

STUDENT & PARENT HANDBOOK 2021 - 2022



HSA BELMONT

HORIZON SCIENCE ACADEMY BELMONT
“Where Excellence Thrives”

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Dear Students and Parents,

Welcome to the 2021-2022 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, staff and community members. Each of us is responsible for doing our part to make our school a place where we can work together in harmony. HSA-Belmont is committed to creating a positive partnership amongst these members.

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 foster an environment of inquiry and a love of learning so students are prepared to thrive in a STEM-focused world.

VISION

Our students will enter high school ready to tackle any academic challenge and excel in the STEM subjects.

SCHOOL CULTURE OF THE HORIZON SCIENCE ACADEMY BELMONT

HSA-Belmont focuses on establishing a culture that values and celebrates success, teaches shared values, sets high expectations, builds pride, and fosters a sense of community and belonging. The culture and climate of the school incorporates five essential attributes:

1. **Focus on Student Achievement** – HSA-McKinley Park has a laser-like focus on student achievement and works relentlessly to help students excel in the classroom, on standardized tests, and on other objective measures.
2. **High Expectations** – Students, parents, teachers, and staff create and reinforce a culture of achievement and support through a range of formal and informal rewards and consequences for academic performance and behavior.
3. **Commitment** – Students and parents choose to attend HSA McKinley Park because of the lengthened school day/year, the high standards, rigorous college prep curriculum, commitment of parents, teachers, staff, and students is critical for each student's success.
4. **Determination** – Teachers do what needs to be done to help students be successful, but ultimately success rests on the determination of the students.
5. **Involvement** – Successful schools require great student and parent/family involvement. Parents/families and teachers should expect to participate in helping students learn through projects, competitions, field trips, and other school-related activities.

1. 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.

2. EDUCATIONAL PHILOSOPHY

Each child is recognized as a unique individual with unique interests, needs, and abilities. Horizon Science Academy exists for the welfare and dignity of each child. The education is student-centered, and the academy aims to develop productive, responsive, and civic-minded youth. We inspire students to follow their dreams while making the world a better place for themselves and others. HSA Belmont focuses on core knowledge and essential skills so that children may achieve the mastery upon which further learning will be built. The purpose of the academy is also to foster productive attitudes toward work, family, and community. When students have a positive attitude toward school, their perception of “school” transforms. HSA Belmont strives to lead each and every student toward these accomplishments by using a curriculum aligned to the State’s Academic Content Standards, which is essential to future success in school and at work. The Content Standards are reinforced and reviewed to prepare students for standardized tests. Both in-class preparation and after school instruction are provided to ensure a higher level of achievement for each student.

3. ADMISSION/RE-ENROLLMENT

The school law mandates that all students in grades kindergarten through eight provide written documentation of the minimum state registration requirements. All students must meet these requirements in order to attend school. Illinois law requires parents to provide a record of students having received required immunizations and having met registration requirements. Failure of a parent/student to meet these requirements will result in the exclusion of the student from school. The minimum state registration requirements are listed below:

Proof of Immunization(Please see chart on the next page).

Medical Examination by a physician must be given within the current year of a student enrolling.

Dental Examination by a dentist must be given prior to entering Kindergarten, 2nd, 6th, Grades.

Proof of Date of Birth

A birth certificate or any of the following forms must be presented during registration: • Passport or attested passport transcript showing the age and place of birth of the child • Attested transcript of a birth certificate • Attested transcript of a baptism certificate

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• Attested transcript of a hospital record showing date and place of birth or a birth affidavit

Proof of Residency

Any three of the following, or their equivalent, must be presented as proof of residency: • Deed or written lease

- Most recent income tax returns
- Insurance policies indicating place of residence
- Certificate of registration from the Board of Elections
- Telephone listings
- Utility bills

In the event a student changes address during the course of a school year, proof of residency will again be requested. In addition, appropriate paperwork must be completed (available in the school office) to notify the transportation department of the student's change of address, phone number, and child care provider, if applicable.

Proof of custody(if applicable)

Copy of divorce decree or court order.

Re-enrollment

Students should submit re-enrollment forms and pay the consumable material fee to secure their seat for the next school year by the **re-enrollment deadline**. Failure to do so may result in losing the spot and opening a space for new candidates.

Required Vaccinations

Vaccines	Requirements for Kindergarten (K) through Grade 12
DTaP/DTP/DT or Td Diphtheria, Tetanus Pertussis	Kindergarten – 5 doses of DTaP, DTP, or DT, or any combination, if the 4th dose was administered prior to the 4th birthday. Grades 1-12 – 3-4 doses of DTaP, DTP, DT or Td or any combination.
Polio	Kindergarten – 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the 3rd dose of either vaccine was administered prior to the 4th birthday. Grades 1-12 – 3 doses of OPV or IPV or any combination of OPV or IPV.
MMR Measles, Mumps, Rubella	K-12 2 doses of MMR. The second dose must be administered at least 28 days after dose 1.
Hib Haemophilus Influenzae Type b	None
HEP B Hepatitis B	K-8 – 3 doses of Hepatitis B. Grades 9-12 – Hepatitis B is not required.
Varicella-chicken pox vaccine	Kindergarten – 2 doses required or a written parent statement that verifies the child had chickenpox disease.
Tdap Booster	7 th Grade only

4. STUDENTS 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.

5. SCHOOL CALENDAR

6. BELL SCHEDULE

2021-2022 Bell Schedule

Monday, Tuesday, Thursday Friday

Time	Period	Monday	Tuesday	Thursday	Friday
7:55-8:10		Breakfast	Breakfast	Breakfast	Breakfast
8:10-8:37		Homeroom/Enrichment	Homeroom/Enrichment	Homeroom/Enrichment	Homeroom/Enrichment
8:40-9:22	1				
9:25-10:07	2				
10:10-10:52	3				
10:55-11:37	4	K-2 Lunch/Recess	K-2 Lunch/Recess	K-2 Lunch/Recess	K-2 Lunch/Recess
11:40-12:22	5	3-5 Lunch/Recess	3-5 Lunch/Recess	3-5 Lunch/Recess	3-5 Lunch/Recess

12:25-1:07	6	6-8 Lunch/Recess/Advisory	6-8 Lunch/Recess/Advisory	6-8 Lunch/Recess/Advisory	6-8 Lunch/Recess/Advisory
1:10-1:52	7				
1:55-2:37	8				
2:40-3:22	9				
3:22-3:30		Dismissal	Dismissal	Dismissal	Dismissal

Wednesday

Time	Period	Wednesday
7:50-8:10		Breakfast
8:10-8:42	1	
8:45-9:17	2	
9:20-9:52	3	
9:55-10:27	4	
10:30-11:02	5	K-2 Lunch/Recess
11:05-11:37	6	3-5 Lunch/Recess
11:40-12:12	7	6-8 Lunch/Homeroom
12:15-12:47	8	
12:50-1:22	9	
1:22-1:30		Dismissal
1:30-4:00		Staff Meetings

7. 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**, unless otherwise noted. 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.**

All uniform sales will be done online using the following website. No uniform sales will be done at the school.

<http://www.schoolbelles.com/myschool/M37/S2868>

School code is S2868

PLEASE NOTE...

If you arrive at school out of uniform, the parent/guardian will be notified and he/she will be asked to bring you the proper uniform or pick you up or a uniform will be provided for that day. If further action is necessary to enforce the dress code, students may be referred to an administrator and subject to further consequences such as a parent meeting, removal from school, or even suspension. Please refer to the guidelines for enforcing the dress code found at the bottom of this section.

SPECIFIC 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. FOOTWEAR

- 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

Consequences for *not* following the HSA dress code include, but are not limited to:

1. **First Offense:** May be sent to the office. May result in call home to get school appropriate-clothing. May result in warning referral in the database.
2. **Second Offense:** May be sent to the office. May result in a call home to get school-appropriate

clothing. May result in a second referral in the database. Student may be assigned detention.

3. Third Offense: May be sent to the office. May result in a call home to get appropriate clothing. May result in a third referral in the database. Saturday Detention may be assigned.

4. Fourth Offense: May be sent to the office. May result in a call home to get school appropriate clothing. May result in a fourth referral in the database. Saturday Detention may be assigned. Parent Conference may be required.

5. Fifth Offense: May be sent to the office. Saturday Detention may be assigned. Parent Conference may be required. Students may be referred to the Social Worker for additional interventions.

8. Attendance Policy

Students of the Academy are expected to attend all classes every day and to make every attempt to be consistent in attendance. It is difficult, if not impossible, to succeed as a student without consistent attendance in classes and to school.

School Law provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school that conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term. To this end, regular attendance is required of all students in Horizon Science Academy Belmont during the days and hours that the school is in session.

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

EXCUSED ABSENCES

1. **Personal Illness:** The principal or administration may require a doctor's note/certificate.

2. **Illness in the Family:** Absences will be excused up to 3 days only when the student's presence at home is necessary.

3. **Death of a Relative:** Absences will be excused up to 3 days with a written request from the parent or guardian.

4. **Quarantine of the Home:** Absences will be excused, with a written doctor's statement, for the allotted time frame given.

5. **Observance of Religious Holiday:** Absences will be excused upon written request at least 3 days in advance.

6. **Work at Home Due to Absence of Parents or Guardians:** Necessary work at home limited to emergency conditions.

7. **Such Good Cause as may be acceptable by the principal:** Family emergency or set of circumstances, which constitutes a good and sufficient cause in the judgment of the principal for absence from school.

8. **Suspension from School.**

9. **Court Appearance.**

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, the student must bring a note to the office the day of the

absence stating clearly the time he/she is to be dismissed. In addition, the following rules shall apply to this kind of dismissal during the school day:

- Parents must come to the office to pick the student up.
- The student and his/her parent/guardian must sign the student out of school; when the student returns to school, he/she must sign in.
- The student must return to school when finished, providing that school is still in session. Absences for any reasons other than those cited above will be considered unexcused.

UNEXCUSED ABSENCES

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

- Fail to bring a written note within two school days following an absence
- Leave school without signing out of school at the office
- 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
- Are absent for reasons not acceptable to the administration

If applicable, the Principal may require from the parent of a student, or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Principal reserves the right to verify such statements and to investigate the cause of each single absence.

REPORTING ABSENCE

Illinois Law requires that schools verify absences daily. If a student is absent from school, the parent or the guardian must call the school between 7:45 a.m. and 10:00 a.m. on the day of the absence to report the child's absence. If the school is not contacted, the school will make every effort to contact the parent in person or via email.

In addition to that, the student should bring a written notification of the absence from the parent on the day of his/her return. There is a statute of limitations of up to 3 school days to bring in the proper notification for an excused absence to be valid.

TARDINESS TO SCHOOL

Students are required to be in their first period classes by 8:10 a.m. unless they are eating breakfast or their bus is late to school. If the student is not in the building by 8:10 a.m. he/she may be considered tardy. Any student who is not in their first hour class by 8:10 a.m. will be issued a tardy pass by the front office. Students who arrive to school **after 8:30 a.m. will be required to be signed-in by a parent.** If deemed necessary, disciplinary consequences may be imposed by the administration for excessive late arrivals to school.

If a middle or high school student is tardy to school more than 24 times during the school year, the student may automatically fail his/her first period class.

MAKE-UP WORK

Absences:

- Student will ask his/her teacher for make-up work after school on the **first day he/she returns**.
- If a student does not ask his/her teacher for make-upwork or asks after the first day they return, teachers will not give work to the student.
- If a student asks a teacher during class or at another inappropriate time, teachers will not give work to the student.
- Student will turn in work for **full credit** the next day.
- If a student missed two days of school, he/she 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.
 - If a student fails to ask his/her teacher for make-upwork on the first day he/she returns and his/her grade falls as a consequence, the student will attend tutoring to get make-up assignments.

Suspensions:

- Students will have an opportunity to complete their assigned work while on suspension. However if the assigned work is provided after the suspension is completed the student must ask his/her teacher for make-up work after school on the **first day he/she returns**.
 - If a student does not ask his/her teacher for make-upwork or asks after the first day he/she returns, teachers will not give work to the student.
 - If a student asks a teacher during class or at another inappropriate time, teachers will not give work to the student.
- Students will turn in their work for **full credit** the next day.
 - If a student missed two days of school, he/she 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.
- If a student fails to ask his/her teacher for make-upwork on the first day he/she returns and his/her grade falls as a consequence, the student will attend tutoring to get make-up assignments.

ADMINISTRATIVE PROCEDURES FOR EXCESSIVE STUDENT TARDIES TO SCHOOL Arriving to school on time is imperative for a student's success at school. Not only do students who are chronically late to school miss out on vital instructional time, but they also cause an unnecessary burden on the teacher and cause a disruption to the learning process of the students in their class. Below are the administrative guidelines for excessive student tardies to school.

1. Any student who accumulates **5 total unexcused tardies to school within a quarter** will receive a **warning** letter from school.
2. Any student who accumulates **10 total unexcused tardies to school** may receive a **parent meeting request** letter from the school requesting a **conference** with administration. At that point, administration may also require the implementation of an Attendance Intervention Plan (AIP) with the parent or guardian.
3. Any student who reaches **15 total tardies to school** (excused or unexcused) may be required to meet with administration.
4. For Grades 6-8, any student who reaches **24 total tardies to school** during the school year may be considered to have failed his/her first period class. If the unexcused tardy arrival times extend into periods beyond first period, the students may receive a failing grade for any classes impacted by 24 total tardies to school. Middle School students may be considered for retention for failed classes due to excessive tardies.

ADMINISTRATIVE PROCEDURES FOR EXCESSIVE STUDENT ABSENCES

A student will be considered a “chronic truant” after 7 consecutive days, 10 days in a school month, or 15 total days of unexcused absence from school per school year. Habitual truancy will be reported to the appropriate governmental agencies and may result in withdrawal from the Academy.

1. Any student who accumulates **5 total unexcused absences** will receive a **warning** letter from school.
2. Any student who accumulates **10 total unexcused absences** may receive a **parent meeting request** letter from the school requesting a **conference** with administration. At that point, administration may also require the implementation of an Attendance Intervention Plan(AIP) with the parent or guardian.
3. Any student who reaches **15 total absences** (excused or unexcused) may be required to meet with administration.
4. Any student who reaches **24 total days of unexcused or excused absences** during the school year will be considered to have failed his/her current grade and will repeat the same grade the following year unless the student’s principal and teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

PRE-PLANNED ABSENCE

Parents are encouraged not take their children out of school for reasons other than the ones stated below:

1. An emergency for which it is possible to give prior notice to the principal that constitutes a good and sufficient cause for absence from school.
2. Non-school sponsored educational activities.
3. Family vacation authorized by parent or guardian.
4. Funeral
5. Family illness
6. Mandatory Quarantine

The parent or guardian must notify the principal regarding the planned absence in person 10 days in advance and must sign a form indicating that the parent or guardian assumes full responsibility for the student’s absence. Failure to comply will result in unexcused absences for the missed classes. The student will be responsible for obtaining and completing the missed assignments, notes etc. upon his/her return to school.

Excessive absenteeism interferes with the valuable teacher-student rapport in the classroom. For this reason, parents are strongly advised not to arrange family vacations while school is in session.

EARLY DISMISSAL

Students must never leave the school building without permission or without a parent/guardian signing out. Failure to follow this procedure may result in disciplinary action.

Legitimate reasons for early leave from school will be accepted provided a note signed by a parent is presented at school. The student and parent must sign out before leaving the building. Parents and guardians will also have a 3 strike rule in effect per quarter for early pickup unless approved by administration for emergency purposes other than to avoid our dismissal procedure. If the student/parent continues to violate this policy, then an intervention plan may be implemented or other consequences may ensue for numerous early releases.

Early dismissal will not be granted 30 minutes prior to regular dismissal time on any given school day, unless authorized by administration.

Students 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.

9. Grading Scale

In Grades Kindergarten through 2nd, HSA Belmont will follow a standards based grading system:

4	Advanced (Exceeds required level of performance consistently)
3	Proficient (Meets required level of performance consistently)
2	Basic (Working toward required level of performance, but inconsistently)
1	Below Basic (Working below required level of performance consistently)
0	Not enough work completed to score
N/A	Not Applicable

In Grades 3-8, 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 **24 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 course (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.

10. Athletic Policy

HSA Belmont establishes excellence as a standard and strives to maintain an appropriate balance between academics, athletics, and all extracurricular activities. Athletic Eligibility is a privilege that may be revoked on the grounds of failure to comply with academic, behavior, or attendance policies. It is important that students meet the following academic requirements in order to participate in athletics. A student must maintain a minimum 2.0 grade point average (GPA) in bi-weekly grade checks. A student may also lose their athletic eligibility for disciplinary issues at the discretion of the Administration, Athletic Director and/or Coach. A student who has an unexcused absence shall not participate in the games or practices on the same day.

11. Parent Teacher Conferences

Parental involvement is one of the most important factors in a child's education that leads to higher overall grades and higher graduation rates. These conferences provide a time for parents and teachers to discuss the development and well-being of students. Conferences are scheduled and announced in the school calendar. Parents are urged to attend all scheduled conferences to take an active role in their child's education. Additional meetings may be requested by parent, teacher, or school administrators.

12. Plagiarism Policy

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks, or any other medium. Plagiarism is regarded as a very serious offense. Many institutions of higher education expel students found guilty of plagiarism. In our effort to prepare all students for the future, we have established the following guidelines:

1st Offense: The teacher documents the plagiarism and contacts the parent. Student receives "0" credit for the assignment.

2nd Offense: The teacher documents the plagiarism and refers the student to the Administration. Student receives "0" credit for the assignment. Administration holds a parent conference.

13. Illness, Injury and Medication Policie

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 misses class, it is an unexcused absence and will be treated as if the student "cut" class.
- Students will not leave the building. Always report to the main office or administrator.
- Students will not directly contact their parent/guardian unless directed to do so by a staff member.

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.

14. 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 your teacher or Assistant Principal. 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. **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 passing periods 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.

15. School's Right to Search

Lockers, desks, or storage places provided for student use are, and remain at all times, property of the HSA Belmont. These areas and the contents, therefore, are subject to a random search at any time. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including book bags and other packages, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated.

16. 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.

17. 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 a parent must 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.

18. Electronic Devices

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.

1st electronics violation will result in the device being confiscated, the parent informed and the device returned to the parent by an administrator.

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.

HSA-Belmont is not responsible for any confiscated electronic items or any items that are lost or stolen.

19. 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 at their discretion.
5. Food brought in by parents for celebrations (birthdays, class achievements, etc) must receive approval beforehand from the classroom teacher to minimize any disruption to the learning process.

20. Visitors

Visitors are always welcome at HSA-Belmont.. Parents or guardians 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 a mutual time of convenience.

This is done to minimize class interruptions. Visitors must register with the office when they arrive. Any visitor entering the building must check in the office and will be asked to pick up a badge for security purposes

For visitors who have an appointment we ask that you:

1. Be on time
2. If you are observing a class, please observe quietly, and do not comment or attempt to add into lessons or conversations unless invited to do so by the teacher of the class.
3. Actions such as shouting or confrontation of students, administrators, employees, or other persons on the school property are not allowed since they represent a possible threat to safety.
 - a. Actions of this type will result in a request for that person to leave the school property.
 - b. In the case of repeated incidents of this nature, such persons may not be allowed to return to the school property.
 - c. In the case of extreme or continued disturbances, the local legal authorities may be called, and such person may be prosecuted.
5. Please do not bring your other children with you when you're assisting teachers or staff at the school.
6. Persons other than parents/guardians must have written permission to visit on the behalf of a student. A signed letter from the parent/guardian must be presented to an administrator prior to each visit.

Parents or guardians who wish to speak with an administrator should call the school to set an appointment and then check in at the office after arriving for the appointment. Parents who arrive at school wishing to speak with an administrator without an appointment may or may not be able to do so at that time because the administrator may not be available.

SHADOWING

Student visitors are welcome at the Academy. Students enrolled in a school in the State of Illinois at the time of their visit must have a note of permission from their home school signed by their principal or other school official. If the student visitor is home schooled or enrolled in a school outside of the State of Illinois, he/she must have a note of permission signed by his/her parent/guardian.

Students of the Academy who wish to bring a visitor with them when school is in session may do so by following these guidelines:

1. The student visitor must have the applicable note of permission, as indicated above.
2. The host student must fill out and submit a Shadowing Form at least two school days in advance of the school visit. The student must have written permission with a confirmation telephone number from his/her school administrator giving permission for the visit.
3. The host student must receive permission for the visiting student to attend the Academy two days in advance of the planned visit.
4. No student visitors are allowed during the last two weeks of a semester, or during the week preceding a school holiday.

PARENT VOLUNTEERS

The Academy can only continue its current programs or add new programs to the benefit of its students through the efforts of its parent volunteers. Parent volunteers are a valued and necessary part of the school experience. The Academy encourages and desires more and more parent volunteers all the time; their value to the Academy cannot be underestimated.

We ask that all parent volunteers follow these guidelines:

1. Sign in at the office whenever working at the school during school hours. (Receive visitor badge)

2. Sign out upon leaving the school grounds.
3. Before planning any events, giving away items, purchasing food for students, bringing food or other items to individual classes, etc., parent volunteers must first propose the idea to school administration or secure a faculty sponsor for the activity planned.
4. Parents may be requested to obtain a background check or waiver form based on the number of hours volunteering in the classroom or school.

These few guidelines help us to avoid unplanned disruptions of the school day, allow administration to coordinate all activities that take place throughout the school day, and to provide for the smooth operation of all school programs. All parent volunteers are still required to go through the visitors process using the School Guardian kiosk.

VISITORS FROM THE GENERAL PUBLIC

Visitors from the general public are welcome at the Academy. It is preferred, though not required, that a visitor make an appointment to visit the school 1 day before a desired visit. This way the Academy can assure that a member of the school staff is available to speak with the visitor, give a tour of the school, etc. Visitors who arrive unannounced are welcome, but may need to wait for the availability of a school staff member. All visitors must sign in at the office upon arrival and sign out when leaving the school premises. All visitors must sign in at the front desk, leave a photo ID, and get a visitor pass.

21. Emergency Drills

Fire, Emergency Evacuation, Severe Weather (Tornado) and Lockdown Drills will be done at various points of the school year to ensure the students and staff are prepared for the unexpected. Students will not talk, run, laugh, joke, or be disruptive in any way. This is a safety issue and will be dealt with immediately. Students who violate the above stated items or do not follow teacher/administrator or Fire/Police Department directions while outside may receive at least an in-school suspension and further discipline actions may be taken if deemed necessary.

22. Field Trips

Field trips offer exciting ways to learn; therefore, field trips are an important extension of our school curriculum. HSA-Belmont students will have the opportunity to go on field trips at various times throughout the school year. In order for the student to benefit from all field trips, he/she will be expected to follow these rules:

- Student must bring the Field Trip Permission Slip to school signed by his/her parents or guardian by the specified date. No phone calls will be accepted as permission.
- Part of the Field Trip Permission Slip will require the students to have all of their classroom teachers sign off on the permission slip and indicate the student's current grade.
- Any student current failing a class may be denied the opportunity to attend the field trip.
- Permission can be revoked by HSA McKinley Park staff because of poor behavior, struggling academic performance, or attendance-related issues.
- Student must wear his/her school uniform unless otherwise specified.
- Student must abide by HSA Belmont codes of student conduct while on the field trip. ▪ Students can be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip.
- Certain students may not be able to attend unless accompanied by a parent.
- Student will not be allowed to attend a field trip if OSS (Out of School Suspension) falls on the day of the trip.

- In emergency situations parents will be informed and required to pick up their child immediately.

23. Valedictorian/Salutatorian

The school administration determines the valedictorian/salutatorian according to the students' academic achievement, contributions to the school, and involvement in school activities.

24. After School/Pick Up Procedures

Students who are attending tutoring will be identified by classroom teachers and/or administrators. In certain cases, tutoring can be mandatory. If a student is not attending an after school activity or receiving tutoring, the student will be asked to leave the building by 3:10 p.m. If, for any reason, the student needs to stay to be picked up, they will need to report to After Care or supervised study hall. If the student's behavior is not within the proper conduct guidelines, he or she will be referred to an administrator. In order for the student to be released, a parent/guardian will need to enter the school and pick them up. Phone calls will not be accepted as a request to release a child. Every student who leaves the school after 3:40 p.m. should be signed out. After Care rates will start for students after 3:40 p.m. Monday through Friday.

All students at school past 3:40 p.m. who are not attending tutoring or a club must report to After Care. On early dismissal days, students who are not picked up by 1:40 p.m. must report to After Care.

Tutoring/After School Procedures

We would like our students to effectively utilize HSA's after school programs. Our students are welcome to participate in tutoring, clubs, sports, supervised study hall, and the After Care Program.

- Tutoring/clubs will start promptly at 3:30 p.m. and doors will shut at 3:35 p.m.. No student is permitted to enter without a pass.
- Students who are attending tutoring will be identified by classroom teachers and/or administrators.
- Students should sign-up for clubs after the list is announced. They cannot show up without prior approval.
- At 3:40 p.m. (or 4:20 if the student signed up for after-school activities), all students waiting outside for parents to pick them up will re-enter the building and will go to the After Care or supervised study hall. The back door and modular building doors will be locked. Parents will have to pick up those students by entering through the designated doors and signing them out. After Care rates will be imposed for those students who are attending After Care.
- Students' safety is our first priority. Since we cannot provide supervision at other times, students are only allowed to wait outside the school building on the school premises between 3:30-3:40 p.m./4:15-4:20 p.m. while they wait to be picked up. If a student violates this rule, a detention will be issued. Students who repeatedly violate this rule will be referred to an administrator for further consequences.
- If a student disrupts any after school program, the student will be sent to the office and given detention. The parent/guardian will be contacted to pick up the student.
- At 4:15 p.m., students who participate in afterschool programs must exit the building to be picked up by parents.▪ Students need to be picked up before 4:15 p.m. After 4:15 p.m., the doors will be locked and students will report to the After Care or supervised study hall. Students will be charged regular After Care rates.
- All students must have a pass while in the hallways during the after school timeframe. Otherwise, the students will be subject to disciplinary action.

PROMPT PICKUP BY PARENTS (LATE PICKUP PROGRAM)

Horizon Science Academy-McKinley Park is open 7:50 a.m.–3:30 p.m., with the exception of those students who stay for clubs/tutoring until 4:00 p.m. Students should be picked up promptly at dismissal, no later than 3:40 p.m. Parents and those picking up students from school are asked to be sensitive to the extra burden placed on the school when students

need to be supervised before/after the specified times.

Any drop off before 7:50 a.m. is considered an early drop-off and any pickup after 3:40 p.m. is considered a late pick up (with the exception of club/tutoring days).

If a parent is going to be late, students who remain on school premises after dismissal will automatically be checked into the After Care Program and charged After Care Rates per hour. Failure to pay will result in loss of privileges for the student (extra-curricular, field trips, etc.), administrative meeting, or police contact. For students who attend clubs and tutoring, pickup is between 4:15 pm and 4:20pm, and the same rules apply.

Anyone picking up a child who is not on the child's pickup authorization list will need to be approved through written authorization or a direct call from the parent/guardian before the child may leave the school grounds. Permanent changes to the pickup list need to be made in writing and submitted to the front office staff. Everyone picking up a student must be prepared to show picture identification.

If after 6:00 p.m. we are unable to reach an authorized party to pick up the child, the person in charge of the After Care Program will contact the local police department. The school will **NOT** be responsible for the well-being or whereabouts of students who remain after the allotted time frame. For this reason, it is extremely important to keep your child's enrollment information current. Be sure to notify the office or classroom teacher if any information has changed. This will help to avoid any difficult situations.

25. Technology, Textbooks 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.

Students will be assigned chromebooks for use through the school year. Students are to treat their assigned technology with the highest of regards. Parents will assume responsibility for any missing or damaged technology by signing a separate waiver at the beginning of each school year.

26. Acceptable Computer Usage Policy

The following guidelines and procedures are expected to be utilized by staff, students, or members who are authorized to use Horizon Science Academy-Belmont's computers and online services:

- 1) Students may only log on and use the network under the immediate supervision of a staff member and only with his/her authorized account.
- 2) Students in whose name an online service account is issued are responsible for its proper use at all times.
- 3) Note that email is not private. Those who operate the system have access to messages relating to or in support of illegal activities; use of any such activities will be reported to the authorities. Horizon Science Academy-Belmont reserves the right to monitor all email transported on its network.
- 4) Do not reveal personal information, such as home address or phone number, or that of other students or colleagues.
- 5) Use appropriate language. Do not use profanity, obscenity, or other language that may be offensive to others.
- 6) The network should not be used in such a way that it will disrupt the use of the network by others.
- 7) Users shall not read other users' files, nor shall they attempt to read, delete, copy, modify, or forge other users' files.
- 8) Use of the computer or network for financial gain or for any commercial activity is prohibited.
- 9) Use of the computer or network for political purposes is prohibited.

- 10) Users shall not transmit or view material that is threatening, obscene, disruptive, sexually explicit, or that could be construed as stalking, harassment, or disparagement of others based on race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.
- 11) Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or by Horizon Science Academy-Belmont policy.
- 12) Vandalism will result in the cancellation of user privileges. Vandalism includes uploading/downloading inappropriate material, creating computer viruses, hacking, or any malicious attempt to harm or destroy equipment, materials or the data of any other user, as well as changing computer settings or damaging the computer mouse.
- 13) Musical devices, such as CD players and MP3 players, used in conjunction with the system are prohibited.
- 14) Copyrighted material may not be placed on the system without the author's permission, and no materials shall be placed on the system without permission of Horizon Science Academy-Belmont.
- 15) Users shall report any security problem or misuse of the network to the teacher, administration, or immediate supervisor.
- 16) All communications and information accessible via the network should be assumed to be school property.
- 17) The system shall be used only for purposes related to school education or administration. The administration reserves the right to monitor any computer activity and online communications for improper use.
- 18) Rules and regulations of net etiquette are subject to change by the Horizon Science Academy-Belmont administration.
- 19) Activities not in compliance with Illinois School Code are strictly prohibited.

Computer Usage – Email Accounts

Some students are permitted to have a student email account on the Horizon Science Academy-Belmont system. Should an email account be assigned, students must have a Computer Usage Agreement on file and must strictly follow the agreement guidelines. Students are not permitted to access private email accounts (AOL, Yahoo!, etc.) from school at any time. Students violating any computer agreement guideline will lose all computer privileges and disciplinary action may be taken. Violations will be considered a Level II Misbehavior.

- All student Electronic Mail (email) accounts are property of Horizon Science Academy-Belmont. Email activities must comply with HSA Acceptable Computer Usage Policy. The user accepts all responsibility to understand the policy.
- The student will be removed from the system after graduation, leaving the school district, or infractions outlined below.
- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Account usernames and passwords will be provided to parents so those parents can monitor the account and communicate with teachers. Use of the school's email system is a privilege.
 - Use of the email system will align with the school's Student Handbook and the handbook will be used for discipline purposes. Communication through the school's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Messages posted on the district's email system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of the district's email is permitted, providing that this does not interfere with the performance of the electronic mail system or disrupt the operation of the schools. Electronic Mail from the Horizon Science Academy-Belmont system can be checked from home or from school computers, as long as it does not disrupt the operation of the classroom or school.
- The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned without written consent of the Horizon Science Academy-Belmont Administration. The account may be revoked if used inappropriately.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by

adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.

- Students will not identify their home telephone numbers, or home addresses in any email correspondence.
- Electronic mail sent or received by the Horizon Science Academy-Belmont system is not confidential. Although the school does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- System administrators may create filters to scan for and eliminate viruses and large graphic files (i.e. animated Santa during December) that are unrelated to the school's operation.
- When issues arise, the school will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- As it deems necessary, the school may contract with outside agencies to operate the student electronic mail system. If this arrangement is made, all parts of this statement remain in force.
- If necessary, Horizon Science Academy-Belmont Administration, at its discretion, may close the accounts at any time. Any updates or changes to this electronic mail agreement by the Board of Education or administration will be in effect.

27. Bullying, Harassment and Intimidation

Preventing Bullying, Intimidation, and Harassment Policy

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

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile environment are important School goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item#4) applies only when a school administrator or teacher

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receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105ILCS 5/27-23.7)

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property; 2. Causing a substantially detrimental effect on the student or students' physical or mental health; 3. Substantially interfering with the student or students' academic performance; or
4. Substantially interfering with the student or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-Bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in the school, including without limitation administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

School administration shall develop and maintain a bullying prevention and response plan that advances the HSA Belmont ("Academy")'s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. Academy uses the definition of *bullying* as provided in this policy.

2. Bullying is contrary to State law and the policy of the Academy. However, nothing in the Academy's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article 1 of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the administration or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Principal or any staff member. Anonymous reports are also accepted.

Complaints may be reported to: Principal /Designee

4. Consistent with federal and State laws and rules governing student privacy rights, the Principal or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The administration shall promptly investigate and address reports of bullying, by, among other things:

a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident. b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process. c. Notifying the Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The administration shall investigate whether a reported incident of bullying is within the permissible scope of the Academy's jurisdiction and shall require that the Academy provide the victim with information regarding services that are available within the Academy and community, such as counseling, support services, and other programs.

6. The administration shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the Academy's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

9. The Academy's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The administration shall post this policy on the Academy's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The administration shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the Academy already collects for other purposes. The Administration must post the information developed as a result of the policy evaluation on the Academy's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Principal or designee shall fully implement the Board policies, including without limitation, the following:

a. *Student Discipline.* This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

b. *Restrictions on Publications and Written or Electronic Material.* This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

c. *Harassment of Students Prohibited.* This policy prohibits any person from harassing or intimidating a student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

28. 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.

29. 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 the 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, etc)
 - 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:** Gross disrespect towards others, staff or students, 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 are 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.

30. Unacceptable Student Behaviors

On field trips or during school activities, students are considered to be subject to the authority of the school even though those activities may not take place on school grounds. Some examples include athletic meets and

games, field trips, contests, and concerts. Misbehavior that occurs at such events, as outlined below, will be subject to the same penalties as misbehavior that occurs on school grounds. Similarly, busses and bus stops are considered extensions of the school premises. In addition, behavior that takes place anywhere may be subject to the authority of the school for disciplinary purposes so long as the student's behavior interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

LEVEL I – MISBEHAVIOR THAT DISRUPTS THE LEARNING OF THE VIOLATOR Student

misbehavior that only disrupts the learning process of the violator can become a serious problem that may lead to little or no academic progress for the student. Level I misbehavior is an act such as being tardy to school or class; refusing to participate; cheating; not doing homework; not bringing books, pencils, and other supplies to class; using electronic devices at school; public displays of affection; inappropriate use of technology; or in the case of physical education, not dressing for participation. If the inappropriate behavior cannot be corrected by classroom interventions, then a referral to the administration may be made for disciplinary action.

INTERVENTION/CONSEQUENCES

Teachers shall inform the parent when this type of misbehavior occurs on a continual basis and when it prevents a student from experiencing academic success. Teachers and administration will utilize a multi-tiered behavior intervention system in order to help curb inappropriate behaviors in the school or classroom. Teachers will contact the parent to expedite a solution using the Child Study Team if necessary. Consequences for Level I misbehavior may include lunch/recess/after school/Saturday detentions, optional classroom assignments/reports, mini course objectives, removal from an event or class, parent supervision, social probation, placement on an organizational plan, placement on a weekly management plan, placement on a behavior contract, or administrative referrals.

Related or chronic occurrence of Level I misbehaviors may result in further discipline up to and including out-of-school suspension pursuant to Level II misbehavior guidelines.

LEVEL II – MISBEHAVIOR THAT DISRUPTS THE LEARNING PROCESS FOR OTHERS

Misbehavior of this type disrupts the classroom and the learning process of others as well as the offender. Examples include violating the posted classroom rules, name-calling, being out-of-seat, talking out of turn, failure to follow a reasonable request, horseplay, etc. Such behaviors substantially disrupt, impede, and interfere with the operations of the school, and may pose a threat to the safety of other students, staff, or members of the school community.

INTERVENTIONS/CONSEQUENCES

The teacher shall work with the student and parent to extinguish these types of misbehavior through counseling, warnings, parent communication, or writing administrative referrals. Consequences may include lunch/recess/after school/Saturday detentions, referral to the Child Study Team, out of school suspensions up to 5 days, optional classroom assignments/reports, mini course objectives, removal from an event or class, parent supervision, social probation, placement on an organizational plan, placement on a weekly management plan, or placement on a behavior contract. Other actions, such as mandatory counseling, community service, restitution, behavior contracts, and parent supervision, may be pursued, as warranted based on the unique circumstances of the student's misbehavior. Two Level II misbehaviors may result in further discipline up to and including a behavior contract or recommendation for expulsion. If the administration sees a need for a behavior contract to be issued, parents/guardians will be given five school days to meet with the administration/teachers to sign the contract. Violations of Level II misbehaviors while on a behavior contract

will result in a referral for expulsion.

LEVEL III - SEVERE STUDENT MISBEHAVIOR

Severe student misbehaviors are overt behaviors that threaten the safety and welfare of other students and staff. Examples of such misconduct are physical attacks, fighting, possession/use of weapons or controlled substances, abusive language, disrespect to a staff member, threats, theft, sexual harassment, sexual misconduct, vandalism, and continually displaying Type II misbehavior. Not only do Level III misbehaviors substantially disrupt, impede, and interfere with the operations of the school, they certainly pose a threat to the safety and wellbeing of students and staff.

INTERVENTIONS/CONSEQUENCES

Such offenses will be referred immediately to school administration. Examples of the administrators' interventions/consequences are out-of-school suspension, social probation, placement on a behavior contract, or recommendation for expulsion. An administrator may suspend a student for a period not to exceed 10 school days following appropriate due process. Any student may be recommended for expulsion by an administrator for Level III offenses. Parents will be immediately informed of any Level III misbehavior offense committed by their child by the administration of the school.

CONSEQUENCES

After School Detention: A student may be assigned detention by a staff member or administrator.

1. Detentions will be held in the area designated for this purpose. Assigned students are to report by 3:30 pm after school dismissal and will be dismissed from detention at 4:15 p.m.
2. Students will not be permitted to attend any school activities that may be in progress. They are expected to leave campus immediately following detention.
3. Students who have been assigned a detention will be allowed a minimum of twenty-four (24) hours to make any necessary arrangements to meet the time demands of the detention. However, no other school activities or personal commitments will constitute a basis for an exemption from detention.
4. Parents will be notified by phone call, electronically, or in writing when their child is issued a detention.
5. While in detention, students will not be permitted to sleep or to communicate in any fashion with other students. Students will be given an assignment regarding the reason for the detention to be completed during detention. Also, students are to bring materials to the detention room such as homework, class work, etc. to be completed after they finish the detention assignment.
6. Students who violate the rules of the detention will be reported to the Administration. If the student violates the rules of detention, he/she will be assigned Saturday detention.
7. Students who fail to serve detention on the assigned date or disrupt the detention may be subject to Saturday Detention.
8. A student who receives 3 or more detentions in a 9-week span may not be permitted to attend after school activities or field trips unless accompanied by a parent.

Lunch Detention: A student may be assigned a lunch detention by a staff member or administrator.

1. Detentions will be held in the area designated for this purpose.
2. While in detention, students will not be permitted to sleep or to communicate in any fashion with other students.
3. Students who violate the rules of the detention will be reported to the Administration. If the student violates the rules of lunch detention, he/she may be assigned after school detention.
4. Students who fail to serve detention on the assigned date may be subject to after school detention.

Saturday Detention/Academic Recovery Session: A student may be assigned a Saturday Detention or Academic Recovery session by an administrator. The Saturday Detention program is part of a comprehensive student discipline intervention plan designed to modify student behavior while continuing student education through direct instruction and supervised study time to complete regularly assigned classroom work.

1. On each assigned day of Saturday Detention, students are to report directly to the assigned room upon arrival to school.
2. While in the Saturday Detention room, students will not be permitted to sleep.
3. Students will be provided scheduled restroom breaks as a group.
4. Students who violate the rules of the Saturday Detention Room, or are uncooperative with Saturday Detention personnel, may be subject to further discipline, including suspension from school.

Suspension: A student may be suspended by an administrator.

Expulsion: A student may be recommended for expulsion by an administrator.

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.” The following is a listing of generally accepted restorative strategies. These strategies may be used at the discretion of the administration in lieu of, or in addition to certain other interventions set forth in the Student Handbook, when all parties voluntarily agree to participate and the appropriate resources are available to support a meaningful effort. This list is not exhaustive of all balanced and restorative justice strategies.

● **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 should **always** be facilitated by a trained “Circle Keeper.”

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.

MISCONDUCT IN NONINSTRUCTIONAL AREAS (LAVATORIES, HALLS, AND CAFETERIA)

Student conduct in these areas is expected to reflect good taste and respect for the safety and welfare of fellow students and staff members. Running, shouting, and eating in places other than the cafeteria and extremely boisterous behavior are not acceptable conduct, nor is the school setting a place for embracing and other signs of affection.

Students using lavatories are to cooperate with teachers or others checking or supervising lavatories. Staff personnel have been directed to prevent student congestion, intimidation, smoking, eating, and loitering in lavatories. These directions are for the welfare of all students. **Staff members may assign detentions as warnings.** Students who **continually** violate these expectations or ignore corrective measures may be referred to the administration for further disciplinary action.

B. Cafeteria Procedure and Rules

Students eating in the cafeteria are to follow a set of reasonable rules to enable the cafeteria to operate smoothly and to permit all students to eat in as pleasant a setting as possible:

- Students must remain in the cafeteria for their entire scheduled lunch time. Only emergency passes to the restroom, office, etc., will be issued as decided by the Administration.
- After entering the cafeteria, students must be seated in their assigned area as soon as possible (no wandering from your table). Students should maintain a level one voice for the first 5 minutes of lunch. (no talking)
- Throwing objects will not be tolerated. After eating, students are responsible for cleanup of the table and surrounding area and then they are seated until dismissed.
- Students should wait for staff to dismiss their table. Students will not be dismissed until their table and floor areas are clean.
- Students are to use an indoor voice so they can hear staff directions.
- Students are expected to conduct themselves appropriately in the cafeteria at all times. Disruptive behavior will not be tolerated.
- Students cutting in line ahead of others will be instructed to go to the end of the line by the staff member on duty.
- Teachers are not responsible for warming up students' lunch or providing them with lunch at any time. A thermos must be provided if a student wants a warm lunch from home.

Consequences for Infractions of Cafeteria Rules

The following is designed to correct and appropriately penalize improper cafeteria behavior. Possible consequences for breaking rules are as follows:

Verbal Warning

Staff on cafeteria duty will warn a student who has violated a cafeteria rule.

Reassigned Seat

The student will be assigned to eat at an assigned seat for the rest of the period, or any number of days as assigned by the Administration.

Administrative Referral

The student will be referred to the administration on the administrative form when it becomes apparent that the above steps have not been successful in modifying the student's behavior and/or the student has refused to

accept any of the above penalties

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.

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.

Explanation of Weekly Management Plan, Weekly Organizational Plan, Social Probation, and Behavior Contract

Weekly Management Plan: A student can be placed on this eight-week plan when it becomes apparent that the student continues to disrupt the classroom and learning environment of others as well as due to not following the classroom rules, name-calling, getting out of seat, talking out of turn, etc. A meeting will be held with the parent/guardian, student, and grade level team to discuss the placement of the student on the weekly management plan. The student carries the plan to each class and gives it to the teacher at the beginning of class and is responsible for getting the plan from the teacher at the end of the class, signed. The student, teachers, and parent/guardian monitor whether the student is respecting the teacher, respecting others, turning in homework, being productive in class, and turning in classwork. The teacher also writes a short explanation of the homework assigned. The student is responsible for taking the plan home each night and having a parent sign the form for that day. The plan will be turned in to the Administration on the following Monday, and the Administrator will meet with the student regarding the progress on the plan.

Weekly Organizational Plan: A student can be placed on this eight-week plan when it becomes apparent that the student has made little or no academic progress from not participating in class, not doing homework, not bringing needed supplies to class, etc. A meeting will be held with the parent/guardian, student, and grade level team to discuss the placement of the student on the weekly organizational plan. The student carries the plan to each class and gives it to the teacher at the beginning of class and is responsible for getting the plan from the teacher at the end of class, signed. The student, teachers, and parents monitor whether the student is keeping an organized binder/folder, bringing materials to class, turning in homework, being productive in class, and turning in class work for each period. The teacher also writes a short explanation of the homework assigned. The student is responsible for taking the plan home each night and having a parent sign the form for that day. The plan will be turned in to the grade chair on the following Monday, and the grade chair will meet with the student regarding the progress on the plan.

Social Probation if suspended from school:No field trips, clubs, dances, sporting events, concerts, plays, sports, or cheerleading:

- 9 weeks from the date of the suspension
- Full semester for college field trips
- Parent has to attend any trips if suspended
- For sports, please see the athletic director

Behavior Contract: This contract becomes necessary when a student is being considered for suspension or expulsion due to severe misconduct and failing to adhere to the school rules. The student must follow all of the rules and regulations as stated in the student handbook for the remainder of the time at HSA and any additional requirements as set forth in the contract. If the student is referred to the office for violating school rules or the terms of the behavior contract, the student may be immediately recommended for expulsion.

31. 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 teachers. 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 Assistant Principal 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 your child's grade level.

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 Administration 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 following the expulsion.

32. 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.

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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 2021-2022.
- € 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 2021-2022 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 2021-2022 Student Handbook and signed for verification.

HORIZON SCIENCE ACADEMY - BELMONT 2021-2022 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 child. I also understand the contents of HSA school procedures and will abide by all that is required of my child 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: _____