

STUDENT & PARENT HANDBOOK 2020 - 2021



HSA BELMONT

HORIZON SCIENCE ACADEMY BELMONT

“Where Excellence Thrives”

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Dear Students and Parents,

Welcome to the 2020-2021 school year at Horizon Science Academy – Belmont! This new school year means a new beginning and new futures for our students and parents as well as for the staff.. The HSA-Belmont team is incredibly excited about this upcoming school year and all the staff at Horizon are committed to working as hard as possible to provide the best possible learning climate for all of our students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. Each of us is responsible for doing our part to make our school a place where we can work together in harmony.

Horizon Science Academy Belmont is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that is conducive to learning. Our faculty and staff look forward to sharing our expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule as well as becoming an active participant in our school through our many PTO activities, clubs, sports and extra-curricular programs.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing our expectations. Please, read it carefully, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you 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 Horizon Science Academy Belmont staff, we wish you a great year!

Sincerely,

HSA-Belmont Administration and Staff

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MISSION STATEMENT

The mission of Horizon Science Academy Belmont is to prepare our students for college by creating an effective learning community with high expectations and a rigorous curriculum focused on math, science and technology.

INTRODUCTION

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

STUDENT RIGHTS

Horizon Science Academy Belmont does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disabilities and all types of physical disabilities in educational programs and activities.

The right of students to freedom of expression shall not be abridged, **provided that such right shall not cause any disruption or disorder within the school.**

Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal (or designee).

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students.

FREEDOM OF SPEECH. Students' right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way.
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the laws.
- No student speech may be obscene.
- Students may not say (slander) or write things about (libel) another person that damage that person's reputation.
- Students may not use fighting words, that is, words which, when spoken to a reasonable person is reasonably certain to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.

FREEDOM OF PRESS. Students may express their opinions in publication and other written material as long as it follows standards of good taste. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing "fighting words." School reserves the right to regulate the content of "school sponsored express activities." A posted sign must be approved by the administration, signed by the person who puts it up and must be posted in the designated area in the school.

FREEDOM OF RELIGION. Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify the school office in writing **prior** to absence.

SEARCH AND SEIZURE. Any searches of lockers will be conducted solely for the safety and well-being of the school community. Mass searches of lockers are permitted when an administrator deems that a threat to the safety of the school exists. School maintains ownership of lockers and student use is subject to the right of the school administration to have access to the lockers any time without prior notice to students and without their consent for cleaning or for searching for illegal or dangerous materials.

RIGHT TO EQUAL EDUCATION. School students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, or handicap.

WHAT TO DO IF RIGHTS ARE VIOLATED. You are encouraged to talk to your teachers, your administrator or the Principal. Any member of the school community who believes he/she has been subjected to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a complaint with school Principal. The Principal will make a determination in the matter. If that determination is unsatisfactory, the member of the school community may submit a written request to the school office for a hearing before the School Board President, by submitting a request in writing to the school office.

GRADING SCALE

In Grades 2-8, classes at HSA-Belmont will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

98 - 100 = A+	87 – 89 = B+	77 - 79 = C+	67 – 69 = D+	0 – 59 = F
93 - 97 = A	83 – 86 = B	73 - 76 = C	63 – 66 = D	
90 - 92 = A-	80 – 82 = B-	70 – 72 = C-	60 – 62 = D-	

GRADE PROMOTION POLICY

There are two areas in which students must meet requirements to be promoted to the next grade level or to graduate: attendance and academics.

Attendance

According to our attendance policy, students who have **18 or more absences** within a school year may not be promoted to the next grade level. They will repeat the grade regardless of their grades.

Academics

A student's promotion status is determined by the following measures in grades K-2:

Students must show sufficient mastery of reading, language arts, and math skills to be promoted. Promoting students to the next grade level will be based on a committee decision. The committee members are formed of school administrators, classroom teachers, and special education teachers if needed.

A student's promotion status is determined by the following measures in grades 3-5:

1. Students must have the passing grades (D- or above at the end of the year) **in all four** core subjects (Language Arts, Mathematics, Social Studies, and Science)
2. If a student fails two elective/special courses (Computer, Art, Music, Physical Education, Character Education, Foreign Language, etc.), that student will not be promoted to the next grade level.

A student's promotion status is determined by the following measures in grades 6-8:

1. Students must have the passing grades (D- or above at the end of the year) **in all four** core subjects (Language Arts, Mathematics, Social Studies, and Science)
2. If a student fails ONE elective/special courses (Computer, Art, Music, Health, Physical Education, Character Education, GTT, Foreign Language, etc.), that student will not be promoted to the next grade level.

Kindergarten and 8th Grade Graduation

Any student who does not meet the promotion criteria for Kindergarten or 8th grade will not be allowed to participate in any graduation events created by the graduation committee including the graduation ceremony.

ATTENDANCE

Students are expected to attend school at all times. It is the parents /guardian's obligation to make sure their child is attending school. Per our promotion policy, students are allowed to miss up to 18 days of school in a school year for emergencies. **Having more than 18 days of absences may result in the student failing the grade he or she is enrolled in.** If a student misses a day of school a parent may write a note excusing their absence. This note must be delivered either to the child's homeroom teacher or the office. However, we will only accept a parent note for up to **10 absences**. After 10 absences, a doctor's note or other official documentation will be required to excuse any further absences. Notes will not be accepted once 3 school days have passed after the student returns to school.

Each day a student is absent the school will call the student's home to verify the absence. A truancy notice may be sent to the appropriate authorities if necessary.

Hospitalization does not count against the 18 days. However, proper documentation is required. Family vacations scheduled during the school year cannot be excused.

MAKE UP WORK

- Students will ask their teacher for make-up work after school on the **first day they return**.
 - If a student does not ask their teacher for make-up work or asks after the first day they return, teachers will not give the student work.
 - If a student asks a teacher during class or at another inappropriate time, teachers will not give the student work.
- Students will turn in their work for **full credit** the next day.
 - If a student missed two days of school, they will have two days to make up the work. Three days of school missed will result in three days to make up work, and so on.
- This includes make-up work due to out of school suspension.

TRUANCY

HSA-Belmont shall consider any student truant if he/she is inexcusably absent from his/her assigned location without the knowledge of a parent i.e.: skipping class, leaving school without permission. **Parents can be held liable for Truancy in the state of Illinois and can be charged with a misdemeanor crime and fined up to \$500 dollars.**

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

No credit will be recorded for work you missed as result of truancy.

- A record of the truancy will be entered into your record file.
- Disciplinary action will be taken by the Dean of Students.

HABITUAL TRUANCY

HSA-Belmont shall consider a student an "habitual truant" by State law when, in spite of warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated during a semester ten (10) consecutive days or fifteen (15) total days of unexcused absence. The State of Illinois and Child Services will be called if your child exceeds the number of days absent within the state law and a hearing will be appointed.

TARDINESS

Tardiness is entering the school after **8:10**. If a student arrives at school after **8:10**, the student must report to the office to check in. You will get a "morning tardy slip" for admittance to class.

If a student develops a pattern of tardiness, more than 4 tardies in a quarter, administrative action may be required. This may involve parent meeting, after school detentions or some other form of corrective actions.

For every tardy in multiples of 4 that a student accumulates over the course of the year they will accumulate an unexcused absence. Eg. 4 tardies = 1 unexcused absence, 8 tardies = 2 unexcused absences, 12 tardies = 3 unexcused absences and so on.

EARLY DISMISSAL OF STUDENTS FROM SCHOOL

Because HSA-Belmont 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 students' safety.

- An administrator may release a student before the end of a school day only upon presentation of a 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.
- **Parents must contact the school by 2:00 to change their child's dismissal procedures. (1:00 PM on Wednesdays) This is to ensure proper communication with your child and child's teacher. If the parents calls the school after the times listed above, we cannot guarantee the parents request will be honored.**

You will not be released from school to any government agency without proper warrant or parental permission in person except in the event of an emergency as determined by the principal.

STUDENT CONDUCT AND DISCIPLINE

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

UNACCEPTABLE STUDENT BEHAVIORS

HSA-Belmont has adopted the PBIS model to improve student behavior for the upcoming school year. Though this model emphasizes positive behavioral strategies and supports to manage student's behavior negative consequences will still be utilized if a student's behavior does not change.

Students are considered to be subject to the authority of the school when they are en route to or from school and at school related or school sponsored events even though those activities may not take place at an actual school. Some examples include athletic meetings and games, field trips, contests, and concerts.

Misbehaviors, which occur at such events, as outlined below, will be subject to the same consequences as misbehaviors that occur in school.

Bullying

HSA-Belmont defines bullying as any severe or pervasive physical or verbal act or conduct over a duration of time. Bullying is an unacceptable behavior that can take many forms whether electronic or as a physical or verbal act. Any behavior observed that can be interpreted as bullying should be reported to a teacher or school administrator immediately. HSA-Belmont asks every student, to commit to the following principles:

- I will not bully others
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

LEVEL I – MISBEHAVIORS If a student receives three referrals in a grading period they will be assigned a detention.

- A. Eating food and drinking non-water beverages outside of designated eating and drinking areas.
- B. Minor classroom disruption
- C. Displaying and using beepers, pagers, cellular telephones and similar electronic devices in school. The electronic device will only be released to a parent or guardian. If the student needs the device for any reason, it will be released at the end of the day and the student will serve a detention.
- D. Minor hallway disruption
- E. Posting or distributing materials on school property that causes a disruption to the educational process.
- F. Sleeping in class
- G. Not completing class work or being non-compliant in the classroom.
- H. Wearing non-dress code clothing
- I. Being in the hallway without a hall pass

CORRECTIVE ACTION I

Disciplinary responses other than suspensions may be used by the teacher/administrator to correct Level I misbehaviors.

Level I misbehaviors will result in detentions, suspensions, and optional classroom assignments. Disciplinary responses may include more than one of the following:

- Teacher conference (with student alone or with parent(s)/guardian(s);
- Assistant Principal conference (with student alone or with parent(s)/guardian(s);
- Parent/guardian contact by telephone
- Detention
- In-school Suspension
- If these issues become chronic they may result in an out of school suspension.

Any administrator may utilize school based or mediation programs for conflicts between students as needed.

LEVEL II - MISBEHAVIORS

A. Repeated violations of Level I misbehaviors

B. Leaving school without permission, including walking out of the classroom in the absence of an emergency declared by the principal.

C. Using abusive or profane language toward a teacher or staff member.

D. Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety.

E. Causing an interruption of education in the classroom.

F. Using abusive or profane language (including name calling/racial slurs).

G. Failing to adhere to school culture and directives of school personnel when subject to the authority of the school.

H. Participating in or initiating actions that result in the disruption of the entire school.

I. Fighting, hitting, or pushing another student.

J. Vandalism and/or distraction of the property.

K. Gambling on school premises.

L. Trespassing, including entering a school to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission from the school/principal, or bringing an unauthorized visitor to the school or after school activities.

M. Participating in hazing activities

N. Engaging in sexual contact such as with mutual consent (i.e.: kissing, showing excessive physical affection)

O. Engaging in an activity that may create a condition that is unsafe or unhealthy to others

P. Showing disrespectfulness to teachers or staff and/or using inappropriate language and behavior.

Q. Signing the name of another person for purpose of defrauding school personnel.

R. Cheating or disrupting a standardized test.

S. An overt display of gang affiliation (i.e.: handshake, haircut, tattoo, writings on paper/notebook, vandalism)

T. Any behavior not otherwise listed, but is disruptive to the educational process, school environment, and/or school community.

U. Any cyber bullying or bullying incident that can be proven or is admitted to by the suspect party.

CORRECTIVE ACTION II

The Assistant Principal may assign the following for Level II misbehaviors:

- Out of school suspension up to 4 days
- Mandatory Parent Conference
- Restorative Justice Sessions
- Behavioral Contract and/or assignment
- In-school Suspension
- Detention

- **Two Level II misbehaviors with suspension may result in a behavior contract or expulsion hearing.**
- **Six Level II misbehaviors without suspension may result in a behavior contract or expulsion hearing.**
- **If the administration sees a need for a behavior contract to be issued, parents or guardians will be given five school days to meet with the administrator to sign the contract.**

- **Violations of Level II misbehaviors while on a behavior contract may result in a referral for expulsion.**

LEVEL III - MISBEHAVIORS

A. Using or bringing weapons, dangerous instruments, explosives, firearms, or knives to school and/or showing intent to use in a harmful manner.

- A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear (examples: guns, knives, knuckles, clubs, etc.)
- A dangerous instrument is anything that although not specifically designed to hurt someone, is used to hurt someone or put someone in fear (examples: belts, combs, compasses, etc.)
- An explosive is any substance that can potentially generate a release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, etc.)
- Any object, which closely resembles a weapon or explosive and could put persons in fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns, smoke bombs, etc).

B. Verbally or physically threatening to injure or harm a school staff member.

C. Intentionally causing physical injury to a school staff member.

D. Sexually assaulting another person.

E. Intentionally causing or attempting to cause physical injury or intentionally behaving in such way as could reasonably cause physical harm towards a passive person.

F. Sexual harassment.

G. Hate crimes.

H. Engaging in drug related activities, including but not limited to:

- Making, selling, or distributing drugs, alcohol or tobacco/counterfeit drugs at school;
- Bringing readily identifiable drug abuse/alcohol or tobacco instruments or paraphernalia to school or having such items in his/her possession;
- Using or possessing drugs, alcohol, or tobacco/counterfeit drugs at school.
- Making verifiable statements to bring or use drugs at school or during school hours.

I. Intentionally burning or attempting to burn property.

- J. Stealing or attempting to steal or possession of stolen property.
- K. Damaging or attempting to damage property of the school, staff, and students.
- L. Forcibly entering a school building, locker, classroom, or secured enclosure.
- M. Extorting or attempting to extort property.
- N. Falsely sounding a fire alarm, or causing a fire alarm to be sounded.
- O. Falsely communicating or causing to be communicated that a bomb is located in or on property
- P. More than one person acting together to intentionally cause harm or injury to an individual (battery).
- Q. Bringing materials that include inappropriate sexual materials.

CORRECTIVE ACTION III

For Level III offenses, The Assistant Principal of School Culture may refer the student for the expulsion process.

Parents will be informed of any Level III misbehavior offense committed by their child immediately by the administration of the school.

Students who are found to have Violated Rule III-B and/or C (staff assault) and Rule III-I (drugs) may be referred for an expulsion and after required due process, those found to have violated these sections must be immediately expelled. Students who bring firearms on school property, in a school vehicle, or any school-sponsored event shall be expelled for a minimum of one academic year.

After a student's 3rd suspension for Level I or Level II offenses, continuing misbehaviors may result in a referral for expulsion with or without a behavior contract.

Restorative Justice

BALANCED AND RESTORATIVE JUSTICE STRATEGIES

Balanced and restorative justice strategies are ways of thinking about and responding to conflicts and problems by involving all participants to identify what happened, describe how it affected everyone, and find

solutions to make things right. These strategies are also called “Restorative Justice” and “Restorative Practices.” A combination of strategies may be used at the discretion of the principal (or designee) in lieu of, or in addition to certain other interventions set forth in the SCC, when all parties voluntarily agree to participate and the appropriate resources are available to support a meaningful effort.

Circles (Also called Peacemaking Circles, Peace Circles, Healing Circles, Circles of Understanding) Circles use traditional circle ritual and structure to allow all participants to speak from the heart, share in a search for understanding, and together identify the steps necessary to heal all affected parties and prevent future offenses.

Circles typically involve a multi-step procedure that includes: (1) agreement by the referred student to participate in the circle process; (2) a healing circle for the injured party; (3) a healing circle for the referred student; (4) a circle to develop consensus on the elements of a healing plan; and (5) follow-up circles to monitor the progress of the referred student. The healing plan may incorporate commitments by the school, community, and family members, as well as by the referred student. Procedures vary from community to community and are designed locally to fit community needs and culture. Circles also may be used in schools to improve school culture and build relationships.

Circles are not appropriate for all offenses. To determine whether a circle is appropriate, consider the connection of the referred student to the community, the sincerity and nature of the referred student's efforts to be healed, the input of injured parties, and the dedication of the referred student's support group.

Community Service

Community service is work performed by a referred student for the benefit of the school community. Because neighborhoods and school communities are harmed by criminal and delinquent activities, they can be at least partially restored by meaningful service that contributes to their improvement. Community service offers one way a referred student can be held accountable to repair some of the harm caused by his or her criminal or delinquent actions.

Examples of community service include: programs that beautify a community's environment such as cleanup efforts or graffiti removal. Truly restorative community service offers the injured party the opportunity to provide input into the types of community service they would like to see the referred student perform, including activities that directly benefit the injured party or a charity or project of the injured party's choice.

DUE PROCESS

All students at HSA-Belmont 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 student behaviors listed in this handbook or added to this list at a later date (**parents/students will be notified of updates to this handbook**) will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from school activities to suspension, expulsion, and criminal prosecution.

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

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

DETENTIONS

Teacher detentions will be assigned at the discretion of the teacher. They may consist of a silent lunch or being held back from specials classes. After school detentions will be assigned at the discretion of the teachers and administration. Parents will be notified at least 1 day in advance for all after school and Saturday detentions. For major behavior issues, detentions may be assigned on Saturdays from 9:00 till Noon.

SUSPENSION

Notice of suspension and the reasons for the suspension will be given to the student in writing by the Dean of Students after hearing the issues involved in a situation. If you are suspended, you may have the opportunity to make up work that you missed during the suspension based on the policies of individual teachers.

You and your parent/guardian may appeal a suspension within one (1) school day of the suspension being issued. This appeal must be made to the HSA-Belmont Dean of Students in writing. The decision of the HSA-Belmont administration is final.

INFORMAL HEARINGS

Most discipline problems not leading to long-term suspension or expulsion are resolved at the building level through an informal hearing involving the student, parent/guardian and teacher or building administrator. During the hearing, the student and parent/guardian hear the charges, evidence and consequences. The student tells his/her side of the story. Various problem-solving strategies may be used.

EXPULSION

If a student is referred for an expulsion hearing, he or she will be suspended from school until the hearing takes place. The hearing will be scheduled and take place within eight business days of the initial expulsion referral. Parents/guardians will be notified of the expulsion hearing time and date within two business days of the referral being made. The HSA-Belmont Board appointed Hearing Officer will hear the case and make a decision regarding the student's expulsion status and, if expelled, the number of days the student will be expelled for. The Board appointed Hearing Officer will be an administrator from another school within our Concept Schools network. The HSA-Belmont Board appointed Hearing Officer will make the final decision regarding the recommendation for expulsion. The decision to expel any student will be made in writing within two business days of the expulsion decision. Parents may also request to be notified via a phone call or email. All students who are expelled from school may be considered for appropriate and available support services during the period of their expulsion; and the school and the school administration will determine if there are such available services for the student. All students, regardless of the length of the expulsion, will be provided a re-engagement plan upon their return to school follow the expulsion.

PROCEDURAL SAFEGUARDS FOR DISCIPLINE OF STUDENTS WITH DISABILITIES

School officials may suspend students with disabilities/impairments and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing procedural safeguards. Saturday, and before- and after-school detentions do not count toward the 10-day limit. Additionally, if students with disabilities continue to participate in the general education curriculum, continue to receive their IEP services, and continue to participate with non-disabled peers to the same extent as specified in the IEPs, in-school suspensions and lunch detentions do not count toward the 10-day limit. Federal regulations offer some flexibility in suspending students with disabilities in excess of 10 school days in the

school year in certain circumstances. In order to determine whether the circumstances permit a suspension in excess of 10 days per school year, consultation by the school with the Department of Procedural Safeguards and Parental Supports (773-553-1905) is absolutely necessary. **Without such consultation and approval from the Department of Procedural Safeguards and Parental Supports, the 10 school day limit on out of school suspensions will continue to apply.**

When school officials anticipate a referral for expulsion, the following apply:

1. School must provide written notice to the parent/guardian or surrogate parent of the request for an expulsion hearing and the date of an Individualized Education Program (IEP) Manifestation Determination Review (MDR) meeting, which must be held within 10 school days of the date of the decision to request the expulsion hearing. School must also provide parent/guardian/surrogate with a written copy of the Notice of Procedural Safeguards.
2. The IEP team must:
 - A. Determine whether the misconduct is related to the student's disability by reviewing all current and relevant information, including evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP. The behavior is a manifestation of the student's disability if:
 - 1) The conduct in question was caused by the student's disability or has a direct and substantial relationship to the student's disability; and/or
 - 2) The conduct in question was the direct result of the school's failure to implement the student's IEP.
 - B. Review, and revise if necessary, the student's existing behavior intervention plan or develop a functional behavior assessment and behavior intervention plan (FBA/BIP) to address the misconduct. The behavior intervention plan must address the misconduct for which the student is being disciplined.

If the student's behavior is not a manifestation of the disability, school officials may apply the code of conduct, taking into consideration the student's special education and disciplinary records. In no event, however, may the student be suspended for more than 10 consecutive or cumulative school days in a school year without providing appropriate educational services.

If the student's behavior is a manifestation of the disability, a disciplinary change in placement (expulsion) cannot occur. Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative educational setting.

All MDRs are subject to legal review by the Department of Procedural Safeguards and Parental Supports.

HOMEWORK/PLAGIARISM POLICY

Homework is an essential part of your successful educational program at HSA-Belmont. 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. If you or your parents have questions about homework, immediately contact the teacher who assigned it.

HSA-Belmont Plagiarism Policy:

Level 1 (1st offense):

- Teacher makes a copy of the work for the student's discipline file.
- Student(s) involved will receive a zero on the assignment.

- Teacher calls home to alert parents of the situation.

Level 2 (2nd offense):

- Teacher makes a copy of the work of the student's discipline file.
- Student(s) involved will receive a zero on the assignment.
- Teacher calls home to alert parents of the situation.
- A mandatory parent conference will be scheduled.

Level 3 (3rd offense):

- Teacher makes a copy of the work for the student's discipline file.
- Teacher calls home to alert parents of the situation.
- Student will be assigned after school detentions.
- Other administrative actions may be required.

ILLNESS, INJURY, AND MEDICATION POLICIES

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

ILLNESS OR INJURY DURING THE SCHOOL DAY

Students should follow these three rules if they become ill or are injured during the school day.

- An ill or injured student should report to a teacher, administrator, or the main office.
- If a student does not inform someone and simply miss class, it is an unexcused absence.
- Do not just leave the building. Always report to the main office or administrator.

MEDICATION POLICY

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

The medication to be administered by designated school personnel must be

- 1) Sent directly from the pharmacy or physician's office
- 2) Or brought to school by the student's parent/guardian.

The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.

- On the medication container must be clearly printed the following information:
 - ✓ 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 main office.

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

Students may carry and administer their medication **if these two conditions are met:**

It is warranted by a potentially life-threatening condition and advised by their physician and

- A Medication Self-Administration Form is on file in the office signed by the student's parent, physician, and the principal.

LOCKERS

Each student in grades 3-8 will be assigned a locker his/her individual use at HSA-Belmont. Kindergarten students will have their own cubbies. Students in K-2 will have their storage space in their classrooms. 3-5 grade students will have their lockers in their classroom. 6-8 grade students will have their lockers in the cafeteria. Lockers are for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items you bring from home. HSA-Belmont will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker 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 dean of students. 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. Periodic locker checks may be made by HSA-Belmont staff to ensure that lockers are kept clean, orderly and potential safety concerns. **Combination locks are the only ones that may be used**, however, students must provide the combination to their homeroom teacher.

- **Book Bags and Back-Packs** must be kept in the student's locker at all times. This includes any purses, satchels, fanny packs or any other method in which to carry personal belongings. Students must carry any necessary items with them from one class to the next. Students will be allowed to visit their lockers during designated times and breaks. Lockers may be used during breakfast, lunch and after school at the direction of school staff members.
- Students may be allowed to carry items in book bags or other containers with the permission of a school administrator for medical or other reasons.

LOST AND FOUND

There will be a lost and found box in the cafeteria. 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. Every month the lost and found will be sent to a charity and the school is no longer responsible for the missing items. Lost and found box can be checked out before or after school or during lunch.

PHONE CALLS

Students may make phone calls to their parents at the discretion of the staff. If a student comes down to the main office to use the phone for any other reason beyond sickness or emergency, they will be told to return to class.

Parents calling the school during normal school hours to speak with their child are restricted unless it is an emergency. **Messages will not be taken for any student, and if one is taken the message will be**

delivered when it is convenient for the staff. Messages taken after school hours will be given to the child whenever possible by paging the child to the main office to pick it up. This is done to minimize the disruption of the learning process.

Students are not allowed to contact parents or other family members on their personal communication devices during school hours. If an emergency arises where are parent needs to be contacted, the student should alert their homeroom teacher or the nearest staff member so the appropriate actions can be taken. Parents should refrain from attempting to contact their children on their personal cell phones until after the school day is concluded.

LUNCH PERIODS

All students will remain with their homeroom classes during lunch period, unless otherwise directed by a staff member. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the lunch area unless supervised by a staff member elsewhere in the building. You will be expected to clean your place and dispose of all trash appropriately. Staff members on duty during the lunch period will hold students responsible for their behavior.

PUBLIC AREAS: HALLWAYS, STAIRWELLS, AND LAVATORIES

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

You may not loiter in the halls, lunchroom, lavatories or on staircases.

- You may not eat in halls, lavatories, or on staircases.
- You may not run in the halls, lunchroom, lavatories, or on the staircases.
- 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 must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside 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.
- Do not roughhouse, push, or wrestle.

These behaviors will be considered Level I misbehaviors and consequences will be assigned.

During class time, students are not to be in the halls, stairwells, or lavatories without a pass from their teacher or the main office.

SCHOOL ACTIVITIES

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

FIELD TRIPS

Field Trips offer exciting ways to learn. HSA-Belmont students will have the opportunity to go on field trips at various times throughout the school year. Field trips are a privilege, and if a student is deemed unfit to attend because of academics or behavior issues, teachers and/or the dean of students reserve the right to hold students back from a trip. For all field trips, you will be expected to follow these rules:

You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. No phone calls will be accepted as permission.

- You must wear your school uniform unless otherwise specified.

- You must abide by HSA-Belmont codes of student conduct while on the field trip

AFTER-SCHOOL ACTIVITIES

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

You must be with a teacher or other staff member at all times.

- You must arrange for your own transportation to arrive promptly at the end of the activity.
- You must abide by the HSA-Belmont code of student conduct while participating in the activity.
- You may not roam the hallways and if you are caught roaming the hallways you will be asked to leave.

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.

If you are not attending a school activity you are required to leave the building or will be asked to enter a classroom. If there is any inappropriate behavior your parents will be called and they will need to pick you up immediately.

SATURDAY SCHOOL

At various times there will be opportunities for students to attend Saturday school. Students will be required to follow the same code of conduct while in the building on Saturdays that they would follow during a regular school day. Failure to do so will result in dismissal from any Saturday activities.

AFTER SCHOOL RULES

If you are not attending an after school activity or receiving tutoring you must leave the school by 3:00 p.m. At 4:00 p.m., hallways and all common areas will be swept by the school staff. Students cannot stay in classrooms if they are not involved in any extracurricular activity or not with a teacher. If your behavior is not within proper conduct you will be referred to an administrator. All students not involved in an activity will be removed from the building at 4:00 to wait outside for their ride. Please make sure to pick up your student before 4:00 p.m. If a student is not picked up 30 minutes after their designated dismissal times, the local police department will be contacted. The school will not be responsible for the well-being or whereabouts of students who remain after the allotted time frame.

BUS RULES

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment. It is our privilege and pleasure to provide students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Horizon Science Academy-Belmont buses, safety precautions are a must! Your help is needed because safety is everyone's responsibility and it's important to remember riding a school bus **is a privilege not a right!**

All students are to understand that the bus driver and bus monitor is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Assistant Principal. To that end, the following conduct rules are called to your attention:

1. **Level I offenses:** Not following the directives of the staff on the bus or acting in an unsafe manner. (i.e. getting up out of seat, standing while the bus is moving, being asked to change seats and not doing so, throwing items,)
 - 1st Offense warning and call to parent
 - 2nd Offense 1 day bus suspension
 - 3rd Offense 1 week bus suspension
 - 4th Offense Permanent bus suspension
2. **Level II offenses:** Bullying, threatening other students/staff, fighting, creating an unsafe environment on the bus.
 - 1st Offense 1 week bus suspension
 - 2nd Offense Permanent bus suspension
3. The bus will only wait at the bus stop for a few minutes. It is the parents responsibility to make sure their children at the stop for pick up and drop off. Be mindful, the travel time for the bus may vary 5-15 minutes due to traffic, weather and other factors outside the control of the bus driver.
4. Students in **grades K-2** will not be dropped off at their stops without someone there to pick them up. This can be an older sibling, family member or guardian. Students not picked up at their stop will be brought back to the school. Students who are repeatedly brought back to school may be removed from the bus permanently.

TEXTBOOK AND SUPPLIES

HSA-Belmont will provide students with the workbooks for each of their classes. HSA-Belmont will hold each student responsible for the condition of the textbook issued to him or her. 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. When workbooks are distributed, make sure you write your name in the appropriate place. Each classroom will have their own textbooks.

VISITORS

Visitors for educational reasons are always welcome at HSA-Belmont. Visitors must register with the office when they arrive. Parents must also check in the office and asked to pick up a badge for security purposes. Parents wishing to speak with teachers will be asked to go to the office in order to make an appointment which is to be held at mutual time of convenience. **This is done to minimize class interruptions.** Students wishing to bring visitors to HSA-Belmont must complete the Student Visitor Form and receive approval from the office at least one (1) school day in advance. Do not bring guests to school without prior arrangements. Visitors needing to be at school for medical or other reasons on a regular basis must receive permission from administration.

UNIFORM AND PERSONAL APPEARANCE

HSA-Belmont has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. School Faculty and staff strictly enforce the dress code. 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. Both boys and girls uniforms can be purchased from the main office. **If an emergency arises and your child cannot come to school in uniform please contact the school.**

PLEASE NOTE...

If you arrive at school out of uniform, a uniform will likely be provided for that day and a conference with the Assistant Principal may be necessary.

Detentions and suspensions may be assigned for subsequent days out of uniform.

ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS

In addition to making sure you are wearing the school uniform, HSA-Belmont requires that you follow these additional guidelines in terms of uniform appearance and personal appearance.

1. SHIRTS (NON PE DAYS)

- a. Students must wear maroon or navy polo shirt each day with the school logo on it.
- b. Coats, non-school sweatshirts, windbreakers, jean jackets, ski jackets, or any other outerwear are not permitted to be worn in school or over the school shirt.
- c. School shirts may not be altered.
- d. Gym uniforms (shirt and shorts and sweat-pants) will only be allowed to be worn on gym days.**

2. PANTS (NON PE DAYS)

- a. All students must wear khaki pants skorts or skirts.
- b. Pants and slacks must fit properly.
- c. All pants must be khaki in color.
- d. All skorts or skirts must reach the knee.
- d. No jeans or denim of any color.
- e. Pants must not be too baggy, sagged or too tight.
- f. No athletic pants or athletic shorts.
- g. No overly tight pants, yoga pants, leggings or "jeggings" of any kind.

3. SHOES

- a. Brown, black, tan or gray dress shoes are required. Athletic shoes may be worn.
- b. Flip-flops, sandals or open toed shoes, stilettos, clogs, high heels, stacks, platform shoes, snow boots, light up shoes, are not permitted.**
- c. Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.
- d. On gym days students must wear proper athletic shoes or sneakers. Students who do not have proper footwear will not participate in gym.**

5. JEWELRY AND MAKE-UP

- a. Jewelry and accessories should be appropriate for school and not attract undue attention.

- b. Cosmetics should be appropriate for school and not attract undue attention.

6. HEAD COVERINGS

- a. No hats, caps, and other headgear or other head coverings (i.e.: scarves, bandanas) are permitted unless for religious reasons.

7. HAIR

- a. Students with hairstyles that are disruptive to the educational process will be required to change their hair at an administrators discretion.
- b. No designs of any kind are permitted to be in the hair on the head or face.

8. DISTRACTIVE CLOTHING

- a. Any clothing or jewelry that is determined by a teacher or staff member to be distracting to the learning process is not permitted.

9. DRESS-DOWN DAYS

- a. No spaghetti strap shirts allowed.
- b. Midriffs or stomachs must be completely covered.
- c. Shorts, skirts, skorts, and dresses must fall no shorter than the knee.
- d. Pants must fall at the hip naturally; boys under garments must not be revealed
- e. No flip flops, opened toed shoes or sandals of any sort
- f. No drug, alcohol, or inappropriate clothing permitted

ADDITIONAL ITEMS

A. ELECTRONIC DEVICES

1. Electronic devices such as tablets, cell phones, etc. will be permitted on the HSA-Belmont premises during school hours, but cannot be used, seen, or heard. Students are required to keep their electronic devices in their book-bags turned off. Their bookbags, as stated earlier in the handbook, must remain in the student's locker. If an electronic device is used, seen, or heard it will be immediately confiscated by any staff member at HSA-Belmont.
 - The 1st electronics violation will result in the device being confiscated, the parent informed and the device returned to the parent by an administrator.
 - The 2nd electronics violation will result in the device being confiscated and returned to the parent after a conference with administrators.
 - 3rd electronics violation will result in the device being confiscated and kept for the remainder of the school year. Once the school year has been completed it will be returned to the parent or guardian.
2. HSA-Belmont is not responsible for any confiscated electronic items.

B. FOOD AND DRINK

1. Food and drink are only allowed in the cafeteria during school hours.
2. Exceptions exist only under direct teacher supervision.
3. **Water bottles/containers are not allowed in the classroom.**
4. All non-sanctioned food or drink found in the school will be properly inspected or possibly discarded by HSA-Belmont staff if found to be questionable.

C. Damage to School Property

1. Any student found damaging school property, i.e. technology, books, desks, the building itself will be held liable for the cost for replacing the item or the cost of repairing the fixing damage done.

HSA-Belmont Administration reserves the right to amend anything in this handbook. Any changes to this handbook will be given to the students and parents in writing.

STUDENT AND PARENT CONTRACT

Because all of you have elected to apply to Horizon Science Academy Belmont, we anticipate that all students and parents 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 parent/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 & Parent Contract

As a student & parent of Horizon Academy, I will do my best to do the following:

Attendance

- € I will ensure that my child comes to school on time every day no later than 8:10 a.m.
- € I understand that my child is considered tardy if he or she comes into school after **8:10 a.m.**
- € I understand that if my child is absent more than 18 days unexcused during the school year, he or she may repeat their current grade.
- € I will make sure that my child promptly makes up missed work following all excused absences.
- € I understand that an absence is excused only for illness, family emergency, or religious observance and that I **must call on the morning of the absence** and **send a written note of explanation** to the office when my child returns to school.
- € I understand that the school day ends at 3:15 p.m., but my child may be required to stay until 4:00 p.m. or after for clubs, tutoring, athletic practices or if he or she has earned a detention.
- € I agree to make transportation arrangements as needed for regular dismissal at 3:15 p.m. or if my child must remain until after 4:00 pm.
- € I understand that my child will not be permitted to enter the building before 7:50 a.m. - no exceptions.

Homework

- € I agree to check my child's homework nightly to ensure that it is complete.
- € I understand that my child will be able to make up any homework missed with an excused absence.
- € I understand that my child cannot be excused from homework unless there is a family emergency or a student illness.
- € I understand that not doing homework can impact my child's grade significantly and may require them to be retained in their current grade.

Code of Conduct

- € I agree to promote and support the rules of behavior as outlined in the Student Handbook for 2020-2021.
- € I understand that my child may be required to stay after school or removed from the classroom if he or she behaves in a manner that interferes with the code of conduct at the school.
- € I understand that my child may be held liable for damages done to school property.

- € I will come to school for a meeting if my child is suspended, or behaves disrespectfully towards his/her teachers, and I understand that my child will not be allowed to return to class until this meeting occurs.
- € I understand that negative behaviors by my child may result in after school or Saturday detentions, in school suspensions or even out of school suspensions.

Dress Code

- € I will ensure that my child comes to school in uniform, according to guidelines listed in the 2018-2019 Student Handbook.
- € I understand that if my child comes to school out of uniform, **the parent should inform the school beforehand**. If not he or she could face disciplinary action.
- € I understand if the problem continues with dress code violations he or she will be referred to the Assistant Principal.

Communication

- € I agree to support my child’s academic work by communicating regularly with my child’s teacher and support staff by scheduling appointments to talk with them as needed, and by attending all Parent-Teacher Conferences.
- € I agree to promptly review and discuss my child’s report card and progress reports with my child and their teachers.
- € I agree to attend family meetings and other school-sponsored events on a regular basis.
- € I have read the 2020-2021 Student Handbook and signed for verification.

HORIZON SCIENCE ACADEMY - BELMONT 2020-2021 STUDENT/PARENT HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read all of the STUDENT HANDBOOK & STUDENT/PARENT CONTRACT completely with my son or daughter. I also understand the contents of HSA school procedures and will abide to all that is required of my son/daughter and of myself.

Parents must inform Horizon Science Academy - Belmont of changes in residence, custody, and emergency contact numbers in writing along with any other necessary documentation.

Student’s Name: _____

Student’s Signature: _____

Parent’s Signature: _____

Date: _____