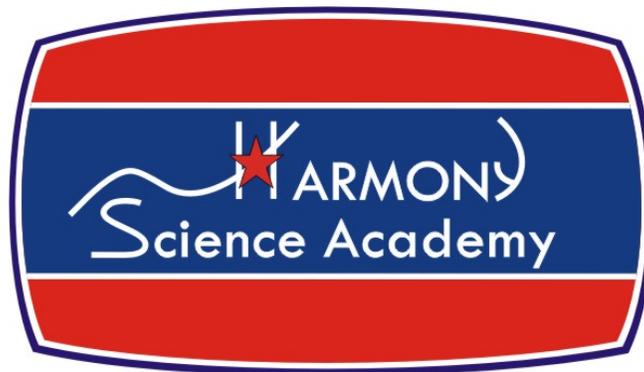


**K-3**  
**STUDENT HANDBOOK**

**2008-2009**



**HARMONY SCIENCE ACADEMY**  
**BRYAN/COLLEGE STATION**

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Excellence and Equity in Education

2031 S. Texas Avenue, Bryan TX 77802  
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[www.hsacs.org](http://www.hsacs.org)

Dear Students,

Welcome to the 2008-2009 school year at Harmony Science Academy! This new school year means a new beginning, and new future. The Administrative team is excited about this year, and the staff at Harmony is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

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 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 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 activities.

This handbook is an overview of our school's goals, services, 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 parts 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. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Harmony staff and community, best wishes for a great 2008-2009 school year!

Sincerely,

Ali Tekin, Principal

## MISSION STATEMENT

Recognizing that educational success is built upon the harmony of the triad made up of students, parents, and teachers, Harmony creates a partnership from among members of this group that will help our youth fulfill their highest intellectual, social, emotional, and physical potential.

Because of the nature of its mission, Harmony 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.

## STUDENTS RIGHTS AND RESPONSIBILITIES AT HARMONY

### STUDENTS' RIGHTS

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

### STUDENTS' RESPONSIBILITIES

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

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## 1. INTRODUCTION

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

## 2. PHILOSOPHY

Harmony 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. HARMONY SCIENCE ACADEMY-BRYAN/COLLEGE STATION DRESS CODE 2008-2009

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

### **IMPORTANT REMINDER**

**If you arrive at school without uniform, your parents will be called.**

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

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

### **GIRLS:**

#### **Uniform Top**

- Red polo shirts with short sleeves (will be sold at school)
- Long sleeve shirts may be worn under uniform shirt (No hoods)

#### **Skirts**

- Khaki skirts. They should be below knee-cap level.
- No Walking shorts
- No skorts.

#### **Pants**

- Khaki pants
- Black or dark blue belt: properly fitting
- No jeans except when given explicit permission

#### **Footwear**

- **Socks:** White, navy blue or black (must be worn at all times). No pads or footies.
- **Shoes:** Dark-colored lace-up shoes or loafers (closed toe, closed heel), athletic shoes. No sandals or mules
- All shoes should have backs or secure straps on back of shoe for safety and always remain strapped and tied.

## **BOYS:**

### **Uniform Top**

- Red polo shirts with short sleeves (sold at school)
- Long sleeve shirts may be worn under uniform shirt (No hoods)

### **Pants**

- Khaki pants
- Black or dark blue belt: properly fitting (must be worn at all times)
- No jeans except when given explicit permission

### **Footwear**

- **Socks:** White, Navy, Blue, Black (Must be worn at all times). No pads or footies.
- **Shoes:** dark-colored lace-up shoes or loafers (closed toe, closed heel), athletic shoes. No sandals or mules
- All shoes should have backs or secure straps on back of shoe for safety and always remain strapped and tied.

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

In addition to making sure you are wearing the school uniform, HSA-SA requires that you follow these additional guidelines in terms of uniform appearance 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 allow for comfort, safety, and personal preference in their dress. Coats are not to be worn inside classroom or hallways. They must be stored in lockers until dismissal or worn for outside lunch.

### **Skirts and Sweatshirts:**

- May not be rolled at the waist.
- Must be of modest length (kneecap level or longer).
- Must be tucked in at all times.
- Sleeves of sweaters may not be rolled.
- Capri, pedal pushers, skirts or any other pant type and shorts or skirts that are anatomically revealing is prohibited.

### **Pants and Slacks:**

- Must fit properly.
- May not be baggy.
- May not sag.
- No low waist pants.
- May not be cargo style.
- Belts must fit properly and not hang down when buckled.

### **Footwear**

- Girls: No sandals, clogs, high-heels, platform shoes, hiking boots, or snow boots.
- Boys: No sandals, hiking boots, or snow boots.
- Shoes must be kept polished at all times.
- All footwear will be properly tied and strapped

### **Personal Appearance:**

- Boys may not wear earrings.
- Jewelry and accessories should be appropriate for school and not attract undue attention (only a pair of rings and a pair of earrings are permitted). All other piercing must be removed while on campus.
- Girls may not wear excessive make up. Boys may not wear any make up.
- No facial and body piercing.
- No tattoos.
- No extreme hairstyles and hair colors.
- Sunglasses are not permitted.
- PE uniforms are permitted only in PE class.
- Wallets with long chain are not acceptable due to safety concerns.

- No pajamas, PE uniform pants or similar material under skirt is acceptable.
- Boys may not grow mustache and beard.

**Outerwear:**

- No hats, caps, bandanna, and other headgear and outerwear such as windbreakers, jean jackets, or ski jackets. No jackets or coats.

**Dress Code on Free Dress Days:**

Free of holes, tears, inappropriate language, logos, messages or advertising. No sleeveless, skintight, bicycle legging, short dresses and skirts. No low cut, midriff, backless blouses. All other dress code rules apply to free dress days as usual. Parents will be called to pick up a child if students violate the dress code.

**REMINDER:**

**Uniform Top:**

- Shirt is in good condition. Free from holes and tears.
- Shirts must be long enough to tuck in and stay tucked in all day. Shirt will remain tucked in at all times before, during and after school, whenever on school campus.
- Shirts are properly tucked in so belt is visible all the way around.
- Shirt collars and sleeves must remain down.

**Please note:** PE uniforms will not be sold at school. You may purchase them at any Wal-Mart/ Academy/ Fiesta etc. using the following guidelines for all students:

PE Shirts must be plain gray t-shirts (with sleeves).

PE Shorts/ Pants must be plain gray (They should be no shorter than the width of a dollar bill (2½ inches above the knee-cap level))

**\*\*\*ONLY MIDDLE and HIGH SCHOOLERS (4-12) WILL DRESS FOR PE.**

**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.hsacs.org](http://www.hsacs.org).

HARMONY is dedicated to excellence in education, and we strive to create a caring and efficient communication between homes and school.

All classes except for Kindergarten at HARMONY will follow this standard scale for assigning letter grades 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.

|   |          |
|---|----------|
| A | 90 - 100 |
| B | 80 – 89  |
| C | 70 – 79  |
| F | 0 – 69   |

Conduct Grades:

|   |                   |
|---|-------------------|
| E | Excellent         |
| S | Satisfactory      |
| N | Needs Improvement |
| P | Poor              |
| I | Incomplete        |

## 5. EXAMINATION PROCEDURES

At Harmony, formal examinations fulfill an important function in the assessment of each student's academic performance. As external examinations (IOWA, COGAT, TAKS, SDAA, RPTE ) are used on a state-wide basis as measures of student performance, students at HARMONY 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. 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.hsacs.org](http://www.hsacs.org)

## 7. GRADE PROMOTION POLICY

1<sup>st</sup> thru 6<sup>th</sup> grade promotion from one grade to another in HARMONY shall be based on the following criteria:

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

Students need to take Credit by Exam tests and receive a passing grade if they do not meet one or more of the above requirements .

## 9. ACCELERATION by EXAM

Using guidelines established by the State Board of Education, Harmony uses examinations for acceleration. HARMONY 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 1 - 6 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.

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

HARMONY 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.

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

### Head Lice Policy

HARMONY follows the No – Nit Policy. At the time head lice are positively identified the student's 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 there are nits visible, the student will not be allowed to remain in school.

## 11. LIBRARY

The library is a resource center used by all HARMONY 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. 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.

## 12. LOST AND FOUND

There will be a Lost and Found Box in the office. If you find books, clothing, or personal items on the school grounds, please bring these items to the office. If you lose something, check the Lost and Found. These items will be kept in Lost and Found Box for up to

seven (7) 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.

### **13. 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.
- 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.

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

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

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

### **15. RESTRICTED AREAS**

After arrival at school, students may not leave the building for ANY reason without the written permission of the Assistant Principal 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 principal or assistant principals.

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

## 16. SCHOOL ACTIVITIES

HARMONY 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 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. No phone calls will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by HARMONY'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.

The Field trip leader of HARMONY 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'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.

### Science Fair

Harmony organizes a school-wide science fair every year. Due to our high expectations from our students in science, math and technology, each student (Grades 4-5) 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.

## 17. TEXTBOOK AND SUPPLIES

HARMONY will use classroom sets for each course. HARMONY 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 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.**

**18. VISITORS**

Visitors are welcome at HARMONY. Visitors must sign in with the office when they arrive. Visitors must present a valid ID to the front office personnel. No visitor is allowed to walk in the school without a visitor pass. Parents must also check in at the front office. Do not bring guests to school without prior arrangements. Parents or other adults may not walk in the cafeteria, hallways or to the classroom, unless a form has earlier (at least 24 hours) been completed to give notification to the school and the teacher. The same form must be completed when a parent requests to observe a class.

**19. ATTENDANCE**

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

Students who are enrolled in pre-kindergarten, kindergarten, at least six years of age on or before September 1st, or have been enrolled in a public school first grade program, and have not yet reached their 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.

Please note:

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

**A. Absence and Tardiness**

HARMONY 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.

**B. Excused Absences**

HARMONY accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify the school any morning their child is not attending. The excuse shall be submitted to the attendance

office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

#### Unexpected Absences

##### Personal Illness

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

##### Illness in the Family

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

##### Quarantine of the Home

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

##### Death of a Relative

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

#### Anticipated or Planned Absences

##### Observance of Religious Holidays

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

##### Professional Appointments

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

#### C. Unexcused Absences

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

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

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

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

E. Make-up Work for Unexcused Absences

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

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

F. Truancy

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

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

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

G. Habitual Truancy

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

H. Tardiness

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

**SCHOOL TARDINESS**

The HARMONY 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'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 8:30 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             | A letter sent to parent. Saturday Detention.                    |
| 10 <sup>th</sup> tardy            | A letter sent to parent. In School Suspension.                  |
| 15 <sup>th</sup> tardy            | A letter sent to parent. 1 day out of School Suspension.        |
| 20 <sup>th</sup> tardy            | A letter sent to parent. Up to 3 days out of school suspension. |

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

### 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'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.

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

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

The consequences for repeated tardiness to class within a reporting period are as follows;

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

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

**After School:** HARMONY provides an after-school program. In the after school program your child will be supervised until 5:30 PM. Daily charge for after school is \$5. Students in these programs should follow all the school rules.

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

### Dismissal Time: 2:50 PM for K-3<sup>rd</sup> Graders

Harmony has a right to call Child Protective Services, the Houston Police Department, or related authorities for the students who are on campus after 5:45 PM. Students will not be able to stay on the campus after 5:45 PM.

For more information, please contact the front office.

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

Because HARMONY is very concerned about the safety and well being of students, 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 weather or some other emergency, local radio and TV stations will be notified.

## 20. STUDENT CONDUCT AND DISCIPLINE

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

Classroom rules in every classroom:

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

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

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

Discipline - Positive Reinforcement

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

1. Oral praise from the teacher
2. Pass to assemblies
3. Pass to student store
4. Note to parents
5. Phone call to parents
6. Parties
7. Trips, picnics
8. Personal notes to student
9. Notes accompanying report cards
10. Notes on papers, tests, etc.
11. 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, phones, CD players, virtual pets, games, or any type of electronic equipment.
- 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 administration.

## 21. UNACCEPTABLE TYPES OF STUDENT BEHAVIOR AND CONSEQUENCES

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

### A. Fight and Arrange Fights:

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

Consequences:

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

2nd Offense: Parents/guardian contacted. Possible expulsion

### B. Bring Beepers, Pagers, Cellular Telephones or Other Electronic Devices:

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

Consequences:

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

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

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

### C. Cheat and/or Plagiarism:

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

Consequences:

See individual teachers' policies.

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

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

Consequences:

- 1st Offense: Parents/guardians contacted. Administrative discretion. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Up to two (2) day suspension
- 2nd Offense: Parents/guardians contacted; Administrative discretion. You will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer or lab technicians to undo tampering; Up to three (3) day suspension
- 3rd Offense: Parents/guardians contacted. Administrative discretion, student will be banned from using any computer and science labs at HARMONY. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Recommendation for expulsion.

#### E. Disrupt Learning:

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

##### Consequences:

- 1st Offense: Parent/guardian contacted. Teacher discretion with the recommendation of detention, and/or up to one (1) day in-school suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion including possible detention, and/or up to two (2) day suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion including up to three (3) day suspension, and/or expulsion.

#### F. Uniform Violations:

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

##### Consequences:

- 1st Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire. Possible one day in-school suspension.
- 2nd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Possible one (1) day in-school suspension.
- 3rd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If violation cannot be corrected, parent/guardian will be contacted to bring proper attire to you. Up to three (3) day in school suspension.
- 4th Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Up to three (3) day suspension with possible expulsion.

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

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

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

##### Consequences:

Parent/guardian contacted. Direct expulsion proceedings.

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

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

##### Consequences:

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

#### I. Forgery

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

Consequences:

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

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

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

#### J. Gamble and Play Cards:

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

Consequences:

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

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

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

#### K. Bring Inappropriate Materials:

Pornographic, criminal, hate related, etc.

Consequences:

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

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

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

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

Consequences:

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

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

Consequences:

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

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

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

#### N. Hazing Students:

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

Consequences:

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

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

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

Consequences:

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

2nd Offense: Parent/Guardian contacted. Possible expulsion

P. Steal and/or Vandalize Private Property:

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

Consequences:

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

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

Q. Be Habitually Tardy:

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

Consequences:

See Tardy Policy of Harmony.

R. Display Threatening Behavior:

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

Consequences:

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

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

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

S. Be Truant:

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

Consequences:

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

T. Bring Any Kind of Weapon to School:

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

Consequences:

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

U. Possession or Use of Fireworks:

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

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

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

V. Gang and Secret Society Symbols:

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

- 1st Offense: Parent/guardian contacted. Administrative discretion. Up to 2 day suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion.

W. Possession of Stolen Property:

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

- 1st Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

X. Arson:

Intentionally starting any fire or combustion on school property,

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

Y. Public Display of Affection

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

- 1st Offense: Parent/Guardian contacted. Conference with student. Up to 2 day in school suspension.
- 2nd Offense: Parent/Guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion

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

- 1st Offense: Parent/guardian contacted. Administrative discretion. Saturday Detention.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

1. Bullying Policies

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture, written, verbal or physical act.

- 1st Offense: Parents/Guardian contacted. Up to Three (3) day out of school suspension.
- 2nd Offense: Parents/Guardian contacted. Possible expulsion.

2. Conspiracy

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

- 1st Offense: Parents/Guardian contacted. Up to two (2) day out of school suspension.
- 2nd Offense: Parents/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

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

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

- 1st Offense: Parent/Guardian contacted. Up to Two (2) day out of school suspension.
- 2nd Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

4. Leaving Campus Without Permission

Leaving campus without prior consent and authorization from school administration.

- 1st Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension.
- 2nd Offense: Parent/Guardian contacted. Possible expulsion.

6. Bus Misconduct

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

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

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

#### 7. Trespassing

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

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

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

## 22. 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.

#### ▪ AFTERSCHOOL DETENTION RULES AND REGULATIONS

1. Students will bring materials to work on. (Homework, books to read from the Library, only school acceptable materials permitted.) Classroom materials may be sent by teacher.
2. Sleeping is not permitted.
3. Do not address staff or teachers. No other form of communication will be allowed.
4. Students should use the restroom before detention starts and be prepared to stay in the detention room for the entire length of time except during an emergency.
5. Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
6. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
7. Any student assigned to the detention room must sit the time. Students refusing to sit their time will be suspended from school.
8. Detention time will be assigned within 24 hours of the Assistant Principal meeting with the student. This allows the parent time to make transportation arrangements.
9. Note: Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
10. If a student arrives to detention room 5 minutes after designated time without confirmed excuse, the student will not be allowed into detention room, and the miss will be considered unexcused. This will result in one day out of school suspension, and redo the detention.
11. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.

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

#### ▪ 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 through 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. 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 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 the Assistant Principal for further disciplinary action.
- Lavatory privileges will be at discretion of the Saturday Detention administrator.
- If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal at 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.

## **B. SUSPENSIONS:**

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

### **▪ IN SCHOOL SUSPENSION RULES AND REGULATIONS:**

1. Report to the Detention room at 8:00 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.
2. 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.
3. Students must sign in when they report to the detention room. They must sign the paper when the suspension is over. Without assistant principal permission, a student can not go out of detention room. Students are to keep clean the detention room.
4. No talking or conversations. Students must be seated at all times.

5. Students will not be permitted to go to their lockers. All materials must be brought to the detention room by 8:00am.
6. Students will not be permitted to go to lunch. They will have their lunch in the detention room.
7. Suspension will be assigned within 24 hours of the Assistant Principal meeting with the student.
8. No disruptive behavior will be allowed.
9. Unexcused absences will be referred to the Assistant Principal.
10. No food, drinks, gum or illegal substances are allowed.
11. No visits by parents, relatives or other students.
12. Sleeping is prohibited.
13. Students are responsible for lost, stolen or damaged items.
14. Transportation to the in-school suspension site is the 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.
15. Student Handbook rules apply.
16. No physical contact of any kind between participants
17. If a student does not attend scheduled In School Suspension without any confirmed excuse, then the student will have 1 day out of school suspension and attend rescheduled In School Suspension. If it occurs again, it may result in expulsion from the school.
18. 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.
19. Failure to comply with the rules will be reported to the Assistant Principal for further action. This further action may result in a 3 day school suspension.

▪ **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 the Assistant Principal 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:

1. Damage or destruction of school property or private property
2. Smoking
3. Profanity or obscene language or materials  
(These shall include obscene gestures or signs.)
4. Insubordination in refusing to comply with directions of school personnel
5. Truancy from, or repeated tardiness to, class or school
6. Theft of school property or equipment, or personal property of any school personnel, another student, or visitor
7. Fighting among two or more students on school property (including buses) or at any school sponsored activity
8. The act of extortion from any person on school property (including buses) or at any school sponsored activity
9. Repeated or flagrant violation of any school or classroom rules or accepted standards of school behavior
10. Using a fire exit door at an inappropriate time.

11. Selling food or items without an approval from an Administrator.
12. Not being in assigned location. Skipping a class (including clubs and electives)

### **Rules and Regulations:**

1. A student who is suspended from the school is not allowed on school property.
2. A student who is suspended is responsible for all make-up work missed.
3. Parents or guardians of the student will be notified in advance of dates of suspension.
4. If the incidence is severe, then Principal or Assistant Principal may keep the student in the detention room, until parents are notified and pick up the student.
5. Some suspensions may be extended, if further evidence is revealed. In such a case, parents or guardians will be notified either by phone or by mail.
6. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 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 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 Assistant principal within two weeks after a suspension is being issued. Letters must be dated and addressed to The Principal, Harmony.

- 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
  - Date, Parent Name, and 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 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 assistant principal 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:

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

### **23. 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.

### **24. DUE PROCESS**

All students at HARMONY 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 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.

### **25. WITHDRAWAL FROM SCHOOL**

When a student must withdraw from HARMONY 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:

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

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

A PARENT SIGNATURE MUST BE ON ALL WITHDRAWAL FORMS.

### **26. COMMUNICATION**

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

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

- 1- You may directly call school at 713-541-3030 during school hours (8:00 am. thru 4:30 p.m.)
- 2- 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.hsacs.org](http://www.hsacs.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.

## 27. ACTIVITIES

### Fund Raising

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

### Sales

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Advertising may be permitted if 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.

### Protective Orders/Restraining Orders

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

### Assemblies

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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.

### Arts and Activity Groups Procedure

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

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

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

## **28. PROTECTIVE ORDERS/RESTRAINING ORDERS**

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

## **29. 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 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.**

### 30. STUDENT CONDUCT CONTRACT

Because all of you have elected to apply to Harmony, 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

(MUST BE RETURNED TO HOMEROOM TEACHER)

As a student of Harmony, 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 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

**Options and Requirements  
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: Mrs. Meadows

Phone Number: 979-779-2100