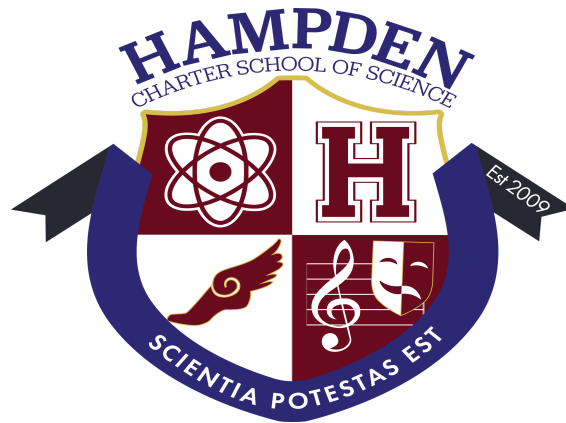


HAMPDEN CHARTER SCHOOL OF SCIENCE HIGH SCHOOL



Student Handbook

2024-2025

Updated: 6/2024

In accordance with M.G.L. c. 76, s. 5, Hampden Charter School of Science 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.

TABLE OF CONTENTS

WELCOME TO THE 2024-2025 SCHOOL YEAR!	5
1 MISSION STATEMENT	6
Students' Rights	6
Students' Responsibilities	6
2 INTRODUCTION	6
3 COUNSELING SERVICES	7
4 UNIFORMS AND PERSONAL APPEARANCE	7
4.a Official Uniform:	7
5 HOMEWORK POLICY	9
6 ILLNESS, INJURY, AND MEDICATION POLICIES	9
6.a Illness or Injury during the School Day	9
6.b Medication Policy	10
7 HEAD LICE POLICY	10
8 LOCKERS	10
9 LOST AND FOUND	11
10 LUNCH PERIODS	11
10.a Cafeteria Conduct	11
10.b Meal Policy/ School Year 2024-2025	12
11 PUBLIC AREAS: HALLWAYS, STAIRWAYS, CAFETERIA, AND LAVATORIES	12
12 RESTRICTED AREAS	13
13 SCHOOL ACTIVITIES	13
13.a Field Trips	13
13.b After-School Activities	14
14 STUDENT ID CARDS	14
15 CHROMEBOOKS, TEXTBOOK AND SUPPLIES	14
16 GRADE PROMOTION AND RETENTION	15
Grade Promotion Policy For High School, Grades 9-12	15
1. Attendance:	15
2. Course Credit Recovery:	15
Quarterly Attendance and Proficiency Policy(20% Policy):	16
17 ATTENDANCE	16
17.a Habitual Truancy	17
17.b Tardiness	17
18 DISMISSAL POLICY:	18
Dismissal Information Form:	19
19 EARLY DISMISSAL OF STUDENTS FROM SCHOOL	19
20 UNEXPECTED CLOSING OF SCHOOL	19
21 DAMAGE TO SCHOOL PROPERTY	19
22 WITHDRAWAL FROM SCHOOL	20
23 COMMUNICATION	20
24 GOING TO AND FROM SCHOOL	20

25 ACTIVITIES	21
25.a Fundraising	21
25.b Sales	21
25.c Demonstrations or Meetings on School Premises (Non-school-sponsored)	21
25.d Assemblies	21
25.e Arts and Activity Groups Procedure	21
26 STUDENT PARKING	22
27 VISITORS	22
28 PROTECTIVE ORDERS/RESTRAINING ORDERS	23
29 EMERGENCY PROCEDURES	23
30 GRADING POLICY	23
30.a Basis for Grading	23
GRADING SCALE	24
30.b Honor Roll	24
31 STUDENT RECORDS	24
32 BULLYING PROHIBITED	25
33 ACCEPTABLE USE POLICIES	25
33.a Acceptable Use of Technology:	25
STUDENT CODE OF CONDUCT	26
DISCIPLINE - POSITIVE REINFORCEMENT	26
PBIS PROGRAM	26
CLASSROOM EXPECTATIONS	26
Options and Procedures:	27
HALLWAY EXPECTATIONS	27
BREAKFAST/ LUNCH/ CAFETERIA - FOOD/ BEVERAGES	28
SCHOOL BUS RULES and REGULATIONS	28
STUDENT LOCKER POLICY	28
BRINGING PERSONAL ELECTRONIC DEVICES TO SCHOOL:	29
DISCIPLINARY MEASURES AND CORRECTIVE ACTIONS	29
MINOR INFRACTIONS	29
Consequences and Corrective Actions for Minor Infractions	30
MAJOR INFRACTIONS	30
In-School Suspension (ISS)	31
Out-of-School Suspension (OSS)	32
Expulsion	33
DUE PROCESS FOR DISCIPLINARY REMOVALS AND SERVICES DURING REMOVALS	39
NOTICE OF STUDENT AND PARENT RIGHTS UNDER G.L. c. 71 §37H	39
NOTICE OF RIGHTS UNDER G.L. c. 71 §37H1/2	40
Suspension Following Criminal or Felony Delinquency Complaint	40
Expulsion Following Felony Adjudication or Admission	40
NOTICE OF STUDENT AND PARENT RIGHTS UNDER G.L. c. 71 §37H3/4	41
NOTICE OF SUSPENSION AND HEARING UNDER NOTICE §37H3/4	42
Emergency Removal	42

HEARING RIGHTS	43
Director or his/her designee Hearing under §37H3/4: Short-term Suspension	43
Director’s Hearing under §37H3/4: Long-term Suspension	43
Superintendent/CEO’s Hearing under §37H3/4	45
In-School Suspension under §37H3/4	45
Removal from Privileges and Extracurricular Activities	46
Education Services and Academic Progress under §37H3/4	46
SERVICES DURING REMOVALS AND SCHOOL-WIDE EDUCATION SERVICE PLAN	46
DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS	47
POSSESSION, USE, OR SALE OF ILLEGAL DRUGS OR CONTROLLED SUBSTANCES	48
HCSS MANDATORY DRUG/ALCOHOL TESTING POLICY	48
Mandatory Drug Testing	48
BULLYING AND HARASSMENT	49
STUDENT CONDUCT CONTRACT	49
Student Contract	50
HCSS SCIENCE LAB SAFETY - CONTRACT	51

WELCOME TO THE 2024-2025 SCHOOL YEAR!

Welcome to Hampden Charter School of Science (HCSS) for the 2024-2025 academic year!

At HCSS, our lasting mission is to provide students with an exceptional college preparatory experience. It is truly an honor for us to welcome your child into this extraordinary educational environment created with the sole goal of offering unparalleled educational opportunities. Our team of devoted professionals work tirelessly towards making HCSS the beacon of educational excellence in Massachusetts.

Collaboration is at the core of our success. Understanding that it takes all stakeholders in our community working together for its success, we've put together this handbook as a comprehensive reference point. Here you will find essential guidelines and procedures that govern life at HCSS; whether you are new or returning parents/students - take note: this handbook serves as your roadmap! Please familiarize yourself with its contents so you're better prepared when any queries arise!

Your trust in choosing Hampden Charter School of Science for your child's education both humbles and inspires us, and I feel deeply honored to share in this journey together with you as your Educational Leader. Once again, welcome back to Hampden Charter School of Science for another rewarding academic year 2024-2025!

Sincerely,

Tarkan Topcuoglu

Chief Executive Officer

1 MISSION STATEMENT

The mission of the HCSS is to provide a college preparatory-focused education to the youth of every race and ethnic group 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 partnerships. 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 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 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 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.

4 UNIFORMS AND PERSONAL APPEARANCE

HCSS has a uniform to help 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. You will be expected to arrive in 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.

In addition to making sure you are wearing the school uniform, HCSS requires that you follow all guidelines in terms of uniform appearance and personal appearance. 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 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.

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:

Remember when purchasing UNIFORMS to allow for "growth spurts."

Uniform Top

- Polo shirts with HCSS logo, short/long sleeves, burgundy for high school students; short/long sleeve shirts may be worn under a uniform shirt (No hoods).
- Shirt should be in good condition and free from holes and tears.
- HCSS students must tuck in their shirts
- ONLY HCSS Uniform sweaters are permitted to be worn over HCSS collared uniform shirts. No other sweaters are permitted and HCSS collared uniform shirts must be worn underneath the sweater.

Uniform Pants

Tan/Navy/Khaki pants

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

Not permitted

- HCSS optional PE uniform does not count as part of the regular uniform
- No clothing that is anatomically revealing or overtly oversized.
- No jackets, sweatshirts, or sweaters worn around the waist.
- No shorts
- Skirts are only permitted per religious beliefs and must cover the knee.
- No capri style pants.
- No pedal pushers.
- No denim.
- No skinny pants or tight pants, including yoga and/or leggings
- No sweatpants
- No hoods.
- Non HCSS Coats in the classroom
- No grooming in the classroom
- No spraying cologne or perfume in hallways (items will be confiscated)

Footwear

- Shoes: Lace-up shoes or loafers (closed toe, closed heel), and athletic shoes are permitted.
- No slides, sandals, slippers, flip flops, high heels, crocs or mules.
- No open toes/heels.
- All shoes should have backs on the shoe for safety and always remain tied.

PE Uniforms

- T-shirts or sweatshirts (no hoods)
- Sweatpants/ long shorts
- Purchasing school official PE uniform is not required

Accessories

Students should not wear jewelry that is potentially dangerous in the school environment. Students are not to wear jewelry during physical education classes, as doing so is potentially harmful to the student and other classmates.

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 may be asked to submit a letter to administration and/or the school nurse

Dress Code on Dress Down Days: All dress code rules apply to dress down days with the exception of not wearing school uniforms. Garments will be free of holes/tears that expose skin, inappropriate language, logos, messages or advertising. No midriff showing. No hooded shirts or hooded sweatshirts, sleeveless or straps, skirts or dresses (unless otherwise noted), or shorts (unless otherwise noted).

Proper footwear must always be worn.

- School appropriate T-Shirt
- School appropriate pants and footwear
- Athletics Teams and Clubs can wear group shirt only on day of event

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

5 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.

Students who submit homework completed according to expectations and on time will be eligible for full credit.

1. Students who fail to submit homework on the due date will receive zero (0) for the assignment.
2. Late submissions of homework will be accepted for partial credit. The last day to submit late homework is up to one week from the due date.

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 student being disciplined

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 the 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. **You cannot trade lockers with another student. It is not recommended to share your locker with another student.** You are responsible for all contents in 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.

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

- Before classes begin in the morning
- During the four minute passing periods
- After classes are over for the day

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/purses/computer bags will be allowed in any of the classrooms. Any pencil case must be see-through.

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 the 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. Staff 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 the 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).
- 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 are not recommended to share food and beverages. Students will be held responsible for all contents within their possession or consumption.
- Appropriate language is to be used at all times.
- Ordering food from outside to be delivered to the school is not permitted. The school will not accept any such orders. All orders will be turned away and declined.

10.b Meal Policy/ School Year 2024-2025

Hampden Charter School of Science (HCSS) is part of the 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, CFO, 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).

HCSS does not permit students to share food within the cafeteria or at any school-sanctioned events and trips. It is paramount for the health and safety of our students.

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

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.
- Students are not permitted in any outdoor area of the school and those areas are off limits except when permission is 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 before/after- school activities.
- Students 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 may be deemed ineligible for in school and out of school activities due to poor behavior. Students that accumulate any of the following may be placed on social probation and additional discipline is at the discretion of administration:

- Excessive Discipline Points (DPS)
- Excessive Alternative Study Room (ASR) visits
- Excessive tardies to class/ school
- Any suspension
- Structured Day or In-School Detention may be excluded from this provision by administration
- Additional 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:

- 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.

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 the *Chromebook Handbook*, which is available on the school's website.

- Students may receive disciplinary action for damage to the school's Chromebook.
- Any student who has a damaged Chromebook that renders it unusable, may receive a loaner Chromebook only one time within a school year. If such damages occur more than once, the student/family will have to make other school approved arrangements. Please reach out to HCSS administration with any questions or concerns.

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 GRADE PROMOTION AND RETENTION

Grade Promotion Policy For High School, Grades 9-12

1. Attendance:

- a. Annual Absence Limit: A student with more than ten (10) unexcused absences during a School Year will be retained in the current grade level and will not earn any credit.
- b. Marking Period Absence Impact: If a student accrues over ten (10) absences, encompassing both excused and unexcused, within a marking period, the Quarter Final grade will equate to the grade earned in the core classes for that period. Additional details can be found in the 20% policy below.
- c. Exemption from Quarter Final Exam: An exemption from the Quarter Final exam will only be granted if the student possesses verified documentation of their absence during the Quarter Final exam days. In this scenario, the marking period grade will remain unaltered.

2. Course Credit Recovery:

- a. Summer School Enrollment: High school students who do not pass a core course (ELA, math, science, or social studies) must attend the summer school.

- b. Post-Summer School Grade Adjustment: Upon successful completion of summer school, the student's grade for the previously failed core course will be adjusted to a passing mark of 65%.
- c. Failure in Summer School: Should a student's grade remain below 65% after summer school, they must successfully retake the course to meet graduation requirements.

GPA and Core Courses: Any student who fails two or more courses in a school year will be referred to the academic committee for further review to determine grade promotion status.

Note: HCSS does not accept summer school credits from other institutions as transfer credits.

Quarterly Attendance and Proficiency Policy(20% Policy):

Absence Threshold: Students with an absenteeism rate of 20% or more, whether excused or unexcused, in a core course during a quarter must demonstrate their proficiency in the Quarter Finals.

Grade Determination: The final grade for the quarter will be based on the proficiency test score, capped at a maximum of 80 (B-).

Special Considerations: For students with a validated medical condition supported by a physician's statement for Temporary Home or Hospital Education, the assessment of proficiency will be at the discretion of the Academic Team.

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.

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. 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:

- o Required screening, diagnosis, and treatment for students with appropriate documentation from a healthcare professional
- o A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
- o A juvenile court proceeding documented by a probation officer.
- o An absence required by state or local welfare authorities.
- o 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. Administration will use discretion in determining if the absence is excused or not. **Notes must be received within three days of the absence, or the absence may be unexcused.**

- If a student is absent for any reason they 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 assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or the Director.
- For unexcused absences teachers are not obligated to allow you to make up quizzes or tests.
- Because excessive absences are considered truancy under state law, the school has the right to take extreme absence cases to court.

17.a 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.

17.b 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. Students are expected to be in the classroom promptly at **7:50 A.M.** Beginning the day promptly is important and demonstrates commitment to success.

Doors will open at **7:30 A.M.** for students. Students should be inside the school and ready for class by **7:50 A.M.** Afterwards, they must use the front entrance and report to the Main Office to get a tardy pass from a 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.

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 with additional consequences
20 th tardy	Social Probation

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

The Dean of Students 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 discipline.)

18 DISMISSAL POLICY:

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

Grades	Dismissal Time	After School	Half Days	Testing Days
Grades 9-12	Monday – Thursday 2:55 PM Friday and non-study hall days – 2:11 PM	3:45 PM (unless otherwise noted)	11:46 AM & (unless otherwise noted)	2:11 PM (unless otherwise noted)

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 main office about the 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 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 main office.

19 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.

20 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/text alert) may also be sent home in the advent of an unexpected closing of HCSS.

21 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.

22 WITHDRAWAL FROM SCHOOL

When a student withdraws from HCSS during the school term, parent/guardian must complete a withdrawal form in the Main Office. Records will be released once 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 the parent.

The release of records to the next school will only include grading completed up to the withdrawal date.

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

23 COMMUNICATION

The administration and staff will use all means (mail, e-mail, phone, text messaging, 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:

- Please contact the main office to leave a message for staff.
- You may send an email to teachers. E-mail addresses are available at the front office.
- You can access the links to *PowerSchool* and *Canvas* on our website www.hampdencharter.org to see your child's academic progress, attendance, and conduct.
- Usernames and Initial Passwords are given at the beginning of the school year by the IT Department.
- Check the weekly Friday Email for updates and information about events.

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

24 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.

25 ACTIVITES

25.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.

25.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.

25.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."

25.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 to 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.

25.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 the Director or designee, and five-day prior notice is given to the school in writing.
2. Family emergency.
3. Illness (Director or designee should be notified prior to required rehearsal or performance).
4. Any conflicts of school activities which have been previously resolved with the Director or designee.

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

26 STUDENT PARKING

Due to the limited space in our School Parking Lot, a student parking ban may be enforced or modified. Grade 11 and 12 (junior and senior year) are the only authorized students to park on campus. Seniors are given priority based on discretion of administration. Unauthorized vehicles may be towed at the 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.

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

27 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.

28 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.

29 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.

30 GRADING POLICY

It is the philosophy of the Hampden Charter School of Science 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.

30.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

30.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.

31 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 15th, 2024. 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

32 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 which is available on the school's website.

33 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.

33.a 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.

STUDENT CODE OF CONDUCT

OVERALL GOAL AT HCSS

HCSS has as its goal is to help every student fulfill his or her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. In addition, before and after school activities are regarded as class time.

DISCIPLINE - POSITIVE REINFORCEMENT

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

- Oral praise
- Note to parents
- Phone call to parents
- Class rewards
- Field trips
- Notes to student
- Notes accompanying report cards
- Notes on papers, tests, etc.
- Academic & Behavioral Rewards
- PBIS Program

PBIS PROGRAM

HCSS will utilize a PBIS program to reward and acknowledge positive behavior. HCSS will institute a tiered reward system with additional incentives for students reaching certain thresholds either during the quarter or the semester.

CLASSROOM EXPECTATIONS

- Students are expected to be respectful of teachers, classmates, and themselves at all times. Following the individual classroom rules will help create an environment intended to maximize learning. Each teacher will discuss classroom policies and expectations.
- No violence will be tolerated at HCSS. Violent or destructive acts will result in consequences determined by the Administration, depending upon the severity of the act.
- Racial slurs, verbally abusive language, or bullying will not be tolerated.
- Dishonesty (such as cheating, plagiarism, and stealing) will be handled with severe consequences. Plagiarism—taking ideas or writings from another person and offering them as original ideas—will not be tolerated. Repeated offenses of academic dishonesty shall prompt full scrutiny of all student grades

and may result in re-testing of previous examinations.

- Students are expected to be in every class on time.
- Students must be fully prepared for all classes. Chronic unpreparedness will prompt a referral for disciplinary consequences.
- Littering of any kind is not allowed.
- Eating is not allowed in the hallway and classrooms. Food and beverages are restricted to the cafeteria. Only water that is stored in clear plastic water bottles are permitted in the classroom and hallway.
- We learn best through imitating others; older students are expected to model good behavior for younger students.

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

Options and Procedures:

Each discipline case will carry its own merit and will be decided according to the facts accompanying the case. Effort will be made to discipline students while maintaining them in regular school programs. Parents are encouraged to become actively involved in the disciplinary process. In many cases, however, the following discipline procedures may take place:

- Bus privileges may be revoked for acts of misbehavior.
- Students may have campus driving privileges revoked.
- Students may be placed on social probation
- Detention may be assigned
- Students may be suspended from school when they are a danger to themselves or others, or when they demonstrate a chronic inability or unwillingness to abide by school regulations.
- Students may be required to perform school-based community service.
- Students may be required to pay restitution, be assigned special projects, or asked to write a letter of apology.
- A student may be expelled from school.
- In addition to disciplinary consequences, a student may be referred for counseling, risk assessments, or psychological and/or educational evaluations.

HALLWAY EXPECTATIONS

As in every part of the Hampden Charter School of Science, students are expected to behave in the halls. Everyone in the School should make an effort to control noise. Students should not shout or slam lockers. When classes are in session, students, teachers, and parents passing in the hallway are expected to keep their voices low. ***Students must possess a pass when traveling the halls during class time.*** Running and horseplay in the hallway is prohibited. Safety for all students is important at school. Students are asked to *stay to the right* when traveling through the hallways or on the stairs.

BREAKFAST/ LUNCH/ CAFETERIA - FOOD/ BEVERAGES

The cafeteria is intended to be a pleasant place where students may eat lunch in a relaxed atmosphere. Students may bring their own lunch or eat school lunch. Students are not allowed to order or have take-out brought into or delivered to school. Good behavior is expected at all times. In order for lunch services to be as efficient as possible, student cooperation is necessary. Students are expected to follow the guidelines listed below:

- Students are not recommended to share food and beverages. Students will be held responsible for all contents within their possession or consumption.
- Neatness and cleanliness are everyone's responsibility.
- Nothing should be left on the tables at the conclusion of lunch.
- Each lunch group is responsible for cleaning up after their scheduled lunch time.
- Students may not take food or drinks from the cafeteria, except for water.
- No food or drinks are to be brought into hallways or classrooms by students.
- Students must go to the cafeteria only during their assigned lunch.
- All students will remain in the cafeteria during their lunch time. Students must ask for permission to leave the cafeteria during this time.
- Students are not permitted to leave the school grounds to pick up or order lunch unless given permission by administration.
- Students are expected to follow the directions of supervising staff.

SCHOOL BUS RULES and REGULATIONS

Bus transportation is available to eligible students and is a privilege for our students. The school day begins when the student boards the bus and ends when the student exits the bus. During this entire period the student is under the jurisdiction of the school administration. All school rules apply when students ride the buses. Misconduct of any kind on a bus may result in disciplinary action up to and including suspension from the bus.

STUDENT LOCKER POLICY

All student lockers are HCSS property and are subject to inspection at any time. Student lockers are subject to search. Students are held responsible for all contents within their assigned locker.

Students will be issued assigned lockers at the opening of the School. You may not trade lockers with another student. It is not recommended to share your locker with another student. All student lockers must remain tidy and be able to be closed for proper storage of materials and belongings.

For safety reasons, only unframed, collapsible book bags will be permitted to be stored in school lockers.

Backpacks/purses/computer bags are not allowed in class. Students should keep these items in their lockers.

Students are not allowed to tamper with locks. For security purposes, no outside locks will be permitted unless permission is granted by administration. Hampden Charter School of Science is not responsible for lost or stolen personal belongings.

BRINGING PERSONAL ELECTRONIC DEVICES TO SCHOOL:

All electronic devices, including but not limited to cell phones, smart watches, ear buds, and wireless headphones etc... must be kept out of sight, turned off, and be placed in the school assigned locker between 7:50 am - dismissal. Hampden Charter School of Science 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.

1st Offense: Parents/guardian contacted. Discipline Point may be Assigned, Confiscation of the devices with retrieval by student at the end of the day

2nd Offense: Parents/guardian contacted. Discipline Point may be Assigned, Confiscation of the devices with retrieval only by parents/guardian

3rd Offense: Parents/guardian contacted. Points Assigned. Device will be confiscated for up to a month.

4th Offense: Parents/guardian contacted. Points Assigned. Device will be confiscated for up to the remainder of the school year. Possible up to two (2) day suspension

DISCIPLINARY MEASURES AND CORRECTIVE ACTIONS

Discipline problems have been classified as minor and major infractions. In an effort to ensure uniformity in utilizing the discipline code, the guidelines on the following pages have been developed consistent with Massachusetts Law.

The code of discipline applies whenever a student is on school grounds, is at a school-sponsored activity, is on public or private transportation to or from school or a school-sponsored activity, is walking or waiting for transportation to or from school or a school-sponsored activity, or engages in serious misconduct outside the school that causes disruption or disorder to the school environment. Throughout the discipline procedure, the substantive and procedural rights of the students, as well as the teachers, will be observed.

Students who violate the following rules on school premises or at school-sponsored or school-related events including athletic games, or on the way to or from school or such events as named above, whether on foot, on school-provided transportation, on public transportation, or on private transportation, or while waiting for any form of transportation, will be **SUSPENDED** or, in some cases, **EXPELLED**. Expulsion means the loss of a seat at HCSS.

Students are **NOT** allowed to bring to school dangerous objects of no reasonable use to school, such as knives, guns, mock guns, studded belts or bracelets, or other weapons or weapon paraphernalia prohibited by state law.

MINOR INFRACTIONS

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

1. Every Level 1 unwanted behavior has a numerical point.

2. Every teacher is required to mention our DPS in his/her syllabus and use it.
3. Students can receive DPS points from any staff member at any place in the building.
4. A student may receive “Praise Points” for positive and/or improved behavior.

LEVEL	Category	Offense	Points
Level 1	Being Disrespectful	Antagonistic behavior	1
		Inappropriate behavior to another student	1
		Vulgarity	1
		Talking back to the teacher	1
		Other	1
	Being Defiant	Disturbing class	1
		Excessive talking	1
		Failure to Follow Instruction	1
		Safety Violation	1
		Other	1

Consequences and Corrective Actions for Minor Infractions

Point	Action	Consequence
Any point	Teacher email/phone call to parents	
Accumulation of 5 points	Grade Chair/Advisor Phone Call	Grade Chair or designee meets with student
Accumulation of 10 points	Admin Communication	After school Detention and not Eligible for PBIS Rewards
Accumulation of 15 points	Admin Meeting with Parent	Social Probation and Ineligible for School Activities/Field Trips
Accumulation of 20 points	Admin Meeting with Parent	As deemed by Administration
ADMINISTRATION RESERVES THE RIGHT TO USE ITS DISCRETION WHEN DETERMINING DISCIPLINARY CONSEQUENCES.		

MAJOR INFRACTIONS

School-related offenses include those occurring on school grounds; during a school-sponsored activity; on public or private transportation to or from school or a school-sponsored activity; while walking or waiting for transportation to or from school or a school-sponsored activity; when serious misconduct outside the school will have an adverse effect on the maintenance of discipline in the school.

LEVEL	Offense
Level 2	Electronic Device Policy Violation
	Leaving class without permission/ Accessing non-student areas
	Leaving campus without permission
	Inappropriate use of technology/materials

	Disrespect to staff or authority
	Defiance of staff or authority
	Excessive tardiness /Truancy
	Academic Dishonesty / Cheating / Plagiarism
	PDA
	Forgery
	Stealing/Possessing/Vandalizing or Defacing School or Private Property
	Chronic Disruption/Major Disruption
	Conspiracy
	Provoking/Harassing/ Intimidating Behavior
	Reckless Vehicle Use
Level 3	Arranged/Arranging Fight
	Assault
	Threat
	Possession / Use of tobacco products (including vaping materials)
	Under the influence of alcohol or in possession of alcohol
	Engaging in acts that promote an unsafe environment (major rough housing, stink bombs, lewd acts, or other behaviors deemed by administration)
	Bullying/Chronic/Hazing/Sexual Harassment school offender
	Give a False Bomb Threat/Fire Alarm
	Repetitive Level 2 Incidents
Level 4	Arson
	Education Staff Assault and/or Battery
	Possession, use, or sale of illegal drugs or controlled substances knowingly and unknowingly
	Felony
	Possession of an illegal* or dangerous weapon
Level 2 and above incidents may require completion of the mini course and follow-up assignment before the student returns to the class.	
ADMINISTRATION RESERVES THE RIGHT TO USE ITS DISCRETION WHEN DETERMINING DISCIPLINARY CONSEQUENCES. SUSPENSIONS MAY BE GIVEN FOR ANYWHERE BETWEEN ONE DAY AND THE REMAINDER OF THE SCHOOL YEAR.	

In-School Suspension (ISS)

In-School Suspension is the exclusion of a student from all classes, from school, and from school activities for a specified time.

- Students who are assigned In-School Suspension suspension will complete school assignments/packages and will not be able to leave the designated area unless supervised. Failure to comply with all regulations while participating in In-School Suspension may result in additional days of suspension, either in or out of school.

- The Director (or designee) is required to inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Director (or Designee) determines that the student committed the disciplinary offense, the Director (or Designee) must inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.
- On the same day that the Director (or Designee) decides to impose an in-school suspension, the Director (or Designee) must make reasonable efforts to verbally notify the parent of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Director (or Designee) shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible.
- If the Director (or Designee) is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of verbally informing the parent of the in-school suspension. The Director(or Designee) shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension (and inviting the parent to a meeting with the Director or Designee, if such a meeting has not already occurred).
- The Director (or Designee) shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Director (or Designee) and the parent.
- If the suspension results in less than 10 cumulative days, then the decision is not eligible for appeal to the Director. If the In-School Suspension results in more than 10 cumulative days, an appeal may be filed with the Director following the directions in the “Due Process For Disciplinary Removals” section.

Out-of-School Suspension (OSS)

Students placed on out-of-school suspension may not be on school grounds for the duration of the suspension, and are ineligible to participate or attend any extracurricular activity (including athletic events) for the duration of the suspension. It is the student’s responsibility to contact teachers for missed work. Students who have been suspended will be allowed the equivalent amount of time given to all students to complete any missed assignments for full credit. Any additional time may be granted only at the discretion of the assigning teacher. Students on out of school suspension are placed in the custody of their parents or guardian.

Offenses that may warrant an Out-of-School Suspension include, but are not limited to:

- Repeated offenses for which the student has already earned consequences
- Misbehavior or disruption while assigned to In-School Suspension
- Leaving school grounds without permission
- Serious or continued disrespect of a fellow student including, but not limited to, hazing, bullying and harassment
- Serious disrespect of faculty, staff or other members of the school community

- Assaulting another student
- Using or possessing tobacco products, vape pens, or electronic cigarettes
- Being under the influence of marijuana
- Making verbal or physical threats, empty or otherwise, that threaten the safety of another individual within the school community.
- Setting off false alarms (i.e.; fire, elevator)
- Gambling
- Cheating
- Being charged with a felony (which could also warrant expulsion, see M.G.L. c. 71, §37H1/2 in Appendix A-1)

As part of the process, a parent/guardian conference should occur. A student who is suspended is automatically prevented from participating in the next regularly scheduled interscholastic activity or competition in which he/she is involved and may be barred from all extracurricular activities for up to two weeks.

Expulsion

Expulsion is defined as the exclusion from Hampden Charter School of Science on a permanent basis at the discretion of the Director with the potential for appeal to the Superintendent/CEO.

MA law (M.G.L. c. 71, §37H, §37H1/2 and §37H3/4) provides for the expulsion of students for the following Disciplinary Offenses:

- Possessing a dangerous weapon including but not limited to a knife or a gun
- Possessing a controlled substance as defined in M.G.L. c. 94C including but not limited to illegal drugs (e.g. marijuana) and prescription medication that is not prescribed to the student.
- Assaulting educational personnel including but not limited to school and central office administrators, teachers, in-class support teachers, counselors (i.e. threatening assault, hitting, kicking, punching, slapping, pushing)
- Being convicted of a felony or being found guilty of committing a felony either by admission or by adjudication, where the student's continued presence would have a substantial detrimental effect on the general welfare of the school.
- In addition to any of these infractions, any breaches of Federal law, Massachusetts state law, or local laws of Springfield, may be handled in cooperation with the law enforcement officials and may constitute grounds for disciplinary action.

The following are examples of disciplinary subjects of concern; however it is not an extensive list. Hampden Charter School of Science reserves the right to impose discipline for conduct that is not described in these rules. Hampden Charter School of Science will not be limited by the provisions of our rules in imposing discipline as long as the decision was not made arbitrarily or capriciously.

CELL PHONES	At Hampden Charter School of Science we understand that cell phones are now a part of everyday life for many students. However, cell phones will not be allowed to be a distraction to the learning environment. The following simple restrictions will be placed on the use of cell phones during the school day. Cell phones may be used before or after school. Absolutely no photographs or videos may be taken inside the school building without permission. Students may not make phone calls or send text messages during class and cell phones may not be used during transition between classes. Students who continuously violate these rules will have their device confiscated and it will not be returned until the end of the school day. Incremental discipline may be used. We ask that Parents/Guardians do not try and contact their son/daughter on their cell phone during class because it is a direct violation of this policy.
CHEATING, FORGERY &/OR PLAGIARISM	By committing plagiarism or cheating, a member of the community is not acting with integrity. Academic penalties will be enforced during these types of situations. Parent contact will be made as well as additional consequences.
CLASS CUT	Students at Hampden Charter School of Science are expected to be where they are supposed to be, when they are supposed to be there. Teachers take attendance for each class period. When a student is not in the class, and is not on the absence list, the teacher calls down to the office. The student services team then searches for that student. If the student is found s/he will be returned to class with teacher-facilitated discipline. If the student has cut multiple times, s/he may be referred to the Dean’s office. Possible suspension may result from this infraction.
ELECTRONIC DEVICES	Students are allowed to bring electronic devices (Gaming Systems, Smartwatches, headphones, etc.) to school, and are allowed to use them before or after the school day. Headphones can be used in the classroom only with teacher permission. At all other times, these items should be kept in lockers and turned off. Hampden Charter School of Science is not responsible for the loss or damage of any such devices. Continued abuse of this policy will result in confiscation of the device, parent contact, and possible revoking of the privilege of having electronic devices here at Hampden Charter School of Science.
FAILURE TO COMPLY WITH DISCIPLINARY INTERVENTIONS	Hampden Charter School of Science disciplinary interventions are designed to hold students accountable and/or to provide students with the opportunity to learn and develop new skills. Any student who refuses or fails to comply with any disciplinary intervention imposed by the school will be subject to further disciplinary action, up to and including suspension from school for a period of up to 90 days.
DISRUPTING THE LEARNING ENVIRONMENT	When a student’s behavior makes it impossible for others to learn, action will be taken. A student may be referred to the Dean’s office for conferencing. Suspension from school may result from continuous disruptions.

<p>LEAVING SCHOOL BUILDING / PROPERTY</p>	<p>While in school, the student is the school’s responsibility. Leaving the building/property during the school day is unacceptable because the school cannot ensure the student’s safety. Any student needing to go outside for any reason must have permission from an adult in the building. Once a student is dropped off on school property, the student must remain on the premises. No student will be allowed to leave school grounds and then return without proper permission. Any student leaving the building/property without permission may be referred to the Dean’s office. Possible suspension may result from this referral.</p>
<p>HORSEPLAY</p>	<p>Horseplay is any behavior that is perceived as unsafe either by a participant or an observer. Sharing space with others requires us to be thoughtful about how our behaviors affect those around us. We are each responsible for behaving in ways that demonstrate respect for ourselves and for others. All members of the community should be able to move around school without concern of being accidentally bumped or pushed over. Horseplay is behavior that is, or has potential for becoming, unsafe to you, others, or to your surroundings. Some examples of horseplay are: picking up other students, hitting, biting, knocking students against the wall, fooling around near breakable objects, etc. Possible suspension may result from this referral.</p>
<p>MAJOR LAB SAFETY VIOLATION</p>	<p>Hampden Charter School of Science science labs are a place for learning and exploration of scientific concepts. Maintaining the safety of these environments is critical so that students and teachers do not become injured as a result of misbehavior. Any inappropriate behavior that results in injury to a Hampden Charter School of Science student or staff member may be referred to the Dean’s office. Possible suspension may result from this referral.</p>
<p>PUBLIC DISPLAYS OF AFFECTION</p>	<p>Students will be expected to use discretion and good judgment regarding the ways in which they physically behave with one another in school or at a school sponsored event. It is each student’s responsibility to learn to behave appropriately in the company of others. Students are expected to refrain from behaviors that they expect, or that they have been told, create discomfort or distraction for others. Possible suspension may result from this referral.</p>
<p>COMPUTER ACCEPTABLE USE POLICY</p>	<p>In order for a student to use the Hampden Charter School of Science Internet connection, s/he must read and sign the Technology Policy document. The most important prerequisite for someone to receive access is to take full responsibility for their actions while on the internet. All users shall assume full liability: legal, financial, or otherwise for their actions. Hampden Charter School of Science will not be liable for anyone connecting to the internet through this hookup. Failure to abide by the regulations set forth by the technology policy or any other inappropriate use of school computers shall result in the loss of the student’s computer account pending administrative review and possible disciplinary action (see Student Acceptable Use Policy for more detail).</p>

THEFT	Hampden Charter School of Science strives to be a community of integrity, safety and responsibility. Theft has no place here. Lost or stolen items should be reported immediately to any adult in the building. If an item is found by a student, it should be brought to the main office for safe keeping. All efforts will be made and an investigation will take place in order to find the lost or stolen item(s). If a student is found to be in possession of stolen property, or in the act of stealing, the consequences will be serious. Restitution and suspension may result from this behavior.
VANDALISM	As a community here at Hampden Charter School of Science, we take pride in where we go to school. It is expected that all members of the community will treat all aspects of the school with respect. School vandalism is considered a community wide issue and responsibility. Any person(s) caught defacing, destroying, or altering any object of school property or property of any other person, will be reported to the owners. Those responsible will clean, repair, and reimburse for the value of the objects that have been damaged. Parents may be called if the vandalism is serious enough, or if this has occurred more than once for this person(s). In keeping with the Hampden Charter School of Science value of community, if no one admits to the vandalism, advisors may be chosen at random to assist in the cleanup efforts. Possible suspension may result from this referral.
VERBAL ASSAULT	We strive to keep your learning environment at Hampden Charter School of Science safe and orderly. Verbal Assault is defined as unprovoked or unwarranted spoken speech that is violent, hostile, attacking, threatening, profane, antagonistic, intimidating, and/or loud, or any combination of these. Generally the more of these elements that are present, the more severe the assault. However, any one element alone or in combination with others may constitute verbal assault. Possible suspension may result from this referral.
THREATS	Hampden Charter School of Science will be a safe and orderly school environment. Threats made by any member of the community are taken very seriously. As a community, Hampden Charter School of Science will not tolerate any threats made either directly (verbal or written) or indirectly (through another party, on the computer, etc.). Peer mediation may be able to solve some incidents; however, possible suspension may result from this referral.
FIGHTING	Any student that is involved in a fight will be brought to a suspension hearing immediately. Fighting will not be tolerated in our community. The student involved may also face potential suspension of up to 90 (ninety) days. Physical contact is taken seriously by all members of Hampden Charter School of Science and has a direct impact on our ability to keep the school a safe and orderly learning environment.
FIREARMS/WEAPONS	Bringing any weapon to school (knowingly or unknowingly), using a weapon on school grounds or at a school activity, or having a weapon in a locker or on the bus are grave offenses, are against school rules and regulations, and are against the law. Suspension and/or expulsion and contact with legal authorities may be a result of this behavior.

	<p>Weapons can include knives, guns, razors, chains, or any other object sharpened into a blade and any item used to cause injury or threaten injury. Students found in possession of any knives, guns, bats, bottles, explosives, fireworks, etc. or realistic facsimiles thereof, will be subject to the penalties stated above.</p>
GANG AFFILIATIONS	<p>Gang issues are a priority concern of all public schools. Any gang activity is strictly prohibited on school grounds or at any school activity. A gang is defined as an organization, either formal or informal, of three or more persons that has a common name, identifying sign(s), and members who individually or collectively engage in criminal activities. (See MA General Laws, Chapter 265, Section 44). Gang criminal activity includes, but is not limited to, intimidating others, threatening others, or participating in, and/or enticing others to participate in any form of physical violence involving persons or property. Other activity could be the display or possession of gang symbols, soliciting others for membership, requesting payment of dues, bullying, harassing, degrading, disgracing, or any other activity that may cause harm to another in the community. Gang identifiers, which may change periodically, will not be allowed to be displayed by any member of the Hampden Charter School of Science community at any time during school, at school sponsored activities, or at school events. Students may not display any sign, gesture, handshake, insignia, symbol, color, combinations of colors, apparel or accessories which have been designed as gang identifiers. Examples of gang identifiers include but are not limited to: 5-6 point stars, arrows, pitchforks, crowns, identifying numbers, or groups of names or initials, certain articles or combinations of clothing. This list of identifiers may be updated at any time. We realize that students may become involved in gang activities without fully understanding the consequences of such membership. Gang violence and prevention information shall be made available to all students as appropriate. Notification of parents, suspension from school, and parent conferences can all result from this type of activity.</p>
HABITUAL SCHOOL OFFENDER	<p>At Hampden Charter School of Science , we expect all students to manage themselves and their behaviors in accordance with school expectations. Any student who habitually violates the Hampden Charter School of Science code of conduct may be subject to suspension from school for a period of up to 90 school days. Hampden Charter School of Science may also file a Habitual School Offender CRA Petition with the juvenile court.</p>
HARASSMENT	<p>Harassment of any kind does not belong at Hampden Charter School of Science. This type of behavior not only can have disciplinary consequences, but legal consequences as well (see Appendix). Any student found to be harassing anyone in the community may be suspended from school. At Hampden Charter School of Science , we expect all individuals to treat each other with respect and dignity. We are committed to creating and maintaining an atmosphere in which no members of the community are subjected to such treatment.</p>
SEXUAL	<p>Sexual harassment in any form is not allowed at Hampden Charter School of Science.</p>

<p>HARASSMENT</p>	<p>Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct which interferes with work performance or creates a hostile environment. A hostile and intimidating environment can include the use of profanity, name-calling, telling off-color jokes, making sexist comments and innuendoes, or showing explicit or offensive pictures. The range of behaviors includes leering, pinching, grabbing, suggestive verbal comments, spreading sexual gossip, pressure for sexual activity and any unwanted physical conduct of a sexual nature. Violations of this policy may result in initiation of parent contact and restorative action planning. School suspension and possible suspension may result from this behavior</p>
<p>HAZING</p>	<p>“Hazing” is defined by law as; any conduct or method of initiation into any student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment of forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress. This also includes extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. This type of behavior is against the law in Massachusetts (Chapter 269, Section 17 of General Laws). Anyone who is found to be hazing another student shall be brought forth to the appropriate legal authorities, as well as face school disciplinary action.</p>
<p>ALCOHOL</p>	<p>The use, distribution, consumption, being under the influence, or possession of any alcoholic beverage while coming to school, on school property, or at school functions, is prohibited. School suspension, parent contact, and possible long term suspension may result from this behavior. Violations of this policy may be referred to the appropriate legal authorities for further action.</p>
<p>DRUG POLICY</p>	<p>Any student who possesses, distributes, is under the influence of and/or sells drugs will be subject to suspension/expulsion. For the purpose of this policy, drugs include but are not limited to, prescription medications, marijuana, paraphernalia, as well as all drugs defined by Chapter 94C of Mass. General Laws. Suspension and/or expulsion may result and the appropriate legal authorities may also be contacted for further action. Regardless of what the current law may be, students found in possession of substances including, but not limited to, “synthetic marijuana” (“Spice”, “K2”), Salvia Divinorum”, “bath salts”, inhalants or over the counter drugs will be subject to potential suspension from school. Students who are abusing substances may use Hampden Charter School of Science counseling resources to obtain information and referrals for help. At Hampden Charter School of Science , we are all responsible for keeping the learning environment as safe and orderly as possible. Anyone involved with drug activity is not working towards that goal.</p>

The Code of Conduct for Hampden Charter School of Science provides for graduated penalties for students who engage in repeated misbehaviors despite the prior imposition of appropriate disciplinary measures. Under progressive discipline, more severe penalties will be imposed on those students who engage in a pattern of persistent misconduct. Alternate or additional consequences may be imposed by the Director (or Designee).

DUE PROCESS FOR DISCIPLINARY REMOVALS AND SERVICES DURING REMOVALS

Student disciplinary offenses resulting in removal from the classroom (i.e., suspensions and expulsions) are subject to due process procedures, including notices, hearings, appeals, and educational services during removals.

The following sections provide you with information about these rights. Please note that students have the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense, at any and all hearings concerning student discipline. If you wish to bring an attorney to any hearing or meeting at the school, please inform the school immediately. If you fail to inform the school prior to bringing an attorney to a hearing, and the school's attorney is not present, then the school will exercise its right to cancel and reschedule the meeting to ensure that its attorney can attend.

This rescheduling may delay the hearing or meeting, and if so, your child's disciplinary removal will be extended until a decision is rendered following the rescheduled hearing or meeting. HCSS hereby notifies you that it may have its legal counsel present at any hearings and meetings involving student discipline.

NOTICE OF STUDENT AND PARENT RIGHTS UNDER G.L. c. 71 §37H

This Notice of Student and Parent Rights applies to student misconduct that involves weapons, drugs, assault on school staff. Specifically, any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife, may be subject to expulsion from the school by the Director.

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school by the Director.

Any student who assaults the Director, school and central office administrators, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Director.

Any student who is charged with any of the misconduct detailed above has an opportunity for a hearing before the Director.

At the hearing, the student may have representation at his or her own expense, along with the opportunity to present evidence and witnesses at said hearing before the Director.

After said hearing, the Director may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Director to have committed the misconduct detailed above. Any student who has been

expelled from a school district pursuant to GL c. 71 §37H shall have the right to appeal to the Superintendent/CEO.

The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent/CEO of his appeal.

The student has the right to counsel, at his or her own expense, at a hearing before the Superintendent/CEO.

The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section. Students who are suspended or expelled under §37H are entitled to receive educational services during the period of suspension or expulsion under Hampden Charter School of Science Education Service Plan.

If the student withdraws from the Hampden Charter School of Science and/or moves to another school district during the period of suspension or expulsion, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

NOTICE OF RIGHTS UNDER G.L. c. 71 §37H1/2

This Notice of Student and Parent Rights applies to student misconduct that involves student criminal or felony delinquency charges, findings, or admissions.

Suspension Following Criminal or Felony Delinquency Complaint

Upon the issuance of a criminal or felony delinquency complaint against a student, the director of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by the director if he or she determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student is entitled to receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent/CEO.

The student shall have the right to appeal the suspension to the Superintendent/CEO. The student shall notify the Superintendent/CEO in writing of his/her request for an appeal no later than five calendar days following the effective date of the suspension. The Superintendent/CEO shall hold a hearing with the student and the student's parent within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel.

The Superintendent/CEO shall have the authority to overturn or alter the decision of the Director, including recommending an alternate educational program for the student. The Superintendent/CEO shall render a decision on the appeal within five calendar days of the hearing.

The Superintendent/CEO's decision shall be the final decision of the school with regard to the suspension.

Expulsion Following Felony Adjudication or Admission

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Director of a school in which the student is enrolled may expel said student if the Director determines that the student's continued presence in school would have a substantial

detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent/CEO.

The student shall have the right to appeal the expulsion to the Superintendent/CEO. The student shall notify the Superintendent/CEO, in writing, of his/her request for an appeal no later than five calendar days following the effective date of the expulsion.

The Superintendent/CEO shall hold a hearing with the student and the student's parent within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel.

The Superintendent/CEO shall have the authority to overturn or alter the decision of the Director, including recommending an alternate educational program for the student. The Superintendent/CEO shall render a decision on the appeal within five calendar days of the hearing.

The Superintendent/CEO's decision shall be the final decision of Hampden Charter School of Science with regard to the expulsion.

Students who are suspended or expelled under §37H1/2 are entitled to receive educational services during the period of suspension or expulsion under Hampden Charter School of Science's Education Service Plan.

If the student withdraws from the charter school and/or moves to another school district during the period of suspension or expulsion, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

NOTICE OF STUDENT AND PARENT RIGHTS UNDER G.L. c. 71 §37H3/4

This section governs all student offenses that may be subject to short- or long-term suspensions that *do not* involve dangerous weapons, controlled substances, assault on school staff, felony or felony delinquency charges, and/or felony delinquency findings or admissions, all of which are governed by G.L. C.71 §§37H and 37H1/2, as detailed above.

In every case of student misconduct for which suspension may be imposed, the Director or his/her designee is required to exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried.

The following document outlines student and parent rights when the Director or his/her designee is considering and/or decides to implement a removal from school as a consequence for student misconduct.

Students who are suspended under §37H3/4 are entitled to receive educational services during the period of suspension or expulsion under HCSS's Education Service Plan. If the student withdraws from the charter school and/or moves to another school district during the period of suspension, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

NOTICE OF SUSPENSION AND HEARING UNDER NOTICE §37H3/4

Unless the Director or his/her designee determines that an emergency removal is required (*see* Emergency Removals section below) or decides to implement an in-school suspension of ten or fewer consecutive days (and no more than 10 cumulative days per school year) (*see* In-School Suspension section below), the Director or his/her designee may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent with verbal and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

The Director or his/her designee is required to provide this verbal and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice must set forth the following information:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the Director or his/her designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- g) if the student may be placed on long-term suspension following the hearing with the Director, the student's short and long term suspension hearing rights and the right to appeal the Director's decision to the Superintendent/CEO (*see* Hearing Rights section below).

The Director or his/her designee is required to make and document reasonable efforts to notify the parent verbally of the opportunity to attend the hearing. The Director or his/her designee is presumed to have made reasonable efforts, and therefore may conduct a hearing without the parent present, if the Director or his/her designee has sent written notice (by hand delivery, first-class mail, certified mail, email, or any other method of delivery agreed to by the Director or his/her designee and parent) and has documented at least two attempts to contact the parent in the manner specified by the parent for emergency notification.

Emergency Removal

The Director or his/her designee has the authority to remove a student from school temporarily when a student is charged with a disciplinary offense and the principal determines that the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Director or his/her designee's judgment, there is no alternative available to alleviate the danger or disruption.

The Director is required to notify the Superintendent/CEO immediately in writing of an emergency removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Director or his/her

designee is required to:

- a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the Hearing Rights outlined below;
- b) Provide written notice to the student and parent;
- c) Provide the student an opportunity for a hearing with the Director or his/her designee that complies with the rights outlined below in the Hearing Rights section, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Director or his/her designee, student, and parent.
- d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day. The Director or his/her designee may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

HEARING RIGHTS

Director or his/her designee Hearing under §37H3/4: Short-term Suspension

Short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less.

The purpose of the hearing with the Director or his/her designee is for the Director or his/her designee to hear and consider information regarding the alleged incident; provide the student an opportunity to dispute the charges and explain the circumstances of the alleged incident; and determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Director or his/her designee is required to discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and parent both shall have an opportunity to present and offer information, including mitigating facts, that the Director or his/her designee should consider in determining whether other remedies and consequences may be appropriate.

Based on the available information, including mitigating circumstances, the Director or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Director or his/her designee is required to provide written notification to the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal.

Director's Hearing under §37H3/4: Long-term Suspension

Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

The purpose of the long-term suspension hearing is the same as the purpose of a short-term suspension hearing.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights during a long-term suspension hearing:

- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the Director may rely in making a determination to suspend the student or not;
- b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d) the right to cross-examine witnesses presented by the school district; and
- e) If the student or parent requests an audio recording, the Director shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Director shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Director should consider in determining consequences for the student.

Based on the evidence, the Director shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension.

The Director shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Director and the parent. If the Director decides to suspend the student, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the Director;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the Director's decision to the Superintendent/CEO.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:

- a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent/CEO within five (5) calendar days of the effective date of the long-term suspension;
- b) provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent/CEO an extension of time for filing the written notice for up to seven

(7) additional calendar days; and that

- c) the long-term suspension will remain in effect unless and until the Superintendent/CEO decides to reverse the Director's determination on appeal.

Superintendent/CEO's Hearing under §37H3/4

A student who is placed on long-term suspension following a hearing with the Director has the right to appeal the Director's decision to the Superintendent/CEO.

In order to appeal the Director's decision to impose a long-term suspension, the student or parent must file a notice of appeal with the Superintendent/CEO within five calendar days of the effective date of the long-term suspension (in the alternative, within five calendar days of the effective date of the long-term suspension the parent may request and receive from the Superintendent/CEO an extension of time for filing the written notice for up to seven additional calendar days).

If the appeal is not timely filed, the Superintendent/CEO may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent/CEO shall hold the hearing within three school days of the student's request, unless the student or parent requests an extension of up to seven additional calendar days, in which case the Superintendent/CEO shall grant the extension.

The Superintendent/CEO must make a good faith effort to include the parent in the hearing, and will be presumed to have made a good faith effort if he or she has attempted to find a day and time for the hearing that would allow the parent and Superintendent/CEO to participate. The Superintendent/CEO shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent/CEO will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be.

The Superintendent/CEO shall issue a written decision within five calendar days of the hearing. If the Superintendent/CEO determines that the student committed the disciplinary offense, the Superintendent/CEO may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the Director's decision.

The decision of the Superintendent/CEO shall be the final decision of the school.

In-School Suspension under §37H3/4

The Director or his/her designee may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. The Director or his/her designee is required to inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident.

If the Director or his/her designee determines that the student committed the disciplinary offense, the Director or his/her designee must inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

On the same day that the Director or his/her designee decides to impose an in-school suspension, the Director must make reasonable efforts to verbally notify the parent of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

The Director or his/her designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible.

If the Director or his/her designee is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of verbally informing the parent of the in-school suspension.

The Director or his/her designee shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension (and inviting the parent to a meeting with the Director or his/her designee, if such a meeting has not already occurred). The Director or his/her designee shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

Removal from Privileges and Extracurricular Activities

The Director or his/her designee may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. A removal from privileges and/or extracurricular activities is not subject to the procedures set forth herein.

Education Services and Academic Progress under §37H3/4

Students serving an in-school suspension, short-term suspension, long-term suspension, or expulsion have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Students who are expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide Education Service Plan.

SERVICES DURING REMOVALS AND SCHOOL-WIDE EDUCATION SERVICE PLAN

Students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, have the opportunity to make academic progress during the period of suspension; make up assignments; and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed.

Hampden Charter School of Science has developed a school-wide Education Service Plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school.

The Director shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed.

Hampden Charter School of Science's Education Service Plan is subject to change, and may include, but is not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. If Hampden Charter School of Science expels a student or suspends a student for more than 10 consecutive school days, the school is required to provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

Special Education staff must be directly involved when exclusionary discipline is being considered for special education students.

The Code of Conduct must describe the discipline procedures that apply to students who have been identified as having special needs and requiring modifications to the regular code of conduct, as required by their Individualized Education Plans (MGL c. 71B § 3). Hampden Charter School of Science does not discriminate on the basis of sex or disability (M.G.L. c. 76, s.5).

In general, the discipline of a student who has been identified as having special needs pursuant to federal law or the Individuals with Disabilities Education Act (IDEA) is subject to the requirements of the student's Individualized Education Plan (IEP). The IEP for every special needs student should indicate whether the student can meet the requirements of the regular discipline code, or if a modification is necessary.

- If a modification is necessary, it must be described in the student IEP.
- A record of all offenses punishable by suspension committed by special needs students must be kept.
- If it becomes apparent that a student identified as having special needs or referred for a special education evaluation (prior to the misconduct) may be excluded from school for a total of ten days in any school year (including both in-school and out-of-school suspensions), the student's special education team or 504 Team must be convened prior to the suspension beyond the ten days.
- Federal and state laws regarding students with disabilities must be followed. If the behavior is not a manifestation of the student's disability, then the discipline code will be followed. If the Team determines that the conduct is a manifestation of the disability, the student will return to his placement. However, the Team may decide to modify the student's program or recommend a different placement for the student.
- In all cases, the school will provide educational services to the student for suspensions of greater than 10 days.

POSSESSION, USE, OR SALE OF ILLEGAL DRUGS OR CONTROLLED SUBSTANCES

HCSS MANDATORY DRUG/ALCOHOL TESTING POLICY

All members of the HCSS community—administration, teachers, support staff, parents, and students—contribute to helping every student reach their full potential. We are all aware of the terrible results that can come from drug/alcohol usage. In addition, research has shown that those who abstain from drug use during their adolescent years are considerably less likely to develop an addiction to drugs later in life. This is part of our collaborative effort with the parents and our all-encompassing strategy to combat drug and alcohol abuse among young people. We're helping parents ensure their children's safety. Many young people lack the maturity to resist the influence of their peers. It's healthy for their development to have another reason to say no, even if it comes from the outside.

An education/medical/health approach will be the first step in an attempt to help students decide not to use and/or abuse substances and to assist students who are involved. Every effort will be made by teachers and counselors to educate students about substance use and/or abuse and to create an atmosphere of knowledge, confidence, and trust that will encourage young people to seek help in overcoming problems with substance abuse. The comprehensive 6-12 health curriculum addresses this issue.

Any evidence of, use, possession, or intent to sell, distribute, or transfer drugs or unlawful controlled substances, including marijuana, on the school grounds or at a school-sponsored activity, shall warrant suspension or possible expulsion. M.G.L. Chapter 71, §37H. Furthermore, any evidence of being under the influence of drugs or alcohol shall warrant suspension or possible expulsion pursuant to the Code of Conduct. M.G.L. Chapter 71 § 37H3/4.

In addition, any such evidence shall require the student to undergo Mandatory Drug Testing pursuant to this policy.

Mandatory Drug Testing

The student will be required to take drug/marijuana/alcohol testing in a school-approved lab within 24 hours if

- the student is found with drugs, or unlawful controlled substances, including marijuana or alcohol, in possession, among property,
- or if there is reasonable suspicion to give rise to a reasonable belief that the student has drugs, or unlawful controlled substances, including marijuana or alcohol, in their system based on the school nurse, counselor, and school administrator's assessment.

Reasonable suspicion may be based upon, among other things:

- conduct that indicates the presence of drugs or alcohol in an individual's system, including affected behavior, slurred speech, physical appearance (including eye abnormalities such as whether they are red, glassy, or blood-shot), physical coordination, or body odors; and
- other behavior or physical findings that would indicate that an individual is in other than a sober and reliable state, free from the influence of drugs or alcohol.

Testing may include hair samples, saliva samples, or other tests. The lab sends the results directly to the school, and parents will be notified.

A refusal to submit to or attempt to falsify a test required by the Policy or to be searched by the school administration will be deemed as a positive test and substance use violation with the accompanying consequences as set forth in the Policy.

1. Upon receipt of a positive test, the student may face the disciplinary consequences described above, including suspension or expulsion from the school and extra-curricular/co-curricular activities according to the school code of conduct and the state law, M.G.L. Chapter 71, §§37H and 37H3/4.
2. The first positive test will result in a meeting with the parent(s) or guardian(s), the affected student, and the Director to discuss the drug/alcohol test findings. The student will be required to undergo an immediate assessment by an alcohol/substance abuse professional or drug treatment center approved by the Director to get a clearance. The student will be required to complete a school-provided online course when they return to school.
3. A second positive test will result in a meeting with the parent(s) or guardian(s), the affected student, and the Director to discuss the drug test findings. In addition, a second violation will require the student to undergo an assessment with follow-up treatment as recommended by a drug treatment center or drug counselor approved by the Director. This assessment and treatment must commence within 30 days of the discovery of the positive drug test finding. The substance abuse professional shall be required to advise the school if the student fails to follow the treatment plan, in which case the student will face disciplinary consequences.
4. The student may be asked to submit to follow-up testing, consisting of three mandatory tests. If the student shows evidence of continued use during this period, they will face further disciplinary consequences, including long-term suspension/expulsion.
5. The cost of the test is paid by the school. If the parent/guardian requests a second test of the original sample. The cost of the retest shall be at the expense of the parent/guardian.

BULLYING AND HARASSMENT

Please see HCSS Bullying Prevention Plan, which is available on the school website.

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 contract.

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

Student Contract

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

1. I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
2. I will speak to others respectfully, not using profanity or uncomplimentary names.
3. I will show respect for all people working or helping in the school.
4. I will show careful regard for both my property and the property of others.
5. 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.
6. I will attend school regularly.
7. I will be in class on time with all necessary materials.
8. I will make good use of class time and complete and turn in assignments on time.
9. I understand that I must make up assignments I missed because of an absence.
10. 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.
11. I will do my best in my schoolwork, and I will let others do their best.
12. I will ask for help if I do not understand.
13. I will not bring any contraband items to school.
14. I will help keep the school building and grounds clean and tidy.
15. I will walk in the halls.
16. I will not eat or drink in classrooms or in the hallways
17. I will follow the dress code and arrive at school in my uniform.
18. I will not participate in any behavior banned by the school.
19. I agree to comply with the terms and conditions stated in the Chromebook handbook.
20. I will set my goal to achieve a College/University Education.
21. I agree to follow all requirements of the HCSS Student Handbook.
22. I agree to follow the Student Code of Conduct.
23. 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: ___/___/___

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, or 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.

Student Name: _____

Grade/Section: _____

Student Signature: _____

Date: ___/___/___

Parent/Guardian Name: _____

Parent/Guardian Signature as Witness: _____

Date: ___/___/___

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.