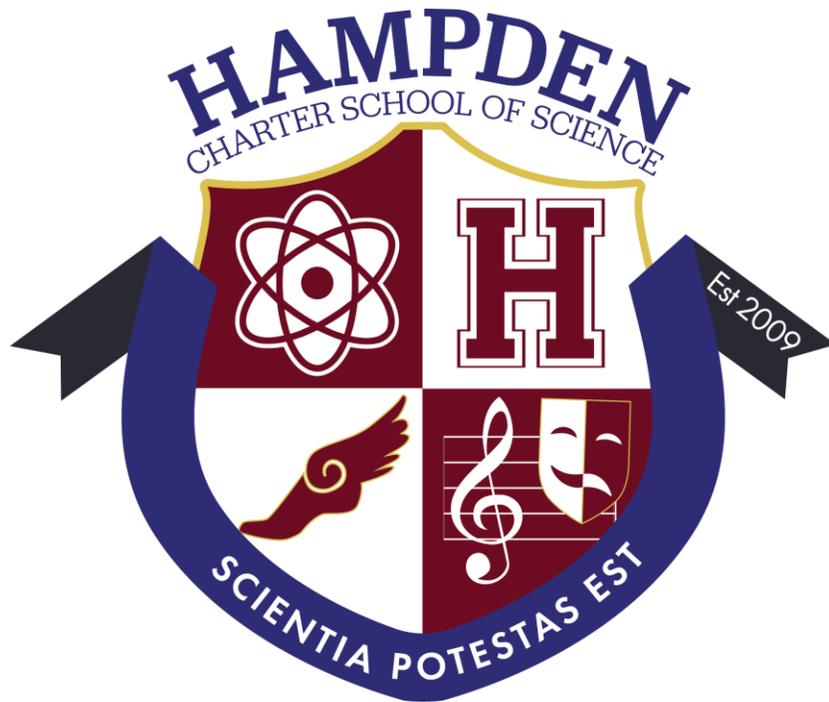


HAMPDEN CHARTER SCHOOL OF SCIENCE EAST - WEST



Student Handbook 2019-2020

In accordance with M.G.L. c. 76, s. 5, Hampden Charter School of Science East-West shall not discriminate nor tolerates harassment based on race, color, national origin, creed, sex, ethnicity, gender identity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. HCSS has a zero tolerance for harassment based on these areas.

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Welcome to the 2019-2020 school year!

Hampden Charter School of Science East-West (HCSS) has been serving students seeking a high quality college prep education. Your child has been given an exceptional opportunity to be a student at HCSS, which is a unique educational setting that was established with the idea of providing the highest level of educational opportunities. We are very fortunate to have a staff entirely committed to helping you achieve your dreams. Everyone here is dedicated and determined to make HCSS the example of quality education in Massachusetts.

We recognize that for our students to be successful, our students, parents, teachers, and other staff members need to work together. To promote this team effort, we have created this handbook to describe the guidelines and procedures that affect our students and their parents. Whether your child is new to the school, or a returning student/parent, this guidebook is written to help each student be successful. Please review this handbook and keep it handy for future reference.

We are excited and honored that you have chosen us for your child's education. I am proud to be a member of HCSS team and it gives me great pleasure to be able to serve you as your Educational Leader.

Again, welcome to Hampden Charter School of Science East-West and the **2019-2020** school year!

Sincerely,

Tarkan Topcuoglu
Chief Executive Officer

1 MISSION STATEMENT

The mission of the HCSS East-West is to provide a college preparatory-focused education to the youth of every race and ethnic groups in a safe, academically challenging, and caring educational environment. Our promise is to sustain small school size, provide extended math and science curriculum, individualized attention, college guidance, university outreach programs, and to encourage student-teacher-parent partnership. Our mission will empower our students with the support necessary to reach their highest intellectual, emotional, social and physical potentials, building on the inherent promise to aid students' preparation for college.

Students' Rights

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

Students' Responsibilities

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

2 INTRODUCTION

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

3 COUNSELING SERVICES

Hampden Charter School of Science East-West has a school guidance counselor who is available to see students regarding problems that they may be experiencing at school or home. Usually the class teacher refers the student to the school guidance counselor with the approval of the Director or Dean of School Culture.

4 UNIFORMS AND PERSONAL APPEARANCE

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

PLEASE NOTE...

If you arrive at school out of uniform, your parents will be called.

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

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

4.a Official Uniform:

Uniform Top

- Polo shirts with HCSS logo, short/long sleeves, navy for middle school students and burgundy for high school students; short/long sleeve shirts may be worn under a uniform shirt (No hoods).
- Shirt is in good condition. Free from holes and tears.
- Shirts must be long enough to tuck in and stay tucked in all day. Shirt will remain tucked in at all times

before, during and after school; whenever on school campus.

- Shirts are properly tucked in so belt is visible all the way around.
- Shirt collars and sleeves must remain down.
- *ONLY sweaters with HCSS logos are permitted to be worn over HCSS uniform shirt. No other sweaters are allowed.*

Pants

Tan/Navy khaki pants

- Must fit properly
- May not be baggy.
- May not sag.
- May not have a low waist.

Not permitted

- No clothing that is anatomically revealing or overtly oversized.
- No jackets, sweatshirts, or sweaters worn around the waist.
- No shorts or skirts.
- No cargo style pants.
- No capri style pants.
- No pedal pushers.
- No denim.
- No skinny pants or tight pants.
- No hoods.

Footwear

- **Socks:** White, navy, blue or black (must be worn at all times).
- **Shoes:** DRESS CODE SHOES. Lace-up shoes or loafers (closed toe, closed heel), athletic shoes.
- No sandals, slippers, flip flops, high heels, Crocs or mules.
- No open toes/heel.
- All shoes should have backs on shoe for safety and always remain tied.

PE Uniforms

- PE Shirts must be t-shirts or sweatshirts
- PE Sweatpants/ PE shorts

Remember when purchasing UNIFORMS to allow for "growth spurts." Grooming: No grooming will be allowed in the classroom.

No spraying cologne or perfume in hallways (they will be confiscated).

Male Students - Students are encouraged to maintain a well-groomed professional appearance by keeping sideburns to the tip of the ear lobe and by coming to school clean shaven every day.

*****No hair styles or hair colors considered unacceptable by school administration.**

Female Students - Female students should not wear jewelry that is potentially dangerous in the school environment, for example, hoop earrings or long earrings that can be easily caught in clothing. Students are not to wear jewelry during physical education classes, as doing so is potentially harmful to the student and other classmates. Students are encouraged to keep their make-up and nail polish tasteful.

*****No hair styles or hair colors considered unacceptable by school administration**

All Students are prohibited from dressing in a way that causes a disruption or disorder in the school, and school dress shall be consistent with reasonable standards of health, safety, and cleanliness. Any student who attends school wearing sunglasses, wallets with long chains, hats, scarves (unless for religious reasons), caps or bandanas will be asked to remove these accessories.

- **Certain items not listed may be asked to be removed at the discretion of administration**
- **Those that require a religious or medical excuse from dress code requirements will need to submit a letter to administration and/or the school nurse**

4.b Additional Dress Code Requirements and Limitations

In addition to making sure you are wearing the school uniform, HCSS requires that you follow these additional guidelines in terms of uniform appearance and personal appearance. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. HCSS prohibits any clothing or grooming that, in the administration's judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations. The uniform policy is intended to promote a more effective learning climate; foster school unity and pride; improve student performance; foster self-esteem; eliminate label competition; simplify dressing and minimize costs to parents; teach children appropriate dress and decorum in their "workplace; and help to improve student conduct and discipline. The dress code listed below will encourage young people to maintain good standards of dress as well as allow for comfort, safety, and personal preference in their dress. Coats are not to be worn inside classrooms and hallways and they must be stored in lockers.

ALL GARMENTS MUST COMPLY WITH HCSS GUIDELINES AT ALL TIMES!

General Guidelines

- I. HCSS prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or

obscene; advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.

- II. Jewelry must be appropriate and simple. Jewelry and accessories should be appropriate for school and not attract undue attention.
- III. Hair must be neatly groomed at all times. It should be worn in a manner that is not a distraction to the student or others around him/her .

IV. PE uniforms are permitted only in PE class. (Students may arrive in PE uniform **ONLY** if class.) (PE sweatpants/ PE shorts and PE sweatshirts/ PE t-shirts)

V. Coats, jackets, and items not meeting dress code must be stored in lockers. They are not to be worn inside classrooms or hallways.

VI. **Dress Code on Free Dress Days:** All dress code rules apply to free dress days also with the exception of not wearing school uniforms. Garments will be free of holes, tears, inappropriate language, logos, messages or advertising. No hooded shirts or sleeveless/straps.

- School determined T-Shirt
- Regular uniform pants and shoes
- Athletics Teams and Clubs can wear group shirt only on day of event

(For some activities, shorts that are at knee level will be acceptable but only with administration discretion)

Parents will be called to pick up a child or assist in rectifying the issue if students violate the dress code.

5 HOMEWORK POLICY

5.a HCSS Homework Policy

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

Homework is part of all students' regular evaluations. It is the student's responsibility to complete and submit homework on time. In the event of questions regarding the submission of homework, the teacher's record is

final. If a student or parent/guardian has a question about homework, contact the teacher. HCSS teacher contact information is available on our website.

1. Students who submit homework completed according to expectations and on time will be eligible for full credit.
2. Students who fail to submit homework on the due date will receive zero (0) for the assignment.
3. Late submissions of homework will be accepted for partial credit of up to 70%. The last day to submit late homework is the first school day of the following week.
4. Students who fail to submit late homework by the first school day of the following week will receive a permanent zero (0) for each missing assignment.

6 ILLNESS, INJURY, AND MEDICATION POLICIES

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

6.a Illness or Injury during the School Day

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

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

Students are not allowed to use personal cell phones to contact home if ill. Doing so may result in being sent to ASR and/or cell phone confiscation

6.b Medication Policy

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

- The medication to be administered by designated school personnel must be brought to school by the student's parent/guardian.
- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- On the medication container, the following information must be clearly printed:
 - Student's Name
 - Name of the medication
 - Dosage
 - Time the medication must be taken.
- Bring in only the amount of medication that is needed for a school day.

- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month.
- All medication, including Over the Counter (OTC), will be kept in a secure location in the nurse's office.

Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs are available from HCSS. Exceptions may be made in accordance with M.G.L. c. 71, sec. 54B.

7 HEAD LICE POLICY

HCSS follows the No – Nit Policy. At the time head lice are positively identified, the student's parent/guardian will be notified to pick the student up immediately. The student and parent/guardian will need to check in at the office to have student re-checked. At the time of re-check, if there are nits visible, the student will not be allowed to remain in school. No child will be penalized for absences as a result of head lice. Students will be provided sufficient time, as determined by each teacher, to make up any missed work, quizzes or tests.

8 LOCKERS

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

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

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

You will not need to purchase a combination lock for your locker. Students may not put their personal lock on

their lockers.

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

9 LOST AND FOUND

If you find books, clothing, or personal items on the school grounds, please bring these items to the office. If you lose something, check the Lost and Found. These items will be kept in Lost and Found Box for up to seven (7) days after they have been found. The corridors are inspected each evening and unsecured student property is placed on the Lost and Found. Students should ensure that all their books, uniform items, and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced.

10 LUNCH PERIODS

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

* Breakfast and lunch menus are posted on HCSS website.

**Dietary accommodations (not otherwise provided by cafeteria) require a signed physician's note.

10.a Cafeteria Conduct

- Dispose of plates and utensils in garbage bins.
- Keep tables, seats, and floors clean.
- Talk in a normal voice (classroom voice). Do not shout.
- Keep cafeteria lines orderly: no pushing, running, horse playing, or cutting in lines.
- No loitering in the cafeteria and hallways during lunch. Be seated unless otherwise instructed.
- Keep hands, feet, personal belongings, and food to yourself.
- No backpacks are allowed in the lunch area.
- Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- Appropriate language is to be used at all times.
- Teachers **cannot** order food for students.
- Ordering food from outside without an approval from the administration is not allowed.

10.b Meal Policy/ School Year 2019-2020

Starting from 2015-16 school year partnership through Springfield Public Schools (SPS), Hampden Charter School of Science East-West (HCSS) will be part of SPS Community Eligibility Provision (CEP) application, through the National School Lunch Program (NSLP).

The CEP Program ensures that all students under the age of 18 will receive school breakfast and lunch daily at no charge. Additionally, schools that participate in CEP will no longer be required to collect meal applications to determine student eligibility for meals. Any parent/guardian who needs assistance for this program should contact Matt Basarir, Business Manager, matt@hampdencharter.org for more information. School officials can also be reached at our toll free number [1-844-509-9090](tel:1-844-509-9090).

11 PUBLIC AREAS: HALLWAYS, STAIRWAYS, CAFETERIA, AND LAVATORIES

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

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

Students are not permitted in the halls during class periods or 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 will be subject to disciplinary action.

12 RESTRICTED AREAS

After arrival at school, students may not leave the building for ANY reason without written permission of the Administration or being accompanied by a teacher.

- Students may not use a classroom without the permission of a teacher. Students may not be in a

classroom without teacher supervision.

- Students may not use or remove any item from a teacher's desk.
- The laboratories are out of bounds unless a teacher is present.
- The playground of the school is off limits except when permission given.
- Construction areas are out of bounds.
- Any other areas that are determined by the Administration.
- All the areas mentioned above are out of bounds for students who are part of any after- school activities.
- Student may not use the office phone during the day without permission of the Administration.
- Teachers on special duty at school have the authority and discretion to correct any pupil and submit referrals to the office.

13 SCHOOL ACTIVITIES

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

Students will be eligible based on behavior performance. If students do not meet certain levels of performance, they will be deemed ineligible for these activities.

Students will be deemed ineligible for poor behavior. Within a quarter marking period, students that accumulate

- 10 or more Discipline Points (DPS)
- 5 or more Alternative Study Room (ASR) visits
- Reaching certain tardy thresholds
- Any suspensions
- Issues that arise as deemed by administration

13.a Field Trips

Field Trips offer exciting ways to learn. HCSS students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- **Students that have an outstanding account balance may not be allowed to go on field trips unless the student's balance is made current.**
- You must bring a Field Trip Permission Slip signed by your parent or guardian to school by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by HCSS codes of student conduct while on the field trip. You may not qualify for

field trips due to standards or requirements set by either the field trip leader or by an administrator.
Students will be

responsible to make up the work for any classes they miss.

- No money will be refunded if a student does not participate in the planned trip without a confirmed excuse.
- Students are allowed a five minute window from designated departure time for any field trip.
- Field trip leader or HCSS is not responsible for the students who are left at the school after the designated pick up time.
- Chaperones should contact the teacher to volunteer.
- Chaperones will report to the office to sign in the day of the field trip.
- Chaperones will respect and uphold the rules and policies of HCSS while on the field trip.

13.b After-School Activities

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

- A permission slip must be signed by parent or guardian.
- You must be with a teacher or other staff member at all times.
- You must arrange for your own transportation; your pick-up or ride should arrive promptly at the end of the activity. If your ride fails to pick you in a timely fashion, your after-school privileges may be rescinded. If your ride fails to pick you up, the proper authorities will be contacted.
- You must abide by the HCSS code of student conduct while participating in the activity.
- You may not stay after school to wait for another student, including siblings.

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

13.c Science Fair

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

Science Fair Handbook is going to be provided to the students by HCSS Science Fair Committee. Every student is required to follow the guidelines cited in the Science Fair Handbook.

14 STUDENT ID CARDS

Student ID cards will be issued to new students for free. This card allows students to attend school-sponsored functions. The student may be asked to show and use the ID card in order to receive free breakfast and lunch. If the student loses his or her ID card, go to the main office before or after school to purchase a new card for \$5.

15 CHROMEBOOKS, TEXTBOOK AND SUPPLIES

HCSS may use classroom sets of textbooks for each course. HCSS will hold each student's parent/guardian responsible for the condition of the textbook issued at the beginning of the year. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students must return all textbooks and workbooks at the end of the year. Should a student withdraw or be expelled, all textbooks must be returned to HCSS immediately. When textbooks are checked out, the textbook will be registered and the condition of the book will be noted. When you return the book, its condition will be checked. If you lose the book or damage it by writing in it or ripping it so that another student cannot use it, you will have to pay the current price to replace the book.

Chromebooks are distributed at the beginning of the school year. HCSS will hold each student's parent/guardian responsible for the condition of the chromebook issued. Each student should take care to see that the chromebook is not lost, stolen, damaged, or defaced. Students will have to submit their chromebook to their insurance company or pay to replace any chromebook that is damaged or not returned. Students must return the chromebook and chromebook accessories at the end of the year. Should a student withdraw or be expelled, the chromebook must be returned to HCSS immediately. When the chromebook is distributed, the chromebook will be registered and the condition of the chromebook will be noted. When the student returns the chromebook, its condition will be checked. See [Chromebook Handbook](#).

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

FINAL REPORT CARDS, TRANSCRIPTS, AND/OR WITHDRAWAL FORM WILL NOT BE ISSUED UNTIL ALL FEES, TEXTBOOKS and CHROMEBOOKS ARE RETURNED IN GOOD CONDITION.

16 VISITORS

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

weeks of each semester or/and during the week prior to any school holiday.

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

17 ATTENDANCE

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

- Students under 16 years of age are of compulsory school age and are expected to attend school. School officials monitor attendance of students and will commence an investigation of any student who is excessively absent or truant from school. School officials will consider extenuating circumstances in determining whether an absence will be excused or not. Some examples of excused absences include, but are not limited to:
 - An extracurricular activity or public performance that has been approved by the District's Board of Trustees.
 - Required screening, diagnosis, and treatment for Medicaid-eligible students.
 - A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
 - A temporary absence resulting from any cause acceptable to the Dean of Students or Director, including personal illness; or illness or death in the immediate family.
 - A juvenile court proceeding documented by a probation officer.
 - An absence required by state or local welfare authorities.
 - Family emergency or unforeseen or unavoidable instance requiring immediate attention.
 - Approved college visitation.

Please note: HCSS may ask for additional documentation.

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

If a student is

absent for any reason should promptly make up specific assignments missed

and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

· All anticipated absences must be cleared by the Director 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 Director. Assignments associated with an anticipated absence will be provided before or

after the absence at the discretion of the school. Any absence not cleared in advance will be unexcused.

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

MIDDLE SCHOOL

Denial of Credit/Grade Retention - Due to Absenteeism

- Any student having 20% or higher absenteeism (excused or unexcused) in a School Quarter in a Core Course is required to show proficiency on the Quarter Final Assessment / HCSS Proficiency Test. The student's final grade for that School Quarter in that Core Course will be the Quarter Final score, the maximum grade being 80 (B-).
- Any student having 20% or higher absenteeism (excused or unexcused) in a School Year in a Core Course shall earn *no credit* for the course.
- Any student who reaches ten (10) unexcused absences in a School Year will not be promoted to the next grade level.

HIGH SCHOOL

Denial of Credit/Grade Retention - Due to Absenteeism

- 18 Any student having 20% or higher absenteeism (excused or unexcused) in a School Quarter in a Core Course is required to show proficiency on the Quarter Final Assessment / HCSS Proficiency Test. The student's final grade for that School Quarter in that Core Course will be the Quarter Final score, the maximum grade being 80 (B-).
- 19 Any student having 20% or higher absenteeism (excused or unexcused) in a School Year in a Core Course shall earn *no credit* for the course.
- 20 Any student who reaches ten (10) unexcused absences in a School Year will not be promoted to the next grade level.

20.a Absence and Tardiness

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

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

20.b Excused Absences

HCSS accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify the school any morning their child is not attending. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- HCSS reserves the right to request additional documentation to consider an absence excused

20.c Unexpected Absences

Personal Illness

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

Illness in the Family

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

Quarantine of the Home

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

Death of a Relative

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

· The school may require a supportive document.

Anticipated or Planned Absences

Observance of Religious Holidays

- Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief (Documentation from the family's place of worship may be required).
- Professional Appointments

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

20.d Unexcused Absences

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

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

20.e Make-up Work for Excused Absences

- An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.
- If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to reschedule the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

20.f Make-up Work for Unexcused Absences

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

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

20.g Habitual Truancy

HCSS shall consider a student a "habitual truant" by State law when in spite of warnings and/or his/her parents' efforts to ensure attendance, he/she has accumulated five (5) consecutive days or ten (10) total days of unexcused absences during a school year.

20.h Tardiness

The HCSS Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of HCSS's standard of excellence, which prepares students for success.

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

Thank you for your support in ensuring students make maximum use of class time and learn to be punctual. School begins at **7:45 A.M.** Beginning the day promptly is important and demonstrates commitment to success.

Doors will open at 7:20 for students. Students should be inside the school and ready for class by 7:45 AM. Afterwards, they must use front entrance and report to the Main Office to get a tardy slip from designated staff member. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused. Tardies are excusable by a school official under the following circumstances:

1. Court appointment
2. Illness of the student
3. Student has a doctor/dentist appointment

A note or phone call from a parent or a professional note from a doctor/dentist will be required to verify the above.

Problems with tardiness to school may require adjustments in the family's morning schedule. The consequences for repeated tardiness to school within a quarter are as follows.

In addition, students are expected to be punctual for each and every class. Tardy is excusable only if a student has a written note from the nurse, a counselor, or an administrator.

The number of tardies	Consequences
5th tardy	Parent Communication
10 th tardy	Parent Communication. After-school detention.
15 th tardy	Parent Meeting. After-school detention.
20 th tardy	Parent Communication. Friday Detention plus social probation for remainder of marking quarter.

25 th tardy	Parent Communication Saturday Detention.
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The Dean of School Culture has the right to substitute an alternative disciplinary intervention for repeat offenders. (HCSS intermittently conducts hallway sweeps, those without permission to be in the hallway during class time may be issued ASR time.)

21 DISMISSAL POLICY:

Students should be picked up no later than 10 minutes after dismissal each day. Busses leave HCSS 10 minutes after dismissal.

STUDENTS DISMISSAL TIMES					
Grades	Dismissal Time	After School and After School Detention	Friday Detention	Half Days & Testing Days	Final Exam Days
Grades 6-12	Monday – Thursday 2:37PM Friday and non-study hall days – 1:58PM	3:30 PM (unless otherwise noted)	3:30 PM	11:52 AM & 1:58 PM (unless otherwise noted)	12:30 PM

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

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

Important: *After 10 minutes, students will be taken to the “Waiting Area”*

Hampden Charter School of Science East-West has a right to call Child Protective Services, Police Department, or related authorities for the students who are on the campus after 4:00 PM. Students will not be able to stay on the campus after 4:00 PM unless specified for certain activities. For more information, please contact the Activity Coordinator.

22 EARLY DISMISSAL OF STUDENTS FROM SCHOOL

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

- The Director may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone calls) request from your parent or guardian or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.

You may be

released "on his/her own" only with verified parental permission.

- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Director and with the knowledge and approval of your parents or guardian.
- You may not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Director.

Please be reminded that regardless of whether it is a regular or an early-dismissal day, the school building may be locked at 4:15 PM.

23 UNEXPECTED CLOSING OF SCHOOL

In case it would be necessary after students have gone home to close school the next day because of weather or some other emergency situations, the closing will be posted on the school website or local radio or TV stations will be notified. An automated phone message (call/email) may also be sent home in the advent of an unexpected closing of HCSS.

24 STUDENT CONDUCT AND DISCIPLINE

See the Student Code of Conduct.

25 DAMAGE TO SCHOOL PROPERTY

Students who accidentally damage school property must report this promptly to the Director or classroom teacher. Where damage (e.g., a broken window) results from careless behavior, students will be expected to pay the cost of repairs. Unreported damage will be regarded as vandalism. Please refer to the Code of Conduct for possible disciplinary consequences.

26 WITHDRAWAL FROM SCHOOL

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

- Has returned all borrowed Chromebooks, textbooks and checked out materials;
- Has checked in all assigned equipment;
- Fees are paid;
- Release of student records signed by parent.

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

A PARENT SIGNATURE MUST BE ON ALL WITHDRAWAL FORMS for students under 16 years of age.

27 COMMUNICATION

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

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

- You may directly call the teacher's extension during school hours (7:45 am. thru 2:37 pm.). If a teacher is having a class, please leave a voice message. Teacher phone extensions are available at the front office.
- You may send an e-mail to teachers. E-mail addresses are available at the front office.

You can use our website www.hampdencharter.org to see your child's academic progress and conduct.

- Usernames and Initial Passwords are given at the beginning of the school year by the IT Department.
- Check "Letters and Messages to Parents" board in front office.

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

28 GOING TO AND FROM SCHOOL

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

29 ACTIVITIES

29.a Fundraising

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

29.b Sales

Advertising may be permitted if it's for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school Director.

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

Any student who wishes to promote, organize, or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the Director at least three (3) days prior to the requested activity. The three (3) day period does not include the day of the request or the day of the activity. Before approving the request, the Director will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the education process. Please note that per M.G.L. c. 71, sec. 82 an assembly planned by students during school hours should be held "only at a time and place approved in advance by the school Director or his designee."

29.d Assemblies

Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students will be dismissed for the assembly by intercom. Students are expected to attend assemblies when dismissed from class unless a different assignment is given a student by the school administration. A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with

applause. No food or drinks are allowed in the assembly area.

29.e Arts and Activity Groups Procedure

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

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

Students are expected to attend rehearsals and performances of the school organization of which they are a member. Participation and service in the performing group outside of the classroom will be a determining factor of the grade. Any student who is absent from a scheduled required rehearsal or performance may have his/her semester grade lowered one letter grade because of unexcused absences per performance. In grades 9-12, the student may lose the position in the performing group and become an alternate performer to the main performing group.

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

1. Out-of-town trip with family, provided prior approval is obtained from activity director, and five-day prior notice is given to the school in writing.
2. Family emergency.
3. Illness (Director should be notified prior to required rehearsal or performance).
4. Any conflicts of school activities which have been previously resolved with the Director.

The Director will determine whether or not an activity is a required rehearsal or performance.

The initial responsibility for a review of the policy is that of the student. If an acceptable solution is not reached during a meeting of the student and the activity director, the building Director will be informed of the need to review the request.

The Director will meet with the concerned student and the activity director (instructor) to obtain needed information. A decision by the Director concerning resolution of disagreement will be provided all interested parties.

30 STUDENT PARKING

Due to the limited space in our School Parking Lot, a student parking ban may be enforced. Grade 12 (senior year) are the only authorized students to park on campus. Unauthorized vehicles may be towed at owner's expense. Students visiting school after dismissal hour should follow the following rules. A (5) five mph speed limit will be enforced in all lots. Unsafe operation of a vehicle on campus, speeding, improper parking, or failure to obey posted signs on campus may result in disciplinary action. Students are instructed to leave their vehicles immediately after parking correctly. Under no circumstances will students be allowed to sit in

vehicles.

Senior students are expected to obtain mandatory parking permits if parking on campus or risk discipline/consequences up to possible towing of vehicle.

31 PROTECTIVE ORDERS/RESTRAINING ORDERS

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

32 EMERGENCY PROCEDURES

Fire, lockdown, evacuation, and tornado drill instructions will be discussed in each class during the first week of the semester. Students need to understand and follow these instructions. This is a life and death matter. The instructions will be posted on the bulletin board in each teacher's room and students should be familiar with the assigned drill areas.

In the event of a lock-down, it will be announced as prescribed by the appropriate administration or staff member.

The evacuation procedures will be covered with students by their teachers and announced by staff as prescribed by the Administration. As a backup Fire and Tornado Alert system, hand-held air horns may be used. Each building will have a teacher assigned to use the air horn to alert the students.

33 GRADING POLICY

It is the philosophy of the Hampden Charter School of Science East that students respond more positively to the opportunity for success than to the threat of failure. We seek, therefore, through our instructional programs, to make achievement both recognizable and possible for students. We emphasize achievement in our processes of evaluating student performance. We report achievement through the use of letter grades.

33.a Basis for Grading

Expectations for each course shall be provided to every student within one week of the beginning of a course in order to inform both the students and the parents of each teacher's expectations and the responsibilities of the student relative to the successful completion of the course. Teachers will take time to explain the course objectives, the expectations for student performance and responsibilities and the evaluation system the teacher will use to determine the extent to which the student has achieved the course objectives. The teacher shall also make clear to the students at appropriate intervals (e.g. Beginning of each semester) and to parents as necessary, the basis upon which the grades are earned.

Grades are based on evidence of the attainment of the instructional objectives of the course. The extent to which the student has attained these objectives shall be determined by his/her performance on assessment measures which are developed, administered, and corrected by the teacher. The minimum passing grade for all courses shall be D starting from the 2011-2012 academic year. This change will not affect the earned credits/grades from previous years.

Student grades for every course shall use the Alpha scale listed below:

GRADING SCALE

Grade	Pass / Fail	Grade Point Value	Quality Point Value
A+	Pass	4.00	97-100
A	Pass	3.75	93-96
A-	Pass	3.50	90-92
B+	Pass	3.25	87-89
B	Pass	3.00	83-86
B-	Pass	2.75	80-82
C+	Pass	2.50	77-79
C	Pass	2.25	73-76
C-	Pass	2.00	70-72
D+	Pass	1.75	67-69
D	Pass	1.50	65-66
F	Fail	0.00	0-64
P	Pass	N/A	N/A
Incomplete	Incomplete	N/A	N/A

33.b Honor Roll

Honors

An Honor Roll list is published at the end of each marking period and includes those students who have earned all A's and B's during that marking period.

Students who receive an incomplete grade or grades other than A's and B's in any subject do not qualify.

High Honors

A High Honor Roll list is published at the end of each marking period and includes those students who have earned only A's during that marking period.

Students who receive an incomplete grade or grades other than A's in any subject do not qualify.

34 STUDENT RECORDS

Families and students aged 14 or older have the right to access and seek amendment to student records and the

right to their confidentiality. An exception to confidentiality includes release of records to another school to which a student intends to transfer upon request from the receiving school. In addition, HCSS may release some information without a parent or eligible student's prior consent, including a student's name, grade, participation in school activities and honors and awards. If you do not want this information released without your consent, you must notify the Director of the School before September 19th, 2019. Full copies of the student record regulations are available upon request.

Complaints regarding any violations of confidentiality, access, or fair hearings can be made with the US Dept. of Education, Office of Family Policy Compliance, 400 Maryland Ave. SW, Washington, DC 20202-8520

35 BULLYING PROHIBITED

At HCSS, bullying and cyber-bullying are prohibited and may result in disciplinary action by the school administration. This handbook policy is published in conjunction with the Board of Trustees Policy prohibiting bullying and harassment. Please refer to our Bullying Plan.

36 HCSS SCIENCE LAB SAFETY - CONTRACT

- 1) I will conduct myself in an appropriate manner in the lab. I will not engage in horseplay, shoving, hitting, squirting others with wash bottles, running, throwing any object, or playing practical jokes.
- 2) I will follow all written and verbal instructions. If I do not understand any instruction, I will ask the instructor. I will not engage in any unauthorized experiments.
- 3) I will not eat food, chew gum, or drink beverages in the lab. I will not ingest any chemical from the lab.
- 4) When I first enter the science room or lab, I will not touch any chemicals, equipment, or materials until instructed to do so.
- 5) I will only bring the lab notebook/binder and writing utensils to the lab. I will not bring any clothing item, purse/bag, water bottle to the lab.
- 6) I will know the locations and operation of safety features in the science room and lab. This includes the emergency exits, fire extinguisher, fire blanket, eye wash, first aid kit, and goggles.
- 7) I will not work in the laboratory alone, leave my lab station unattended, or disturb other lab groups unnecessarily.
- 8) I will consult with my physician about any medical condition (i.e. – contacts, allergies, pregnancy, or asthma) that can pose a hazard and will notify the instructor of any restriction.
- 9) I will put on lab goggles upon starting the lab and wear them the entire time I am working on the lab

(including clean-up) or until the instructor indicates.

- 10) I will wear appropriate clothing to the lab. Loose and baggy clothes and dangling jewelry are not allowed when conducting labs. I will wear an apron or lab coat if it is necessary. I will tie back my hair if it is long.
- 11) I will wash my hands with soap and water after working in the lab. I will not touch my face, rub my eyes, or insert/remove contacts until my hands are washed.
- 12) I will report any accident or injury to the instructor immediately.
- 13) I will not remove any chemical or material from the laboratory.
- 14) I will clean up my lab station to its original condition, and dispose of any waste according to the instructor. The sink will be free from all debris.
- 15) I understand that I will be charged for any broken equipment or damage resulting from my negligence.

37 ACCEPTABLE USE POLICIES

HCSS strives to use technology as an educational tool. Students have access to a computer lab with full internet access as well as educational applications. Everyone in the HCSS community is expected to use technology, and specifically the internet, **ONLY** for educational purposes. Student use of computers and the internet will be under the supervision of HCSS staff.

Acceptable Use of Technology:

- Research for school assignment
- Word processing or database software for a school assignment
- Educational application

Unacceptable Use of Technology

- Revealing personal information about self or others
- Accessing material that is defamatory, pornographic, harassing or illegal
- Violating copyright laws
- Using the internet for any illegal activities
- Tampering with or altering the computer system
- Personal Email/ Instant Messaging/Internet Chat
- Accessing other students' files, as well as any directory that you have no right to, and maliciously deleting them or altering them in any way is a violation of this policy.

Consequences

If a student is caught viewing any inappropriate sites or violating these rules, their privilege to use their personal

Chromebook or the HCSS computer lab may be revoked for a minimum of two weeks and depending on the severity of the offense, further consequences may be administered. Before regaining privileges, the student and family will meet with the school director or his designee.

Bringing Personal Electronic Devices to School:

All electronic devices must be kept out of sight and turned off and in school assigned locker between 7:45 am - dismissal. Hampden Charter School of Science East is not responsible for any lost or damaged devices. During school hours, parents should continue to call the school for any emergency situation. We will contact your son/daughter. Do not try to contact them by cell phone or pager.

1st Offence: Parents/guardian contacted. Discipline Point may be Assigned, Confiscation of the devices with retrieval only by parents/guardian

2nd Offence: Parents/guardian contacted. Points Assigned. Device will be confiscated for the remainder of the school year. Possible up to two (2) day suspension

38 STUDENT CONDUCT CONTRACT

Because all of you have elected to apply to HCSS, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask each of you to carefully read over and sign the student

Read, understand, and sign the contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

SPECIAL NOTE

It is the school's responsibility to publish the student handbook on the school website. During the open house a copy of the student handbook will be provided to each parent. Copies will also be available in the front office. It is assumed that any student attending HCSS and their parents have read, understood, and agreed with the content of the student handbook.

HCSS reserves the right to delete, add, and amend any provision of this handbook. Any changes to this handbook will be posted on the school website.

39 STUDENT CONTRACT

As a student of HCSS, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
 - I will speak to others respectfully, not using profanity or uncomplimentary names.
 - I will show respect for all people working or helping in the school.
 - I will show careful regard for both my property and the property of others.

- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
 - I will attend school regularly.
 - I will be in class on time with all necessary materials.
 - I will make good use of class time and complete and turn in assignments on time.
 - I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave the school grounds without the permission of the Administration.
 - I will do my best in my schoolwork, and I will let others do their best.
 - I will ask for help if I do not understand.
 - I will not bring any contraband items to school.
 - I will help keep the school building and grounds clean and tidy.
 - I will walk in the halls.
 - I will not eat or drink in classrooms or in the hallways
 - I will follow the dress code and arrive at school in my uniform.
 - I will not participate in any behavior banned by the school.

I agree to comply with the terms and conditions of stated in the Chromebook handbook.

- I will set my goal to achieve a College/University Education.
- I agree to follow all requirements of the HCSS Student Handbook.
- I agree to follow the Student Code of Conduct.
- I will attend all tutorials that I am asked to be in.

Student Name: _____

Grade/Section: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature as Witness: _____

Date: _____