



**2017-2018**  
**Student/Parent Handbook**

**250 Shoup Mill Rd.**

**Dayton, Ohio 45415**

## Welcome

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### **Dear HSA parents and students,**

Welcome to the 2017-2018 school year. A new school year means a new beginning. We hope that you have a wonderful school year and find our school a great place to learn, grow, and have fun. Horizon Science Academy (HSA) strives to provide students with a safe, nurturing environment where they find the right combination of challenge and support as they work their hardest to achieve significant learning goals. We have a staff that is excited, caring, competent, dedicated, and tenacious in their efforts to educate your child.

We have created the HSA Student/Parent Handbook so you will be more familiar with our school. Our handbook includes the following useful information:

- Our 2017-2018 School Calendar and regular school day schedule
- Our Academic Calendar with Progress and Report Card Dates
- A variety of ways in which parents, grandparents and guardians can be involved in their child's education and the life of our school.

The HSA Student/Parent Handbook also includes an explanation of our school's expectations and what we must all do to ensure students can learn in an environment that is safe, nurturing, and respectful. We encourage you to become aware of your school, its programs, and extracurricular activities. In short, much of what parents and students need to know to make this year purposeful and rewarding are right here in our handbook. Parents, please take some time to read through this document and discuss it with your child.

We ask that you keep this handbook because you will use this information throughout the school year. We also ask that you sign our Parent Commitment, the form accompanying this handbook. It allows HSA to know that you are familiar with our school's policies and procedures and will do your best to uphold them. This way we can all start the school year on the right foot and devote our collective energy to the education of our children.

We are excited to have you as part of the HSA community, and we look forward to working together for the success of your child and every member of our team.

Sincerely,

HSA ADMINISTRATION

**1.0 MISSION and VISION STATEMENT**

**MISSION STATEMENT**

The mission of Horizon Science Academy is to provide all students with the behavior and academic skills necessary to reach their fullest potential intellectually, emotionally, and physically.

**VISION STATEMENT**

The Vision of Horizon Science Academy - Dayton is to become an “A RATED” school as defined by the Ohio Department of Education.

**1.1 STUDENTS’ RIGHTS**

- ✓ To feel safe in the school environment free of bullying, threatening, harassment, or intimidation.
- ✓ To take full advantage of the learning opportunities.
- ✓ To work in an environment free from disruptions.
- ✓ To express their opinions, ideas, thoughts, and concerns through the proper forum.
- ✓ To have a healthy, positive environment that is smoke, alcohol, and drug free.
- ✓ To use school resources and facilities for self-betterment under appropriate supervision.
- ✓ To expect courtesy, fairness, and respect from all members of the school community.
- ✓ To be informed of all expectations and responsibilities.
- ✓ To take part in a variety of school activities.
- ✓ To have the right to due process, as defined by school policies, in accordance with state law.

**STUDENTS’ RESPONSIBILITIES**

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

**1.2 HUMAN DIGNITY POLICY**

Statements or behavior by any member of the school community which insults, degrades, harasses or stereotypes any person on the basis of race, gender, handicap, physical condition, socioeconomic background, ethnic or national origin, or religion is unacceptable. The academy commits to a plan by which the school intends to achieve a racial and ethnic balance as defined in its enrollment practices.

**1.3 TITLE IX AND SECTION 504**

HSA is committed to equal opportunity. It is an Equal Opportunity – Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, handicapping conditions, or national origin, including limited English proficiency, in any employment and/or educational opportunity. No person is excluded from participation in, denied the benefits of, or otherwise

subjected to unlawful discrimination of such bias under any educational program or student activity. If you have experienced discrimination in such educational programs or activities, complaints alleging such activities should be directed to:

**Title IX and Section 504 Coordinator- Director- Superintendent**

**1.4 CONFIDENTIALITY OF RECORDS**

The Family Education Rights and Privacy Act of 1974 deals with the legal aspects of pupil records such as grades, race, discipline issues, etc., by making sure that no such information is provided to any outside institution, employer, etc., unless a written release is given by the legal guardian (or by the student if 18 years of age or older). Only “**Directory Information**”, defined below, may be disclosed by the school without prior written consent unless notified in writing to the contrary within 15 days of receipt of this handbook.

HSA designates the following items as **Directory Information**: student name, address, telephone number, dates of attendance, degrees and awards received, most recent previous school attended, student photo, videotape (not used in a disciplinary matter) and student work displayed at the discretion of the teacher.

**2.0 SCHOOL SCHEDULES**

**2.1 DAILY SCHEDULE**

Grades 9&10				Grades 6,7 & 8				Grades 11&12			
Breakfast	7:45	8:05	0:20	Breakfast	7:45	8:05	0:20	Breakfast	7:45	8:05	0:20
HR	8:05	8:15	0:10	HR	8:05	8:15	0:10	HR	8:05	8:15	0:10
1	8:15	9:01	0:46	1	8:15	9:01	0:46	1	8:15	9:01	0:46
2	9:03	9:50	0:47	2	9:03	9:50	0:47	2	9:03	9:50	0:47
3	9:52	10:39	0:47	3	9:52	10:39	0:47	3	9:52	10:39	0:47
4	10:41	11:28	0:47	4	10:41	11:28	0:47	4	10:41	11:28	0:47
Lunch	11:30	12:00	0:30	5A	11:30	12:00	0:30	5A	11:30	12:00	0:30
5A	12:03	12:30	0:27	Lunch	12:00	12:30	0:30	5B	12:00	12:27	0:27
5B	12:30	1:00	0:30	5B	12:27	12:55	0:27	Lunch	12:30	1:00	0:30
6	1:02	1:45	0:43	6	1:02	1:45	0:43	6	1:02	1:45	0:43
7	1:47	2:30	0:43	7	1:47	2:30	0:43	7	1:47	2:30	0:43
After School	2:40	3:25	0:45	After School	2:40	3:25	0:45	After School	2:40	3:25	0:45



## 2.2 SCHOOL YEAR CALENDAR

<b>HORIZON SCIENCE ACADEMY 2017-2018 School Calendar</b>
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### 2017

August 14	Parent/Student Orientation
August 15	First Day of School
August 31	Open House (6:00-7:30pm)
September 4	Labor Day-No School
September 28	Parent-Teacher Conferences 6 <sup>th</sup> -12 <sup>th</sup> : 3:00 PM to 6:30PM
October 9	Early Release at 12:30pm (Teacher PD)
October 13	End of 1 <sup>st</sup> Quarter
November 9	Parent-Teacher Conferences 6 <sup>th</sup> -12 <sup>th</sup> : 3:00 PM to 6:30PM
November 20-21	Teacher PD Day- No School
November 22-24	Thanksgiving Break- No School
December 21	Early Release at 12:30pm (Teacher PD)/End of 2 <sup>nd</sup> Quarter
December 22	Winter Break Begins

### 2016

January 3	Classes resume
January 15	Martin Luther King Jr. Day
February 15	Parent-Teacher Conferences for Grades 6 <sup>th</sup> -12 <sup>th</sup> : 3:00 pm to 6:30 PM
February 19	Presidents Day- No School
March 9	End of 3 <sup>rd</sup> Quarter
March 30	No School
April 2-6	Spring Break
April 9	School Resumes
April 12	Parent-Teacher Conferences for Grades 6 <sup>th</sup> -12 <sup>th</sup> : 3:00 pm to 6:30 PM
May 28	Memorial Day- No School
June 3	Last Day of School for Students/End of 4 <sup>th</sup> Quarter

### 3.0 ADMINISTRATIVE PREROGATIVE

Every effort is made to assign consequences in accordance with the accepted schedule of infractions and consequences. Administration retains the privilege to skip steps at its discretion. This would most often happen when the infraction is deemed to be of such a severe nature as to warrant a more fitting consequence.

Administration retains the privilege to add extra steps to the accepted schedule of infractions and consequences, at its discretion. This would most often occur when considering an individual student's

situation and underlying motivators for a certain infraction. Adding steps to an individual student in no way obligates administration to do the same for any other student.

### **3.1 ADMINISTRATIVE DECISION**

In all decisions concerning the application of school rules and policies to a given situation or student, when and if all appeals are addressed, the decision of the administrators of the Horizon Science Academy shall be final.

### **4.0 DRESS CODE AND PERSONAL APPEARANCE**

HSA promotes a conservative presentation for its student body. Students must be in dress code before, during, and at after-school functions and clubs, field trips, etc. unless otherwise noted by staff.

### **4.1 LOOK LIKE A HORIZON SCHOLAR**

HSA has a well-outlined dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students will be expected to arrive in dress code and remain in compliance daily. Please cooperate, display modesty and neatness, and take pride in wearing a clean, neat, and attractive uniform. We rely on your parents' and/or guardians' support in helping maintain this dress code. Both boys and girls uniform shirts can be purchased in the main office.

#### **Student dress code is listed below:**

- Khaki pants,, skirts, shorts, or skorts
- Closed toe and heel shoes that are deemed safe by all standards in a school environment, no heels, sandals, flip flops, house shoes, *Crocs*, etc.
- A HSA Burgundy/Blue/Gold shirt according to school's specified shirt color, with school crescent or logo tucked into waistline.
- Belts must be worn if pants have belt loops, and must be a solid dark color **without** words, decorations, and/or metal studs.

#### **LOOKING LIKE A HORIZON SCHOLAR:**

“There Is Never a Second Chance for a First Impression.” We expect our students to arrive daily cleaned and neatly groomed. If shaving is required daily, then be sure that the student is in compliance. We expect their hair to be neatly groomed daily. No distracting hair color, (orange, blue, green etc.) Braids of any kind are to be neat and finished. Personal grooming and hygiene must be taken care of at home daily. Hats, scarves, or any head covering garments are not permitted; the only exceptions are for religious purposes and in this case, please provide proper documentation to the Dean. If a student arrives and is not in compliance with the above rules regarding dress and grooming, their parents will be called immediately and the student will be removed for the day. If the student is of legal age, then he or she will be asked to leave the premises. If a parent or legal guardian cannot be reached for a student that is not of legal age, the child will receive the necessary consequence, as determined by the school Administration. The student may be required to return with his/her parent the following day, unless other instructions are given. If we are not able to reach a parent or legal guardian due to inaccurate information, the child will be given a removal letter and may not return without the updated information form provided by the school. If the “**Student Information Update Form**” is not returned the next scheduled school day that lost day may be made up on the scheduled Saturday school or the student may be assigned a detention by administration. Truancy will have its regards in this matter when applicable, if the infraction is not addressed immediately.

#### **4.2 DRESS-CODE ELEMENTS FOR FEMALE STUDENTS**

Skirts, skorts, or shorts in the specified khaki or navy color may be worn. Skorts and shorts must be **at or below the knee**. Nylons, tights or socks, must be black, white, skin tone, or navy blue and must be worn when skirts are worn. The splits on long skirts must be no higher than the knee. Leggings in black, white, skin tone, navy or burgundy are permitted under skirts, shorts, and skorts. No jeans or pants are permitted to be worn under skirts, shorts, or skorts at any time.

- Only ONE school appropriate necklace may be worn, otherwise the student will be required to tuck it inside their shirt.
- Facial/body/tongue piercings are not allowed. In the case of pre-existing piercing, no ornamentation may be worn while attending school, in this instance no liability will fall on the Academy in the event there is any damage.
- Hair may not be dyed or bleached in extreme/unnatural colors.
- Hair ornamentation must be conservative and unobtrusive.
- Fingernails must be conservative in color and no longer than 1/4".
- Tattoos will need to be covered daily, either with the student's clothing, or with gauze and athletic tape.
- All jewelry should be conservative in appearance and size.
- No scarves, wave caps, or non-prescription glasses may be worn.

#### **4.3 DRESS-CODE ELEMENTS FOR MALE STUDENTS**

- Only ONE school appropriate necklace may be worn, otherwise the student will be required to tuck it inside the student's shirt.
- Facial/body/tongue piercings are not allowed. In the case of pre-existing piercing, no ornamentation may be worn while attending school, in this instance no liability will fall on the Academy in the event there is any damage.
- Tattoos will need to be covered daily, either with the student's clothing, or with gauze and athletic tape.
- Hair may not be dyed or bleached in extreme/unnatural colors.
- Facial hair must be groomed to a professional standard.
- No scarves, wave caps, or non-prescription glasses may be worn.

#### **4.4 SPECIFIC DRESS ISSUES**

**The following items are PROHIBITED for the safety of our students as well as the school:**

- Coats, book bags, purses and all electronics and their respective parts are to be kept in lockers at all times.
- Any apparel which would be distracting to the learning environment.
- Any apparel which is discovered to be gang-related, whether or not the student intended it to be so, will not be allowed to be worn.
- Boots are allowed but must be worn in respect of the school policy. Boots with spikes or steel toes are not allowed.
- Cargo shorts and pants are not allowed for safety reasons.
- No Earrings that are larger than the size of a quarter, or earrings with dangling chains or parts.



- No Hoodies or sweatshirts
- No Hair Picks
- No notched eyebrows
- “Rattail combs”
- Raised rings
- Ripped, extra baggy pants and garments that are not HSA authorized are not allowed.
- No short shorts or skorts, all must be at or below the knee.
- Slippers and house shoes are not permitted
- Solid black, brown, white, or navy blue thermals are allowed to be worn under the HSA polo if needed
- Law prohibits weapons (any device used in order to inflict damage or harm to living beings, structures, or systems) within 1000 feet of a school.
- Athletics and academics (e.g. jerseys, science fair shirts, etc.) related shirts and pants may be worn only with the administration’s approval on specific/authorized days. Students who are uncertain should check with the Dean.

**4.5 GENERAL DRESS-CODE RULES AND POLICIES**

Administration withholds the right to make decisions concerning the acceptability/appropriateness of any apparel worn at school or at other school functions. Students should be in full school uniform before they exit buses or other means of transportation. Students must be in proper dress-code to be permitted to cafeteria or classrooms. Failure to do so will result in disciplinary action which will result in removal from school with parent notification.

Students who arrive to school out of uniform and are without the proper items to correct the discrepancies will be kept out of classes (ISS) until a parent or guardian arranges to bring the uniform items needed. All such missed time from classes will be considered an unexcused absence (see Unexcused Absence Policies in section 6.0 Attendance.) In addition uniforms must be worn before, during, and at after-school functions and clubs, field trips, etc., unless otherwise noted by staff or as indicated by the nature of the event.

**4.6 NON-DRESS CODE DAYS**

Several non-dress code days (commonly referred to as “dress up days OR dress down days”) may be scheduled throughout the school year. These days may be scheduled for the entire student body, or may be given to individual classes or students as rewards. Students who are in doubt about a certain item of apparel should not wear it to school, ask the Dean of Students about it ahead of time, or bring another more-acceptable piece of clothing. Outfits with holes, ripped jeans, sandals, flip-flops, hats or any other items which would be distracting to the school environment, are not allowed during non-dress-code days.

**5.0 ACADEMICS**

**5.1 GRADING SCALE**

<b>Grade</b>	<b>Percentage</b>	<b>GPA / POINTS</b>
A+	98-100	4.00
A	93-97	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00

B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	64-66	1.00
D-	60-62	1.00
F	below 60	0.00

### **5.2 HONOR / MERIT ROLL**

Students will be listed on the **Merit Roll** by attaining 3.00 or higher (but less than 3.50) GPA per grading period. Attaining a 3.50 or higher GPA per grading period will list the student on the **Honor Roll**. Students with a 4.00 GPA will be listed on the **Super Honor Roll**.

### **5.3 GRADE CARDS AND INTERIM REPORTS**

Parents may obtain unofficial itemized reports from the front office. Official copies will be mailed to the address provided in the database. All contact information must be updated regularly. Parents are responsible to provide the front office with the most current/updated information. Parents will also have access to their child/children(s) information through the online database at (insert database website). Username and password will be provided to all parents upon request.

### **5.4 PARENT-TEACHER CONFERENCES**

Parents or guardians may call the school to schedule additional conferences with teachers between the hours of 3:00-4:00 pm Monday –Friday.

### **5.5 GRADE PROMOTION POLICY**

**A student's promotion status is determined by the following measures in grades 6<sup>th</sup> -8<sup>th</sup>:**

1. Students must have the passing grades (D- or above at the end of the year) **in all four** core subjects (Language Arts, Mathematics, Social Studies, and Science)
2. If a student fails two elective/special courses (Computer, Art, Music, Health, Physical Education, Character Education, Foreign Language, etc.), that student will not be promoted to the next grade level.

Note: Special cases will be considered by school administration.

### **5.5 GRADE PROMOTION POLICY FOR GRADES 9<sup>th</sup> -12<sup>th</sup>**

#### **Receiving Credit Policy:**

In order to receive credit for a course, a student must:

#### ***Semester Long Course:***

Earn a passing grade of at least a D- or above as a final grade.

***Year Long Course:***

Earn a passing grade of at least a D- or above as a final grade.

Midterm and final exams are each worth 10% of the student's final grade. The student's total GPA must equal 1.0 for the school year on a 4.0 scale.

**A) Ninth Grade Promotion**

To be promoted from 9<sup>th</sup> to 10<sup>th</sup> grade, students must pass at least two of their core subject courses (Math, Science, English, and Social Studies) and must have successfully completed **a minimum of 5 units of credit.**

**B) Tenth Grade Promotion**

To be promoted from 10<sup>th</sup> to 11<sup>th</sup> grade, students must accumulate a total of six core subject credits (Math, Science, English, and Social Studies) and must have successfully completed **a minimum of 10 units of credit**

**C) Eleventh Grade Promotion**

To be promoted from 11<sup>th</sup> to 12<sup>th</sup> grade, students must accumulate a total of nine core subject credits (Math, Science, English, and Social Studies) and must successfully have completed **a minimum of 15 units of credit.**

**5.7 GRADUATION REQUIREMENTS FOR HIGH SCHOOL**

**Earning Horizon Science Academy Dayton High School Diploma for the Class of 2018**

As a Horizon Science Academy Dayton High School (HSADHS) student who entered grade 9 between July 1, 2014, and June 30, 2015, you have multiple pathways to earn a high school diploma so that you can move on to your next steps in education or a career. Please be advised that students at HSADHS in their **senior** year are required to enroll at least five credits or equivalent.

In order to receive a diploma from Horizon Science Academy Dayton High School students must meet the following criteria:

- ⇒ You must **complete and earn a state minimum of 20 credits in specific subjects.** (See table below on the net page)
- ⇒ You must demonstrate what you have learned through one of the **three ways provided below.**
  1. **Ohio's State Tests** - Earn 18 out of 35 points on seven end-of-course state tests. You can earn up to five points on each test. You need a minimum of four points in math, four points in English language arts and six points across science and social studies.
  2. **Industry-recognized credential and score on workforce readiness test** - Earn an industry-recognized credential or a group of credentials totaling 12 points and earn the required score on the WorkKeys test. Ohio pays for you to take the test one time. Some districts offer the Senior Only program through which you can earn credentials in one school year.

3. **College and career readiness tests** - Earn remediation-free scores\* in math and English language arts on the ACT or SAT. Your district chooses either the ACT or SAT. You will take a one-time statewide spring test in grade 11 for free. *\*Ohio’s university presidents set these scores, which are subject to change.*

- If you do not meet any of the above three pathways, Ohio law provides you additional options to earn a high school diploma for the **class of 2018 only**. Students must take and pass courses that constitute the curriculum requirements and take all seven end-of-course exams. If the student receives a score of “1” or “2” on any math or English language arts test, the student must retake the test at least once. Additionally, students must meet **at least two** of the below requirements:

- ❖ **Attendance rate of 93 percent** during the 12th grade year;
- ❖ Earn a **GPA of 2.5** on a 4.0 scale in all courses completed during 12th grade (must complete at least four full-year courses);
- ❖ Complete a **capstone project** during 12th grade that the district or school defines;
- ❖ During 12th grade, complete a work or community service experience totaling **120 hours** that the district or school defines;
- ❖ Earn three or more **College Credit Plus** credits at any time during high school;
- ❖ Earn credit for an Advanced Placement or International Baccalaureate course *and* earn an AP exam score of 3 or higher or IB exam score of 4 or higher at any time during high school;
- ❖ Earn a WorkKeys exam score of 3 on each of three test sections;
- ❖ Earn a State Board-approved industry-recognized credential or credentials that equal at least three points;
- ❖ Meet OhioMeansJobs Readiness Seal requirements (under development).

⇒ You must have **at least 40 hours of community service** during high school years.

⇒ You must have **NO balance** due.

### What are the Complete Courses?

**Take and earn a state minimum of 20 credits in specific subjects.**

Courses	State Minimum
English language arts	4 credits

<b>Health</b>	<b>½ credit</b>
<b>Mathematics</b>	<b>4 credits</b>
<b>Physical education</b>	<b>½ credit</b>
<b>Science</b>	<b>3 credits</b>
<b>Social studies</b>	<b>3 credits</b>
<b>Electives</b>	<b>5 credits*</b>

\* You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts.

### **What are the seven end-of-course tests?**

- Algebra I and geometry or integrated math I and II
- Biology (or Physical Science for the class of 2018 only)
- American history and American government
- English I and English II

### **What are the remediation free scores for ACT and SAT in English and Math?**

SUBJECT	ACT	SAT
English Language Arts	English subscore of 18 (or higher) Reading subscore of 22 (or higher)	Evidence-Based Reading and Writing (EBRW) 480 (or higher)
Mathematics	Mathematics subscore of 22 (or higher)	Mathematics 530 (or higher)

### **Earning Horizon Science Academy Dayton High School Academic Honors Diploma**

Students need to meet regular graduation requirements as stated above plus fulfill the additional criteria below:

### **ACADEMIC HONORS DIPLOMA**

Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	3 units of one world language, or 2 units of each of two world languages.
Fine Arts	1 unit
GPA <b>or</b> ACT/SAT	3.5 on a 4.0 scale (unweighted) <b>or</b> ACT: 27 or higher/SAT: 1280 or higher

#### **Change of Course/ Change of Section**

Students may request a schedule/section change in the first two weeks of the school year with a written request from the parent/guardian. The school administration will make a decision to honor such requests; however it is at the discretion of the administrative team. No student-initiated request will be honored after the second week of school.

The administration may change, and reserves the right to change schedules when an error was made in arranging the schedule, a student lacks a prerequisite, there is a need to balance class size, and/or the teacher or counselor suggests a change in schedule.

#### **5.8 VALEDICTORIAN/SALUTATORIAN**

The valedictorian/salutatorian is determined according to the GPA of students.

The school administration determines the valedictorian/salutatorian according to the students' academic achievement, contributions to the school, and involvement in school activities if there is a conflict due to GPA of students.

#### **5.9 Senior Early Leave**

This year 12<sup>th</sup> grade students who have partial schedules will be allowed to leave early. Students must follow procedure and once they leave the building they will not be allowed to return, unless arrangements have been made between the student and their teacher/coach etc. All Seniors will be required to sign out in the office. Failure to follow this procedure will result in either a permanent change to the students schedule and/or disciplinary action.

## 6.0 ATTENDANCE

### Attendance Policy

Students of HSA are expected to attend all classes, every day and to make every attempt to be consistent in attendance. It is difficult, if not impossible, to succeed as a student without consistent attendance to classes and to school.

School Law provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term. To this end, regular attendance is required of all students in Horizon Science Academy during the days and hours that the school is in session unless excused for the following reasons:

1. **Personal Illness:** The principal or dean may require a doctor's note/certificate on physician's appropriate letterhead with valid contact information.
2. **Illness in the Family:** Absences will be excused up to 3 days only when the student's presence at home is necessary.
3. **Death of a Relative:** Absences will be excused up to 3 days with a written request from the parent or guardian.
4. **Quarantine of the Home:** Absences will be excused with a written doctor's statement on physician's appropriate letterhead with valid contact information, for the allotted time frame given.
5. **Observance of Religious Holiday:** Absences will be excused upon written request at least 3 days in advance.
6. **Work at Home Due to Absence of Parents or Guardians:** Necessary work at home limited to emergency conditions.
7. **Such Good Cause as may be acceptable by the administration:** Family emergency or set of circumstances, which constitutes a good and sufficient cause in the judgment of the administration for absence from school.
8. **Administrative Decision or Suspension Out of School.**
9. **Court Appearance.**

*Absences for any reasons other than those cited above will be considered unexcused.*

### Excused Absences

Under Ohio's "Missing Child Law", parents or guardians must notify the school any morning their child is not attending. The day the student returns a note from a parent, guardian, or a doctor must be provided for their absence to be excused. An excused absence note will only be accepted for the reasons listed above. The excused note shall be submitted to the attendance office and filed as part of the student's school record. Parents or guardians may only excuse 10 days per school year. Excuses in excess of 10 days by parents or guardians will not be accepted. Please refer to the **Administrative Procedures for Excessive Student Absence/Tardy- Truancy Policy** section, under these circumstances students will be referred to the Truancy Officer handled accordingly.

### Excused Absence Notes

Excused absence notes will only be accepted **one week (5 school days)** from the date of the absence. Afterwards the absence will be considered an unexcused absence.

### Reporting Absence

The Ohio Law requires that schools verify absences daily. If a student is absent from school, the parent or

the guardian must call the school attendance line 937-281-1480 between 7:45 a.m. and 10:00 a.m. on the day of the absence to report a child's absence. If the school is not contacted, the school will make every effort to contact the parent via School Reach. In addition, the student should bring a written notification of the absence from the parent on the day of his/her return. An EXCUSED ABSENCE SLIP granting student access to missed work will not be given to the student until this written notification is delivered to the main office. There is a statute of limitations of up to five (5) school days to bring in the proper notification for an excuse absence to be valid and for work to be made up in a timely fashion.

### **Make-Up Policy for Excused Absences**

Any student granted an excused absent from school has the responsibility for obtaining the missed assignments from the teachers the day of his/her return to school. Students will have the same number of days to return their work as they were absent (example: If a student missed four (4) days of school, he/she will have four (4) days to makeup the work as long as his/her absences have been excused). The student is also responsible for completing all class assignments and examinations. If a student cannot complete the assignments or examinations before the end of the grading period, an "incomplete" may be given.

### **Unexcused Absences**

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

- Fail to bring a written notice within five (5) school days following an absence,
- Leave school without signing out of school at the office,
- Are absent from class without permission – including walking out of class,
- Are absent from school without parental permission,
- Are out of your assigned area via pass from teacher or staff member.
- Are absent for reasons not acceptable to the administration,
- Are absent for transportation, weather, personal issues, and non-medical appointments.
- Exceed 10 absences with parent or guardian note within a month (see **Administrative Procedures for Excessive Student Absence/Tardy- Truancy Policy**)

Students who missed any class assignments or examinations due to an **unexcused absence** may be denied the make-up work and in that case get zero credit at the decision of the administration.

### **Tardiness to School**

Students are required to be in their classroom by 8:00 a.m., unless their bus is late to school. If the student is not in the building by 8:00 a.m., the student will be considered tardy. Three (3) unexcused tardies will equal one (1) unexcused absence. If a student accumulates five (5) unexcused tardies in one quarter, they will be assigned a detention as determined by the Dean of Students. The assignments will be at the discretion of the Dean of Students. If a student accumulates more than 10 total tardies per quarter, a parent meeting will be held and a truancy warning letter will be sent to the parent or guardian. If the tardies surpass the amounts listed above, then other consequences may be ensued by administration, including referral to Montgomery County's truancy office.

### **Administrative Procedures for Excessive Student Absence/Tardy- Truancy Policy**

**Your child will be referred to the Montgomery County Truancy Office if they are Habitually or Chronically Truant by the below definition according to Ohio state law.**



Under the Revised Code of Ohio 3321.191

*Habitual truant* refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

*Unruly child* refers to a habitual truant who has not previously been adjudicated for being a habitual truant (RC 2151.022), but if based solely on being a habitual truant, court shall consider alternatives to adjudication to divert the child from the juvenile court system

*Delinquent child* applies to a child who violates a court order regarding the child's prior adjudication as an unruly child for habitual truancy, but no longer includes habitual (or chronic) truant (RC 2152.02)

\*Legitimate meaning allowed according to the above excusable reasons only.

### **Absence Intervention Teams**

Membership of the absence intervention team may vary based on the needs of each student but *shall* include:

- a district or school representative,
- another district or school representative who knows the student, and
- the child's parent (or guardian, custodian, etc.), and *may* include
- a school psychologist, counselor, social worker, or public agency representative. (RC 3321.191)

If a student becomes habitually truant within 21 days of the end of the school year, a district may assign one school official to work with the child's parent to develop an absence intervention plan during the summer, which shall be implemented no later than 7 days before the next school year begins. Alternatively, the district may toll the summer time period and reconvene the absence intervention process on the first day of the next school year. (RC 3321.191)

ODE will develop a format for parental permission regarding absence intervention teams to ensure compliance with FERPA. (RC 3321.191)

Districts with a truancy rate of less than 5 percent are exempt from assigning habitually absent students to absence intervention teams and may develop their own district strategies; however, if their strategies fail, the attendance officer shall file a complaint within 61 days of implementation. (RC 3321.19)

### **Absence Intervention Plans**

Each plan shall vary based on the needs of the student, but all plans shall notify the student of the attendance officer's obligation to file a complaint 61 days after implementation of the plan if the student

has refused to participate in or failed to make satisfactory progress on the plan or other alternative to adjudication. (RC 3321.191)

As part of the absence intervention plan, the district may contact juvenile court and ask to have the student informally enrolled in an alternative to adjudication. If a district chooses to do this, the district must develop a policy regarding use of and selection process for offering alternatives to adjudication. (RC 3321.191)

Districts or schools may consult or partner with public and nonprofit agencies for assistance to students and families to reduce absences. (RC 3321.191)

### **Timeline for Absence Intervention Teams**

1. **Triggering event** – Student surpasses the threshold for unexcused absences for habitual truancy. Districts are required to report to ODE when a student has exceeded this threshold.
2. **Within 7 days of the triggering event** – The school or district shall *select the members* of an absence intervention team and shall make at least three good-faith attempts to *secure parent participation* on the team. (RC 3321.191) If the parent responds but is unable to participate, the district shall inform the parent of the right to appear by designee. If the parent fails to respond, the district shall (1) investigate whether the failure to respond triggers mandatory reporting to children’s services *and* (2) instruct the absence intervention team to develop a plan notwithstanding the absence of the parent.
3. **Within 10 days of the triggering event** – The board of education shall *assign a student* who is considered a habitual truant to an absence intervention team. (RC 3321.19)
4. **Within 14 days after assigning a student to an absence intervention team** – The team shall *develop an intervention plan*. (RC 3321.191)
5. **Within 7 days after development of the intervention plan** – the district shall *notify the student’s parents* of the plan. (RC 3321.191)

Note: Districts are required to notify ODE when an absence intervention plan has been implemented.

***Any student who reaches exceeds 72 hours or more in the school year will be considered as failed his/her current grade and will repeat the following year unless the student’s principal and teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.***

***Any student who reaches 72 hours total unexcused absences or tardies to any class period will fail that course for grades 9<sup>th</sup> through 12<sup>th</sup>.***

### **Pre-Planned Absence**

Parents are encouraged not to take their children out of school for reasons other than the ones stated below:

1. An emergency for which it is possible to give prior notice to the principal that constitutes a good and sufficient cause for absence from school.
2. Non-school sponsored educational activities.
3. Vacation authorized by parent or guardian.
4. Funeral
5. Family illness
6. Family vacation

The parent or guardian must notify the administration regarding the planned absence in person 10 days in advance and may be required to sign a form indicating that the parent or guardian assumes full responsibility for the students' absence. Failure to comply with this will result in an unexcused absence for the missed classes and the student will not be able to make up the missed work.

The student will be responsible for obtaining and completing the missed assignments, notes etc... upon his/her return to school. Excessive absenteeism interferes with the valuable teacher-student rapport in the classroom. For this reason, parents are strongly advised not to arrange family vacations while the school is in session.

### **Early Leave**

Students must never leave the school building without permission and/or without their parent signing the student out. Failure to follow this procedure will result in disciplinary action. Legitimate reasons for early leave from school will be accepted provided a note signed by a parent is presented at school. The student & parent must sign-out before leaving the building. Students with legitimate reason will be allowed early leave, preferably not to exceed three (3) times per quarter. Students may not be allowed early leave after 2:00 pm, so not to cause confusion during dismissal times; so every student is dismissed in an orderly and safe fashion. If procedure is violated then an intervention plan may be implemented for the student/parent as well as other consequences as deemed necessary by administration.

### **6.1 PROMPT PICKUP BY PARENTS AFTER SCHOOL**

All students must be picked up no later than 3:00 pm. unless they have prior arrangements for club activities and tutoring, then the time is 3:45pm. Parents who are unable to pick up their students by 3:00pm must make arrangements to pick up their students at an off campus location. Students will not be allowed to remain in the building after 3:00pm. Students who participate in after-school activities must be picked up within 10 minutes of the activity's end. **The school will not be responsible for the wellbeing or whereabouts of the students who remain after 3:45 pm. If the transportation cannot be provided by the parent, the school does not take any responsibility for the students after 3:45 pm or after the activity is over.** School will charge \$10 for every half hour to the parents of students to provide supervision after 4:00 pm.

### **6.2 CLUBS AND TUTORING ACTIVITIES**

All students are encouraged to participate in clubs and tutoring. However, a permission slip must be on file with the school and travel arrangements made before they may participate. If your child is uncertain how they will get home from clubs or tutoring, on the day of the activity, school staff will follow the established method of transportation. For example, if your child is a bus rider, they will be placed on the bus. In addition, clubs and tutoring will take place between 2:35p.m. and 3:55p.m. depending on the

availability of the teacher. It is imperative that you are prompt to pick your child up. If you are tardy three (3) times without proper communication to the school, your child may be removed from all after school activities for the remainder of the year.

## **7.0 MEDICAL POLICIES**

### **7.1 ILLNESS OR INJURY DURING THE SCHOOL DAY**

Any student who becomes injured or ill during the school day should report such an occurrence to a staff member. The school nurse, if available, will assess the situation and take the proper action.

If it is decided by school staff that a student is too ill to go to/remain in class, the parent or guardian must arrange for the student to be transported home or local hospital will be notified by school.

### **7.2 MEDICATION POLICY**

If prescription medicine must be taken by a student during the school day, the following procedures must be followed:

1. The medication must be brought to school by the student's parent/guardian.
2. The medication must be accompanied by a medical release form signed by the student's physician and parent/guardian.
3. The medication container must clearly be labeled with the student's name, name of medication, dosage instructions, and time of dosage.
4. Only the amount needed for the days that the student will be taking the medication should be provided for the school. For instance, if the student is taking Amoxicillin three times a day for two weeks, the Horizon Science Academy should be provided with up to ten tablets, to be taken in the middle of the day.

Extra medication will not be sent home with a student, but must be picked up by the parent or guardian. Students are not allowed to carry or self-administer any medications, except in the following circumstances:

- ❖ The student has a potentially life-threatening condition necessitating immediate administration.
- ❖ A Medication Self-Administration form is on file at the school, signed by the student's parent or guardian, physician, and school administrator.

## **8.0 VISITORS & PARENT INVOLVEMENT POLICY**

As a legal requirement a background check (both FBI and BCI&I) is required of school volunteers or contract providers who will work directly with students. Information obtained will be used solely to determine eligibility for service as a volunteer or contract provider.

### **8.1 PARENT OR GUARDIAN VISITORS**

Parents and guardians are welcome at the HSA. The parent or guardian must sign in and receive a visitor's pass at the main office before they visit a student's classroom or move throughout the building and/or campus, and sign out upon leaving campus. It is required for a parent or guardian to notify the school 24 hours before a planned visit. Parents or guardians who visit without notice may not meet with individual teachers, due to their class schedules, etc.

Parents or guardians who visit and wish to observe their child in classes may do so. When observing

classes, please follow these guidelines:

1. Be on time to the classes you plan to visit.
2. Observe quietly, and do not comment or attempt to add into lessons or conversations, unless invited to do so by the teacher of that class.
3. Request a meeting with a teacher at a time other than immediately after the class observed.

Parents or guardians who wish to speak with an administrator should call the school to set an appointment to do so, and then check in at the office when arriving for their appointment. Parents who arrive at school wishing to speak with an administrator without an appointment may or may not be able to do so at that time due to availability.

### **8.2 VISITORS FROM THE GENERAL PUBLIC**

Visitors from the general public are always welcome at the HSA. It is suggested, though not required, that visitors make an appointment to visit the school one day before a desired visit. This way the HSA can assure that a member of the school staff is available to speak with the visitor, give a tour of the school, etc. Visitors who arrive unannounced are welcome, but may need to wait for an available school staff member. All visitors must sign in at the office upon arrival, and sign out when leaving the school premises. All visitors must sign in at the front desk and get a visitor's pass, leaving a photo ID if required.

### **8.3 STUDENT VISITORS**

Student visitors are welcome at the HSA. Students enrolled in a school in the State of Ohio at the time of their visit must have a note of permission from their home school, signed by their director or other school official. If the student visitor is home schooled, or enrolled in a school outside of the State of Ohio, he/she must have a note of permission signed by his/her parent/guardian.

Students of the HSA who wish to bring a visitor with them when school is in session may do so by following these guidelines:

1. The student visitor must have the applicable note of permission, as indicated above.
2. Students visiting HSA must dawn appropriate attire during their visit. See administration if unsure.
3. The host student must fill out and submit a Student Visitor Form at least two school days in advance of the school visit. The student must have written permission with confirmation telephone number from their school administrator giving permission for the visit.
4. The host student must receive permission for the visiting student to attend the HSA one day in advance of the planned visit.
  - ✓ No student visitors are allowed during the last two weeks of a semester, or during the week preceding a school holiday.
  - ✓ In general students who have been expelled from HSA or any other school, who are habitually truant or who have voluntarily withdrawn after disciplinary actions, are not allowed on the school grounds.

### **8.4 PARENT VOLUNTEERS**

The HSA can only continue its current programs, or add new programs to the benefit of its students through the efforts of its parent volunteers. Parent volunteers are a valued and necessary part of the school experience. The HSA encourages and desires parent volunteers all the time—their value to the HSA cannot be underestimated.

We ask that all parent volunteers follow these guidelines:

- A. Sign in at the office whenever working at the school during school hours.
- B. Sign out upon leaving the school grounds.
- C. Before planning any events, giving away items, purchasing food for students, bringing food or other items to individual classes, etc., parent volunteers must first propose the idea to school administration and secure a faculty sponsor for the activity planned.

These few guidelines will help us to avoid unplanned disruptions of the school day, allow administration to coordinate all activities that take place throughout the school day, and to provide for the smooth operation of all school programs.

### **9.0 LOCKERS**

Each student will be assigned a locker for his/her individual use at HSA. Students are not permitted to share lockers for any reason. Students are required to have a combination lock to secure locker; key locks are permitted, however a spare key should be given to the Dean assigning the locker, if no key is given then the lock can be cut off at the discretion of the Dean.

Lockers are for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items students bring from home. HSA **will not** be liable for personal items students leave in their locker (s) including cell phones, iPods, headphones, or any other non-school related items.

To ensure the safety of personal belongings do not share lockers, locker combinations, and/or trade lockers with other students. It is the student's responsibility to ensure the assigned locker remains locked at all times. Hence, building administration reserves the right to check lockers at any time.

You should report any damage, vandalism or non/working condition of your locker to the Dean. If a student claims that his/her locker has been broken into, but there is no physical evidence of forced entry, it will be assumed that he/she has given the locker combination to another student or otherwise compromised the integrity of the lock/locker security. In that case, no locker or personal searches will be made for items reported stolen. If you do not report vandalism, damage, or a non-working condition of your locker, you will be held responsible for it. If the student feels that someone has gained the combination of lock, he/she needs to see the Dean.

Please keep in mind that:

1. Your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it.
2. Periodic locker checks will be made by HSA staff to ensure that lockers are kept clean and orderly.
3. Inappropriate pictures or displays are not permitted inside or on lockers. No items are allowed to be placed or attached to the exterior of a locker.
4. No food or beverages are to remain in lockers overnight.
5. All materials left unclaimed at the end of the school year or when a student withdraws become the property of Horizon Science Academy and will be dealt with accordingly.

Report any damaged or nonfunctional lockers to school administration. Unreported damage will be considered the responsibility of the student assigned to that locker, and will fall under the provisions of the school discipline policy for damage to school property.

### **10.0 LUNCH AND LUNCH PERIODS**

HSA has a closed lunch. Students are not allowed to leave school grounds without the permission of the administration. A hot lunch is provided or students may bring packed lunches. Carbonated beverages are not recommended based on our wellness policy.

All students will enter the cafeteria in an orderly fashion with their class at their assigned lunch time. Students must remain in their seats unless given permission by on-duty school staff to leave their seats.

Tables will be dismissed to the lunch line by school staff. Students are expected to maintain the Student Code of Conduct while in the cafeteria. No food or drinks may be removed from the cafeteria. Students are not permitted to take food into classrooms, hallways, or other areas of the school. Students with outside food brought to them (by parent only) must eat it in the cafeteria during their assigned lunch period. Students are expected to clean up after themselves before school staff dismisses them from lunch.

## **11.0 MISCELLANEOUS POLICIES**

### **11.1 HOMEWORK**

Teachers assign homework that is a direct correlation to the daily lesson and/or review to previously taught material in an effort to continue valuable learning experiences and help connect the subject matter. Homework is part of a student's regular evaluation and grades for each term. Each teacher establishes his/her own policy for accepting or not accepting late homework assignments. Parents or guardians may contact teachers concerning homework via the school website or by contacting their child's teacher by email or phone.

### **11.2 BOOK BAGS**

All book bags, purses, lunch bags, etc. should be kept in lockers. Students are asked not to bring valuables to school. The school will not be liable for any loss, theft, or damage to the book bag or its contents.

### **11.3 LOST AND FOUND**

A lost and found is maintained by school personnel. Any items found should be turned into the lost and found. Students who have lost an item may check the lost and found with permission from school personnel. Personal items should be marked for identification. **A student may be asked to provide proof of ownership of claimed items.** All items unclaimed at the end of each month or at other times announce, become the property of the HSA and will be dealt with accordingly.

### **11.4 TELEPHONE USE**

In general no phone calls are permitted before 3:00 PM. Emergency calls or any other calls may be made by students upon receiving permission from the Administration. School phones should be used in the classroom with permission. Cell phones and other electronics are to be turned off and secured in book bags and lockers between 7:45 AM and 3:00 PM; no cell phone usage is permitted in the rest rooms during the school day as well. If any electronic device is heard and/or seen, school staff members may confiscate it and a consequence may be assigned. In most cases a parent/guardian may be required for the cell phone etc. to be returned. In excessive cases the student may not receive the cell phone back until the end of the school year.

### **11.5 FINANCIAL RESPONSIBILITY**

The parent or guardian will be held financially responsible for damage to school property by their children who are students of the HSA, and for lost, damaged or stolen books, locks, or other property of the HSA. All financial obligations, including fees for textbook rental, clubs/enrichment activities, field trips, lunch balances, etc. must be met before the end of the year. Willful destruction of school property will result in disciplinary action, up to and including expulsion. Theft of property, of the school or otherwise, will result in disciplinary action, up to and including expulsion.

### **11.6 CONSUMABLE FEES**

Horizon Science Academy requires parents/guardians pay a \$25 consumable fee, to be used for classroom supplies, classroom projects, after school activities (excluding fieldtrips and athletics, etc.), and for other

purposes deemed necessary by HSA. This revenue will be used to provide a better education for our students. It is not our intention to exclude any children from HSA activities; however your financial support is critical. A nonrefundable consumable fee of \$25 is due at the time of registration.

### **11.7 TEXTBOOKS AND SUPPLIES**

The HSA provides textbooks in core subjects (a set of textbooks for the use of students). These materials remain the property of the HSA, and each student is held responsible for the care of these materials.

Parents or guardians will be held financially responsible for any damage or loss of school-provided textbooks and materials. Such responsibility extends to materials stolen from lockers that show no signs of forced entry (see section 9.0)

### **11.8 AFTERSCHOOL ACTIVITIES**

Students who wish to start clubs or other activities may do so by finding a faculty sponsor who will seek approval for the club from administration. After the approval, the club may begin. All clubs, sports teams, etc. must be sponsored, supervised, and attended by a faculty member.

**Students need to report and sign in by 2:35 PM.**

Parents or guardians must provide or arrange transportation for their children who attend after-school activities. Students must be picked up promptly after the activity is concluded. School staff will not remain on site to wait for late-arriving rides and students will not be allowed to wait inside the building. Parents must make arrangements for their student(s) to be picked up off-campus.

All school rules, dress codes, etc. apply to after-school activities.

### **11.9 PUBLIC DISPLAYS OF AFFECTION (PDA)**

PDA is not allowed at HSA; this includes but is not limited to hugging, kissing, holding hands, etc.

### **11.10 ATHLETIC / EXTRACURRICULAR ELIGIBILITY REQUIREMENTS**

**HSA establishes excellence as a standard and strives to maintain an appropriate balance between academics, athletics, and all extracurricular activities.** Therefore, it is important that students meet all academic requirements in order to participate in athletics, field trips, dances including PROM, and any extracurricular or co-curricular activities. Please see athletic handbook to be eligible for sports!

### **11.11 SCHOOL PRAYER**

Notwithstanding other policies adopted by Concept Schools, Horizon Science Academy shall not prevent a student from participating in or deny a student the ability to participate in constitutionally protected prayer.

20 U.S.C. 7904 (b), NCLB 9524 (b)

### **11.12 FIRE AND TORNADO DRILLS**

Fire drills are held at regular intervals during the school year. Directions are posted in each classroom. When the fire alarm sounds, students should:

- Pay attention to the teacher or staff member in the room for instructions.
- Walk to the proper exit as directed.
- Listen for further instructions and do not talk.
- Report to the assembly area indicated by the room directions, or as directed by school staff.



Tornado drills are practiced twice a year. When the notice is given by school staff, students should:

- Pay attention to the teacher or staff member in the room for instructions.
- Do not talk.
- Students must transition in single file lines for safety and accountability.

### **11.13 IMMUNIZATIONS**

When a student enrolls at HSA at any time or at any subsequent level, the parent must show that the student has been immunized or that a current medical or religious objection is on file. Parents must provide the school with complete immunization records prior to the beginning of the school year. In the event a child enrolls in school without proper immunization documentation, the school may grant a waiver for a period not exceeding twenty (20) days.

### **11.14 GRIEVANCE PROCEDURE**

Complaints should be reported to the Principal. Written complaints may also be filed at the HSA front office or with the Superintendent of Horizon Science Academies.

### **11.15 ACCEPTABLE INTERNET USE POLICY**

Horizon Science Academy operates under an acceptable use policy concerning the internet, which means we offer free access to the internet to all students and staff. Every effort will be made to monitor student usage of the internet, as well as the websites student's access. Ultimately, however, it is the responsibility of the student to refrain from accessing sites, which are inappropriate for viewing in the school setting. Student violations of the acceptable use policy may result in revocation of internet privileges, school disciplinary action and/or legal action. Students and parents must sign and return the *Internet Authorization Form* prior to student use of the internet at HSA.

### **11.16 HSA PRINCIPLES OF ACCEPTABLE AND SAFE INTERNET USE**

#### **Introduction**

It is the policy of Horizon Science Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

#### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Horizon Science Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision, and Monitoring**

It shall be the responsibility of all members of the Horizon Science Academy staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the IT Manager or designated representatives.

The IT Manager or designated representatives will provide age-appropriate training for students who use the Horizon Science Academy Internet facilities. The training provided will be designed to promote the Horizon Science Academy commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Horizon Science Academy Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while online, on social networking Web sites, and in chat rooms;
- and
- iii. cyber bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

### **Computer / internet usage policy**

Staff, students, or members who are authorized to use HSA's computers and online services will utilize the following guidelines and procedures:

- 1) The use of the school's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school. The administration reserves the right to monitor any computer activity and online communications for improper use.
- 2) The school is aware that there are resources on the Internet, which may be inappropriate or not designed for an educational setting. To protect students from such inappropriate material, the school's Internet access is filtered with one of the highest-rated Internet filtering systems available. However, users must recognize that it is impossible for the school to restrict access to all controversial material and therefore individuals must be responsible for their own actions in navigating the network.
- 3) Students may only log on and use the network under the immediate supervision of a staff member and only with his/her authorized account and are responsible for its proper use at all times.
- 4) Do not reveal personal information, such as home address or phone number, or that of other students or colleagues.
- 5) Use appropriate language. Do not use profanity, obscenity, or other language which may be offensive to others.
- 6) The network should not be used in such a way that it will disrupt the use of the network by others.
- 7) Users shall not read other users' files, nor shall they attempt to read, delete, copy, modify or forge other users' files.
- 8) Use of the computer and/ or network for financial gain or for any commercial activity is prohibited.
- 9) Use of the computer and/or network for political purposes is prohibited.
- 10) Users shall not transmit or view material that is threatening, obscene, disruptive, sexually explicit, or that could be construed as stalking, harassment or disparagement of others based on race, national origin, gender, sexual orientation, age, disability, religious, or political beliefs.
- 11) Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or by HSA policy.
- 12) Vandalism will result in the cancellation of user privileges. Vandalism includes uploading or downloading any inappropriate material, creating computer viruses, hacking, and/or any malicious attempt to harm or destroy equipment, materials or the data of any other user, as well as changing computer settings or damaging the computer mouse.
- 13) Musical devices, such as CD players and MP3 players, are prohibited unless it is specified by the teacher in conjunction with educational purposes.
- 14) Copyrighted material may not be placed on the system without the author's permission, and no materials shall be placed on the system without permission of HSA staff and administration.
- 15) Users shall report any security problem or misuse of the network to the teacher, Deans, or immediate supervisor.
- 16) Rules and regulations of the Computer / Internet Usage Policy are subject to change by the HSA administration at any time.
- 17) Activities not in compliance with state and federal laws are strictly prohibited.

### **EMAIL ACCOUNTS**

Students are not permitted to have a student email account on the HSA's system unless specifically assigned as part of a course or activities curriculum. Should an email account be assigned, students must have a Computer Usage Agreement on file and must strictly follow the agreement guidelines.

Students may access private email accounts (AOL, Yahoo!, etc.) or social media (Facebook, Twitter, etc.) only with parent permission and/or teacher permission in conjunction with educational purposes.

Electronic mail transmissions and other use of the electronic communications system by students shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the authorized IT Manager may read, delete, copy or modify the electronic mail of other system users.

Students violating any computer agreement guideline will lose all computer privileges and disciplinary action may be taken. Violations will be considered Level II misbehaviors.

### **Adoption**

This Internet Safety Policy was adopted by the Board of Horizon Science Academy at a public meeting, following normal public notice.

## **12.0 PROGRESSIVE EMPOWERMENT DISCIPLINE APPROACH**

### **Horizon Science Academy School Behavior Plan**

#### **Introduction**

Horizon Science Academy is a safe place for children to attend because we have a very clear discipline policy that is strictly enforced. While the following pages present the details of our policies, here are the basics: HSA does not employ the numerous disciplinary procedures pursued by many schools and which have generally failed to bring any real control to the schools. Horizon Science Academy has developed a school wide behavior plan that employs positive interactions between staff and students. The discipline policies of the HSA are quite strict. Be assured, it is never our goal to suspend or expel any student. We want to keep every student in school and see them receive the best education possible. It's important to ensure that every student can learn and every teacher can teach without any disruption to the educational process.

#### **12.1 VIDEO SURVEILLANCE**

HSA employs the use of video cameras for security monitoring. In some cases (not in most cases), video is consulted in the investigation of disciplinary procedures.

#### **12.2 GANG ACTIVITY OR ASSOCIATION**

HSA has an adopted policy that deals with student gang activity or association. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in, by the student, shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical or emotional safety hazard to self, students, staff, and other employees;
- Create an atmosphere in which a student, staff, or person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence;
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal or dean will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal or dean will take appropriate corrective and disciplinary action.

### **12.3 ANTI-HARASSMENT/ ANTI-BULLYING POLICY**

This is the summary of board approved policy of the Horizon Science Academy that any form of bullying behavior, whether in the classroom, on school property, to and from school, or at school-sponsored events, is expressly forbidden.

Harassment, intimidation, threatening, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited towards another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment for the other student.
2. Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:
  - a. causes mental or physical harm to the other student/school personnel;
  - b. and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Ohio Board of Education. Transportation of Horizon Science Academy students covered by this policy in rental vehicles or in privately-owned vehicles to or from school-sponsored activities shall be subject to this paragraph.

#### ***Types of Conduct Affected By This Policy***

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behavior are:

1. Physical violence and/or attacks
2. Threats, taunts and intimidation through words and/or gestures
3. Extortion, damage or stealing of money and/or possessions
4. Exclusion from the peer group or spreading rumors
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based / online sites (also known as "cyber-bullying"), such as the following:
  - a. Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
  - b. sending abusive or threatening instant messages;
  - c. Using camera phones to take embarrassing photographs of students and posting them online; and,
  - d. Using web sites to circulate gossip and rumors about other students;
  - e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

\*\*To read the complete HSA Anti-harassment and Anti-bullying policy, please request a copy from the Dean's office.

### **12.4 PROGRESSIVE DISCIPLINE APPROACH**

All minor discipline issues will be handled by the classroom teacher such as, talking, chewing gum, out of seat, lack of self-control, having food/drink in class, or tardiness. Minor correctable misconduct reports issued to students in or outside of the classroom will be handled by the issuance of detentions/citations/demerits after teachers' attempts to correct the problem with no resolution. Any HSA employee who observes a student engaged in inappropriate behavior outside of the classroom can issue a referral through the database.

1. Eating or drinking in unauthorized areas
2. Minor dress code violations (un-tucked or completely covered shirt, unnatural color of hair, etc.)
3. Chewing gum or eating candy or possession of or passing them out
4. Hallway disruptions (such as yelling, banging on lockers or walls, and/or running)
5. Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out, "cracking/grilling" others
6. Cafeteria misconduct (loud talking, being out of seat when not allowed, playing with/throwing food, cutting in line, failure to clean up after oneself, etc.)
7. Unprepared for class – no homework/classroom, no textbook/workbook, or other supplies

Major Issues will be addressed by the Dean of Students: examples of infractions would include (but not limited to) the following behaviors: repeated offenses noted above, stealing, truancy, physical or verbal assault, violence, sexual misconduct, vandalism, trespassing, disruption of school environment, etc. Appropriate administrator intervention would include: administrative detention, parent/student conferences, in school suspension, out of school suspension, and in the most severe cases, a recommendation for expulsion.

### **12.5 DISCIPLINE REPORTS**

Most behaviors ought to be handled by staff in the setting in which the infraction occurs. Three specific types of behavior that are serious enough to warrant a discipline report are:

- ❖ **Physically dangerous behavior**—assault, fighting, or any other behavior that has a high possibility for physical harm
- ❖ **Illegal behavior**—possession of controlled substance, extortion, threats of violence, etc.
- ❖ **Defiance**—(overt and immediate refusal to follow a staff person's reasonable, specific direction)

Examples:

-“Sit down and begin your assignment” is a specific direction but “Change your attitude” is not. “Stop running in the hall and come here to speak with me” is reasonable and specific. A student forgetting homework or being disruptive in class are not examples of overt and immediate refusals to follow a staff members reasonable, specific direction.

-Not following handbook guidelines

### **12.6 ADMINISTRATOR-ASSIGNED CORRECTIVE CONSEQUENCES**

#### **❖ Detention**

Students who receive detention will report directly to the assigned detention room at the start of dismissal. Upon arriving to the designated room, students will sign the detention log and begin their assignment. Detention will be assigned by teachers and/or administrators and will be served at the assigned time.

**Parents will receive a 24-48 hour notice from the assigning teacher or staff member.** If your child is a distraction during detention, further consequences will be assigned by the Dean of Students.

Additionally, a parent conference will be requested or Wednesday/Saturday School will be issued by the Dean for students receiving three (3) detentions within one quarter. Once a parent conference has been

requested, the student may not return to school without being accompanied by a parent.

❖ **OSS (Out of School Suspension)**

Notice of Suspension and the reasons for the suspension will be given to the student in writing by the Dean of Students after hearing the issues involved in a situation.

You and your parent/guardian may appeal a suspension within one (1) school day of the suspension being issued. This appeal will be made in writing to the Director and discussed by a disciplinary board made up of three (3) faculty members. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. All disciplinary board hearings will be held within two (2) school days of the appeal being made.

During a suspension a student may receive credit for the class time missed. Only at the discretion of the teacher may he/she make up missed work, assignments, and tests.

❖ **Probation**

A student may be given a trial period to improve his/her behavior. The student may be put on a Behavior Contract. During this time, his/her behavior will be closely observed and a decision will be made by department heads and the Dean regarding his/her status here at Horizon Science Academy. If your child has not met the desired expectations agreed upon, the family will be called to a meeting with the Administration to determine the future of your child remaining a student here at Horizon Science Academy.

❖ **Emergency Removal**

If a pupil's presence poses an ongoing threat of disrupting the academic process within the classroom or elsewhere on the schools premises your child will be removed. Upon removal your child will be given his/her removal letter, parents, guardians, or legal custodians will be required to have a conference which will be held within three (3) school days upon receiving notice of the removal.

(A description of the process can be found in the Ohio Revised Code (O.R.C.) 331.36 ©.)

❖ **Behavior Contract**

Students who choose to ignore rules by repeating the violation and fail to conduct themselves in a responsible manner will be placed on a Behavior Contract upon the discretion of the administration and other staff members. The conditions of the Contract will be consistent with the specific misbehavior and will outline expectations for improvement. Students who fail to uphold their Contract will face further disciplinary action. Parents will be required to meet with the Dean of students and/or principal to sign the Contract. Students who violate their Behavior Contract are subject to be withdrawn from the school or expelled. Some examples of behavior choices that could result in a Behavior Contract with the dean of students or principal are, but are not limited to:

- Severe violation of behaviors listed under Out of School Suspension
- Fighting at the discretion of building administration.
- Repetitive minor violations

Behavior Contracts are not limited to the year of the violation. New and returning students who previously were on a behavior contract will have their contracts reviewed by Dean of Students and Instructional Coordinators.

❖ **Wednesday or Saturday School**

6<sup>th</sup>-12<sup>th</sup> grade students that accrue at least three (3) After School Detentions within a month, three (3) written referrals, three (3) Uniform Violation Slips, three (3) lock out passes, or continually ignore the school rules will be issued a Wednesday or Saturday School by the Dean of Students. Wednesday School is every Wednesday from 2:45p-6p and in addition to Saturday School both are given at the discretion of the Dean. Saturday School will be held on the last Saturday of each month beginning **September 26, 2015**. Saturday School begins promptly from 9:00 a.m.-12:00 p.m. Students arriving at late (2:45pm on Wednesdays or 9:01am on Saturdays) are considered late and **will not** be permitted to serve. As a result, they will serve a one day, out-of-school suspension. Wednesday School and Saturday School is an academic session where students will complete work provided by the classroom teacher as well as community service through the building. A parent letter will be sent home with the student one week prior to the scheduled date to be served along with a courtesy call from the school. This letter must be signed and returned. An illness accompanied with a doctor's note on physician's appropriate letterhead with valid contact information, is the only acceptable excuse.

#### ❖ **Expulsion**

Expulsions are up to 190 days duration in an academic school year or permanent from HSA, according to the severity or habitual nature of the infraction(s). A hearing is required before an expulsion is activated.

#### ❖ **Filing Criminal Charges**

Listed below are acts that are considered to be criminal offense according to the laws of the state. Any violations of these acts will result in the filing of criminal charges against the offender.

**Arson** - The intentional setting of fire.

**Assault** – The physical threat of violence to a person.

**Burglary** - Stealing of school or personal property.

**Explosive** - The illegal use of firearms on school property or at a school sponsored event.

**Extortion, Black Mail, or Coercion** - Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.

**Firearms** - (Illegally used) - Firearms are prohibited on school property or at school sponsored events.

**Knives** - Students are prohibited from carrying knives or any other weapon or object which could be used as a weapon in school, on school property, on a school bus or at any school function. Any student in possession of a knife or any other weapon or potentially harmful object will have it taken away from him/her and may be removed from school if circumstances warrant it. Any confiscated object may possibly be returned to the parent or guardian if they so request.

**Larceny** - Theft

**Malicious Mischief** - Property damage

**Robbery** - Stealing from an individual by force or threat of force.

**Sale, Use of Possession of Alcoholic Beverage, Illegal Drugs, or Look-alike Drugs-** exchange/consumption of alcoholic beverages and/or drugs; or item resembling alcoholic beverages or drugs of any type.

**Trespass** - Being present in an unauthorized place or refusing to leave when ordered to do so.

**Unlawful Intimidation of School Authorities** – The threat of violence, the commission of and/or the participation in such activities on school property or at a school sponsored events. Disciplinary actions will be taken by the HSA regardless of whether or not criminal charges result.

**Disruptive Conduct** – Is conduct that interferes with classroom instruction.

**Failing to Cooperate With School Personnel** - Students must obey the lawful instruction of school district personnel.

**Refusal to Identify Self-** All persons must, upon request, identify themselves to proper school authorities



in the school building and school grounds or at school sponsored events. Conduct in violation of other criminal or civil laws may, at the Board's discretion, be the basis of legal action against the student if the severity of the conduct renders such action appropriate

### **13.0 CODE OF CONDUCT**

#### **13.1 PROHIBITED STUDENT CONDUCT**

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

*The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.* District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

*The rules of conduct listed below are intended to focus on safety, and respect the rights and property of others.* Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

**Students are considered to be subject to the authority of the school when they are in route to or from school and at school related or school sponsored events even though those activities may not take place on school grounds.** Some examples include athletic meets and games, field trips, contests, dances and concerts.

Misbehaviors that occur at such events will be subject to the same penalties as misbehaviors that occur on school ground.

*The following examples for leveled infractions are at the discretion of the administration and can change without notice.*

## 2017-2018 Contract Requirements for Students

### In Addition to Student Handbook

I fully commit to HSA in the following ways:

#### SCHOOL SCHEDULE

1. I will arrive to HSA by 8:00am Monday – Friday and leave at the scheduled time.

#### CRITICAL DISCIPLINE ISSUES

1. I understand that if I disrupt the class in any way, I will not be allowed back into the class until my parents are contacted. I will promise my parents, my teachers, and the administration not to hinder my learning and others.

I HAVE NO RIGHT TO OBSTRUCT OTHER STUDENTS' LEARNING.

2. I will follow the HSA dress code fully. I understand that I will not be allowed to enter the school building if I am not wearing the school uniform. If there is a compelling, legitimate excuse, my parents, not me, must call the administration and explain.

I WILL ALWAYS WEAR MY UNIFORM.

3. I understand that I will be quiet in the hallways. I will not run or chase other students.
4. I am responsible for my own behavior. I understand that if I show disrespect to my teacher or my classmates/peers in the school, I will not be allowed back in class until I apologize and promise not to repeat that behavior. If a second offense occurs, I will go back to my class, apologize in front of the class and promise not to repeat the behavior. The administration will contact and inform parents that the student is in violation of the contract.

5. I WILL RESPECT EVERYONE IN THE SCHOOL.

6. I WILL NOT BRING FOOD, DRINK, CANDY, OR GUM TO THE CLASSROOM.

7. BEFORE TALKING IN CLASS, I WILL RAISE MY HAND AND WAIT TO BE RECOGNIZED.

#### IN GENERAL

1. I will always work, think, and behave in the best way and I will do whatever it takes for my fellow students and me to learn. I will complete all of my homework every night. I will call/contact my teachers if I have a problem with the homework or a problem with coming to school. I will raise my hand and ask questions in class if I do not understand something.
2. I will always make myself available to parents, teachers, and any concerns they might have. If I make a mistake, I will tell the truth to my teachers and accept responsibility for my actions.
3. I will always protect the safety, interests, and rights of all individuals in the classroom. I will give my respect to everyone in the school.

*Failure to adhere to these commitments may cause me to lose my contractual rights and my student status as described in the Student Handbook.*

Student's Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_  
Signature of Student \_\_\_\_\_  
Signature of Teacher (or Administration) \_\_\_\_\_

**Horizon Science Academy  
Parent/Guardian Commitment**

We fully commit to HSA in the following ways:

1. We will make sure our child arrives at HSA every day by 8:00 A.M. (Monday – Friday) and leaves at the scheduled time.
2. We will make arrangements for our child to come to HSA on appropriate days (whenever teacher or administration asks for extracurricular activities or tutoring).
3. We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework. We will encourage our child to read every night.
4. We will always make ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the office and the teacher as soon as possible, and we will read carefully all the papers that the school sends home to us.
5. We will allow our child to go on HSA field trips.
6. We will allow our child to participate in HSA extracurricular activities when it is desired. We will also provide transportation when needed.
7. We will keep our emergency contact information updated at all times.
8. We will make sure our child follows the HSA dress code.
9. We understand that our child must follow the HSA rules so as to protect the safety, interests and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

Failure to adhere to these commitments can cause my child to lose various HSA privileges, get disciplinary action and can lead to him/her returning to his/her home school.

Parent/Guardian Signature \_\_\_\_\_  
Student Name \_\_\_\_\_  
Supervisor (or Grade Chair) Signature \_\_\_\_\_  
Administration Signature \_\_\_\_\_  
Date \_\_\_\_\_

**HORIZON SCIENCE ACADEMY**  
**2017-2018**  
**STUDENT/PARENT HANDBOOK AWARENESS STATEMENT**

Signature below indicates that I have received and read the STUDENT/PARENT HANDBOOK completely.

Student's Name (Print) \_\_\_\_\_

Student Signature	Grade/Section	Date
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Parent Signature	Date
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Signature below indicates that I have received and read the HSA Principles of Acceptable and Safe Internet Use.

Student's Name (Print) \_\_\_\_\_

Student Signature	Grade/Section	Date
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Parent Signature	Date
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Parents must inform HORIZON SCIENCE ACADEMY of any changes in residence, custody and home, work, and emergency telephone numbers in writing.

**Please Sign and Return.**  
**Any changes to this handbook will be given to the students and parents in writing.**