

HARMONY PUBLIC SCHOOLS

Where Excellence is Our Standard

2011 2012

STUDENT/PARENT HANDBOOK



HARMONY PUBLIC SCHOOLS

Student/Parent Handbook

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Harmony Public Schools

Student/Parent Handbook

Harmony Public Schools Board of Directors

- Dr. Oner Ulvi Celepcikay, President
- Dr. Bilal Akin, Secretary
- Ellen MacDonald, Vice President
- Cengizhan Keskin, Vice President
- Dr. Mustafa Atik, Treasurer

Harmony Public Schools Mission Statement

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

Harmony Public Schools Vision Statement

Harmony's vision is to enable students to succeed in school and in the workplace, and to provide an option for students to enter math, science, and engineering careers. This will lead to students becoming productive and responsible citizens and even Nobel laureates.

Preface

Dear Parents and Students,

Welcome to the 2011–2012 school year at Harmony Public Schools! This new school year means a new beginning, and new futures. The administrative team is excited about this coming school year, and the staff at Harmony Public Schools is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for our students.

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

Harmony Public Schools is a reflection of us all. All of our policies and procedures are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage parents and students to become active participants in our school system by getting to know its programs and activities, and by becoming involved through classes, clubs, and activities.

This Handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect of our students and parents, what they can expect of us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible.

The Handbook is divided into five sections. The first section includes general information regarding school policy and procedures. The second section provides important health and safety information. The third section provides information about academics and grading. The fourth section is the Student Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. Both students and parents need to be familiar with the Student Code of Conduct. In addition to its inclusion in this document, the Student Code of Conduct is also posted on the Harmony Public Schools website. The fifth section is especially for parents, with information regarding parental rights. Finally, the sixth section contains important notices regarding student information, computer resources, electronic communication devices, and the Harmony Public Schools grievance policy. Please note that the term "parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

This Handbook is designed to be in harmony with Board Policy, and is updated yearly. Changes in policy and procedure that affect Handbook provisions will be made available to students and parents through newsletters and other communications. **In case of conflict between Board Policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed.**

We ask our parents to review the entire Handbook with their students and to keep it as a reference during this school year. Parents or students with questions about the material in this Handbook should contact their Principal.

Finally, you must complete and return the last page of the Handbook – “Acknowledgement and Approval of Student/Parent Handbook” – to the school office at your campus.

On behalf of the entire Harmony Public Schools staff and community, best wishes for a great 2011–2012 school year!

Sincerely,

Dr. Soner Tarim, Superintendent

SECTION I: GENERAL INFORMATION

Student Rights

The school pledges to allow all students to:

- Feel safe in the school environment.
- Take full advantage of learning opportunities.
- Work in an environment free from disruptions and chaos.
- Express opinions, ideas, thoughts and concerns.
- Have a healthy environment that is smoke, alcohol and drug free.
- Use school resources and facilities for self-improvement.
- Expect courtesy, fairness and respect from all members of the community.
- Be informed of all expectations and responsibilities.
- Take part in a variety of school activities.

Admissions Policy

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the open-enrollment charter of each Harmony Public Schools campus and who are eligible for admission based on lawful criteria identified in the charter and in law. The total number of students enrolled in any campus shall not exceed the number of students approved in the charter or subsequent amendments.

Students in secondary boundaries and outside the primary designated geographic area of a campus may not be admitted to fill a vacancy until all eligible applicants within the primary geographic boundary who have submitted a timely application have been offered that vacancy and enrolled. If the campus has served all eligible applicants from its primary geographic area, it may admit students from secondary geographic areas on the same nondiscriminatory basis as the students from the primary designated geographic area.

Non-Discrimination

Harmony Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

When making admissions decisions, Harmony Public Schools does not discriminate against students on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

Exception to Admission

As authorized by Texas Education Code § 12.111(6), students with a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under Texas Education Code, Subchapter A, Chapter 37 will be excluded from enrollment in Harmony Public Schools.

Submission of Applications and Admissions Lottery

Harmony Public Schools requires applicants to submit a complete application form in order to be considered for admission. For the first year a campus operates, the application period begins on January 1st and ends on June 25th. For each subsequent year of campus operation, the application period begins on January 1st and ends on March 15th.

An admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. Each applicant will be assigned a number, and all numbers will be placed in a container and randomly drawn one number at a time by the Principal or designee. Each applicant whose number is drawn will be offered admission. Notification will be made by telephone, e-mail or U.S. Postal Service. Failure of an applicant to respond within 48 hours of the date of the telephone call or e-mail, or within three business days of a post-marked letter, will result in the forfeiture of his or her position in the application process. Parents notified by mail should call the admitting campus immediately upon receipt of the notice in order to preserve their child's position in the lottery.

Once all enrollment spots have been filled by the lottery, the remaining numbers will be drawn and the applicants assigned to these numbers will be placed on a waiting list in the order in which they were drawn. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Exceptions

Students who currently attend Harmony Public Schools and intend to return the next school year are given priority in admission, so long as they notify the campus they attend of their intent to return for the next school year by February 1st. Returning students who indicate their intent to return for the next school year are exempt from the lottery process.

Siblings of returning students must follow regular admission procedures, as they do not obtain automatic admission. These applicants also are not exempt from the lottery process.

Pursuant to federal guidelines, children of the charter school's founders and teachers are exempt from the lottery process and may be given priority in admission, so long as the total number of students allowed constitutes only a small percentage of the school's total enrollment.

Student Information

Any student admitted to Harmony Public Schools must provide records, such as report cards from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling at Harmony Public Schools for the first time must present documentation of immunizations as required by the Texas Department of State Health Services. See "Immunizations," page 22.

No later than 30 days after enrolling in Harmony Public Schools, the parent and school district in which the student was previously enrolled shall furnish records which verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school.

Harmony Public Schools will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's consent.

Residency Verification

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in Harmony Public Schools, each student's parent must show proof of residency at the time of enrollment.

Residency may be verified through observation, documentation and other means, to include but not limited to:

- A recently paid rent receipt.
- A current lease agreement.
- The most recent tax receipt indicating home ownership.
- A current utility bill indicating the address and name of the residence occupiers.
- Mailing address of the residence occupiers.
- Visual inspection of the residence.
- Interviews with persons with relevant information.
- Building permits issued to a parent on or before September 1 of the school year in which admission is sought as evidence of residency for the school year in which admission is sought only.

Falsification of residence on an enrollment form is a criminal offense.

Attendance

Regular school attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, students and parents should make every effort to avoid unnecessary absences. Two state laws – one dealing with compulsory attendance, the other with attendance for course credit – are of special interest to students and parents. These laws are discussed below.

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of six and 18 must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission – including absence from any class, required special programs, such as SAT/PSAT classes, or required tutorials – will be considered truant and subject to disciplinary action.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 years of age or older has more than five unexcused absences in a semester, the school may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

Notice to Parents

Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in any one school year or is absent for three or more days or parts of days within a four-week period, the parent is subject to prosecution under Texas Education Code § 25.093 and the student is subject to prosecution under Texas Education Code § 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.

Credit

To receive credit in a class, a student must attend at least 90% of the days the class is offered. These include both excused and unexcused absences. A student who attends fewer than 90% of the days the class is offered may be referred to a campus Attendance Review Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

In determining whether there are extenuating circumstances for an absence, the Attendance Review Committee will use the following guidelines:

- All absences will be reviewed, with consideration given to special circumstances discussed in the Texas Education Code.
- For a student transferring into Harmony Public Schools after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student, parent, or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences, the Attendance Review Committee will decide how the student may regain credit. If the committee determines that there are no extenuating circumstances and that credit may not be regained, the student and/or parent may appeal the decision by filing a written request with the Principal within 15 days of the last day of the semester. The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Principal or designee shall inform the student or parent of the date, time, and place of the meeting.

Driver's License Attendance Verification

To obtain or renew a driver's license, a student under 18 years of age must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the requirements set forth by state regulation. Eligible students may obtain the required Verification of Enrollment form from the main office.

Absence and Tardiness

Absence in General

When a student must be absent from school, parents are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by

the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted. **Notes must be received within three days of the absence, or the absence will be unexcused.**

All anticipated absences must be approved by the Principal at least one full day before the absence. All assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or the Assistant Principal. Any absence not approved in advance will be unexcused.

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

Types of Absences

The school recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the school's expectations. Students and parents should also be aware of the school's policy regarding homework, quizzes, and tests following an absence.

Excused Absences

Students may be excused for temporary absence resulting from any cause acceptable to the Principal. As discussed above, students must provide a written explanation for the absence to be excused. The excuse will be filed in the attendance office and become part of the student's record.

An absence will be considered excused if the absence is for one or more of the following reasons:

- Personal illnesses that do not exceed three consecutive days. Illnesses that extend beyond three days will require a doctor's note.
- Family emergency or illness.
- Quarantine of the home.
- Death of a relative.
- Observing religious holy days.
- Juvenile court proceeding documented by a probation officer.
- Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship.
- Student participation in a United States naturalization oath ceremony.
- Documented health care appointments, if the student begins classes or returns to school on the same day as the appointment.
- Serving as an election clerk.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.

- Documented college visits by junior or senior students. A student will not be excused for this purpose for more than two days during the student’s junior year and two days during the student’s senior year.
- Temporary absence resulting from any cause acceptable to the student’s teacher, Principal, or Superintendent.

The school will also excuse a student from attending school for travel under the following circumstances:

- Observing religious holy days;
- Attending a required court appearance;
- Appearing at a governmental office to complete paperwork required in connection with the student’s application for United States citizenship;
- Taking part in a United States naturalization oath ceremony; or
- Serving as an election clerk.

Any student participating in an activity listed above will be allowed one day’s excused absence for travelling to the activity and one day’s excused absence for returning from the activity.

Unexcused Absences

Any absence not listed above will be considered an unexcused absence. Examples of unexcused absences include, but are not limited to:

- Failure to bring a written note within three school days following an absence;
- Leaving school without the permission of the Principal/ Assistant Principal;
- Walking out of class; and
- Receiving a pass to report to a certain school area and failing to report.

Make-Up Work

A student must submit an “excused absence slip” to be eligible for make-up work. Students who are absent for school-related reasons or for an anticipated or planned absence must make arrangements for make-up assignments prior to the absence.

For any class missed, the teacher may assign make-up work based on the instructional objectives for the subject or course and the student’s needs in mastering the essential knowledge and skills or in meeting subject or course requirements. Students are responsible for obtaining and completing make-up work in a satisfactory manner and within the time specified by the teacher.

Students will be allotted one day for every day absent to complete make-up assignments. A student who does not

complete make-up assignments within the time allotted will receive a grade of “F” or 0% for the assignment.

If a student misses a test due to an excused absence, a make-up test will be scheduled by the teacher. Students are responsible for taking the test at that time. Teachers are not obligated to reschedule a make-up exam.

Students may not make up work following an unexcused absence. An unexcused absence may result in an “F” or grade of 0% for each assignment missed.

Tardiness

The school’s tardy policy has been developed to emphasize the importance of each student arriving on time to school every day and remaining in the classroom for the entire period. Learning personal responsibility by arriving to school and class on time is an integral part of the school’s standard of excellence, which helps prepare students for success.

Students should be inside the classroom by 8:00 a.m. A student arriving after this time must report to the front office and obtain a tardy slip. Tardiness to school will be unexcused, unless the student arrives to campus late for one of the following reasons:

- Personal illness.
- Attendance at a required court appointment.
- Appointment with a doctor, dentist, or other professional.

For a tardy to be excused, the student must present a note from the parent explaining the student’s late arrival. The school may also require a written note from a doctor, dentist, or other professional.

The consequences for repeated tardiness to school or class within 6-weeks are as follows:

# of Tardies	Consequences
5–9	Saturday school or after school detention
10–14	In-school suspension
15–19	One day out-of-school suspension
20 and Above	Up to three days out-of-school suspension

The Principal and/or Assistant Principal may substitute alternative disciplinary consequences for habitually tardy students.

Dismissal Policy

Students should be picked up no later than thirty minutes after dismissal each day. Students should not be in the corridors, at their lockers, or in the school building later than ten minutes following dismissal time unless accompanied by a staff member. Students must follow all school rules during dismissal time.

Dismissal/Pick Up Information Form

Parents must fill out a form provided by the After School Coordinator to provide dismissal information about their child. The school is not responsible for students who leave campus without written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses. Disciplinary action will be taken against students who leave and return to campus without having written permission from an administrator.

Important Notice

Students are not allowed to remain on campus unsupervised after designated dismissal times. A student who remains on campus unsupervised after dismissal time may be subject to state criminal trespass laws and disciplinary consequences under the Student Code of Conduct.

Early Dismissal from School

In all instances of early dismissal, the following precautions are taken to ensure student safety:

- Approval of parent or guardian is required in all instances of early dismissal.
- The Principal may release a student before the end of a school day only upon presentation of a written or face-to-face request from a parent (no telephone calls), or for reasons of emergency.
- Students may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his or her behalf.
- A student may be released "on his or her own" only with verified parental permission.
- No staff member shall permit or cause a student to leave school prior to the regular dismissal time, except with the knowledge and approval of the Principal and parent.

Withdrawal from School

Voluntary Withdrawal

A parent wishing to withdraw a student from school should notify the school at least 24 hours in advance. By providing this information in advance, parents help facilitate the withdrawal process. A withdrawal form may be obtained from the school

registrar's office. The Principal or other administrator will verify the information on the withdrawal form when the parent arrives to sign withdrawal papers to complete the process. The parent shall also provide the name of the new school in which the student will be enrolled, and must sign the formal withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws. On the student's last day, a copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. The student will also be provided with a copy of the completed withdrawal form showing the student's grades earned to date to provide to his or her new school.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without a parent's signature.

Withdrawing students and parents are expected to:

- Return all textbooks and checked-out materials and equipment;
- Complete any make-up work assigned;
- Pay any unpaid balance for student fees, if any; and
- Sign a release of student records.

Involuntary Withdrawal

The school may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or Principal to locate the student have been unsuccessful.

Dress and Grooming

As authorized by state law and the school's charter, students are required to wear uniforms to school. The school's uniform policy and grooming standards are established to teach grooming and hygiene, create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. Students are expected to arrive in a proper school uniform every day, display modesty and neatness, and take pride in their uniforms. The school relies on student common sense and the support of parents to help maintain this dress code.

Parents must provide their student(s) with the required uniform, except in the case of educationally disadvantaged students as provided in the Texas Education Code. The school may provide a uniform for economically disadvantaged students. A request for school assistance for purchasing uniforms must be made in writing to the Principal, and include evidence of the inability to pay. Further details are available in the Principal's office.

A parent may choose for his or her student(s) to be exempted from the requirement of wearing a uniform if the parent provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Notice to Parents and Students

If a student arrives at school out of uniform or is groomed inappropriately, the student's parent(s) will be called to bring a change of clothes. The student will not be allowed to attend class until he or she is appropriately dressed. Any class time missed will be counted as an unexcused absence. The school reserves the right to determine and restrict unbecoming styles. Violations of the school's uniform policy and grooming standards will result in incremental disciplinary action.

Uniform Top

- All students must wear the Harmony School uniform shirt. This shirt must be purchased from the school, and may not be substituted with a plain red polo shirt.

Pants

- Properly fitting navy blue or khaki pants. (For all grade levels)
- Properly fitting navy blue or khaki shorts (K-8 only).
- Shorts must be to the knee or longer. No skirts are allowed.
- Black or dark blue fitted belt.

Footwear

- Socks: White, navy, blue or black socks must be worn at all times. No "footies" are allowed.
- Shoes: Dark-colored lace-up shoes or loafers with closed toes/heels, or athletic shoes.

Note to Parents and Students

Uniforms with torn pants or shirts with holes are not allowed. All damaged uniform items should be replaced.

P.E. Uniform Policy

Kindergarten thru 3rd grade: Students are required to wear their school uniforms during P.E. classes.

4th thru 12th grade: Students are required to wear a gray t-shirt (no sleeveless shirts/tank tops) and gray shorts (must be to the knee level or longer) or gray sweatpants. No spandex or tight fitting t-shirts, shorts, or sweatpants are allowed. Students are required to change back to their school uniform after their P.E. class.

Some campuses may not require P.E. uniforms for 4th and 5th grades. Parents must check with campus administration for the local school policy.



Uniform top for K-5

Girls and Boys – will be sold at school



Uniform top for 6-8

Girls and Boys – will be sold at school



Uniform top for high school

Girls and Boys – will be sold at school

See Page 63

Additional Uniform Policy and Grooming Requirements and Limitations

In addition to wearing proper school uniforms, Harmony Public Schools requires that students follow the following dress code guidelines. Harmony Public Schools prohibits any clothing or grooming that, in the administrations' judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations.

Pants and Slacks

- No jeans or cargo-style pants may be worn.
- Pants may not be baggy or sag, or have a low waistline.
- Pants must be worn properly at waist.
- Pant legs may not be rolled up.
- Belts must fit properly and not hang down when buckled. No big buckles are allowed.

Footwear

- No sandals, mules, "Ugs", high heels, boots or Crocs are allowed.
- No Heelies (shoes with wheels) or illuminated shoes are allowed.
- All shoes must have backs or secure straps on the heel for safety.
- Shoelaces must be tied at all times. No long shoelaces are allowed.
- Shoes must be kept clean at all times.

Personal Appearance

- No facial or body piercings are allowed.
- No clip-on jewelry (earrings, nose rings, etc.) is allowed. Girls may wear stud earrings; no large dangling or hoop earrings are allowed. Boys may not wear earrings.
- No tattoos (permanent or temporary) are allowed.
- No extreme hairstyles (Mohawk and spiked-up) or extreme colored hair are allowed. Boys' hair may not pass the neck. Sideburns may be to the tip of the ear lobe.
- Sunglasses are not permitted.
- Wallets with long chains are not permitted.
- Shirts must be tucked in at all times.
- Girls may wear tasteful make-up and nail polish that does not call attention to the student. .

Outerwear

- No hats, caps, bandannas, or other headwear are allowed.
- No outerwear, such as windbreakers, jean jackets, or ski jackets, may be worn inside the classroom. Such items must be stored in the student's locker.
- "Hoodies" may not be worn inside the school building.
- No pullovers or sweatshirts are allowed. .

Dress Code on Free Dress Days

All general guidelines for dress apply on free dress days, even though school uniforms are not mandatory. Garments must be free of holes, tears, inappropriate wording, logos, messages or advertising. No short, skintight, or bicycle legging dresses or skirts may be worn. All dresses must have sleeves. Students may not wear low cut, midriff-baring, or backless blouses. Students may wear jeans, but they cannot be tight or skinny jeans. Clothing items must not depict images of violence. Parents will be called to bring a change of clothes or pick up a child if he or she violates the dress code.

Student Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide their own consumable items, such pencils, paper, pens, erasers, and notebooks. Students may be required to pay certain fees or deposits, including:

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials.
2. Membership dues in voluntary student clubs or organizations and admission fees for extracurricular activities.
3. A security deposit for the return of materials, supplies, or equipment.
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide his or her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety.
5. A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, and graduation announcement.
6. A fee for voluntary student health and accident benefit plan.
7. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school.
8. A fee for items of personal apparel used in extracurricular activities that become the property of the student.
9. A parking fee or a fee for an identification card.
10. A fee for a driver training course, not to exceed the actual cost per student in the program for the current school year.
11. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff.
12. A fee for summer school courses that are offered tuition-free during the regular school year.
13. A reasonable fee for transportation of a student who lives within two miles of the campus.
14. A reasonable fee, not to exceed \$50, for costs associated

with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the student from attending the program.

15. A fee for lost, damaged, or overdue library books.
16. A fee specifically permitted by any other statute.

The school may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the Principal, and include evidence of the inability to pay. Details for the fee waiver are available in the Principal's office.

Textbooks and Curriculum Materials

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. Materials must be used by the student as directed by the teacher. A student who is issued damaged materials should report the damage to the teacher.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the damages are paid for by the student and/or parent. However, a student will be provided textbooks for use at school during the school day. The school may reduce or waive the payment requirement if the student is from a low-income family. The release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks or supplemental materials.

Electronic textbooks shall be returned free of viruses or any other malicious software, and free of any plug-ins or software not specifically approved by the school. All components or applications that are a part of the electronic textbook when issued must be returned.

Student ID Cards

ID cards may be issued to each student with a reasonable fee. This fee may be waived under appropriate circumstances; details for the fee waiver are available in the Principal's office of each campus. This card allows students to attend school-sponsored functions. Students may be asked to show their ID card in order to order breakfast or lunch. If a student loses an ID card, he or she should go to the main office before or after school to purchase a replacement. Students shall return their Student ID cards upon withdrawal from the school.

Lost and Found

Anyone who finds books, clothing or other personal items left unattended should bring these items to the front office. Students who have lost these items should check at the front office. Items will be kept in lost and found for up to seven days. The hallways are inspected each evening and all unsecured items are placed in the front office. Students should label all books, uniforms and other personal belongings with their name to ensure the prompt return of an item that has been misplaced.

Meals

The school participates in the National Breakfast and School Lunch Program. Guidelines set by the Texas Department of Agriculture ("TDA") and United States Department of Agriculture ("USDA") are followed to meet the nutritional needs of all students. Menus may be obtained at the school office.

Students are encouraged to purchase meals from the school in advance. Payments may be made to the student's account on a weekly or monthly basis. See the school office for acceptable methods of payment.

State-Mandated Nutrition Guidelines

The TDA places strict limits on any food or drink provided or sold to students other than through the school's food and nutrition services. More detailed information may be obtained at the school office or online at www.squaremeals.org.

Free and Reduced-Cost Meals

The school sends applications for free or reduced-cost meals to each student's home at the beginning of each school year. Applications must be completed, listing all members of the household and family income. Should family income status change, assistance may be requested at any time during the school year. Only one application for each household is required. Completed applications should be returned to the office.

Lunch Periods

All students will remain on-campus during the lunch period. Students may buy lunch at school or bring a packed lunch. During the lunch period, students are expected to display good manners and courtesy. Students may eat only in the lunch area, and must clear their place and dispose of all trash appropriately. The lunch area will be monitored by teachers.

The following guidelines apply to the cafeteria.

- Students must dispose of plates and utensils in garbage bins.

- Students must keep tables, seats, and floors clean.
- Students must talk in a normal voice. No shouting is allowed. Students must use appropriate language at all times.
- Students must keep cafeteria lines orderly; no pushing, running, horse playing or cutting in lines.
- Students may not loiter in the cafeteria and hallways during lunch. Students must remain seated unless otherwise instructed.
- Students must keep hands, feet, personal belongings and food to themselves.
- No backpacks or books are allowed in the lunch area.
- Students who deface school property will be fined an amount necessary to cover the cost of restoring the damaged property.
- Students may not order food from outside HSA without approval from an administrator.

Students who do not follow these guidelines may be subject to disciplinary action.

Public Areas

Hallways, stairways, the cafeteria, and restrooms are used by all students and school employees. The following rules of conduct apply to all students:

- Students may not loiter in hallways, stairways, the cafeteria, or restrooms.
- Students may not eat in these areas.
- Students may not run in these areas.
- Students may not use any profane or vulgar language while in these areas.
- Students may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- Students may not draw graffiti, post fliers or write on walls, bulletin boards, doors, desks, books or any other school property.
- Students must keep these areas clean and safe.
- Students may not leave belongings on the floor, outside of, or on top of lockers.
- Students must clean up after themselves and properly dispose of all trash.
- Students must immediately report any leaks, spills or other problems in the restroom to a teacher or the office.
- Students may not roughhouse, wrestle with, or trip others in these areas.

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

Additionally, teachers have the authority to submit referrals to the office for the following student conduct:

- Use of a classroom without teacher permission.
- Using or removing any item from a teacher's desk.
- Using laboratories when no teacher is present.
- Using the playground without permission.
- Presence in construction areas or any other area deemed "off limits" by the Principal or Assistant Principals.
- Use of the pay phone during the day without permission from authorized school personnel.

Closed Campus

The school operates a closed campus. Students are not allowed to leave for any reason during the school day without properly checking out in accordance with campus rules and procedures.

Library

The library is a resource center used by all students for class assignments and for leisure-time reading of appropriate materials. The resources of the library are available to support and enhance student learning and understanding and to encourage students to become independent, life-long learners. Students may use the library before and after school and during study hall. Books, magazines and reserve materials may be checked out for varying times. Desks and carrels are available for studying. Students may perform group work for class if they work quietly. School policy does not allow students to bring food or drink into the library. The total number of students who may use the library at any one time will be limited.

Cell Phones and Other Electronic Devices

Possession and use of cell phones, computers, and other devices capable of electronic communications at school is a privilege and not a right. Possession and use of such devices at school or school-related events or activities shall be subject to school approval and regulations.

All cellular phones must be out of sight and turned off between 7:30 a.m. and dismissal time. Devices that are on and/or cause a disruption during the school day will be confiscated. If a school employee observes a student using any cell phone or other telecommunication device during the school day or on a school bus to or from the school or a school-related activity, the school employee shall confiscate the device and turn it in to the front office. Any such device may be powered on and searched by school officials if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or

regulation. The school administration will return confiscated items to the parent. The school will not be responsible for damage to or loss or theft of confiscated items.

School administrators shall have the discretion to determine the appropriate use of phones for students participating in extracurricular activities or attending school-sponsored or school-related activities on or off school property.

The use of camera phones for recording is strictly forbidden on the school premises at any time.

The school further prohibits students from possessing other electronic devices – including but not limited to radios, tape or CD players, iPods, iPad, electronic games and other similar devices – on school property during the school day. These devices disrupt classes and distract others from learning. If a school employee observes a student using any electronic device during the school day or on a school bus to or from the school or a school related activity, the school employee will confiscate the device and turn it in to the front office. The school administration will return confiscated items to the parent. The school will not be responsible for damage to or loss or theft of confiscated items.

Any student refusing to give a cell phone or other electronic device to school staff shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

Phone Messages

During school hours, parents should not try to reach a student's cell phone. Parents should call the main office in emergency situations. The school will then notify the student of any emergency.

Distribution of Published Materials

School Materials

Publications prepared by and for the school may be posted or distributed with prior approval by the Principal and teacher. Such items may include school posters, brochures, murals, etc.

Non-School Materials

Students must obtain express prior approval of the Principal before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by students on school property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.

- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Fundraising

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

Sales

Advertising may be permitted for approved school-related activities. This may include school newspapers, yearbooks, and other fundraising projects. Advertising material that promotes the use of alcohol and/or tobacco is strictly prohibited. No person may display, solicit, or sell any item or service to students or school personnel while on school property, at school-sponsored events, or on school transportation without the written permission of the Principal.

Demonstrations or Meetings on School Premises (Non-School Sponsored)

Any student who wishes to promote, organize or participate in a non-school sponsored demonstration or meeting on school premises must obtain prior written approval from the Principal at least three days prior to the requested activity. This three day period does not include the day of the request or the day of the activity. The school may prohibit demonstrations or meetings that materially and substantially interfere with school activities or the rights of other students or teachers; are vulgar or profane; might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct

otherwise inconsistent with the shared values of a civilized order; inappropriate for the maturity level of the audience; associates the school with a non-neutral position on matters of political controversy; and/or the school demonstrates reasonable cause to believe that the expression would create material and substantial interference with its educational program.

Bulletin Boards

Students must obtain permission from teachers to post materials on classroom bulletin boards and from the Principal to post materials on hallway bulletin boards. Materials should not be taped to glass surfaces, and students should not damage any surface by using tacks or pins to post materials.

Deliveries

Flowers, balloons, food items etc. should not be delivered to the school for students. These will not be delivered to the classroom. Student may not receive any form of delivery (balloons, food, flowers etc.) except by any parent/guardian in person and as necessary for the school day. Food items, including but not limited to, fast food, pizza, cakes, etc. will not be accepted for delivery to the students. However, parents are welcome to join students for a cafeteria lunch in our school cafeteria.

Parents who want to organize activities in school such as birthday parties, pizza parties etc., must receive prior approval from the Principal or his/her designee. All food items must be store-bought; homemade items will not be allowed.

School Activities

The school offers a wide range of activities to enrich student learning during and after school. Students participating in such activities are subject to the provisions of this Handbook and the Student Code of Conduct whenever the students are under the direct supervision of a school employee.

Field Trips

Field trips offer exciting ways to learn. Students will have the opportunity to go on field trips at various times during the school year. The following rules apply to all field trips:

- Students must return a Field Trip Permission Slip signed by his or her parent(s) by the specified date. Phone calls will not be accepted as permission.
- Students must wear their school uniforms, unless otherwise specified.
- Students will abide by the Student Code of Conduct while on the field trip.
- Students will be responsible to make up any missed assignments.

- The group will leave within five minutes of the scheduled departure time. After a group returns from a field trip, the school is not responsible for students who are not picked up at the designated time.

After-School Activities

There is no better way for students to enrich their education than by taking part in clubs and after-school activities, or working with a teacher. Students who stay for after-school activities are expected to follow these rules:

- Students must be with a teacher or other staff member at all times.
- Students must arrange for their own transportation; the student's ride should arrive promptly at the end of the activity.
- Students must abide by the Student Code of Conduct while participating in the activity.
- Students may not stay after school to wait for another student.

Science Fair

The school organizes a school-wide science fair every year. Due to the school's high expectations in math, science and technology, each student is required to complete an individual or group research project in one of these areas.

The science fair handbook will be provided to each student by the science fair committee. Students are required to follow the guidelines cited in the science fair handbook.

Arts and Activity Groups

Students participating in arts and activity groups will be evaluated on both practice and performance. Students and parents should be aware of possible conflicts with other activities, within and out of the school system. Students participating in performing arts and activity groups are subject to the following guidelines:

- Participating students must adhere to all organizational rules and policies.
- Students are expected to attend rehearsals and performances. Participation will be a determining factor of the student's grade.
- A student may have his or her semester grade lowered one letter grade for any unexcused absences from scheduled rehearsals or performances. Additionally, the student may lose his or her position in the group and become an alternate performer.

The following conditions constitute reason for an excused absence for a required rehearsal or performance:

- Scheduled family trip or vacation, provided the student provides five days' written notice obtains prior approval from the director.
- Family emergencies.
- Illness. The student should notify the activity director of the illness as soon as possible.
- Conflicting school activities that have been cleared with the activity director and the Principal.

The Principal may review a request to miss a required rehearsal or performance if the director denies the request. The Principal will meet with the concerned student and the director. The decision of the Principal is final.

Transportation

Students who participate in school-sponsored trips may be required to ride a school vehicle to and from the event. The Principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or if the parent presents a written request that the student be permitted to ride with an adult designated by the parent, so long as the written request is presented before the scheduled trip.

Riding a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. Students are expected to assist school staff in ensuring that school vehicles remain in good condition. When riding a school vehicle, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

1. Follow the driver's directions at all times.
2. Enter and leave the vehicle in an orderly manner.
3. Keep feet, books, instrument cases, and other objects out of the aisle.
4. Not deface the vehicle or its equipment.
5. Not put head, hands, arms, legs, or any object out of any window, or throw objects within or out of the vehicle.
6. Not possess or use any form of tobacco on school buses.
7. Observe all usual classroom rules.
8. Be seated while the vehicle is moving.
9. Fasten seat belts, if available.
10. Wait for the driver's signal in order to leave or cross in front of the vehicle.

Only designated students are allowed to ride in school vehicles. Students may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities. Misconduct will be punished in accordance with the Student Code of Conduct, and the student's bus-riding privileges may be suspended.

If a special needs student is receiving bus transportation as a result of an Individual Education plan ("IEP"), the Admissions Review and Dismissal ("ARD") Committee will have discretion in determining appropriate disciplinary consequences for improper behavior in a school vehicle.

Student Parking

Students shall acquire authorization from the school administration before parking a vehicle on school property. Unauthorized vehicles will be towed at the owner's expense. Students driving on school property must follow all posted speed limits and comply with traffic laws. Unsafe operation of a vehicle on campus (speeding, improper parking, etc.) may result in disciplinary action and/or removal of parking privileges.

Students are instructed to leave their vehicles immediately after parking. Under no circumstances will students be allowed to sit in their vehicles.

Pledges of Allegiance

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. A parent may request, in writing, that his or her child be excused from participation in the daily recitation of these pledges.

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Recitation of the Declaration of Independence

State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during "Celebrate Freedom Week." A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, the school determines that the student has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States government extends diplomatic immunity.

Prayer and Meditation

Students have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

School Facilities

Damage to School Property

Students shall not vandalize or otherwise damage or deface any property belonging to or used by the school, including furniture and other equipment, textbooks, and library books. To ensure that school facilities can serve those for whom they are intended – both this year and in coming years – littering, defacing, or damaging school property is not tolerated. In addition to disciplinary sanctions under the Student Code of Conduct, parents or guardians of students who are guilty of damaging school property shall be liable for damages in accordance with state law.

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

SECTION II: STUDENT HEALTH AND SAFETY

General Information

Student health and safety is a high priority of Harmony Public Schools. Student cooperation is essential to ensuring health and safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this Handbook, including the Student Code of Conduct, as well as any additional rules for behavior and safety set by the Principal, teachers, or other school staff.
- Remain alert to and promptly report safety hazards, such as intruders on campus and threats made by a person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Immediately follow instructions from staff members who are overseeing student welfare.

Tobacco-Free School Notice

Smoking and using smokeless tobacco are not permitted in school buildings, vehicles, or on school property, 300 feet from school property, or at school-related or school-sanctioned events off school property. Students may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

Alcohol-Free School Notice

In order to provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on school property at all times, and at all school-sanctioned activities occurring on or off school property. Student violators are subject to the disciplinary terms of the Student Code of Conduct.

Drug-Free School Notice

The school believes that student use of illicit drugs is both wrong and harmful. Consequently, the school prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Asbestos Management Plan

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act (“AHERA”) inspector. An Asbestos Management Plan has been created

for the school in accordance with federal regulations. Parents may view the Asbestos Management Plan by contacting the Principal.

Bacterial Meningitis

State law requires Harmony Public Schools to provide the following information:

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the Symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Students and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both student and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How Serious Is Bacterial Meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How Is Bacterial Meningitis Spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body’s immune system and cause meningitis or another serious illness.

How Can Bacterial Meningitis Be Prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What Should You Do If You Think You Or A Friend Might Have Bacterial Meningitis?

You should seek prompt medical attention.

Where Can You Get More Information?

Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>; and the Texas Department of State Health Services, <http://www.dshs.state.tx.us>.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the Principal so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

- Amebiasis
- Influenza
- Campylobacteriosis
- Measles (rubeola)
- Chickenpox
- Meningitis, bacterial
- Common cold
- Meningitis, viral
- Conjunctivitis, bacterial and/or viral
- Mumps
- Fever
- Pertussis (whooping cough)
- Fifth disease (erythema infectiosum)
- Ringworm
- Gastroenteritis
- Rubella (German measles)
- Giardiasis
- Salmonellosis
- Head lice (pediculosis)
- Scabies

- Hepatitis A
- Shigellosis
- Infections (wounds, skin, and soft tissue)
- Streptococcal sore throat and scarlet fever
- Infectious mononucleosis
- Tuberculosis, pulmonary

Any student excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or
- Meeting readmission criteria as established by the commissioner of health.

Immunizations

The State of Texas requires that every child in the state be immunized against preventable diseases caused by infectious agents, in accordance with an established immunization schedule. To determine the specific number of doses that are required for your student, please read the "2011–12 Texas Minimum State Vaccine Requirements for Students." This document and more information about school vaccine requirements are available at the Texas Department of State Health Services ("DSHS") Immunization Branch website: www.ImmunizeTexas.com (click on the "School & Childcare" link).

Proof of immunization may be shown through personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Provisional Enrollment

A student may be enrolled provisionally for no more than 30 days if he or she transfers from one Texas school to another, and is awaiting the transfer of immunization records.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. Harmony Public Schools shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of

vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude him or her from school attendance until the required dose is administered.

A student who is homeless, as defined by the McKinney Act (42 U.S.C. § 11302), shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. The school shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

Exclusions from Immunization Requirements

Exclusions from immunization compliance are allowable on an individual basis for medical reasons, reasons of conscience, and active duty with the armed forces of the United States.

If a student should not be immunized for medical reasons, the student must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed DSHS affidavit must be presented by the student's parent, stating that the student's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period. Information for obtaining an affidavit for exclusion from immunization requirements is available at www.ImmunizeTexas.com (click on the "School/Childcare Requirements" link). The official DSHS affidavit form must be notarized and submitted to the school office within 90 days from the date it is notarized. Harmony Public Schools will accept only official DSHS affidavit forms developed and issued by DSHS; no other forms or reproductions will be allowed. The student who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

To claim an exclusion for military service, the student must prove that he or she is serving on active duty with the armed forces of the United States.

If a parent seeks an exemption for more than one student, a separate form must be provided for each student.

Immunization Records Reporting

The school's record of your student's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments and the Texas Department of Health and transferred to other schools associated with the transfer of your student to those schools.

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, school employees will seek emergency medical treatment unless a parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form, which includes information about their student's allergies to medications, etc. Parents should keep emergency care information up-to-date. Please contact the Principal or secretary to update any information.

Illness During the School Day

Students becoming ill or injured during the school day are directed to report to the nurse. If the nurse is not available, the student should report to the main office. Parents or other persons designated on the student's enrollment application will be contacted as appropriate.

Except in emergencies, students failing to report to the nurse or main office will be counted absent, unexcused. Students must report to the main office before leaving the building.

Administration of Medication

All medication should be administered outside of school hours, if possible. If necessary, medication can be administered at school under the following circumstances:

1. The school will NOT dispense over the counter medication (i.e., acetaminophen, aspirin, ibuprofen, etc.) to students.
2. Medication brought to school must be submitted to the school nurse, along with a Medication Administration Directions Form signed by the student's physician and parent.
3. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas.
4. Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.

5. Only the amount of medication needed should be delivered to the school, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.
6. If the school provides liability insurance for a licensed physician or registered nurse who provides volunteer services to the school, the Board may allow the physician or nurse to administer to any student nonprescription medication or medication currently prescribed for the student by the student's personal physician.

Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising the school office that a medication has been discontinued.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on school property or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student's physician or other licensed health care provider and the school nurse, if available. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

Fitness Testing

According to requirements under state law, the school will annually assess the physical fitness of students. The school is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

Dyslexia and Related Disorders

From time to time, students may be screened and treated for dyslexia and other related disorders in accordance with programs, rules, and standards approved by the State of Texas. Parents will be notified should the school determine a need to identify or assist a student diagnosed with dyslexia or related disorder.

Vision and Hearing Screenings

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Students shall be screened for vision and hearing problems annually at any time during the year prior to May 31.

Screening records for individual students may be inspected by the Texas Department of State Health Services or a local health department, and may be transferred to another school without parental consent.

Exemption

A student is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the Principal on or before the day of admission an affidavit stating the objections to screening.

Spinal Screening

All children in 6th–9th grade must be screened for abnormal spinal curvature before the end of the school year. The screening requirement for students entering grade six or nine may be met if the child has been screened for spinal deformities during the previous year.

A parent, managing conservator, or guardian who declines participation in the spinal screening provided by the school must submit to the Principal documentation of a professional examination which includes the results of a forward-bend test. This documentation must be submitted to the school during the year the student is scheduled for screening or, if the professional exam is obtained during the following summer, at the beginning of the following school year.

Exemption

A student is exempt from screening if the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or member. To qualify for the exemption, the student's parent, managing conservator, or guardian must submit to the Principal on or before the day of the screening procedure an affidavit stating the objections to screening.

Counseling Services

The school provides a teacher to see students regarding problems that they may be experiencing at school or home. Usually, a student's class teacher will refer the student to the designated teacher with the approval of the Principal or Assistant Principal.

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

Harmony Public Schools prohibits discrimination, including harassment, against any student on the basis of race, color, religions, gender, national origin, disability, or any other basis prohibited by law. Harmony Public Schools also prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination

For purposes of this policy, discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

In compliance with the requirements of Title IX, Harmony Public Schools does not discriminate on the basis of sex in its educational programs or activities. Harmony Public Schools does not tolerate sexual harassment of a student by employees or other students. Romantic or inappropriate

social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

Sexual harassment of a student by a school employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A school employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
 - ❑ Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - ❑ Creates an intimidating, threatening, hostile, or abusive educational environment.

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Dating Violence

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying

property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engaged in these behaviors.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Retaliation

Harmony Public Schools prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment or believes that another student has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, the Principal, or other school employee. Alternatively, a student may report prohibited harassment directly to one of the officials below:

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The school's current Title IX Coordinator is: Please contact the school front office.

Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. The school's current ADA/Section 504 Coordinator is: Please contact the school front office.

The principal or his/her designee shall serve as coordinator for purposes of school compliance with all other antidiscrimination laws.

A student shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator may be directed to the Cluster Superintendent or the Board of Directors. A report against the Cluster Superintendent may be made to the Board of Directors. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

After receiving a complaint of sexual harassment, the school may, but need not, require the student to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the Title IX Coordinator or other authorized school official shall promptly authorize and undertake an investigation. When appropriate, the school may take interim action to avoid additional opportunities for harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations.

The investigator will prepare a written report of the investigation. The report shall be filed with the Title IX Coordinator or other school official overseeing the investigation. If the results of the investigation establish that prohibited harassment occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment and prevent its recurrence. The school may take disciplinary action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

Confidentiality

To the greatest extent possible, the school shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the HSA grievance procedure. See "Parent and Student Complaints and Concerns," page 54. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Freedom from Bullying

Harmony Public Schools prohibits bullying as defined by this policy, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

Reporting Procedures

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Principal, a teacher, counselor, or other school employee. A report may be made orally or in writing. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Principal.

Investigation of Report

The Principal shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. See "Freedom from Discrimination, Harassment, and Retaliation," page 25. The Principal shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The Principal shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the cluster superintendent. If the results of an investigation indicated that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. The school may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

Confidentiality

To the greatest extent possible, the school shall respect the

privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the school grievance procedure. See "Parent and Student Complaints and Concerns," page 54.

Law Enforcement Agencies

The following procedures shall be followed when law enforcement officers and other lawful authorities want to question or interview a student at the school:

- The school administration shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school;
- The school administration shall make reasonable efforts to notify the student's parent.
- Unless prohibited by law or when the student has been arrested or taken into police custody, a staff member shall be present during the questioning or interview.

When the investigation involves allegations of child abuse, special rules apply. See "Child Abuse Reporting and Investigations," page 27.

The school shall permit a student to be taken into custody:

- Pursuant to an order of the juvenile court;
- Pursuant to the laws of arrest;
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- By a probation officer if there is probable cause to believe the student has violated the terms of probation imposed by a juvenile court;
- Pursuant to a properly issued directive to apprehend; or
- By an authorized representative of the Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order and under the conditions set out in Texas Family Code § 262.104 relating to the student's physical health or safety.

Child Abuse Reporting and Programs

Harmony Public Schools provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. Harmony Public Schools provides training to its teachers and students in preventing and addressing incidents of sexual abuse of children, including knowledge

of likely warning signs indicating that a child may be a victim of sexual abuse. Assistance, interventions and counseling options are also available.

The school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Texas Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parent, if necessary.

Plan for Addressing Sexual Abuse of Students

What is Sexual Abuse of a Child?

The Texas Family Code defines "sexual abuse" as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

Reporting Obligation

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services ("DFPS"). Reports may be made by contacting one of the following:

- Texas Abuse Hotline: 1-800-252-5400 or, in non-emergency situations only, <http://www.txabusehotline.org>.
- [Insert Local Police Department and Phone Number].
- Call 911 for emergency situations.

The school has established the following Plan for Addressing Sexual Abuse of Children (the "Plan"). The Plan may be accessed at school's website and copies of the plan are also available at the Principal's office and central administrative office.

Methods for Increasing Awareness Regarding Sexual Abuse of Children

For Teachers: The school annually trains teachers in all content areas addressed in the Plan. Training will include contents of the adopted board policy and is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration.

For Students: School counseling staff will address issues to increase awareness regarding sexual abuse of children and anti-victimization programs with age appropriate conversation and materials no less than once per [school year/semester]. Sexual abuse awareness will be discussed in classroom group settings for students in grades Pre-K–8, and in health or PE classes for students in grades 9–12.

For Parents: Parents must be aware of warning signs indicating that their child may have been or is being sexually abused. A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured or abused may also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should call 911 or 1-800-252-5400.

Also remember that parents are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.

The Principal or campus counselor will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse. DFPS also provides early abuse intervention through counseling programs. The County location may be contacted at their phone number. Services available in your county can be accessed at the following web address: http://www.dfps.state.tx.us/prevention_and_early_intervention/programs_available_in_your_county/default.asp.

These websites are also helpful:

- Texas Education Agency – Prevention of Child Abuse Overview:
<http://www.tea.state.tx.us/index2.aspx?id=2820>
- Sexual Abuse Prevention Programs:
<http://www.childwelfare.gov/preventing/programs/types/sexualabuse.cfm>
- Promoting Healthy Families in Your Neighborhood:
http://www.childwelfare.gov/pubs/res_

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- Signs of Child Abuse:
http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
- DFPS – How to Stop Child Abuse; Texas Statutes:
http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
- DFPS – How to Report Child Abuse or Neglect:
http://www.dfps.state.tx.us/Contact_us/report_abuse.asp
- Texas Attorney General – What Can We Do About Child Abuse?
https://www.oag.state.tx.us/AG_Publications/txts/child_abuse.shtml
- Prevent Child Abuse.org – Texas Chapter:
<http://www.preventchildabuse.org/chapters/statecontact.cfm?stateabbrev=tx>
- Texas Council on Family Violence – Abuse Prevention Links:
<http://www.tcfv.org/>

Likely Warning Signs of Sexual Abuse

Psychological and behavioral signs of possible sexual abuse may include:

- Nightmares, sleep problems, extreme fears without an obvious explanation.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, “checking out” or showing significant changes in eating habits.
- Depression or irritability.
- An older child behaving like a young child, for example, bedwetting or thumb-sucking.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Refusal to talk about a secret he or she has with an adult or older child.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Using new or adult words for body parts.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burring, running away, and sexual promiscuity.
- Thinking of self or body as repulsive, dirty, or bad.

- Becoming increasingly secretive about Internet or telephone use.

Physical symptoms of possible sexual abuse include:

- Stomach aches or illness, often with no identifiable reason.
- Difficulty in walking or sitting.
- Stained or bloody underwear.
- Genital or rectal pain, itching, swelling, redness, or discharge.
- Bruises or other injuries in the genital or rectal area.
- Unexplained soreness, pain or bruises around mouth, sexually-transmitted disease, or pregnancy.

Any one sign does not necessarily mean that a child has been sexually abused, but the presence of several signs is the time you should begin asking questions and seeking help. Signs often first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

Actions That A Child Who Is A Victim of Sexual Abuse Should Take

During student awareness sessions concerning sexual abuse issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse or have been in situations which make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older students will also be provided with local crisis hotline numbers to obtain assistance.

Available Counseling Options

The list of counseling providers in the area and a brief description of the services offered at below website. http://www.dfps.state.tx.us/prevention_and_early_intervention/programs_available_in_your_county/default.asp

Lockers and Desks

Each student will be assigned a locker and desk for his or her individual use. The use of lockers is strongly encouraged, as backpacks are not allowed in classrooms. Lockers are to be used to store books, coats and personal items. Valuable items should not be stored in lockers or desks. The school is not liable for personal items stored in lockers or desks.

The school will provide a lock for each locker. Students may not put a personal lock on their lockers, and all students must keep their locker combinations private. Students may not trade or share lockers. Students are responsible to make sure that

lockers are kept locked at all times. Any damage, vandalism, or other problems with lockers or desks should be reported to the front office. Students will be held responsible for the condition of their lockers if such damage, vandalism, or other problems are not reported.

During the school day, students may go to their lockers during the following designated times only:

- Before class begins in the morning.
- During the five-minute passing periods between classes.
- After classes are over.

Students may not visit their lockers during lunch time.

Interrogations and Searches

In the interest of promoting student safety and attempting to ensure that the school is safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Express or implied coercion – such as threatening to contact parents or police – invalidates apparent consent.

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonable related to the circumstances justifying the search; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Desk and Locker Searches

Students should have no expectation of privacy in the contents of their lockers, desks or other school property. Lockers and desks assigned to students remain at all times under the control and jurisdiction of the school. The school will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks, and shall be held responsible for any prohibited items found during a search. The student's parent shall be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person, as a result of a search conducted in accordance with this policy.

Vehicles on Campus

Vehicles parked on school property and property under school control are under the jurisdiction of the school and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, the school may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

Trained Dogs

The school may use or contract for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs and alcohol. Such visits to the school may be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be asked to alert on students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

Procedures for Use of Restraint and Time-Outs

School employees, volunteers or independent contractors are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.

At no time, however, may a student be placed in seclusion.

A student with a disability may not be confined in a locked box, locked closet or other specially designated locked space as either a discipline management practice or a behavior management technique.

School Visitors

Visitors for educational purposes are welcome at the school. Visitors must sign in with the front office and present a valid photo ID upon arrival. Parents must also check in at the front office. Guests should not be brought to school without prior approval.

Visitors will not be allowed during the last two weeks of the semester or during the week prior to any school holiday. Parents or other visitors may not walk in the cafeteria, hallways or to classrooms unless a visitor's form has been completed at least 24 hours in advance of the school to provide notice of the visit. This form must also be completed when a parent requests to observe a class.

The Principal may take the following actions whenever there is a school visitor:

- Require the visitor to display his or her driver's license or another form of identification issued by a governmental entity containing the person's photograph.
- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the school.

Any visitor identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus.

Disruptive Activity

In order to protect student safety and sustain an educational program free from disruption, state law permits the school to take action against any person who:

- Interferes with the movement of people in an exit, entrance, or hallway of a school building without authorization from the Principal;
- Interferes with an authorized activity by seizing control of all or part of a building;
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly;

- Uses force, violence, or threats to cause disruption during an assembly;
- Interferes with the movement of people at an exit or an entrance to school property;
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from the Principal;
- Disrupts the conduct of classes or other school activities while on school property or on public property that is within 500 feet of school property; or
- Interferes with the transportation of students in school vehicles.

"Disruption" includes making loud noises; enticing, attempting to entice, preventing, or attempting to prevent a student from attending a required class or school activity; entering a classroom without the consent of either the Principal of the teacher; and, through acts of misconduct or the use of loud or profane language, disrupting class activities.

Fire and Disaster Drills

Fire, lock-down, evacuation, and tornado drill instruction will be discussed during the first week of each semester. Students need to understand and follow these procedures. Instructions will be posted on the bulletin board in each teacher's room. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency Closings

Weather conditions may occur which will make it necessary for campuses to be closed. Parents and students are advised to view website and listen to local radio or television for announcements that the school will be closed.

Skateboards

Students and others are not permitted to use their skateboards, scooters and/or roller blades on campus grounds at any time. If a student uses any of these items as a means of transportation to or from school, he or she must walk and carry the item while on school property. These items should be kept in a locker or designated place approved by campus administration until the end of the school day.

Videotaping of Students

For safety purposes, video/audio equipment may be used to monitor student behavior in classrooms and hallways, on buses and in common areas on campus. Students will not be told when the equipment is being used. The Principal may review the tapes routinely to document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

SECTION III: ACADEMICS AND GRADING

Report Cards and Grading Scales

The school will issue progress reports for each student at the end of each three-week progress period within a semester. Report cards will be issued for each student at the end of each six-week reporting period within a semester. Each student will also receive a final grade for the semester, which will be averaged together from the six-week reporting periods. The final grade and the grades from each reporting period will be weighted at 25%. Report cards are mailed to parents. Please notify the school office immediately if your address or contact information changes.

Parents are encouraged to schedule a conference with their child's teacher if the student is not making adequate progress.

All classes will follow a standard scale for assigning letter grades for six-week periods, finals and semester work. Individual teachers will establish the grading policies and procedures for their classes, with grades corresponding to the following scale:

A = 90–100% B = 80–89% C = 70–79% F – 70% and below

Regular academic course letter grades have the following GPA weights:

A = 4.0 B = 3.0 C = 2.0 F = 0.0

AP & Dual Credit course letter grades have the following GPA weights:

A = 5.0 B = 4.0 C = 3.0 F = 0.0

The report card for Kindergarten and first grades is evaluation style, and does not follow the traditional grading system.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

Examination Procedures

Formal examinations fulfill an important function in the assessment of each student's academic performance. Examinations are also helpful in assisting students to prepare for state-mandated assessment tests by providing exposure to examination conduct, procedures and techniques.

Consequently, the school has enacted a special Academic Code of Conduct pertaining to examinations:

- Students are to remain silent during all examinations, unless otherwise directed by the supervising teacher.
- Under no circumstances are students permitted to distract other students during examinations.
- Students must leave school bags at the front of or outside the examination room.
- Students are not permitted to take any paper – including worksheets and scratch paper – into the examination room. Students are also not permitted to remove any paper – including the examination – from the examination room.
- Students are not to be late for examinations and will NOT be permitted to leave early. Latecomers will not be granted extra time to complete the exam.
- Students are responsible for the collection of their work.
- Students who are absent from an examination are required to present themselves to the subject teacher immediately upon their return to school. All exams must be made up within three days of the return to school; however, the student must present a reasonable excuse to be eligible for a make-up exam or project.
- The school will notify the parents of students who are believed to have been academically dishonest during any examination.

Students violating these rules will, at a minimum, receive a grade of zero. Violations may also result in disciplinary consequences under the Student Code of Conduct.

Homework Policy

Homework is an essential part of each student's successful education. Homework assignments help to develop many valuable skills, including good study habits, time management, responsibility, and perseverance. Teachers will assign homework that fosters individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. Each student is responsible for completing and turning in homework on time. The teacher's record is final in cases of conflict regarding homework assignments. If a student or parent has questions about homework, contact the teacher who assigned it.

Promotion Requirements

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit, a student must demonstrate mastery on grade-level standards and meet the school's requirements for attendance. In addition, students at certain grade levels – with limited exceptions – will be required to pass state-mandated assessment tests as a further requirement for promotion.

Promotion of Students in Grades K–2

Students in grades K-2 may be promoted to the next grade level after demonstrating satisfactory completion of curricular grade level requirements.

Promotion of Students in Grades 3–8

Students in grades 3–8 may be promoted to the next grade level if the following conditions have been satisfied:

- The student must have maintained an average of at least 70% on a scale of 100 for the school year.
- The student must have maintained a yearly average of 70% in English, Mathematics, Social Studies and Science.
- The student must have satisfied the minimum requirements in all STAAR tests.
- The student must have attended at least 90% of classes throughout the year. More than nine unexcused absences within one semester will result in failing. There will be no make-up examination for unexcused absences.

The Academy does not offer summer school. If a student fails to maintain a yearly average of 70% in English, Mathematics, Social Studies and Science for promotion to the next grade level during the year, he or she will need to take a Board-approved and state-accredited test for grade promotion. Students will receive review sheets for the test at the end of the year and sit for the test during the last week of June. The test is scored by the state accredited institution. The student must score 70% or above to be eligible for promotion to the next grade. If a student does not meet the minimum requirements in any state mandated tests, he or she must take a released test (TAKS or any other released state test) at the subjects the student failed. The student must meet the minimum requirements to be promoted to the next grade level.

If a student receives a failing grade, the Grade Placement Committee will decide on the promotion. This committee will consist of the Principal or designee, the subject teachers, and the parent. A decision to promote a student to the next grade level must be unanimous. If the decision is not unanimous, the student will be retained at his or her current grade level.

Promotion of Students in Grades 9–12

Students in grades 9–12 may be promoted to the next grade level if the following conditions have been satisfied:

- The student must have maintained a semester grade average of at least 70% on a scale of 100. The student must have maintained a semester average of 70% and have received credit in at least three core courses. Core classes include English/Language Arts, World History/Geography, U.S. History, Algebra I/II, Geometry, IPC, Biology, and Chemistry.
- The student must have attended at least 90% of classes throughout the year. More than nine unexcused absences within one school year will result in a failing grade. There will be no make-up examination for unexcused absences.

Students with Disabilities

Upon the recommendation of the Admission, Review, and Dismissal (“ARD”) Committee, a student with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of his or her Individualized Education Program (“IEP”).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

State Assessments

Elementary and Middle School Students

Students at certain grade levels will take state-mandated assessment tests in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in Grades 3–7 without the aid of technology and in Grade 8 with the aid of technology on any assessment test that includes Algebra;
- Reading, annually in Grades 3–8;
- Writing, including spelling and grammar, in Grades 4 and 7;
- Social studies in Grade 8;
- Science in Grades 5 and 8; and
- Any other subject and grade required by federal/state law.

Certain students may be eligible for exemptions or accommodations to state-mandated exams.

High School Students

To receive a high school diploma, students must successfully pass exit-level tests. Test results will be reported to students and parents. Certain students may be eligible for exemptions or accommodations.

STAAR

Beginning with the 2011–2012 school year, the State of Texas Assessments of Academic Readiness (“STAAR”) will replace the Texas Assessment of Knowledge and Skills (“TAKS”) to ensure that students have the academic knowledge and skills needed to meet the challenges of the 21st Century. STAAR will phase in beginning with the graduating class of 2015. Students in 10th–12th grades will continue to take the TAKS during the 2011–2012 school year.

Beginning with the 2011–2012 school year, students in 9th grade will be required to take 12 End-of-Course (“EOC”) assessments during high school. These include the following EOC exams:

- English I, English II, English III;
- Algebra I, Geometry, Algebra II;
- Biology, Chemistry, Physics; and
- World Geography, World History, U.S. History.

To graduate under STAAR, a student must achieve a cumulative score from each foundation content area (English/language arts, mathematics, science, and social studies) that indicates satisfactory performance.

Students taking the STAAR Algebra II or English III assessment will receive a report indicating their level of performance on the assessment (both raw score and scale score) and whether they demonstrated the performance level required to indicate college and career readiness. In addition, students graduating under the distinguished achievement program must meet or exceed the college- and career-readiness performance standard on Algebra II and English III as part of their assessment graduation requirement. Those students who meet the college- and career-readiness performance standards for Algebra II and/or English III will be exempt from the Texas Success Initiative testing requirement in that content area.

A student’s score on each assessment is worth 15% of the final grade for the course. A student may retake an assessment as many times as necessary to improve his or her score and cumulative average; however, the school is not required to use the student’s performance on the subsequent administration or administrations of the assessment instrument to determine the student’s final grade for the course. If a student is in a special education program, the student’s Admission, Review,

and Dismissal (“ARD”) Committee must determine whether any allowable modification is necessary in administering an assessment instrument to the student.

TAKS

Students in 10th–12th grades will continue to take the TAKS in the following subjects during the 2011–2012 school year:

- Mathematics, annually in 10th–11th grade and exit level;
- English Language Arts in 10th–11th grades and exit level;
- Social Studies in 10th–11th grades and exit level; and
- Science in 10th–11th grades and exit level.

Alternative Assessment

Students with disabilities who are receiving special education services in grades 6–11 and who are exempt from TAKS in one or more subject areas will participate in state-approved assessment instruments in the applicable subject(s).

TELPAS

The Texas English Language Proficiency Assessment System (“TELPAS”) is a system of statewide assessment administered to all Limited English Proficient (“LEP”) students in 3rd–12th grades. The TELPAS measures English ability based on the stage of language development of second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English.

Special Programs

Bilingual/ESL Services

In keeping with state and federal law, the school offers Bilingual/English as a Second Language (“ESL”) services at all appropriate grade levels for English language learners who are limited in their English proficiency. The school’s goal is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state-approved Oral Language Proficiency and Norm-Referenced Tests to qualify for placement in the program. If test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

Special Education Services

The school has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5–21 years of age and who fall within the school’s jurisdiction. If you know or suspect that your child has a disability, please contact the school’s Principal for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan (“IEP”) which is developed by the student’s Admission, Review, and Dismissal (“ARD”) Committee. The ARD Committee considers the student’s disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

The *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*, can be obtained from the Special Education Director or at the Texas Education Agency Special Education Website: <http://www.tea.state.tx.us/special.ed/>.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the Principal to learn about the school’s overall general education referral or screening system for support services. This system may link students to a variety of support options, including potential referral for a special education evaluation. Students having difficulty in a regular classroom must be considered for, and provided service from, all tutorial, compensatory, and other support services prior to a referral for special education services.

A parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the school must decide if the evaluation is needed. If the school determines the evaluation is needed, the parent will be notified and asked to provide written consent for the evaluation. The school must complete the evaluation and the report within 60 days of the date it receives the written consent. The school must meet with the parent to explain the findings of the evaluation and must give a copy of the report to the parent.

If the school determines that an evaluation for special education services is not appropriate, it will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs parents of their rights if they disagree with the school. Additionally, the parent will be provided a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning disabilities or a referral for evaluation for special education is the Special Education Coordinator.

Section 504 Services

Harmony Public Schools provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student’s disability. A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such an impairment, or is regarded as having such an impairment. A student with a disability is “qualified” if he or she is between the ages of three and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student’s individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless the school demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, the school shall comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, the school shall ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a “physical or mental impairment” that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the Principal for information concerning available programs, assessments, and services. For further information, please contact the Section 504 Coordinator at your school.

Services for Title I Participants

Information regarding the school’s Title I program may be obtained from the Principal.

Tutoring

Students are encouraged and may be required to see teachers for tutoring. Tutoring services are also available for students receiving special education services.

Private tutoring is the responsibility of a student's parents. Teachers employed by Harmony Public Schools are not permitted to privately tutor their students for pay.

Magnet Programs

Harmony Public Schools may offer various magnet programs, such as Language Magnet, Arts Magnet, Medical Science Magnet, or STEM Magnet for middle school students. Students who are willing to attend magnet programs must apply with their campus administration.

Honor Rolls

Students who earn all "A"s in regular courses or at least a "B" in AP classes will be named to the Distinguished Honor Roll.

Students who earn at least a "B" in all classes will be named to the Honor Roll.

Students who have zero Discipline Points, no discipline referrals, and have not received a "N" or "P" in conduct will be named to the Excellent Character Honor Roll.

Credit and Acceleration by Exam (Middle and High School)

The school uses examinations and guidelines established by the State Board of Education to offer credit and acceleration by exam. Students in grades six and above will earn credit for a subject upon scoring 90% or above on a Board-approved examination in that subject. If a student is given credit in a subject on the basis of an examination, the examination score will be entered on the student's transcript.

Students in grades 6–12 who have previously taken a course or subject – but have not received credit – may earn credit by passing an exam with a score of at least 70% on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, credits transferred from a nonaccredited public or private school, correspondence courses, or independent study supervised by a teacher. The Principal will determine if a student may take an exam for this purpose.

Students in grades 6–12 who have not received prior instruction in a course or subject area may earn credit by passing an exam with a score of at least 90% on the essential knowledge and

skills defined for that course or subject. The Principal will determine if a student may take an exam for this purpose.

Classification of Students (High School)

The classification of a student depends upon the number of credits earned and not the number of years spent in high school. After the ninth grade, students are classified according to the following schedule:

- Sophomore: 6 completed units of credit
- Junior: 12 completed units of credit
- Senior: 18 completed units of credit

Advanced Placement Program (High School)

The Advanced Placement ("AP") Program enables students to receive college credit or placement by taking and passing exams. AP courses encourage critical and creative thought, fine-tune analytical skills, enhance reasoning abilities, and serve as an "academic bridge" to help smooth the transition from high school to college. When evaluating a student's high school transcript, universities place a great deal of importance on the rigor and success of an applicant's academic program in high school, particularly in the junior and senior years.

Students may enroll in AP classes so long as prerequisite courses have been successfully completed and the student is willing to devote sufficient time and effort to participate in college-level classes. Each student enrolling in an AP class signs a course contract that provides a course description and outlines the requirements of the class.

AP examinations are structured to measure depth of knowledge, completeness of thought, and synthesis of ideas. Exams are graded on a five-point scale, with college credit usually given for scores of three or higher. Information about score requirements and credit/placement awards for specific universities can be accessed at www.collegeboard.com/ap/creditpolicy. AP exams are administered in May of each school year. Students must take College Board AP Exams to receive a weighted GPA for the course.

Harmony Public Schools offers the following AP courses*:

AP Course	Equivalence in Graduation Plan
AP Art History	Fine Arts
AP Biology	Science
AP Calculus AB	Mathematics
AP Calculus BC	Mathematics
AP Chemistry	Science
AP Computer Science A	Mathematics or Technology Applications
AP Economics	Economics
AP English Language and Composition	English Language Arts
AP English Literature and Composition	English Language Arts
AP Environmental Science	Science
AP Music Theory	Fine Arts
AP Physics B	Science
AP Physics C	Science
AP Psychology	Elective
AP Spanish Language	Languages Other Than English
AP Spanish Literature	Languages Other Than English
AP Statistics	Mathematics
AP Studio Art	Fine Arts
AP U.S. Government and Politics	Social Studies
AP U.S. History	Social Studies
AP World History	Social Studies

* Please note that these AP course offerings may vary from campus to campus.

Dual Credit Programs (High School)

A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit. Dual credit is also known as concurrent enrollment.

A student is eligible to enroll in dual credit courses in the 11th or 12th grade if the student:

- Demonstrates college readiness by achieving the minimum passing standards under the Texas Success Initiative as set forth in section 4.57, Texas Administrative Code, on relevant section(s) of an assessment instrument approved by the State Board of Education; or
- Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in section 4.54, Texas Administrative Code.

An 11th grade student is also eligible to enroll in dual credit courses if he or she:

- Achieves a score of 2200 on mathematics and/or English Language Arts with a writing subsection score of at least 4 on the tenth graded TAKS relevant to the courses to be attempted; or

- Achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on critical reading and/or mathematics test relevant to the course(s) to be attempted; or
- Achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics and English.

Students in grades 11 and/or 12 are eligible to enroll in workforce education dual credit courses if the student demonstrates that he or she has achieved the minimum high school passing standard on the Mathematics and/or English/Language Arts section(s) on the 10th or 11th graded TAKS. A student who is exempt from taking TAKS may be otherwise evaluated to determine eligibility for enrolling in workforce education dual credit courses. A student may enroll only in those workforce education dual credit courses for which he or she has demonstrated eligibility.

Students may not enroll in more than two dual credit courses per semester. A student may be exempt from this requirement only through approval by the Principal and the Chief Academic Officer of the participating college if the student demonstrates outstanding academic performance and capability.

Courses may be taken on campus during the school day or at the college campus. In order to receive the high school credit portion of dual credit, the course grade must be at least a “C”.

PSAT/NMSQT (High School)

Harmony Public Schools is dedicated to providing a comprehensive college preparatory program that facilitates each student’s ambition to pursue higher education at the nation’s top university and colleges. As a part of this process, students in grades 9–11 are required to take Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying (“PSAT/NMSQT”) Test each fall. The most common reason for taking the PSAT/NMSQT is to receive feedback on student strengths and weaknesses so that students can focus their preparation on those areas that could most benefit from additional study or practice. This test also gives a student chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

Honor Graduate Certificate (High School)

The Texas Education Agency allows each public high school in Texas one “Honor Graduate Certificate.” This certificate will be presented to the highest ranking graduate in the senior class. The recipient will receive a certificate and a declaration document authorizing the president of any state supported college or university to provide a waiver for tuition as specified in Texas Education Code § 54.201.

The recipient of this honor must:

- Be enrolled in Harmony Public Schools for a minimum of three consecutive calendar semesters prior to graduation and meet state and school attendance requirements;
- Be graduating under either the Recommended or Distinguished Graduation Program; and
- Be the highest-ranking graduate with the highest GPA of all students meeting these criteria, with not less than a cumulative 3.7 GPA. Under no condition will the GPA be rounded up.

All calculations for this honor will be conducted at the end of the Spring semester (before graduation) each school calendar year. An eligible student must have attended at least one of the calendar semesters during the school year that the honor is granted.

National Honor Society (High School)

High school students who have maintained a minimum GPA of 3.25 during their high school career are eligible for nomination to the school’s local chapter of the National Honor Society. Students seeking admission should contact the sponsor for admission guidelines. The student must have been enrolled in the current school for at least one semester. Selection for membership is based upon a student’s evidence of scholarship, service, citizenship, leadership, and character. Selection will be made by a faculty council appointed by the Principal. Discipline referrals and excessive absences will constitute evidence of deficiencies in character and leadership. Service contributions are determined by completion of a service form by the nominee and scored by the faculty council. Induction is held only once during each academic year.

High School Graduation Standards

To graduate from high school, students entering the 9th grade in the 2007–2008 school year and thereafter shall enroll in the courses necessary to complete the curriculum requirements of the Recommended High School Program (“RHSP”) or the Distinguished Achievement Program (“DAP”). In certain circumstances, a student, the student’s parent, and a school counselor or administrator may agree in writing that the student should be permitted to take courses under the Minimum High School Program (“MHSP”).

In order to obtain a diploma, graduating seniors must also:

1. Pass state-mandated exit-level tests (TAKS);
2. Show proof of completion of 100 hours of community service; and
3. Show proof of admission by a four-year college.

Courses offered by the school that satisfies the requirements for graduating under the RHSP or DAP are set forth below:

DISCIPLINE**RECOMMENDED HIGH SCHOOL PROGRAM (RHSP)****DISTINGUISHED ACHIEVEMENT PROGRAM (DAP)****English**

Four Credits must consist of:

- ★ English I or English I for Speakers of Other Languages
- ★ English II or English II for Speakers of Other Languages
- ★ English III or AP English Language and Composition
- ★ English IV or AP English Literature and Composition

Four Credits must consist of:

- ★ English I or English I for Speakers of Other Languages
- ★ English II or English II for Speakers of Other Languages
- ★ English III or AP English Language and Composition
- ★ English IV or AP English Literature and Composition

Mathematics

Four Credits must consist of:

- ★ Algebra I
- ★ Geometry
- ★ Algebra II
- ★ The additional credit may be selected from either of the following and must be successfully completed prior to Algebra II:
 - Mathematical Models with Applications
 - Mathematical Applications in Agriculture, Food, and Natural Resources (CTE)
- ★ The fourth credit may be selected from the following after successful completion of Algebra I, Geometry, and Algebra II:
 - Pre-calculus or AP Statistics or AP Calculus AB or AP Calculus BC or AP Computer Science or Independent Study or Engineering Mathematics (CTE)

Four Credits must consist of:

- ★ Algebra I
- ★ Geometry
- ★ Algebra II
- ★ An additional course for which Algebra II is prerequisite such as Precalculus or AP Statistics or AP Calculus AB or AP Calculus BC or AP Computer Science or Independent Study or Engineering Mathematics (CTE)

Science

Four Credits must consist of:

- ★ A biology credit (Biology or AP Biology)
- ★ A chemistry credit (Chemistry or AP Chemistry)
- ★ A physics credit (Physics or AP Physics (B or C) or Principles of Technology I)
- ★ The fourth credit must be selected from the following
 - Astronomy, Aquatic Science, Environmental Science, Earth and Space Science, AP Biology, AP Chemistry, AP Physics B or C, and AP Environmental Science

The additional credit may be IPC and must be successfully completed prior to chemistry and physics.

Four Credits must consist of:

- ★ A biology credit (Biology or AP Biology)
 - ★ A chemistry credit (Chemistry or AP Chemistry)
 - ★ A physics credit (Physics or AP Physics (B or C))
 - ★ After successful completion of a biology, a chemistry, and a physics course, the fourth credit may be selected from the following:
 - Astronomy, Aquatic Science, Environmental Science, Earth and Space Science, AP Biology, AP Chemistry, AP Physics B or C, and AP Environmental Science
- IPC may not be taken to fulfill any of the four credits of science requirements.

Social Studies

Three-and one-half credits must consist of:

- ★ World Geography or AP Human Geography (one credit)
- ★ World History or AP World History (one credit)
- ★ US History or AP US History (one credit)
- ★ US Government or AP US Government (one-half credit)

Economics

One-half credit must consist of:

- ★ Economics or AP Macroeconomics or AP Microeconomics

Physical Education

One credit must consist of:

- Foundations of Personal Fitness
- Adventure/Outdoor Education
- Aerobic Activities
- Team or Individual Sports

Languages Other Than English

Two Credits must consist of any two levels in the same language. An AP course can also be substituted for each level (must also be the same language).

Speech

One-half credit:

- ★ Communication Applications

Fine Arts

One credit choose one from the followings:

- Art (I,II,III)
- Dance (I,II,III)
- Music (I,II,III)
- Theatre (I,II,III)
- AP Music Theory
- AP Studio Arts
- AP Art History

Elective Courses

Five and one-half credits from:

- AP Psychology
- AP European History
- Creative Writing
- Debate
- Journalism
- Multiculturalism
- Psychology
- Photography
- Sociology
- Computer Science
- Desktop Publishing
- Digital Graphics
- Multimedia
- Video Technology
- Web Mastering
- BCIS
- AP Computer Science A
- Or any other course approved by Harmony School

Three-and one-half credits must consist of:

- ★ World Geography or AP Human Geography (one credit)
- ★ World History or AP World History (one credit)
- ★ US History or AP US History (one credit)
- ★ US Government or AP US Government (one-half credit)

One-half credit must consist of:

- ★ Economics or AP Macroeconomics or AP Microeconomics

One credit must consist of:

- Foundations of Personal Fitness
- Adventure/Outdoor Education
- Aerobic Activities
- Team or Individual Sports

Three Credits must consist of any three levels in the same language. An AP course can also be substituted for each level (must also be the same language).

One-half credit:

- ★ Communication Applications

One credit choose one from the followings:

- Art (I,II,III)
- Dance (I,II,III)
- Music (I,II,III)
- Theatre (I,II,III)
- AP Music Theory
- AP Studio Arts
- AP Art History

Four and one-half credits from:

- AP Psychology
- AP European History
- Creative Writing
- Debate
- Journalism
- Multiculturalism
- Psychology
- Photography
- Sociology
- Computer Science
- Desktop Publishing
- Digital Graphics
- Multimedia
- Video Technology
- Web Mastering
- BCIS
- AP Computer Science A
- Or any other course approved by Harmony School

Advanced Measures	None	A student must receive any combination of four advanced measures.
Community Service	100 hours	100 hours
Senior Capstone Project	Successful completion of the Senior Capstone Project within the English IV curriculum.	Successful completion of the Senior Capstone Project within the English IV curriculum.
College Admission	Proof of admission by a 4-year college is required	Proof of admission by a 4 year college is required
State Testing	All students must satisfactorily pass the required state mandated tests for the graduation.	

Course-by-Credit Summary

Discipline	RHSP Credits	DAP Credits
English	4.0	4.0
Mathematics	4.0	4.0
Science	4.0	4.0
Social Studies	3.5	3.5
Economics	0.5	0.5
Physical Education	1.0	1.0
Languages Other Than English	2.0	3.0
Fine Arts	1.0	1.0
Speech	0.5	0.5
Elective Courses	5.5	4.5
Local Credit Courses	(4.0)	(4.0)
TOTAL	26	26

Advanced Measures for the Distinguished Achievement Program

The DAP recognizes students who demonstrate levels of performance equivalent to college students. As a college preparatory system, Harmony Public Schools strongly encourages students to follow the DAP. In order to graduate with advanced measures under the DAP, a student must complete any combination of four of the following advanced measures:

1. Original research/project that is:
 - a. Judged by a panel of professionals in the field that is the focus of the project; or
 - b. Conducted under the direction of mentor(s) and reported to an appropriate audience; and
 - c. Related to the required curriculum relating to Essential Knowledge and Skills;
2. Test data where a student receives:
 - a. A score of three or above on the College Board advanced placement examination;
 - b. A score of four or above on an International Baccalaureate examination; or
 - c. A score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies the student for recognition as a commended scholar or higher by the National Merit Scholarship Corporation, as part of the National Hispanic Scholar Program of the College Board or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score shall count as only one advanced measure regardless of the number of honors received by the student; or
3. College academic courses, advanced technical credit courses, and dual credit courses with a grade of 3.0 or higher.

No substitutions are allowed in the Distinguished Achievement High School Program, except as specified by state Title 19, Chapter 74, Texas Administrative Code.

Valedictorian/Salutatorian (High School)

Selection method to determine the valedictorian for a graduating senior class:

1. The student who is selected as the highest-ranking graduate eligible to receive the Honor Graduate Certificate and Declaration will also serve as valedictorian.
2. In the event no student meets the criteria to receive the Honor Graduate Certificate, a valedictorian will be selected who meets all of the following criteria:
 - a. The student must have been enrolled with the school campus for no less than three calendar semesters or all semesters the school has been opened if less than three calendar semesters; and
 - b. By the date of graduation the student must have met all Texas State Graduation Requirements applicable to him/her including meeting all state assessment requirements; and
 - c. The student with the highest cumulative grade point average graduating under the Recommended or Distinguished Program will be selected as valedictorian, with the second ranking student serving as salutatorian. Under no circumstance will a student with a higher GPA who is graduating under the Minimum Graduation Program rank higher than a student graduating under the Recommended or Distinguished Program; or
 - d. In the case where no students are graduating under either the Recommended or Distinguished Program, the student with the highest cumulative grade point average out of all graduating seniors will be selected valedictorian, and the student with the next highest GPA will serve as salutatorian.

All calculations for this honor will be conducted at the end of the spring semester (before graduation) each school year. An eligible student must have attended at least one of the calendar semesters during the school year that the honor is granted. Grade Point Average will be calculated in accordance with the existing policy adopted by the Board of Directors.

Student Transcript/Academic Achievement Record (High School)

Each eligible high school graduate will be awarded a diploma. The student's transcript or academic achievement record, rather than the diploma, records individual accomplishments, achievements and courses completed, and displays appropriate graduation seals.

State and Local Credit Courses

All courses which are to be counted toward graduation must be state approved courses. Local credit courses are courses in which a student may participate without receiving state credit towards graduation, unless the course is required by an ARD Committee for students receiving special education services. Local credit courses are, however, calculated as part of a student's GPA.

- PSAT/SAT Prep Course.
- College Prep Transition Math.
- TAKS/STAAR/EOC Support Classes.
- Career Education.
- Supplementary AP hours.
- Writing.
- Senior project.

Awarding Credit

Students earn one-half credit per semester and one credit per year for successful completion of a course. Courses vary from one to two semesters in length.

Transfer of Credit

Credits earned by students in accredited school districts (including summer school programs and credit by exam) or through correspondence courses are transferable and accepted by the school. Credits earned through home schooling and at unaccredited private schools may not be transferrable. These students may be asked to earn credit through taking an exam.

GPA and Course Weight

Grade Point Average is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted.

Beginning with the 2008–2009 freshman class, all semester grades for courses attempted will count toward a student's GPA. Courses are weighted as follows:

Course Grade	Regular/Pre-AP Course Weight	AP Course Weight
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
F	0.0	0.0

College Days (High School)

High school students who meet the following criteria will be allowed to have two excused days of absence for a college visit during their junior year and two excused days of absence for a college visit during their senior year:

- The student must have passed the required parts of the TAKS test for the previous year.
- The student must be on track to graduate on time.
- The student must be classified as a junior or senior based upon credits earned.
- The student must be passing all course work.
- The student must have no truancy or other attendance problems.

Students must submit a written request to the school office at least two days prior to the day requested for a college visit so that eligibility criteria for an excused day of absence can be verified and approval granted prior to the student participating in a college visit. Approval will not be granted for a college visit on a day when major exams are scheduled, and no partial days will be approved.

State Programs Supporting Students

Parents should be aware of the TEXAS Grant program, which awards financial assistance to students in need who are interested in pursuing a college education. Funds can be used to pay for tuition and fees. To be eligible, a student must have completed the Recommended High School or Distinguished Academic Achievement Program, enrolled in a non-profit public college or university in Texas within 16 months of graduation, and have accumulated no more than 30 semester credit hours (excluding those earned for dual or concurrent courses or awarded for credit by examination). For more information, consult a counselor or the “College for All Texans” website at www.collegefortexans.com.

Top 10% Automatic Admission

Texas public colleges or universities must automatically admit a student if he or she graduated with a GPA in the top 10% of his or her graduating class, waits no longer than two years after graduating to apply for admission, and satisfied other criteria provided by the Texas Education Code. For more information, please check with your high school counselor or an admissions officer at the college or university you would like to attend.

Note

Colleges may limit the number of first time freshmen eligible for admission due to enrollment caps. Although it is currently not a condition for admission under this program, it is advisable for high-achieving, college bound students to plan to graduate under the Recommended High School Program.

Texas Educational Opportunity Grant (TEOG)

This program provides grant money for eligible students to attend public community colleges, public technical colleges, or certain public state colleges in Texas. To be eligible, an applicant must be a Texas resident, show financial need, enroll in the first thirty hours in college, and have not been convicted of a felony or a crime involving a controlled substance. Certain other requirements may apply. For more information, consult a counselor or the “College for All Texans” website at www.collegefortexans.com.

Other Texas Financial Aid Programs

Other financial aid programs include the Loan Repayment Program for Teachers, Early High School Graduation Scholarships, Tuition Rebate Program from the Texas Public Universities, and the Texas-B-On-Time Student Loan Program. See an administrator for additional information.

Computer Resources

To prepare students for an increasingly computerized society, the school has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher’s supervision and for approved purposes only. Students with access to the school’s computers and their parents are required to sign and follow the Student Acceptable Use policy found at the back of the Handbook. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action. Electronic communications, such as e-mails sent from or received on school computers, are not private and may be monitored by school staff.

SECTION IV: STUDENT CODE OF CONDUCT

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. This includes an appreciation for the rights of others. Harmony Public Schools is committed to helping every student fulfill his or her intellectual, social, physical, and emotional potential. To foster an orderly and distraction-free environment, Harmony Public Schools has established this Student Code of Conduct (“the Code”). The Code outlines prohibited behaviors and consequences for such behavior. Harmony Public Schools has the responsibility and authority to enforce the Code, question students, counsel them, and assign discipline when appropriate.

The Code does not define all types and aspects of student behavior. The Board of Directors and the Superintendent may establish written policies, rules, and regulations of general application governing student conduct in all schools. In addition, each Principal, within his or her own school, may establish certain rules and regulations not inconsistent with those established by the Board and the Superintendent.

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

A teacher may send a student to the Principal’s office to maintain effective discipline in the classroom. In addition, a teacher may remove from class as student:

1. Who has been documented by the teacher to repeatedly interfere with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn; or
2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn.

The Board of Directors has authorized detention, in-school and out-of-school suspension, and expulsion as methods of disciplining students. The Board of Directors has also given authority to the Superintendent or designee to use any of these disciplinary actions which, in his or her judgment, is appropriate for the violation.

When students participate in student activities, they will also be expected to follow the guidelines and

constitutions that further specify the organization’s expectations, student behavior and consequences.

Jurisdiction

The school may discipline a student:

1. For any violation of the Code committed while a student is
 - a. On school property;
 - b. In transit to and from school;
 - c. Attending any school-related or school-sponsored activity, so long as the student is under the direction of a school employee;
 - d. On the school property of another Texas school district;
2. Attending another district’s school-sponsored or school-related activity;
3. When a school employee or volunteer is a victim of retaliation no matter when or where it takes place; or
4. When a felony is committed.

Note

In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus will be reported to an appropriate law enforcement agency.

Standards for Student Conduct

Classroom Rules

Students shall:

- Be in assigned seat and ready to work before the tardy bell rings.
- Bring pencils, pens, paper, books and all assigned materials to class.
- Not disrupt classroom activities.
- Follow instructions and directives immediately.
- Not chew gum or bring food or drink in the building, except in designated food service areas.
- Raise hand and be recognized before speaking. Stand to speak once recognized (excluding normal class discussions).
- Not leave class without permission. Any student leaving class must have a hall pass.

School-Wide Rules

Students shall:

- Demonstrate courtesy at all times.
- Behave in a responsible manner, always exercising self-discipline and control.
- Attend all classes, regularly and on time.
- Be prepared for each class.
- Meet school standards for grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights of others, including property and facilities of the school.

- Cooperate with and assist school personnel, including volunteers, in maintaining safety, order and discipline.
- Adhere to all requirements of the currently-adopted Code.

Responsibilities of Parents

Parents are expected to:

- Serve as a model for students by showing respect for themselves, students, teachers, other parents, and school staff;
- Ensure their student’s compliance with school attendance requirements and promptly report and explain absences and tardies to the school;
- Assist their student in being properly attired;
- Take an active interest in the overall school program;
- Communicate regularly with the school concerning their student’s conduct and progress;
- Discuss report cards and work assignments with their student;
- Bring to the attention of school authorities any problem or condition which affects their student;
- Maintain up-to-date home, work, and emergency telephone numbers at the school;
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system; and
- Respond promptly when notified by campus to pick up student due to medical or disciplinary problems.
- Respond promptly when notified of student disciplinary matters.

Discipline Point System

Harmony Public Schools has implemented a Discipline Point System (“DPS”) in which students are given “DPS points” for unacceptable behavior. All teachers and staff will use this system. Parents will be notified when conduct results in consequences under the DPS system.

Rules of Discipline Point System

1. Every unwanted behavior has a numerical point.
2. Every teacher is required to mention the DPS system in his or her syllabus and implement the system.
3. If a student has at least one discipline point and does not receive any discipline points within five consecutive school days, the student’s discipline points will be reduced by one the following school day.
4. A teacher can give points only once for the same incident per class period. The teacher shall fill out a Discipline Referral Form if the same behavior and contact an Assistant Principal.
5. An accrual of ten or more points within a semester may result in attending Saturday or After School Detention.
6. An accrual of 20 or more points within a semester may result in attending second Saturday or After School Detention. Students required to attend Saturday or After School Detention are rewarded five points for attending and obeying the rules of conduct for Saturday or After School Detention. Students may receive more DPS points, however, for unwilling behavior. Failing to attend a Saturday or After School Detention without any confirmed excuse may result in a one day out of school suspension.
7. Accrual of 25 or more points within a semester may result in a one day in school suspension.
8. Accrual of 50 or more points within a semester may result in one day out of school suspension.
9. Accrual of 70 or more points within a semester period may result in a three day out of school suspension.
10. Accrual of 75 or more points within a semester may result in expulsion.

Discipline Point Cases

Following is a list of student conduct that will result in the accrual of DPS points.

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

Offenses and Consequences

Corporal punishment is **never** an acceptable disciplinary measure.

Level I Offenses:

Prohibited Conduct

1. Computer system violations, including violations of the school's Acceptable Use policy.
2. Dress and grooming code violations.
3. Engaging in offensive conduct of a sexual nature, whether verbal or physical, directed toward another student or any other person.
4. Failing to comply with directives of school personnel.
5. Failing to attend (unexcused) class or tutorial sessions.
6. Inappropriate physical contact not defined as a Level II, Level III, or Level IV offense.
7. Offensive language, orally or in writing.
8. Parking infractions or violations of campus vehicle operation regulations.
9. Possessing a laser pointer on school property or at school-sponsored events.
10. Possessing/selling "look-alike" drugs/dispensing medicine violation.
11. Possessing/distributing/exhibiting/transmitting obscene materials, including pornography.
12. Possession of any electronic devices without permission (i.e., CD players; MP3 players; iPod; Game Boys; Nintendos; or other video, listening, or entertainment device) during school hours.
13. Profanity/obscene gestures toward other students.
14. Scuffling.
15. Single acts of disruptive behavior, including non-compliance and insubordination.
16. Throwing objects not considered an illegal weapon that can cause bodily injury or property damage.
17. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the students in the class.
18. Use of a paging device/cellular phone during the school day.
19. Use of a skateboard, scooter, and/or roller blades while on school property.
20. Verbal or written abuse, i.e., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment.
21. Accumulating five or more, but less than ten, tardies to school or to class.
22. Accumulating up to 20 discipline points within a semester.
23. Posting materials or holding student gatherings without school approval.
24. Accessing restricted areas.

25. Any violations of "Standards for Student Conduct" (see page 44).

Disciplinary Consequences (not in order of progressive disciplinary measures)

1. Lunch Detention.
2. After School Detention.
3. Saturday Detention.
4. In School Suspension.
5. Assignment of school duties such as scrubbing desks or picking up litter.
6. Behavioral contracts or individually developed behavior management plans.
7. Confiscation of cell phone; a fee of \$10.00 may be charged for the return of the phone. The school is not liable for lost or stolen cell phone. All confiscated phones must be turned in to the Principal's office immediately, if possible, or as soon as practicable the day the phone is confiscated.
8. Classroom management techniques.
9. Community service.
10. Cooling-off time or "time-out."
11. Counseling by teachers, counselors, or administrative personnel.
12. Demerits.
13. Confiscation of electronic devices used during the instructional day.
14. Grade reductions for academic dishonesty.
15. Parent/guardian contracts to restrict home privileges.
16. Parent/guardian observations in student's classes.
17. Parent/guardian conference with teacher or Principal.
18. Peer mediation.
19. Placement in another appropriate classroom.
20. Restitution/restoration, if applicable.
21. School-assessed and school-administered probation.
22. Seating changes within the classroom.
23. Temporary confiscation of items that disrupt the educational process.
24. Verbal correction.
25. Voluntary peer mediation/family management classes/ community service.
26. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

Level II Offenses:

Prohibited Conduct

1. Abusing prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.

2. Academic dishonesty. (See Page 32)
3. Accumulating fifteen–twenty tardies to school or to class.
4. Accumulating twenty-five to seventy-five discipline points within a semester.
5. Assault– student on student.
6. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang, as defined by Texas Education Code § 37.121.
7. Bullying. Bullying will be considered, but not limited to, any of the following: verbal or physical harassment or threat thereof, taunting, hazing, intimidating or any other action whereby one or more individuals deliberately single out another student for cruel, mean and/or humiliating treatment.
8. Dating Violence or Retaliation as defined herein.
9. Disrespect to teacher such as rolling eyes, sucking teeth, etc.
10. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
11. Failure to comply with rules of bus safety or disturbing others.
12. False accusation of the commission of a misdemeanor or felony.
13. Falsification of school records.
14. Fighting or Arranging a Fight: School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will, at a minimum, be suspended for the remainder of the day.
15. Forgery of school documents at school or otherwise.
16. Gambling or playing cards. Gambling includes but is not limited to card playing, dice shooting and/or sports pools and involves the transfer of money or other personal belongings or assistance from one person to another. Bringing, trading, or playing with any cards are prohibited. Playing cards will be confiscated.
17. Gang activity.
18. Harassment under Texas Educational Code § 37.001(b)(1).
19. Hazing under Texas Educational Code § 37.151(6).
20. Hit list under Texas Educational Code 37.001(b)(2).
21. Intentionally providing incorrect information
22. Knife possession
23. Leaving school classroom/grounds/events without permission.
24. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
25. Possessing a stun gun, mace, or pepper spray.
26. Possessing ammunition.
27. Possessing, exhibiting, or threatening with a look-alike weapon, including without limitation, BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon.
28. Possession of stolen property.
29. Possession or use of fireworks or other explosive devices.
30. Possession or use of tobacco or related products on school property or at school-related events.
31. Profanity/obscene gestures toward personnel.
32. Refusal to follow directions from a teacher/administrator/ staff.
33. Repetitive Level I Offenses – i.e., two or more Level I offenses within a semester.
34. Secret society activity.
35. Sending or posting abusive, obscene, sexually oriented, threatening, harassing, defamatory or illegal electronic messages
36. Sexual harassment/sexual abuse not defined as a Level III or IV offense by the Texas Penal Code
37. Stealing/theft.
38. Suspicious drug/alcohol involvement.
39. Threats – student on personnel/facility.
40. Threats – student on student.
41. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program.
42. Vandalism/criminal mischief not a felony.

Disciplinary Consequences

1. Any applicable Level I Disciplinary Consequence.
2. Out-of-school suspension.
3. Expulsion (upon Discipline Committee recommendation).

Disciplinary actions may be used individually or in combination for any offense.

Level III Offenses

Prohibited Conduct

1. Accumulating 75 or more DPS points within a semester.
2. Aggravated assault.
3. Aggravated kidnapping.
4. Aggravated robbery.
5. Aggravated sexual assault
6. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.
7. Any offense listed in Sections 37.006(a) or 37.007 (a), (b),

and (d) of the Texas Education Code, no matter when or where the offense takes place.

8. Arson.
9. Assault.
10. Burglary of a motor vehicle on campus.
11. Capital murder.
12. Commission of a felony offense listed under Title 5, Texas Penal Code.
13. Conduct punishable as a felony.
14. Criminal attempt to commit murder or capital murder.
15. Criminally negligent homicide.
16. Deliberate destruction or tampering with school computer data or networks.
17. False alarm or report.
18. Felony criminal mischief against school property, another student, or school staff.
19. Gang activity (violent).
20. Inappropriate sexual conduct.
21. Indecency with a child.
22. Indecent exposure or inappropriate public displays of affection, including kissing, hugging, physical conduct, etc.
23. Issuing a false fire alarm. Manslaughter.
24. Murder.
25. Persistent Level I offenses (four Level I offenses).
26. Persistent Level II offenses (four Level II offenses).
27. Possessing, selling, distributing, or being under the influence of inhalants.
28. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
29. Public lewdness.
30. Required registration as a sex offender.
31. Retaliation against any school employee or volunteer at any time or place.
32. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marihuana, controlled substance, dangerous drug, or alcoholic beverage.
33. Setting or attempting to set fire on school property (not arson).
34. Sexual abuse of a young child or children.
35. Sexual assault.
36. Targeting another individual for bodily harm.
37. Use, exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon.

Disciplinary Consequences

1. Any applicable Level I or Level II Disciplinary Consequence
2. Out of school suspension for five–ten days.
3. Expulsion for up to one year.

Consequences

Detention

Detention may be held on each day during school for up to eight hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted. There are two types of detention: After School and Saturday.

After School Detention

1. Students will bring materials to work on – homework or books to read from the Library; only school acceptable materials are permitted. Classroom materials may be sent by a teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.
4. Do not address staff, teachers, or other students.
5. Students should use the restroom before detention starts and be prepared to stay in the detention room for the entire length of time, except during an emergency.
6. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
7. Any student assigned to the detention room must stay the entire time. Students refusing to sit their time will be suspended from school.
8. Detention time will be assigned within twenty-four hours of the Assistant Principal meeting with the student. This allows the parent time to make transportation arrangements.
9. Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
10. If a student arrives to detention room five minutes after designated time without a confirmed excuse, the student will not be allowed into detention room, and the miss will be considered unexcused. This will result in one day out of school suspension, and the student will be required to make up the detention.
11. If a student does not turn in a Parent Notification Form on the due date without a confirmed excuse, he or she will have one day out of school suspension.

Saturday Detention

Saturday Detention serves as an alternative to in school suspension for violation of school rules, and prevents students from losing instruction time. During the hours of detention, students work to increase academic skills, engage in activities to improve self-concept, and address discipline issues.

Students who attend Saturday Detention may receive academic assistance and may be given the opportunity to do homework, make-up or remedial work, under the supervision of a teacher. Each student will be given a Behavior Modification Packet which may help students to understand why their misbehavior through introspection. This counseling will guide students toward acceptable behavior alternatives through goal setting exercises. Students may also do some physical exercises during detention.

Written notification of a Saturday detention is sent home with the student. This notification lists the cause for and date of the detention. The only acceptable excuse for not attending a Saturday detention is a verified (doctor's note) illness of the student.

Rules

1. Saturday Detention will be held 9:00 a.m. to 12:00 p.m. in the school cafeteria. Parents are expected to provide transportation to and from detention, and students are required to wear their school uniforms. Should a student arrive late for a Saturday Detention without a note for an "emergency excuse," he or she will be assigned the next scheduled Saturday Detention. A second late arrival to an assigned Saturday Detention will result in out-of-school suspension beginning on the following Monday, plus attendance at the next Saturday Detention.
2. If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal. If the reasons are acceptable, the detention will be rescheduled. If a student does not participate in scheduled Saturday detention without any confirmed excuse, the student will receive one day out of school suspension plus attendance at the next scheduled Saturday detention.
3. Students left at the school after 12:30 p.m. will be unsupervised. The school is not responsible for students who are left after 12:30 p.m.
4. Students may be asked to bring appropriate materials with which to work.
5. No radios, food, beverage, candy, comic books, etc. allowed during Saturday Detention.
6. Students will be expected to work the entire time while at Saturday Detention. Any student not working will be removed from the detention and referred to the Assistant Principal. Any student acting disruptively will be removed from Saturday Detention and be referred to the Assistant Principal for further disciplinary action. Parents will be notified regarding the infraction immediately.
7. No student is permitted to sleep during Saturday Detention.

8. Lavatory privileges will be at discretion of the Saturday Detention administrator.
9. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he or she will have one day out of school suspension.

Failure to follow these guidelines may result in one day of out of school suspension, plus attendance at the next scheduled Saturday Detention or any other Level I offense.

Suspension

The school utilizes two kinds of suspension: in school suspension and out of school suspension.

In School Suspension

The following rules and regulations apply to all students assigned to in school suspension:

1. Students must report to the detention room at 8:00 a.m. Students arriving after 8:05 a.m. will be counted as absent. In school suspension will be run from 8:00 a.m. until dismissal time.
2. Students will bring materials to work on, including an in school suspension assignment with their teachers' names, subjects, and assignments. Students are responsible for obtaining assignments from each teacher.
3. Students must sign in when reporting to the detention room, and sign out when the suspension period is over. Students may not leave the detention room without permission from an Assistant Principal. Without assistant principal permission, a student cannot go out of detention room. Students are to keep clean the detention room.
4. No talking or conversations. Students must be seated at all times. No physical contact of any kind between students is allowed.
5. Students will not be permitted to go their lockers. All materials must be brought to the room when reporting.
6. Students will not be permitted to go to lunch. They will have their lunch in detention room. Students may not bring food or drink into the detention room other than lunch time.
7. No disruptive behavior will be allowed.
8. Unexcused absences from suspension will be referred to the Assistant Principal.
9. No visits by parents, relatives or other students are allowed.
10. Sleeping is prohibited.
11. Transportation to the in-school suspension site is the responsibly of the student and his or her parent(s). Transportation arrangements must be made prior to arrival at the site. Telephones are not available for

student use.

12. Students must abide by the provisions of this Handbook and the Student Code of Conduct during their suspension period.
13. A student who misses a scheduled in school suspension without a confirmed excuse will be assigned one day out of school suspension. The missed in school suspension period will be rescheduled. If a student misses more than one scheduled in school suspension without a confirmed excuse, he or she may be subject to expulsion.

Failure to follow these guidelines will be reported to the Assistant Principal for further action, which may include up to three days of out of school suspension or any other Level I offense.

Out of School Suspension

Notice of suspension and the reasons for the suspension will be given to the student by the Assistant Principal after a Discipline Committee meeting. The student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension. A suspension period shall not last longer than five days.

Disciplinary Process

The Principal will designate one Assistant Principal as the campus Dean of Discipline. The Dean of Discipline will form a Discipline Committee to review decisions regarding student discipline at the request of the Principal. The Discipline Committee may review all offenses under the Code of Conduct. The Principal will review the Discipline Committee's recommendation and issue an appropriate consequence. For all decisions not involving out of school suspension lasting five or more days or expulsion, the Principal's decision is final. Special rules apply when the Discipline Committee recommends out of school suspension lasting five or more days or expulsion.

Conferences, Hearings and Appeals

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by state and federal law and school policy.

Process for Suspensions Lasting Under Five Days

In addition to the above list of Code of Conduct violations, the Discipline Committee and/or Principal have the authority to suspend a student for a period of up to five school days for any of the following additional reasons:

1. The need to further investigate an incident,

2. A recommendation to expel the student, or
3. An emergency constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a student, the Principal or designee must attempt to hold an informal conference with the student to:

1. Notify the student of the accusations against him/her,
2. Allow the student to relate his or her version of the incident, and
3. Determine whether the student's conduct warrants suspension.

Notification to Parents/Guardians

If the Principal or designee determines the student's conduct warrants suspension during the school day, the Principal or designee will make reasonable effort to notify the student's parent(s) that the student has been suspended before the student is sent home. The Principal or designee will notify a suspended student's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal.

Credit During Suspension

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

Process for Out-of-School Suspensions Over Five Days and Expulsion

Notice

When the Discipline Committee and/or the Principal determine that a student's conduct warrants suspension for more than five days or expulsion, but prior to taking any expulsion action, the Principal or designee will provide the student's parent(s) with written notice of:

1. The reasons for the proposed disciplinary action; and
2. The date and location for a hearing before the Principal, within five school days from the date of the disciplinary action.

The notice shall further state that, at the hearing, the student:

1. May be present;
2. Shall have an opportunity to present evidence;
3. Shall be apprised and informed of the school's evidence;
4. May be accompanied by his or her parent(s); and
5. May be represented by an attorney.

Hearing Before Principal

The school shall make a good faith effort to inform the student and the student's parent(s) of the time and place for the hearing, and the school shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The Principal may audio record the hearing.

Immediately following the hearing, the Principal will notify the student and the student's parent(s) in writing of his or her decision. The decision shall specify:

1. The length of the suspension or expulsion, if any;
2. When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
3. The right to appeal the Principal's decision to the Board of Directors or the Board's designee.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.

Appeal to the Board of Directors

The student or his or her parent(s) may appeal the expulsion decision to the Board of Directors by notifying the Principal in writing within seven calendar days of the date of receipt of the Principal's decision. The Board will review the audio or transcribed record from the hearing before the Principal at a specially called meeting. The Board will notify the student and his or her parent(s) of its decision, in writing, within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board.

No Credit Earned

Except when required by law, students will not earn academic credit during a period of expulsion.

Emergency Placement and Expulsion

If the Principal or designee reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of the school or a school-sponsored activity, the Principal or designee may order immediate removal of the student. Immediate suspension may be imposed by a Principal or designee if they reasonably believe such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

Placement of Students with Disabilities

All disciplinary actions regarding students with disabilities shall be conducted in accordance with the most current federal and state laws.

Suspension/Expulsion Requirement

A student with a disability shall not be excluded from his or her current placement pending appeal to the Board of Directors for more than ten days without ARD Committee action to determine appropriate services in the interim. Pending appeal to a special education hearing officer, a student with a disability shall remain in the present education setting, unless the school and parents agree otherwise.

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, the school shall expel, from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school. The Principal may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis.

For the purposes of this law, "firearm" means:

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

Positive Reinforcement System

Harmony Public Schools is excited to announce its new Positive Reinforcement System (“PRS”)! PRS is specially designed to give students the opportunity to be recognized and rewarded for good behavior.

Each time a student is observed performing a random act of kindness, helping a classmate, or assisting a teacher, he or she will be rewarded with a PRS point. (In addition to these examples, there are several other ways to earn PRS points.) Points are accumulated throughout the school year, and students can use them to participate in field trips, free dress days, and other fun activities. PRS points can even be used to reduce DPS points!

Please help us encourage your child to earn PRS points. A full listing of PRS point-eligible behavior can be found in the chart below.

PRS-Helping Teacher without being asked
PRS-Perfect Hallway Behavior
PRS-Perfect Dress code
PRS-Honesty
PRS-Turning all work in on time for a three-week period
PRS-Having all supplies during a random supply check
PRS-All “A’s” for a six-week period
PRS-Helping a fellow student without being asked
PRS-Random act of Kindness
PRS-Volunteering in any school activities or events
PRS-Going above the requirements of a project/assignment
PRS-Active Participation
PRS-Donation to the school
PRS-Saturday Detention
PRS-Being a positive role model
PRS-Academic Improvement
PRS-Behavioral Improvement

Your Involvement as a Parent

A student's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides.
2. Becoming familiar with all of your student's school activities and academic programs, including special programs, offered in the school. Discuss with the teacher or Principal any questions you may have about the options and opportunities available to your student.
3. Monitoring your student's academic progress and contact teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed.
5. Becoming a school volunteer or participating in campus parent organizations.

Surveys and Activities

Students will not be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

1. Political affiliations or beliefs of the student or the student's parent(s).
2. Mental or psychological problems of the student or the student's family.
3. Sexual behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of individuals with whom the student has a close family relationship.
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers.
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis or evaluation.

“Opting Out” of Surveys and Activities

Parents have a right to receive notice of and deny permission for their child's participation in:

1. Any survey concerning the private information listed above, regardless of funding.
2. School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
3. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Notification of Teacher Qualification

At the beginning of each school year, the school will notify the parent of each student attending with information regarding the professional qualifications of their student's classroom teachers. The school will also provide this information upon request from a parent. The notification will include, at a minimum:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. Undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree; and
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Communication

Communication between parents and school staff is a key component of student success. Parents are responsible for notifying the school of any change of address, telephone number, or e-mail address. Parents may contact school staff by using several methods, including:

- Calling a teacher's extension during school hours (8:00 a.m.–4:30 p.m.). Teacher phone extensions are available at the front desk. If the teacher is conducting class, please leave a voice message. The teacher will respond as soon as possible.
- Sending an e-mail to teachers. Teacher e-mail addresses are available at the front desk.

- Checking a student's progress and conduct on-line by viewing the school website and logging into your child's database account.
- Checking the weekly mail envelope, and signing and returning included documents and having your student timely return them to their homeroom teacher.
- Checking the "Letters and Messages to Parents" board in the front office.
- Checking the school marquee in front of the school, if available.

Parent and Student Complaints and Concerns

Student and/or parental complaints shall be submitted in writing on a form provided by the school. Copies of documents that support the complaint shall be attached to the complaint form or presented at the Level One conference. After the Level One conference, no new documents may be submitted unless their existence was unknown to the complainant before the Level One conference. A complaint that is incomplete may be dismissed.

For purposes of this policy, "days" shall mean calendar days and announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Level One

The student or parent shall request in writing a conference with the appropriate Assistant Principal within three days from the time the event(s) causing the complaint were or should have been known. Following a conference, the appropriate Assistant Principal shall have seven days to respond.

Level Two

If the student or parents is not satisfied with the Level One decision, or if no decision is provided, the student or parent may request in writing a conference with the Principal or designee. The request must be filed within seven days of the Level One decision or the response deadline if no decision is made. The Principal or designee shall hold the conference within seven days of the request.

The student or parent shall submit a signed statement of the complaint, any evidence supporting the complaint, and the date and results of the conference with the Principal. The Principal or designee shall have seven days following the conference to respond.

Level Three

If the student or parent is not satisfied with the Level Two decision, or if no decision is provided, the student or parent may request in writing a conference with the Cluster Superintendent or designee. The request must be filed within seven days of the Level Two decision or the response deadline if no decision is made. The Cluster Superintendent or designee shall hold the conference within seven days of the request.

The student or parent shall submit the documentation submitted to Principal, and the date and results of the conference with the Principal. The Cluster Superintendent or designee shall have seven days following the conference to respond.

Level Four

If the student or parent is not satisfied with the Level Three decision, or if no timely decision is provided, the student or parent may submit to the Superintendent of Schools or designee in writing a request for a hearing before the Board of Directors. The request must be filed within seven days of the Level Three decision or the response deadline if no decision is made. The student or parent shall be informed of the date, time, and place of the hearing.

The Board of Directors shall hear the student or parent complaint, and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the student or parent and the school will be considered. An audiotape recording of the hearing shall be made.

The Board of Directors shall communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the Level Three decision shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Superintendent in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

SECTION VI: IMPORTANT NOTICES

Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. These rights include the following:

The Right to Inspect and Review

Parents and/or eligible students have the right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's educational records, the school shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

The school shall not destroy any educational records if there is an outstanding request to inspect and review the records under this section. The school may charge a reasonable fee for a copy of an education record that is made for the parent or eligible student, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The school will not charge a fee to search for or to retrieve the educational records of a student.

If the educational records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

The Right to Seek Amendment of the Student's Educational Records

Parents and/or eligible students may ask the school to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the privacy rights of the student. Such a request must be made to the Principal in writing, clearly identify the part of the record the parent or eligible student wants changed, and specify why it is inaccurate or misleading. The school will decide whether to amend the record as requested within a

reasonable time after the school receives the request. If the school decides not to amend the record as requested by the parent or eligible student, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, the school decides that the information in the educational record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school, or both. If the school places an amended statement in the educational records of a student, it is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

The Right to Consent Prior to Disclosure

Parents and/or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another open-enrollment charter school, school district, or private school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The Right to File a Complaint

Parents and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. These complaints should be addressed as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Access to Medical Records

Parents are entitled to access their students' medical records.

Notice for Directory Information

Under FERPA, the school must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless a parent or eligible student has advised the school, in writing, to the contrary. The primary purpose of directory information is to allow the school to include this type of information from a student's education records in certain school publications.

The school has designated the following categories of information as directory information:

- Student's name.
- Parent/Guardian name.
- Address.
- Current campus of attendance

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be released to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and/or businesses or members of the public seeking information about a student under the Texas Public Information Act. In addition, two federal laws require the school to provide military recruiters, upon request, with student names, addresses and telephone listings, unless a parent or eligible student has advised the school that they do not want the student's information disclosed without prior written consent.

Any parent or eligible student who does not want the school to disclose directory information from the student's education records without prior written consent must notify the school in writing by completing and returning the "Use of Student Photos and Directory Information Opt Out Form" no later than the end of the first week of instruction after the student is enrolled.

Student Acceptable Use Policy

Technology Mission Statement

The school is committed to utilizing the maximum potential of technology to enhance student learning and increase teacher effectiveness by providing students with technology-related experiences. Recognizing the ever-changing influences of technology on all aspects of our lives, the school is dedicated to providing an integrated technological curriculum for all students and staff members. Students will have access to the technology necessary to produce, manage, communicate and retrieve information in an efficient manner for educational use. In the attainment of both present and future goals, the school will provide a continually evolving staff development program oriented toward the integration of technology in areas of curriculum.

Instructional Resource

The school is proud to bring network and Internet access to school employees and students, and believes the Internet offers many diverse and unique resources to both students and staff. The school's goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovative teaching, and communication skills.

Students and staff have access to numerous research oriented and instructional resources via the Internet. On-line encyclopedias, professional journals, and databases filled with timely information on thousands of topics are just a few of the resources provided. On-campus computers have the technology necessary to support student research and to promote academic achievement.

Student Safety

The school is aware that resources which are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To protect students and staff from such inappropriate material, the school's Internet access is filtered with one of the highest-rated Internet filtering systems available. However, users must recognize that it is impossible for the school to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

Purpose

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators and school employees who obtain their Internet access through the school are expected to use these services appropriately.

User Responsibilities

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. The school is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

1. The use of the school's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school.
2. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the owner of the account except where specifically authorized by the school administration. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords or accounts.

Policy – Terms and Conditions

Acceptable Use

Users are to properly use school network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in

keeping with the school's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the school's authorized IT Manager may read, delete, copy or modify the electronic mail of other system users.

Vandalism

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the school's network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of school policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of school policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. The school will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

Network Etiquette

Each network user is expected to:

1. Be polite (i.e., an all-caps message implies shouting);
2. Use appropriate language;
3. Refrain from any activity that may be considered "cyber bullying," including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation;
4. Maintain confidentiality of the user, colleagues, and students;
5. Respect copyright laws; and
6. Be respectful in all aspects of network use.

Consequences

Violation of the school's policies and procedures concerning use of the computer on the network will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

1. Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
2. Any campus-based disciplinary consequence, including suspension, as deemed appropriate by the administration.
3. Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
4. Expulsion may be considered in instances where students have used the school's Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another student's work files.

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HARMONY PUBLIC SCHOOLS

Acceptable Use Agreement Acknowledgement Form

I have read and agree to abide by the Harmony Public Schools Student Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Harmony Public Schools Student Acceptable Use Agreement. I understand that this access is designed for educational purposes. Harmony Public Schools has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

HARMONY PUBLIC SCHOOLS

Electronic Communication Device Commitment Form (Regulation of Electronic Communication Devices)

Electronic communications at school and at school-related functions are subject to regulation by the school.

This Electronic Communication Device Commitment Form grants authority and permission to the school to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law, school policies and to perpetrate conduct disruptive of an educational environment essential to the school's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices which are often carried concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

1. The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is a privilege and not a right.
2. Students are required to keep all electronic communication out of sight and turned off during school hours.
3. In consideration for the privilege to possess and use such devices on school property and at school-related events, the school is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
4. I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and may cause the loss of the privilege to possess and use such devices on school property and at school-related events for an indefinite period of time.

Harmony Public Schools

**Student/Parent Handbook
2011-2012 School Year**

Acknowledgment and Approval of Student/Parent Handbook

My signature below acknowledges that the School has made the Harmony Public Schools Student/Parent Handbook available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled at the school, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby.

By signing below I also agree with the contents of above-mentioned "Acceptable Use Agreement Acknowledgement Form" and "Electronic Communication Device Commitment Form (Regulation of Electronic Communication Devices)"

Student Name: _____ (Please Print)
Last First MI

Grade: _____

Student Signature Date

Parent/Guardian Signature Date

Permission for Videotaping and Audiotaping Instruction for Educational Purposes

Harmony staff may choose to record video or audio of instruction for educational purposes. For example, teachers may wish to record demonstration lessons for the benefit of other teachers to view to help the education of all students. These recordings may be published or distributed.

Parents / guardians have the right to decline to allow their student to participate in such recordings. However, we request all accept this policy for the educational benefit of all.

Each of you, by your signature below, agrees to the following:

The student below may appear in video or audio recordings of instruction or student work authorized by teachers or administrators which may be published or distributed.

(Printed name of student) (Signature of student) Date

(Signature of parent/guardian) Date

***Please remove this page after it is signed, and return it to the Front Office.
Thank you for allowing our staff the opportunity to partner with you in the education of your child.***

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Use of Student Photos and Directory Information Opt Out Form

You have the right to choose whether your student's information is released or not. Please check a box in the appropriate column below and return this form to your student's school no later than the end of the first week of instruction after the student is enrolled. **Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information, consent to student photographs, and consent to release directory information to the military (grades 9–12 only).** If you do not wish to allow disclosure of this information, please return this form directly to the school either in person or by U.S. mail. If you have more than one student enrolled, you must complete a separate form for each student.

INFORMATION ABOUT THE MILITARY

The military requests, and is entitled to, the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian or eligible student checks Box C in the high school portion of this form. The military typically requests this information in the Fall semester of each academic year. **If you do not want information to be released to the military, you must return this form by October 1st in order to ensure that your preferences are entered in time.** Parents, guardians and eligible students are encouraged to remember that checking Box C means that the school will not release student information to the military, but it does not mean that the military might not gather student information from other sources not affiliated with the school.

ALL STUDENTS	ALL STUDENTS IN GRADES 9–12
<p>PLEASE MARK EACH APPLICABLE SPACE:</p> <p>A. ____ I do NOT consent to the release of directory information about the student named below outside the Harmony Public Schools system to sources such as an institution of higher education or newspapers and other media, except as authorized by law.</p> <p>B. ____ I do NOT consent to the release of photographs or directory information within the Harmony Public Schools system such as yearbooks, rosters for sports information, programs or articles.</p>	<p>RELEASE TO MILITARY:</p> <p>C. ____ I do NOT consent to the release of the above directory information to the military about the student named below.</p>

PRINT Student's Full Legal Name

Students Date of Birth (month/day/year)

PRINT Parent/Guardian/Full Legal Name

Parent/Guardian Signature

Date (month/day/year)

Uniform Top

All students must wear the Harmony School uniform shirt. This shirt must be purchased from the school, and may not be substituted with a plain red polo shirt. (See page 13 for more information.)



Uniform top for K-5
Girls and Boys – will be sold at school



Uniform top for 6-8
Girls and Boys – will be sold at school



Uniform top for high school
Girls and Boys – will be sold at school



HARMONY PUBLIC SCHOOLS

Where Excellence is Our Standard

HARMONY PUBLIC SCHOOLS

9321 W. Sam Houston Pkwy. S. Houston, TX 77099

www.harmonytx.org