

# STUDENT HANDBOOK

2009-2010



## **Harmony Science Academy-Beaumont**

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Excellence and Equity in Education and Science

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## MISSION STATEMENT

**Mission** is to prepare students for higher learning in a safe, caring, and collaborative atmosphere through a quality learner-centered educational program with a strong emphasis on math, science, engineering, and technology. In this environment, we promote high expectations for all students while focusing on differentiated instruction to meet each student's needs.

Because of the nature of its mission, Harmony Science Academy does not discriminate against any member of its community on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

## HARMONY SCIENCE ACADEMY STUDENTS RIGHTS AND RESPONSIBILITIES

### STUDENTS' RIGHTS

- ✓ To feel safe in the school environment;
- ✓ To take full advantage of the learning opportunities;
- ✓ To work in an environment free from disruptions, and chaos;
- ✓ To express their opinions, ideas, thoughts, and concerns;
- ✓ To have a healthy environment that is smoke, alcohol, and drug free;
- ✓ To use school resources and facilities for self-betterment under appropriate supervision;
- ✓ To expect courtesy, fairness, and respect from all members of the community;
- ✓ To be informed of all expectations and responsibilities;
- ✓ To take part in a variety of school activities; and
- ✓ To have the right to due process;

### STUDENTS' RESPONSIBILITIES

- ✓ To be caring and honest;
- ✓ To do his or her best to learn and master all he or she can;
- ✓ To respect school rules, regulations, and policies;
- ✓ To be sure that personal expression does not interfere with the rights of others;
- ✓ To follow state law and school policies concerning substance abuse;
- ✓ To respect and protect the personal and property rights of others and of the school;
- ✓ To treat all members of the community with full respect, fairness, and courtesy;
- ✓ To abide by all the expectations of the school and its community;
- ✓ To follow the prescribed guidelines for participation in school activities; and
- ✓ To adhere to due process procedures.

# 2009 - 2010

## ACADEMIC CALENDAR\*

Harmony Science Academy-Beaumont



First Semester 87 days)							Second Semester 88 days)													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
<b>Aug-09</b>							<b>Jan-10</b>							<b>Jun-10</b>						
						1						1	2			1	2	3	4	5
2	3	4	5	6	7	8	3	4	5	6	7	8	9	6	7	8	9	10	11	12
9	10	11	12	13	14	15	10	11	12	13	14	15	16	13	14	15	16	17	18	19
16	17	18	19	20	21	22	17	18	19	20	21	22	23	20	21	22	23	24	25	26
23	24	25	26	27	28	29	24	25	26	27	28	29	30	27	28	29	30			
30	31						31													
<b>Sep-09</b>							<b>Feb-10</b>							<b>Jul-10</b>						
		1	2	3	4	5		1	2	3	4	5	6					1	2	3
6	7	8	9	10	11	12	7	8	9	10	11	12	13	4	5	6	7	8	9	10
13	14	15	16	17	18	19	14	15	16	17	18	19	20	11	12	13	14	15	16	17
20	21	22	23	24	25	26	21	22	23	24	25	26	27	18	19	20	21	22	23	24
27	28	29	30				28					27		25	26	27	28	29	30	31
<b>Oct-09</b>							<b>Mar-10</b>							<b>SIX WEEKS</b>						
				1	2	3		[1	2	3	4	5	6	1 <sup>st</sup> Aug 24 - Oct 2 28 Days						
4	[5	6	7	8	9	10	7	8	9	10	11+	12	13	2 <sup>nd</sup> Oct 5 - Nov 13 30 Days						
11	12	13	14	15+	16	17	14	15	16	17	18	19	20	3 <sup>rd</sup> Nov 16 - Jan 15 29 Days						
18	19	20	21	22	23	24	21	22	23	24	25	26	27	4 <sup>th</sup> Jan 19 - Feb 26 29 Days						
25	26	27	28	29	30	31	28	29	30	31				5 <sup>th</sup> Mar 1 - Apr 16 29 Days						
<b>Nov-09</b>							<b>Apr-10</b>							6 <sup>th</sup> Apr 19 - May 28 30 Days						
1	2	3	4	5	6	7					1	2	3	Total 175 Days						
8	9	10	11	12	13	14	4	5	6	7	8	9	10							
15	[16	17	18	19	20	21	11	12	13	14	15	16	17							
22	23	24	25	26	27	28	18	[19	20	21	22	23	24							
29	30						25	26	27	28	29	30								
<b>Dec-09</b>							<b>May-10</b>													
		1	2	3	4	5							1							
6	7	8	9	10	11	12	2	3	4	5	6	7	8							
13	14	15	16	17	18	19	9	10	11	12	13	14	15							
20	21	22	23	24	25	26	16	17	18	19	20	21	22							
27	28	29	30	31			23	24	25	26	27	28	29							
							30	31												

  

Month	Event	Days
<b>August 2009</b>	Cluster Meeting	12-14
	Staff Development Day	17-18
	Orientation for all students	19
	Testing - New Students Only	20
	Teacher Preparation Day	21
First Day of Classes/1st Six Weeks Beg.	24	
<b>September 2009</b>	Labor Day Holiday	7
	Cluster Meeting	28
<b>October 2009</b>	Free Dress Day	1
	HSA Spirit Day	2
	Second Six Weeks Begins	5
	Parent Conference/Early Dismissal	15
<b>November 2009</b>	Free Dress Day	12
	HSA Spirit Day	13
	Third Six Weeks Begins	16
	Thanksgiving Break	23-27
<b>December 2009</b>	3rd School wide Annual Science Fair	12
	Cluster Meeting	18
	Winter Break Begins	21
	Make Up Day	21
<b>January 2010</b>	Classes Resume	4
	Free Dress Day	14
	HSA Spirit Day	15
<b>February 2010</b>	Martin L. King Jr. Holiday	18
	Fourth Six Weeks Begins	19
	Cluster Meeting	27
<b>March 2010</b>	Free Dress Day	25
	HSA Spirit Day	26
	Cluster Meeting	27
<b>April 2010</b>	4th Turkish Olympiads	3
	I-SWEEEP Olympiads	14-18
	Free Dress Day	15
<b>May 2010</b>	HSA Spirit Day	16
	Sixth Six Weeks Begins	19
	Cluster Meeting	1
<b>June 2010</b>	Free Dress Day	27
	Last Day of Instruction/Spirit Day	28
	Memorial Day Holiday	31

  

**LEGEND**

- Student / Teacher Holiday
- District Staff Dev./ Stu. Holiday
- Staff Development Day / Stu. Holiday
- Teacher Preparation / Student Holiday
- Beginning, End of Six Weeks
- Make Up Day
- + Parent Conference/Early Dismissal
- \* Cluster Meeting/Early Dismissal

*Students do not attend school on holidays, staff development days, and teacher preparation days.*  
\* = Tentative Dates  
Harmony Science Academy-Beaumont

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## 1. INTRODUCTION

To achieve our mission, every member of the Harmony Science Academy community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a "Student" Handbook, it is written to/and for you. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

## 2. PHILOSOPHY

Harmony Science Academy emphasizes five elements to ensure a successful learning experience.

- SAFETY and DISCIPLINE
- EXEMPLARY CHARACTER
- ADVANCED CURRICULUM
- GIFTED and TALENTED PROGRAM
- EXTRA CURRICULAR ACTIVITIES

## 3. UNIFORM AND PERSONAL APPEARANCE

HSA has a uniform policy to help create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Most of the uniform items can be purchased from the school and/or from the companies suggested by the school.

### PLEASE NOTE...

If you arrive at school out of uniform, your parents will be called.

You will be kept out of classes until you are dressed appropriately and all of the class time you miss will count as an unexcused absence.

The staff reserves the right to determine and restrict unbecoming styles. If a student is dressed or groomed inappropriately, parents may be called to bring a change of clothes. Violations of the dress guidelines will result in disciplinary action.

### OFFICIAL UNIFORM

#### Uniform Top

- **Elementary** - Red polo shirt with short sleeves (sold at school).
- **Middle School**: Red short sleeve polo shirts (sold at school).
- **High School**: Dark blue short sleeve polo shirts (sold at school).
- If HSA doesn't hold the proper uniform for you, you may only wear plain colors of red or dark blue (high school) t-shirts.
- Shirts must be in good condition and free from holes and tears.
- Shirts must be long enough to tuck in and stay tucked in all day i.e. before, during and after school. Whenever on school campus, belt should be visible all the way around the waist.
- Shirt collars and sleeves must remain down.
- Only **navy blue, school ambled** colored jacket can be worn.
- No jean jackets and hand gloves in classes without explicit permission.
- No jackets, sweatshirts, or sweaters worn around the waist.
- Any kind of hooded jackets are not allowed in the classes. Hood must be off in the school.
- Students may wear winter overcoats of any color into the school, but these overcoats must be removed upon entering the school.

#### Uniform Bottom

- Navy blue or khaki pants.
- Navy blue or khaki walking shorts - kneecap length or longer.
- Black or dark blue fitted belt (must be worn at all times).
- No jeans except when given explicit permission.

- Pants/shorts must fit properly, may not be baggy or skintight, sag and have a low waist or low rise.
- No cargo, sweat pants or night wear style, pedal pushers.

#### **Footwear**

- Socks: Plain color (must be worn at all times). No footies.
- Shoes: Dark-colored lace-up shoes, loafers (closed toe, closed heel), or athletic shoes.
- No sandals, mules, flip-flops, open toe/heel.
- No shoes with wheels.
- All shoes should have backs or secure straps on the heel for safety.
- Shoe laces must be tied at all times.
- Socks which may cause distraction are not permitted in the school.

#### **PE Uniform (Elementary School)**

K thru 5th grade students will wear their regular school uniform during PE classes.

#### **PE Uniform (Middle and High School)**

PE Shirts must be plain gray short sleeve t-shirts.

PE Shorts / Pants must be plain gray. They should be no shorter than 2  $\frac{1}{2}$  inches above the knee-cap.

PE uniforms are not sold at school. They may be purchased at a store of your choice.

#### **General Dress Code Guidelines**

- I. HSA prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene; advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.
- II. Jewelry must be gender appropriate and simple. Jewelry and accessories should be appropriate for school and not attract undue attention.
- III. Hair must be neatly groomed at all times. Hair should be worn and styled in a manner that is not a distraction to the student or others around him/her. (This includes Mohawks or any other extreme haircuts or extreme color).
- IV. PE uniforms are permitted only in PE class. (Students may arrive in their PE uniform ONLY if PE is their 1<sup>st</sup> period class. Students may depart the school in their PE uniform ONLY if PE is the last period. )
- V. Coats, jackets, and items not meeting dress code must be stored in lockers. Such items are not to be worn inside the classroom or hallways.
- VI. **Dress Code on Free Dress Days:** All dress code rules apply to free dress days with the exception of not wearing school uniforms. Garments will be free of holes, tears, inappropriate language, logos, messages or advertising.
- VII. Pants, skirts and dresses shall not be skintight. Short dresses, skirts, bicycle shorts, and leggings are not permitted at any time. No sleeveless low cut, midriff, backless blouses. Undergarments of any type must be covered and shall not be visible in any way. Parents will be called to pick up a child if they are in violation of the dress code.
- VIII. 8th - 12th Grade Boys: No earrings. No facial hair (beards, mustaches, or goatees). Sideburns may be to the tip of the ear lobe. Boys must come to school clean-shaven each day.
- IX. The following forms of jewelry are not permitted: any displayed body piercing or clip-on jewelry, nose or tongue rings etc...
- X. All female students: No hoop or dangling earrings of any kind. Post earrings ONLY. Make-up and nail polish must be tasteful and shall not attract attention.
- XI. Students ARE NOT PERMITTED to display: Tattoos; body piercing; body writings; sunglasses; pajamas; undergarments; wallets with long chain; hats; caps; bandannas; and other headgear.

#### **4. REPORTS and GRADING SCALE**

Each student will be assigned a progress card grade in a class at the end of the 3 three-week progress reporting periods within a semester. Each progress report card will be sent with the student. Each student will also be assigned a report card grade in a class at the end of 3 six week reporting periods within a semester. Each report card will be mailed out. Please notify the school office for any address or contact number change immediately. High school students will also receive a final grade for one semester, which will be averaged together with the 3 reporting periods. Each reporting period and the final grade will have a weight of 25 %.

The school is responsible for printing and issuing the progress reports, DPS reports and report cards in a timely fashion.

It is the parent's responsibility to report to the school and request a report not received in time.

If you do not get your progress card and/or report card, please call school office at 409 838 4000.

It is the teacher's responsibility to call or email parents, if a student is failing a class. We must also underline that, it is the parent's responsibility to ensure that students submit their homework.

You may also get online information about your child's progress by logging in on our website [www.hsabeaumont.org](http://www.hsabeaumont.org).

HSA is dedicated to excellence in education, and we want to clarify and commit to our responsibilities to create more caring and efficient communication between homes and school.

All classes except for Kindergarten at HSA will follow this standard scale for assigning letter grades for six-week periods, finals and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

Conduct Grades:

E	Excellent
S	Satisfactory
N	Needs Improvement
P	Poor
I	Incomplete

## 5. EXAMINATION PROCEDURES

At HSA, formal examinations fulfill an important function in the assessment of each student's academic performance. As external examinations (Stanford 9, IOWA Test, TAKS, RPTÉ ) are used on a state-wide basis as measures of student performance, students at HSA are exposed to formal examinations not only for the purposes of assessment but also for experience in examination conduct, procedure and technique.

Consequently, the school has in place a "Code of Conduct" pertaining to examinations.

- Students are to remain silent during all examinations unless directed otherwise by the supervising teacher.
- Under no circumstances are students permitted to distract other students during examination.
- Students must leave school bags at the front or outside of the examination room.
- Students are not permitted to take any paper, including worksheets and scratch paper, into the examination room. Further, students are not permitted to remove any paper, including the question paper, from the examination room.
- Students must bring appropriate equipment for each exam and are not to borrow equipment or anything else during examinations. Students are expected to wear the school uniform to all examinations.
- Students are not to be late for examinations and will NOT be permitted to leave early.
- Latecomers will not be granted extra time to complete the exam.
- Students are responsible for the collection of their work.
- Students who are absent from any examination are required to present themselves to the subject teacher immediately upon their return to school. All exams must be made up within 3 days of absence; however, the student must present a reasonable excuse to be eligible for a make-up exam or project.

In the event of any violation of the above rules during an examination the student will, in the first instance, receive a zero. After the event, a review of the situation will determine if a zero award is to be made or a lesser/harsher penalty imposed.

**ANY STUDENT FOUND TO BE CHEATING DURING EXAMINATIONS AND/OR DETERMINED TO HAVE CHEATED WILL RECEIVE A ZERO AND THEIR PARENTS WILL BE NOTIFIED. DISCIPLINARY ACTION MAY BE TAKEN BY EITHER THE SUBJECT TEACHER OR BY A SCHOOL ADMINISTRATOR.**

## 6. HOMEWORK POLICY

Homework is an essential part of your successful educational program at HSA. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments the teacher's record is final. If you or your parents have questions about homework, immediately contact the teacher who assigned it. Teacher's contact information is available at our website. You or your parent may check the homework log on the website on daily basis.

## 7. GRADE PROMOTION POLICY

K-5<sup>th</sup> grade promotion from one grade to another in HSA shall be based on the following criteria:

1. A student who has not maintained a grade average for a school year equivalent to at least 70 on a scale of 100 may not be advanced from one grade level to the next.
2. A student must maintain a yearly average of 70 in Reading/Language Arts..
3. A student must maintain a yearly average of 70 in Mathematics.
4. A student must maintain a yearly average of 70 in Social Studies
5. A student must maintain a yearly average of 70 in Science.
6. A student must meet the minimum requirements in all TAKS tests. If the student fails TAKS in a subject area, he or she needs to retake the exam during the summer and pass, in order to be promoted to the next grade level.
7. A student must attend at least 95% of the classes throughout the year in order to be promoted to the next grade level. More than 9 unexcused absences within one school year will result in failing. There will be no make-up exam for unexcused absences.

Students who do not meet the above requirements need to attend Summer School or equivalent tests i.e. CBE.

The 6<sup>th</sup> - 8<sup>th</sup> grade promotion from one grade to another in HSA shall be based on the following criteria:

8. A student who has not maintained a grade average for a school year equivalent to at least 70 on a scale of 100 may not be advanced from one grade level to the next.
9. A student must maintain a yearly average of 70 in English.
10. A student must maintain a yearly average of 70 in Mathematics.
11. A student must maintain a yearly average of 70 in Social Studies
12. A student must maintain a yearly average of 70 in Science.
13. A student must meet the minimum requirements in all TAKS tests. If the student fails TAKS in a subject area, he or she needs to retake the exam during the summer and pass, in order to be promoted to the next grade level.
14. A student must attend at least 95% of the classes throughout the year in order to be promoted to the next grade level. More than 9 unexcused absences within one school year will result in failing. There will be no make-up exam for unexcused absences.

The 9<sup>th</sup> - 12<sup>th</sup> grade promotion from one grade to another in HSA shall be based on the following criteria:

1. A student who has not maintained a grade average for a school year equivalent to at least 70 on a scale of 100 may not be advanced from one grade level to the next.
2. A student must maintain a yearly average of 70 and receive credit in at least 3 of the core courses he or she took in that year. These courses are English/Language Arts, World History/Geography, U.S. History, Algebra I/II, Geometry, Biology, and Chemistry. If a student cannot complete at least 3 credits after summer school, he or she will not be promoted.
3. A student must attend at least 95% of the classes throughout the year in order to get credit for a particular class and be promoted to the next grade level. More than 9 unexcused absences within one school year will result in failing. There will be no make-up exam for unexcused absence.

### HONOR ROLL / DISTINGUISHED HONOR ROLL

Students who have a GPA of 3.50 and over and at least with a B in all subjects will be in the Honor Roll.

Students who have a GPA of 3.80 and over and at least with a B in all subjects will be in the Distinguished Honor Roll.

Students will be assigned the following conduct grades in their report cards:

- E - Excellent
- S - Satisfactory
- N - Needs improvement
- P - Poor
- I - Incomplete

Students who meet certain criteria will be eligible for Character Honor Roll and Character Awards.

## 8. CREDIT and ACCELARATION by EXAM

Harmony Science Academy may offer CBE (Credit By Exam) Examinations or Teacher Prepared Tests for the students who have not successfully completed one or more core courses (Social Studies, Language Arts, Mathematics, and Science) or who have not met performance standards in TAKS (Texas Assessment of Knowledge and Skills) in one or more subject areas. According to Texas

Administration Code (TAC), Subchapter C, section 74.24(c3), any student who takes any of the CBE examinations has to score at least 70 out of 100 in order to get credit for the course which s/he fails and hence to get promoted to the next grade level. HSA will order the tests from University of Texas at Austin, K-16 Education Center. The tests will be administered at HSA by HSA staff members.

Students who are taking the CBE examination will pay a fee of \$50 per test.

The tests will be graded by University of Texas K-16 Education Center. A score report is going to be mailed to the student and the school indicated on the enrollment form within three weeks after the completed exam is returned to the K-16 Education Center.

Using guidelines established by the State Board of Education, Harmony Science Academy uses examinations for acceleration and credit. HSA will give a student in grade level six or above credit for a subject on the basis of a board-approved examination for credit in the subject if the student scores in the 90th percentile or above on the examination. If a student is given credit in a subject on the basis of an examination, the examination score will be entered on the student's transcript.

Students who have received previous instruction in a subject area may earn credit for the subject by passing an exam (with a score of 70) that assesses the student's knowledge and skills in that subject area. Students in grades 6-12 seeking placement credit in a subject area in which they have not received prior instruction may earn credit by passing these exams with a grade of 90.

## 9. GIFTED AND TALENTED

### GT program overview

"Gifted and talented student" means a student who, by virtue of outstanding mental abilities, is capable of high performance. The student may demonstrate, singly or in combination, above average achievement or potential in such areas as general intellectual ability, or specific subject matter aptitude. The phrase does not include students who demonstrate above-average achievement or potential in areas relating to physical abilities. (Education Code 29.123)

The Texas State Board of Education has adopted numerous incentives that encourage districts to support services that go beyond the minimum and that meet the needs of gifted learners. In order to express its commitment to high level learning opportunities for all students, the Texas State Board of Education adopts the following as its goal for services for gifted learners.

### State Goal of Service for Gifted Students

Students who participate in services designed for gifted students will demonstrate skills in self-directed learning, thinking, research, and communication as evidenced by the development of innovative products and performances that reflect individuality and creativity and are advanced in relation to students of similar age, experience, or environment. High school graduates who have participated in services for gifted students will have produced products and performances of professional quality as part of their program services.

The state of Texas has defined a gifted student as a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

- exhibits high performance capability in an intellectual, creative, or artistic area;
- possesses an unusual capacity for leadership; or excels in a specific academic field.

These students require educational experiences beyond those normally provided by the regular school program. The Harmony Gifted and Talented Program is one which focuses on academically gifted students in specific subject areas.

### Mission

The Harmony Schools are committed to implement a program that meets the unique social, emotional, and intellectual needs of gifted and talented students through the collaboration of students, educators, parents and community members that ensures opportunities for maximum growth and development for life long success.

## **Program goals**

Providing students with an accelerated program to meet specific needs in a selected academic curriculum is the primary goal of the Harmony Gifted and Talented Program. Additionally, the program provides students with unique opportunities to develop individual talents and to strengthen skills. Emphasis on a positive self-concept, relationships with others, and strategies to develop critical thinking skills enables students to become independent, self-directed learners. Goals are focused in three specific areas:

1. The gifted student will develop a realistic concept of self and work cooperatively with peers and adults.
2. The gifted student will develop the higher level thinking skills of knowledge comprehension, synthesis, application, analysis, and evaluation in order to solve problems.
3. The gifted student will create original projects that reflect critical thinking skills as supplemental learning to the regular classroom curriculum.

## **Objectives**

Gifted/Talented students will

- Develop critical thinking skills in order to solve problems logically.
- Develop research skills and use information gathered implementing a group research project.
- Demonstrate the ability to use creative problem solving strategies.
- Recognize how change in and around their world affects their relationships.

## **Program description**

The Harmony Gifted and Talented Program will focus on two domains; general intellectual and specific academic. The specific academic areas of focus are Mathematics, Science, Language Arts, Social Studies, and Computer.

### Grades 1 and 2

The identified students will receive differentiated instruction in 'enriched program' in grades 1 and 2.

### Grades 3 thru 8

The identified students will receive differentiated instruction in 'accelerated program' in grades 3 thru 8. The students will be coached for competitions such as MathCounts, Math League, AMC 8, Science and Engineering Fair, Texas Science Olympiad, UIL Academics, Spelling Bee, Odyssey of the Mind, etc.

### High School

The identified students will take AP and pre-AP classes. The students will be coached for competitions such as Intel Science and Engineering Fair, Texas Science Olympiad, UIL Academics, ISWEEEP, FRC etc.

The gifted curriculum will offer enriched and accelerated learning opportunities for the gifted learner. The curriculum will be differentiated in terms of content, process, and products. Students will be involved in inquiry based lessons, group problem-solving settings, independent investigations, and group discussions.

## **Gifted and talented program services**

Students in GT Program in Harmony are offered the following services:

- The GT program is available for students from grade 1 thru 12.
- Identified students are provided with options of taking Honors courses, GT courses, and Advanced Placement courses, where they have the opportunity to work with other GT students, non-identified students, and to work independently.

- Differentiated, GT curriculum is taught in the academic core areas of English/Language Arts, Math, Science, Social Studies, and Computer Technology.
- Pull-Out Program Option is available in the academic core areas of Math, Science, and Computer Technology.

### **Identification & selection**

The identification process, conducted on Harmony schools, consists of three steps:

- Nomination
- Assessment/Testing
- Selection

#### **1. Nomination**

Students may be nominated by

- Parent(s),
- Peers,
- Teacher(s),
- Other Professional Personnel,
- And/or themselves

Nomination forms must be completed by the person who nominates the child; however parents must give consent that the student be tested and evaluated. Parent Nomination Forms and Professional Nomination Forms, available in the front office, are filled out by parents, teachers, peers, etc. and submitted to Gifted and Talented Identification committee.

Nominations can be made at any time during the school year, however, any testing and identification will be completed according to the Harmony assessment and identification schedule.

Written parental permission (signing of the nomination form) is required before screening/testing begins. No student may be denied access to Gifted and Talented Programs on the basis of race, creed, or handicapping conditions.

#### **2. Assessment/Testing**

Students seeking admission to GT Program of Harmony are assessed as described below:

- Ability Tests consist of two parts:
  - Part I: To measure cognitive abilities through verbal and quantitative skills
  - Part II: To measure non-verbal abilities in reasoning and problem solving using spatial symbols
- Achievement Tests are used to determine student academic level in the academic core areas of English/Language Arts, Math, Science, and Social Studies
- Interviews

Testing may take place during the school hours, after-school, and/or weekend.

#### **3. Selection**

Selection is based on the following:

- The students' test scores
- Nomination forms
- Previous report cards or test scores
- Teacher observation
- Previous GT enrolment

The GT Committee convenes to make selection decisions. The committee strives to have the campus Gifted and Talented population reflect campus demographics. To this end, both Quantitative and Qualitative data are used.

#### **4. Notification**

Parents are notified in writing of the Campus Selection Committee's decision.

#### **5. Appeals**

Appeals to the decisions of Harmony GT Committee may be made within 7 days of the notification of placement or non-placement in the GT program. Appeals must be made in writing by presenting additional information to the committee not previously seen by the committee. The Harmony GT Committee decisions are final.

## **Furlough, re-evaluation, exit, transfer, and acceleration procedures**

### **Furlough Procedures**

At times a student may seek a furlough or have such a "time-out" recommended for many reasons: emotional trauma, family considerations, health issues etc.

The GT Committee, the parent(s), and the student may agree to grant the student a furlough, by executing a Furlough Contract, for a period not to exceed one year. During the period of the contracted furlough, the GT Facilitator or designee shall monitor the student's academic status and periodically report to the GT Committee. At the end of the time period stated in the Contract, the student may be considered for readmission to the GT Program conditional upon the decision of the GT Committee.

If a student does not return for readmission to the GT Program at the end of the furlough period, the student will be exited from the program. The exited student may apply for admission to the GT Program again at any time in the future, at which time the application will be processed following standard screening and placement procedures.

### **Re-Evaluation**

All students who are identified as gifted and talented should be re-tested for no longer than two years.

During the current school year, if the program appears to no longer meet the needs of the student, a re-evaluation may be requested.

### **Exiting The Program**

Occasionally, there may be students who are identified for the GT Program who do not perform at expected standards in the program.

Before a student is exited from the program, the student's teacher(s), and/or school administrator will talk with the student's parent and explain the procedural safeguards to request a review of the decision to exit the student.

The following guidelines specify when a student may be exited from the GT program:

- Repeated failure to complete work assigned.
- Substantial difficulty in understanding work that other students do independently (without parental or tutorial assistance).
- Consistent pattern of low grades (C's, D's or F's) over 6 weeks.
- Behavioral concerns, distractions, etc.

If a teacher or parent requests a student be exited, the student may not re-enter the GT program during that school year. The student may not return the program the following school year without re-testing.

### **Transfer Procedures**

Students transferring into Harmony may be placed in the GT Program with appropriate information of previous GT placement in the sending district. Without appropriate documentation, and/or upon recommendations from the receiving teacher or counselor, the incoming student may be screened for the GT Program off-schedule using the standard procedures and measurements. Harmony reserves the right to administer its own measures if there is any question concerning the appropriate measures or other information received.

### **Grade Acceleration**

If a teacher or parent recommends grade acceleration for a child who outperforms his/her peers in class, then the GT coordinator and parent meet to discuss the student's case. The GT coordinator collects data from the student's teachers and if there is agreement that the student will socially and academically succeed, then the student is scheduled for a state-accredited grade acceleration test. Student is given review sheets and textbooks to study. Tests are ordered in four core areas: Math, English/Language Arts, Science, Social Studies. The student is expected to score 90 and above in Math and Reading and 90 and above in Science and Social Studies.

## INSTRUCTIONAL PROGRAM DESIGN

### 1. Pull-Out

The Pull-Out Program design allows students to be grouped homogeneously with other gifted and talented students and participate in enriched academic experiences.

The Pull-Out program is for students identified for receiving gifted specialist services in Math, Science, and/or Computer Technology. Students meet for one or two periods every week to work on activities, labs, and projects outside the scope of the standard middle/high school curriculum. Enrichment and extension of advanced Math and Science concepts are explored through a project-based application.

Students in the Pull-Out Program are required to complete all regular class activities and assignments that are due or were assigned on the day/period that they leave these classes to attend the Pull-Out Program.

### 2. Cluster Grouping

Cluster grouping allows students to be in heterogeneous groupings within classrooms while providing the opportunity for students to be grouped homogeneously for enrichment experiences.

Cluster Grouping program design is used for students identified gifted mainly in English/Language Arts, and/or Social Studies.

### 3. Accelerated Program

An Accelerated program provides the intellectual stimulation for advanced students. With both programs, students learn core subjects through hands-on projects and interactive learning devices. Gifted and accelerated students learn at a faster pace in a challenging and motivating curriculum taught by trained instructors. Language Arts, Social Studies, Mathematics, Science, Computer Technologies form the Gifted/Accelerated curriculum.

Gifted students in grades 3-12 will receive services primarily through:

- Honors/GT courses in the four core subjects taught by trained teachers,
- Participation in state and national academic competitions, and
- Pre-Advanced Placement (Pre-AP) courses that are aligned with high school AP courses are encouraged for near future planning with AP/GT designations in the four core subjects.

GT SCHEDULE IN A NUTSHELL						
Mixed Ability Grouping	K	1	2			
			Gifted Math	Gifted Math	Pull-out (1 period / week)	
		Gifted Reading	Gifted Reading	Pull-out (1 period / week)		
Ability Grouping	3	4	5			
	Gifted Logic	Gifted Logic	Gifted Logic	1 period / week		
			GT Machines	1 period / week		
	Gifted Lang. Arts	Gifted Lang. Arts	Gifted Lang. Arts	1 period / week		
Ability Grouping	6	7	8			
	Gifted Logic	Gifted Logic	Gifted Logic	1 period / week		
	GT Robotics	GT Robotics	GT Robotics	1 period / week		
	GT Animation	GT Animation	GT Programming	1 period / week		
	Gifted Lang. Arts	Gifted Lang. Arts	Gifted Lang. Arts	1 period / week		
	GT Social Studies	GT Social Studies	GT Social Studies	1 period / week		
	3	4	5	6	7	8
MATH	MATH 6+1 GT	MATH 5+1 GT	MATH 5+1 GT	MATH 5+1 GT	MATH 5+1 GT	MATH 5+1 GT
READING/ELA	READING 5+1 GT	READING 4+1 GT	READING 4+1 GT	READING 3+1 GT	READING 3+1 GT	READING 3+1 GT
SCIENCE	SCIENCE	SCIENCE	SCIENCE 4+1 GT	SCIENCE 4+1 GT	SCIENCE 4+1 GT	SCIENCE 4+1 GT
SOC. STU.	SOC. STU.	SOC. STU.	SOC. STU.	SOC. STU. 4+1 GT	SOC. STU. 4+1 GT	SOC. STU. 4+1 GT

COMPUTER	COMP	COMP	COMP	COMP	COMP	COMP	COMP
					2+1 GT	2+1 GT	2+1 GT

**GT PROGRAM ACROSS GRADES**

GIFTED PROGRAM ACROSS GRADES	1	2	3	4	5	6	7	8	9	10	11	12
Heterogeneous Grouping	←→											
Ability Grouping			←→									
Acceleration in Math						←→						
Enrichment in Math & Language Arts	←→											
Enrichment in Science, Soc. St., and Computer					←→							
Pre-AP Classes						←→						
AP Classes									←→			

**MATHEMATICS**

- 1<sup>st</sup> and 2<sup>nd</sup> graders take GT-Math as enrichment.
- 3<sup>rd</sup> thru 8<sup>th</sup> graders take LOGIC as enrichment.
- 6th graders take 7th grade Math.
- 7th graders take 8th grade Math.
- 8th graders take Algebra I.
- High School students take Pre-AP and AP classes.

**SCIENCE**

- 5<sup>th</sup> Graders take GT Machines as enrichment.
- 6<sup>th</sup> thru 8<sup>th</sup> graders take GT Robotics as enrichment.
- High School students take Pre-AP and AP classes.

**LANGUAGE ARTS**

- 1<sup>st</sup> graders take GT-Reading as enrichment. Students read texts at 2<sup>nd</sup> Grade level.
- 2<sup>nd</sup> thru 8<sup>th</sup> graders take GT-Language Arts (College of William & Mary curriculum) as enrichment.
- High School students take Pre-AP and AP classes.

**SOCIAL STUDIES**

- 6<sup>th</sup> thru 8<sup>th</sup> graders take GT-Social Studies (College of William & Mary curriculum) as enrichment.
- High School students take Pre-AP and AP classes.

**COMPUTER**

- 6<sup>th</sup> Grade & 7<sup>th</sup> Grade: Gifted Animation
- 8<sup>th</sup> Grade: Gifted Programming

**10. GRADUATION REQUIREMENTS**

Students will receive the Texas Scholars Award upon completion of either the Recommended High School Program or the Distinguished Achievement Program with a "C" or better average. A student who entered the 9th grade in the 2009-2010 school year or before will complete the Recommended High School Program (RHSP) or Distinguished Achievement Program (DAP) to receive a diploma. The requirement may be waived under certain circumstances.

All students who seek a HSA diploma must complete the recommended high school program (RHSP). In addition, graduating seniors must:

1. Pass Exit-Level state tests (TAKS)
2. Show a proof of completion of 100 hours of community service
3. Show a proof of admission by a four-year college.
4. Capstone Project/Internship

### Course-by-Credit Summary

Discipline	RHSP Credits	DAP Credits
English	4.0	4.0
Mathematics	4.0	4.0
Science	4.0	4.0
Social Studies	3.5	3.5
Economics	0.5	0.5
Physical Education	1.5	1.5
<b>Languages Other Than English</b>	<b>2.0</b>	<b>3.0</b>
Health Education	0.5	0.5
Technology Applications	1.0	1.0
Fine Arts	1.0	1.0
Speech	0.5	0.5
<b>Elective Courses</b>	<b>3.5</b>	<b>2.5</b>
<b>TOTAL</b>	<b>26</b>	<b>26</b>

### Advanced Measures Required for the Distinguished Achievement Program

The Distinguished Achievement Program recognizes students who demonstrate levels of performance equivalent to college students. As a college preparatory school system, Harmony Schools strongly encourage the students to follow the DAP. In order to graduate under DPA, students must complete the requirements described in §74.1 of the Texas Administrative Code and receive any combination of four of the following advanced measures:

#### 1. Original Research Project that is:

- judged by a panel of professionals in the field that is the focus of project; or
- conducted under the direction of mentor(s) and reported to an appropriate audience; and
- related to the required curriculum set forth in TAC §74.1

*Original research project may not be used for more than **two** of the four advanced measures*

#### 2. Test Data:

- A score of three or above on The College Board Advanced Placement examination (*may be used for all **four** advanced measures with no limit*);
- A score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of:
  - The National Hispanic Scholar Program of The College Board; or
  - The National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation.*The PSAT score may count as only **one** advanced measure regardless of the number of honors received by the student.*

**3. College courses:** A grade of 3.0 or higher on courses that count for college credit (may be used for all four advanced measures).

## 10. ACADEMIC ACHIEVEMENT RECORD

### STATE CREDIT COURSES

All courses which are to be counted toward graduation must be state approved courses. Students will receive the Texas Scholars Award upon completion of either the Recommended High School Program or the Distinguished Achievement Program with a "C" or better average. A student who entered the 9th grade in the 2003 - 04 school year and thereafter will complete the Recommended High School Program (RHSP) or Distinguished Achievement Program (DAP) to receive a diploma. **The requirement may be waived under certain circumstances.**

### LOCAL CREDIT COURSES

The Courses in which all students may participate but may not receive state credit towards graduation are local credit courses. Local credit is not counted toward state graduation requirements unless the course is required by an ARD Committee for students receiving special education services. **These courses are calculated as part of GPA and class rank.**

Local credit courses that are offered at HSA:

- PSAT/SAT Prep Course
- College Prep Transition Math
- Physical Education/Athletics/Cheerleading/ for 3rd-4th credits
- Office Aide (juniors and seniors grade only. No grade or grade points. Does not appear on transcripts).
- TAKS Support Classes
- Career Education

### CREDIT IN 8TH GRADE

Students can earn high school credit in 8<sup>th</sup> grade in the following courses:

- Algebra 1
- Biology
- Electives (must be approved)

Students **cannot** earn high school credit in 8<sup>th</sup> grade in Foreign Language.

**Students can earn high school credit in 8<sup>th</sup> grade in Foreign Language. But the language credit does not count towards graduation plan.**

### AWARDING CREDIT

A student earns half credit per semester and one credit per year for successful completion of a course. Courses vary from one to two semesters in length.

Below are samples of credits awarded for particular scenarios.

1st Semester	2nd Semester	Average	Credit
60	60	60	0
70	70	70	Alg 1 1 credit
60	70	65	Alg 1B $\frac{1}{2}$ credit
70	60	65	Alg 1A $\frac{1}{2}$ credit
60	80	70	Alg 1 1 credit
80	60	70	Alg 1 1 credit

### TRANSFER OF CREDIT

Courses taken in middle school do not count for high school GPA or class rank. Beginning with the ninth grade class of 2009-2010, students in grades 9-12 must be enrolled in Mathematics, a Science, English and a Social studies course each year regardless of high school credits earned prior to grade 9.

## 11. GRADE CLASSIFICATION STANDARDS

Placement of students in grades nine through twelve is determined by the number of credits earned.

GRADE LEVEL	CREDIT
Freshman	0-5 credits
Sophomore	5.5-11 credits

<b>Junior</b>	11.5-16 credits
<b>Senior</b>	16.5-up credits
<b>To Graduate</b>	Minimum of 24 credits (for students entering 9th grade in 2008-09 or before) Minimum of 26 credits (for students entering 9th grade in 2008-09 and hereafter)

## 12. CLASS RANK, GPA, COURSE WEIGHT

Beginning with the 2008-09 freshman class, all course recorded on the Academic Achievement Record (high school transcript) shall count toward GPA using the semester grades received. These courses shall be weighted if classified as Advanced Placement, Dual Credit.

- Class rank is determined by the Grade Point Average (GPA) of all high school credit courses taken through the fifth six weeks of grade 12. Grade Point Average (GPA) is calculated as follows:
  - Multiply the grade points for each course by the number of hours of credit for the course.
  - Then calculate the sum of the grade points for all courses taken.
  - Divide the sum of the grade points by the total number of credits.
- Estimated class rankings are to be determined at the end of the junior year and the first semester of the senior year for the express purpose of college entrance requirements. Senior class rank is determined by the grade point average through the end of seven semesters plus the average of the fourth and fifth six-week periods of grade 12. This ranking will be used to identify summa cum laude, magna cum laude, and cum laude graduates.

	AP Course Weight	Regular Course Weight
<b>A</b>	5	4
<b>B</b>	4	3
<b>C</b>	3	2
<b>F</b>	0	0

- To be eligible for valedictorian or salutatorian honors, Students must be enrolled for their sixth and seventh semesters in Harmony Science Academy, and graduate in no fewer than eight regular semesters.
- Final transcripts will reflect the final GPA (grade point average) and rank in class at the end of the final semester in high school. It is important to acknowledge that the academic class rank and GPA are two distinct calculations, which may not correlate one to the other.
- Grades that will not be calculated in a student's academic class rank:
  - Online courses
  - Credit by Examination
  - Examination for Acceleration
  - Home School Courses
  - Unaccredited private school courses
  - Distance Learning (correspondence courses)
  - Courses taken for high school credit while in middle school
  - Concurrent enrollment courses taken at a college or university.
- Summer school and night school grades in the core courses, if instruction was delivered in a traditional classroom setting, will count toward class rank. The four-point weight scale will be used for these courses.
- To be eligible for summa cum laude (3.90-4.00), magna cum laude (GPA: 3.750- 3.899), or cum laude (3.500-3.749) honors, students must be enrolled for their last two semesters in Harmony Science Academy.

## 13. ADVANCED PLACEMENT PROGRAM

The Advanced Placement (AP) Program of the College Board enables students to complete college-level studies as well as prepare for AP exams that give students the opportunity to receive college credit or placement for qualifying exam scores. AP courses

encourage critical and creative thought, fine-tune analytical skills, enhance reasoning abilities, and serve as an "academic bridge" to help smooth the transition for students from high school to college. When evaluating a student's high school transcript, universities place a great deal of importance on the rigor and success of an applicant's academic program in high school, particularly in the junior and senior years.

The AP program in Harmony Science Academy is an inclusive program. A student may enroll in an AP class as long as the prerequisite courses (i.e., English II before English III) have been successfully completed, and the student is willing to accept the time and learning requirements of a college-level class. Each student signs a course contract when enrolling in an AP course. The contract and course description for each class outline in detail the requirements of the class. Successful completion of each AP course requires a significant amount of individual study time per week.

### AP Exams

The examinations are structured to measure depth of knowledge, completeness of thought, and synthesis of ideas. Approximately 1200 institutions of higher learning award credit based on a student's AP examination scores. Exams are graded on a five-point scale with college credit usually given for scores of 3 or higher. The score requirement and number of college credit hours or placement credit awarded varies among universities and colleges and can be accessed at [www.collegeboard.com/ap/creditpolicy](http://www.collegeboard.com/ap/creditpolicy). The exams are administered in May of each school year to students enrolled in AP courses. **All HSA AP students are required to take AP exams.**

### List of AP Courses Offered in Harmony Schools\*

AP Course	Equivalence in Graduation Plan
AP Art History	Fine Arts
AP Biology	Science
AP Calculus AB	Mathematics
AP Calculus BC	Mathematics
AP Chemistry	Science
AP Computer Science A	Mathematics or Technology Applications
AP Computer Science AB	Mathematics or Technology Applications
AP Economics	Economics
AP English Language and Composition	English Language Arts
AP English Literature and Composition	English Language Arts
AP Environmental Science	Science
AP Music Theory	Fine Arts
AP Physics B	Science
AP Physics C	Science
AP Psychology	Elective
AP Spanish Language	Languages Other Than English
AP Spanish Literature	Languages Other Than English
AP Statistics	Mathematics
AP Studio Art	Fine Arts
AP U.S. Government and Politics	Social Studies
AP U.S. History	Social Studies
AP World History	Social Studies

\* Please note that the AP course offerings may vary from campus to campus

## 14. DUAL CREDIT

A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit. Dual credit is also known as concurrent enrollment.

All dual credit students, regardless of whether they intend to take academic, workforce, or college preparatory courses, must satisfy the following criteria:

1. Junior or senior standing.
2. Passing TAKS or TAAS, or appropriate scores on community college placement tests.
3. Permission from school and parent to take course (letter of approval or dual credit approval form).

In addition to the above criteria, students taking academic courses must be exempt from the Texas Success Initiative (TSI), or have passing THEA scores or community college placement scores in the skill areas relevant to the college courses they are taking at the community college. Students are exempt from TSI who fulfill one of the following criteria:

1. SAT scores verifying exemption from TSI (500 Verbal/500 Math/ Composite 1070).
2. ACT scores verifying exemption from TSI (19 Verbal/ 19 Math/ Composite 23).
3. TAKS Grade 11 scores verifying exemption from TSI (2200 English Language Arts & Writing Sample 3, and/or Math 2200).

Students that are not exempt must take an approved TSI test (ASSET or COMPASS) and pass those skill areas of the test that are applicable to the courses they are taking. For example, students who want to take history, government, or psychology, must pass the reading part of THEA. To take English composition, students must pass both reading and writing.

To obtain dual credit in year-long courses such as English IV, a student must take both replacement college dual credit courses. A student may receive full credit only after completing one full year at the college level (i.e., cannot combine 0.5 high school credit and 0.5 college credit).

Courses may be taken at the high school during the school day, or at the college campus. In order to receive the high school credit portion of dual credit, the course grade must be at least a "C".

## 15. PSAT/NMSQT POLICY

HSA is dedicated to provide comprehensive college prep program that facilitates students' ambition to pursue higher education at nation's top university and colleges. In part of this process, grades 9 through 11 are required to take PSAT/NMSQT test each fall.

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It's a standardized test that provides firsthand practice for the SAT Reasoning Test™. It also gives a student chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs

The PSAT/NMSQT measures:

- critical reading skills
- math problem-solving skills
- writing skills

The most common reason for taking the PSAT/NMSQT is to receive feedback on student's strengths and weaknesses on skills necessary for college study. Students can then focus their preparation on those areas that could most benefit from additional study or practice.

A fee for PSAT/NMSQT test is \$15. Each student is responsible for paying this fee which is charged by Collegeboard (test maker). Low income families may qualify for a fee waiver. Parents should contact HSA administration to request a fee waiver. Each case will be evaluated on individual basis.

## 16. STATE PROGRAMS SUPPORTING TEXAS STUDENTS

Parents should be aware of the TEXAS Grant program. The program awards financial assistance to students in need who are interested in pursuing a college education. Funds can be used to pay for tuition and fees. To be eligible, a student must graduate with the

Recommended High School or Distinguished Academic Achievement diploma and be enrolled in an undergraduate or certificate program at an eligible institution. Consult a counselor or the TEA web site for further information. ([www.tea.state.tx.us](http://www.tea.state.tx.us))

### **TOP 10% AUTOMATIC ADMISSION**

The Texas public colleges or universities must automatically admit students if

1. Students' GPA places in the top 10 percent of the high school graduating class;
2. Student apply no later than two years after graduating from a Texas high school; and
3. Student submit a completed application before the expiration of any filing deadline established by the college.

Colleges and universities may also require an essay, letters of recommendation, admissions and placement tests, fees, and an official high school transcript. For more information, please check with your high school counselor or an admissions officer at the college or university you would like to attend.

## **17. NATIONAL HONOR SOCIETY**

High school students who have maintained a GPA minimum of 3.25 during their high school career are eligible for nomination to the school's local chapter of the National Honor Society. Students seeking admission should contact the sponsor for admission guidelines. The student must have been enrolled in the current school for at least one semester. Selection for membership is based upon a student's evidence of scholarship, service, citizenship, leadership, and character. Selection will be made by a faculty council comprised of five faculty members appointed by the principal. Discipline referrals and excessive absences will constitute evidence of deficiencies in character and leadership. Service contributions are determined by completion of a service form by the nominee and scored by the faculty council. Induction is held only once during each academic year.

## **18. ILLNESS, INJURY, AND MEDICATION POLICIES**

HSA will have a school nurse or first-aid-trained employee available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse.

### **Illness or Injury During the School Day**

Please follow these three rules if you become ill or are injured during the school day.

- Report to the nurse office. If the nurse is not available, you should report to the Main Office.
- If you do not inform the office and simply miss class, it is an unexcused absence.
- Do not leave the building without permission. Always report to the main office.

### **Medication Policy**

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be:
  - sent directly from the pharmacy or physician's office;
  - or brought to school by the student's parent/guardian.
- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- On the medication container, the following information must be clearly printed:
  - Student's Name
  - Name of the medication
  - Dosage
  - Time the medication must be taken.
- Bring in only the amount of medication that is needed for a school day.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the nurse office.

**Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs are not available from HSA.**

## Head Lice Policy

HSA follows the No - Nit Policy. At the time head lice are positively identified the students parent/guardian will be notified to pick student up immediately. The student and parent/guardian will need to check in at the office to have student re-checked. At the time of re-check if there are nits visible the student will not be allowed to remain in school.

## 19. LIBRARY

The library is a resource center used by all HSA students for class assignments and for leisure-time reading of appropriate books or magazines. The resources of the library are available to support and enhance students' learning and understanding and to encourage students to become independent, life-long learners. Students may use the library before and after school and during a study hall. Books, magazines, and reserve materials may be checked out for varying times. Because the library serves many students, everyone will have to cooperate to maintain a good atmosphere for learning. Desks and carrels are available for studying. You may do group work for a class if you work quietly. Please do not move any furniture. In keeping with school policy, do not bring food or drink into the library. Finally, the total number of students using the library at any one time will be limited.

## 20. LOCKERS

4<sup>th</sup> thru 12<sup>th</sup> grade students will be assigned a locker for his/her individual use at HSA. This locker is for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items. HSA will not be liable for personal items. To keep your school items safe, we strongly advise you to keep your locker and its combination private. **Do not trade lockers with another student. Do not let another student share your locker.** It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or non/working condition of your locker to the front office. If you do not report vandalism, damage or non-working condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Lockers are expected to be kept neat at all times. School officials will make periodic locker inspections. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be potentially dangerous. Texas State law permits inspection of student lockers, at the discretion of local school officials. Students attending HSA should not expect privacy of the contents of their lockers, desks, or other school property.

In a regular school day, students can go to their locker on the three designated times only.

- a. Before classes begin in the morning
- b. During the five minute passing periods.
- c. After classes are over

You may not go to your lockers during the lunch time.

You will not need to purchase a combination lock for your locker. The school will provide locks, for which you will make a security deposit. This fee will be refunded when you leave the school. Students may not use their personal locks.

## 21. LOST AND FOUND

The school maintains a lost and found department where articles may be claimed. It is advisable that parents mark their children's clothing for easy identification. Schools encourage parents of students to check the lost and found department at the end of each week for articles that may have been forgotten. The articles that are left unclaimed will be donated to Good Will every week. School officials will not assume responsibility for lost articles or money .

School will charge \$1 for each item that is kept in Lost and Found before it is returned to the student.

## 22. LUNCH PERIODS

All students will remain at school during the lunch period. You may buy your lunch at school, or you may bring a packed lunch. If you have a special situation, you will need to meet with the principal. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the lunch area. You will be expected to clear your place and dispose of all

trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior. Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

#### **Cafeteria Conduct**

- Dispose of plates and utensils in garbage bins.
- Keep tables, seats, and floors clean.
- Talk in a normal voice (classroom voice). Do not shout.
- Keep cafeteria lines orderly: no pushing, running, horse playing or cutting in lines.
- No loitering in the cafeteria and hallways during lunch. Be seated unless otherwise instructed.
- Keep hands, feet, personal belongings and food to yourself.
- No backpacks or books are allowed in the lunch area.
- Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- Appropriate language is to be used at all times.
- Ordering food from outside without an approval from the administration is not allowed
- Do not leave the cafeteria without permission

### **23. PUBLIC AREAS: HALLWAYS, STAIRWAYS, CAFETERIA, AND LAVATORIES**

Hallways, stairways, cafeteria, and lavatories are areas used by all members of HSA. Because everyone uses these areas, there are rules of conduct that all students must follow.

- You may not loiter in the halls, lunchroom or lavatories.
- You may not eat in halls or lavatories.
- You may not run in the halls, lunchroom or lavatories.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- You may not draw graffiti, post fliers or write on walls, bulletin boards, doors, desks, books, or any other school property.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside of or on top of your locker.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office immediately.
- Do not roughhouse, push, or wrestle.
- Do not trip other students.

Students are not permitted in the halls during class periods and lunch hour unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action.

### **24. RESTRICTED AREAS**

After arrival at school, students may not leave the building for ANY reason without permission of the administrator or being accompanied by a teacher.

- Students may not use a classroom without the permission of a teacher.
- Students may not use or remove any item from a teacher's desk.
- The laboratories are out of bounds unless a teacher is present.
- The playground of the school is off limits except when permission given .
- Construction areas are out of bounds.
- Any other areas that are determined by the Principal or Assistant Principals
- All the areas mentioned above are out of bounds for students who are part of any after-school activities.
- Student may not use pay-phone during the day without permission of the principal or assistant principals.

Teachers on special duty at school have the authority and discretion to correct any pupil and submit referrals to the office.

### **25. SCHOOL ACTIVITIES**

HSA will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

#### **Field Trips**

Field Trips offer exciting ways to learn. HSA students will have the opportunity to go on field trips at various times throughout the school year. Students, **who have more than 15 DPS points**, are NOT eligible for any kind of field trips. For all field trips, you will be expected to follow these rules:

- You must bring a Field Trip Permission Slip signed by your parents or guardian to school by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by HSA codes of student conduct while on the field trip.
- You may not qualify for field trips due to standards or requirements set by either the field trip leader or by an administrator.
- Students will be responsible to make up the work for any classes they miss.
- No money will be refunded if a student does not participate in the planned trip without a confirmed excuse.
- Students are allowed a five minute window from designated departure time for any field trip.
- Field trip leader or HSA is not responsible for the students who are left at the school after the designated pick up time.

#### **After-School Activities**

There is no better way for students to enrich their education than by taking part in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore things you already enjoy more deeply and to try other areas that sound interesting. If you stay for an after-school activity, you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times.
- You must arrange for your own transportation; your pick-up or ride should arrive home promptly at the end of the activity.
- You must abide by the HSA code of student conduct while participating in the activity.
- You may not stay after school to wait for another student.

A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore each one that looks interesting.

#### **Science Fair**

Harmony Science Academy organizes a school-wide science fair every year. Due to our high expectations from our students in science, math and technology, each student at grades 6 thru 10 is required to complete a research project in one of these areas (individual or group). Failure to do so will result in failing the science class. A student wins a trophy or medal in the science fair, or in any other competition/contest in which he/she represents the school, and then the school owns the trophy or medal and displays it. Science fair handbook is going to be provided to the students by HSA school science fair committee. Every student is required to follow the guidelines cited in the Science Fair Handbook.

## **26. STUDENT ID CARDS**

Student ID Cards will be issued to each student with a reasonable fee. This card allows students to attend school-sponsored functions. If you lose your ID card, go to the main office before or after school to purchase a new one. Students shall return their Student ID cards in case they withdraw from the school.

## **27. TEXTBOOK AND SUPPLIES**

HSA may use classroom sets for each course. HSA will hold each student's parent/guardian responsible for the condition of the textbook issued at the beginning of the year. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students must return all textbooks and workbooks at the end of the year. Should a student withdraw or be expelled, all textbooks must be returned to HSA immediately.

When textbooks are checked out, the textbook will be registered and the condition of the book will be noted. When you return the book, its condition will be checked. If you lose the book or damage it by writing in it or ripping it so that another student cannot use it, you will have to pay the current price of the book.

A \$50 deposit is required for receiving textbooks. This deposit will be refunded to the parent when the student withdraws from HSA if he/she returns all his/her textbooks in good condition.

Many of the classes will use consumable supplies - from materials to workbooks. Students will be required to pay for these consumable materials. If there is a special circumstance, families should meet with the administration.

**WITHDRAWAL FORMS, FINAL REPORT CARDS and/or TRANSCRIPTS WILL NOT BE ISSUED UNTIL ALL TEXTBOOKS ARE RETURNED IN GOOD CONDITION.**

## 28. VISITORS

Visitors for educational reasons are welcome at HSA. Visitors must sign in with the office when they arrive. Visitors must present a valid ID to the front office personnel. No visitor is allowed to walk in the school without a visitor pass. Parents must also check in at the front office. Students' visitors are not permitted on site. Do not bring guests to school without prior arrangements. No visitors will be allowed during the last two weeks of each semester and/or during the week prior to any school holiday.

Parents or other adults may not walk in the cafeteria, hallways or to the classroom, unless a form has earlier (at least 24 hours) been completed to give notification to the school and the teacher. The same form must be completed when a parent requests to observe a class. This form should be approved by a school administrator.

## 29. ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on the previous days, and to grow as an individual. It is also the law in Texas:

Students who are enrolled in pre-kindergarten, kindergarten, at least six years of age on or before September 1st, or have been enrolled in a public school first grade program, and have not yet reached their 18th birthday are required to attend school each day during the instructional year unless otherwise legally exempted or excused. A student who voluntarily enrolls in school or voluntarily attends school after the student's eighteenth birthday shall attend school each school day for the period the program of instruction is offered. School employees must investigate and report violations of the state compulsory attendance law. Students absent without permission from school or from any class will be considered truant and subject to disciplinary action. To receive credit in a class, a student must attend at least 95 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a full semester or for a full year. A student who attends fewer than 95 percent of the days the class is offered cannot receive credit for the class, unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:

- An extracurricular activity or public performance that has been approved by the District's Board of Trustees.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness; or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention.
- Approved college visitation.

If the committee determines that there have been extenuating circumstances, it will decide how the credit may be regained. If the committee determines, however, that there are no extenuating circumstances, the student or parent may appeal the decision to the District's Board of Trustees by filing a written request with the Superintendent.

Please note:

- The District shall excuse students from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time and if, after the absence, the parent, guardian, or person having custody or control of the student submits written notification for the excused absence. The District shall excuse the student for days on which the student must travel to and from the site where the holy days will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site. A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating attendance. Students excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days.
- In those rare circumstances when a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence; a note signed by the student, even with the parent's permission, will not be accepted. Notes must be received within three days of the absence, or the absence will not be excused.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is tardy if he or she is not in the classroom when the tardy bell rings. Repeated instances of tardiness will result in disciplinary action. Notes must be received within three days of the absence, or the absence will be unexcused.

• All anticipated absences must be cleared by the principal at least one full day before the absence. All assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or principal. Assignments associated with an anticipated absence will be provided before or after the absence at the discretion of the school. Any absence not cleared in advance will be unexcused.

HSA has the right to take extreme absence cases to the court.

#### A. Absence and Tardiness

HSA recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what your and your parents' or guardians' responsibilities are. Also, you need to be acutely aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

Students must provide a note from a parent or guardian or a doctor for an excused absence to be admitted to school.

#### B. Excused Absences

HSA accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify the school any morning their child is not attending. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

##### Unexpected Absences

##### Personal Illness

- Your parent or guardian must call the school each morning you are ill.
- When you return to school, you must bring an explanatory note from your parent or guardian.
- The school may require a doctor's confirmation.

##### Illness in the Family

- Your parent or guardian must call the office to explain the situation and estimated time of absence.
- When you return to school, you must bring an explanatory note from your parent or guardian.

##### Quarantine of the Home

- Your parent or guardian must call the office to explain the situation and estimated time of absence.
- When you return to school, you must bring an explanatory note from your parent or guardian.
- Such an absence is limited to the length of the quarantine as fixed by the proper health officials.

##### Death of a Relative

- Your parent or guardian must call the office to explain the situation and estimated time of absence.
- When you return to school, you must bring an explanatory note from your parent or guardian.

##### Anticipated or Planned Absences

##### Observance of Religious Holidays

- Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief (Documentation from the family's place of worship is required).
- You must bring a note from your parent or guardian to the office before the day(s) of the absence.
- You must bring a note to the office the day you return.

##### Professional Appointments

- We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, you must bring a note to the office the day of the absence stating clearly the time you are to be dismissed. In addition, the following rules shall apply to this kind of dismissal during the school day:
  - Parents must come to the office to pick you up;
  - You and your parent must sign you out of school, when you return to school, you must sign in;
  - You must return to school when finished if classes are in session.

#### C. Unexcused Absences

An unexcused absence does become part of a student's school record. You will be marked for an unexcused absence if you

- fail to bring a written note within two school days following an absence;
- leave school without the permission of the assistant principal;
- are absent from class without permission - including walking out of class;
- are absent from school without parental permission;
- get a pass to go to a certain place but do not report there, and/or;
- are absent for reasons not acceptable to the administration.

#### D. Make-up Work for Excused Absences

- An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.
- To be eligible for make-up work, you must show each teacher the "excused absence slip." On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed, and record the due dates.
- If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to re-schedule the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

#### E. Make-up Work for Unexcused Absences

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways.

- You may not make up work following an unexcused absence.
- Unexcused absence may result in an "F" or "zero" for the day in each class missed.
- Teachers are not obligated to allow you to make up quizzes or tests.

#### F. Truancy

Truancy means that a student is inexcusably absent from his or her assigned location without the knowledge of a parent. HSA shall consider any student truant if he/she is inexcusably absent from his/her assigned location without the knowledge of a parent.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant,

- No credit will be recorded for work you missed as result of truancy;
- A record of the truancy will be entered into your record file;
- A conference with your parents will be held.

#### G. Habitual Truancy

HSA shall consider a student a "habitual truant" by State law and expel him/her when, in spite of warnings and/or his/her parents' efforts to ensure attendance, he/she has accumulated five (5) consecutive days or nine (9) total days of unexcused absence during a semester.

#### H. Tardiness

In Harmony Science Academy, there are two types of tardiness: Tardy to school and tardy to class.

A school has right and duty to pursue a sanction against a student's parent for excessive absences. Sections 25.901(a) and (b) as amended by Senate Bill 1432, authorize an attendance officer to refer a student to juvenile court or file a complaint in justice or municipal court for "unexcused absence." Section 25.095(b), as amended; require the district to notify a parent if a student has a certain number of absences "without excuse." Also, new Section 25.0951 provides that s school district shall a file a complaint in justice or municipal court or refer a student to juvenile court if the student "fails to attend school without excuse" (emphasis added) for either 9 or more days or parts of days within a six-month period or 4 or more days or parts of days within a four-week period. As before Senate Bill 1432, an absence currently may be excused under Section 25.087(a) for "any cause acceptable to the teacher, principal, or superintendent of the school."

### **TARDINESS**

The HSA Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of HSA's standard of excellence, which prepares students for success.

In our school, instructional time is viewed a precious resource. Consequently we view chronic tardiness as a serious problem. Note that after each incident you will receive this notice; but if the problem continues additional consequences will be imposed.

Thank you for your support in ensuring students make maximum use of class time and learn to be punctual. School begins at 8:00 a.m. Beginning the day promptly is important and demonstrates commitment to success.

Students who come late to the school must use front entrance and report to designated room to get a tardy slip from designated staff member. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, traffic problems, etc. are all unexcused. Tardiness are excusable by a school official under the following circumstances:

1. Court appointment
2. Illness of the student
3. Student has a doctor/dentist appointment

A note from a parent or a professional note from a doctor/dentist will be required to verify the above.

Problems with tardiness to school may require adjustments in the family's morning schedule.

The Assistant Principal has the right to substitute an alternative disciplinary intervention for repeated offenders.

Thank you for your support in ensuring students make maximum use of class time and learn to be punctual.

Tardiness is excusable only if a student has a written note from the office, the nurse, or a teacher.

The consequences for repeated tardiness to class within a semester are as follows.

The number of tardiness to school	Consequences
10 <sup>th</sup> tardy	A warning letter sent to parent.
15 <sup>th</sup> tardy	A letter sent to parent. After School or Saturday Detention.
20 <sup>th</sup> tardy	A letter sent to parent. In School Suspension.
25 <sup>th</sup> tardy	A letter sent to parent. 1 day out of School Suspension.
30 <sup>th</sup> tardy	A letter sent to parent. Up to 3 days out of school suspension.

#### I. Dismissal Policy:

Students should be picked up no later than 20 minutes after dismissal each day. HSA will NOT offer Beyond the Bell program in 2009-2010.

STUDENTS DISMISSAL TIMES		
Grades	Dismissal Time	Pick up Time Slot
Grades K and 10	2:45 PM	2:50 PM - 3:10 PM
After School Programs	3:50 PM	3:50 PM - 4:20 PM

Students should not be in the corridors, at their lockers, after 10 minutes of the dismissal unless accompanied by a staff member. Students should wait their rides at the designated waiting area and they should follow all the school rules in there.

**Late Pick-up Fee:** For the students not being picked up on time, parents will be subject to a late fee of \$5 for each 15 minutes or portion thereof. Fee is due by the 5th of each month and subject to a 10% late fee when 30 days overdue. This late fee is designed to limit late pick-ups to real and infrequent emergencies. Please call the school whenever possible to let us know if you will be late.

**Important:** Harmony Science Academy has a right to call Child Protective Services, Beaumont Police Department, or related authorities for the students who are on the campus after 4:30 PM. **Students will not be able to stay on the campus after 4:30 PM** (unless they have school activities with teachers).

For more information, please contact the After School Coordinator.

#### J. Early Dismissal of Students From School

Because HSA is very concerned about your safety and well being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure student's safety.

- The principal may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- You may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of your parents or guardian.
- You will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

Please be reminded that regardless of whether it is a regular or an early-dismissal day, the school building may be locked at 4:30 PM.

#### J. Unexpected Closing of School

In case it would be necessary after students have gone home to close school the next day because of weather or some other emergency, local radio and TV stations will be notified.

### 30. STUDENT CONDUCT AND DISCIPLINE

HSA has as its goal helping every student fulfill his or her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the HSA administrators and teachers shall not allow the following types of behavior during school, on school property, or at or during any school-sponsored activity.

Classroom rules in every classroom:

1. Be in your assigned seat, ready to work before the tardy bell rings.
2. Bring pencils, pens, paper, books, and all assigned materials to class.
3. Keep your hands, feet, books and objects to yourself.
4. Do not engage in behavior that keeps the classroom from functioning.
5. Follow directions the first time they are given.
6. No gum, food, or drink allowed in the building except in designated food service areas.
7. Raise your hand before talking. If you are given permission, stand up and talk. (excluding normal class discussions)
8. Every student must have a hall pass with him/her at all times. No exceptions.
9. No students may leave the class without a hall pass.

Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. Homeroom periods are also regarded as class periods in terms of validity and effectiveness of classroom rules. One or a combination of following consequences for violating daily classroom rules may be implemented:

- Discipline points as part of the DPS
- Written warning
- Teacher's option
- Parent contacted
- Sent to the office or Dean of Discipline

Discipline - Positive Reinforcement

The teacher will reinforce positive behavior through any of these ways.

1. Oral praise from the teacher
2. Pass to assemblies
3. Pass to student store
4. Note to parents
5. Phone call to parents
6. Parties
7. Trips, picnics
8. Personal notes to student
9. Notes accompanying report cards
10. Notes on papers, tests, etc.
11. Lunch off-campus passes
12. Free dress day
13. Field trips

#### **Discipline: School-Wide Rules**

Students breaking the following rules will be subject to disciplinary action by school officials.

- Do not bring radios, tape players, tapes, beepers, phones, CD players, virtual pets, and games.
- Students are to be in assigned supervised areas only.
- Running, pushing, hitting, tripping or shouting are prohibited.
- No swearing whether written or verbal.
- No cruelty or rude gestures or bullying.
- Students shall not miss class/classes unless excused by parent, guardian, or teacher.
- The use of tobacco, matches, or lighters on or near school grounds is prohibited.
- No displays of affection.
- Being insolent, disrespectful and/or argumentative is prohibited.
- Follow student conduct code cited in board policies.
- Eating in hallways and classrooms are prohibited.

Discipline: Severe Clauses-Immediate Office Referral

Immediate office referral can be warranted when the student does any of the following:

- Commits or threatens to commit physical harm to another student or adult.
- Possesses or uses tobacco and/or drugs on or near the school campus.
- Possesses a weapon or any object deemed as a weapon.
- Damages or destroys property belonging to a student, the school or to a teacher.
- Swears, makes rude gestures, cruel teasing or put-downs

If at any time a student's disciplinary record includes five (5) documented disciplinary actions or if serious or unacceptable behavior occurs, the student may be removed from school.

Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration. Lack of participation of student and/or parent(s) in the process does not preclude action taken by the HSA administration.

### 31. UNACCEPTABLE TYPES OF STUDENT BEHAVIOR AND CONSEQUENCES

As a student at Harmony Science Academy, you shall not...

#### A. Fight and Arrange Fights:

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will be sent home for the remainder of the day and he/she will be noted as absent.

Consequences:

1st Offense: Parents/guardian contacted. Up to Three (3) day suspension. Possible expulsion.

2nd Offense: Parents/guardian contacted. Possible expulsion

#### B. Bring Cellular Telephones or Other Electronic Devices:

Radios, Tape or CD Players, Electronic Games, and/or similar devices are not allowed at school. They disrupt classes and distract others from learning. Students may bring a camera to school with a one-day advance approval notice from the Assistant Principal.

The possession of cellular phones on school property is allowed under the following condition.

**All cellular phones must be kept out of sight and turned off between 7:30 am. and dismissal time (including clubs) of the student.** Harmony Science Academy is not responsible for any lost or damage about any devices.

Consequences:

1st Offense: Parents/guardian contacted. Confiscation of the devices with retrieval only by parents/guardian along with a \$10 fee. HSA is not responsible for the confiscated items which are not received one week after confiscation.

2nd Offense: Parents/guardian contacted. Up to Two (2) day suspension. Device will be confiscated and device will be given to parent on or after last day of school along with a \$10 fee. HSA is not responsible for the confiscated items which are not received one week after the last day of school.

3rd Offense: Parents/guardian contacted. Up to Three (3) day suspension. Possible expulsion.

#### C. Cheat and/or Plagiarize:

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort is unacceptable conduct. Each teacher sets his/her own standards of behavior for the classroom, and students are expected to know the standards and procedures for each of their classes and the expectations their teachers have. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Consequences:

Parent/guardian contacted. Administrative discretion. One day out of school suspension.

#### D. Abuse and/or Misuse of Computers and Laboratory Equipments:

Computer hardware and software, and lab equipments are for the benefit of all students. No student may purposefully tamper with the hardware, software, or tools and equipment so that it is inaccessible to other students. Computers and lab equipment are in the school for educational purposes only. Abuse and or misuse of computers also include loading private software, accessing inappropriate web sites or web pages using school equipment. All science lab equipment and materials are to remain in the lab unless otherwise instructed.

Consequences:

1st Offense: Parents/guardians contacted. Administrative discretion. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Up to two (2) day suspension

2nd Offense: Parents/guardians contacted; Administrative discretion. You will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer or lab technicians to undo tampering; Up to three (3) day suspension

3rd Offense: Parents/guardians contacted. Administrative discretion, student will be banned from using any computer and science labs at HSA. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Recommendation for expulsion.

### **E. Disrupt Learning:**

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, making noise, and/or selling or trading personal possessions to other students.

Consequences:

1st Offense: Parent/guardian contacted. Teacher discretion with the recommendation of detention, and/or up to one (1) day in-school suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion including possible detention, and/or up to two (2) day suspension.

3rd Offense: Parent/guardian contacted. Administrative discretion including up to three (3) day suspension, and/or expulsion.

### **F. Uniform Violations:**

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in this handbook. Students will not be allowed to attend class until they are in proper attire. All missed work must be made up.

Consequences:

1st Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire. Possible one day in-school suspension.

2nd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Possible one (1) day out of school suspension.

3rd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If violation cannot be corrected, parent/guardian will be contacted to bring proper attire to you. Up to three (3) day in school suspension.

4th Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Up to three (3) day suspension with possible expulsion.

### **G. Use Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/or Alcohol:**

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

Consequences:

Parent/guardian contacted. Direct expulsion proceedings.

### **H. Give A False Fire Alarm:**

Issuing a false fire alarm is a violation of the State law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense; ranging from fine of \$1,000 to \$10,000 and jail terms. Making false 911 calls is also violation of the State Law. Any student who issues a false call is subject to prosecution by legal authorities. There will be \$100 dollars for each false call.

Consequences:

Parent/guardian contacted. Three (3) day suspension. Recommended for expulsion. Restitution for any damage. Possible prosecution by legal authorities.

### **I. Forgery**

Any attempt by a student to sign a teacher's, administrator's, parent's/guardian's, or student's name to any school document is considered forgery.

Consequences:

1st Offense: Parent/guardian contacted. Two (2) day suspension.

2nd Offense: Parent/guardian contacted. Three (3) day suspension.

3rd Offense: Parent/guardian contacted. Recommendation for expulsion

**J. Gamble and Play Cards:**

Gambling includes but is not limited to card playing, dice shooting and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, and playing any cards such as Pokemon cards, Yu-Gi-Oh cards, non-sports cards, and any other trading cards.

Consequences:

1st Offense: Parent/guardian contacted. Up to two (2) day in school suspension and confiscation of the card(s), dice etc. with retrieval only by parents/guardians along with a \$10 fee. HSA is not responsible for the confiscated items which are not received one week after confiscation..

2nd Offense: Parent/guardian contacted. Up to three (3) day suspension. Card(s) will be confiscated and they will be given to parent only on or after last day of school along with a \$10 fee. HSA is not responsible for the confiscated items which are not received one week after last day of school.

3rd Offense: Parent/guardian contacted. Three (3) day suspension. Recommendation for expulsion

**K. Bring Inappropriate Materials:**

Pornographic, criminal, hate related, etc.

Consequences:

1st Offense:Parent/guardian contacted. Three (3) day suspension.

2nd Offense: Parent/guardian contacted. Recommendation for expulsion.

**L. Harass another Student and/or a Teacher, Administrator, or Staff Member:**

Harassment means making unwelcome advances or any form of improper physical contact, gesture or sexual remark and any speech, written communication or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal Law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. If harassment occurs as a "joke" the student will experience consequence of his/her behavior.

Consequences:

Parent/Guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

**M. Disrespect to teachers or staff or using inappropriate language and behavior. Responding in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not answering when asked a question, or talking back):**

Consequences:

1st Offense:Parent/guardian contacted. Up to two (2) day in school suspension.

2nd Offense: Parent/guardian contacted. Up to two (2) day suspension.

3rd Offense: Parent/guardian contacted. Three (3) day suspension. Possible expulsion.

**N. Hazing Students:**

Hazing means to plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may also carry heavy legal consequences.

Consequences:

Parent/guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

**O. Smoke or Use of Other Tobacco Products and/or Bring Such Products to School:**

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

Consequences:

1st Offense:Parent/Guardian contacted. Three (3) day suspension. Possible expulsion.

2nd Offense: Parent/Guardian contacted. Possible expulsion

**P. Steal and/or Vandalize Private Property:**

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property. Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

Consequences:

1st Offense:Parent/guardian contacted. Administrative discretion. Restitution if required. Up to three (3) day suspension. Possible expulsion.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Restitution if required. Possible expulsion. Police report filed.

**Q. Be Habitually Tardy:**

This means to be late for the beginning school day and/or late for classes.

Consequences:

See Tardy Policy of Harmony Science Academy.

**R. Display Threatening Behavior:**

Threatening behavior can include verbal threats, both face to face, over electronic media (phone and/or computers), hand written notes, and/or non-verbal threats, including "hard" stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Consequences:

1st Offense: Parent/guardian contacted. Administrative discretion. 1 day school suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Three (3) day suspension recommended.

3rd Offense: Parent/guardian contacted. Possible expulsion.

**S. Be Truant:**

Truancy means being inexcusably absent from school or class without the knowledge of a parent. Habitual truancy by law means a student has accumulated five (5) consecutive days or nine (9) total days of absence in one semester. There are school and legal penalties that accompany truancy; in all cases a truant officer may be contacted and consulted.

Consequences:

Parent/guardian contacted. Administrative discretion on full range of disciplinary measures including expulsion from the school.

**T. Bring Any Kind of Weapon to School:**

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, stink bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

Consequences:

Parent/guardian contacted. Three (3) day suspension with a recommendation for expulsion. Possible prosecution.

**U. Possession or Use of Fireworks:**

Using or possessing any amusement device, smoke bomb, etc.

1st Offense: Parent/guardian contacted. Administrative discretion. Saturday Detention.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion.

**V. Gang and Secret Society Symbols or Cutting themselves:**

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. Students can not promise to or be members of a gang, secret society, illegal club, sorority or fraternity. The students who are cutting themselves are also considered as a gang or secret society member.

1st Offense: Parent/guardian contacted. Administrative discretion. Up to 2 day suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.

3rd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion.

**W. Possession of Stolen Property:**

Having in one's possession property obtained without permission of the owner

1st Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

**X. Arson:**

Intentionally starting any fire or combustion on school property,

1st Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

**Y. Public Display of Affection**

Inappropriate behaviors of affection, which are not for public places such as kissing, hugging, physical contact, etc.

1st Offense: Parent/Guardian contacted. Conference with student. Up to 2 day in school suspension.

2nd Offense: Parent/Guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion

**Z. Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules:**

1st Offense: Parent/guardian contacted. Administrative discretion. Saturday Detention.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.

3rd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

## **1. Bullying (racial slurs, hate slurs, name-calling) Policies**

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture, written, verbal or physical act. Racial slurs, hate-related slurs, name-calling and put downs, intimidation either verbal or written will not be tolerated at schools, school activities, on school buses or other school sponsored transportation.

Students shall at all times refrain from using racial slurs, hate-related nicknames, bullying and any other name-calling or put downs.

1st Offense: Parents/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

2nd Offense: Parents/Guardian contacted. Possible expulsion.

## **2. Conspiracy**

Any two (2) or more persons mutually agreeing to do any unlawful act.

1st Offense: Parents/Guardian contacted. Up to two (2) day out of school suspension.

2nd Offense: Parents/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

## **3. Failure Of Identify (lying to staff or incorrect Information)**

Refusal to provide name and/or other information when asked to do so by a staff member.

1st Offense: Parent/Guardian contacted. Up to Two (2) day out of school suspension.

2nd Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

## **4. Leaving Campus Without Permission**

Leaving campus without prior consent and authorization from school administration.

1st Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension.

2nd Offense: Parent/Guardian contacted. Possible expulsion.

## **5. Reckless Vehicle Use**

Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as a disruption to the education process.

1st Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension.

2nd Offense: Parent/Guardian contacted. Possible expulsion.

## **6. Bus Misconduct**

Failure to comply with rules of bus safety or disturbing others.

1st Offense: Parent/Guardian contacted. Up to Two (2) day out of school suspension.

2nd Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

## **7. Trespassing**

Entering any school property or into any school facility without proper authority. Includes any entry during a period of suspension.

1st Offense: Parent/Guardian contacted. Up to Two (2) day out of school suspension.

2nd Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

Along with the established disciplinary procedure, Harmony Science Academy will implement a Discipline Point System (DPS) in which students will be given points for unacceptable behavior. Each teacher and staff must use this system and the administration has the discretion to implement certain consequences for students who have earned points above a set limit. Parents will be notified about the consequences and the behavior resulting in DPS system.

### **DISCIPLINE POINT SYSTEM**

1. Every unwanted behavior has a numerical point. (See Discipline Point Case File)

2. If a student does not have any DPS points within 7 consecutive school days, the student will be awarded with 5 points in the following day.

3. A teacher can give points only once for the same incidence for one class period. The teacher shall fill out a Discipline Referral Form if the same case continues, and contact an Assistant Principal.

4. An accrument of 10 points or more within a semester period may result in attending After School Detention.

5. An accrument of 20 points or more within a semester period may result in attending second Saturday Detention.

6. Students required to attend Saturday Detention are rewarded 5 points for attending Saturday Detention and following rules of conduct for Saturday Detention. Students may receive more DPS points, however for an unwilling behavior.

7. Failing to attend a Saturday Detention without any confirmed excuse may result in a 1 day out of school suspension.

8. An accrument of 35 points or more within a semester period may result in 1 day in school suspension.

9. An accrument of 50 points or more within a semester period may result in 1 day out of school suspension.

10. An accrument of 70 points or more within a semester period may result in 3 day out of school suspension

11. An accrument of 75 points or more within a semester period may result in expulsion.

#### DISCIPLINE / AWARD POINT CASES

Case	Points	Case	Points
Lack of materials	1	Humming/Singing/making noises	2
Not working on assigned tasks	1	Horse-playing	2
Back-pack in the classroom	1	Throwing things in class/hallway/cafeteria	2
Unexcused tardy to the class	1	Not being in assigned location	2
Monday envelope first page missing	1	Dress code violation	2
Sleeping in class	1	Gossiping/spreading tale	2
Inappropriate behavior in school	1	Talking back to teacher	3
Passing notes in class	1	Using vulgarity/profanity	3
Eating/drinking in class/hallway	1	Lying	3
Leaving paper/trash on the floor	1	Cheating	3
Drawing/writing in textbooks	1	Leaving the classroom without permission	4
Not turning in assigned work or homework	1	Refusal to follow a reasonable request	4
Antagonistic behavior	2	Helping a Staff	-1
Running in hallway	2	Volunteering School Sponsored Activities	-2
Chewing gum	2	Peer Tutoring	-2
Tapping	2	Participating in competitions	-3
Disorderly conduct	2	Not receiving any DPS points within consecutive seven school days	-5
Disturbing class	2	After School / Saturday Detention	-5

### 32. TYPES OF CONSEQUENCES

#### A. Detention

Detention may be held on each day during school for up to eight (8) hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted for this.

There are three types of detentions: Lunch Detention, 30 minutes, After School Detention, 45 minutes, and Saturday detention, up to 3 hours. K thru 2<sup>nd</sup> graders might be assigned 50% of the regular detention time.

#### Lunch Detention

Student will eat his/her lunch at the assigned place by the assistant principal.

#### After School Detention

##### Rules

1. Students will bring materials to work on. (Homework, books to read from the Library, only school acceptable materials permitted.) Classroom materials may be sent by teacher.
2. Sleeping is not permitted.
3. Do not address staff or teachers. No other form of communication will be allowed.
4. Students should use the restroom before detention starts and be prepared to stay in the detention room for the entire length of time except during an emergency.
5. Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.

6. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
7. Any student assigned to the detention room must sit the time. Students refusing to sit their time will be suspended from school.
8. Detention time will be assigned within 24 hours of the Assistant Principal meeting with the student. This allows the parent time to make transportation arrangements.
9. Note: Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
10. If a student arrives to detention room 5 minutes after designated time without confirmed excuse, the student will not be allowed into detention room, and the miss will be considered unexcused. This will result in one day out of school suspension, and redo the detention.
11. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have Saturday detention. If it occurs again, it requires one day in school suspension. If it occurs again, it requires 1 day out of school suspension. Failure to follow After School Detention Rules may result in one day School Suspension.

### **Saturday Detention**

Saturday Detention serves as an alternative to out-of-school suspension for violation of school rules. During the hours of detention, students work to increase academic skills, engage in activities to improve self-concept, and address the discipline.

The purpose of Saturday Detention is to provide positive, worthwhile, educational experience and a meaningful misbehavior deterrent for those students who have violated school rules problem area.

Saturday Detention will prevent students from losing instruction time, keeping them in school.

A serious violation or repeated violations of the behavior code is cause for a student to serve a Saturday detention.

Students who attend Saturday Detention may receive academic assistance and may be given the opportunity to do homework, make-up, or remedial work, under the supervision of a teacher. The teacher may also provide tutorial and counseling services. Each student will be given a Behavior Modification Packet will help students understand why they break school rules, the consequences students will face thorough introspection. Hopefully this counseling session will guide students toward acceptable alternatives through goal setting exercises given to students from the Behavior Modification Packet.

Written notification of a Saturday detention is sent home with the student. This notification lists the cause for and date of the detention. The only acceptable excuse for not attending a Saturday detention is a verified (doctor's note) illness of the student.

### **RULES AND REGULATIONS**

- Saturday Detention will be held 9:00 a.m. to 12:00 p.m. at the assigned place.
- Parents are expected to provide transportation to and from detention, and students are required to wear their school uniform.
- Students left at the school after 12:20 PM. will be unsupervised. Harmony Science Academy is not responsible for the students who are left after 12:20 PM. In case of unexpected situations, please call 409 838 4000 to notify us of your lateness.
- Should a student arrive late for a Saturday Detention without a note for an "emergency excusal," he/she will be assigned 1 day in-school-suspension plus attend the next scheduled Saturday Detention. A second late arrival to an assigned Saturday Detention will result in out-of-school suspension beginning on the following Monday, plus attendance at the next Saturday Detention.
- Students may be asked to bring appropriate materials with which to work.
- There are no radios, food, beverage, candy, comic books, etc. allowed in the Saturday Detention School.
- Students will be expected to work the entire time while there. Any student not working will be removed from the detention and referred to the Assistant Principal. Parent will be notified regarding the infraction immediately.
- No student is permitted to sleep during Saturday Detention.
- Any student acting disruptively will be removed from the Saturday Detention and be referred to the Assistant Principal for further disciplinary action.
- Lavatory privileges will be at discretion of the Saturday Detention administrator.
- If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal at 409-838-4000. If the reasons are acceptable, the detention will be rescheduled.
- If a student does not participate in scheduled Saturday detention without any confirmed excuse, the student will receive 1 day out of school suspension plus attendance at the next scheduled Saturday detention.
- If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have Saturday detention. If it occurs again, it requires one day in school suspension. If it occurs again, it requires 1 day out of school suspension.

Failure to follow Saturday Detention rules may result in 1 day out of school suspension plus attendance at the next scheduled Saturday Detention.

### **B. Suspensions**

Harmony Science Academy will use two kinds of suspension: In school suspension and out of school suspension.

### **IN SCHOOL SUSPENSION**

## **Rules and Regulations**

1. Report to the Detention room at 8:05 A.M. If you come after 8:15 you will be count as absent. In school suspension will run from 8:05 A.M. to 3:45 P.M.
2. Students will bring materials to work on. Students are to bring IN-SCHOOL SUSPENSION ASSIGNMENT LIST with teacher's name, subject, and assignments.
3. Students must sign the sign in paper when they report the detention room. They must sign the paper when the suspension is over. Without Assistant Principal permission, a student can not go out of detention room. Students are to keep clean the detention room.
4. No talking or conversations. Students must be seated at all times.
5. Students will not be permitted to go their lockers. All materials must be brought to the room when reporting.
6. Students will not be permitted to go to lunch. They will have their lunch in detention room.
7. Suspension will be assigned within 24 hours of the Assistant Principal meeting with the student.
8. No disruptive behavior will be allowed.
9. Unexcused absences will be referred to the Assistant Principal.
10. No food, drinks, gum or illegal substances allowed.
11. No visits by parents, relatives or other students.
12. Sleeping is prohibited.
13. Students are responsible for lost, stolen or damaged items.
14. Transportation to the in-school suspension site is the responsibly of the students and their parents/guardians. Transportation arrangements must be made prior to arrival at the site. Telephones are not available for student use.
15. Student Handbook rules apply.
16. No physical contact of any kind between participants
17. If a student does not attend scheduled In School Suspension without any confirmed excuse, then the student will have 1 day out of school suspension and attend rescheduled In School Suspension. If it occurs again, it may require expulsion from the school.
18. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have Saturday detention. If it occurs again, it requires one day in school suspension. If it occurs again, it requires 1 day out of school suspension.
19. Failure to comply with the rules will be reported to the Assistant Principal for further action. This further action may be up to 3 day school suspension.

## **OUT OF SCHOOL SUSPENSION**

Notice of Suspension and the reasons for the suspension will be given to the student by the principal after hearing the issues involved in a situation. If you are suspended, you will not have any opportunity to make up work that you missed during the suspension.

You and your parent/guardian may appeal a suspension within two (2) school days of the suspension being issued. This appeal must be in written and it will be made to the Principal. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. Principal will make the decision within 2 school days after the appeal made. Principal's decision is final.

### **Suspension Policy**

Grounds for suspension will include, but not be limited to:

1. Damage or destruction of school property or private property
2. Smoking
3. Profanity or obscene language or materials (These shall include obscene gestures or signs.)
4. Insubordination in refusing to comply with directions of school personnel
5. Truancy from, or repeated tardiness to, class or school
6. Theft of school property or equipment, or personal property of any school personnel, another student, or visitor
7. Fighting among two or more students on school property (including buses) or at any school sponsored activity
8. The act of extortion from any person on school property (including buses) or at any school sponsored activity
9. Repeated or flagrant violation of any school or classroom rules or accepted standards of school behavior
10. Using a fire exit door in inappropriate time.
11. Selling food without an approval form from an administrator.
12. Not being in assigned location. Skipping a class (including clubs and electives)

## **Rules and Regulations**

1. A student who is suspended from the school is not allowed on school property.
2. A student who is suspended is responsible for all make-up work missed.
3. Parents or guardians of the student will be notified in advance of dates of suspension.
4. If the incidence is severe, then Principal or Assistant Principal may keep the student in detention room, until parents are notified and pick up the student.
5. Some suspensions may be extended, if further evidence is revealed. In such a case, parents or guardians will be notified either by phone or by mail.
6. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have Saturday detention. If it occurs again, it requires one day in school suspension. If it occurs again, it requires 1 day out of school suspension. Failure to follow School Suspension Rules may result in extra disciplinary action.

**ANY STUDENT SUSPENDED DURING THE SCHOOL YEAR MAY BE DENIED REGISTRATION TO HSA THE FOLLOWING YEAR.**

If a student suspends during the school year, the student will be denied a Re-enrolment Form for the following year. If you are interested in filing a petition and requesting your child to be re-enrolled, please submit the following to the Assistant principal within two weeks after suspension being issued. Letters must be dated and addressed to The Principal, Harmony Science Academy.

- A one-page typed letter from the parent that includes:
  - Request for re-enrolment
  - Any improvement in the student
  - Measures that will be taken to avoid future discipline problems
  - Date, Parent Name and Signature
- A half-page typed letter from the student that includes:
  - Request for re-enrolment
  - An apology for the offense
  - A commitment to proper conduct
  - Date, Student Name and Signature

HSA Administration and The Discipline Committee will review the petition letters after they are submitted. During the decision making process, the student's up to date conduct will also be taken into consideration.

If suspension occurs before the re-enrolment deadline, and if the school decides not to deny re-enrolment, we will send you a letter and a Re-enrolment Form postmarked earlier than the second Friday of March. You will have one week after receiving the letter to submit the Re-enrolment form. If your petition is not accepted, you will receive a letter postmarked earlier than the second Friday of March. If suspension occurs after re-enrolment deadline, and if the school decides not to deny re-enrolment, we will send you a letter postmarked earlier than the last day of school. If your petition is not accepted, you will receive a letter postmarked earlier than the last day of school.

**C. Expulsion**

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the assistant principal after hearing about the events involved in a situation.

You and your parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the Superintendent in writing. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. All disciplinary hearings on expulsions will be held within four (4) school days of the appeal being made. The decision of Superintendent is final.

**Expulsion Policy**

Grounds for expulsion will include, but not be limited to:

1. Assault, assault and battery or threat thereof to any school personnel, other student or visitor while on school property, including buses, or at any school sponsored activity
2. False alarm, including fire, bomb threats, etc.
3. Use or possession of alcoholic beverages or illegal narcotics or drugs
4. Disruption of school by use of violence, force, coercion, threat, or disorderly conduct (This shall include the use of same to incite others toward acts of disruption.)
5. Arson or attempted arson to any school building or property
6. Repeated offenses of flagrant violations where suspension is normally considered appropriate
7. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.
8. Receiving a total of 75 DPS points within a semester.

### 33. DAMAGE TO SCHOOL PROPERTY

Students who accidentally damage school property must report this promptly to the principal or classroom teacher. Where damage (e.g., a broken window) results from careless behavior, students will be expected to pay the cost of repairs. Unreported damage will be regarded as vandalism.

### 34. DUE PROCESS

All students at HSA are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the "Unacceptable Types of Student Behaviors" listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at HSA have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible; all reports of this nature will be kept completely confidential.
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible, all reports of this nature will be kept completely confidential.

### 35. WITHDRAWAL FROM SCHOOL

When a student must withdraw from HSA during the school term, he/she will report to the office on the morning of the day he/she leaves. There, the student will receive a withdrawal form that will be taken to each of these teachers for "clearance" showing that the following responsibilities have been fulfilled:

1. Has returned all textbooks and checked out materials
2. Has checked in all assigned equipment;
3. No make-up work due;
4. Fines are paid;
5. Release of student records signed by parent.

The withdrawal form will then be returned to the office for official release. Students going to another school will take with them a copy of the completed withdrawal form that gives grades earned to date in current period.

**A PARENT SIGNATURE MUST BE ON ALL WITHDRAWAL FORMS.**

### 36. COMMUNICATION

The administration and staff will use all means (mail, e-mail, phone, etc.) to communicate with the parents. In the event of a change of address, telephone number, or e-mail address, please notify the school office immediately. The school may not be held responsible for lack of communication unless parent contact information is updated regularly.

Communication is the key word for success in education. You have many ways to contact our teachers. Possible ways are listed:

- 1- You may directly call the teacher's extension during school hours (8:00 am. thru 4:30 pm.). Call 409 838 4000 and dial teacher extension number you want to reach. If a teacher is having a class, please leave a voice message. Teacher phone extensions are available at the front office.
- 2- You may send an e-mail to teachers. E-mail addresses are available at the front office.
- 3- You can use our website [www.hsabeaumont.org](http://www.hsabeaumont.org) to see your child academic progress and conduct. Here is what to do: Log on to [www.hsabeaumont.org](http://www.hsabeaumont.org), and click on our school web site. Click on Grades Online and follow the instructions.
- 4- Observe the Harmony Science Academy sign in front of the school.
- 5- Check Monday Mail Envelope each Monday, and make sure that you signed the paper and make him/her turn into Homeroom teacher on Tuesday.
- 6- Check "Letters and Messages to Parents" board in front office.

Please note that it is also Parent's or Guardian's responsibility to monitor student's progress and conduct.

### 37. GOING TO and FROM SCHOOL

On the way to and from school, students should respect the rights, privacy, and property of the community, neighbors, stores etc. and refrain from loitering, trespassing, littering, or creating noise. If need be, the school may take disciplinary action for reports of complaints from the community.

## Fund Raising

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No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the school principal or the superintendent of schools.

## Sales

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Advertising may be permitted if its for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school principal.

## Demonstrations or Meetings on School Premises

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### (Non-school-sponsored)

Any student who wishes to promote, organize or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the principal at least three (3) days prior to the requested activity. The three (3) day period does not include the day of the request or the day of the activity. Before approving the request, the principal will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the education process.

## Student Parking

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Parking on campus is a privilege that can be revoked if abused.

All students must be licensed and covered by insurance in order to drive to school and park on campus. The school is not responsible for automobiles or their contents. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons or other contraband might be present in those vehicles. Searches will be conducted in accordance with legally approved policies.

Any student who drives a vehicle to school is deemed to consent to a search of that vehicle at any time for any lawful reason. Students who refuse to allow a search of their vehicle are subject to disciplinary action, including but not limited to, denial of the right to drive the vehicle to school, suspension, and other such disciplinary action as deemed appropriate.

A student must have a valid parking tag properly displayed before parking on school property. These parking permits may be obtained in the front office area at a cost of \$15 fee per year. Driver's license, proof of insurance, license tag number, and student ID are required when making application for a parking permit. Tags are not transferable to another student or another student's vehicle.

If it becomes necessary to permanently drive another vehicle, students are to register the new vehicle information in the front office area. A temporary parking tag may be obtained from the parking lot attendants. Misuse of the hanging permanent parking permits may result in loss of parking privilege and office assigned disciplinary action. Only cars with tags are allowed to park on campus. All others are subject to be towed at owner's expense.

A five mph speed limit will be enforced in all lots. Unsafe operation of a vehicle on campus, speeding, improper parking, or failure to obey posted signs on campus may result in the issuance of a ticket that will have a consequence of a monetary fine or suspension from driving and/or parking on school property.

Students are instructed to leave their vehicles immediately after parking correctly. Under no circumstances will students be allowed to sit in vehicles.

The following fine or suspensions will be issued with the ticket:

To encourage the voluntary registration of motor vehicles, a \$10.00 surcharge will be added to registration fees on unregistered vehicles found in the lot.

- NO PARKING ZONE \$10.00 or 10 days off campus
- HANDICAPPED PARKING \$10.00 or 10 days off campus
- IMPROPER DRIVING \$20.00 or 20 days off campus
- NO PARKING PERMIT \$10.00 + Permit
- FACULTY OR VISITOR PARKING \$10.00 or 10 days off campus

Students must make arrangements for paying fines or taking vehicle suspensions with their principal. Failure to do so may result in the loss of driving privileges or other disciplinary action.

Students who acquire four tickets in a year will lose their driving privileges for a specified period of time. Student fines will be deposited in the Student Activity Fund.

Students may park in any lot other than the areas restricted by posted signs. A student may obtain a HANDICAPPED PARKING SPACE PERMIT in the front office area.

In an effort to protect students and their property on the parking lots of HSA the following guidelines will be in effect:

(1) If an emergency occurs which requires a student to leave campus during class hours, he/she must sign out in the front office and produce the early dismissal slip to the attendant

(2) All parking lots are "off limits" during class hours and during all lunch periods without an authorized early dismissal, pass, or scheduled student release.

Violations of these regulations may result in assigned disciplinary action.

Supervisors on duty may tow or revoke parking privileges for violation of any of the above regulations.

### Protective Orders/Restraining Orders

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

### Assemblies

Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students will be dismissed for the assembly by intercom. Students are expected to attend assemblies when dismissed from class unless a different assignment is given a student by the school administration. A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause. No food or drinks are allowed in the assembly area.

### Emergency Procedures

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class during the first week of the semester. Students need to understand and follow these instructions. This is a life and death matter. The instructions will be posted on the bulletin board in each teacher's room and students should be familiar with the assigned drill areas.

The FIRE ALERT is a continuous 2 or 3 second sound. The TORNADO ALERT is a continuous wailing sound over the intercom. The ALL-CLEAR is sounding of the bell.

The LOCK-DOWN PROCEDURE is posted in all classrooms and practiced during the school year. In the event of a lock-down, it will be announced as prescribed by the Principal.

The evacuation procedures will be covered with students by their teachers and announced by staff as prescribed by the Principal. As a backup Fire and Tornado Alert system, hand-held air horns will be used. Each building will have a teacher assigned to use the air horn to alert the students.

### Arts and Activity Groups Procedure

The HSA philosophy concerning performing arts in education is that the total learning experience involves practice, performance, and evaluation. A student is expected to be evaluated on both practices and performance. Students and parents should be aware of possible conflicts with other activities, both within and out of the school system. The following guidelines of student responsibility to performing arts and activity groups are outlined:

Performing groups have responsibilities in and away from the school, during and after regular school hours, and student members of such groups must adhere to all organizational rules and policies.

Students are expected to attend rehearsals and performances of the school organization of which they are a member. Participation and service in the performing group outside of the classroom will be a determining factor of the grade. Any student who is absent from a scheduled required rehearsal or performance may have his/her semester grade lowered one letter grade because of unexcused absence per performance. In grades 9-12, the student may lose the position in the performing group and become an alternate performer to the main performing group.

The following conditions constitute reasons for an excused absence for a required rehearsal or performance:

1. Out-of-town trip with family provided prior approval obtained from activity director, and five-day prior notice is given to the school in writing.
2. Family emergency.
3. Illness (Director should be notified prior to required rehearsal or performance).
4. Any conflicts of school activities which have been previously resolved with director and principal.

The principal will determine whether or not an activity is a required rehearsal or performance.

The initial responsibility for a review of the policy is that of the student. If an acceptable solution is not reached during a meeting of the student and the activity director, the building principal will be informed of the need to review the request.

The principal will meet with the concerned student and the activity director (instructor) to obtain needed information. A decision by the principal concerning resolution of disagreement will be provided all interested parties.

Please have your parent signature and return this page to your homeroom teacher. Late return may result in disciplinary action.

### 38. STUDENT CONDUCT CONTRACT

Because all of you have elected to apply to Harmony Science Academy, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask each of you to carefully read over and sign the student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

#### Student Contract

As a student of Harmony Science Academy, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave the school ground without the permission of the principal.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will walk in the halls.
- I will not eat or drink in classrooms, and in the hallways
- I will follow the dress code and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.
- I will set my goal to College/University Education
- I agree to follow all requirements of the HSA Student Handbook.
- I agree to follow the Student Code of Conduct.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name as Witness

\_\_\_\_\_  
Parent/Guardian Signature as Witness

\_\_\_\_\_  
Date

**P.S.:** Harmony Science Academy reserves the rights to delete, add and amend any changes to this handbook. Any changes to this handbook will be posted on school web site and parents will be notified via Monday Mail.