



HARMONY
ACADEMY

HARMONY ACADEMY 2023-2024
PARENT/GUARDIAN INFORMATION
PACKET

KEEP THIS PACKET FOR YOUR REFERENCE

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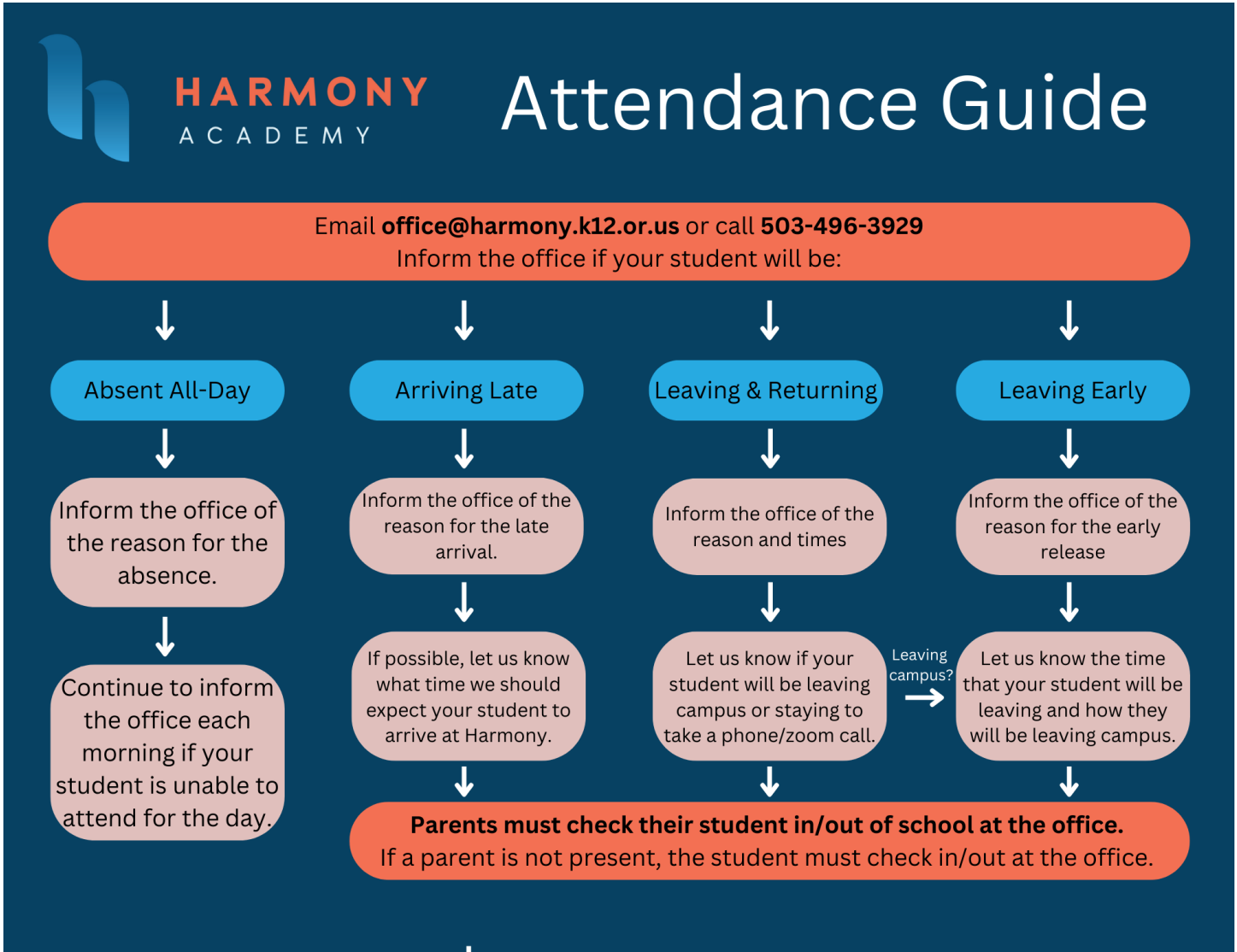
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Harmony Academy 101

Welcome to Harmony Academy! Some quick basics to cover:

- School starts at 9:00 AM. School is out at 3:35 PM (Wednesday is early release at 1:55PM)
- Supervision of students starts at 8:45AM
- Any attendance changes (absences, tardiness, appointments, transportation changes, etc.) must be emailed to office@harmony.k12.or.us. (See the Attendance Guide on the next page)
- The best way to communicate with us is contacting the main office. Our office staff can always refer and connect you with the staff member you need to speak with.
 - Email: office@harmony.k12.or.us
 - Phone: 503-496-3929 (Call only)
- Student drivers are required to park in the front parking lot.
- Please have your student bring a reusable water bottle for use during the school day.
- Please note: Students turn in their cell phones during classes. If you need to connect with your student, call the office at 503-496-3929.
- No smoking (in any form) will be permitted on school property. Smoking/vaping/juuling devices, etc., will be confiscated if seen. Parents are able to pick up these confiscated items at the Harmony Office. The Office holds onto these items until the end of the academic year, at which point they are thrown out.
- Youth Tri-met passes are available in the office for students for free. They can be picked up at the end of the school day.
- **You will be receiving a parent handbook in the next two weeks via email with more information on our policies and how to get in touch with our staff.**

Attendance Guide



HARMONY ACADEMY 2023-2024 ENROLLMENT PACKET

2023-2024 School Calendar



July 2023	August 2023	September 2023	October 2023																																																																																																																																																																																																				
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Harmony's 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:

1. My intention is to be substance free.
2. I agree to develop and actively participate in my recovery plan.
3. Caring for my mental health is essential for recovery.
4. I will participate honestly in drug testing.
5. I will hold my peers accountable to community agreements.
6. If I have a recurrence of use or return to use, I will talk about it.
7. I will attend school and participate in my classes to the best of my ability.
8. I commit to making academic progress.
9. Harmony is a nicotine-, substance-, and weapon-free campus.
10. Safety is essential to a recovery community. Verbal or physical aggression will not be ignored.
11. We recover in community.

Every student must agree and sign off on this understanding to be a student at Harmony.

Inclement Weather Policy

There may be times when we will delay opening and on rare occasions we may have to close:

- Harmony Academy will follow the delay and closure schedule determined by the Lake Oswego School District.
- Students and staff traveling to Harmony Academy from districts outside of Lake Oswego should follow their home district's directives. If your local school district is canceling school due to weather, please stay home and be safe.
- Harmony staff may be unable to notify our families as our staff live throughout the Portland Metro Area. Look to local news outlets for school district closures and delays. Use common sense and your best judgment.

Notify the Harmony main office promptly if your student is unable to attend school due to inclement weather.

Email office@harmony.k12.or.us or call us **503-496-3929**.

Happenings Alternative Peer Group (APG)

HAPPENINGS is an alternative peer group (APG) modeled after school program focusing on holistic recovery from substance use. We utilize a combination of community activities with partners in recovery support and campus-based activities to build confidence, sharpen skills, and embrace sobriety.

There is no cost for participation in HAPPENINGS, and enrollment in Harmony Academy is not required.

We offer structured, staff-supervised activities Monday-Thursday, with independent activities available Friday-Sunday.

To have your student participate, please complete the liability waiver and Happenings Participant form included

Federal Family Educational Rights and Privacy Act

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by the district without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information; however, schools do use discretion when they receive requests for directory information and will not release such information if it is the Principal's judgment that releasing such information would not be in the best interest of the student.

Examples of general directory information are:

- name, address, telephone listing, electronic mail address
- date and place of birth, photographs
- participation in officially recognized activities and sport
- field of study
- weight and height of athletes
- enrollment status
- degrees and awards received
- dates of attendance
- most recent previous school attended
- grade level

This information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited to colleges and universities, scholarship providers, trade/technical schools, and potential employers.

In addition, Federal No Child Left Behind legislation provides that all branches of the military have access to three directory information categories - names, addresses, and telephone listings - unless parents (or students) have advised the school that they do not want their student's information disclosed without prior written consent.

Parents have the right to have directory information withheld upon written request. If you prefer to deny the release of your student's directory information, please complete the form in the enrollment packet and return it to the Main Office.

Education Guardianship

As family participation is key to student success, parents/legal guardians shall retain educational guardianship. This includes the following: Information about attendance (including excusing absences), participation, grades, drug test results, behavioral health and anything else pertaining to what happens in school.

This applies to any student, any age, until they graduate, or leave Harmony Academy.

Oregon Career Information Systems Permission Form

Dear Parents and Guardians,

At Harmony Academy we use Career Information Systems (CIS) to assist the students with their career-seeking goals. We are requesting your permission to provide and manage a CIS account for your child. At Harmony Academy students will use their CIS accounts to explore career and college options, take interest surveys, and find scholarships.

The Harmony Academy CIS Site Coordinator will have access to the Portfolio Policy option. This option will allow Harmony staff to set up portfolios so that they students are always “opted-in”; students will not have the ability to restrict administrative access to their portfolios.

The student portfolio data will be used and protected within the guidelines of the Children’s Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and the Oregon Consumer Identity Theft Protection Act. The Lake Oswego School District, Harmony Academy Charter School has determined that we are using CIS as an integral part of how we address career-related standards. Our teachers and staff need access to the individual portfolio data in order to track student completion of required activities. As parents and guardians, you are provided with notice of their rights under FERPA annually. Please read the provided guidelines, let us know of any questions, then sign below to indicate you’ve read the notice and give your consent. If you don’t provide consent, Harmony Academy will not create a CIS account for your child.

Thank you,

Harmony Academy Staff

Evaluation Consent Form – State Opioid Response Grant

Principal Investigator: Kelsey Smith Payne, BA, CADCII, QMHA, Opioid Grant Coordinator, Behavioral Health Unit, Oregon Health Authority, (503) 856-2785

Co-Principal Investigator: Lauren maxim, PhD, RMC Research Corporation, (503) 223-8248, ext. 5740

Sponsor: U.S. Department of Health and Human Services, Substance Abuse Mental Health Services Administration

Purpose

Your child is invited to participate in this evaluation because they get services from a program that participates in a grant to increase access to medication assisted treatment or recovery support services for people with opioid use disorder and to reduce opioid-related overdose deaths. The purpose is to see how effective these program services are. Being in this evaluation will last until your child is discharged from the program.

What will happen if my child participates?

If your child participates in the study, they will be asked to take part in 3 interviews. The interviews ask how services have affected their drug and alcohol use, mental health, physical health, education, employment status, legal problems, relationships, and living conditions.

Your child will be asked to give program staff their contact information to help them get in touch with your child for the follow-up interviews.

Your child's participation in this evaluation does not affect services they get here. They may continue to participate in the interviews even if they stop getting services here.

How long will my child be in this evaluation?

The first interview will take place during your child's intake assessment. After 6 months, your child will be asked to do a 2nd interview. The 3rd interview happens when your child leaves the program. Each interview is 30 to 45 minutes.

What are the risks or side effects of participation?

Some interview questions may seem personal or may upset your child. Your child may refuse to answer any questions that they do not wish to answer. They may also stop the interview at any time. If they get so upset by the questions that they appear to need counseling, one of the counselors will speak with them. There is also a small risk that your child's private information might be accidentally revealed, but we have taken many steps to keep this from happening (see "How will my information be kept confidential? below).

What are the benefits to participation?

There are no direct personal benefits from being in this evaluation. However, your child's participation may contribute new information about services which could benefit future clients seeking treatment for opioid use disorder.

What are the alternatives to participation?

Your child may choose not to participate in this evaluation. If your child does take part, they may refuse to answer any question asked or choose not to do some activities. Your child may stop taking part in the evaluation at any time. Their choice will not change the treatment or services they get.

How will my information be kept confidential?

Your child's privacy is important to us. To protect your child's privacy:

- We won't tell anyone if your child takes part in the evaluation or not.
- Interviews will happen in a private place, where not one can overhear your child.
- Your child's name and what they tell us will be kept confidential, to the extent allowed by law. (By "kept confidential," we mean the names of people who participate will not be given to anyone else. We share their responses in a way where no one can ever guess or know who said it.)

We take steps to protect the security of all your child's personal information, but we cannot guarantee confidentiality of all data. Your child's name will not be used in any publications or reports. Only data combined from all participants will be shared. Personal information (such as your child's name and other identifying information) will be stored by the program and is not shared with evaluators. Evaluators store information in a locked file cabinet and in password-protected computer files to protect your information.

How long will my child's information be kept?

Evaluators store electronic data on our secure server during the evaluation and for 2 years after the evaluation ends. After that, data will be removed from the server and saved on DVDs which are stored in locked filing cabinets in a secure room only accessible to evaluation staff for a period of 5 additional years. At that time, the DVD will be destroyed by a professional document shredding company that provides certification that the DVD is destroyed.

Will my child be paid for taking part in this evaluation?

Your child will receive a \$30 gift card for the 2nd interview that they complete 6 months after starting services as a way of thanking your child for their time.

Can my child stop participating once they start?

Yes. Your child's participation in this evaluation is completely voluntary. You can choose not to have your child participate in the evaluation. Your child can start and you can decide to have your child stop at any time without a penalty or change in our child's services here. Your decision to have our child participate, or to stop participating, will not affect your child's relationship with the program. You can have your child stop participating by telling program staff you no longer want your child to participate. If you choose to have your child stop participating in the interviews, the evaluation will continue to use the information from your child in previous interviews unless you tell us you don't want us to do so.

Whom can I call with questions or concerns about this evaluation?

Lauren Maxim at RMC Research Corporation can be reached at lmaxim@rmcres.com or (800) 788-1887, ext. 5740 to answer questions or concerns you may have about this evaluation. You can also contact Solutions IRB at 1-855-226-4472 or at: participants@solutionsIRB.com

G Suite for Education Notice

At Harmony Academy, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Harmony Academy students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st-century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

Thank you,

Sharon Dursi Martin, Founding Principal

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites

- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

- YouTube
- Google Maps

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html

You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Harmony Academy may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies that are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations, and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents'/guardians' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Harmony Academy and Clackamas Education Service District. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request the deletion of your child's G Suite for Education account by contacting the principal of Harmony Academy. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed into the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the principal of Harmony Academy. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

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.

All students sign this network agreement.

Supply Fee and Drug Testing

As a public school we request a one time yearly supply fee of \$150.00 to cover basic costs of notebooks, textbooks, calculators and other basic school supplies throughout the year. **There are no refunds of fees.**

Miscellaneous expenses may be incurred during the course of the year. These expenses may include additional supplies, field trips, unforeseen expenses related specifically to the students.

Form of Payment:

PayPal: office@harmony.k12.or.us

Checks: Please make checks payable to Harmony Academy



If financial assistance is required or if your family has the ability to contribute towards families in need, please contact:

Main Office, 503-496-3929
office@harmony.k12.or.us

Drug Testing

The school covers the cost of our regular drug testing. Families can obtain additional drug testing by contacting GS Testing directly:


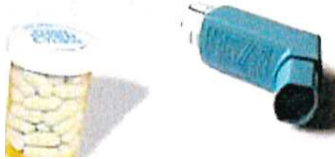

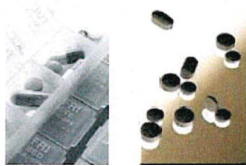
Bill Fahey, Jr
503-992-6359 (Office)

GS Testing, LLC
17649 S.W. 65th Avenue
Lake Oswego, OR 97035
www.gstestingllc.com

Parent/Guardian Guide for Student Medication at School

The school medication law is designed to protect students and school staff from harm. In order to administer medication to students the following requirements must be met:

1. **Medication must be brought into the school office by a parent/guardian.**
 - a. Please do not send medication on the bus or with your child unless specific arrangements have been pre-authorized with Harmony Staff.
2. **Medication must be in the original prescription (non-expired) container.**
 - a. If medication needs to be split/cut, it is to be done by the parent/guardian.
 - b. If medication needs to be crushed, the parent/guardian needs to send/supply the pill crusher.
 - c. If medication needs to be measured, the parent/guardian needs to send/supply the correct tool (such as a measuring teaspoon).
3. **Medication form(s) must be filled out and signed before ANY medication can be administered or brought on-site.**
 - a. *Permission for Staff to Administer Medication* Form must be signed by parent/guardian for prescription or non-prescription medications that are to be kept in the main office.
 - b. Because all of our students are in recovery from substance use, **all prescription medications MUST be kept in the Harmony Main Office.** Please let our office staff know if you have any questions.

Accepted	Not Accepted
<p>Prescription medication in original container with pharmacy label. If the student has an inhaler, make sure pharmacy label is on the container or is on the box sent with the inhaler.</p> 	<p>Prescription medication in a baggie or a medication container without a pharmacy label. Medication in the wrong bottle or in a dose different than it says on the label.</p> 
<p>Over-the-counter medication in original container with the student's name written on it.</p>  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>← Student's name written on the side of the box or bottle.</p> </div>	<p>Over-the-counter medication in a baggie or container other than the original bottle. Dosages not recommended by the manufacturer.</p> 
<p>Medications for current conditions that the student needs to take to be able to participate at school.</p>	<p>Medications "just in case" the student may become ill, vitamins, herbal extracts, etc.</p>

Lake Oswego School District

School District Nurse Phone (Student Services Office): 503-534-2359

School District Nurse Fax: 503-534-2288

Authorization for School Personnel to Administer Medications

Student Name:			
Date of Birth:		Grade:	

Medication Name:	
Medication Dose:	
Expiration Date:	
Method of Administration (by mouth, in the eye, on the skin, etc.):	
Time(s) to be given at school:	
Duration (specific range of dates, or all school year):	
Reason for Medication:	
Possible Side Effects:	
Physician/clinic:	

Parent/Guardian Request/Approval

I hereby request and give my permission for the above-named student to receive the specified medication as stated in the above instruction. I understand that the school administration will designate specific staff to administer medication, train staff, assure proper identification and safekeeping of medication, and maintain records of such administration of medication.

I understand I am responsible to provide this medication and maintain the supply as needed, and that I am responsible to notify the school in writing of any changes. Parents are required to pick up all unused medication by the last day of school. All medication left at the school will be discarded.

I further understand that school personnel who provide assistance (administration of specified medication so noted) or employer of such staff are not liable in any way civil or criminal, for any adverse reaction suffered by my child as a result of taking the medication so indicated and discontinuing the administration of the medication in keeping with the procedure outlined above. This also authorizes an exchange of information, as necessary, between the school nurse, appropriate school personnel, and/or my child's health provider.

Parent/Guardian Signature _____ Date _____

Transportation - PPS Families

Harmony has a partnership with Portland Public Schools Transportation. PPS sees the great service that Harmony provides PPS students and wants to support us by providing transportation for our students. PPS does this out of the goodness of their heart, but the process takes time.

Once Harmony has submitted the request to PPS, it takes an average of 2 weeks for a student to be added to a route as they are processed through PPS Transportation's system. Please make alternate transportation arrangements for 2-3 weeks.

FAQs

What is the Change of Met Status Form and why do we need to fill it out?

Because the bus is a short bus, all of our students need to fill out this form. The default is that students will need to be met by an adult in order to be dropped off at the drop off location. If an adult is not present, the bus driver will have to drive the student back to Harmony's location in Lake Oswego.

What causes the 2-3 week wait time to get a student on a bus route?

Here are the steps that a student request goes through to be routed.

- After the enrollment paperwork is submitted, our office staff submits the request to PPS Transportation and to a PPS Coordinator for substance use supports.
- The student must be dropped from their current PPS school and added to Harmony under the PPS system. This exists separately from the enrollment process within the Lake Oswego School District.
- Once the student is listed under Harmony with a change of met status form, PPS transportation gets them onto a route. This must be communicated with the bus drivers who are contracted with PPS through First Student, another company.
- Once the bus driver receives the student on their route, they can start picking up the student. Route changes take effect on Wednesdays only. (This is what was done during 2022/2023. This could change.)

Is there a way I can help speed up this process?

Make sure that you communicate with your student's past school that they are attending Harmony. Reach out to a school counselor, registrar, or call their main office where their office staff can best connect you with the staff you need to speak with.

Am I emailing you too much about transportation?

Absolutely not! Please reach out and follow up with the office so that we can make sure this gets taken care of. Emailing office@harmony.k12.or.us or calling 503-496-3929 is great!

Transportation - Families outside of PPS (Portland Public Schools)

For families who live outside of the Portland Public School District, Harmony has a partnership with Assist Services, a company that provides rides for students enrolled in alternative schools. Assist was founded 20 years ago and has worked with government agencies, nonprofits, and school districts to meet the challenging needs of transportation. For more information, on Assist Services visit their website at:

<https://assistservicesonline.com/>

Important things for Assist Services qualifying families to know:

- All Assist Services employee drivers undergo extensive criminal background checks, fingerprinting, drug and alcohol testing, defensive driving and first aid training.
- All Assist Services employee drivers' vehicles must undergo regular safety checks.
- The driver will reach out to the parent/guardian directly to let them know who they are, the make and model of their vehicle, and the time they will be picking up your child in the morning and dropping off your child in the afternoon.
- **If there is a change in your student's transportation for the day, please call Assist's main line at 503-277-9007.** You can press "2" to speak with someone directly. Assist is able to directly dispatch another driver if your regular driver is unable to arrive to drive for the day.
- **If your student is running late due to Assist Services, please call the Harmony Office at 503-496-3929 and we will excuse your student's absence.**
- While Harmony Academy facilitates this process, we are not responsible for:
 - Checking if Assist Drivers are coming to pick up each individual student.
 - Calling Assist to schedule rides to and from school.
 - Canceling Assist rides when a child is sick.

Lunch Information

Harmony Academy partners with Lake Oswego School District (LOSD) Nutrition Services to provide lunch on campus for our students. This school lunch will be the same as what is offered by the School District as with any public school.

Set Up a SchoolCafe Account

For our families, we need you to set up a school cafe account for your student. This is an individualized account for each student for the meals they receive at school. The next page includes instructions for account creation. The link is <https://www.schoolcafe.com>. From this account, you'll be able to place money on it so that during lunch, we can scan their pin to pull funds from their lunch account. You will also need your student's Harmony ID in order to set up the account. Please email office@harmony.k12.or.us if you need this information.

Free and Reduced Lunch Applications

Lake Oswego School District also has an application for Free and Reduced lunches. LOSD and Harmony strongly recommends that ALL students & families complete the application because income qualifications have changed significantly in the last year. The applications for Free and Reduced lunches can be completed online:

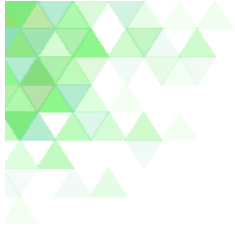
<https://www.ode.state.or.us/apps/FRLApp/Default/Agree>

If you need a paper version of the application, please contact the Harmony Office.

Harmony Lunch Period Expectations

We understand that our lunch period may feel different to our students because we don't have a traditional cafeteria space. Here is what you and your student can expect.

- Harmony and LOSD will not be providing breakfast for our students.
- Students are still welcome to bring their own lunch to campus.
- Students are also welcome to go off-campus for lunch. They MUST be back on-campus at 12:05pm, which is the end of lunch period.



schoolcafé QUICK CARD






Contact Info: (Note: For security purposes, you may be asked to verify your contact info, including your security answer, when you request help.)

Phone: 855.PAY-2-EAT - (855) 729-2328






Email: customercare@schoolcafe.com

Website: <https://www.schoolcafe.com>



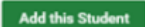
REGISTRATION

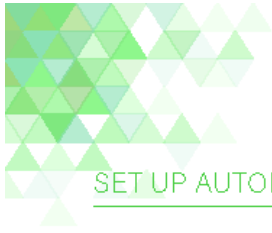
1. Select 
2. Select *I'm a Parent* and select 
3. Enter your name and contact information, and then select 
4. Create a username and password you will easily remember, and confirm the password
5. Set up a security question and answer (in case you do forget your login credentials) and select 
6. Read and accept the Terms & Conditions, and then select 

MAKE A PAYMENT




1. At the top of your Dashboard, select 
2. Enter payment dollar amounts for each student as desired and select 
3. (Optional) If your district allows for purchasing of other types of school items (yearbooks, fees, etc.), you will see a  button, where you can enter payment amounts for those items as well. If the district does not accept those kinds of payments through SchoolCafé, this button will not be visible.
4. On the Checkout screen, confirm the total and select an existing payment method, or choose  to add a new card.
 - a. When adding a new card, you can enter your card's details and either save the card (even making it your default payment card) or simply use it for a one-time payment.
5. When you have confirmed all details, select  to complete the payment. Funds are typically available at the child(ren)'s school(s) within 20 minutes.

ADD STUDENT(S)



1. At the top of your Dashboard, select 
2. Enter your student's information as requested
3. Select 
4. Verify the student found is accurate and select 



SET UP AUTOMATIC PAYMENTS

1. From your Dashboard, locate an individual student on your account and select the blue text next to 'Automatic Payment' (the text will say either 'Not Set' or 'Set for ...') 
2. In the first field, enter a Payment Amount. This amount will be paid automatically.
3. In the next field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before the payment will be made.
4. Select a payment source or select  to add a new card.
5. In the last field, confirm the date that the Automatic Payment will expire. (Note: this date should be before your payment source expires, if possible!)
6. Select 

SET UP LOW BALANCE ALERTS

1. From your Dashboard, locate an individual student and select the blue text next to 'Low Balance Alert' (the text will say either 'Not Set' or 'Set for ...') 
2. In the first field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before a low balance alert is sent to you.
3. In the next field, enter how often you would like to receive a reminder that the student's balance is below the threshold. This is helpful in case you miss an email or alert.
4. Select 

For answers to frequently asked questions, and to get the most up-to-date help with this or any other information not covered here, please visit our website at <https://www.schoolcafe.com> and select

[FAQs](#)