

**HIM BY HER COLLEGIATE SCHOOL FOR THE ARTS**

**2021-2022**

**STUDENT/PARENT HANDBOOK**

**Mrs. Towne-Brender, School Leader**



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## **MESSAGE FROM THE SCHOOL LEADER**

**Welcome to Him By Her Collegiate School for the Arts: home of the “Baby Sharks”!** At Him By Her Collegiate School for the Arts (HBHCSA), we have high expectations for all of our students. To ensure academic success, your child(ren) will be engaged daily in a culturally responsive learning environment, and a rigorous academic curriculum. Our staff will provide differentiated and engaging lessons to meet the needs of each student. Students will *also* be engaged and exposed to the world of the arts. We know we can count on you to send your child to school each day ready to learn. Our staff is dedicated *to* providing our students with positive learning experiences.

Please take time to review this Handbook carefully. We are excited about working with you and your child(ren) this school year!

## **MISSION STATEMENT**

The mission of HIM By HER Collegiate School for the Arts (HBHCSA) is to educate all students in our charge with rigorous academics appropriately infused with community commitment and character development necessary for college entry and success, and for productive lives in society. We also endeavor to counteract the “School-to-Prison Pipeline.”

## **VISION STATEMENT**

HBHCSA’s vision is to serve all students—but especially those from marginalized families—to firmly establish the key aspects of 1) academic rigor, 2) character development and 3) strong, school-focused community. We envision that students will become lifelong learners, creative thinkers, and productive citizens.

## **SCHOOL MOTTO**

Learners Today, Leaders Tomorrow



## SCHOOL DAY SCHEDULE

8:30 a.m. to 3:30 p.m.

Students enter the building.....	8:00 a.m.
Students are tardy at .....	8:30 a.m.
Student pick-up time .....	3:30 p.m.
Office Hours.....	7:45 a.m. to 4:30 p.m.

## ADDRESS AND PHONE CHANGES

Please be sure to keep information on your child’s enrollment form updated, such as phone number, address, e-mail, work number, non-custodial permissions, etc. **It is imperative that the school has current information to contact a parent in the case of an emergency.**

## ABSENCES/ATTENDANCE

If your child is absent from school, please call the **school office by 9:00 am.** If contact is not made between the school and the parent, your child will automatically receive an unexcused absence for that day. Absences are classified as excused for the following three reasons **only**:

- Illness of the child
- Death in the family
- Doctor’s note

All other absences, including vacations, are unexcused. Vacations should be planned and scheduled around school breaks. Any student missing 3 or more consecutive days must have a note from a physician in order for the absence to be excused. Our policy requires the school to send notification when a child has five



absences and nine absences (excused or unexcused). After nine absences, you will need to provide medical documentation for all further absences.

## **EARLY DISMISSALS**

Early dismissal will be determined on a needed basis by the school principal or the school governing board.

## **SEVERE WEATHER/EMERGENCY CLOSING OF SCHOOL**

If it should become necessary to close school for any reason, local radio and television stations will be notified as early as possible. Be sure to listen for the closing of Him By Her Collegiate School of the Arts whenever weather conditions seem extreme. Parents will also be contacted via Parent Portal (via phone/text and/or e-mail).

## **STUDENT DROP-OFF/PICK-UP**

Student drop-off begins at 8:15 a.m. and student pick-up begins at 3:30 p.m. at the main entrance. Please be prompt! We do not have before/after-school care, so students cannot be dropped off early or picked up late.

## **TARDY POLICY**

If a student arrives after 9:00 a.m. and before one-half (½) of the school day is complete, they are counted as tardy. **If a student is tardy, an adult must accompany him/her to the office to sign him/her in.**



Timely arrival to school/class is critically important towards ensuring a successful academic experience. At HBHCSA, we hold a student's attendance record as one of our highest priorities; as a result, our Tardy Policy is as follows:

1st late arrival to school: Verbal Reminder

2nd late arrival to school: Parent call via classroom teacher

3rd late arrival to school: Letter sent home to be signed

4th late arrival to school: Letter sent home to schedule an administrative conference

5th late arrival to school: Home visit by a school administrator.

## **STUDENT CHECK OUT PROCEDURES**

When an adult is checking a child out of school during school hour, he/she must sign the child out through the school's main office. A Photo ID must be shown to the school staff. It is the responsibility of the parent to inform the school office in writing or via the parent portal with any changes such as address, phone numbers, e-mail, or contact information. Only a parent, guardian, or person designated in the student management system as a pick-up contact may sign out a student.

## **BOOK RENTAL**

Book Rental information will be shared at a later date. Please be sure to complete a Textbook Rental Assistance application and return it to the school.

## **BREAKFAST/LUNCH**

Breakfast will be served from 8:15 am until 8:30 am each day.



Please be aware that if your child brings his/her lunch, the lunch needs to follow healthy food guidelines. NO soda can be included in lunches brought to school. Students are required to drink milk with provided lunches unless a physician's note regarding milk allergies is on file in the main office. If on occasion, you chose to bring your child a lunch, you will be required to eat in a designated location.

### **Breakfast and Lunch Prices**

MEALS	BREAKFAST	LUNCH
Students	\$2.25	\$3.75
Adults	\$2.25	\$3.75

## **BULLYING**

HIM By HER Collegiate School for the Arts has a zero tolerance for any and all forms of bullying. Please contact a school administrator if you believe that your child is a victim of bullying. Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student, an objectively hostile school environment. For information on bullying, please visit the following resources for additional information:

<https://www.doe.in.gov/student-services/bullying-cyberbullying-prevention-and-response>; and

<https://www.stopbullying.gov/>



# **DISCIPLINE**

## **Discipline Policy**

It is HBHCSA's belief that all students will exhibit positive behaviors at all times representing the school's P.R.I.D.E. philosophy. All students must follow the school rules and procedures and directions of staff members. Any student(s) refusing to follow the school's rules and procedures may be subject to further disciplinary actions. A step by step progressive discipline is in place to address disciplinary problems:

### Disciplinary Actions

Step 1-Verbal Warning/Reprimand

Step 2-Parent Conference

Step 3-Intervention

Step 4-Administrative Action

# **BEHAVIOR EXPECTATIONS**

A positive learning environment in our schools and a good state of student conduct starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the school has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of school/district guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity.



This includes their time at school, as well as, going to and from school, at a bus stop and at school-sponsored events. The student may be disciplined for off-campus behavior that affects the school in any way. To meet these goals, we enlist the support of our community.

Students are expected to be students of good character by being trustworthy, responsible, fair, caring, respectful, and displaying good citizenship. We expect students to respect themselves, respect others, and be responsible for their actions. Each class will set their classroom rules. Copies of these rules will be posted in the classroom and parents will receive a copy.

School expectations include the following:

1. Follow directions given by staff the first time.
2. Keep hands, feet, and objects to yourself.
3. Be ready to learn with the necessary materials.
4. No swearing, teasing, fighting or use of obscene gestures.
5. Return completed class work and homework in a timely manner.

## **EMERGENCY DRILLS**

To ensure student safety, our school has a safety plan in place. (A copy of the safety plan is available in the main office and in classrooms.) Emergency drills such as fire drills, tornado drills, lockdown drills, etc., are practiced periodically throughout the year to ensure all students are aware of what should be done in any instance to protect everyone in case of a real emergency.

## **FIELD TRIPS**

Written parental/guardian consent is needed for students to attend all field trips. Permission slips are typically sent home a week or more in advance. If there

is a fee associated with the trip, it will be indicated on the permission slip and must be paid by the due date. All parents who want to assist with field trips must have a Criminal History Affidavit on file with HBHCSA before he/she can attend. Field trips are a privilege. Therefore, any student not adhering to the school/class rules can be excluded. Parents will be notified if their child is unable to attend a field trip due to inappropriate behavior.

## HEALTH

### Immunizations

According to HBHCSA policy and Indiana State Law, it is mandatory that your child has his/her current shots before August 31, 2020. We must have documentation on file signed by a health provider for each student. **You may inquire about where to receive your child's immunizations by contacting the Marion County Health Department at 317-221-2122.**

### Medication

1. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
2. There must be written permission from the parent to administer the medicine to the child. Appropriate forms are available in the school office.
3. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

**\*\*\*All medication must be turned into the office immediately upon entering the school, be kept in original containers, and locked in a medicine cabinet.**

**Any administrator may designate a school employee to administer the medication.**

### **Student Illness**

If your student becomes ill during the day, a parent/guardian or other emergency contact will be called to pick the student up immediately. The school does not have the means to care for ill students. Please be prompt picking up your child as we do not want to cause the illness to spread to others. In case of a medical emergency, we will make every attempt to contact the parent/emergency contacts immediately. If no contact can be made, your child will be transported by ambulance at the parent's expense for emergency medical treatment if needed.

### **When should a child stay at home?**

A child should stay home when signs or symptoms of a heavy cold, sore throat with white spots on the back of the throat, persistent stomach-ache, vomiting, diarrhea, a temperature of 100 or over, any known communicable or infectious disease, or a rash (unless a doctor's note indicates it is not contagious). A child must be fever-free for at least 24 hours without the use of medication before he/she can return to school. A child who has vomited or has had diarrhea must remain home until he/she is episode free for 24 hours.

### **A Special Note Regarding COVID-19**

Students who have been diagnosed with the COVID-19 corona virus, or who are suspected of having contracted the COVID-19 virus must follow all guidelines of the Indiana State Department of Health (contact 877-826-0011) and the Marion County Public Health Department (317-221-2000) for treatment and quarantine



prior to returning to school. It is imperative that all guidelines be followed whether or not the student in question displays the common symptoms.

## **HOMEWORK POLICY**

Homework is an essential part of your child's education. Most importantly, homework helps the teacher assess your student's understanding of new skills/concepts. It also builds students' confidence when they have mastered the skills/concepts and it helps them invest in their own education. In addition, homework helps students become personally responsible and accountable, which are characteristics that are crucial to becoming a productive citizen.

## **NON-CUSTODIAL PARENTS**

Indiana and federal law as well as school policy presumes that a student's non-custodial parent continues to be entitled to their parental rights. This includes access to student records, participation in parent-teacher conferences, and picking a student up from school at dismissal or for an appointment. If a custodial parent has a current court order that specifically limits a non-custodial parent's participation in school activities or access to the student at school, the custodial parent **MUST** present the court order to the school and any orders modified by the court.

Preferences of a custodial parent not supported by a court order cannot be enforced. If a request for a court order is pending, the custodial parent should meet with the School Leader or designee to explain any circumstances that may result in harm to the student.

# **INDIVIDUALS WITH DISABILITIES EDUCATION ACT – IDEA**

A long-range plan will be the basis for providing special education services for students with exceptional needs and educational requirements. These services may include specialized programs, personnel, facilities, materials, and equipment needed to promote the individual physical, social, intellectual, and emotional growth of exceptional students.

Procedures developed provide educational opportunities for individuals with disabilities and accomplish district compliance with federal laws including the Individuals with Disabilities Education Act (IDEA), Indiana statutes, and the lawful regulations of the State Board of Education. Such procedures shall include, but are not limited to, the following provisions:

1. All children with disabilities aged birth (0) through twenty-one (21) years within the district's jurisdiction are to be identified, located, and evaluated.
2. A free and appropriate public education (FAPE) shall be available to all children with disabilities aged three (3) through twenty-one (21) years within the District's jurisdiction, including children advancing from grade to grade, those who have been suspended or expelled from school in accordance with the applicable IDEA rules and regulations, and any child with a disability the district has placed in or referred to a private school or facility. The district may refer to, and contract with, approved public or private agencies as necessary to ensure the provision of FAPE for children with disabilities. FAPE for an eligible student with a disability may extend through conclusion of the instructional year during which the student attains the age of twenty-two (22).
3. A full individual evaluation encompassing existing and additional data shall be conducted for each child to determine if the child is a child with a disability and

the educational needs of the child before the initial provision of special education and related services. A reevaluation of each child shall be conducted at least every third year.

4. An individualized education program (IEP) shall be developed and implemented for each eligible child served by the district and for each eligible child the district places in or refers to a private school or facility. An IEP or an individualized family service plan (IFSP) will be in place for each child with a disability prior to the provision of FAPE.

5. To the maximum extent appropriate, opportunities for the least restrictive setting, inclusion in educational exercises with general education students, and for interaction within the total school environment will be provided to exceptional students, the exception to be only when the student's condition, with supplementary aids and services, make such regular class education unsatisfactory.

6. All required procedural safeguards must be guaranteed to the exceptional students and their parents. The parents will be provided with notices of procedural safeguards in each specified instance and all due process conditions will be satisfied with respect to the provision of a free appropriate public education.

7. The district shall follow the established state and federal standards to protect the confidentiality of personally identifiable information at the collection, storage, disclosure, and destruction stages.

8. To the extent essential to provide FAPE to children with disabilities aged three (3) through twenty-one (21), extended school year (ESY) services shall be made available and implemented as necessary.

9. Criteria for the graduation of exceptional students, including accomplishment in reading, writing, and mathematics, shall be as specified in the district policy on graduation requirements. Such standards shall be equivalent to or greater than those established by the State Board of Education.



10. Not later than March 1 of each year conduct a review of the reasonable and acceptable ratio of students per teacher for each disability category. The applicable ratios shall be specified in a regulation accompanying the district policy on class size.

11. The discipline of exceptional students, and unevaluated students suspected of having a qualifying disability, is to be conducted in such a manner as to comply with FAPE and requirements of the IDEA.

## **SECTION 504 OF THE REHABILITATION ACT of 1973**

Section 504 prohibits discrimination against persons with disabilities by school districts receiving federal financial assistance. It is the responsibility of the district to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free and appropriate education. [29 U.S.C. § 794 Section 504]. Section 504 ensures a child with a disability has equal access to an education. This means an education that is comparable to the education provided to students without disabilities.

A student who may need special services or programs within the intent of Section 504 is one who:

1. Has a physical or mental impairment that substantially limits one (1) or more major life activities; or
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). Students who are identified as individuals

with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under state and federal laws and regulations.





## **CELL PHONE GUIDELINES**

If a student brings a cell/smart phone to school, the phone **MUST** remain in the student's back pack, turned off, for the entire school day. If a cell/smart phone is heard or seen, the phone will be confiscated immediately. Only the student's parent will be allowed to pick up the confiscated phone at the front office during office hours.

## **LOST AND FOUND**

All lost and found items will be placed in a box in the main office. All items in the Lost and Found will be discarded at the end of each quarter. Any items left at school two weeks after school ends or a student has withdrawn, will be discarded.

## **MONEY TO SCHOOL**

When sending money to school, please *place* money in a sealed envelope with your child's first and last name, room number, amount of money, and purpose of money written on the outside of the envelope.

## **PERSONAL PROPERTY RESPONSIBILITY**

All students are responsible for their own belongings. Here are a few suggestions:

1. Label all clothing, footwear and book bags with first and last name.
2. Do not bring more money than what is needed for daily expenses. HBHCSA is not responsible for money and valuables brought to school.
3. Each student is responsible for the care of all school materials provided. Students will be required to pay for lost and/or damaged items.

4. Gym shoes are required for PE class.
5. Personal items brought to school will be at the student's own risk.
6. Students should not bring non-educational items to school, i.e. toys, electronics.

## **POSITIVE BEHAVIOR PROGRAM**

### **Positive Behavior Intervention System**

HBHCSA strives to build a safe and nurturing environment for all students. We believe that building positive relationships is the most effective way to have a positive learning environment for our students. We believe that it is important to celebrate positive behavior. Staff will utilize a positive behavior system called the P.R.I.D.E. Club. The system is designed to promote positive behaviors that students will use for a lifetime. **P.R.I.D.E.** stands for:

**P**ositive Attitude

**R**espect

**I**ntegrity

**D**etermination

**E**xcellence

Students are able to earn **P.R.I.D.E. Club "Baby Sharks"** bucks throughout the school day and year for demonstrating positive behavior. P.R.I.D.E. club "Baby Sharks" bucks can be exchanged to earn prizes and parties throughout the school year.

## **PROGRESS/REPORT CARD**

It is essential that parents be regularly and fully informed of their children's progress in school.



The following requirements are established:

1. Parents/Guardians Progress Reports every two weeks.
2. Mid-Term Reports will be sent home every 4/12 weeks.
3. Report Cards will be sent home at the end of each quarter.
4. Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.

## **HONOR ROLL**

Students who maintain a grade point average of 3.5 - 4.0 will be placed on High Honor Roll. Students who maintain a 3.0 - 3.49 average will be placed on the Honor Roll. Any student receiving a D or F in any area will be exempt. Students will be acknowledged quarterly.

## **UNIFORM POLICY**

HBHCSA wants to make sure that all students are in proper uniform attire every day and ready to learn. We have made some improvements with new vendor relationships and have done everything we can to make sure that all families have the ability to purchase the required uniforms locally and online. If your children are NOT in uniform, they will be sent to the office for you to bring them their clothing.

### **Students may wear:**

- Navy Blue, Red or White-collared shirts with the HBHCSA logo from an approved vendor.
- Solid khaki or navy blue pants, shorts, skirts, or skorts of uniform style material. Solid khaki jumper style dress over a polo shirt with HBHCSA logo.



- Closed-toe shoes that fully cover the toes and the back of the heel. Tennis shoes/sneakers must be worn on PE days.
- Outerwear and sweaters that are worn indoors must have the logo from an approved vendor.

## **DRESS CODE GUIDELINES**

- Hats, hoods, or any covering on head must be removed when inside any building unless for religious reasons discussed with the School Leader or designee.
- No bandanas, doo rags, or head scarves
- No hoodies.
- No slides, sandals, heels or crocs.
- Pants and shorts must be secured at the waistline, not sagging and/or revealing anything underneath.
- Clothing must be free of rips and holes.
- Shorts, skirts, skorts, and dresses must be an appropriate length for school.
- Leggings and clothing similar to leggings may be worn only undershorts, skorts, skirts and dresses. Leggings must be solid white or black.
- Shorts, skirts, skorts, and pants must be of uniform style material. No yoga pants, athletic wear, warm-up pants, leggings as pants, sweats, running style shorts, nylon or denim.
- Outerwear and sweaters that are worn indoors must be have the HBHCSA logo.

## **STUDENT RECORDS**

If your child changes schools during the school year, please be aware that your student's records will be forwarded to the new school when we receive a request from the receiving school.



## **VISITING THE SCHOOL AND VOLUNTEERING**

Parents are encouraged to visit the schools. All visitors to the school must report to the school office upon arrival. For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school.

Parents are encouraged to visit and volunteer as often as possible. The following visiting guideline must be followed:

1. You **MUST** present a valid picture ID and obtain a visitor's badge to enter our campus.
2. Volunteers may assist teachers or in our office in many ways.
3. Contact the office or your child's teacher if you wish to visit or volunteer.
4. Volunteers are required to complete a volunteer application and background check form. These forms are located in the office.

## **IMPORTANT FORMS**

Some important forms are found on the following pages.

## Notice to Parents/Guardians Regarding Directory Information

*This form must be returned to each child's school within 10 calendar days.*

Directory information may consist of the student's name, address, telephone number, date and place of birth, photograph, grade level, participation in extracurricular activities, honors and awards received, and names of parents or guardians.

Family Educational Rights and Privacy Act (FERPA) allow schools to disclose directory information without consent to the following parties or under the following conditions:

1. Him By Her Collegiate School for the Arts officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. To comply with a judicial order or lawfully issued subpoena;
5. Appropriate officials in cases of health and safety emergencies; and
6. State and local authorities, within a juvenile justice system, pursuant to specific state law.

### **You are required to review and initial one of the following statements:**

\_\_\_\_\_ **I give permission** to Him By Her Collegiate School for the Arts to release directory information regarding my child for non-commercial purposes. (This includes permission for your child to participate in individual and class photos, appear in the yearbook, promoted through school and district publications for awards, special recognitions, sports and extracurricular activities.)

\_\_\_\_\_ **I do not give permission** Him By Her Collegiate School for the Arts to release Directory Information regarding my child. (I understand that my child's photo will not be published in the school yearbook, nor will his/her name or image be used in publications such school newsletters/papers, recognition award announcements or other such events.)

**If the school does not receive this signed notification from you within ten calendar days of receipt of this notice, it will be assumed that your permission is given to release your child's directory information.** Please be assured that your child's safety and welfare are our primary concerns. We will be prudent and cautious in all of our practices regarding this issue.

Name-Parent/Guardian (Printed) \_\_\_\_\_

Signature-Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



**ACKNOWLEDGEMENTS AND VERIFICATIONS THE PARENT-STUDENT  
HANDBOOK IS NOW AVAILABLE ONLINE AT:**

*This form must be returned to each child's school within 10 calendar days.*

**Student's Name (Print):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Teacher's Name (Print):** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_

By signing below you are acknowledging and verifying that you have taken the responsibility to review with your child the Him By Her Collegiate School of the Arts Student Rights and Responsibilities Handbook available online at XXXXXX. As a parent in the Him By Her Collegiate School of the Arts, you have the right to a quality education for your child/children. To make sure that every student enjoys that right, the HBHCSA has established procedures regarding disruptive behavior. The procedures for student responsibility are designed to create an orderly environment that is safe for all students and staff. We ask that you read carefully the infractions and disciplinary actions for conduct with your child.

**Please Note:** Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students. Please refer to the discipline matrix for guidance on infractions and consequences.

**Signature-Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

