



# Hawthorne Math & Science Academy

## Charter High School

### Student/Parent/Faculty/Staff Handbook

### 2025-26

**Principal: Dr. Anakonia Matsumoto**  
[amatsumoto@hawthorne.k12.ca.us](mailto:amatsumoto@hawthorne.k12.ca.us)

**Assistant Principal: Mr. Marco Duran**  
[mduran@hawthorne.k12.ca.us](mailto:mduran@hawthorne.k12.ca.us)

**Counselor: Ms. Andrea Villa**  
[avilla@hawthorne.k12.ca.us](mailto:avilla@hawthorne.k12.ca.us)

**Counselor: Ms. Maral Reyes**  
[mareyes@hawthorne.k12.ca.us](mailto:mareyes@hawthorne.k12.ca.us)

**Counselor: Mr. Gonzalo Gutierrez**  
[ggutierrez@hawthorne.k12.ca.us](mailto:ggutierrez@hawthorne.k12.ca.us)

**9th Grade Transition Specialist: Ms. Deanna Jordan**  
[djordan@hawthorne.k12.ca.us](mailto:djordan@hawthorne.k12.ca.us)

**Projects and Activities: Ms. Victoria Kratz**  
[vkratz@hawthorne.k12.ca.us](mailto:vkratz@hawthorne.k12.ca.us)

**Office Manager: Ms. Rosalba Barajas**  
[rbarajas@hawthorne.k12.ca.us](mailto:rbarajas@hawthorne.k12.ca.us)

**Community School TOSA: Ms. Emily Maranto**  
[emaranto@hawthorne.k12.ca.us](mailto:emaranto@hawthorne.k12.ca.us)

**Computer Technician: Mr. Carlos Cornejo**  
[ccornejo@hawthorne.k12.ca.us](mailto:ccornejo@hawthorne.k12.ca.us)

**Security: Mr. David Cifuentes**  
[dcifuentes@hawthorne.k12.ca.us](mailto:dcifuentes@hawthorne.k12.ca.us)

4467 West Broadway, Hawthorne, CA 90250  
310-973-8184 Office

[hmsa.hawthornesd.org](http://hmsa.hawthornesd.org)

Member: Hawthorne School District

# WELCOME TO THE HAWTHORNE MATH & SCIENCE ACADEMY CHARTER HIGH SCHOOL

Dear Student,

It is with great pleasure that we welcome you as the newest member of the Hawthorne Mathematics and Science Academy (HMSA) family! We congratulate you on your achievement in gaining admission to HMSA and wish you much success as you embark on what is just the beginning of a lifetime of learning. Your choice to attend HMSA indicates your personal commitment to learning and is a significant step towards achieving your lifetime goals.

Excellence is rarely an accident; it comes from **desire, dedication, and determination**. Your first year here will be a very important year in your academic journey and a great opportunity for you to make a commitment to excellence. The faculty will personally challenge you to **Strive for Excellence** each and every day. The commitment to work hard on a daily basis will yield success in the future. Students who develop good study habits early in their academic careers utilize these habits on the road to success throughout high school and onto the university level and beyond. We expect you to come to school every day so that you can become a lifelong learner. A high school diploma is the very first step in accomplishing this goal.

We are proud of our students for their current success and their future potential. As a school community, we believe in the transformational power of a rigorous and engaging college prep curriculum. We have high expectations for all of our students. We believe that each and every student has the potential to become a future leader.

It is our pleasure and honor to serve as your school faculty. You and your family have an open invitation to visit us in the office or the classroom at any time and for any reason. Allow us to share in your triumphs, disappointments, and challenges. We want to celebrate your achievements and support you in times of need. We expect you to have a successful year here at HMSA. Best wishes on your academic journey.

William Butler Yeats once said, "Education is not the filling of a pail, but the lighting of a fire." Here at HMSA, we provide that spark. Once again, we extend our sincerest wishes for a happy, successful four years at the Hawthorne Math and Science Academy.

In closing, we expect you to conduct yourself in an appropriate manner at all times and to accept responsibility for your behavior and actions. This handbook provides you with the policies, rules, guidelines, and information needed for expected behavior and academic success.

Sincerely,

Teachers, Staff, and Administration  
Hawthorne Mathematics and Science Academy

# TABLE OF CONTENTS

	Page
HMSA Vision Statement	1
HMSA Mission Statement	1
Expected School-wide Learning Results	1
GENERAL SCHOOL INFORMATION	2
1.1 School Hours	3
1.2 Closed Campus/Visitor Policy	3
1.3 Transportation	3
1.4 Office Phone/Cell Phones	3
1.5 Cafeteria	4
1.6 Outside Food	4
1.7 Paying Bills	4
1.8 Smoking Regulations	4
1.9 Electronic Listening or Recording Devices (audio and/or video)	4
1.10 Classroom Visitations	4
ACADEMIC INFORMATION	5
2.1 Required and Elective Courses	6
2.2 Homework	7
2.3 Homework Policy	7
2.4 Academic Integrity	7
2.5 Forgery Guidelines	10
2.6 Progress Reports/Final Report Cards	11
2.7 Participation in Clubs/Activities/Sports	12
2.8 Physical Education Excuse	12
STUDENT INFORMATION	13
3.1 Educational Responsibilities	14
3.2 Student Responsibilities	14
3.3 Textbooks	15
3.4 Library Books	15
3.5 Students Out Of Class	15
3.6 Student Identification Card	15
3.7 Student Materials	15
3.8 Lost And Found	15
3.9 Gum	15
3.10 Public Displays of Affection (PDA)	16
3.11 Use of Cell Phones and Other Electronic Devices	16
3.12 Bullying	17
3.13 Sexual Harassment	17
3.14 Social Media Use	17
3.15 Prohibited Items	17
3.16 Before and After School Student Behavior Expectations	17
3.17 Log Entry Consequences	17
3.18 Lunch Reflection Expectations	17

3.19	Suspension and Expulsion	17
3.20	MARK Expectations and Rewards	18
3.21	Document Requests	18
3.22	Work Permits	18
	ATTENDANCE	19
4.1	Arrival and Dismissal	20
4.2	Early Checkout	21
4.3	Senior Attendance	21
4.4	Verification of Absence	21
4.5	Tardy Policy	21
4.6	Midterm and Final Exams	21
4.7	Independent Study	22
	STUDENT DRESS CODE POLICY	23
5.1	Dress Code /PE Requirement	24
5.2	Free Dress	25
5.3	Professional Dress	26
5.4	Dance Dress Code	26
5.5	Prohibited Items	26
5.6	Symbols	26
5.7	Dress Code Violations	27
5.8	Confiscated Items	27
	PARENT INFORMATION	28
6.1	Guidelines for Parents	29
6.2	Parent Conferences	29
6.3	Parent Deliveries for Students During School Day	29
6.4	Parent Volunteer Opportunities	29
6.5	Accident Information	30
6.6	Emergency Forms	30
6.7	Health Services	30
6.8	Prescription Medication	30
	STAFF AND FACULTY RESPONSIBILITIES	32
7.1	In the Classroom	33
7.2	In the Hallways/Breezeways (Common Areas)	33
7.3	Classwork (CW)/Homework (HW)/Assessments	33
7.4	Teacher Professionalism	34
	STUDENT COMMUNITY SERVICE GUIDELINES	35
8.1	Purpose	36
8.2	Goals	36
8.3	Requirements	36
8.4	How to Get Involved	36
8.5	Questions to Ask Yourself Before You Volunteer	37
8.6	Resources and Verification	37
	BEHAVIOR AND ACADEMIC CONTRACTS	38
9.1	Behavior Contract	39
9.2	Academic Contract	
	STUDENT/PARENT CONTRACT AGREEMENT	40

## **HMSA VISION STATEMENT**

HMSA is committed to preparing all students--regardless of gender, ethnicity, primary language or special needs status--for future success. Our challenging program prepares all students for university and career success through a rigorous, standards-based curriculum within a safe and cooperative learning community. All students will develop advanced math, science, and communication skills and have the opportunity to enroll in Advanced Placement courses to gain an academic advantage in their university and career paths. Results of formative and summative assessments provide opportunities for accountability, reflection, recognition, and growth. All students will be held to the same high expectations and provided resources and support to ensure success based on their academic and social needs. In order to progress, the input and participation of all school community members is encouraged and valued through a collaborative process.

## **HMSA MISSION STATEMENT**

HMSA maintains a positive academic learning environment to help all students develop a college-going identity in order to transform their college and career aspirations and expectations into reality. All students graduate with the academic and social knowledge, skills, and abilities to succeed at a university and in a career, demonstrating a commitment to their civic responsibilities.

***We are the ideal school for all who seek a rigorous college preparatory program and an environment committed to educational excellence.***

## **EXPECTED SCHOOL-WIDE LEARNING RESULTS**

HMSA students are on a QUEST to become:

\***Q**uality students who meet or exceed the expectations of state standards in all content-areas

\***U**users of critical thinking skills who can problem solve in academic and real-life situations

\***E**xcellent communicators who read, write, speak, and listen effectively

\***S**elf-directed, lifelong learners who possess personal and professional skills to succeed in all aspects of life

\***T**echnologically-skilled citizens who use innovation to facilitate diverse educational pursuit



## **SECTION 1**

### **GENERAL SCHOOL INFORMATION**

# 1. General School Information

## 1.1 School Hours

Students are not allowed on campus before 8:00 a.m. unless escorted to a specific classroom by a teacher and must remain in the Cafeteria or quad area until the 8:25 a.m. warning bell. Students should be off campus by 4:30 p.m. unless participating in tutoring or other authorized activities, attending study hall, or working with specific teachers. The HMSA campus is closed at 6 p.m.

## 1.2 Closed Campus/Visitor Policy

Hawthorne Math & Science Academy is a closed campus. All students are required to remain on school grounds during the regularly scheduled school day, including lunch period. Students are not allowed to step outside the gates of the school, even for a brief moment, at any time of the school day unless properly signed out in the front office. Leaving campus will result in disciplinary consequences.

It is unlawful for anyone to take a student off campus during the regular school day without obtaining proper permission from a school official.

**Any visitor entering the school premises must register in the office, identify themselves by showing proper identification, and state the nature of their business.**

**STUDENTS ARE NOT ALLOWED TO BRING VISITORS TO SCHOOL**

## 1.3 Transportation

Students may drive to school, but are **not** allowed to park on school grounds. Students must have a valid CA driver's license and current automobile insurance. If parked in an area designated as *No Parking*, students are **not** allowed to leave campus during the school day to move their vehicles.

Metro bus pass cards are available and are distributed to every student that requests one. Students are to fill out the interest form (QR code found on the Family Resource Center bulletin board). Once complete, they will receive their new metro bus pass, valid for the school year.

## 1.4 Office Phone/Cell Phones

The office phone may be used by students before or after school to contact parents. During the school day, all office phones are to be used in case of emergency only.

Possession of cell phones is permitted **only** on an out-of-sight and out-of-sound basis. Cell phones are a distraction to daily educational activities and will be confiscated if they are visible or heard. **Students are not allowed to use their personal cell phones on campus except during lunch and afterschool.** All cell phones should be turned off and put away in a backpack or purse. Any student who contacts a parent or guardian using a personal cell phone will be held to consequences for violating the school's cell phone policy. Confiscated cell phones will be returned only after the student performs community service to the school, and/or a parent or guardian will be required to pick up the phone from the main office.

Repeat offenders will require a parent meeting with administration.

### **1.5 Cafeteria**

All students are eligible for free lunch. Students must have their school-issued ID to scan or input their school ID to receive their lunch.

### **1.6 Outside Food**

Students are not allowed to receive food deliveries from outside vendors including but not limited to: GrubHub, DoorDash, and Uber Eats. Parents / Guardians must receive prior permission from administration if they need to drop food off for their child.

Food for class or club / sports parties must have prior approval from the teacher and administration.

### **1.7 Paying Bills**

Students accrue costs during the school year in various ways: lost textbooks or reference books, damage to school property, etc. A record of these charges is kept in the Main Office. Students are expected to pay bills promptly without constant reminders. Students should always request a receipt when paying any bills. All services, goods, and bills paid by check are subject to a \$15 returned check fee. If a student fails to pay any bills owed to the school, possible exclusion from School Activities (i.e. school dances, graduation ceremonies, prom, etc.) and withholding of final transcripts may occur.

### **1.8 Smoking Regulations**

In response to California State Law AB4085, which bans student use of tobacco on public school campuses, the following rules will be in effect at the Hawthorne Math & Science Academy. There will be no smoking, use or possession of tobacco on campus at any time before school, after school or during school hours. Smoking or use of tobacco will not be allowed before, during, or after any athletic events and extracurricular activities sponsored by the school. Smoking or use of tobacco will not be permitted on the perimeter of the campus, including the street in front of the school, the sidewalk across the street from the school, or at the bus stops near the school.

### **1.9 Electronic Listening or Recording Devices (audio and/or video)**

Any person, including but not limited to employees, parents/guardians and students, shall not be permitted to use any electronic listening or recording device (audio and/or video) in any office or school classroom in the District without consent. Requests to record and/or listen by electronic means to events and/or commentary occurring in the classroom must be received and approved in advance by both the teacher and school principal. Requests for recording the proceeding of meetings, conferences, or conversations on campus shall be approved by the school principal or ranking district administrator responsible for establishing the meeting. All requests for using listening and recording devices shall be submitted in writing at least one business or school day prior to the proposed date of use.

### **1.10 Classroom Visitations**

Classroom visitations must be arranged in advance with the principal/designee and classroom teacher. Classroom visitations shall be limited to 30 minutes or less. Classroom visitors shall be accompanied by school personnel at all times unless the principal/designee so stipulates to the contrary.



## **SECTION 2**

### **ACADEMIC INFORMATION**

## 2. ACADEMIC INFORMATION

### 2.1 Required and Elective Courses

All HMSA students are required to follow the specific guidelines for HMSA graduation, following the coursework set forth by the administration. This college/university path has been established for students' high school success and achievement of admission to the college or university of their choice.

Students **are required** to take the following courses at HMSA to meet graduation requirements. These course requirements (listed below) must be met during the school year. Classes taken during summer school or at the local community college must be approved by your counselor.

To graduate from HMSA, a student needs a minimum of 230 credits.

Credits are accumulated in specific subjects, which are broken down by subject below:

40 credits of English

40 credits of Laboratory Science

40 credits of Mathematics

30 credits of Social Science/History

30 credits of Foreign Language (*3 years of same language*) **or** 40 credits (*4 years where 20 credits are accumulated from 2 years in one language and an additional 20 credits from 2 years in a different language*)

20 credits of Physical Education

10 credits of Visual Arts

5 credits of Computers

5 credits of Life Skills

10 credits of Electives

#### **Courses Offered**

##### **English**

CC English I, II, III & IV

CC English II Honors

AP English Language

AP English Literature

##### **Science**

Physical Science

Chemistry

Biology

Physics

Environmental Science

AP Physics 1

AP Environmental Science

AP Biology

##### **Foreign Language**

Spanish I, II, III

Native Spanish I, II

AP Spanish Language

##### **Electives**

Anthropology: Cultural & Visual

Entrepreneurship

Life Skills

Introduction to Computers

AP Computer Science A

Visual Arts

##### **Mathematics**

CC Algebra I

CC Algebra II

CC Geometry

Trigonometry

Statistics

Pre-Calculus

AP Calculus AB

AP Calculus BC

##### **Physical Education**

P.E. I, II, III, and IV

##### **Social Science/History**

World History

AP World History

U.S. History

AP U.S. History

Government

AP Government

Economics

##### **More Electives**

College and Career

Ethnic Studies

## 2.2 Homework

The faculty and administration of HMSA believe that homework is a valuable learning tool. In general, students will receive an average of two to four hours of homework per night, not including long-term projects. If a student is distracted by other activities like television watching, video games or social media, the time to complete homework will surpass the two to four hour average. Homework can accomplish any or all of the following:

- Reinforce academic skills learned in class
- Communicate the curriculum to the parents
- Encourage self-discipline
- Provide opportunities for students to improve technology and research skills

## 2.3 Homework Policy

Missed homework cannot be made up for an unexcused absence. If a student is absent on the day that an assignment is due, the student must turn in the assignment upon return to school. HMSA has an odd/even block schedule, therefore students do not have every core class every day. For example, students who miss math class with an excused absence on a Tuesday must turn in their homework the day they return to school, even if they do not have math that day. The same applies to picking up any worksheets, handouts, or other materials that the teacher may have given out on the day of the absence. Students need to call a classmate or look up the assignments online on Canvas.

All students are accountable for turning in assignments the day they return to school, unless the course syllabus specifies otherwise. Teachers have their syllabus available to view online on Canvas. If a student does not understand the assignment, he/she is encouraged to seek assistance from a teacher/staff member, attend tutoring, or go to study hall. Completing homework the day it is assigned provides the opportunity to seek help when needed.

***Attempting homework is always better than coming to class with nothing done.***

Students who do not have a computer or access to the internet can use the computer lab after school. Students who do not have access to a printer can email their work to [HMSAhomework@hawthorne.k12.ca.us](mailto:HMSAhomework@hawthorne.k12.ca.us).

### **Homework Hotspot Pick up Procedure:**

1. Students must submit homework printing requests by 8:30 a.m. for same day printing.
2. All printed homework (except pictures for Art class) must have the student's name embedded in the document.
3. Homework will be printed out for students who have emailed documents as attachments or google shared their work properly.
4. **Homework will not be printed for students who do not sign in properly.**

***\*Students are NOT to use or print their work on teachers' or office computers. Any request will be denied.***

## 2.4 Academic Integrity

*Academic integrity* is submitting your own work and properly crediting any approved sources used in it. Work that does not meet this expectation is *academic dishonesty*. Sharing your work with another student makes you complicit in any inappropriate act they take with that work. Do not share login information or access with your peers. Students will sign an academic integrity contract at the beginning of each school year and participate in training to promote a culture of accountability, growth, and positive behavior.

## Tiered Consequences for Offenses

This tiered system is designed to provide clear, consistent, and developmentally-appropriate consequences for academic dishonesty. It incorporates key components of Positive Behavioral Interventions and Supports (PBIS) to support student learning and behavioral development. Offenses / Tiers may carry to the following school year; all incidences documented on PowerSchool.

Students are expected to:

- Submit original work and give credit to other peoples' ideas/work
- Represent original work honestly
- Collaborate with other students only when directed by teacher

Students demonstrate Academic Dishonesty when they choose to cheat or plagiarize for their personal gain and show disregard for their learning.

- and/or answers to quizzes/tests with other students
- Altering corrections or scores to change your grade

Examples of cheating/plagiarism are:

- Using the work of others as their own without giving credit or receiving permission
- Using AI and/or Chat GPT inappropriately and submitting work as your own
- Neglecting to appropriately cite the work of others
- Allowing others to submit your work as his or her own
- Using forbidden material during an exam, such as cheat sheets or prohibited electronic devices
- Asking about or sharing questions

### **Tier 1: First-Time (minor offense)**

#### **Possible Examples:**

- Copying homework or classwork
- Unauthorized collaboration on an assignment
- Unauthorized tools (calculator, translator, etc.) on an assignment
- Incomplete citations in an assignment

#### **Consequences:**

- Verbal warning and teacher conference with the student
- Parent/guardian notification
- Redo assignment or complete alternative assignment (partial credit may be awarded) ●
- Entry into academic integrity log for tracking
- Reflection activity or assignment (e.g., written apology, integrity essay)

#### **Suggested PBIS/MARK Integration:**

- Re-teaching of expectations using positive framing
- Use of check-ins and behavior monitoring tools
- Counseling or advisory intervention

### **Tier 2: Repeated or Moderate Offense**

#### **Possible Examples:**

- Copying from another student's quiz/test/assessment
- Using unauthorized notes or devices on a quiz/test/assessment
- Submitting parts of peer or published work as your own (including pre-existing art) ●

- Submitting parts of AI-generated work as your own (including pre-existing art) ●
- Fabricating data or citations
  - Failing to cite sources
  - Repeated Tier 1 violations

**Consequences:**

- Zero on the test/assignment
- Mandatory parent-teacher-administrator conference
- Counseling and advisory intervention
- Documentation in cumulative discipline record
- Timed suspension from extracurriculars (clubs/sports/ASB) and other leadership roles

**Suggested PBIS/MARK Integration:**

- Behavior support plan or check-in/check-out system for personal devices
- Academic CP class to increase subject knowledge and reinforce integrity, responsibility, and ethical decision-making
- Positive reinforcement for demonstrating honest behavior in future assignments

**Tier 3: Chronic or Severe Offense**

**Possible Examples:**

- Purchasing, stealing, or sharing an exam (including photos and screenshots) ●
- Intentionally submitting another's entire work (including AI) as one's own
  - Altering grades
  - Repeated Tier 1 and/or Tier 2 violations.

**Consequences:**

- Failing grade for the course (subject to administrative review)
- Suspension (in-school or out-of-school)
- Possible expulsion for extreme or chronic cases
- Notification to colleges on transcript and/or disqualification from letters of recommendation ●
- Removal from extracurriculars (clubs/sports/ASB) and other leadership roles

**Suggested PBIS/MARK Integration:**

- Intensive individualized support plan
- Re-engagement meetings with family and support staff
- Participation in restorative practices and behavior contracts focused on rebuilding trust and skills

**Restorative Practices (Applicable at All Tiers)**

To encourage reflection and positive behavior change, students may engage in:

- Peer mediation
- Academic tutoring
- Mentorship with a staff member
- Community service

**Under no circumstances should you give or send your work to any other student.**

## 2.5 Forgery Guidelines

**The consequences for forging any school documentation, including absence notes, progress reports, etc. are detailed below:**

**1<sup>st</sup> Forgery Incident** – Student is placed on the office forgery list. Written notes will no longer be accepted to clear absences or for office passes; only phone calls from parents/guardians/staff will be accepted. Student will receive a log entry and five days of lunch reflection. Student will also be placed on the semester’s ineligible list and not be allowed to participate in any extracurricular activities. A parent conference is required.

**2<sup>nd</sup> Forgery Incident** – A parent conference is required; Student will receive a log entry, 10 days of lunch reflection, and may be suspended. Student will also be placed on the ineligible list for the entire school year and not allowed to participate in any extracurricular activities.

**3<sup>rd</sup> Forgery Incident** – A parent conference is mandatory, and possible placement in an alternate school setting will be discussed; student will receive a log entry, fifteen days of lunch reflection, and be suspended. Student is also placed on the ineligible list for the entire school year and not allowed to participate in any extracurricular activities.

### **AI “ACCEPTABLE USE” POLICY**

Artificial Intelligence (AI) tools can support learning, creativity, and productivity. AI includes tools and technologies that can generate text, images, music, code, or other content based on user input. (Examples include ChatGPT, Grammarly, Gemini, Meta AI, Canva AI, and others.)

This policy helps ensure AI is used responsibly, ethically, and in a way that supports academic integrity and student growth. We encourage families to discuss the ethical use of AI at home. Our school is committed to preparing students for a future where AI is used thoughtfully and responsibly. As these guidelines about ethical AI use are still in the early stages, students should follow the specific criteria that each teacher sets in their syllabus and for each assignment.

#### **Academic Integrity Reminder:**

Using AI to support learning is allowed when used with teacher permission AND proper credit. (See our “Citation Reference Guide” for an example of how to cite AI.) Any work turned in must reflect the student’s own understanding and effort unless otherwise specified by the teacher.

Overall, students are expected to:

- Ask permission before using AI for assignments
- Be honest about how AI was used
- Cite AI sources in their work
- Use school-approved AI tools only
- Receive consent before using the name, image, likeness, etc. of any person before generating AI content. (HMSA strongly encourages students to not generate content with any living or dead person).

#### **Students May Use Approved AI Tools When:**

- A teacher gives permission to designated classes to use AI for a specific assignment.
- A teacher gives permission for students to use AI to brainstorm, research, outline, or get feedback on their own work.
- A teacher gives permission to explore AI responsibly in designated classes such as

computer science.

- A teacher gives permission to use accessibility tools (e.g., voice-to-text, AI-based translators) to support learning.

### **Students May NOT Use AI Tools For:**

- Cheating or plagiarism (such as submitting AI-generated work as your own, using it without permission, failing to cite AI sources even with teacher permission to use it, etc.)
- Misusing AI for inappropriate content generation by bypassing school internet filters
- Creating or sharing false, harmful, or misleading information (e.g., deepfakes/fake news)
- Generating content that is discriminatory, violent, hateful, or offensive
- Violating data privacy laws by entering personal information into AI tools

### **Possible Consequences for Misuse of AI Tools:**

- Redoing assignments or receiving a zero for academic dishonesty
- Disciplinary action in line with the school's code of conduct
- Limited technology privileges or access to school devices

### **Privacy & Safety Reminder:**

- Students must not enter personal information (names, addresses, phone numbers, photos, etc.) into AI tools.
- AI tools used must comply with the California Student Data Privacy Agreement (CSDPA) or be district-approved.

### **Still Need Help?**

When in doubt, talk to your teacher or school administrator before proceeding. You may also consider these guiding questions:

- Have I discussed with my teacher how AI may/may not be used for this assignment? ● Am I using AI as a tool to learn and create (or as a shortcut to avoid effort)? ● Would I be comfortable explaining how I used AI to my teachers, peers, or parent(s)/guardian(s)?
- Does this use align with my school's academic integrity policies?

## **2.6 Progress Reports/Final Report Cards**

Parents can expect a school-wide progress report three times a semester. The report card for each individual semester will be mailed out no later than seven days after the end of the semester.

Parents are also encouraged to call the Main Office to receive their username and password for PowerSchool. The website is <https://powerschool.hawthorne.k12.ca.us/public>. PowerSchool is a website provided by the Hawthorne School District to help parents monitor their child's grades and progress. Parents are able to view their student's current grades in any class and review any recorded absences and/or tardies.

***If the student is earning a "D" or an "F" in any subject, it is strongly suggested that parents contact the school to set up a conference between the parent, student, and teacher. The conference goal will be to problem solve and prioritize ways to improve grades to a minimum level of "C."***

## **2.7 Participation in Clubs/Activities/Sports**

Administration will post an eligibility list after midterm and final exams. A student will be excluded from participation in any school club, activity, or sport if he/she has: a cumulative GPA less than 2.0; an F in any subject; NP in College Prep; any truancy or suspensions, whether in-house or off campus in the given school year.

## **2.8 Physical Education Excuse**

Physical Education is a graduation requirement for 9<sup>th</sup> and 10<sup>th</sup> graders. A student is required to complete two years of Physical Education (20 credits).

Unless a parent notifies the school otherwise, all students will be expected to participate in all P.E. activities. A parent's note will excuse the student from that day's activity, but the student will need to complete an alternative written assignment. A student cannot use a parental excuse from P.E. activity more than three (3) times in a semester. A doctor's excuse for P.E. is required by the school if a student is to be excused for more than one (1) day. This excuse must state the reason, the extent of restriction of P.E. activities, and the date of doctor's release.

**Students must be dressed in P.E. school uniform every day that they have class. Uniforms can be purchased on-line through the uniform supplier.**



## **SECTION 3**

### **STUDENT INFORMATION**

## **3. STUDENT INFORMATION**

### **3.1 Educational Responsibilities**

All students must have equal access to the educational program, thus it is the goal of the following discipline outline to convey clear expectations for student behavior. Students have the right to an education, the right to a safe and orderly environment, and the right to receive respect. We also realize that teachers have the right to teach, the right to a safe and orderly environment, and the right to receive respect. Therefore, student behaviors that conflict with the educational program and the welfare of other students and staff will not be tolerated. The following information outlines our school rules and the consequences for not adhering to them.

### **3.2 Student Responsibilities**

Students do their best at HMSA when they follow all the rules and seek out help from adults with problems they cannot solve independently. There are many privileges for students who attend every day, do their homework, and ask questions. Be that privileged student. When a student makes a mistake or has a concern, it is always best to come forward and tell an adult. Truth is always respected.

- Wear school uniform properly at all times
- Wear your current student I.D. card on a lanyard and have it on you while on campus
- Be prepared for each class every day
- Attend classes regularly and on time
- Abide by all classroom rules
- Respect the feelings of others
- Respect the property of the school and others
- Be positive leaders
- Be proactive by working toward finding solutions to challenges
- Keep the campus clean

Students are responsible for following all school and classroom rules and accepting consequences for their behavior:

- All HMSA teachers are responsible for maintaining classroom management and being fair and consistent with behavior expectations.
- Teachers' primary action in their classroom discipline program is to redirect the student. If the student cannot be redirected, then the teacher support system to provide a moment of space is the next step. If these measures fail, then Security is called for an escort to administration. Appropriate measures will be taken by administration.
- Lunch Reflections are assigned based on the information found in the PowerSchool Student Log Entry screen. Students receive log entries for failure to uphold their role of the student compact (failure to produce quality homework, failure to be prepared with said materials, etc.). Students are assigned reflections during lunch. Their time in lunch reflection is dictated by the severity of their offense.
- The principal is responsible for setting standards for classroom management.

Outlined below are the school's policies toward various requirements for both students and parents. In addition, throughout the year, additional policies may need to be added. These new additions will be posted on the website and in the school bulletin and sent home to parents.

### **3.3 Textbooks**

Parents are to ensure that students take good care of all school-issued textbooks and equipment. Students and families will be held financially responsible for the loss or damage to school-issued materials. Every student is issued materials and is responsible to care for and handle the return of said materials in original condition. Original condition means the same condition that the materials were in when they were issued to the student. If outstanding balances are due on any materials or textbooks, final transcripts and/or class schedules will not be distributed until payment is complete.

Students are issued books using an electronic barcode system. Students may ask for a printed list of the books issued to them and assume full responsibility for the security of their own textbooks. If books are lost or stolen after issuance to a student, that student will be required to pay for the cost of the book before a new one is issued. Book fines are paid at the Projects and Activities office. Students may not keep books in the office or any classroom, even between class periods. Students need to keep their textbooks covered at all times.

### **3.4 Library Books**

Students who check out library books are responsible for returning them in original condition by the due date. Original condition means the same condition that the library books were in when they were checked out. Students will be charged \$0.20 per school day for overdue library books. Students who want to avoid paying fines should return their books by the due date, renew their books to extend the due date, or pay to replace lost books. If outstanding balances are due on any library books, final transcripts and/or class schedules will not be distributed until payment is complete.

### **3.5 Students Out Of Class / SmartPass**

Students must obtain permission and enter a digital SmartPass when leaving class during instructional time. It is the student's responsibility to end their pass once they return to class.

***Any student out of class without a pass will receive a log entry as a disciplinary measure.***

### **3.6 Student Identification Card**

Student I.D. cards will be issued in late August. The current I.D. must be worn on a lanyard around the neck so that it is visible at all times. If a student is asked to show his/her I.D. and does not have it, the student will receive a log entry. Replacement cards will be made at a cost of \$10 per I.D. I.D. cards are needed to receive lunch, check out textbooks and for access to the computer lab and school functions.

### **3.7 Student Materials**

Students must come to school every day with all of the necessary materials to learn (books, paper, pencils, etc.). Please refer to grade level and department lists of materials as presented by the teacher at the beginning of each school year for requirements.

### **3.8 Lost And Found**

Items found on campus should be turned in to the office. The school has one bin for lost and found articles: first floor of A bldg outside of ASB office. Students who have lost an item at school may go to these centers before school, during lunch, or after school to check for lost and found articles.

### **3.9 Gum**

Gum is never allowed on campus. Students who are seen with gum will be given a log entry and assigned lunch reflection. Repeat offenders will also be assigned community service to the school.

### 3.10 Public Displays of Affection (PDA)

To provide a positive and respectful school environment conducive to learning, staff, students, and parents must all work toward achieving that common goal. Students are not to engage in public displays of affection (PDA) on or around the school campus. Public displays of affection (PDA) refer to kissing, hugging, sitting on another person's lap, etc. Handholding is the only form of affection permitted.

Students found in violation of the school's PDA guidelines will be given a log entry and assigned lunch reflection. If the behavior continues or is deemed blatant, the students in question will have a parent conference with an administrator and lose eligibility for extracurricular activities.

### 3.11 Use of Cell Phones and Other Electronic Devices

Students may *not* use cell phones for emailing, texting, accessing the internet, taking photos, recording, etc. at any time during the school day while on the school campus, except during lunch and afterschool. Students are *not* allowed to use their cellphones during class unless given permission from their teacher.

Students may *not* use an iPod, MP3 player, or other music listening device when they are within the confines of a school classroom. Once inside the classroom, the device must be put away out of sight; this includes all ear connections. Such devices are permissible only on common grounds during lunch, and before and after school. Items that are visible outside of the permissible times will be confiscated.

Unless otherwise stated by a faculty member, electronic readers may be used in the same manner as a book. Electronic readers may *only* be used as books. Prohibited activities include, but are not limited to, accessing the internet, taking photographs, or accessing mobile applications. Students may not use an electronic reader during *any* testing session.

***If students are found using cell phones or other electronic equipment in violation of this policy, the item(s) will be confiscated.***

Use of cell phones or other electronic equipment will result in the following consequences:

<b>First Offense:</b>	Item confiscated from student, log entry, and phone call home.
	Student will get item at the end of the day
<b>Second Offense:</b>	Item confiscated from student, log entry, and phone call home.
	Parent or guardian must come to school to retrieve item.
<b>Subsequent Offenses:</b>	Item confiscated from student, log entry, and phone call home. Parent or guardian must come to school to retrieve item. Other supports may be put in place to support student.

### **3.12 Bullying**

Bullying is not tolerated. No individual or group of students shall, through physical, written, verbal, on-line or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Students are to report any incident of bullying to administration immediately. Students in violation of policy may be considered for suspension and/or expulsion.

### **3.13 Sexual Harassment**

Sexual Harassment through physical, verbal, on-line, or other contact is not tolerated. Students are to report any incident of sexual harassment to administration immediately. Students in violation of policy may be considered for suspension and/or expulsion.

### **3.14 Social Media Use**

Students are expected to use technology responsibly and respectfully. Students are to report any inappropriate social media use to administration immediately. Students in violation of policy may be considered for suspension and/or expulsion.

Below are examples of inappropriate social media use:

- Do not use technology to cyberbully other students. Cyberbullying includes posting or sending harmful messages, images on the internet, social networks, or other digital technologies.
- Do not use profanity, vulgar or obscene words or images on-line.

### **3.15 Prohibited Items**

Students will be suspended or expelled for bringing any dangerous object, weapon or replica on campus. Permanent markers are prohibited on campus. Students and staff are to report any incident to administration immediately.

### **3.16 Before and After School Student Behavior Expectations**

Before School:

- Students must remain in the Quad or Cafeteria until the warning bell rings at 8:25 a.m.
- Students are not allowed in Building B or C prior to the warning bell, unless meeting with a teacher.
- Students who jaywalk will receive a log entry and will be assigned lunch reflection.

After School:

- Students who remain on campus after 3:30 p.m. must be in a classroom with a teacher receiving academic help or attending another authorized school-sponsored activity. The HMSA campus is closed at 6 p.m.
- Students who jaywalk will receive a log entry and assigned lunch reflection.
- Students must stay in the Quad area if they are waiting for transportation.

### **3.17 Log Entry Consequences**

Students will be assigned 5 days lunch reflection for receiving 10 log entries. Consequences may be adjusted based on the severity of the log entries.

### **3.18 Lunch Reflection Expectations**

Students who are assigned reflection time for any reason (log entries, discipline entries, tardy entries) are expected to be in the MPR at lunch until all owed reflection words are completed. Students who do not report to reflection time will receive an additional log entry for skipped reflection, and an additional 10 words.

### **3.19 Suspension and Expulsion**

Students who continue to violate school or district rules and policies are subject to either in-school or out-of-school suspension. Students who are suspended are placed on the ineligible list for the

remainder of the school year. Serious violations will result in immediate suspension. Repeated suspensions may result in expulsion from HMSA.

### **3.20 MARK Expectations and Rewards**

The goal of a high school student is to develop personally, as well as academically. HMSA students will make their MARK by demonstrating the following:

- Motivation- Strive for excellence
- Accountability- Show academic and interpersonal integrity
- Respect- Respect yourself, others and your environment
- Kindness- Be empathetic to others

Students who show these qualities will be acknowledged with the following rewards:

- MARK Ticket- Turn ticket into the container in the office to enter raffle drawing for the opportunity to earn free dress passes, reflection word coupons and more.
- Semester Award- Students may be recognized as the grade level outstanding student for exemplifying MARK characteristics.

### **3.21 Document Requests**

Students must request documents at least two weeks in advance to ensure that staff can provide information and letters of recommendation. Staff reserves the right to decline requests that are not made in the two week time frame.

### **3.22 Work Permits**

Students must download the Work Permit application found on the HMSA website and complete it before requesting an appointment with HMSA administration. Students must have a job offer and employers must adhere to guidelines listed on the application. Work Permits will only be granted to students in good academic standing.



# **SECTION 4**

## **ATTENDANCE**

## 4. ATTENDANCE

One of the most important responsibilities a parent has in the educational process is to ensure that his or her child attends school each and every day on time. Daily attendance in school is compulsory for all assigned classes. If your child must be absent, please notify the school in advance. When the student returns to school, he/she must have a note signed by the parent explaining his/her absence. If a student is absent due to an unexpected illness or emergency, please notify the school by 10 a.m.

The only reasons for absences that are considered EXCUSED are:

- Personal illness (note from parent for 2 consecutive days or less)
- Emergency medical, dental, and optometry appointments (note from doctor)
- Serious family emergencies (subject to administrative approval)
- Verified court appointments
- Death of an immediate family member

All other reasons for absences are considered UNEXCUSED. Any planned absences (for any of the above reasons) for more than three consecutive days require Administration approval for a student to make up work. When a student returns from an absence, he/she must bring a note from the parent, doctor or court explaining the absence. If a student does not bring a note, he/she will be marked as unexcused. Students with unexcused absences for more than one week will have a parent conference scheduled.

No. of Absences per Semester	Type	Action
1 – 3	Excused	Phone call home informing parent child is absent.
	<b>Unexcused</b>	<b>Parent contacted to verify absences.</b>
4 – 7	Excused	Parent conference to discuss alternative planning.
	<b>Unexcused</b>	<b>Case is referred to SART, Student Attendance Review Team. Parent conference to discuss alternative planning.</b>
8 – 10	Excused	Parent letter mailed home stating number of absences is threatening child's academic performance. Parent meeting planned and alternative schools are discussed. Student may not participate in any extracurricular activities.
	<b>Unexcused</b>	<b>Parent notified that case is being recommended to SARB – Student Attendance Review Board. Student may not participate in any extracurricular activities for the remainder of the school year.</b>
10+	-----	Case is referred to SARB. Families may be cited; student will be placed on probation for the remainder of the school year. At the end of school year, parent conference will be held to evaluate student's academic performance and attendance.

### 4.1 Arrival and Dismissal

All students are required to arrive and depart from Hawthorne Math & Science Academy in a manner that is conducive to their learning and needs. We start school promptly at 8:30 a.m. daily and end school at 3:30 p.m. Students must be in their seats ready to learn at 8:30 a.m. Each student is responsible to get to class on time. On days that we are on the *early release schedule* or *finals schedule*, school ends at 2:40 p.m. or at 12:50 p.m. respectively. The HMSA campus is closed at 4:30 p.m.

Students who arrive late to school will be assigned lunch reflection for that day. Excessive tardies, more than three in a week or more than 30 minutes in duration, may result in a truancy citation, and a parent conference will be arranged. Assigned work missed due to tardies cannot be made up.

If morning tardies become a chronic problem, school administration will first meet with the family to find a resolution. If the tardies continue, the matter will be turned over to the District Office. Student/families who continue the undesired behavior of consistent tardiness jeopardize their ability to participate in school functions, activities and sports. Also, if this type of behavior is exhibited during their senior year, students risk the privilege of participation in ALL senior activities.

#### **4.2 Early Checkout**

Parents are urged to make all dental, medical, and other appointments after school hours. If it becomes necessary for you to check your son or daughter out during the school day, you must report to the main office to sign him/her out. Students will only be released to persons on the Emergency Contact list. Please be sure the information we have on record is updated. Students who are checked out early do not qualify for Perfect Attendance awards, unless absence is for academic advancement.

#### **4.3 Senior Attendance**

Seniors may not miss more than six (6) class periods for one individual course per semester or more than a total of 22 class periods for all courses in a semester. If a student exceeds the total allowable absences, they may not be eligible to participate in graduation and/or senior graduation activities. This includes excused and unexcused absences.

#### **4.4 Verification of Absence**

A valid written excuse is required for EACH DAY a student is absent for all or part of a school day (unless a doctor/dentist note is provided). Absence notes shall be written in ink, signed by the parent/guardian and include:

- Full name of the student
- Date(s) or time of absence
- Reason for absence (BE SPECIFIC)
- Telephone numbers where parent or guardian can be reached
- Signature of parent or guardian

***If a student does not bring a note, he/she will be marked as unexcused until verification is received from parent or guardian.***

#### **4.5 Tardy Policy**

Each student is responsible for being on time to school. A student who is tardy to school will be marked with an UNEXCUSED tardy. For every tardy to school, students will be assigned lunch reflection. A parent's note will excuse the student from that day's lunch reflection, but does not excuse the tardy itself. A parental note cannot be used more than three times in a school year. Any student tardy three or more times in a week or more than 30 minutes may be issued a Truancy citation. Failure to attend assigned reflection will result in additional reflection words and/or suspension for that student. If morning tardies become a chronic problem, school administration will first meet with the family to find a resolution. If the tardies continue, the matter will be turned over to the District Office.

Students/families who continue the undesired behavior of tardiness will jeopardize their ability to participate in school functions, activities, and sports. Also, students who are tardy do not qualify for Perfect Attendance awards.

#### **4.6 Midterm and Final Exams**

Midterm and Final Exams that are missed may only be made up if the absence is a result of a verifiable medical emergency.

#### **4.7 Independent Study (I.S.)**

Students who need to be absent from school for excused absence circumstances can request an Independent Study contract at least two weeks prior to the absence. Students must complete and submit assigned work upon return to school. Failure to meet student/parent responsibilities listed on contract will revert to unexcused absences. Approval of Independent Study is at the discretion of a school administrator. Documentation must be provided when requesting I.S.



## **SECTION 5**

### **STUDENT DRESS CODE POLICY**

## 5. STUDENT DRESS CODE POLICY

**5.1 School Uniforms - Students will be asked to change into proper uniform attire if they come to school out of dress code. They will be given a loaner to wear for the day and a log entry will be issued.**

### Shirts/Tops

Students must wear collared *polo* style shirts in black, white or grey with the official HMSA logo on the upper left chest area. **The uniform shirt must be tucked in at all times.** All other styles, colors, and logos are prohibited. Students may wear undershirts that are of a different color; however, these undershirts must be solid in color and must be tucked in at all times. Shirts should fit students appropriately and not be too tight, too big, or show midribs. Shirts cannot be balled, bundled or tied up. Girls of Muslim faith can wear their traditional dress (over-garment) in accordance to their faith, but it must be black, grey or white and must have the school logo. If the dress does not go to the ankles, then khakis must be worn underneath.

### Pants/Bottoms

Students must wear black or *khaki* pants, shorts, or skirts. No cut-offs, frayed or torn pants are allowed. **Pants with belt loops must be worn with appropriate belts** (i.e., no chains). Belt buckles may not have initials, flags, or logos on them. Pants must fit the student and not be baggy or tight. They must be an appropriate length and not drag on the ground, be too high, or show student's underpants. **No CARGO pants allowed - pockets may not be located on the outside of the pants.** Also, students cannot wear corduroy, jeans, leggings, or leather pants. Skirts and or shorts may not be shorter than mid-thigh length (a good indication would be that the length of the skirt would not be shorter than the extended hands middle finger).

### Jackets/Sweaters/Sweatshirts

Outerwear must be black or grey and be the same solid color on the inside and outside. All outerwear must have the HMSA logo. Students may only wear the HMSA uniform jacket, sweater, or sweatshirt; all other items will be confiscated.

### Undershirts and Leggings

Undershirts: Must be solid in color, free of writing or symbols, and tucked in

Undershirts in PE: Must be white

Leggings: Must be solid in color. Wearing leggings does not allow a student to wear tight or short shorts or skirts.

### Footwear

- Color: Any
- Type: Athletic or regular
  - Must have a hard-sole.

### The following are prohibited:

- No house shoes, moccasins, heels, sandals, or open-toe shoes

### PE Uniform

- Top: Official HMSA P.E. Shirt
- Bottom: Official HMSA P.E. Shorts
- Footwear: Running Shoes

### Headwear

Girls of Muslim faith can wear their traditional dress in accordance with their faith. Head scarves must be black, grey or white.

## **PE Requirements**

Students need to be dressed in proper PE uniform attire. See your PE teachers for details.

NO jewelry or any piercings are allowed during PE class. This is for safety reasons. Students will be asked to remove their jewelry or piercings for PE prior to participating in the class. This is a safety requirement. No exceptions.

### **5.2 Free Dress**

#### **Shirts/Tops**

Students must wear shirts that are appropriate to participate in school activities. Shirts should fit students appropriately and not be too tight, too big, show midriffs or undergarments. Shirts cannot be balled/bundles or tied up. If Free Dress is granted to participate in Spirit Week, clothing must meet Spirit Day guidelines.

#### **The following are prohibited:**

- Sheer or lace tops
- Tank tops
- Off the shoulder tops
- Altered Clothing (frays, holes, tying, cuts, etc.)
- Tops with visible cleavage, bra straps/undergarments, spaghetti straps, tank tops, or see-through clothing (even with a top underneath)

#### **Pants/Bottoms**

Students must wear pants that fit the student and not be baggy or tight. They must be an appropriate length and not drag on the ground, be too high, or show student's underpants.

Skirts and or shorts may not be shorter than mid-thigh length (a good indication would be that the length of the skirt would not be shorter than the extended hands middle finger).

#### **The following are prohibited:**

- Holes in jeans, even if tights are under the jeans
- Distressed jeans
- Leggings allowed only under shorts or skirts
- Pajama bottoms

#### **Footwear**

- Color: Any
  - Type: Athletic or regular
- Must have a hard-sole.

#### **The following are prohibited:**

- No house shoes, moccasins, heels or open-toe shoes

#### **Symbols**

Symbols, either pinned, sewn, or printed onto clothes, backpacks, or jewelry, may not display any *intolerant* messages, gang affiliation, vulgar images or messages and/or drug or sexual references.

**Absolutely no clothing/item may advertise alcohol or drugs, be related with gang or drug symbols, or be pornographic in nature.**

**STUDENTS WHO DO NOT FOLLOW GUIDELINES  
WILL BE REQUIRED TO CHANGE INTO AN HMSA UNIFORM.**

### **5.3 Professional Dress**

Students are allowed to wear professional dress when a teacher requires it for a classroom presentation. Students must adhere to Free Dress Code, and the following:

- Pants must be dress pants, not jeans
- Dress shoes to walk in all day (excessive heels, sandals, open-toe shoes are prohibited)
- Skirt/dress length below fingertips—even with tights
- No fishnet stockings

***STUDENTS WHO DO NOT FOLLOW GUIDELINES  
WILL BE REQUIRED TO CHANGE INTO HMSA UNIFORM.***

### **5.4 Dance Dress Code**

When attending a school dance students must adhere to the following:

- Dresses should be of an appropriate style and length for a formal school function.
- Low cut dresses (front or back), backless, or dresses with high slits will not be allowed
- Shoes should be acceptable for dancing; we do not want students taking their shoes off and getting hurt on the dance floor.
- No shorts, jeans, sagging pants or t-shirts will be allowed at formal dances.
- On campus dance attendees must adhere to Free Dress Code

***STUDENTS WHO DO NOT FOLLOW GUIDELINES  
WILL BE REQUIRED TO CHANGE INTO HMSA UNIFORM.***

### **5.5 Prohibited Items**

**The following are prohibited:**

- Hats
- Beanies
- Bandanas
- Headbands/Hair wraps wider than 2 inches
- Jacket hoods

### **5.6 Symbols**

Symbols, either pinned, sewn, or printed onto clothes, backpacks, or jewelry, may not display any *intolerant* messages, gang affiliation, vulgar images or messages and/or drug or sexual references. Any materials displaying symbols described above are subject to immediate confiscation and necessitate a parent conference with Administration.

## 5.7 Dress Code Violations

Students who violate the uniform dress code/ free dress code will be held to the consequences listed:

<b>1<sup>st</sup> Offense</b>	Log entry, phone call home, and student must wear a loaner uniform
<b>2<sup>nd</sup> Offense (and additional offenses)</b>	Log entry, phone call home, student must wear a loaner uniform, and possible lunch reflection

**If violations continue, a parent conference will be required.**

## 5.8 Confiscated Items

Students may only wear the HMSA uniform jacket, sweater, or sweatshirt; all other items will be confiscated. Hats are not allowed on campus at any time during the regular school day. Hats will be confiscated.

- **1<sup>st</sup> Offense** – Log entry, and phone call home. Item will be returned only after student performs community service or completes lunch reflection.
- **2<sup>nd</sup> Offense** – Log entry, phone call home, and lunch reflection. Item will be returned only after student performs community service or completes lunch reflection.
- **3<sup>rd</sup> Offense (and additional offenses)** - Log entry, parent conference required, and possible alternative placement. Item will be returned only after student performs community service to the school.

**Confiscated items that are not collected by the end of the semester will be donated to charity.**



## **SECTION 6**

### **PARENT INFORMATION**

## 6. PARENT INFORMATION

### 6.1 Guidelines for Parents

Welcome to the Hawthorne Math & Science Academy Charter High School community. We hope that you will find your time here to be a meaningful experience for both you and your student. The HMSA staff wants to ensure that all of our families collaborate with the HMSA staff and each other to foster a community of learners.

HMSA belongs to you. We, the staff, are here to serve you and your children. Together, we will ensure that our students succeed in becoming life-long learners and leaders in our school, their families, and community. We are ready to look to you for support; likewise, we expect you to look at us as a support agency. To meet the expected caliber of excellence we expect from our students, families and ourselves, we have established the following parental guidelines to ensure that we are all on the same path.

- Parents should see to it that students come to school dressed in proper school uniform. Please check in this handbook for specifics regarding what can and cannot be worn.
- Parents should ensure that their child has a quiet, well-lit place at home where they can do their homework.
- Parents are encouraged to attend parent meetings and to use PowerSchool to stay informed of their child's academic progress.
- Parents are responsible for completing and returning all required enrollment forms, federal meal applications, authorization sheets, permission forms, etc.
- Parents should personally sign and return all written communication with the school.
- Parents must contact HMSA immediately if there is any change in address or phone number for the student or family.
- Parents are responsible for all required vaccinations and must ensure that they are taken care of in a timely manner.
- Parents should report directly to the office when on campus.
- Parents should provide their child with the model for success by showing respect and attention to school officials and school matters.

### 6.2 Parent Conferences

HMSA does not have set conference periods as do the elementary and middle schools in the district. Parents are responsible for scheduling conferences with the teachers by emailing the teacher directly or by calling the school office to leave a message for the teacher.

### 6.3 Parent Deliveries for Students During School Day

Delivered items will be placed in a box located outside the administrative offices. Students will need to pick up items during passing periods or lunch. Classes will not be interrupted to notify students of delivered items.

### 6.4 Parent Volunteer Opportunities

Parents play an important role in upholding this message. HMSA parents are encouraged to contribute 40 hours of community service to the school every year. All non-parent volunteers must be over the age of 18 and are subject to approval by the school staff and administration. Service hours can be earned either by:

- (1) setting up time in advance with the office
- (2) signing up to assist during school functions
- (3) attending school meetings or events.

***Families are encouraged to complete their hours by the middle of April to be recognized at the annual Celebration of Excellence. Families may donate a maximum of 75% of these hours through monetary gifts that equal 1 hour for every \$5. Such donations should be in***

***line with event needs; i.e. cases of water for the Hawthorne 5K, gift basket for drawings at dances or events, etc. Parents may visit the HMSA website for volunteer opportunities.***

### **6.5 Accident Information**

**PARENTS BE ADVISED:** If your child is hurt at school, there is no school insurance to cover medical costs. In case of an accident, HMSA school staff will administer basic first aid. In case of serious injury, 9-1-1 will be called, and the school will immediately notify parents or another adult listed in the Emergency Contacts.

If a student feels sick at school, he/she will be able to lie down. The school cannot administer any medication to students. If the student is running a fever or has severe illness symptoms, parents will be notified. Students cannot be released until a parent, guardian, or person listed in the Emergency Contacts comes to pick them up. Proof of identity is required.

### **6.6 Emergency Forms**

Every student must have a completed Update Sheet properly signed and on file with the school. ***STUDENTS MAY ONLY LEAVE CAMPUS WITH AN ADULT LISTED IN THE EMERGENCY CONTACTS.*** It is the parent's responsibility to inform the school of any changes.

### **6.7 Health Services**

The Health Clerk will assist students in need of immediate attention. The Health Office is located in the Main Office.

- Emergency care is given for sudden illnesses or injury occurring at school. Conditions occurring at home should be taken care of before coming to school.
- Students should be covered under family insurance. The school is not responsible for medical bills for injuries occurring at school.
- No student is to report to the office without a pass, not even between periods.
- Students who are unable to remain in class because of illness will be sent home. Parents will be contacted to make arrangements for transportation. No student will be allowed to leave the campus without being properly signed out.
- Students must report to the Health Office in the Main Office before calling home due to sickness or injury. Parent(s)/Guardian(s) will then be contacted by staff informing them their child is sick or injured and will need to go home.
- Arrangements to leave school because of illness or injury must be made through the Main Office.
- ***Any student who contacts parent/guardian using their personal cell phone during school hours will be held to consequences of cell phone policy violation.***
- Staff does not diagnose illnesses. If ill, the student should be given care at home or if the condition persists, the student should seek medical attention.
- School personnel are prohibited by law from giving any medication to a student unless the student's physician has given written instructions. All medications require a physician's note.
- The school follows the recommendations of the Los Angeles County Health Department in excluding students with communicable conditions. Current laws require that Tuberculosis (TB) and Hepatitis B test results be on file with the office upon entrance into the school.
- Health matters are treated confidentially.
- Students expecting to be absent one week or more for medical reasons MUST contact the office regarding home instruction. The student's physician must make a request for home instruction.
- Female students need to carry feminine protection.

### **6.8 Prescription Medication**

- Any child who needs to take or apply any medication at school must have an "AUTHORIZATION FOR SCHOOL TO ADMINISTER MEDICATION" form completed by the prescribing physician and parent. This form may be picked up from the school office.

- If your child will need to take medication at school, return the completed form with medication to school as soon as possible.
- For the safety of all children, no medication is permitted without the supervision of a school official.
- All medication, prescription or non-prescription, must be in its original, properly labeled container.
- Please note that medication will not be administered without the appropriate written release.



## **SECTION 7**

### **STAFF AND FACULTY RESPONSIBILITIES**

## 7. STAFF AND FACULTY RESPONSIBILITIES

To continue our commitment to the Hawthorne Math & Science Academy mission statement of providing students with a thorough, rigorous and standards-based education, the staff and faculty must adhere and support the procedures and policies currently in practice at our school. The school environment is a dynamic one, but consistency in **all** classroom procedures establishes a set of norms that clarifies the importance of unity within the school culture.

Adherence to the same procedures provides a cohesive school environment in which all participants in the educational process understand what is expected on a daily basis. Students don't have to second guess what's appropriate in one class and not another – every classroom has the same basic rules. Students can expect to follow these same guidelines in every classroom. The procedures to be followed in every HMSA classroom are described below:

### 7.1 In the Classroom

- Teachers will stand at their doors to greet the students at the beginning of each class.
- Teachers will uphold the Dress Code by reviewing students as they enter class.
- Teachers will use respectable voice levels when addressing students.
- Agendas, homework, and learning targets are to be posted on a daily basis.
- PowerSchool/PowerTeacher must be updated by every 1st and 3rd Friday of the month.
- Teachers must present the HMSA cheating/plagiarism and forgery policies and discuss them so that policies are clear to all students.
- Teachers must provide a class syllabus within the first week of school, preferably on the first day. This syllabus should be posted on the HMSA website for reference.
- Students must have a SmartPass when leaving class at any time.
- Teachers are not to print any homework or allow students to use their classroom computers.
- Food is not to be consumed in the classroom, **except** during Homeroom or the first 10 minutes of the day. Snacks can be eaten during the passing periods. Drinks (water bottles/juices/hydration drinks) are permitted in class, but must be kept under the desk at all times.
- Cell phone visibility and/or usage by teachers is not allowed in the classroom during class time.
- Portable electronics visibility and/or usage is not allowed in a classroom.

### 7.2 In the Hallways/Breezeways (Common Areas)

- All teachers will monitor the hallways and breezeways outside their classrooms during each passing period.
- Every student must have an active SmartPass when out of class at any time.

### 7.3 Classwork (CW)/Homework (HW)/Assessments

- Students will be sent out for a log entry when there is a repeated pattern of incomplete HW and/or CW, not done at all, or is below HMSA expectations. Phone calls will be made to alert parents.
- There are no extra credit assignments at HMSA. Extra credit signifies special consideration for a particular student. All students will be treated equally.
- Students will meet deadlines and due dates as instructed. Work will not be accepted late without prior approval from the administration.
- PowerSchool/ PowerTeacher will be updated at least every two weeks as assignments are graded so that parents can stay informed of their child's progress.
- Teachers will provide a class syllabus the first week of school.
- Teachers will provide a review during the week of midterms. Also, teachers will provide a study guide for semester finals.

#### **7.4 Teacher Professionalism**

Teachers are the role models for students in the high school arena. The influence that teachers have over the students during these crucial four years is critical. Teachers must be mindful that what we say, what we do, how we act, and how we treat others are important components of the educational process. Our success in these areas is imperative for the growth of OUR students. With that in mind, teachers will:

- Present themselves in professional attire.
- Maintain themselves in a professional manner.
- Treat and respect students in a professional manner.



## **SECTION 8**

### **STUDENT COMMUNITY SERVICE GUIDELINES**

## 8. Student Community Service Guidelines

### Hawthorne Math and Science Academy High School Community Service Program

#### 8.1 Purpose

Volunteering has a meaningful, positive impact on your community. Volunteering helps you be competitive in college admissions, but volunteering is not just a list of organizations and dates. Colleges want to see a complete picture of the student and examples of their commitment, dedication, and interests.

#### 8.2 Goals

1. To enable the student to mature in his/her personal development
2. To gain valuable life experiences and skills
3. To afford the student an opportunity to share his/her gifts and talents with those in need

#### 8.3 Requirements

Each student is required to complete 100 hours of community service at a **non-profit organization** during their four years at HMSA to receive a diploma. A non-profit organization serves the community for charitable and/or educational purposes. Non-profit organizations are engaged in providing services for public benefit. Some examples include:

- public schools
- libraries
- museums
- free clinics
- animal shelters/rescue
- homeless shelters
- city and other government entities
- places of worship (churches, synagogues, mosques, temples)

#### 8.4 How to Get Involved

There are many people, places, and organizations that need volunteers. Here are some tips for getting started:

- Look around your community on-line to see what programs are available. Call and ask if they need help.
- Visit your city website. There might be a list of volunteer opportunities in your community.
- Contact your local United Way, cultural arts association, student organization, or another association that can point you in the right direction.
- Ask your library, church, or synagogue, and/or community colleges if they sponsor any volunteer groups.
- Check out the following websites to learn more about causes and to find volunteer
  - [www.volunteermatch.org](http://www.volunteermatch.org)
  - The Volunteer Center South Bay-Harbor-Long Beach

### **8.5 Questions to Ask Yourself Before You Volunteer**

It's important that you enjoy the type of service you choose and that you have the time to commit to it. Ask yourself these questions before you commit to an organization.

- How much time do I have to commit?
- Do I want an ongoing regularly-scheduled assignment, a short-term assignment, or a one-time assignment?
- Am I willing to participate in a training course, or do I want to start my volunteer work immediately?
- What talents or skills do I offer?
- What would I most like to learn by volunteering?
- What don't I want to do as a volunteer?
- Do I want to work alone or with a group?
- With what kind of people do I want to work—both in terms of who is receiving my services and who my co-workers might be?

### **8.6 Resources and Verification**

Submit volunteer hours to box in counseling office when finished with activity. If student completes hours over an extended period of time for the same organization, only one form needs to be submitted for the entire duration of the activity. Incomplete forms will not receive credit.



## **SECTION 9**

### **BEHAVIOR AND ACADEMIC CONTRACTS**

## **9. BEHAVIOR AND ACADEMIC CONTRACTS**

### **9.1 Behavior Contract**

***The main purpose of a Behavior Contract is to formulate a plan to help a student correct his/her behavior and function effectively within the school.*** Therefore, Discipline Contracts will be tailored to fit the individual needs of a student. As a result, if a student is placed on a Discipline Contract, administration, teachers, student, and parents will be part of the process. All contracts must be signed by an administrator, the student, and a parent to be enacted and enforced. Once the contract has been signed by all parties, violations of the contract will cause the student's case to be referred to the Discipline Review Board to determine the next steps. If the student's behavior problems persist, HMSA will assist the student in finding a learning environment that better suits his/her needs.

### **9.2 Academic Contract**

***The main purpose of an Academic Contract is to formulate a plan to help a student who is displaying poor academics and thus improve his/her academics classroom performance.*** Poor academics may be defined as students not completing homework, doing poorly on tests, and/or earning less than a 2.0 GPA at the quarter, mid-term, or semester grade. Therefore, Academic Contracts will entail that the student take advantage of the extra time outside of the classroom with individual teachers, departments, and/or grade levels to help the student improve academically. Grade level teachers and administrators may create these contracts in collaboration with parents and the individual student. All parties must sign the contract in order for it to be enacted and enforced.



## Student / Parent Contract Agreement

Dear HMSA,

We, the parent(s) or guardian(s) of \_\_\_\_\_, have read, reviewed and agree to all the information in all of the sections of the Hawthorne Math & Science Academy Student/Parent/Faculty/Staff handbook.

HMSA prides itself in creating a learning environment focused on student achievement, and has established these academic and behavior expectations to maintain a school culture that is fair, respectful, and professional. We are in agreement with the lunch reflection, school policies and community service policies set by the school and understand that it is the school's interest to maximize the educational opportunities for all students.

The Parent/Guardian agrees to allow their child to complete community service in lieu of lunch reflection, if options are presented to the family by HMSA administration.

Parent or Guardian Name (print)	
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Parent or Guardian Signature		Date	
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Student Name (print)	
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Student Signature		Date	
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