



STUDENT HANDBOOK

K-5

2010 - 2011

Harmony School of Excellence – Austin

Excellence and Equity in Education

2100 E St Elmo Rd Austin, TX 78744 Phone: (512) 693-0000 Fax: (512) 693-0008
www.hseaustin.org

Dear Students,

Welcome to the 2010-2011 school year at **Harmony School of Excellence!** This new school year means a new beginning, and new futures. The administrative team is excited about this coming school year, and the staff at Harmony School of Excellence is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

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

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. Each of us is responsible for doing his or her part to make our school a place where we can all work and strive together in harmony.

Harmony School of Excellence 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 you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. 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 you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Harmony School of Excellence staff and community, best wishes for a great 2010-2011 school year!

Sincerely,

Dr. Soner Tarim
Superintendent of Schools

MISSION STATEMENT

Recognizing that educational success is built upon the harmony of the triad made up of students, parents, and teachers, **Harmony School of Excellence** 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 School of Excellence** does not discriminate against any member of its community on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

HARMONY SCHOOL OF EXCELLENCE

STUDENTS RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS

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

STUDENTS' RESPONSIBILITIES

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

TABLE OF CONTENTS

1. INTRODUCTION

To achieve our mission, every member of the **Harmony School of Excellence** 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. COUNSELING SERVICES

Harmony Schools have a teacher who is available to see students regarding problems that they may be experiencing at school or home. Usually the class teacher refers the student to this teacher with the approval of the Principal or Assistant Principal.

3. UNIFORM AND PERSONAL APPEARANCE

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

PLEASE NOTE ...

If you arrive at school out of uniform, your parents will be called. You will be kept out of classes until you are dressed appropriately and all 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 will be called to bring a change of clothes. Violations of the dress guidelines will result in incremental disciplinary action.

UNIFORM FOR ELEMENTARY SCHOOL (K THROUGH 5TH GRADE):



Uniform top for both girls and boys

BOYS AND GIRLS:

Uniform Top

- Red polo shirt with white pin stripes/plain red polo shirt.
- Long sleeve shirts may be worn under uniform shirt (navy blue, red black, and white only; no hoods).
- Properly fitting navy blue, red, black and white sweater (only cardigan sweaters, no monogrammed sports pull over. Knitted sweaters that open downward the full length of the front, button or zipper are OK).

Pants

- Properly fitting navy blue or khaki pants
- Navy blue or khaki
- Black or dark blue fitted belt.
- No jeans.
- No shorts, no skirts.

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
- No skate shoes
- All shoes should have backs or secure straps on the heel for safety.
- Shoe laces must be tied at all times.
- No long shoe laces due to safety concerns

P.E. UNIFORM POLICY

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

4th grade through 5th grade – Students should wear a gray t-shirt (no sleeveless/tank tops) and grey shorts (shorts must be below the knee) or grey sweatpants.

PE uniforms may be purchased from retail stores as well as **HSE**-PTO.

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

ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS

In addition to making sure you are wearing the school uniform, **HSE** requires that you follow these additional guidelines in terms of personal appearance. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. **HSE** prohibits any clothing or grooming that, in the administration's judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations. The uniform policy is intended to promote a more effective learning climate; foster school unity and pride; improve student performance; foster self-esteem; eliminate label competition; simplify dressing and minimize costs to parents; teach children appropriate dress and decorum in their "work" place; and help to improve student conduct and discipline.

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 and hallways and they must be stored in lockers.

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.

Pants

Must fit properly

- May not be baggy.
 - May not sag.
 - May not have a low waist.
- a) Not permitted
- No pants that are anatomically revealing.
 - No shorts, or skirts
 - No jackets, sweatshirts, or sweaters will be worn around the waist.
 - No cargo style
 - No capri style
 - No pedal pushers

Footwear:

- a) Not permitted
- no sandals
 - no flip-flops
 - no open toe/ heel
 - no roller shoes

For safety: all shoes must be strapped and or tied. All shoes must have closed toe & heel. Remember when purchasing garment to allow for "growth spurts."

ALL GARMENTS MUST COMPLY WITH HSE GUIDELINES AT ALL TIMES!

GENERAL GUIDELINES

- I. **HSE** prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene; advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.
- II. Jewelry must be gender appropriate and simple. Jewelry and accessories should be appropriate for school and not attract undue attention.
- III. Hair must be neatly groomed at all times. It should be worn in a manner that is not a distraction to the student or others around him/her (this includes Mohawks or any other extreme haircuts).
- IV. PE uniforms are permitted only in PE class. (Students may arrive in PE uniform **ONLY** if 1st period is PE class.)
- V. Coats, jackets, and items not meeting dress code must be stored in lockers. They are not to be worn inside classroom or hallways.
- VI. **Dress Code on Free Dress Days:** All dress code rules apply to free dress days also with the exception of not wearing school uniforms. Garments will be 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. Parents will be called to pick up a child if students violate the dress code.

GROOMING:

NOT PERMITTED: any display of body piercing or clip-on jewelry (**NOSE RINGS, ETC.**)

All students: NO HOOP EARRINGS of any kind. Post earrings **ONLY**. Make-up and nail polish must be tasteful, not calling attention to themselves.

ALL STUDENTS ARE NOT PERMITTED TO HAVE:

Tattoos; body piercing; body writings; sunglasses; pajamas; wallets with long chain; hats; caps; bandannas; and other headgear.

Please note: PE uniforms will be sold at the orientation by the PTO. 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 above the knee-cap level).

School uniforms can ONLY be purchased from Harmony Schools.

4. REPORTS and GRADING SCALE

A progress report will be issued at the end of the 3 three-week progress reporting periods within each six-week grading period. Each progress card will be sent with the student with the weekly mail folder. Each student will also be issued a report card at the end of the six-week reporting period. Each report card will be mailed out. Please notify the school office with any changes to your contact information immediately. Students will also receive a final grade for the semester, which will be averaged together with the 3 reporting periods.

This school year progress card and report card grade dates will be as follows:

1st 6-week	Aug 23 - Oct 1	29	Days
2nd 6-week	Oct 4 - Nov 5	24	Days
3rd 6-week	Nov 8 - Dec 11	27	Days
4th 6-week	Jan 4 - Feb 18	33	Days
5th 6-week	Feb 21 - Apr 8	29	Days
6th 6-week	Apr 12 - May 28	33	Days
Total		175	Days

Grades for the report cards are due the last day of each grading period.

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

It is the parent's responsibility to report to the school and request any reports not received.

If you do not get your progress report or report card, please call the school office.

As another communication tool, Harmony School utilizes a weekly mail folder. On a designated day each week, parents should see the weekly mail folder and sign it.

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

You may also get online information about your child's progress and assignments by viewing your child's grades and assignments online.

K-1 Report cards are skills based evaluations of student performance on specific skill sets.

Academic Legend:

E = Exceeds Standards

M = Meets Standards

A = Approaching Standards

N = Needs Support

X = Not Assessed at this time

Conduct/Social Skills Legend
 E = Demonstrates Excellence
 S = Developing Satisfactorily
 N = Needs Support

All 2nd – 5th grade classes will follow a standard scale for assigning letter grades for six-week periods, finals and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

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

Conduct Grades:

E	Excellent
S	Satisfactory
N	Needs Improvement
P	Poor
I	Incomplete

5. EXAMINATION PROCEDURES

In Harmony Schools formal examinations fulfill an important function in the assessment of each student's academic performance. As external examinations (COGAT, TAKS, TPRI, SDAA, RPTÉ) are used on a state-wide basis as measures of student performance, students at HSE 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 "Code of Conduct" pertaining to examinations is as follows:

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

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

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

6. HOMEWORK POLICY

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

7. GRADE PROMOTION POLICY

In grades K-2 promotion to the next grade level shall be based on satisfactory completion of curricular grade level requirements.

In grades 3-5, promotion to the next grade level shall be based on attaining the following:

- An overall average of 70 or above for all subject areas, which shall be derived by averaging the final score for language arts (reading, language arts, spelling), mathematics, science, and social studies;
- An overall average of 70 or above in language arts and mathematics, and;
- Reading at the student's grade level.
- A student must meet the minimum requirements in all TAKS tests.
- Students who failed any of non-core subjects need to obtain a project/portfolio assignment from school for each subject they failed, complete the assignment successfully, and return it back to school by the assigned day so that they will be promoted to next grade level. Failure to do so will result in repeating the grade.

If a student does not meet one of the above criteria during a year, he/she needs to sit for a test in the area failed. Harmony uses a board-approved state accredited test for grade acceleration. Students who fail the regular year get review sheets for the test at the end of the year and sit for the test during the first week of July. The test is scored by the state accredited institution. The student must have a score of 70 or above to be promoted to the next grade level.

- A student must attend at least 90% of the classes throughout the year in order to be promoted to the next grade level. More than 18 unexcused absences within one school year (9 in each semester) will result in failing. There will be no make-up exam for unexcused absences.
- Each student is unique; therefore the final decision for promotion is ultimately left to the classroom teacher and administrator discretion.

ADVANCED/ACCELERATED PROGRAM

Students in advanced/accelerated classes should maintain a grade of B on all report cards. Students falling below the grade of B might be placed in an equivalent grade-level program.

HONOR ROLL / DISTINGUISHED HONOR ROLL/EXCELLENT CHARACTER HONOR ROLL

Students who make all As will be in Distinguished Honor Roll.

Students who make at least a B in all classes will be in Recognized Honor Roll.

Students who have zero Discipline Points, with no N or P in conduct, with no discipline referral will be in Excellent Character Honor Roll.

8. CREDIT and ACCELERATION by EXAM

Using guidelines established by the State Board of Education, **Harmony School of Excellence** uses examinations for acceleration and credit. **HSE** will give a student in grade level six or above credit for a subject on the basis of a

board-approved examination for credit in the subject if the student scores 90 or above on the examination. If a student is given credit in a subject on the basis of an examination, the examination score will be entered on the student's transcript.

9. GIFTED AND TALENTED

GT program overview

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

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

Please see GT Student Handbook for more details.

10. ILLNESS, INJURY, AND MEDICATION POLICIES

HSE will have a school nurse or first-aid-trained-person available to discuss or assist with medical problems or concerns.

Illness or Injury During the School Day

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

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

Medication Policy

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

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

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

Head Lice Policy

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

11. LIBRARY

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

12. LOCKERS

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

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

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

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

You will not need to purchase a combination lock for your locker. The school will provide locks, for which you will make a payment of \$10 one-time non refundable fee.

Student may not put their personal lock on their lockers.

A locker is an essential part of a student's life at Harmony Science. Use of lockers is strongly encouraged since no backpacks will be allowed in any of the classrooms.

13. LOST AND FOUND

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 Property shelves located in the office. Students should ensure that all their books, uniform and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced.

School may charge a student \$1 fee for each item which is kept in the lost and found box before being returned to the student.

14. LUNCH PERIODS

All students will remain at school during the lunch period. You may buy your lunch at school, or you may bring a packed lunch. If you have a special situation, you will need to meet with the principal. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the lunch area. You will be expected to clear your place and dispose of all trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior. Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

Cafeteria Conduct

Dispose of plates and utensils in garbage bins.

Keep tables, seats, and floors clean.

Talk in a normal voice (classroom voice). Do not shout.

Keep cafeteria lines orderly: no pushing, running, horse playing or cutting in lines.

No loitering in the cafeteria and hallways during lunch. Be seated unless otherwise instructed.

Keep hands, feet, personal belongings and food to yourself.

No backpacks or books are allowed in the lunch area.

Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.

Appropriate language is to be used at all times.

Ordering food from outside without an approval from the administration is not allowed.

15. PUBLIC AREAS: HALLWAYS, STAIRWAYS, CAFETERIA, AND RESTROOMS

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

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

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

16. RESTRICTED AREAS

After arrival at school, students may not leave the building for ANY reason without 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 out of bounds unless a teacher is present.

The playground of the school is off limits except when permission given.

Construction areas are out of bounds.

Any other areas that are determined by the Principal or Assistant Principals

All the areas mentioned above are out of bounds for students who are part of any after-school activities.

Student may not use pay-phone during the day without permission of the principal or assistant principals.

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

17. SCHOOL ACTIVITIES

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

After-School Activities

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

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

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

Science Fair

Harmony School of Excellence organizes a school-wide science fair every year. Due to our high expectations from our students in science, math and technology, each student is required to complete a research project in one of these areas (individual or group). Failure to do so will result in failing the science class. A student wins a trophy or medal in the science fair, or in any other competition/contest in which he/she represents the school, and then the school owns the trophy or medal and displays it.

Science fair handbook is going to be provided to the students by HSE school science fair committee. Every student is required to follow the guidelines cited in the Science Fair Handbook.

27. STUDENT ID CARDS

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

28. TEXTBOOK AND SUPPLIES

HSE will hold each student's parent/guardian responsible for the condition of the textbook issued at the beginning of the year. \$50 book deposit (refundable) will be collected for each student. 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 HSE immediately. If so, the deposit will be refunded.

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

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

Final report cards, transcripts and/or withdraw form will not be issued until all textbooks are returned in good condition.

29. VISITORS

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

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

30. ATTENDANCE

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

Students who are enrolled in pre-kindergarten, kindergarten, at least six years of age on or before September 1st, or have been enrolled in a public school first grade program, and have not yet reached their 18th birthday are required to attend school each day during the instructional year unless otherwise legally exempted or excused. A student who voluntarily enrolls in school or voluntarily attends school after the student's eighteenth birthday shall attend school each school day for the period the program of instruction is offered. School employees must investigate and report violations of the state compulsory attendance law. Students absent without permission from school or from any class will be considered truant and subject to disciplinary action. To receive credit in a class, a student must attend at least 90 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 90 percent of the days the class is offered cannot receive credit for the class, unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:

- An extracurricular activity or public performance that has been approved by the District's Board of Trustees
- Required screening, diagnosis, and treatment for Medicaid-eligible students.

- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness; or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention.
- Approved college visitation.

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

Please note:

- **HSE** shall excuse students from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time and if, after the absence, the parent, guardian, or person having custody or control of the student submits written notification for the excused absence. The District shall excuse the student for days on which the student must travel to and from the site where the holy days will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site. A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating attendance. Students excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days.
- In those rare circumstances when a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence; a note signed by the student, even with the parent's permission, will not be accepted. **Notes must be received within three days of the absence, or the absence will be unexcused.**
- 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.
- 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.

Because excessive absences are considered truancy under state law, the school has the right to take extreme absence cases to court.

Absence and Tardiness

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

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

Excused Absences

HSE 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.
- The school may require a supportive document.

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 may be required).
- 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:
 - Parent or guardian must sign the student out of school;
 - The student must return to school when the appointment is finished if classes are still in session.

Unexcused Absences

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

- fail to 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 not acceptable to the administration.

A. 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.

B. 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.

Note: A school has right and duty to pursue a sanction against a student's parent for excessive absences. Sections 25.901(a) and (b) of the Education Code, authorize an attendance officer to refer a student to juvenile court or file a complaint in justice or municipal court for "unexcused absence." Section 25.095(b) requires the school to notify a parent if a student has a certain number of absences "without excuse." Also, Section 25.0951 provides that a school district shall file a complaint in justice or municipal court or refer a student to juvenile court if the student "fails to attend school without excuse" (emphasis added) for either 10 or more days or parts of days within a six-month period or 3 or more days or parts of days within a four-week period. An absence currently may be excused under Section 25.087(a) for "any cause acceptable to the teacher, principal, or superintendent of the school."

C. Truancy

Truancy means that a student is inexcusably absent from his or her assigned location. HSE shall consider any student truant if he/she is inexcusably absent from his/her assigned location.

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 given 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.

D. Habitual Truancy

HSE 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 school year.

E. Tardiness

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

SCHOOL TARDINESS

The HSE 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 HSE's standard of excellence, which prepares students for success.

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

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

Students should be inside the school by **8:00** AM. Afterwards, they must use front entrance and report to designated room to get a tardy slip from designated staff member. If students come after **8:00** a.m. they need to get a tardy slip from front office. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused. Tardiness is 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. Tardiness to class is excusable only if a student has a written note from the nurse, a teacher, or an administrator.

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

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

The number of tardiness to school	Consequences
5 th tardy	A letter sent to parent. After School Detention.
10 th tardy	A letter sent to parent. In School Suspension.
15 th tardy	A letter sent to parent. 1 day out of School Suspension.
20 th 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.

G. Dismissal Policy:

Students should be picked up no later than 15 minutes after dismissal. Please do not wait in the lobby as the students will not be permitted to leave through the front door.

Students who are enrolled in after school programs can stay until 4:25PM or 5:00PM for a fee.

Students should not be in the corridors, at their lockers, or in the school building after 10 minutes of the dismissal unless accompanied by a staff member. There is a waiting area at the west side of the building for the students who are waiting for their parents. Students should follow all the school rules in the waiting area.

After 3:15 pm, the students who are not picked up will be taken to the after school care and charged \$5 per hour (even if the student is picked before one full hour). There will be a \$5 charge for every 5 minutes if a student is not picked up after 5:00 pm and such incidences will be reported to the Child Protective Services (CPS).

Dismissal Information Form: Parents must fill out a form provided by the After School Coordinator about dismissal information of their children. HSE is not responsible for students who leave the campus without a written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses. Disciplinary action will be taken for those who leave and come back to campus without having a written permission from an administrator.

Important: Harmony School of Excellence has a right to call Child Protective Services, Police Department, or related authorities for the students who are on the campus after 5:00 PM. Students will not be able to stay on the campus after 5:00 PM.

For more information, please contact the After School Coordinator.

H. Early Dismissal of Students from School

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

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

Please be reminded that regardless of whether it is a regular or an early-dismissal day, the school building may be locked at 4:45 PM.

I. Unexpected Closing of School

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

After School Program

Please review After School Program policy.

Dismissal Times:

STUDENT DISMISSAL TIMES			
Program	Time	Pick-Up Deadline	Monthly Fee
Dismissal	Grades 4 thru 8 at 2:50PM Grades 9 thru 10 at 3:40PM	3:15 PM 4:00 PM	None
Clubs or Study Hall	3:15 – 4:25	4:30 PM	Please review After School Program policy
After School Care	4:30 – 5:00	5:15 PM	\$25 for the after school care (covers all 5 days of the week)

The registration deadline is the last Wednesday of each month. Your child will **not** be registered until the **payment** is made. Any student who has received disciplinary actions or suspension may not be able to attend the after-school program. Monthly payments are due no later than the 5th of each month that After School Programs are provided.

31. STUDENT CONDUCT AND DISCIPLINE

HSE 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 HSE administrators and teachers shall not allow the following types of behavior during school, on school property, or at or during any school-sponsored activity.

The school has disciplinary authority over a student:

- During the regular school day, when the student is within 300 feet of the school's real property boundary line, and while the student is going to and from school on school transportation.
- During lunch periods in which a student is allowed to leave campus.
- While the student is in attendance at any school-related activity, including summer school, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- When criminal mischief is committed on or off school property or at a school-related event.

- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When the student commits a felony offense in the community, as provided by Texas Education Code 37.006 or 37.0081.
- Pursuant to any code of conduct adopted at the campus level relating to participation in a student club, organization, or extracurricular activity.
- For any mandatory expulsion offense committed while on school property or while attending a school sponsored or school-related activity of another district in Texas.

Note: In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus will be reported to and handled by the appropriate law enforcement agency.

Classroom rules in every classroom:

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

Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. Homerooms periods and after school class periods are also regarded as class periods in terms of validity and effectiveness of classroom rules.

One or a combination of following consequences for violating daily classroom rules may be implemented:

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

Discipline - Positive Reinforcement

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

1. Oral praise
2. Note to parents
3. Phone call to parents
4. Parties
5. Trips, picnics
6. Personal notes to student
7. Notes accompanying report cards
8. Notes on papers, tests, etc.

Discipline: School-Wide Rules

Each student is expected to

- Demonstrate courtesy and respect, even when/if others do not.

- Behave in a responsible manner, always exercising self-discipline/control.
- Attend all classes, regularly and on time.
- Be prepared for each class; take appropriate materials and assignments to class.
- Meet district as well as campus standards for grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of all students, teachers, and other district staff as well as volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist school personnel, including volunteers, in maintaining safety, order, and discipline.
- Adhere to all requirements of the currently adopted Student Code of Conduct.

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 within a school year or if serious or unacceptable behavior occurs, the student may be removed from school.

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

32. UNACCEPTABLE TYPES OF STUDENT BEHAVIOR AND CONSEQUENCES

As a student at Harmony School of Excellence, you shall not

1. 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 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

2. Bring Cellular Telephones or Other Electronic Devices:

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

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

All cellular phones must be out of sight and turned off between 7:30 am and the dismissal time.

Harmony School of Excellence is not responsible for any lost or damaged devices. During school hours, parents should continue to call the school for any emergency situation. We will contact your son/daughter. Do not try to contact them by cell phone or pager. The use of camera phones is strictly forbidden on the school premises at any time. Such use may also be in violation of the criminal code.

Consequences:

1st Offense: Parents/guardian contacted. Confiscation of the devices with retrieval only by parents/guardian along with a \$10 fee. HSE 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. HSE 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.

3. Cheating and/or Plagiarism:

Cheating on tests, plagiarism, and/or any other types of deception to get credit is unacceptable conduct. There must be clear, objective, evidence of cheating for this policy to be used. Examples are cheat sheets, answers on hand, copied tests, copying from another student's test, giving away the answers, passing notes or answers during quizzes or tests, copying homework or class assignments and plagiarism (to take ideas, writing, answers, etc. from another and pass them off as one's own.)

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:

1st Offense: Parent/guardian contacted. Student will receive zero for the assignment. Administrative discretion. One day out of school suspension.

2nd Offense: Parent/guardian contacted. Student will receive zero for the assignment. Administrative discretion. Possible expulsion from the school.

4. 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 includes

- Loading private software, accessing inappropriate web sites or web pages using school equipment.
- Violating computer use policies including, rules, or agreements signed by the student and/or agreements signed by the student's parent.
- Using the Internet or other electronic communications to threaten one or more student or employee or to cause a material or substantial disruption of the educational environment.
- Sending or posting electronic messages that are abusive, materially or substantially disruptive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using e-mail or Web sites at school to encourage illegal or materially or substantially disruptive behavior and/or to threaten school safety.

All science lab equipment and materials are to remain in the lab unless otherwise instructed.

Consequences:

1st Offense: Parents/guardians contacted. At 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 HSE. 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.

5. 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, and making noise.

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.

6. Uniform Violations:

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

Consequences:

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

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

3rd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If violation cannot be corrected, parent/guardian will be contacted to bring proper attire to you. Up to two (2) days out of 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.

7. Use of 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.

8. Issuing A False Fire Alarm:

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

Consequences:

Parent/guardian contacted. Recommended for expulsion. Restitution for any damage. Possible prosecution by legal authorities.

9. Forgery

Any attempt by a student to sign a teacher's, administrator's, parent's/guardian's, or another 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

10. Gambling and Playing 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 are prohibited.

Consequences:

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

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

11. Possession of Inappropriate Materials:

Possession or distribution of pornographic, criminal, hate related, etc materials.

Consequences:

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

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

12. Harassment of 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. Even if harassment occurs as a "joke," the student will experience consequences for his/her behavior.

Consequences:

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

13. 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 being cooperative, or talking back). Follow the directions first time given.

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.

14. 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.

15. Smoking 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:

Parent/Guardian contacted. Possible expulsion.

16. Stealing and/or Vandalism of School Property or 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. It also includes defacing or damaging school property—including but not limited to textbooks, lockers, furniture, and other equipment—with graffiti or by any other means. 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.

17. Be Habitual Tardiness:

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

Consequences:

See Tardy Policy of **Harmony School of Excellence**.

18. 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. Up to two (2) day school suspension.

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

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

19. Truancy:

Truancy means failing to attend school without excuse for either 9 or more days or parts of days within a six-month period or 4 or more days or parts of days within a four-week period. 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.

20. Weapon Possession:

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 reasonably suspect the presence of a weapon.

Consequences: Parent/guardian contacted. Recommendation for expulsion. Possible prosecution.

21. 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. Possible expulsion.

22. 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.

23. Arson:

Intentionally starting any fire or combustion on school property,

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

24. 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 out of school suspension.

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

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

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

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

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

26. 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 students property, place another student in reasonable fear of harm to the students 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. Possible expulsion.

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

27. 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.

28. Providing incorrect Information to the school personnel.

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

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

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

29. Leaving Campus without Permission

Leaving campus without prior consent and authorization from school administration during school hours.

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

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

30. Reckless Vehicle Use

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

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

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

31. 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. Loss of bus privilege.

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

32. 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.

33. Inappropriate Postings

Students will be held responsible for posting, publishing or sending any "illegal or inappropriate" material (text, image, audio, and video) on campus, in newsletters, local newspapers, radio and TV programs, and over the internet or blogs such as YouTube, MySpace, Xanga, Facebook, etc. about the school, administrators, teachers, parents, and other students. Students must get a written approval from a chief administrator (i.e., superintendent or principal) to post, publish, or send any material pertaining faculty and staff, administrators, and all school activities.

Consequences: Up to three day school suspension or possible expulsion.

34. Tutorial Attendance:

Students are required to attend tutorials that they have been assigned to. Failure to attend the designated tutorials may result in suspension or other disciplinary action at the discretion of dean of discipline. Parents are responsible for arranging transportation.

Decision Making Process for Discipline:

The principal designates one of the assistant principals to be in charge of discipline. The discipline referrals are submitted to the dean of discipline. The dean of discipline may form a discipline committee to make decisions regarding discipline. The decisions of discipline committee or the dean of discipline may be appealed to the principal within two days of the date the decision was made. The principal decision's is final. For expulsion, see the expulsion policy.

DISCIPLINE POINT SYSTEM

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

Rules of Discipline Point System

1. Every unwanted behavior has a numerical point. (See Discipline Point Case File)
2. Every teacher is required to mention about our DPS in his/her syllabus and use it.
3. If a student has at least one discipline point and does not receive any discipline points within 5 consecutive school days, the student's Discipline points will be reduced by 5 in the following school day.
4. A teacher can give points only once for the same incidence for one class period. The teacher shall fill out a Discipline Referral Form if the same case continues, and contact an Assistant Principal.
5. An accrument of 10 points or more within a semester period may result in attending After School Detention.
6. An accrument of 20 points or more within a semester period may result in attending After School Detention.
7. Students required to attend After School Detention are rewarded -5 points for attending After School Detention and obeying the rules of conduct for After School Detention. Students may receive more DPS points, however for an unwilling behavior.
8. Failing to attend an After School Detention without any confirmed excuse may result in a 1 day out of school suspension.
9. An accrument of 25 points or more within a semester period may result in 1 day in school suspension.
10. An accrument of 50 points or more within a semester period may result in 1 day out of school suspension.
11. An accrument of 70 points or more within a semester period may result in 3 day out of school suspension
12. An accrument of 75 points or more within a semester period may result in expulsion.

DISCIPLINE POINT CASES

Case	Points	Case	Points
Lack of materials	3	Throwing things in class/hallway/cafeteria	3
Lack of art materials	2	Not dressing for Gym class	5
Not working on assigned tasks	3	Vulgarity	2
Not turning in assigned work or homework	3	Not being in assigned location	3
Unexcused tardy to the class	2	Dress code violation	3
Bringing pop or drink to class	2	Talking back to teacher	5
Inappropriate behavior to another student	2	Gossiping/spreading tale	4
Sleeping in class	3	Back-pack in the classroom	1
Running in hallway	3	Monday envelope missing	3
Lack of cooperation	3	Humming/Singing/making noises	3
Leaning back in chair	2	Leaving the classroom without permission	5
Antagonistic behavior	3	Leaving paper/trash on the floor	2
Excessive talking	3	Being in the hallway without a pass	1
Inappropriate cafeteria behavior	2	Disturbing class	3
Eating/drinking in class	2	Using profanity	5
Chewing gum	4	Horse-playing	3
Tapping	2	Not receiving any DPS points within five consecutive school days	-5

More DPS cases may be added throughout the year if needed.

33. TYPES OF CONSEQUENCES

A. Detention (After School)

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.

▪ 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. (After school detention will run from 3:00 pm. to 5:00 pm.)
2. Sleeping is not permitted.
3. Do not address anyone other than the detention teacher. 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.

B. SUSPENSION

Harmony School of Excellence 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. In school suspension will be run from 8:00 A.M. to 2:50 P.M. for grades 4-8 AND from 8:00 A.M. to 3:40 P.M. for high school students.
2. Students will bring materials to work on. Students are to bring 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 the sign in paper 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 their lockers. All materials must be brought to the room when reporting.
6. Students will not be permitted to go to lunch. They will have their lunch in detention room.
7. Suspension will be assigned within 24 hours of the Assistant Principal meeting with the student.
8. No disruptive behavior will be allowed.
9. Unexcused absences will be referred to the Assistant Principal.
10. No food, drinks, gum or illegal substances allowed.
11. No visits by parents, relatives or other students.
12. Sleeping is prohibited.
13. Students are responsible for lost, stolen or damaged items.
14. Transportation to the in-school suspension site is the responsibly of the students and their parents/guardians. Transportation arrangements must be made prior to arrival at the site. Telephones are not available for student use.
15. Student Handbook rules apply.
16. No physical contact of any kind between participants

17. If a student does not attend scheduled In School Suspension without any confirmed excuse, then the student will have 1 day out of school suspension and attend rescheduled In School Suspension. If it occurs again, it may require expulsion from the school.
18. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.
19. Failure to comply with the rules will be reported to the Assistant Principal for further action. This further action may be up to 3 day school suspension.

OUT OF SCHOOL SUSPENSION

Notice of Suspension and the reasons for the suspension will be given to the student by the assistant principal after the discipline committee meeting. 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 made to the Principal. Consequences will not be deferred pending the outcome of an appeal.

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

Suspension Policy

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

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

Rules and Regulations

1. A student who is suspended from the school is not allowed on school property.

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

- 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

HSE 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 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 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 or flagrant violations where suspension is normally considered appropriate
7. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.
8. Receiving a total of 75 DPS points within a semester.

34. DAMAGE TO SCHOOL PROPERTY

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

35. DUE PROCESS

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

Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible; 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.

36. WITHDRAWAL FROM SCHOOL

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

1. Has returned all textbooks and checked out materials
2. Has checked in all assigned equipment;

3. No make-up work due;
4. Fees 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.

37. COMMUNICATION

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

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

- 1- You may directly call the teacher's extension during school hours (8:00 am. thru 4:30 pm.). Call **512-696-0000** and dial teacher extension number you want to reach. If a teacher is having a class, please leave a voice message. Teacher phone extensions are available at the front office.
- 2- You may send an e-mail to teachers. E-mail addresses are available at the front office.
- 3- You can use our website to see your child academic progress and conduct. Here is what to do: Log on to www.hseAustin.org, and click grades.
- 4- Observe the **Harmony School of Excellence** sign in front of the school.
- 5- Check Wednesday mail envelope each week, and make sure that you signed the paper and make him/her turn into homeroom teacher on Thursday.
- 6- Check "Letters and Messages to Parents" board in front office.

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

38. GOING TO and FROM SCHOOL

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

39. ACTIVITIES

Please see the attendance section above for information on after school care and the clubs.

Fundraising

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

Sales

Advertising may be permitted if it is for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school

district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school principal.

Demonstrations or Meetings on School Premises (Non-school-sponsored)

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

Assemblies

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

Arts and Activity Groups Procedure

The **HSE** 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 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.

41. 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.

42. 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 the 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 assumed that any student attending Harmony and their parents have read, understood, and agreed with the content of the student handbook.

43. STUDENT CONDUCT CONTRACT

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

Student Contract

As a student of Harmony School of Excellence, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave the school ground without the permission of the principal.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will walk in the halls.

- I will not eat or drink in classrooms, and in the hallways
- I will follow the dress code and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.
- I will set my goal to College/University Education
- I agree to follow all requirements of the HSE Student Handbook.
- I agree to follow the Student Code of Conduct.
- I will attend all tutorials that I am asked to be in.

**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: Halit Erdogdi, Principal

Phone Number: 512-693-0000