

# **STUDENT HANDBOOK**

## **2010-2011**

### **HARMONY SCHOOL OF INNOVATION**

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Excellence and Equity in Education

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Dear Students,

Welcome to the 2010-2011 school year at Harmony School of Innovation! This new school year means a new beginning with a bright future in sight. The Administrative team and faculty members are excited about this upcoming year. We are ready to work hard with you to accomplish any tasks that will lead to a successful academic school year at Harmony School of Innovation. Our staff is caring, competent, dedicated and willing to assist our students and parents in very possible way.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. The mission of Harmony School of Innovation is to create a partnership among the members of this triad. Each of us is responsible for doing his or her part in making our school a place where we can all work and strive together in harmony.

Harmony School of Innovation is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage students and their families to take an active role in our school. Students can become involved in the educational process by participating in their classes, clubs, and other school activities.

This handbook is an overview of our school's goals, services, policy, procedures and rules. It is an essential reference book outlining what we expect from our students as well as how we do things here at Harmony. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all part of the school. It has been written to provide students and parents with the information that will make the school year rewarding in every aspect. Please keep this handbook because you will use this information throughout the school year.

On behalf of the entire Harmony Administration and faculty, best wishes for a great 2010-2011 school year!

Sincerely,

Harmony School of Innovation Administration

## **MISSION STATEMENT**

Harmony School of Innovation's 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 mathematics, science, and technology. This environment will promote high learning for all students while focusing on differentiated instruction to meet each student's needs.

Because of the nature of its mission, Harmony School of Innovation 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

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## 1. INTRODUCTION

To achieve our mission, every member of the Harmony School of Innovation community must respect the rights of all of its members to ensure a great learning environment. 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 School of Art Innovation emphasizes five elements to ensure a successful learning experience.

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

These elements are implemented with one philosophy in mind: Education must be "one-on-one and individualized for the student."

## 3. UNIFORM AND PERSONAL APPEARANCE

Harmony School of Innovation has a uniform policy to help create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by different dress styles. You will be expected to arrive at school in our dress code every day. Please cooperate, display modesty and neatness, and take pride in cleanliness by maintaining proper hygiene. 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 contacted. You will be kept out of classes until you are dressed appropriately and the class time that you miss will count as unexcused absences.**

**The staff reserves the right to determine and restrict certain 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 FOR ALL GRADES:**

### **Uniform Top**

- Harmony School uniform shirt (must be purchased from the school)

### **Pants/Skirts**

- Elementary (K thru 5th grade) Girls & Boys: Khaki or blue navy pants. No skirts.
- Middle School (6th thru 8th grade) Girls: Khaki or blue navy pants. No skirts.
- Middle School (6th thru 8th grade) Boys: Khaki or blue navy pants.

### **Footwear**

- Socks: White, navy, blue or black (must be worn at all times). No footies.
- Shoes: Dark-colored lace-up shoes or loafers (closed toe, closed heel) or athletic shoes
- No sandals, mules, Ugs, high heels, boots or crocs
- No heelies (shoes with wheels)
- All shoes should have backs or secure straps on the heel for safety.
- Shoe laces must be tied at all times.
- No long shoe laces due to safety concerns.
- Shoes must be kept clean at all times.

**Note:** Torn Uniform pants or shirts or uniform with holes are not allowed. Please replace them with new ones.

### **P.E. UNIFORM POLICY:**

K thru 3rd grade – Students are required to wear their school uniforms.

4th thru 8th grade – Students may wear a grey t-shirt (no sleeveless/tank tops) and grey shorts (shorts must be below the knee) or grey sweatpants. HSI will also sell PE uniforms to students. Students are required to change back to their school uniform after their PE class.

**\*\*Note - No spandex or tight fitting t-shirts/shorts/sweatpants will be allowed.**

P.E. Uniforms may be purchased at a store of your choice or also purchased at HSI. Also, students in 4th thru 8th grade will be responsible for bringing their uniforms to their P.E. class on a daily basis. Students will be given time before P.E. to dress into their uniforms. Please maintain cleanliness with the P.E uniform by washing them often.

### **ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS:**

In addition to making sure you are wearing the school uniform, Harmony School of Innovation requires that you follow these additional guidelines in terms of uniform and personal appearance. It is the desire of the Administration that students attend school with a neat, conservative, well-groomed, and modest appearance. Some aspects of the dress code are institutional preferences that are deemed reasonable and enforceable. The dress code listed below will encourage young people to maintain good standards of dress as well as to allow comfort, safety, and personal preference in their dress.

### **Pants and Slacks:**

- No jeans
- No shorts.
- May not be baggy or saggy.
- No low waist pants.
- Pants must be worn properly at waist.
- No short skirts with leggings.
- May not be cargo style.
- No rolled-up pants.

- Belts must fit properly and not hang down when buckled. **No BIG** buckle.
- Pants legs may not be rolled.

**Note:** On free dress day or spirit day, students may wear jeans but it cannot be tight or skinny jeans. Also, clothing items must not depict violence. No shorts and short skirts

**Personal Appearance:**

- No facial and body piercing.
- No Clip-on jewelry (earrings, nose rings, etc.)
- No tattoos (permanent or temporary)
- No extreme hairstyles (Mohawk and spiked-up) and extreme colored hair. Boys' hair length must be appropriate for school; the length cannot pass the neck bone. No long side-burns.
- Sunglasses are not permitted.
- Wallets connected with a long chain are not acceptable because of safety concern.
- Boys may not wear earrings
- Girls may wear stud earrings, no big dangling or hoop earrings.
- Shirts must be **tucked in** at all times.
- **Hoodies** cannot be worn inside the building.(Jackets can be purchased by the school)

**Outerwear:**

- No hats, caps, bandannas, and other headwear and outerwear such as windbreakers, jean jackets, or ski jackets.
- Jackets, sweater and coats must have a zipper or buttons.
- No pulled over sweat shirts.

**4. GRADING SCALE**

All students will be assigned a progress report grade in all classes at the end of the designated progress report periods. All progress reports will be sent home with the student. All students will be assigned a report card grade in all classes at the end of every 6 week reporting period within a semester. Each report card will be mailed out. Please notify the school office (call 713-541-3030) for any address or contact number changes.

The school is responsible for printing and issuing progress reports and report cards in a timely fashion. It is the parent's responsibility to request a report from the front office if it was not received on time. If you do not get your progress report or report card, please call the school office at 713-541-3030.

It is the parent's responsibility to ensure that students submit their homework on time. You may also get online information about your child's progress by logging onto our website at [www.hsihouston.org](http://www.hsihouston.org).

Harmony School of Innovation is dedicated to excellence in education and we strive to create a caring and efficient communication between homes and school.

Kindergarten and 1<sup>st</sup> grade students will receive a letter grade and all other grades will follow the standard grading scale for each six week reporting period. Teachers will establish the grading policies and procedures for their classes individually, and their grades will correspond to this scale.

Class Grades:

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 Harmony School of Innovation, formal examinations fulfill an important function in the assessment of each student's academic performance. As external examinations (IOWA or ITBS, COGAT, TAKS, SDAA, RPTÉ ) are used on a state-wide basis as measures of student performance, students at Harmony School of Innovation 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 supplies for each exam and are not to borrow supplies 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 educational success here at Harmony School of Innovation. 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 a 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. Each teacher's contact information is available on our website and weekly assignments are posted on our web site [www.hsihouston.org](http://www.hsihouston.org)

## 7. GRADE PROMOTION POLICY

1<sup>st</sup> thru 8<sup>th</sup> grade promotion from one grade to another in Harmony School of Innovation shall be based on the following criteria:

- 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.
- A student must maintain a yearly average of 70 in Reading/Language Art.
- A student must maintain a yearly average of 70 in Mathematics.
- A student must maintain a yearly average of 70 in Social Studies
- A student must maintain a yearly average of 70 in Science.
- 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 summer and pass it in order to be promoted to the next grade level.
- 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.

## 8. ACCELERATION by EXAM

Using guidelines established by the State Board of Education, Harmony School of Innovation uses examinations for acceleration. Harmony School of Innovation will accelerate a student in grade level one or above 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.

Students in grades 1st – 8th 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.

## 9. ILLNESS/INJURY, MEDICATION, AND HEAD LICE POLICIES

Harmony School of Innovation will have a school nurse or first-aid-trained-professional 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.

- Notify your teacher and report to the nurse's 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 will result in 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:
  1. sent directly from the pharmacy or physician's office;
  2. 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:
  1. Student's Name
  2. Name of the medication
  3. Dosage
  4. Time the medication must be taken.
- in only the amount of medication that is needed for a school day.
- Bring In the case of prolonged need, sends 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's office.

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

### **Head Lice Policy:**

Harmony School of Innovation follows the No – Nit Policy. Once head lice are positively identified on the student, parent/guardian will be notified to pick up the student immediately. Upon return, the student will need to be re-checked for head lice at the nurse's office. At the time of re-check, if nits are still visible, the student will not be allowed to remain in school.

## **10. LIBRARY**

The library is a resource center used by all Harmony School of Innovation 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 study hall. Books, magazines, and reserve materials may be checked out for specific time periods. Students will not be allowed to check out any additional books if there are overdue books on record.

Students/Parents are responsible for any lost or damaged library books. Lost and damaged books are subject to a replacement fee which includes the cost of the book and processing fees. 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.

## **11. LOST AND FOUND**

There will be a Lost and Found cabinet in the front office. If you find books, clothing, or personal items on the school grounds, please bring these items to the office. If you lose something, you may check the Lost and Found cabinet only during homeroom time and after school. These items will be kept in Lost and Found cabinet for up to fourteen (14) days after they have been found. The corridors are inspected each evening and unsecured student property is placed in the Lost and Found shelves located in the office. Students should ensure that all their books, uniforms, and other property are clearly labeled with their

name to ensure a prompt return of such items if they become misplaced. All items excluding textbooks and library books will be donated on the 15<sup>th</sup> of each month without prior notice to the students or parents. Parents and students are responsible for retrieving lost items. Harmony School of Innovation is not responsible for any lost items including any personal items, textbooks, or library books.

## 12. 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 clean up 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.
- Do not share food with other students.
- 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 destroy or vandalize 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.
- Student must get permission in order to use the restrooms, nurse's office or main office.

**Note:** Lunch Visitors must check in at the front office for a visitor badge prior to attending lunch with their student. Parents bringing lunch to their child must bring the item at the beginning of their child's lunch period. To avoid learning disruptions, lunch brought to school 15 minutes after their child's lunch period have started will not be given to the student until the end of the day. Visitors may not bring lunch for another student unless a signed note by that student's parents is provided.

## 13. PUBLIC AREAS: HALLWAYS, STAIRWAYS, CAFETERIA, AND RESTROOMS

Hallways, stairways, cafeteria, and lavatories are areas used by all members of Harmony School of Innovation. Due to the fact that everyone uses these areas, there are rules of conduct that all students must follow.

- You may not loiter in the halls, lunchroom or restrooms.
- You may not eat in halls or restrooms.
- You may not run in the halls, lunchroom or restrooms.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, or 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.
- 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.

#### **14. RESTRICTED AREAS**

After arrival at school, students may not leave the building for ANY reason without written 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 off limits unless a teacher is present.
- The school playground is off limits except when permission given.
- Construction areas are off limits.
- 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 office phone during the day without permission of the school staff.

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

#### **15. SCHOOL ACTIVITIES**

Harmony School of Innovation 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. Harmony School of Innovation students will have the opportunity to go on field trips at various times throughout the school year. 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 deadline date. Permission over the phone will not be accepted.
- You must wear your school uniform unless otherwise specified.
- You must abide by Harmony School of Innovation's 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 are responsible in coordinating a make up date within three days of their excused absence with their teacher.
- No money will be refunded for any field trips.
- Students are allowed a five minute window from designated departure time for any field trip.
- Electronic (PS2, IPODS, etc.) are not allowed on field trips.

The Field trip leader of Harmony School of Innovation 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 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 at school promptly at the end of the activity.
- You must abide by Harmony School of Innovation's 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. Harmony School of Innovation offers after-school programs for grades 3<sup>rd</sup> thru 8th. In the after school program students will be supervised until 4:00. Students in these programs should follow all the school rules. Harmony also has a deal with company that takes care of after school between 3:00 – 6:00 pm.

- Parents/Guardians/or designated persons are expected to pick up their child(ren) on time(no later than 3.20 pm) Failure to pick up during the designated dismissal times will result in having to pay a late fee (Please see the attachment regarding HSI's late fee policy).
- Please Note: For the safety of our students, Harmony Faculty asks parents that all students be picked up NO LATER than 5:00 p.m. Harmony School of Innovation-Houston is not responsible for monitoring students after 5:00 p.m.

**Important:** Harmony School of Innovation will ask parents to pay late fees for students who are not picked up on time during the regular dismissal time.

Harmony School of Innovation has a right to call Child Protective Services, the Houston Police Department, or related authorities for the students who are on campus after 5:00 PM. Students will not be able to stay on the campus after 5:00 PM. For more information, please contact the front office.

### **Science Fair**

Harmony School of Innovation will organize a school-wide science fair every year. Due to our high expectations from our students in science, math and technology, each student (Grades 3-8) 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. If a student wins a trophy or medal in the science fair, or in any other competition/contest in which he/she represents the school, then the school owns the trophy or medal and displays it until the student graduates from Harmony School of Innovation.

## **16. TEXTBOOK AND SUPPLIES**

Harmony School of Innovation will use classroom sets for each course. Harmony School of Innovation 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 Harmony School of Innovation immediately.

When textbooks are checked out, the textbooks will be registered and the condition of the books 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 to replace the book.

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

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

## **17. VISITORS**

**Visitors are always welcome at Harmony School of Innovation.**

For the safety of our students, visitors must obey all traffic signs and signals. 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 into the school without a visitor pass.

Parents must also check in at the front office. Do not bring guests to school without prior arrangements. A visiting form can be obtained from Front Office and must be signed and returned to the school 24 hours prior to the visit. Parents or other adults may not walk into the school including the cafeteria, hallways, or to the classroom unless that form has been given to the school. The same procedure must be followed when a parent requests to observe a class. Parents are not allowed to visit their child's classroom without prior approval from the teacher.

## **18. 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.

Texas Laws states that 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 18<sup>th</sup> birthday are required to attend school each day during the instructional year unless otherwise legally exempted or excused. 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.

The District shall excuse students from attending school for the purpose of observing religious holidays 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 holidays 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 holidays 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.
- 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.

Harmony School of Innovation reserved the right to take extreme absence cases to court.

#### **A. Absence and Tardiness**

Harmony School of Innovation recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand the meanings of each. 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/guardian or a doctor for an excused absence to be admitted to school.

##### Excused Absences

Harmony School of Innovation accepts only the following as excusable reasons for from school. Under the compulsory education law, parents or guardians must notify the school any morning their child is not attending. A note from the parents will not official excuse the absence(s), it will only allows the student to make up missed assignments. Only a physician note or other legal documents will official excuse the absence(s). 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 or 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.
- You must bring a note to the office the day you return.

### Anticipated or Planned Absences or 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.
- when finished if classes are still in session.

### 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 provide a note from a physician or any other official documents associated with your absence(s).
- 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:
- leave school without the permission of administration,
- 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 considered unacceptable to the Administration.

## **B. 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.

### **C. 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.

### **D. Truancy**

Truancy means that a student is inexcusably absent from his or her assigned location without the knowledge of a parent. Harmony School of Innovation 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.

### **E. Habitual Truancy**

HARMONY SCHOOL OF INNOVATION 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.

### **F. Tardiness**

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

#### **SCHOOL TARDINESS:**

The Harmony School of Innovation's 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 Harmony School of Innovation'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 makes maximum use of class time and learns to be punctual. School begins at 8:00 a.m. Beginning the day promptly is important and demonstrates commitment to success.

Students should be inside the school by 8:00 AM. If students come after 8:00 a.m. they need to get a tardy slip from front office. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused. Tardies 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 or phone call 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 consequences for repeated tardiness to school within a reporting period are as follows.

The number of tardiness to school	Consequences
5 <sup>th</sup> tardy	Saturday Detention.
10 <sup>th</sup> tardy	1 day In School Suspension.
15 <sup>th</sup> tardy	1 day out of School Suspension.
20 <sup>th</sup> tardy	Up to 3 days out of school suspension.

Administration has the right to substitute an alternative disciplinary intervention for repeated offenders. This will be applied for each semester.

**CLASS TARDINESS:**

In our school, instructional time is viewed as a precious resource. 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 Harmony School of Innovation's standard of excellence, which prepares students for success.

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. 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 reporting period are as follows:

The number of tardiness to class	Consequences
5 <sup>th</sup> tardy	Saturday Detention.
10 <sup>th</sup> tardy	1 day In-School Suspension.
15 <sup>th</sup> tardy	1 day Out-of-School Suspension.
20 <sup>th</sup> tardy	Up to 3 days Out- of-School suspension.
More than 20 <sup>th</sup> tardy	Referral for possible expulsion

Administration has the right to substitute an alternative disciplinary intervention for repeated offenders. This will be applied for each semester.

**G. Early Dismissal of Students From School**

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/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 dismissal time 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 5:00 PM.

#### **J. Unexpected Closing of School**

In case it becomes necessary to close school the next day because of inclement weather or some other emergency, we will notify you by our call system, the local radio and TV stations to post the closing(s), and post the information on our school's website.

### **19. STUDENT CONDUCT AND DISCIPLINE**

Harmony School of Innovation 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, Harmony School of Innovation 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:

- Be in your assigned seat, ready to work before the tardy bell rings.
- Bring pencils, pens, paper, books, and all assigned materials to class.
- Keep your hands, feet, and objects to yourself.
- Do not engage in behavior that creates classroom distractions.
- Follow directions the first time they are given.
- No gum, food, or drinks are allowed in the building except in designated food service areas.
- Raise your hand before speaking.
- Every student must have a hall pass with him/her at all times. No exceptions!
- No students may leave class without a hall pass.
- Bringing back-pack into classrooms is not allowed.

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:

- Oral praise from the teacher
- Pass to assemblies
- Note to parents
- Phone call to parents
- Parties

- Trips, picnics
- Personal notes to student
- Notes accompanying report cards
- Notes on papers, tests, etc.
- 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, MP3 players, beepers, CD players, virtual pets, games, any type of electronic equipment, comic books and teen's magazines.
- Students may bring cell phones to school. However, cell phones must be off and kept in the lockers while the student is on campus.
- Students are to always be in assigned supervised areas only.
- Running, pushing, hitting, tripping or shouting are prohibited.
- No swearing whether written or verbal.
- No name calling or bullying.
- Students shall not miss class/classes unless excused by a 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.
- All students must follow the student conduct code cited in board policies.
- Eating in hallways and classrooms is 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 from a student and/or parent(s) in the process does not preclude action taken by the Harmony School of Innovation administration.

## 20. UNACCEPTABLE TYPES OF STUDENT BEHAVIOR AND CONSEQUENCES

As a student at Harmony School of Innovation, you may not...

**\*1. Disrupt Learning:**

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

**Consequences:**

- 1st Offense: Parent/Guardian contacted and Administrative discretion including detention, and/or up to three (3) day suspension.
- 2nd Offense: Parent/Guardian contacted. Administrative discretion detention, and/or up to Five (5) day suspension.
- 3rd Offense: Parent/Guardian contacted. Administrative discretion including up to Ten (10) day suspension, and/or expulsion.

**\*2. Disrespect to teachers, staff or other students using inappropriate language and behavior.**

Responding in a rude and/or impertinent manner including the use of vulgarity toward another individual.

**Consequences:**

- 1st Offense: Parent/Guardian contacted. Up to Three (3) day suspension.
- 2nd Offense: Parent/Guardian contacted. Up to Five (5) day non-consecutive suspension.
- 3rd Offense: Parent/Guardian contacted. Ten (10) day non-consecutive suspension. Possible expulsion.

**\*3. Uniform Violation:**

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in the handbook.

**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 to you. Possible Saturday detention
- 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 up to 3(three) day 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 five (5) day non-consecutive suspension. Possible expulsion.

**\*4. Bring Beepers, Pagers, Cellular Telephones and/or Other Electronic Devices:**

Beepers, Pagers and Cellular Phones, Radios, Tape or CD Players, Electronic Games, and/or similar devices are not allowed in the building at any given time including the after-school program and other off-campus school activities. Students may bring cell phones to school. However, all cell phones must be off and placed in the locker at all times when on campus. A student can bring a photo camera to the school with the Principal's approval of three (3) days advance written request.

**Consequences:**

- 1<sup>st</sup> Offense: Parent/Guardian contacted. Confiscation of the devices with retrieval only by parents/guardians and a fee of \$10 must be paid to the school to retrieve the phone.
- 2<sup>nd</sup> Offense: Parents/Guardian contacted. Up to Three (3) day suspension. (Confiscated materials will be given at the end of the school year). A fee of \$20 must be paid to retrieve the phone.
- 3<sup>rd</sup> Offense: Parents/Guardian contacted. Up to Five (5) day non-consecutive suspension. Possible expulsion. The phone will be kept by the school for the remainder of the school year.

Note: The student with the phone during the time of confiscation is held accountable for the phone regardless of whether the phone belong him/her or another student.

**\*5. Fight and Arrange Fights:**

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. Possible prosecution by legal authorities.

**Consequences:**

1<sup>st</sup> Offense: Parents/Guardian contacted. Up to Five (5) day non-consecutive suspension. Possible expulsion.

2<sup>nd</sup> Offense: Parents/Guardian contacted. Up to Ten (10) day non-consecutive suspension. Possible expulsion.

**5a. Hit or physical touch:**

**Consequences:**

1<sup>st</sup> Offense: Parents/Guardian contacted. Up to 1 day suspension

2<sup>nd</sup> Offense: Parents/Guardian contacted. Up to 3 days suspension.

3<sup>rd</sup> Offense: Parents/Guardian contacted. Up to 10 days suspension, possible expulsion.

**\*6. Using staff restrooms:**

**Consequences:**

1st Offense: Saturday detention

2nd Offense: Parents contacted. Up to 3 day suspension.

**\*7. Bring Inappropriate Materials:**

Pornographic, any sexually oriented, criminal, hate related materials, inappropriate reading materials, laser pointers, lighters, etc. Items will be confiscated and will not be returned to the student.

**Consequences:**

1st Offense: Parent/Guardian contacted. Up to 3 day suspension.

2nd Offense: Parent/Guardian contacted. Five (5) day non-consecutive suspension.

3rd Offense: Parent/Guardian contacted. Ten (10) day non-consecutive suspension.

Recommendation for expulsion.

**\*8. Public Display of Affection**

Inappropriate physical and sexual behavior. Behaviors of affection which are not appropriate for public places such as kissing, hugging, etc.

**Consequences:**

1st Offense: Up to ten (10) days out of school suspension. Possible expulsion.

2nd offence: 10 days suspension. Recommendation for expulsion.

**\*9. Provoking/Intimidating behavior/Encouraging or urging other students to violate school rules:**

**Consequences:**

1st Offense: Parent/Guardian contacted and conference with student(s). possible suspension.

2nd Offense: Parent/Guardian contacted and up to ten (10) days out of school suspension.

**\*10. Cheating and/or Plagiarism:**

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

**Consequences:**

1st Offense: Parent/Guardian contacted. Up to 3 days suspension.

2nd Offense: Parent/Guardian contacted. Up to 10 days suspension. Possible expulsion.

**\*11. Abuse and/or Misuse Computers:**

Computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse and or misuse of computers also include loading private software, checking personal e-mail, or accessing inappropriate web sites or web pages using school equipment.

**Consequence:**

- 1st Offense: Parents/guardians contacted. Administrative discretion. You will repair, undo, reset, delete or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer technicians to undo tampering. Up to three (3) day suspension. Possible expulsion.
- 2nd Offense: Parents/guardians contacted; Administrative discretion. You will repair, undo, reset, delete or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer technicians to undo tampering; Up to Five (5) day non-consecutive suspension. Possible expulsion.
- 3rd Offense: Parents/guardians contacted. Administrative discretion. You will repair, undo, reset, delete or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer technicians to undo tampering. Up to Ten (10) day non-consecutive suspension with recommendation for expulsion.

**\*12. Forge:**

Any attempt by a student to sign a teacher's, administrator's, parent's or guardian's, and or student's name to any document will be considered forgery. . Possible prosecution by legal authorities.

**Consequences:**

- 1st Offense: Parent/Guardian contacted. Five (5) day non-consecutive suspension.
- 2nd Offense: Parent/Guardian contacted. Ten (10) day non-consecutive suspension. Recommendation for expulsion.

**\*13. 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.

**Consequences:**

- 1st Offense: Parent/Guardian contacted. Up to 3 day suspension.
- 2nd Offense: Parent/Guardian contacted. Five (5) day non-consecutive suspension.
- 3rd Offense: Parent/Guardian contacted. Ten (10) day non-consecutive suspension. Recommendation expulsion.

**\*14. Gang Symbols**

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry, or by the writing of any signs identified as or associated with gangs.

**Consequences:**

- 1st Offense: Parent/Guardian conducted. Conference with student(s) and up to 10 day suspension. Possible expulsion
- 2nd Offense: up to ten (10) days out of school suspension. Recommendation for expulsion.

**\*15. Steal and/or Vandalize and/or possession of stolen 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:**

Parent/Guardian contacted. Up to Five (5) day non-consecutive suspension. Restitution if required. Possible police report filed. Possible expulsion.

**\*16. 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.

**Consequences:**

Parent/Guardian contacted. Ten (10) day non-consecutive suspension. Recommended for expulsion. Restitution for any damage. Possible prosecution by legal authorities.

**\*17. Be Habitually Tardy:**

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

**Consequences:**

- 1st Offense: Parent/Guardian contacted. Five unexcused tardiness will result in one (1) day Saturday detention.
- 2nd Offense: Parent/Guardian contacted. Additional five unexcused tardiness will result in Up to Three (3) days suspension.
- 3rd Offense: Parent/Guardian contacted. Additional five unexcused tardiness will result in Up to Three (3) days suspension. Possible expulsion.

**\*18. Be Truant:**

Truancy means being inexcusably absent from school or a class without the knowledge of a parent. Habitual truancy by law means a student has accumulated 10 consecutive days or 15 total days of absence in one semester. There are school and legal penalties that accompany truancy.

**Consequences:**

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

**\*19. Skipping classes, tutorials, and/or Saturday School:**

Saturday school and tutorials are mandatory for assigned students.

**Consequences:**

- 1st Offense: Parent/Guardian contacted. Saturday Detention
- 2nd Offense: Parent/Guardian contacted. 1 – 3 Days Suspension

**\*20. Smoke or Use Other Tobacco Products and/or Bring Such Products to School:**

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

**Consequences:**

- 1st Offense: Parent/Guardian contacted. Up to Five (5) day non-consecutive suspension
- 2nd Offense: Parent/Guardian contacted. Up to Ten (10) day non-consecutive suspension. Possible expulsion.

**\*21. 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 suspended for long term 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. 10 (ten) day suspension or expulsion. Possible prosecution.

**\*22. Have Knowledge or Suspicion of Drugs and /or Alcohol on School Grounds and Not Notify School Personnel:**

If a student(s) has seen or heard that another person has drugs on school grounds and does not notify and tell the school personnel promptly all of the information they have, student(s) may have consequences

**Consequences:**

Parent/guardian contacted. Up to 10 (ten) day suspension.

**\*23. Display Threatening Behavior:**

Threatening behavior can include verbal threats, such as bullying or name calling, both face to face and over electronic media (phone (texting) and/or computers) and 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. This also includes cyber-bullying. Any inappropriate materials in regards to any students or staff over the Internet such as facebook, myspace, etc. are strictly prohibited regardless of whether it was private or public information.

**Consequences:**

1st Offense: Parent/Guardian contacted. Up to Ten (10) day non-consecutive suspension. Possible expulsion.

2nd Offense: Parent/Guardian contacted. Ten (10) day non-consecutive suspension recommended. Possible expulsion.

**\*24. Harassing another Student and/or a Teacher, Administrator, or Staff Member:**

Harassment means making unwelcome advances or any form of improper physical contact or sexual remark and any speech 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.

**Consequences:**

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

**\*25. 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 carry heavy legal consequences.

**Consequences:**

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

\*26. Using or possessing any amusement device, smoke bomb, etc.

**Consequences:**

1st Offense: Up to 5 day suspension, possible expulsion.

2nd Offense: Up to 10 day suspension, possible expulsion

\*27. Arson

Having possession of lighters or matches. Starting any fire or combustion on school property.

NOTE: Report any fire, no matter how small, call 911 for active fire. DO NOT CLEAN UP.

**Consequences:**

(10) days suspension, recommendation for expulsion. Possible legal prosecution

\*28. Bring Any Kind of Weapon to School:

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke 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. Ten (10) day non-consecutive suspension with a recommendation for expulsion. Possible prosecution.

**Note:**

- Teachers can assign 15 minute detention without notifying parents.
- Students who have been assigned Saturday detention three times will be suspended.
- Students who have been suspended three times in a year will be placed on a "Critical List". The parents will be contacted. Thereafter, any behavior that leads to suspension, as mentioned in "Unacceptable Student Behaviors" section, will result in student being expelled.

## **DISCIPLINE POINT SYSTEM**

Along with the established disciplinary procedure, Harmony School of Innovation will enforce 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 associated with the behavior.

### **Rules of Discipline Point System**

1. Every unwanted behavior has a numerical point. (See Discipline Point Case File)
2. Every teacher is required to mention our DPS system in his/her syllabus and use it.
3. If a student has at least one discipline point and does not receive any discipline points within 5 consecutive school days, the student's Discipline points will be reduced by 5 in the following day.
4. 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 Administrator.
5. An accrument of 10 points or more within a semester period may result in attending

Saturday Detention.

6. An accrument of 15 points or more within a semester period may result in attending second Saturday Detention.
7. Students required to attend Saturday Detention are rewarded 5 points for attending Saturday Detention and obeying rules of conduct for Saturday Detention. Students may receive more DPS points, however for an unwilling behavior.
8. Failing to attend a Saturday Detention without any confirmed excuse may result in a 1 day out of school suspension.
9. An accrument of 25 points or more within a semester period may result in 1 day in school suspension.
10. An accrument of 40 points or more within a semester period may result in 1 day out of school suspension.
11. An accrument of 55 points or more within a semester period may result in 3 day out of school suspension
12. An accrument of 75 points or more within a semester period may result in expulsion.

**DISCIPLINE POINT SYSTEM**

Case	Points	Case	Points
Lack of materials	1	Throwing things in class/hallway/cafeteria	2
Not working on assigned tasks	2	Vulgarity	3
Not turning in assigned work or homework	2	Not being in assigned location	1
Unexcused tardy to the class	1	Dress code violation	2
Bringing pop or drink to class	1	Talking back to teacher	3
Inappropriate behavior to another student	2	Gossiping/spreading tale	2
Sleeping in class	2	Back-pack in the classroom (5 <sup>th</sup> - 8 <sup>th</sup> )	1
Running in hallway	1	Writing or passing notes	2
Lack of cooperation	2	Humming/Singing/making noises	2
Leaning back in chair	2	Leaving the classroom without permission	3
Antagonistic behavior	2	Leaving paper/trash on the floor	1
Excessive talking	2	Not having hall pass card in class	1
Inappropriate cafeteria behavior	2	Disturbing class	2
Eating/drinking in class	2	Using profanity	4
Chewing gum	2	Horse-playing	2

Tapping	2	Not receiving any DPS points within consecutive FIVE school days	-5
Not sitting properly	2	Saturday Detention	-5
Not having student ID	2	Disrespect to authority	5

## 21. 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 two types of detentions: after school and Saturday detentions.

#### 1. AFTERSCHOOL DETENTION RULES AND REGULATIONS

- 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.
- Sleeping is not permitted.
- Do not address staff or teachers. No other form of communication will be allowed.
- Students should use the restroom before detention start and be prepared to stay in the detention room for the entire length of time except during an emergency.
- Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
- Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
- Any student assigned to the detention room must sit the time. Students refusing to sit their time will be suspended from school.
- Detention time will be assigned within 24 hours of the meeting with the Administration and student. This allows the parent time to make transportation arrangements.
- Note: Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
- 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.
- If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.

**Note: Failure to follow After School Detention Rules may result in one day School Suspension.**

#### 2. SATURDAY DETENTION RULES AND REGULATIONS:

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 also address the behavior that led to 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 or repeated violation 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. Each student will be given a Behavior Modification Packet which may help students to 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. And also, student may do some physical exercises during detention.

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.

- Saturday Detention will be held 9:00 a.m. to 12:00 p.m. in the cafeteria at Harmony School of Innovation. The doors will be open at 8:45 am.
- Parents are expected to provide transportation to and from detention, and **students are required to wear their school uniforms.**
- Students left at the school after 12:30 PM. will be unsupervised. Harmony School of Innovation is not responsible for the students who are left after 12:30 PM. In case of unexpected situations, please call 713-541-3030 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 a 1 day in-school-suspension plus attend the next scheduled Saturday Detention. A second late arrival to an assigned Saturday Detention will result in an 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.
- No electronics, food, beverages, candy, comic books, i.e. are allowed in Saturday Detention School.
- Students will be expected to work the entire time while in detention. Any student not working will be removed from detention and referred to the Assistant Principal. The parent/guardian will be notified regarding the infraction immediately.
- No student is permitted to sleep during Saturday Detention.
- Any student acting disruptively will be removed from Saturday Detention and will be referred to by a school Administrator 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 school Administration at 713-541-3030. 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 their Parent Notification form on the due date without any confirmed excuse, he/she will have 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.
- Parents/Guardians/Guests are not allowed in the Detention Room. They must wait in the front office.

## **B. SUSPENSIONS:**

Harmony School of Innovation will use two kinds of suspension: In school suspension and out of school suspension.

### **1. IN SCHOOL SUSPENSION RULES AND REGULATIONS:**

- Report to the Detention room at 8:00 A.M. If you come after 8:05 you will be counted as absent. All school suspensions will run from 8:00 A.M. to 3:00 P.M.
- Students will bring materials to work on. Students are to bring their IN-SCHOOL SUSPENSION ASSIGNMENT LIST with teacher's name, subject, and assignments. It is the student's responsibility to go and ask the teachers for assignment.
- Students must sign in when they report to the detention room. They must sign the paper when the suspension is over. Without an Administrator's permission, a student can not go out of detention room. Students are to keep clean the detention room.
- No talking or conversations. Students must be seated at all times.
- Students will not be permitted to go to their lockers. All materials must be brought to the detention room by 8:00am.
- Students will not be permitted to go to lunch. They will have their lunch in the detention room.
- Suspension will be assigned within 24 hours after meeting with an administrator and student.
- No disruptive behavior will be allowed.
- Unexcused absences will be referred to the Assistant Principal.
- No food, drinks, gum or illegal substances are allowed.
- No visits by parents, relatives or other students.
- Sleeping is prohibited.
- Students are responsible for lost, stolen or damaged items.
- Transportation to the in-school suspension site is the responsibility 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.
- Student Handbook rules apply.
- No physical contact of any kind between participants
- 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 result in expulsion from the school.
- If a student does not turn in the Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.
- Failure to comply with the rules will be reported to Administration for further action. This further action may result in a 3 day school suspension

### **2. OUT OF SCHOOL SUSPENSION RULES AND REGULATIONS:**

Both the "Notice of Suspension" and the reasons for the suspension will be given to the student by an administrator following the discipline committee meeting. 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 writing and be submitted to the Principal. Consequences will not be deferred pending the outcome of an appeal.

The Principal will make the decision within 2 school days after the appeal is made. The Principal's decision is final.

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

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

**Rules and Regulations:**

- A student who is suspended from the school is not allowed on school property.
- A student who is suspended is responsible for all make-up work missed.
- Parents or guardians of the student will be notified in advance of dates of suspension.
- If the incidence is severe, then Principal or other administrators may keep the student in the detention room, until parents are notified and pick up the student.
- 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.
- If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 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 HARMONY SCHOOL OF INNOVATION THE FOLLOWING YEAR.**

If a student is suspended during the school year, the student will be denied a Re-enrollment 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 Administration within two weeks after a suspension is being issued. Letters must be dated and addressed to The Principal, Harmony School of Innovation.

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

HARMONY SCHOOL OF ART INNOVATION 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-enrollment deadline, and if the school decides not to deny re-enrollment, we will send you a letter and a Re-enrollment Form postmarked earlier than the second Friday of March. You will have one week after receiving the letter to submit the Re-enrollment form. If your petition is not accepted, you will receive a letter postmarked earlier than the second Friday of March. If suspension occurs after the re-enrollment deadline, and if the school decides not to deny re-enrollment, 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 Administrators after hearing about the events involved in a situation. In addition, suspensions may be used for students who have committed a removal or expulsion offense and for whom a conference or hearing is pending. 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. Consequences will not be deferred pending the outcome of an appeal. All disciplinary hearings on expulsions will be held within four (4) school days of the appeal being made. The decision of the Superintendent is final.

#### **Expulsion Policy**

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

- 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
- False alarm, including fire, bomb threats, etc.
- 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.)
- Arson or attempted arson to any school building or property
- Repeated offenses of flagrant violations where suspension is normally considered appropriate
- Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.
- Receiving a total of 75 DPS points within a semester.

## **22. DAMAGE TO SCHOOL PROPERTY**

Students who accidentally damage school property must report this promptly to the principal or classroom teacher. When 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.

## **23. DUE PROCESS**

All students at Harmony School of Innovation 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 Harmony School of Innovation have the right to feel that they are 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.

## **24. WITHDRAWAL FROM SCHOOL**

When a student must withdraw from Harmony School of Innovation 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 his/her teachers for "clearance" showing that the following responsibilities have been fulfilled:

- Has returned all textbooks and checked out materials
- Has checked in all assigned equipment;
- No make-up work due;
- Fines are paid;
- 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.

## **25. COMMUNICATION**

The Administrators 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;

- You may directly call school at 713-541-3030 during school hours (8:00 am. thru 4:30 p.m.)
- You may send an e-mail to teachers. E-mail addresses are available at the front office and on our school website.

You can use our website [www.hsihouston.org](http://www.hsihouston.org) to see your child academic progress and conduct.

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

## **26. ACTIVITIES**

### Fund Raising

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

Advertising may be permitted if it is 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.

## 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.

## Art and Activity Groups Procedure

The HARMONY SCHOOL OF INNOVATION philosophy concerning performing art 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 art 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. 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 sign and return this page to your homeroom teacher. If the form is returned after the deadline date, it may result in disciplinary action.

## **27. 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 the student safety or sign-out procedures. The school will not be responsible for violations if copies of court orders are not on file.

## **28. 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. 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 may be used. Each building will have a teacher assigned to use the air horn to alert the students.

### **SPECIAL NOTE**

**It is the school's responsibility to publish the student handbook on the school website. During open house, a copy of the student handbook will be provided to each parent. Copies will also be available in the front office. It is important that each student attending Harmony and their parents have read, understood, and agreed with the content of the student handbook.**

**Harmony School of Innovation reserves the rights to delete, add, and amend any changes to this handbook. Any changes to this handbook will be posted on the school web page.**

#### **For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Ms.Okumus

Phone Number: 713 541 3030

## 29. STUDENT CONDUCT CONTRACT

Because all of you have elected to apply to Harmony School of Innovation, 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

**(PLEASE SIGN AND RETURN TO HOMEROOM TEACHER BY FRIDAY, AUGUST 27th)**

As a student of Harmony School of Innovation, 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 agree to follow all requirements of the Harmony School of Innovation 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