

Hawthorne Math & Science Academy Charter High School

Student/Parent/Faculty/Staff Handbook
2010 – 2011

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Member: Hawthorne School District

The HSD Board, District Office and/or HMSA administration reserves the right to amend this handbook.
Parents will be given prompt notification if changes are made.

**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 of attending 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.” And here at HMSA, we provide that spark. Once again, we extend our sincerest wishes for a happy, successful life at the Hawthorne Math and Science Academy.

In closing, we expect you to conduct yourself in an appropriate manner at all times, and 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

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HMSA MISSION STATEMENT

The Hawthorne Math and Science Academy is committed to creating a challenging, rigorous, standards-based curriculum for all students, regardless of gender, ethnicity, primary language or special needs status, within a safe and cooperative learning community. The input and participation of all stakeholders are encouraged and valued through a collaborative process. Results of standards-based and authentic assessments will be available to all stakeholders providing opportunities for accountability, reflection, recognition and future growth.

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

HMSA VISION STATEMENT

The Hawthorne Math and Science Academy fosters a positive learning environment that produces critical thinkers, efficient communicators, self-directed life-long learners, and technologically skilled citizen who graduate with an appreciation for the relevance and understanding of civic responsibilities and knowledge of life skills and will use that knowledge to prepare for and succeed at the university.

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR'S)

Each and every HMSA students is on a QUEST:

- **Q**uality Students...
Who create products that reflect high quality and originality
- **U**users of complex and critical thinking skills...
Who can problem solve in academic and real –life situations
- **E**fficient communicators...
Who read, write, speak, and listen effectively
- **S**elf-directed, lifelong learners
Who have the skills and knowledge to engage the world
- **T**echnologically skilled citizens
Who use available technology to enhance the lives

SECTION 1
GENERAL SCHOOL INFORMATION

1. General School Information

1.1 School Hours

Students are not allowed on campus before 7:30 a.m., unless escorted to a specific classroom by a teacher. Students should be off campus at 3:15 p.m., unless they are engaged in tutoring, attending study halls, working with specific teachers, or participating in an authorized activity.

1.2 Closed Campus/Visitor Policy

The 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. Such action will result in disciplinary measures.

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. Students are *not* allowed to leave campus during the school day to move their vehicles if parked in any area designated as No Parking.

Metro bus pass applications are available in the school's main office. Neither the school nor district provides any type of transportation to and from school, nor does it subsidize any form of transportation.

1.4 Office Phone/Cell Phones/IPods

The office phone may be used by students before or after school if students need 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. Students are *not* allowed to use their personal cell phones on campus at any time. All cell phones should be turned off. Any student who contacts parent/guardian using personal cell phone will be held to consequences of using cell phones during school hours. Cell phones are a distraction to daily educational activities and will be confiscated if they are visible or heard. Confiscated cell phones will be returned only after student performs community service to the school.

Students may *not* use an iPod, Walkman, MP3 player, or any other music-listening device when they are within the confines of a school classroom. Once inside the classroom, the device must be put away, including the ear connections. These devices are only permissible on common grounds during lunch and before and after school. Confiscated music players will be returned only after student performs community service to the school.

Repeat Offenders will not have their items returned until the end of the school year and only after completing their community service.

1.5 Cafeteria

Free and reduced lunch applications can be picked up from the cafeteria manager or assistant manager. To receive this benefit, students must return completed applications and be approved by food services. Note that *all students must pay until lunch applications are turned in*. Students turning in applications after the deadline are responsible for any bill accrued prior to processing the application. All students are expected to pay off any accrued bills in a timely manner. Students will not receive final transcripts or next year's schedule until said bill is paid.

1.6 Paying Bills

Students often accrue costs during the school year in various ways: lost reference books, lost textbooks, 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 Underclassmen and Senior Activities (graduation ceremonies, prom, etc.) and withholding of final transcripts may occur.

1.7 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.

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 the achievement of admission to the college or university of their choice.

Students *are required* to take the following courses to meet HMSA graduation requirements. These requirements (listed below) must be met during the school year. Classes taken during summer school or at the local community college do not alter the requirements that these classes must be taken on the HMSA campus during the school year:

To graduate from HMSA, a student needs a minimum of 230 credits. Credits are accumulated in certain 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 - same language or 4 years – 40 credits: 20 credits in one language and 20 more credits in another language)

20 credits of Physical Education

10 credits of Visual Arts

5 credits of Computers

5 credits of Health

10 credits of Electives

Courses Offered

English

English I, II, III & IV

English II Honors

AP English Language

AP English Literature

Science

Biology

Chemistry

Chemistry Honors

Physics

AP Physics B & C

Anatomy & Physiology

AP Biology

AP Environmental Science

Foreign Language

Spanish I, II, III

Native Spanish I, II

AP Spanish Language

AP Spanish Literature

Electives:

Visual Arts

AP 2 Dimensional Art

Computer Programming

Advanced Computer Graphics

Computer Studies

Mathematics

Algebra I

Geometry

Algebra II

Pre-Calculus

Trigonometry

AP Calculus AB & 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

Economics

Government

AP Government

Anthropology

Journalism

Health

Drivers Education

Speech

2.2 Homework

The faculty and administration of HMSA believe that homework is a valuable learning tool. In general, students will average between 2 and 4 hours of homework per night, not including long-term projects. Please understand the time it takes to do homework is contingent on the pace at which the student works. So the average 2 to 4 hours can be much more if the student is watching TV, chatting online, emailing or any other sort of distraction. 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 if the absence is deemed unexcused. If a student is absent on the day that an assignment is due, the student must turn it in the day he/she returns to school. Because HMSA has an odd/even block schedule, 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. 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 (www.hawthorneMSA.org). All students are accountable for turning in assignments the day they return to school.

Teachers also have their syllabus available to view online at www.hawthorneMSA.org under the left hand pull-down academics tab, then classes/homework. If a student does not understand the assignment, he/she is encouraged to seek assistance from a teacher or staff member or attend tutoring or study hall. *Attempting homework is always better than coming to class with nothing done.*

Students who do not have a computer or access to the internet readily available to them can use the computer lab Monday through Friday, 3:15 – 4:30 p.m. Students that do not have access to a printer can email their work to HMSAhomework@hawthorne.k12.ca.us.

Homework Hotspot Pick up Procedure:

1. Students must sign in on the Homework Hotspot Sign in Sheet Prior to 7:55 am. *The sign in sheet is located in the Building C cafeteria.*
2. Homework will be printed out for students that have signed in and it will be delivered during 1st or 2nd period that day.
3. All printed homework must have the student's first and last name embedded in the printed work.
4. **PDF files will not be printed out by the homework hotspot.**
5. Assignments that are longer than 10 pages will not be printed unless you have been given prior authorization by the school administration.
6. **Homework will not be printed for students that do not sign in prior to 7:55 am.**

Students are NOT to use or print their work on teacher or office computers. Any request for said action will be denied.

2.4 Progress Reports/ Final Report Cards

Parents can expect a school wide progress report twice a semester, once in the first 6 weeks of the semester and then again 6 weeks later. The report card for each individual semester will be mailed out no later than 7 days after the end of the semester.

Parents can also expect monthly progress reports from individual teachers for individual classes.

Parents are also encouraged to call the Main Office to receive their user name and password for Power School. The website is <https://powerschool.hawthorne.k12.ca.us/public>. Power School is a website provided by the Hawthorne School District to keep parents informed of their child's grades and progress. The parent is able to view their student's current grades in any class and also review any absences and/or tardies that have been recorded.

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

2.5 Participation in Clubs/Activities/Sports

A student will be excluded from participation in any school club, activity, or sport if he/she has:

- At the middle of a semester, after midterm exams, administration will post an eligibility list; comprised of students who do not have a cumulative 2.00 GPA and/or have an F in a core subject and/or have a NP in College Prep.
 - A failing grade in *any* subject area during the grading period, including semester report cards, official school progress reports, and/or activity reports
- At the end of the semester, after final exams, administration will post an eligibility list; comprised of students who do not have a cumulative 2.00 GPA and/or have an F in a core subject and/or have a NP in College Prep.
 - A failing grade in *any* subject area during the grading period, including semester report cards, official school progress reports, and/or activity reports
- Excessive tardies or absences (more than 2 a week/average)
- Any suspensions in the given school year.

2.6 Cheating/Plagiarism Guidelines

The consequences for cheating/plagiarism are detailed below.

1st Cheating Incident – Student is to be given an interim report and informed that a "Fail" will be recorded for the work in question and assigned a minimum of 5 days of lunch detention. A citizenship grade of "U" (unsatisfactory) may be given at this time. The parents will be notified by phone of the incident by the Administration. The teacher should send an interim letter home if an "F" or a "U" on the report card will result from this incident.

2nd Cheating Incident – The same procedures will be followed as the first time, while increasing the minimum number of lunch detentions to 10 days. The student may also be suspended a minimum 1 day. If it is the second offense while in the same class, the student may be removed from the class in question and assigned a "Fail/U" as a final grade and the student may be placed in an interim class for the remainder of the semester. Parents will be notified by phone with a subsequent conference required. The administration will be responsible for making this determination.

3rd Cheating Incident – The same procedures will be followed as the second time. If it is the third offense in the same school year, the student may be removed from the school and placed in an alternate school setting. The administration will be responsible for making this determination.

Because the consequences for a second and third incident of cheating any time during a student's high school career are so serious, teachers are asked to make the cheating policy well known.

Teachers who foresee plagiarism as a potential problem should clearly explain what would be considered plagiarism.

2.7 Forgery Guidelines

The consequences for forging any school documentation, including parental notes, etc. are detailed below.

1st Forgery Incident – Student is placed on the office forgery list. Written notes can no longer be accepted to clear absences or for office passes; only phone calls from parents/guardians/staff.

Parents informed by telephone, student receives a log entry and given a consequence of 5 days of lunch detention. Student is also placed on the ineligible list for that semester and not allowed to participate in any extracurricular activities.

2nd Forgery Incident – School will verify that it is second incident. Parents notified of disciplinary action. Parents informed by telephone, student receives a log entry and given a consequence of fifteen days of lunch detention. Student is also placed on the ineligible list for this and the next semester and not allowed to participate in any extracurricular activities.

3rd Forgery Incident – Student verified on office forgery list. Parents notified of disciplinary action. Student is also placed on the ineligible list for this and the next semester and not allowed to participate in any extracurricular activities.

Parents informed by telephone, student receives a log entry and given fifteen days of lunch detention. The student is also suspended 1 day out of school, School/Parent Conference mandatory, and possible placement in an alternate school setting discussed.

Teachers should be proactive in discussing with their students any and all conditions which may constitute cheating or forgery and use good judgment when preparing assignments, studying, taking examinations, or reporting information while at school.

2.8 Physical Education Excuse

Physical Education is a graduation requirement that is offered to 9th and 10th graders. A student is required to complete 2 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. **Students must be dressed in P.E. school uniform everyday that they have class. Uniforms can be purchased through the uniform supplier B.M.T.**

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. A doctor's note is required to excuse a student for more than two days out of P.E. activity. A parent's note will excuse the student from that day's activity, but the student will need to make up missed work within a week's time. A student cannot use a parental excuse from P.E. activity more than three (3) times in a semester. A parent note will suffice for one (1) day as a P.E. excuse.

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 that education, 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 in whatever 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.

- Abide by school and class rules
- Attend classes regularly and on time
- Be prepared for class
- Wear school uniform at all times
- Respect the property of the school and others
- Respect the feelings of others
- Be positive leaders; be proactive working towards solutions to problems
- Keep the campus clean
- Carry your student identification card

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 consistent and effective when disciplining students.
- Teacher's primary step in their classroom discipline program is to redirect the student. If 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.
- Detentions are assigned based on the information found in the Power School Student Log Entry screen. Students receive log entries for failure to uphold their part of the student compact (failure to produce quality homework, failure to be prepared with said materials, etc.) Students serve detentions during lunch. Their time in lunch detention is dictated by the severity of their offense.
- The principal is responsible for setting standards for classroom management.

Outlined below are the schools' 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 that student 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 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 by the bookroom clerk. Students assume full responsibility for the security of their own textbooks. Should books be 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. Books are issued to students based on book assignment numbers; students will be informed of their numbers and their responsibilities. Book fines are paid at the office. Students are required to keep textbooks covered and in good condition. 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.

Students may also be required to purchase additional required texts for their classes. Students may expect to spend approximately \$25-\$50 a year on books that they will use while here at HMSA. There are financial plans available to families who may not have the money, but all students will be expected to have texts readily available when they are assigned.

3.4 Students Out Of Class

All students must carry their classroom's *pass* (trophy, stuffed bear, globe, etc.) with them when they leave the classroom to go to the restroom, cafeteria, office, or another classroom. Classroom *Passes* must be visible while student is out of class.

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

3.5 Student Identification Card

Student I.D. cards will be issued late in August; students will have their pictures taken during the late summer when they come to pick up their schedules and books before school starts. Students must have their I.D with them at all times, once they have received them. The ID must be worn on a lanyard 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 \$5 per I.D. In addition, ID cards are needed for access to the computer lab and school functions.

3.6 Use of Inappropriate Items on Campus

Students may *not* use cell phones/text messaging equipment at any time during the school day while on the school campus; the campus gates open at 7:30 a.m. and close at 5:00 p.m. Students are *not* allowed to use their cell phones during that time. The overall expectation is that cell phones will have zero visibility on campus.

Students may *not* use an iPod, Walkman, MP3 player, or such 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.

If students are found using cell phones or other electronic equipment, the item(s) will be confiscated.

Any violation of the cell phone, text messaging, or any music listening device policy will result in the following consequences:

- | | |
|------------------------|---|
| First Offense: | Item confiscated from student, log entry, and phone call home. Student must perform community service to HMSA to retrieve their belongings. |
| Second Offense: | Item confiscated from student, log entry, and phone call home. Lunch detention will be assigned. |

Student must perform community service to HMSA and the parent must pick up item.

Third Offense: Item confiscated from student and held until the end of the school year. Student possibly suspended.

3.7 Public Displays Of Affection (PDA) Guidelines in School

To provide a school environment that is safe, orderly and caring, the school, the staff, the students, and parents must all work toward achieving that common goal. One of the statements included in the student/parent compact is that every student will help create and maintain an environment which promotes success for oneself and others. Students are not to engage in public displays of affection (PDA) on or around the school campus. We want to ensure that we remain focused on education here at HMSA and decrease distractions in all forms. Students who fail to adhere to this guideline will have a conference with the school administration and a parent for disciplinary action.

Public displays of affection mean kissing and/or excessive hugging. 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 detention. If the above behavior continues or is deemed blatant, the students in question will have a conference with the administration and both sets of parents.

3.8 Gum

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

3.9 Lost And Found

Items found on campus should be turned into the office. The school has two centers for lost and found articles-- textbooks, books, folders, etc, can be found in the bins located in the multipurpose room in Building A. Jackets, PE uniforms, etc. can be found in the bins located in the café in Building C. Pupils who have lost an item at school may go to these centers during the break or after school to check for lost and found articles.

3.10 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.

3.11 Before and After School Student Behavior Expectations

Before School

- Students must remain in the cafeteria until the warning bell rings.
- Students are not allowed in Building B or C prior to the warning bell.
- Students who jaywalk will receive a log entry and assigned lunch detention.

After School

- Students who remain on campus after 3:15pm must be in a classroom with a teacher receiving academic help or attending an authorized school sponsored activity.
- Students who remain around the perimeter of the campus 30 minutes after dismissal will be issued loitering citations. Students should make arrangements ahead of time to be picked up within 30 minutes of dismissal.
- Students who jaywalk will receive a log entry and assigned lunch detention.

3.12 Cell Phone Texting

Students who are found using their cell phones for texting will have phone confiscated, be assigned community service to the school, and receive a minimum of 5 days of lunch detention. Parent will need to pick up confiscated cell phone.

3.13 Log Entry Consequences

Students will be assigned lunch detention for receiving log entries. The following chart will be used as a guide for the assignment of lunch detentions. Consequences may be adjusted due to the severity of the log entries.

Entries	Possible Consequences
○ 10 Log Entries	- 5 days of Lunch Detention - Notice Sent Home
○ 20 Log Entries	- 8 days of Lunch Detention - Notice Sent Home - Parent Conference - Suspension is an option - Academic and/or Discipline Contract
○ 30 Log Entries	- 12 days of Lunch Detention - Notice Sent Home - Parent Conference - Suspension is an option - Academic and/or Discipline Contract
○ 40 Log Entries	- 15 days of Lunch Detention - Notice Sent Home - Parent Conference - Suspension is an option - Academic and/or Discipline Contract

SECTION 4
ATTENDANCE

4. ATTENDANCE

One of the most important responsibilities a parent has in the educational process is to ensure that their student attends school each and every day on time. Daily attendance in school is compulsory for all assigned classes (including mandatory tutoring sessions). If a student must be absent, please notify the school in advance. When the student returns to school, they must have a note explaining his/her absence signed by the parent. 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 two (2) or less days – consecutively)
- Emergency medical, dental, and optometry appointments (note from doctor)
- Serious family emergencies (subject to administrative approval)
- 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 truant and assigned detention. 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
	Unexcused	Parent contacted to verify truancy. Student assigned a minimum of days of lunch detention or Saturday School, loss of any extracurricular activities planned for that week
4 – 7	Excused	Parent conference to discuss alternative planning
	Unexcused	Parent conference to discuss alternative planning. Student issued a truancy ticket for every offense after four. Student must report specifically to administration every morning.
8 – 10	Excused	Parent letter mailed home stating number of absences is threatening child's enrollment here at HMSA. Parent meeting planned and alternative schools are discussed. Student may not participate in any extracurricular activities during the school day.
	Unexcused	Parent notified that case is being recommended to SARB – Student Attendance Review. Student may not participate in any extracurricular activities for the remainder of the school year.
10+	-----	Case is referred to SARB board. Families can be cited, student will be placed on probation for the remainder of the school year, and at end of school year, student's stay will be reviewed.

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 8:00 a.m. daily and end school at 3:00 p.m. On days that we are on the *early release schedule* or *finals schedule*, school ends at 12:15 p.m. Each student is responsible to get to class on time.

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

Failure to attend assigned detention will result in suspension for that student. If morning tardies become a chronic problem, school administration will first meet with the family to find a resolution. Then, 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 her/him out.

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 will 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. Absent notes shall be signed and written by the parent or guardian and delivered to office before school begins. Notes must be written in ink and include:

- Full name of the student
- Date(s) or time of absence
- Reason for absence (BE SPECIFIC)
- Telephone numbers where both parents/guardians can be reached (**home and work**)
- Signature of parent or guardian

If a student does not bring a note, he/she will be marked as an unexcused absence until verification 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 Detention. Any student tardy three or more times in a week will be issued a Truancy citation. A student who is tardy to school will not be allowed to attend to any extracurricular activities that day; a student with more than 10 tardies in a semester will not be allowed to participate in any extracurricular activities that semester. Failure to attend assigned detention will result in Saturday school 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. Then, if the tardies continue, the matter will be turned over to the District Office.

Student/families who continue the undesired behavior of tardiness will jeopardize their ability to participate in school functions, activities and sports. Also, if this type of behavior is exhibited during their senior year, students will risk the privilege of participation in ALL senior activities.

4.6 Midterm and Final Exams

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

SECTION 5
STUDENT DRESS CODE POLICY

5. STUDENT DRESS CODE POLICY

HMSA has a mandatory uniform dress code. The following information outlines the uniform dress code and describes the consequences for not following the policy. We reserve the right to ban any unlisted item at any time that is deemed a distraction or unsafe.

5.1 Overview

Standard Attire worn by ALL HMSA (GIRLS AND BOYS) Students:

Pants/Shorts

Color: Beige or Khaki

Type:

- Must fit properly
- Must not be baggy
- Must not be torn, frayed or with holes
- Can not be Corduroy, Denim, Stretchable, or Leather.
- **Khakis must have two front pockets and at least one back pocket. Pockets may not be located on the outside of khakis.**
- **PANTS MUST BE WORN W/BELT** (everyone)

Polo Shirts

Color: White, Navy Blue, or Hunter Green

Type:

- Must be a **3 BUTTON** Polo Shirt
- Must have a collar
- No Bare Midriffs
- Shirts cannot be balled/bundled or tied up
- **MUST HAVE LOGO**
- **MUST BE TUCKED IN** (everyone)

Skirts/Skorts

Color: Beige or Khaki

Length: Must be finger tip length or longer & cannot be tight

Footwear

Color: Any

Type: Athletic or regular No open toe or heel

PE Uniform:

Color: Top – Official HMSA PE Uniform Top

Bottom: Official HMSA PE Uniform Bottom

Jackets/Sweaters/Sweatshirts

Students may only wear the HMSA uniform jacket, sweater, or sweatshirt; all other items will be confiscated. Jackets and Sweaters may only be personalized with student's legal name, no nicknames.

Undershirts and Leggings:

Undershirts: Must be free of writing or symbols and must be 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.

The Following Items are NOT Allowed

Sagging and/or Tight Pants

Head scarves wider than 2 inches

Sandals/Open-toed or open heel shoes

Vulgar/offensive pins/ buttons/ patches

Belt Buckles w/ Initials or words or flags or symbols

No undergarments should be exposed, including bra straps

Bandanas

Lengthy Belts

Hats/Baseball Caps

Girls of Muslim faith can wear their traditional dress (over garment) in accordance to their faith, but it must be dark blue, black, or white and must carry the school logo. Their head scarf must be one of the same three colors. If the dress does not go to the ankles, then khakis must be worn underneath.

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

5.2 Shirts/Tops

Students must wear collared *polo* style shirts in navy blue, black or white with the HMSA globe and space shuttle 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. Throughout the year, students may wear undershirts that are of a different color; however, these undershirts must be tucked in at all times and must be of a solid color. Shirts should fit student's appropriately, not too tight and not too big or showing midriffs.

Violations:

Students who violate the uniform shirt/undershirt code will be held to the consequences listed:

1st Offense

Polo shirt without logo

Log entry and phone call home.

Undershirt not solid color

Undershirt confiscated from student, log entry, and phone call home.

Undershirt returned to parent.

2nd Offense (and additional offenses)

Polo shirt without logo

Log entry, phone call, and student NOT allowed to enter class.

Undershirt not solid color

Undershirt confiscated from student, log entry, phone call home, and one (1) day suspension.

If violations continue, a parent conference will be required and severe consequences detailed at that meeting.

5.3 Pants/Bottoms

Students must wear *khaki* (refers to the tan color) pants, shorts, or skirts. No cut-offs are allowed. Pants with belt loops must be worn with appropriate (i.e., no chains) belts. 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. 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). **Overalls and jeans are not allowed. Also, students cannot wear corduroy, jeans, stretchable material pants, or leather pants that are khaki in color. Pants must have two front pockets and at least one back pocket. Pockets may not be located on the outside of the pants.**

Violations

Students who violate the uniform bottoms code will be held to the consequences listed below:

1st Offense

Pants TOO baggy/sagging

Log entry and phone call home

Skirts TOO short

Log entry and phone call home

2nd Offense (and additional offenses)

Pants TOO baggy/sagging

Log entry, phone call, Lunch Detention.

Skirts TOO short

Log entry, phone call, Lunch Detention.

If this behavior continues, parent conference set up and severe consequences detailed.

5.4 Over Clothing/Jackets and Coats

Students may only wear the HMSA uniform jacket, sweater, or sweatshirt; all other items will be confiscated.

Violations

Students who violate the over garment code will be held to the consequences listed below:

1st Offense – Jackets, sweaters and sweatshirts confiscated from student, log entry, and phone call home. Item will be returned only after student performs community service to the school.

2nd Offense – Jackets, sweaters and sweatshirts confiscated from student, log entry, phone call home, and Lunch Detention. Item will be returned only after student performs community service to the school.

3rd Offense - Jackets and sweatshirts confiscated from student, log entry, phone call home, and one day suspension. Item will be returned only after student performs community service to the school.

5.5 Shoes/Hats

Shoes must be worn at all times for safety reasons; back straps are required. No sandals are permitted. Student WILL NOT be allowed to attend class without the proper shoes.

NO HATS are allowed on campus at any time during the regular school day or Saturday school. Students should NOT be carrying hats onto campus. Hats will be confiscated. Jacket hoods cannot be worn inside the school building.

Violations

Students who violate the shoes/hats dress code will follow the consequences listed below.

1st Offense

Shoes – Log entry, phone call, and student not allowed to attend class.

Hats – Log entry, phone call, and hat confiscated. Hat will be returned only after student performs community service to the school.

2nd Offense

Shoes – Log entry, phone call, student not allowed to attend class, and Lunch Detention.

Hats – Log entry, phone call, hat confiscated, and Lunch Detention. Hat will be returned only after student performs community service to the school.

5.6 Hair Style

The type and style of hairdo is individual and personal. The school shall be concerned only when these are extreme and could cause distraction or disruption or be unsafe.

5.7 Symbols

Symbols, either pinned, sewn, or printed onto clothes, backpacks, or jewelry, may not display any *intolerant* messages, gang affiliation or membership, 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.

5.8 Confiscated Items

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

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 each other and with the HMSA staff 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, leaders in our school, their families, and in the 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 report directly to the office when on campus.
- Parents provide their students with the model for success, by showing respect and attention to school officials and school matters.
- Parents should personally sign all written communication with the school.
- Parents are responsible for all required vaccinations and must ensure that they are taken care of in a timely manner.
- Parents are encouraged to attend parent conferences and to use Power School/ Power Teacher to stay informed of their child's progress academically.
- Parents must contact HMSA immediately if there is any change in address or phone number for the student or family.
- Parents are responsible for completing and returning all required enrollment forms, federal meal applications, authorization sheets, permission forms, etc.
- 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 attempt to ensure that their student has a quiet, well-lit place at home where they can do their homework.

6.2 Volunteer Hours Requirement

Parents of HMSA students are asked to contribute 40 hours of community service to the school every school year. Hours can be earned either by setting up time in advance with the office or simply showing up during school hours and/or functions and signing in. All other volunteers must be over the age of 18 and are subject to approval to participate by the school staff and administration.

- *Families are asked to complete their hours at the end of the each school year. Families may donate a maximum of 50% of these hours through monetary gifts that equal 1 hour for every \$5. Such donations should be inline with event needs; i.e. Hawthorne 5K, cases of water, gift basket for raffle at prom.*
- Families who are not up to date on required voluntary hours may jeopardize the application of a younger sibling in 8th grade to apply for enrollment at HMSA. These hours must be completed within 10 days of the new student application process. Up-to-date is defined as completing half of required hours for the given school year and completely finished with hours owed from previous years.

6.3 Accident Information

BE ADVISED: Parents are notified that if their child is hurt at school, there is no school insurance to cover medical costs. In case of an accident, HMSA school staff will administer first aid. An ambulance will be called in case of serious injury. The school will notify parents or other adults listed on the emergency form immediately.

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 contact page comes to pick them up. Proof of identity required.

6.4 Emergency Forms

Every student must have a completed and up-to-date *Emergency Form*, properly signed and on file with the school. ***STUDENTS MAY ONLY LEAVE CAMPUS WITH AN ADULT LISTED ON THE EMERGENCY FORM.*** It is the parent's responsibility to keep said forms up-to-date and inform the school of any changes.

6.5 Health Services

A school secretary or administrator will assist students in need of help. 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 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 must report to the Nurse's Office in the Main Office before calling home due to sickness or injury. Parent(s)/Guardian(s) will then be contacted by Office Staff informing them their child is sick or injured and will need to go home. ***Any student who contacts parent/guardian using personal cell phone will be held to consequences of using cell phones during school hours.***
- The secretary/administrator 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.
- Arrangements to leave school because of illness or injury must be made through the office. ***Students may not call home from personal cell phones requesting to be picked up.***
- 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.
- Students who are unable to remain in class because of illness will be sent home. Parents will be contacted to make arrangement for transportation. No student will be allowed to leave the campus without parent notification.
- Female students need to carry feminine protection.

6.6 Prescription Medication

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

6.7 Parent Deliveries for Students During School Day

Delivered item will be placed in a box located in the office. Students will need to pick up items during the passing period or during lunch. Classes will not be interrupted to notify student of delivered item.

SECTION 7
STAFF AND FACULTY RESPONSIBILITIES

7. STAFF AND FACULTY RESPONSIBILITIES

To continue our commitment to the Hawthorne Math & Science Academy mission statement to provide 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 a consistency in *all* classroom procedures establishes a set of norms that clarifies the importance of unity within the school culture.

The procedures to be followed in every HMSA classroom are described below. Students can expect to follow these same guidelines in every classroom, eliminating confusion, providing school-wide consistency, and reinforcing what constitutes the responsibility of each student within the classroom environment. 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.

7.1 In the Classroom

- Food is not to be consumed in the classroom, **except** during the first minutes of the day known as the Nutrition block. 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 are not allowed in the classroom during class time.
- Portable electronics visibility and/or usage are not allowed in a 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 in addressing students.
- Teachers are not to print any homework or allow students to use their classroom computers.
- Agendas and standards are to be posted on a daily basis.
- Power School/Power Teacher must be updated regularly as assignments are graded.
- Monthly subject progress reports are to be sent home. Teachers may use a log sheet with grade, percentage, and space for parent signature.
- Teachers must discuss the cheating and forgery policies of HMSA and what constitutes cheating and forgery so that it is 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 pass when they are outside of the classroom; this pass can be your own personally designed pass (globe, book, ruler, etc.) when students are using restroom or visiting the office.

7.2 In the Hallways/Passways (Common Areas)

- All teachers will monitor the hallways and pass ways outside their classrooms during passing period.
- Every student must have a hall pass when outside of the classroom.

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

- Students will be sent to the office when either HW and/or CW is incomplete, 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.
- Power School/ Power Teacher will be updated regularly as assignments are graded, so that parents can stay informed of their child's progress.
- Teachers will send home subject progress reports monthly, so that parents can stay informed of their student'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 way becoming of a professional.

SECTION 8
STUDENT COMMUNITY SERVICE GUIDELINES

8. Student Community Service Guidelines

Hawthorne Math and Science Academy High School Community Service Program 2010-2011

8.1 Purpose

The primary purpose of Hawthorne Math and Science Academy is to challenge young men and women to become critical thinkers, efficient communicators, self-directed life-long learners and technologically skilled citizens who graduate with an appreciation for the relevance and understanding of civic responsibility and knowledge of life skills that will prepare them for success at the university.

8.2 Philosophy

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

8.3 Goals

1. To enable the student to mature in his/her personal development
2. Gain valuable life experiences and skills
3. To afford the student an opportunity to share his/ her gifts, talents and those things which he/she has learned with those in need

8.4 Hour Requirements

Each student is required to complete the total number of hours during their four years in high school:

Class of 2010 – 80 hours

Class of 2012 – 100 hours

Class of 2011 – 80 hours

Class of 2013 – 100 hours

8.5 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 and in the phone book to see what programs are there. Call and ask if they need help.
- Visit your city or town website. It may list 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 opportunities near you.
 - www.volctr-sobay.org/youth_opp.htm
 - www.volunteermatch.org
 - www.servenet.org
 - www.networkforgood.org
 - www.idealists.org
 - www.dosomething.org

8.6 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 stick with 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?
- Which 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?



Hawthorne Math & Science Academy

Community Service Contract

PRINT STUDENT'S FULL NAME _____ Grade _____

Agency/Organization _____

Address _____

On-Site Supervisor _____ Phone _____

Briefly describe the type of service completed, specifics (days and times), and requirements of student volunteer.

Student Agreement

I understand that I am not to be compensated monetarily for this service.

I understand that this is to be a serious commitment to the agency/organization for which I will be working. I will cooperate fully with the regulations and policies of the agency/ organization as long as I am there, and will fulfill my responsibilities to the best of my ability.

I will work according to the schedule of the agency. I will notify the supervisor, in advance, if I will not be available for my scheduled time.

I enter into this contract with full knowledge of the provision that successful completion of the service is required for HMSA graduation requirements.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Supervisor Agreement

I will verify the student's service by signing his/her Time and Activity form. I will provide him/ her with direction and supervision to the degree necessary. If any questions arise, I will notify the school's office 310-973-8184.

Supervisor's Signature _____ Date _____

SECTION 9
BEHAVIOR AND ACADEMIC CONTRACTS

9. BEHAVIOR AND ACADEMIC CONTRACTS

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, Behavior Contracts will be tailored to fit the individual needs of a student. As a result, if a student is placed on a Behavior 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 this contract has been signed by all parties, any violation of the conditions of the behavior guide will cause the student's case to be referred to the Discipline Review Board to determine the next step. If the student's behavior problems persist, HMSA will assist the student in finding a learning environment that better suit his/her needs.

The main purpose of an Academic Contract is to formulate a plan to help a student who is displaying poor academics in the classroom and thus improve his/her academics in the classroom. 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 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 student 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.

Students and Parents should read and review this Student Handbook. Please return this form, signed, to your CP teacher.

Dear HMSA,

We, the parents of _____, have read the student handbook and reviewed all the information in all of the sections of the Hawthorne Math & Science Academy student-parent handbook.

We are in agreement with the policies set by the school and understand that it is the school's interest to maximize the educational opportunities for all students and we will support the standards set forth. We understand that the school has established these guidelines in order to best benefit the students as they prepare for a college education.

We agree to abide by the policies set forth in the school handbook.

Parent Name (print) _____

Parent Signature _____ Date _____

Student Name (print) _____

Student Signature _____ Date _____