



2018-2019
Student/Parent Handbook

250 Shoup Mill Rd.

Dayton, Ohio 45415

Welcome

Dear HSA parents and students,

Welcome to the 2018-2019 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 2018-2019 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 continuously reference 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. HSA 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 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- Administration- 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 STUDENT SCHEDULES

Students will receive class schedules upon entry to the school at the beginning of each year.

2.1 DAILY SCHEDULE

Grades 9& 10				Grades 6, 7 & 8				Grades 11 & 12			
Breakfast	7:45	8:00	0:15	Breakfast	7:45	8:00	0:15	Breakfast	7:45	8:00	0:15
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	12:02	12:30	0:28	Lunch	12:00	12:30	0:30	5B	12:00	12:28	0:28
5B	12:30	1:00	0:30	5B	12:32	1:00	0:28	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

**HORIZON SCIENCE ACADEMY
2018-2019 School Calendar**

2018

- | | |
|-------------|----------------------------|
| August 7 | Freshman Orientation |
| August 8 | Parent/Student Orientation |
| August 13 | First Day of School |
| September 3 | Labor Day-No School |

September 20	Parent-Teacher Conferences 6 th -12 th : 3:00 PM to 6:30PM
October 12	End of 1 st Quarter
October 19	No School Teacher PD Day
November 6	Early Release at 12:30pm (Teacher PD)
November 15	Parent-Teacher Conferences 6 th -12 th : 3:00 PM to 6:30PM
November 20	Early Release at 12:30pm (Teacher PD)
November 21-23	Thanksgiving Break- No School
December 21	End of 2 nd Quarter
December 24	Winter Break Begins

2019

January 7	No School- Teacher PD
January 8	Classes Resume
January 21	No School- Martin Luther King Jr. Day
February 4	Early Release at 12:30pm (Teacher PD)
February 7	Parent-Teacher Conferences 6 th -12 th : 3:00 PM to 6:30PM
February 18	No School- Presidents Day
March 15	End of 3 rd Quarter
March 25-29	Spring Break
April 1	Classes Resume
April 19	No School- Good Friday
April 25	Parent-Teacher Conferences 6 th -12 th : 3:00 pm to 6:30 PM
May 24	Early Release at 12:30pm (Teacher PD)
May 27	No School- Memorial Day
May 31	Last Day of School/End of 4 th Quarter

3.0 ADMINISTRATIVE PEROGATIVE

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 POLICIES AND PROCEDURES

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. Uniform shirts can be purchased online only at www.schoolbelles.com.

Student dress code is listed below:

- Khaki pants, skirts, shorts, or skorts at or below knee length sitting at students waist
- 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 or Navy Blue shirt according to school's specified shirt color, with school crescent or logo.
- Belts must be worn if pants have belt loops, and must be a solid dark color **without** words, decorations, and/or metal studs.
- No jeans or pants are permitted to be worn under skirts, shorts, or skorts at any time.
- No scarves, wave caps, or non-prescription glasses may be worn.
- Coats, book bags, purses and all electronics and their respective parts are to be kept in lockers at all times.
- Non-school issued Hoodies or sweatshirts allowed
- Boots are allowed but must be worn in respect of the school policy. Boots with spikes or steel toes are not allowed.
- No Hair Picks or "Rattail combs"
- 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 Administration.

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 Administration. 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.

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 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 Administration 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

Grade	Percentage	GPA / POINTS
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**.

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 data base. 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). User name 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 3:00-4:00pm Monday –Friday.

5.5 GRADE PROMOTION POLICY

A student's promotion status is determined by the following measures in grades 6th -8th:

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.

5.6 GRADE PROMOTION POLICY FOR GRADES 9th -12th

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. 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 9th to 10th 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 10th to 11th 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 11th to 12th 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

In order to receive a diploma from Horizon Science Academy Dayton High School students must earn 20 credits from the following subjects;

Complete Courses

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

Courses	State Minimum
<i>English language arts</i>	<i>4 credits</i>
<i>Health</i>	<i>½ credit</i>
<i>Mathematics</i>	<i>4 credits(1)</i>
<i>Physical education</i>	<i>½ credit(2)</i>
<i>Science</i>	<i>3 credits(3)</i>
<i>Social studies</i>	<i>3 credits(4)</i>
<u><i>Electives</i></u>	<i>5 credits(5)</i>

Other Requirements

You also must receive instruction in economics and financial literacy(6) and complete at least two semesters of fine arts(6).

*(1) **Mathematics** units must include one unit of algebra II or the equivalent of algebra II.*

*(2) **Physical education** - HSA will exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.*

*(3) **Science** units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science.*

*(4) **Social studies** units must include ½ unit of American history and ½ unit of American government in three units required for the classes of 2018 and 2019. The class of 2021 will need ½ unit in world history and civilizations in their required three units as well as American history and American government.*

*(5) **Elective credits** must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.*

*(6) **Other requirements** - All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12.*

Questions or Concerns about specific courses/requirements can be directed to the school counselor.

Repeated Courses: Students can repeat a course if they fail. Students also have the option to test out of failed courses within the first two weeks of school.

State Testing for students

MEET ONE OF THE FOLLOWING TWO:

1. Ohio's State Tests

Students **earn a cumulative passing score of 18 points**, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

End-of-course exams are:

- Algebra I⁷ and geometry or integrated math I and II
- Biology
- American history and American government
- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to earn graduation points. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

2. College and career readiness tests

Students earn **"remediation-free" scores** in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the **ACT**.

Ohio's State Test (AIR) Dates

- o English Language Arts and Math (Grades 6-10) & Science and Social Studies (Grades 6,8,9,10 & 11)
 - ♣ High School Fall Tests: December 3- January 11
 - ♣ High School & Middle School Spring Tests
 - English Language Arts: March 25– April 26
 - Math, Science & Social Studies: April 1 – May 10
- Alternative Assessment for Students with Severe Cognitive Disabilities (AASCD)
 - o February 18 – April 12
- Ohio English Language Proficiency Assessment
 - o February 4 – March 29
- State-Funded ACT Test (11th Grade Only)
 - o Spring 2019

5.8 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.

5.9 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.

5.10 Senior Early Leave

This year on track for graduation 12th 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 requires a doctor's note/certificate on physician's appropriate letterhead with valid contact information.
2. **Death of a Relative:** Absences will be excused up to 3 days with a written request from the parent or guardian.
3. **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.
4. **Observance of Religious Holiday:** Absences will be excused upon written request at least 3 days in advance.
5. **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.
6. **Administrative Decision or Suspension Out of School.**
7. **Court Appearance:** must provide documentation of court appearance.

If at all possible, please notify the school of a students excused absence prior to the absence so the school can plan accordingly and continue to provide the best academic environment for the student. Absences for any reasons other than those cited above will be considered unexcused.

Excused Absences

Under Ohio Law, parents or guardians must notify the school if their child is not in attendance. 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. The day the student returns proof of one of the excused circumstances noted above must be provided for their absence to be excused. The excused notice shall be submitted to the attendance office and filed as part of the student's school record. Please refer to the **Administrative Procedures for Excessive Student Absence/Tardy- Truancy Policy** section, under these circumstances students will be handled accordingly.

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/ Early Dismissals

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. The amount of hours a student is tardy to school now count against the overall hours a student must be in school. School ends at 2:30pm and students are expected to be present until then. The amount of hours a student leaves early for an early dismissal now also counts against the overall hours a student must be in school.

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 Excessively Truant by the below definition according to Ohio state law.

Under the Revised Code of Ohio 3321.191

Definition of 'habitual truant' changed from days to hours. The new definition is:

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one school month without a legitimate excuse; or
- c. Absent 72 or more hours in one school year without a legitimate excuse.

Includes 'excessive absences':

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

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 9th through 12th.

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, hours missed will count against the students hours in school. 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 AFTER SCHOOL 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 Administration assigning the locker, if no key is given then the lock can be cut off at the discretion of the Administration.

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 Administration. 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 Administration.

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, cellular watches and other electronics are to be turned off and secured in lockers between 7:45 AM and 3:00 PM; no cell phone usage is permitted in the classroom, restroom or hallways during the school day as well. Students in grades 9-12 may use phones as directed by administration during the lunch period only. 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 PUBLIC DISPLAYS OF AFFECTION (PDA)

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

11.9 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!

11.10 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)

11.11 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.

11.12 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.

11.13 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.

11.14 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.

11.15 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, Administrations, 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 administration 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 administration 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 Administration'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 (See Progressive Referral System Level 1 attached). 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 Administration: 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

❖ See attached Progressive Referral System

❖ 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 Administration. Additionally, a parent conference will be requested or Wednesday/Saturday School will be issued by the Administration 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 Administration 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 Administration 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 Administration 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 administration 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 Administration and Instructional Coordinators.

❖ **Thursday or Saturday School**

6th-12th 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 Thursday or Saturday School by the Administration. Thursday School is every Thursday from 2:45p-6p and in addition to Saturday School both are given at the discretion of the Administration. Saturday School will be held every Saturday as needed. Saturday School begins promptly from 9:00 a.m.-12:00 p.m. Students arriving at late (2:45pm on Thursdays 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. Thursday 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 event. 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

See attached documents for disciplinary pyramids.

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.

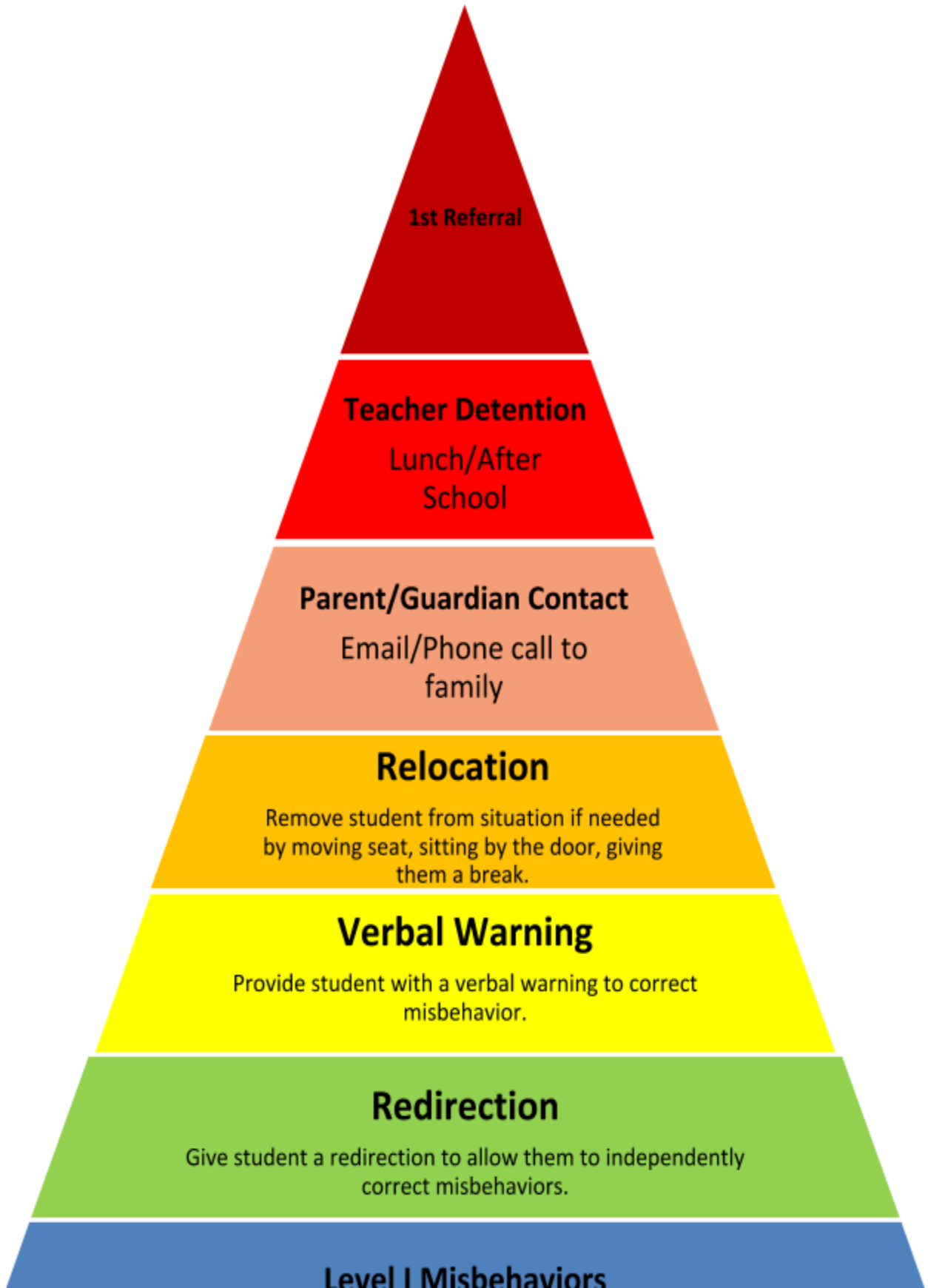
13.2 MERIT/ DEMERIT SYSTEM

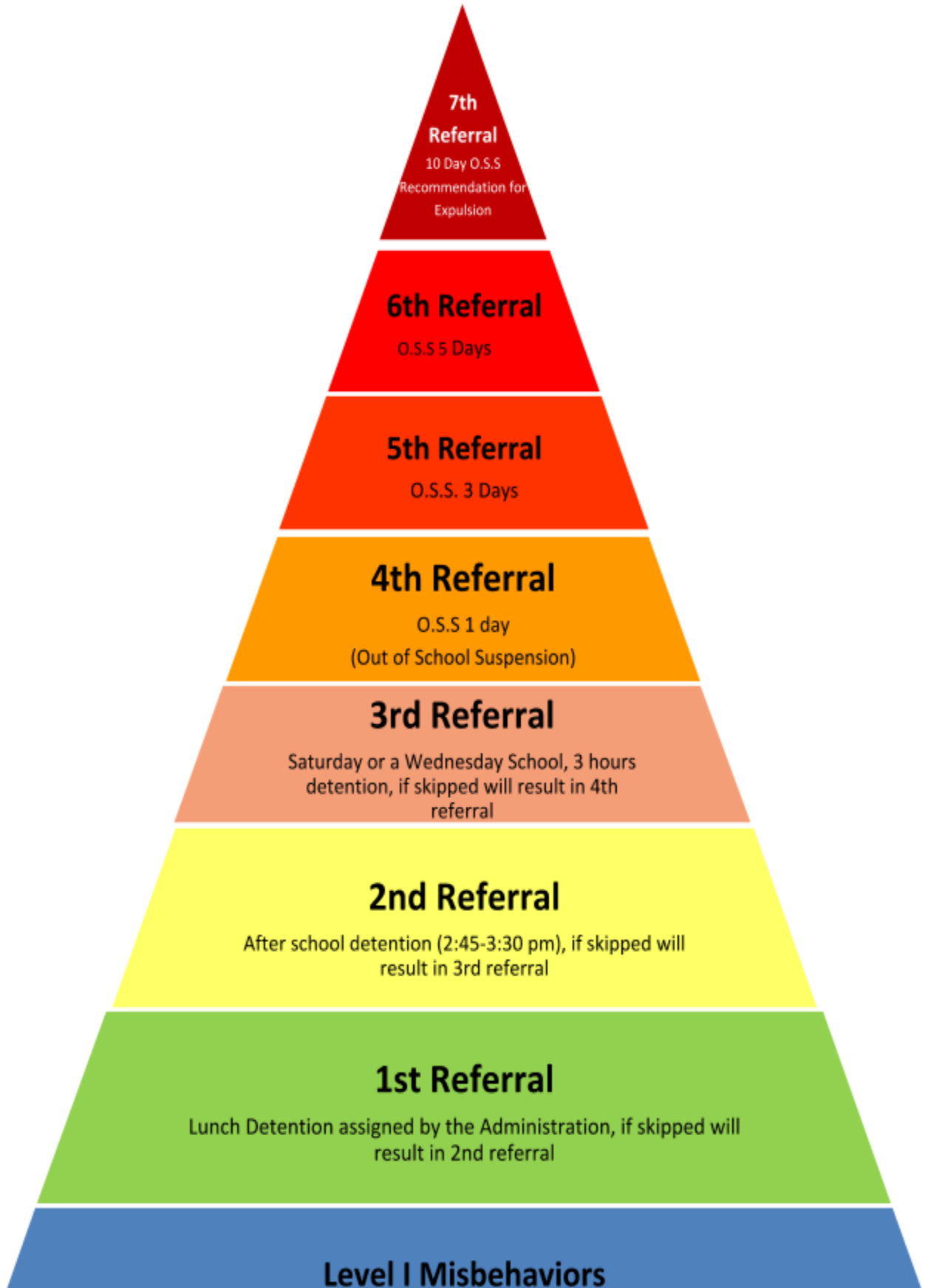
As you may know, the state of Ohio has implemented a new classroom management system known as Positive Behavioral Interventions and Supports (PBIS). PBIS is a program that pushes to eliminate misbehaviors/ behavioral issues through the reinforcement of positive behaviors. Here at HSADHS, we will be utilizing our merit and demerit system to implement PBIS schoolwide.

Our merit and demerit system allows students to earn points/merits by having positive behaviors. Students can earn merits for various reasons from going to class on time, honor roll, participating in class, attending school events, etc. Students should set a goal to earn as many merits as possible as these merits can be cashed in for rewards. Various rewards will be offered throughout the school year for students to work towards. These rewards can be something as small as candy, snacks, and school supplies to something as big as free admission to our annual Kings Island trip or a movie field trip. Our merit and demerit system can easily be accessed by logging in to our school website, the same one you would use to view student grades. Both parents and students can access this website at grades.hs.horizondayton.org.

We understand that there are moments when students may misbehave. In a situation where a student has a misbehavior they would have points deducted/demerits from their account. Minor level 1 misbehaviors will result in demerits being given. Severe level 2 and 3 misbehaviors would result in office referrals dealt with by school administration. Our goal is to allow our students multiple opportunities to redeem themselves to remain positive and proactive students. We also want to ensure we are providing the safe and positive learning environment for all of our students.

See attachment for list of Merits and Demerits. See attachment for Level 1 Misbehaviors. See attachment for Progressive Referral Pyramid.





Merit and Demerit System

Points Earned	Merit Actions
0	Bathroom Pass
0	Nurse Pass
1	Acceptable uniform/appearance
1	Arrives to class on time
3	Comes to class prepared (has all belongings and is ready when bell rings)
3	Actively participates in class
5	Contributes to a positive learning environment
5	Student was on task and productive
5	Demonstrates SOAR in Classroom
5	Demonstrates SOAR in Hallway
5	Demonstrates SOAR in Cafeteria
5	Demonstrates SOAR at Dismissal
5	Demonstrates SOAR at Arrival/Breakfast
5	Student Attendance: Tutoring/Clubs
5	Student Attendance: School sponsored event
10	No referrals for the month
10	No detentions for the month
10	No suspensions for the month
10	On time to all classes all week no lockouts
50	First Honors (All A's) Quarterly
30	Second Honors (All A's and B's) Quarterly
15	Third Honors (All A's and B's with 1 C) Quarterly
50	Perfect Attendance Quarterly
30	Attendance- 2days or less absent/ 2 tardies or less –Quarterly
15	Attendance- 3 days or less absent/ 3 tardies or less- Quarterly
15	Parent Attendance: Parent Teacher Conferences

15	Parent Attendance: School Sponsored event outside of PTC
----	--

Points Deducted	Demerit Actions
-1	Inappropriate Attire- Uniform Violation (minor)
-1	Late to Class/Lock out
-3	Comes to class unprepared/Not ready for class when bell rings
-3	Out of seat/ not sitting in assigned area
-5	Failure to follow staff instruction
-5	Classroom Disruption
-5	Use of comb/brush/lotion/carmex in class that's disrupting
-5	Student off task not following directions in class
-5	Talking out of turn
-5	Food/Candy/Drink issue in class
-5	Horseplay/Not keeping hands to self
-10	Not respecting others or their property
-10	Disrespectful towards teacher/staff
-10	Sleeping in class
-10	Inappropriate language/ Lewd Comments/ Arguing/ Profanity
-15	Electronic Device
-15	Leaving class without permission
-30	Skipping Class
-30	Cheating/Copying/Plagiarism
-50	Bullying/Harassment/Intimidation (minor not written up offense)
-15	Misconduct on any form of transportation
-30	Removal from bus

