't know where a student is, especially if that student has been struggling with harmful behaviors, and it is highly disruptive to the community and school operations, as staff attention is diverted to searching for the missing student. We often call home, and this can cause stress on families and students. Examples of skipping include:

- Showing up for school and then not going to first period
- Taking an extra-long lunch
- Leaving before last period
- Disappearing during one of your scheduled classes
- Spending time roaming the hallway or in any space without permission

Skipping may carry far more severe consequences than tardiness and may result in additional loss of privileges until you can agree to follow basic school rules around safety. Chronic skipping, especially with peers, may result in a family meeting to discuss your continued enrollment at Harmony.



## Boundaries

Peer culture is largely dependent on peers. Peers need to support each other to keep our community strong. The school exists to keep each of you in our community safe and to support youth in recovery.

Here are some common situations that endanger the safety of our community, and how the school will respond.

### Admission of Use

- Harmony is an abstinence-based program. Substance use goes against the mission of this program. However, under the circumstance(s) that a student has a momentary recurrence of use, this is how we will address that situation.
  - a. We will review your recovery plan.
  - b. These situations do have the possibility of being addressed with your parent/guardian pending existing agreements and safety concerns

### Positive UA

- Harmony facilitates random drug tests both with the mentors and with an outside lab. Results that show or support that substance use has taken place will be considered a positive drug test. Under the circumstance that this happens, we will respond in the following ways:
  - a. 1-Month Agreement developed collaboratively with mentors.
  - b. The possibility of family/guardian involvement may take place pending the circumstances surrounding use.
  - c. Any leadership roles may be put on hold for the 30 days.
  - d. Privileges may also be revoked, such as field-trips, and special events
  - e. Student recommits to and restructures recovery plan with mentor

**Students using or being under the influence on campus:**

- Intentional and active engagement in Harmony and the program of recovery is expected of all students. Part of recovery is being free of all mind and mood altering substances while attending Harmony. In the case that a student is at school while being under the influence, we will respond in the following ways:
  - a. Immediate removal from the community and placement in an area of isolation.
  - b. Contact with parents/guardians with facilitated transportation home
  - c. 1-Month Agreement developed collaboratively with mentors.
  - d. A program reevaluation meeting.
  - e. If student is still in possession of substances, substances are collected by LOPD (Student does not need to be present; however, their name must be shared with LOPD)

**Possession of substances on campus:**

- Harmony is a substance-free campus and community. Possession of substances is not only a breach of our community agreements, but a danger to students and the community alike. Under the circumstances that this occurs, we will respond with the following ways:
  - a. Search and seizure of persons facilitated by 2 Harmony staff members.
  - b. Notification and involvement of LOPD.
  - c. Notification of parent/guardian.
  - d. Immediate removal of the student from the Harmony Community for an indeterminate period of time.
  - e. Online learning pending coordination with instructional staff.
  - f. A program re-evaluation meeting.

**Supplying other students with drugs ON campus:**

- If a student is supplying another Harmony community member with substances while here on campus, this will be treated the same as being in possession of substances while on campus for the supplier and the receiver.

**Selling drugs to other Harmony students:**

- The school reserves the right to expel a student, OR at a bare minimum, remove them from the community pending a program re-evaluation meeting.

**Additional Considerations****For students returning after leaving before or as a result of disciplinary actions taken:**

- Harmony reserves the right to not accept students back or to have requirements on program re-evaluations different from initial enrollment.

**New students:**

- If youth or families/teams are dishonest during enrollment, we reserve the right to unenroll student immediately or pending team meeting for youth on IEP

**Sharing Drug Test Results with Families:**

Drug test results will be shared when the school has reasonable concern for the safety of the student or per the request of the parent/guardian.

**\*Harmony reserves the right to update the Boundaries Agreement at any time\***

## **Other Harmony Policies**

### **Adult Students**

Parents/guardians retain all educational rights for students above the age of 18, with the exception of Individualized Education Plans and Release of Information forms.

### **Behavior and Discipline**

Students are expected to follow our Community Understanding. For specific questions about behaviors, please refer to the Student Conduct section of the Harmony Handbook.

#### **Disciplinary actions and appeals:**

Suspensions, detention, reparations or appeals for behaviors that violate school policies will be up to the discretion of the principal and will be handled on a case by case basis.

#### **Harassment policy:**

Please talk to a trusted adult on campus if you experience harassment. Our Community Understanding states "Safety is essential to a recovering community. Verbal or physical aggression will not be ignored."

Some types of harassment are:

- Name calling
- Verbal put-downs
- Not respecting other's personal space
- Unwanted stares
- Bullying
- Unwelcome sexual advances
- Request for sexual favors
- Physical or verbal conduct that is non-consensual
- Derogatory comments
- Electronic communication of the above (internet, text, social media.)
- Wearing, possessing, depicting, or implying hatred for any protected group

It's important that in a recovery community, we learn to express our feelings in healthy, effective ways.

Bystanders are urged to step forward to a trusted adult to keep the environment safe if they encounter harassment.

### **Justice, Equity, Diversity and Inclusion**

Harmony Academy is committed to maintaining a just, equitable, diverse and inclusive school and recovery community.



We acknowledge that racism is deeply rooted in structures, systems, organizations, and individuals, and we unequivocally condemn all forms of racism and commit to effecting change.

With the association of Recovery Schools, we have adopted the Addressing Anti-Black Racism in Recovery North Star document to hold ourselves accountable.

## **Nicotine**

### **ORS 581-021-0110, Tobacco Free Schools, states:**

No student is permitted to “smoke, inhale, dip, or chew or sell tobacco” at any time, including non-school hours, in any charter school building, facility, or vehicle or on school grounds or parking lots. No student is permitted to possess a tobacco product in any public charter school building, facility or vehicle; or on school grounds or parking lots.

As a public school, Harmony obeys all state statutes governing schools. Failing to obey laws, including those around nicotine use, jeopardizes our lease, our charter, our ethics as educators, and our professional licenses.

Nicotine and nicotine products will not be used on campus or in any place plainly visible from campus. If staff see nicotine products and/or paraphernalia, or obvious evidence of their use, they will be confiscated and will not be returned to the student. This includes products that a student accidentally reveals. Students will be subjected to search if they are seen smoking, vaping, or otherwise using nicotine on campus or in plain view of campus and do not willingly surrender their contraband. Students who refuse search will be sent home pending resolution.

Students refusing to surrender nicotine products or those who repeatedly break the no-nicotine rule will be subject to discipline.

If a parent or guardian chooses to retrieve nicotine or paraphernalia confiscated from their student, that parent or guardian must call the office and set up a time to come in and retrieve the contraband. The school will not facilitate this process in any way on behalf of the student.

## **Cellphones**

Cell phone use can be highly addictive and detrimental to the community. Cell phones need to be off or in airplane mode and checked into the hanging pockets in classrooms/community room at the start of class and groups. Checking in cell phones is a requirement to participate in the program. We have found through experience that cell phones take away from our goals of building community, learning, and making academic progress. We will begin the 2022-23 school year allowing students to bring their phones with them from class to class. However, we reserve the right to change to a more severe policy if students are not successful with the more lenient policy currently in effect.

If students need to make business or treatment-related calls during the school day, they need to schedule these calls with the office ahead of time.

Families and supervisors are not to contact students on their cell phones during the school day. Students may be reached by calling the main office at 503-496-3929.

Students are not allowed to take cell phones with them to the bathroom during class and group time.

### **Academic Integrity**

Acting with honesty is necessary for recovery and includes practicing honesty in the classroom. Cheating and plagiarism are the two most common examples of intellectual dishonesty. Plagiarism is a type of cheating defined as “the practice of taking someone else's work or ideas and passing them off as one's own.” A first instance of cheating or plagiarism shall earn an F on the assignment with one opportunity to redo the assignment. Multiple further instances in the same term shall result in a meeting with Harmony’s academic review board and may be grounds to earn an F or an incomplete on your transcript. To help prevent unintentional plagiarism, Harmony teachers will provide lessons on proper citations, paraphrasing, and common pitfalls. We want you to succeed, and to succeed honestly.

### **ISS**

In rare cases, students may be given ISS. ISS is a type of suspension where students learn online. This may be used in cases where a student is under investigation or where an incident or investigation has shown that their presence on campus may pose a risk to another student or to the community as a whole.

### **Dress Code**

Students will dress decently, covering, at minimum, their chest and pubic/upper thigh area. They will not wear clothing or accessories that glorify substance use, including nicotine endorsements. They will not wear clothing that is derogatory towards any protected class or that may be disruptive to the community. Students will not wear clothing intended to express gang affiliation. Students may be asked to turn a shirt inside out or to wear school-provided alternatives to inappropriate or offensive clothing choices.

### **Computer Use**

Please refer to the Computer Use Agreement at the end of the handbook. School computers are to be used for schoolwork only.

## **Drug Policy**

As Harmony Academy is committed to recovery, we cannot have drugs on campus. Alcohol is a drug. Marijuana is a drug. Any prescribed medications need to be checked in at the office. Any medications that are not checked in are prohibited.

Nicotine use is also prohibited everywhere on school grounds.

## **Drug Testing**

Harmony Academy uses a private company to complete urinalysis of students. Tests are typically done twice monthly. Recovery mentors intermittently conduct additional drug tests which may be urinary or mouth swabs. Breathalyzer testing may also be used to test Blood Alcohol Content (BAC).

Families seeking additional drug testing for their youth may contact recovery mentors for information about and referral to outside testing.

## **Extracurriculars**

Charter school students are allowed to play sports or participate in other extracurricular activities at their home district. Students may be dismissed early to get to practice on time.

## **Hallways**

It is important that students stay in their classrooms and participate with their community. If students need a break, they may use the designated break area in the hallway for ten minutes. It's important not to use this area to avoid classwork. Isolation and avoidance are closely associated with substance use disorder, and practicing being with the community, even when frustrated, is healthy and healing.

## **Inclement Weather**

School opening may be delayed when weather conditions are uncertain. Harmony Academy follows Lake Oswego's decision on closure. However, students coming from other districts should follow the directive of that district. If that district is open and Lake Oswego is closed, school will still not be open.

## **Mandatory Reporting**

Please understand that all school staff members are mandatory reporters. By law, staff are required to report alleged abuse of students.

## **Parking**

Harmony has a limited number of parking spots available for students located in the front entrance. Students must register their vehicle with the front office in order to drive to campus. Students must park only in the front parking lot and only in the designated Harmony spaces that are not reserved for staff.

## **Vehicles**

Cars are not to be accessed during instructional and group time. All school rules are extended to the parking lot, vehicles, and school grounds.

Maintaining a drug free campus is of utmost importance at Harmony. Students who choose to drive to campus may have their vehicles searched by staff in alignment with Harmony's Search and Seizure policy, without additional permission from the student or their family, regardless of who owns the car.

Please see the Student Driver/Vehicle Registration form for more information.

## **Property Damage**

We lease our property from Youth Villages and share our campus with other organizations. Any property damage committed by a student will result in disciplinary action and students involved may be subject to pay for damages and/or assist in clean up and repairs.

## **Speakers and Guests**

Behavioral expectations are very high for these events—students are expected to represent Harmony in a positive light when people take the time to visit our school. It is critical for the success of the school that everyone feels respected and welcome.

## **Search and Seizure**

- a. Public charter school officials may search the student, their personal property and property assigned by the public charter school for the student's use at any time on public charter school property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.
- b. Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the public charter school.

- c. Public charter school officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.
- d. Public charter school officials may also search when they have reasonable information that emergency/dangerous circumstances exist.
- e. Public charter school-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the public charter school. The student will generally be permitted to be present during the inspection.
- f. Dangerous and illegal items will not be returned.

### **Theft**

Stealing is a crime. It hurts our community. If you believe you have become a victim of a theft, report immediately to a trusted adult on campus.

## School Counselor's Professional Disclosure Statement

*Note to Harmony Students and Families: I am working towards my LPC with the state of Oregon. The statement below is included in our handbook as part of my work towards that licensure. It is important to note I do not charge for counseling at Harmony! If you have any questions, please feel free to contact me.*

### Professional Disclosure Statement

Sara Goldman, MA Ed, NCC, LPSC  
Counseling Associate  
Harmony Academy  
sara@harmony.k12.or.us

**My approach to therapy:** I believe we all have the capacity to heal and move towards wellness. We all need help from time to time to grow towards that healing and access our own resilience. My approach is mindfulness based, solution focused, and holistic. Ultimately, you are the expert on you, and together, we can discover your path to change, wholeness and well-being. I welcome all races, genders and abilities.

**Formal Education and Training:** I hold a master's degree in counseling from Portland State university. I am a licensed school counselor as well as a National Board Certified Counselor. My major coursework at PSU included counseling theories, group counseling, career planning, human development, and multicultural counseling. I have additional training in mindfulness based approaches and working with trauma.

**Supervision:** As an intern registered with the Oregon Board of Licensed Professional Counselors and Therapists (OBLPCT), I receive regular supervision from Catherine Nyhan, LPC.

**Code of Ethics:** As a counseling associate, I abide by Oregon Licensing Board Code of Ethics set forth in OAR Chapter 833, Division 60 as well as the ethical standards set forth by TSPC (Teachers Standards and Practices Commission) for Licensed School counselors. To maintain my license with OBLPCT, I am required to receive supervision with a licensed supervisor. I am happy to talk with you about these requirements.

**Fees for Service:** My fee for individuals is \$110 per session with a sliding scale range of \$80 to \$110. Please be prepared to pay your fee for each session. As a counseling associate, I cannot accept insurance. I will provide a receipt upon request.

**Client Bill of Rights:** As a client of an Oregon Registered Associate, you have the following rights:

- \* To examine public records maintained by the Board and to have the Board confirm credentials of a licensee;
- \* To obtain a copy of the Code of Ethics (Oregon Administrative Rules 833-100);
- \* To report complaints to the Board;
- \* To be informed of the cost of professional services before receiving the services;
- \* To be assured of privacy and confidentiality while receiving services as defined by rule or law, with the following exceptions: 1) Reporting suspected child abuse; 2) Reporting imminent danger to you or others; 3) Reporting information required in court proceedings or by your insurance company, or other relevant agencies; 4) Providing information concerning licensee case consultation or supervision; and 5) Defending claims brought by you against me;

\* To be free from discrimination because of age, color, culture, disability, ethnicity, national origin, gender, race, religion, sexual orientation, marital status, or socioeconomic status.

You may contact the Board of Licensed Professional Counselors and Therapists at:

**3218 Pringle Rd SE, #120, Salem, OR 97302-6312 Telephone: (503) 378-5499 Email: [lpct.board@oregon.gov](mailto:lpct.board@oregon.gov)  
Website: [www.oregon.gov/OBLPCT](http://www.oregon.gov/OBLPCT)**

**For additional information about this counselor or therapist, consult the Board's website.**

**Confidentiality:** Our work together is confidential. What you choose to discuss with me is private and protected by federal and state laws. Except under specific circumstances, discussed below, I will not share anything we talk about with others unless I have your written permission to do so. You may direct me to share information with whomever you choose, and you can change your mind and revoke that permission at any time. I will always act to protect your privacy, even if you give me permission in writing to share information about you.

**Exceptions to Privacy:** It is important for you to know some things, by law, cannot be kept private. They include the following:

- If I firmly believe you intend to hurt yourself, I am required by law to inform people who can protect you.
- If I am court ordered to testify in court. I may have to give information about you without your permission, If I am subpoenaed or receive a court order, I will make every effort to contact you. If you oppose release of information, a court may nevertheless order me to disclose information about you.
- A non-custodial parent who wants to learn about their child's counseling may have the right to review their child's treatment record and to discuss their child's care with me.
- If you were to bring suit against me, I may need to break confidentiality in a legal defense.
- As a mandated reporter, if I learn that you or someone else has harmed a child or a vulnerable adult, I am required by law to report this. I may inform other health care professionals or the police.
- Oregon law allows me to report to appropriate authorities if I believe your intention to hurt another person places them in clear and immediate danger.
- These exceptions rarely occur, but it is important for you to be aware of them. I encourage you to talk with me about any concerns related to privacy at any time during our work.

**Cancellation Policy:** If you need to cancel or reschedule an appointment, please provide at least 24 hours notice. You will be charged the full appointment fee if you cancel with less than 24 hours notice, except in cases of illness or emergency.

**Risk in Counseling:** Counseling is not without risk. Some people experience an increase in feelings of stress, especially during the early stages of counseling. Exploring deep hurts and longstanding issues can sometimes seem to aggravate the issue at first. Some people find themselves feeling emotions and having insights that are new and uncomfortable, sometimes leading to feelings of discouragement and thoughts of quitting counseling.

This is completely normal! Please talk with me about how you are experiencing our work together. You deserve wellbeing.

**Emergencies, Immediate Response Needs:** In the event of a mental health emergency, please call the Multnomah crisis line: 503-988-4888, call 911, or go to the nearest emergency room.

**Consent to Treatment:** *I have read and understood the above information. I consent to participate in treatment and/or evaluation. I understand I may refuse services at any time. In the development of my treatment plan, I will be informed of the risks and benefits and the potential consequences of withdrawing before treatment is complete.*

Client Name (Printed) \_\_\_\_\_

Client Signature \_\_\_\_\_ Date: \_\_\_\_\_

Sara Goldman-Registered Associate

\_\_\_\_\_ Date \_\_\_\_\_



## Acknowledgment of Handbook Receipt

I have received a copy of the Student Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and agreements of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version will be available on the Harmony Website ([harmonyacademyrhs.org](http://harmonyacademyrhs.org)) and is applicable to all students upon the implementation of any change. The administration will notify all students of any changes to the handbook as soon as is practical.

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Computer Usage/Network Agreement

It is the responsibility of the school administration to control access to data stored in the District's computer-based systems to maintain confidentiality where necessary, maintain integrity over the data and protect all computers and peripheral devices against unauthorized use. Only "authorized users" are given access to the district's computer-based systems.

By acknowledging this document, you will be designated as an authorized student user and agree to adhere to the following guidelines:

- Use computers for official class instruction directed by staff.
- Never download any material onto a school computer without the direct consent of a staff member.
- The changing of any computer "settings" is strictly prohibited.
- Instant messaging and non-educational games are prohibited.
- You will not retrieve or send unethical, illegal, immoral, or simply inappropriate or unacceptable information of any type. If you have questions, please ask.
- You will follow network etiquette rules, including the use of appropriate language and polite responses.
- You will adhere to all guidelines for any assignment that may be either stored on a local campus server, district server or linked from a district page.
- You will not share home addresses, phone numbers, pictures or last names with another online user for any purpose.
- You understand that information obtained online is the intellectual property of its author unless otherwise specified.
- You will adhere to copyright laws and guidelines and will not plagiarize information obtained in any form.
- You will not logon to the school network with another person's account, and you will not share passwords with any other person.
- You will not attempt to bypass the security built into the system and recognize that doing so will result in immediate cancellation of privileges and possible disciplinary action.
- You will not interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to:
  - Distribution of unsolicited advertising, propagation of computer viruses
  - Using the network to make unauthorized entry to any other machine accessible via a network
  - Misuse may result in criminal prosecution
- You will not connect personal technology to school equipment without permission from staff
- You will print only to the appropriate classroom printer.
- You will not use technology access provided by the school for illegal purposes of any kind or for financial gain.
- You will not use technology access to transmit threatening, obscene, or harassing materials.
- You will understand and agree that Lake Oswego School District, Clackamas Education Service District, and Harmony Academy will not be held responsible for participation in such activities.

- You understand that information received online is not private property and is subject to the scrutiny of school administrators.

Any student who suspects that computer security has been compromised is to report immediately such information to your teacher, school administrator, or any other person in authority. Intellectual misuse of data and/or computers can result in disciplinary action.

This agreement applies to:

- Computer data created or maintained within the mainframe computer systems.
- Computer data created or maintained within a school-wide or district-wide mini computer system.
- Data stored on file servers and workstations within the school and district.
- School and district data stored outside data processing services.

Your signature acknowledges that you have received a copy of this notice, that you understand the responsibilities of authorized users, and further understand that intentional misuse of data and/or computers can result in disciplinary action up to and including expulsion.

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Student Signature

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Date