

HORIZON SCIENCE ACADEMY
MIDDLE SCHOOL
STUDENT HANDBOOK



2020-2021

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Welcome!

Dear Parents/Students,

Welcome to the 2020-2021 school year at Horizon Science Academy Columbus Middle School! This year will not be the same. We will not be experiencing a regular school year. We will be more flexible and open to changes. We expect all our parents and students to be flexible and open to change due to the nature of the pandemic we are experiencing. We will work together and overcome the obstacles in other daily life now. The administrative team is excited about this school year, and the staff at Horizon Science Academy Middle School is caring, competent, dedicated, and willing to assist you. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. The mission of the Horizon Science Academy Middle School is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and play together in harmony.

Horizon Science Academy Middle School is a reflection of us all. Our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. This Year will present its own unique challenges. Always do your best and invest in your future.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Horizon Science Academy Middle School staff and community, best wishes for a great 2020-2021 school year!

Sincerely,

Hasan Akkaya, Principal

Mission Statement

We prepare students to succeed in college and the world by offering high-quality, college-prep, STEM education.

1.0 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 current policy, here are the basics: Horizon Science Academy has developed a school wide behavior plan that employs positive interactions between staff and students.

The discipline policies of the Academy are quite strict. Be assured it's 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, that every teacher can teach, and that school proceeds each day in an orderly fashion.

1.1 STATEMENT OF STAFF BELIEFS

All staff members contribute to Horizon Science Academy's friendly, inviting environment. We set the tone through our actions and attitudes. We will demonstrate our continuous support and encouragement of students in four important ways:

- We will teach students expected behaviors in all school environments by relating student actions to our guidelines for student

success. We will encourage students to be responsible, to be respectful of others, to be cooperative, and to be hard working.

- We will provide positive feedback to students when they are meeting expectations and following the guidelines for student success.
- We will view misbehaviors as teaching opportunities and respond calmly and consistently with corrections or consequences.
- We will work collaboratively to solve behavior problems that are chronic or severe in nature.

1.2 GUIDELINES FOR SUCCESS

Four traits are identified as our core values.

- S- Safety
- O- Own Your Behavior
- A- Accept Responsibility
- R- Respect

1.3 SCHOOL SCHEDULE

This schedule is subject to change to accommodate changes in school structure. An updated bell schedule is maintained in the front office and on our website.

7:30	Building opens
7:30 - 7:45	Breakfast
7:48 - 8:30	First Period
8:33 - 9:15	Second Period
9:18 -10:00	Third Period
10:03-10:45	Fourth Period
10:49-11:30	Fifth Period
11:33-12:15	Sixth Period
12:18- 1:00	Seventh Period
1:03 - 1:45	Eighth Period
1:48 - 2:30	Ninth Period
2:30 - 2:35	Dismissal Announcements

Please be aware that there will be no in

person after school activities at this time. Subject to change based on public health situations.

2.0 SCHOOL POLICIES

2.1 PARENT TEACHER CONFERENCES

So that more parents or guardians can attend, there are four parent-conference days scheduled.

Parent Teacher Conference dates are as following:

Oct. 8 2:00 pm to 6:00 pm

Nov. 19 3:00 pm to 6:00 pm

Feb. 18 2:00 pm to 6:00 pm

Apr. 29 3:00 pm to 6:00 pm

***Conferences will be by appointment and virtual during a health emergency.**

2.2 GRADE CARDS & INTERIM REPORTS

Oct. 2 1st Quarter Interim

Oct. 23 End 1st Quarter

Nov. 13 2nd Quarter Interim

Dec. 18 End 2nd Quarter

Feb. 5 3rd Quarter Interim

Mar. 11 End of 3rd Quarter

Apr. 23 4th Quarter Interim

June 2 End of 4th Quarter

The mailing dates for reports will be within two school days of the indicated date (subject to change due to technical difficulties).

2.3 ADMINISTRATOR ASSIGNED CORRECTIVE CONSEQUENCES

Major academic and/or behavior incidents per

Student Handbook section 2.18 will be reported through disciplinary Referrals. All of these referrals carry consequences to be administered by the Assistant Principal followed by parent notification. Any incident that endangers the physical or emotional well-being of any person will not be tolerated and will be subject to suspension or expulsion.

Community Service: Students may be assigned services to the school as a result of minor infractions to be completed during their enrichment time.

After School Detention: Students assigned to After School Detention will serve in a study hall environment from dismissal until 3:30pm. Students who fail to report and/or meet expectations will be assigned an alternate consequence.

Saturday School: Students assigned to Saturday School will serve in a study hall environment from 9am-12pm. Doors will be locked at 9am. Students reporting after 9am will be considered as a failure to serve and will be assigned an alternate consequence.

In School Suspension (ISS): Students report to the designated room for detention, they will complete their daily lessons in a study hall setting (assignments will be provided by the teachers).

Out of School Suspension (OSS): Assignments to OSS vary according to the nature and severity of the infraction. Any combination of infractions resulting in a total of 10 days suspension for the current school year may result in expulsion.

Behavior Contract: Students committing a level 2 or 3 violation or accumulating excessive referrals will be placed on a

behavior contract upon the discretion of the administration. The stipulations of the Contract will be consistent and will outline potential consequences for further violations. Parents will be expected to meet with the Assistant Principal to sign the Behavior Contract so all parties are informed of the potential consequence.

The Contract will be in effect upon the triggering referral or return from OSS regardless of signatures being obtained. Students who violate their Behavior Contract can be immediately recommended for expulsion. Return from an expulsion renews the effective date.

Behavior Contracts are in place for one calendar year from the effective date. Some examples of behavior choices that could result in a Behavior Contract with school administration are, but are not limited to:

- Chronic behaviors in violation of school expectations.
- Fighting.

Expulsion: Prior to an expulsion, a student will be assigned an out of school suspension during which time a required hearing will be convened to determine the terms of the expulsion. Expulsions may be up to 80 days in duration, but may be longer or permanent based on the severity of the infraction(s).

Students under expulsion are withdrawn from the school due to the expulsion. Student(s) choosing to return to HSA after an expulsion will be subject to re-enrollment considerations and will be placed on, or renew, a Behavior Contract

Filing Criminal Charges: Listed below are acts which are considered to be criminal offenses according to the laws of the state. Any violation of these acts will be cause for filing criminal charges against the offender by the appropriate school offices. Arson- *The intentional setting of fire.*

- Assault- *Physical threats or violence to a person.*
- Burglary- *Stealing of school or personal property.*
- Explosive- (illegally used) - *Firearms are prohibited 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 subject to removal from school if circumstances warrant it. Any confiscated object may be returned to the parent or guardian if they so request.*
- Malicious Mischief- *Property damage.*
- 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.

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

- Sale, Use of Possession of Alcoholic Beverage, Illegal Drugs, or Look-alike Drugs

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

- Unlawful Intimidation of School Authorities- *Interfering with administrators or teachers by intimidation with threat of force or violence. The commission of or participation in such activities in school buildings, on school property, or at school sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.*

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.

2.4 APPLICABILITY OF SCHOOL POLICIES

All school discipline policies, rules, infractions, etc. apply equally during school hours, before and after school hours, school-sponsored or sanctioned events during or other than school hours, field trips, class trips, etc., and, in some instances, apply 24 hours a day in any context.

2.5 NOTICE OF HEARING

No hearing or appeal will be scheduled for

incidents in which the consequence is the student's removal from curricular or extracurricular activities for less than 24 hours, and/or if the student is not subject to removal from the school or expulsion proceedings.

2.6 DUE PROCESS

All students at HSA are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences.

These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution. All students at HSA have the right to feel that they are physically, emotionally, and intellectually safe.

Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

2.7 ADMINISTRATIVE PREROGATIVE

Every effort is made to assign consequences in accordance within the progressive discipline process.

Administration retains the privilege to skip steps at its discretion. This would most often happen when the incident is deemed to be of a severe nature.

Administration retains the privilege to add extra steps to the progressive discipline process, at its discretion. This would most often occur when considering an individual student's situation and underlying motivators for a certain incident.

Adding or skipping steps in the progressive discipline process is based upon specific circumstances for an individual situation and in no way obligates administration to do the same for any other student with different circumstances.

2.8 VERBAL & WRITTEN WARNINGS

A verbal warning may replace a written warning letter at the discretion of the administration. Such substitution will be noted in the student's file.

2.9 PARENTAL CONTACT CONCERNING DISCIPLINARY ACTION

Administration will attempt to contact the parent or guardian of record whenever a consequence is assigned. This contact may be via the primary phone number, e-mail, or letter, at the discretion of the administration. Disciplinary consequences will remain in effect regardless of acknowledgement by the parent.

2.10 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 Academy shall be final.

2.11 ABSENCE FROM CLASS DUE TO DISCIPLINARY ACTION

Time missed from classes due to disciplinary action (OSS) is considered unexcused absence. Students who have an out of school suspension will be given the opportunity to complete work that is missed. Students are responsible for coordination of all missing assignments. Failure to complete work in a timely manner will result in a 0 for those assignments.

2.12 SCHOOL BUS RULES

All school rules and policies apply when students ride busses to and from school and school activities. Bus drivers will provide each student with bus rules. Students who receive disciplinary "write-ups" from bus drivers will be assigned a consequence according to that student's prior bus infractions. Suspensions from the bus are not a legitimate excuse to be absent from school and are applied to both morning and afternoon routes.

2.13 COMMON AREAS

With different staff supervising these areas, it is important to share consistent expectations for responsible behavior. In all environments students are expected to demonstrate our core values.

Safety
Own Your Behavior
Accept Responsibility
Respect All

Common areas include the following:

Hallways

Outdoor areas

Cafeteria

Restrooms

2.14 PROPER RESPONSE WHEN THREATENED

When threatened with physical violence by another student, the proper and expected response from students is to go directly to the nearest school staff member. All threats must also be reported to administration by the student. Threats made on social media may not be disciplined within the school unless the learning environment is impacted. Administration will attempt to contact all parties whose education may be disrupted by threats made.

2.15 PHYSICAL HARM POLICY

HSA makes every attempt to create a safe environment for all students. If any student engages in a physical fight, they may be suspended or expelled from the school.

Students are required to make every effort to avoid fights. If a student knows of a pending fight it is their responsibility to speak with the administration.

All fights will be investigated and a determination of suspension or expulsion will be made. Any engagement and/or retaliation is not an acceptable option. **If a student responds with violence to a provocation, both students will be held to equal consequences.**

2.16 PROGRESSIVE DISCIPLINE APPROACH

Minor Infractions Any HSA employee who observes a student engaged in inappropriate behavior can issue infractions

and/or consequences depending on the severity or chronic nature of the infraction. Infractions include, but are not limited to:

1. Eating or drinking in unauthorized areas
2. Minor dress code violations
3. Hallway disruptions
4. Cafeteria misconduct
5. Disruption of the learning environment in minor ways
6. Chewing gum
7. Out of seat
8. Tardiness

Excessive accumulation of infractions will result in disciplinary action. Referrals are submitted to the Assistant Principal.

Major Issues are issues dealt with by the Assistant Principal. Examples of incidents would include (but not limited to) the following behaviors: repeated issues noted above, theft, physical or verbal assault, violence, sexual misconduct, vandalism, trespassing, disruption of school environment, etc. Appropriate administrator intervention would include any of the following: parent and/or student conference, in school suspension, out of school suspension, and in the most severe cases, a recommendation for expulsion.

Administration assigns the action based upon the student's disciplinary history according to the following Progressive Discipline Approach:

1st Disciplinary Referral: After School Detention or Community Service

2nd Disciplinary Referral: After School Detention or Saturday School

3rd Disciplinary Referral: 1 day ISS

4th Disciplinary Referral: 2 day ISS

5th Disciplinary Referral: 1 day OSS

6th Disciplinary Referral: 3 days OSS

7th Disciplinary Referral: 5 days OSS

8th Disciplinary Referral: 10 days OSS & EH

State Law requires that any student serving OSS cannot participate in extracurricular activities and cannot be on school property and must remain at home under the supervision of a parent. Violations are considered trespassing. Students on a Behavior Contract may be recommended for expulsion after the first disciplinary referral.

*The Progressive Discipline Process may be adjusted due to a public health emergency. Students failing to complete creative consequences will be assigned disciplinary consequences upon their return to school.

2.17 DESCRIPTIONS OF INCIDENTS

Disclaimer: The following descriptions are meant for informational purposes only. While every attempt has been made to provide adequate detail, they are not meant to be exhaustive, complete in every detail, or in any way the only definition to be allowable at HSA to describe a certain offense or offenses committed or alleged to have been committed by any student or students. Administration reserves the right to add or to subtract from these descriptions as

necessary to fit a given offense into the list of offenses as here defined.

ACADEMIC DISHONESTY Included under **Violation of School Rules** code for incident. Copying or cheating on tests or homework; plagiarizing; representing any work as the student's own which is not. Providing answers to other students or doing their work for them, without authorization of school staff.

BULLYING Aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

CONTROLLED SUBSTANCE Included under the appropriate incident code for the specific substance. Possessing (on the person or in lockers, purses, etc.), using, selling, offering, concealing, transmitting, or being under the influence of any substance (or look-alike) illegal for individuals in the State of Ohio.

DISORDERLY CONDUCT Acting and/or causing others to act in a way so as to orderly pursuance of the daily routine of the Academy.

DISRESPECT TO SCHOOL STAFF Included under **Insubordination** incident code. Refusing to follow directions, mocking, name-calling, vulgar or abusive language, or otherwise showing disrespect in actions or speech, either directly to, in the presence of, or to others, regarding a teacher, administrator, school staff member, guest speaker, visitor, parent, etc.

FIGHTING Physically abusive conduct directed toward another student, which leads to, or could lead to, physical harm of that

person or by-standers. All parties engaging in the altercation share the consequences.

FIGHTS– ARRANGING, PROVOKING, ETC. Included under the appropriate **Threat** incident code. Acting during or after school hours to arrange a fight during school hours or other time. Acting in such a way as to provoke another individual to fight or otherwise to physically attack or attempt to harm another individual.

FORGERY Included in the **Violation of School Rules** incident code when not an excuse note. Signing another person's name (staff, student, parent, etc.) to any document without that person's permission.

HAZING Causing any student to take part in any demoralizing, dangerous, or otherwise intimidating acts, whether against the individual's will or not, for the purpose of acceptance or initiation into clubs, societies, etc. or any similar acts upon any student either before or after acceptance into any organization real or imagined.

INSUBORDINATION Failure or willful refusal to follow reasonable requests and directions of the staff members of the Academy.

LANGUAGE, INAPPROPRIATE (OBSCENE COMMUNICATION) Included under the appropriate **Obscenity** incident code. The use of profanity, vulgarity, or abusive, derogatory or hurtful speech either directed to an

other individual or in any other context. Written language of the same nature.

OBSCENE GESTURE Any profane physical gesture used in any context.

PHYSICAL ALTERCATION, MINOR Physical contact that does not cause physical harm, but which is deemed inappropriate by administration and/or which

is unsolicited, uninvited and/or not preferred by the recipient.

PHYSICAL THREAT Threatening physical contact that cannot be defined as fighting, threat/intimidation or other infractions. Includes posturing to fight.

PUBLIC DISPLAYS OF AFFECTION Engaging in excessive displays of mutual affection.

ROUGH– HOUSING Included under **Physical Altercation, minor** incident code. Consensual rough and inappropriate play among individuals.

SEXUAL HARASSMENT Includes (but is not limited to) unwelcome sexual advances or suggestions, displaying sexually suggestive objects, writings, drawings, etc. to those who do not invite such displays, sexual comments about another person's body, clothes, appearance, etc., physical conduct of a sexual nature directed toward an unwilling recipient, speech of a sexual nature in the presence of those who do not invite such speech, etc. Intimidation, hazing, or extortion (see the related definitions) using any sexual references is considered sexual harassment.

SEXUAL OFFENSES, OTHER. Lewd behavior not directed at another individual.

SKIPPING CLASS Failure to report to or to remain in class or other area as assigned, either by regular schedule, hall pass, direction of staff, etc.

TARDINESS Failure to be in a classroom or other assigned area by the time the bell rings to begin that period. At their discretion, teachers may make other policies for their individual classes, such as for students to be in seats at the bell, etc.

THEFT Taking any item that does not belong to the individual.

THREAT/ INTIMIDATION Causing a student or staff member by threat,

intimidation, or other means, to give up any personal possession, to perform acts against his/her will, or actively to create in any individual a feeling of threat or impending violence or abusive behavior against that individual.

TOBACCO, POSSESSION/ USE Use, ingestion, holding, carrying, concealing, storing, etc. any tobacco (or look-alike) substance which is illegal to be in the possession of underage individuals in the State of Ohio.

TRUANCY Failing to attend all assigned classes without a legitimate excuse, or leaving school premises after arrival, for any part of the school day.

VANDALISM Drawing of graffiti, spray painting, etc. on or causing harm to school or another student's property in such a way that does not destroy the property and is cleanable or repairable, including labor costs, at current market rates. Parents may be held financially responsible for repair costs. Grade cards and/or school records may be withheld until financial obligations to the Academy are fulfilled.

VIOLATION OF SCHOOL RULES Failure or willful refusal to follow the policies and rules of the Academy.

2.18 EXPLANATION OF CODES & CONSEQUENCES

Staff will make appropriate parent contacts or apply appropriate consequences before referral is made to the Assistant Principal.

The following descriptions are meant for information only. While every attempt has been made to provide adequate detail, they are not meant to be exhaustive, complete in every detail, or in any way to be the only definition allowable at HSA to describe a

certain offense or offenses committed or alleged to have been committed by any student or students of the Academy.

Administration has the right to add to or subtract from these descriptions as necessary to fit a given offense into the list of offenses as here defined.

Bus suspension (BS): Denied transportation on school bus for the number of days indicated, but not from school. Parent must provide alternate transportation.

- Bus suspension days continue to accrue with the number of write-ups a student receives.

Confiscation (C): Item is removed from student possession and only returned after the parent contacts school officials.

- Confiscated from student at each step.
- Confiscated items to be returned to parents only.
- Confiscated from student; returned at the end of the school year.

Criminal charges filed (CR): Criminal charges filed with proper law enforcement.

Financial responsibility (\$): Parent is responsible to arrange payment.

Expulsion hearing (EH): Parent is given the opportunity to attend a scheduled hearing to consider the expulsion of the student in question.

Mandatory expulsion (ME): Expulsion required. No option for appeal.

In School Suspension (I): Students attend school, but will complete their assignments in a study hall environment.

Out of School Suspension (S): Student is denied attendance at school for the number of days indicated.

- Suspensions continue with each violation.
- Number of days suspended depends on

the severity of the case as determined by school officials.

Parent conference (PC): Suspension until parent conference is held.

Police department removal (PD): Proper law enforcement authorities are called to remove student from school premises.

After School Detention (D): Student stays after school on an assigned day and must be picked up by parents at 3:30pm.

Warning letter (WL): Student is issued a warning letter concerning the indicated behavior.

2.19 STUDENT CHARACTER

HSA uses Positive Behavior Supports and Interventions. Students will be provided information regarding behavior expectations in our school.

2.20 REWARDS FOR EXCEPTIONAL BEHAVIORS

Dress Down Days: These will be scheduled for the last Wednesday of each month. Eligibility for participating in these Dress Down Days is based on consistently meeting dress code expectations. Students participating must follow the HSA guidelines listed under section 4.6.

Student of the Month: This title will be awarded to two students per grade level per month based upon academic performance, demonstration of positive character traits, and grade level meeting decisions.

Honorable Hawks Program- Students who show a commitment to academic excellence and model great behavior are rewarded with prizes and privileges. Students must maintain a C or above in all courses, meet merit requirements, and have no behavioral referrals for one quarter prior to the awarding of Hawks designation.

The rewards are not necessarily limited to the above; school staff may announce new categories and prizes.

3.0 STUDENT RIGHTS AND RESPONSIBILITIES

3.1 STUDENT RIGHTS

- To feel safe in the school environment.
- To take full advantage of learning opportunities.
- To work in an environment free from disruptions.
- To express his/her opinions, ideas, and concerns through the proper forum.
- To a healthy 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 community.
- To be informed of all expectations and responsibilities.
- To take part in varied school activities.
- To have due process, as defined by school policies, in accordance with state law.

3.2 STUDENT RESPONSIBILITIES

- To be caring and honest.
- To do his/her best to learn and master all he/she can.
- To respect and follow school rules, regulations and policies.
- To assure that personal expressions do not interfere with the rights of other community members.
- 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 the expectations of the school, its policies and staff.
- 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

4.0 UNIFORM CODE AND PERSONAL APPEARANCE

All students attending Horizon Science Academy wear the approved school uniform. This uniform is described below. Our dress code guidelines indicate appropriate school dress during normal school days. HSA reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines.

4.1 UNIFORM ELEMENTS

SHIRTS: Burgundy (no longer available to purchase, will not be acceptable beginning with the 2022-2023), navy or gray polo shirt with the school crest. This shirt is available to be purchased online at www.schoolbelles.com. Shirt must be purchased in a size so as to be properly fitting and not overly baggy or overly tight. Shirts must be tucked in. Shirt must be buttoned to all but the top button.

PANTS/SLACKS: Dress pants or slacks in khaki, navy, or black color. Pants may be purchased locally, and must fit properly, being neither too baggy nor too tight and

reach the ankles. Pants must fit loosely at either the calf or ankle to be considered properly fitting. Pants must be worn at the natural waistline. No sagging. Leisure wear, stretch pants (jeggings material in any color), yoga pants, sweats, shorts, hip huggers, capris, and/or logos other than Horizon, etc. are prohibited.

SOCKS/TIGHTS: Socks must be school appropriate and without excessive designs or patterns. Tights must be solid black or solid white.

SHOES: Shoes may be any color and must have a hard sole. Shoes with eyelets must be laced and tied. Shoes must enclose the foot and not include heels.

SWEATERS/SWEATSHIRTS: A solid black, navy, gray, or white cardigan sweater may be worn. Embroidered school cardigans available for purchase online are also acceptable. No sweatshirts or hoodies are permitted during class time except for Student of the Month hoodies. No coats or outerwear are to be worn at any time during the school day. Coats are to be left in lockers when lockers are in use.

SKIRTS: Skirts may be worn in khaki, navy, or black. Length should not be more than three fingers lined up horizontally above the knee level and will be monitored closely for conformity. Tights must be a minimum of ankle length. The splits on long skirts must be no higher than the knee. No jeans (denim) are permitted to be worn under skirts.

4.2 PERSONAL APPEARANCE ELEMENTS

- Only 1 pair of earrings may be worn, and should be conservative in appearance and size (do not extend beyond ear lobe). No hoops or dangling earrings.
- Only 1 necklace and/or ring may be worn,

and it should be conservative in appearance and size.

- Only 1 functional hair accessory, minimal in size, may be worn.
- No ornamentation may be worn in facial/body/ tongue piercings. **No hoops of any kind are permissible due to the potential to catch on objects.**
- Cosmetics must be neutral in color and appropriate for the school setting.
- Fingernails must be in a natural shape and no longer than 1/4".
- No tattoos, henna, or temporary markings on skin visible. Exceptions for religious purposes will be announced and school wide. Individual exceptions will not be made.
- Hijabs and headscarves must be solid black with no ornamentation and must be a "half hijab" to ensure consistency and compliance with uniform expectations, namely that uniform shirts are present and tucked in.
- Facial hair must be maintained.

4.3 SPECIFIC DRESS ISSUES

- Hats, caps, and other headgear are not permitted unless deemed religious/cultural, in which case, must be **Solid black only with no ornamentation.**
- Do-rags and bandanas are not permitted at any time (including the school bus).
- Any apparel which is known or which is discovered to be gang-related, whether or not the student intended it to be so, will not be allowed to be worn.
- **No tears, rips, frays, or holes of any kind in any clothing. This includes elements that are part of the design of the garment.**
- Clothing must cover midriff and majority of the upper arm.
- Zippered binders are not permitted in the

school.

- Backpacks and purses must be in lockers when that option is available and stored in the assigned location and manner for each classroom.

4.4 GENERAL UNIFORM CODE RULES AND POLICIES

Administration withholds the right to make decisions concerning the acceptability of any apparel worn to school or at other school functions.

Students must be in full school uniform before they exit buses or other means of transportation. Uniforms must be worn before, during and after school while in the building, including school functions and clubs, field trips, etc. unless otherwise noted by staff or as indicated by the nature of the event.

Students who arrive at school out of uniform and do not have the proper items to correct the discrepancies will not be permitted to participate in dress down incentives. Continued infractions may result in disciplinary action.

4.5 NON-UNIFORM DAYS

Several non-uniform days (commonly referred to as "dress down" or "jeans" days) are 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.

The following WILL NOT be in compliance with expectations for non-uniform days:

- ◆ No visible tattoos, henna, or temporary markings on skin.
- ◆ No leisure wear, stretch pants (jeggings)

material in any color), yoga pants,, sweats, shorts, hip huggers, capris,

◆ **No tears, rips, frays, or holes including elements that are part of the design of the garment.**

◆ Clothing must cover midriff and majority of the upper arm.

5.0 ATTENDANCE

The State Law requires all students enrolled at the School to attend school regularly in accordance with the laws of the State.

The School will:

- Keep accurate attendance records of excused and unexcused absences,
- Require a parent/doctor's note from a student returning from an absence and follow through appropriately if the student does not have one,
- Incorporate daily participation as part of the teaching/learning process for each grading period, and require accountability from students to complete work they missed while absent including homework, projects, quizzes, tests and other assignments.

5.1 EXCUSED ABSENCES

Under Ohio State's "Missing Child Law", parents or guardians must notify the school by the morning of any school day their child is not attending.

A written excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- Personal physical illness such as to prevent attendance at School.
- Personal mental illness such that the student will not benefit from instruction.
- Illness in the family if a student is age fourteen or older.
- Quarantine of the home.
- Death in the family.
- Observance of religious holidays.
- Court subpoena.
- Necessary work at home due to absence of parents/ guardians.
- An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.
- Any school approved enrichment activity.

Important: The school reserves the right to request a physician's statement in the case of a significant number of absences as defined in board adopted student policies or state truancy requirements.

5.2 UNEXCUSED ABSENCES

An unexcused absence becomes part of a student's school record.

An absence will be marked as an unexcused absence if you:

- Fail to bring a **written note** within two 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.
- Get a pass to go to a certain place but do not report there.
- Are absent for reasons not acceptable to the administration.
- Are absent for transportation, weather, personal issues and non-medical appointments.

5.3 TRUANCY

- Should a student reach a number of 30 hours of unexcused absences, the School will send a warning letter to the parent.
- If a student reaches 60 hours of unexcused absences, the School will send a letter to the parent requesting a conference with the administration.

Notice of Excessive Absence

In the event a student is absent, with or without legitimate excuse, for 38 or more hours in one school month, or 65 or more hours in a school year, the School shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within 7 days after the date after the absence that triggered the notice requirement.

Habitual Truancy

“Habitual truants,” are defined as students that are absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year. In the event a student meets the threshold for habitual

truancy, the School must take the following steps:

1. The Superintendent/Principal must establish an Absence Intervention Team (hereafter referred to as the “Team”).

A. The Team must be selected within 7 school days of the student reaching the habitual truancy threshold.

B. The Team must include:

- The student’s parent or parent’s designee, guardian, custodian, guardian ad litem or temporary custodian (collectively referred to hereafter as “Parent”);
- One representative from the school; and One representative from the school that knows the student.

C. The Team may also include a school counselor, psychologist, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

D. Within 7 school days of the student reaching the habitual truancy threshold, the Superintendent/Principal or designee shall make at least 3 meaningful, good faith attempts to secure the Parent’s participation on the Absence Intervention Team.

- If the Parent responds but is unable to participate, the Superintendent/Principal shall inform them of their right to appoint a designee.

If the Parent does not respond within 7 school days the School shall do both of the following:

a. Investigate whether the failure to respond triggers mandatory reporting to the county children services agency pursuant to ORC 2151.421; and

b. Instruct the Team to develop an Intervention Plan notwithstanding the Parent's absence

2. The Superintendent must assign student to the Absence Intervention Team within 10 days of becoming habitually truant.

3. The Team must develop an intervention plan for the student within 14 school days after the student is assigned. The plan is to be aimed at reducing or eliminating further absences. The plan shall be based on the individual needs of the student, but shall state that the School shall file a complaint not later than 61 days after the date the plan was implemented, if the student has refused to participate in, or failed to make satisfactory progress on the intervention plan or an alternative to adjudication for being an unruly child.

4. Within 7 days after the development of the plan, the School shall make reasonable efforts to provide the student's Parent with written notice of the plan.

5. In the event the student becomes habitually truant within 21 school days prior to the last day of instruction of the school year, the School may, in its discretion, either:

a. assign a School official to work with the student's parent to develop an absence intervention plan during the summer. If the School selects this method, the plan shall be implemented not later than 7 days prior

to the first day of instruction of the next school year; or

b. reconvene the absence intervention process upon the first day of instruction of the next school year.

5.4 INTERVENTION STRATEGIES

If the School has a chronic absenteeism percentage that is less than 5%, as displayed on the School's most recent local report card, it shall be exempt from the requirement to assign habitually truant students to an absence intervention team for the following school year and shall instead take any appropriate action as an intervention strategy.

In the event that the intervention strategies fail, within 61 days after their implementation, the School shall file a complaint, provided

(a) the school has made meaningful attempts to re-engage the student through the intervention strategies, and any offered alternatives to adjudication; and

(b) the student has refused to participate in or failed to make satisfactory progress on any offered intervention strategies or alternative to adjudication.

The School's intervention strategies may include any of the following:

(1) Providing a truancy intervention plan for any student who absent, with or without legitimate excuse, for 38 or more hours in one school month, or 65 or more hours in a school year;

(2) Providing counseling for an habitual truant;

(3) Requesting or requiring a Parent to attend parental involvement programs;

(4) Requesting or requiring a parent, guardian, or other person having care of an habitual truant to attend truancy prevention mediation programs;

(5) Notification of the registrar of motor vehicle;

(6) Taking necessary or required legal actions

5.5 WITHDRAWAL

Any student that without a legitimate excuse fails to attend seventy-two (72) consecutive hours will be automatically withdrawn from the school. The hours are subject to change based on legislative requirements.

5.6 MAKE-UP WORK FOR EXCUSED ABSENCES

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work. To be eligible for make-up work, student must show each teacher the "excused absence slip." It is **the student's individual responsibility** to find out what work is required and when the work needs to be completed on the first day of return to class.

If a student is absent for school-related reasons or for an anticipated or planned

absence, arrangements with the teacher(s) should be made for assignments prior to absence.

For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the **students' responsibility** to ask for the test and take the test at that time. The teacher is not obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test. Make-up work is to be picked up by the parent/guardian or family member **ONLY**. We will **NOT** allow make-up work to be sent home with other students unless they are siblings in the same household.

5.7 MAKE-UP WORK FOR UNEXCUSED ABSENCES

If a student has an unexcused absence, grade(s) in a class or classes will be affected.

◆ Unexcused absences may result in an "F" or "zero" for the day in each class missed. Students are responsible to coordinate with teachers to complete missed work within the number of days missed.

5.8 DAILY ATTENDANCE PROCEDURES

1. Every teacher with a first period class is responsible for providing the office with attendance. Attendance is to be input directly into the student information system before 10:00 am.

2. The designated school employee will then investigate each absence unreported by a parent. Each student's home phone number and/or parental cell number must be called by school reach, auto phone call

software. A note of the result of each phone call must be reported on the Daily Attendance Log in the Student Information System.

3. The designated school employee inputs into the database daily attendance for each student.

4. Copies of Daily Attendance sheets are available to staff and administration on request.

5. When a student has reached 30 hours of unexcused absences a letter of warning is mailed home to the parent.

6. If a student has reached 60 hours of unexcused absences a letter requesting a parent meeting is sent via certified mail to the parent. If a temporary illness is preventing the student from regular attendance home instruction will be suggested.

7. If a student reaches the required number of hours to be and Habitual Truant the procedures set forth above must be followed.

8. A student that has been absent without excuse for more than 10% of the required attendance days and/ or has failed two or more required subject areas shall result in the student failing the grade.

5.9 TARDINESS TO SCHOOL

Students are required to be in their homerooms by **7:48 am**. If the student is tardy to the first period, he/she must get a tardy slip from the front office staff to be accepted to class. This will be considered an unexcused tardy unless the student brings an explanatory note from the parents or it is due to school bus delay. Unexcused

tardies will accrue hours towards truancy.

Arrival: As the students arrive they are to remain on the bus until the eastside doors open. Bus drivers will be made aware of this and should not allow the students off of the bus prior to that time. Any parent who provides transportation for their child will drop the child off at the main entrance to the building.

Breakfast: Once the students have entered the building, they are to move immediately to their designated breakfast area. They are not to go to their lockers until they have collected their breakfast items. Students will eat in their homeroom classes. Students that are tardy to school for reasons other than bus issues will not be provided breakfast.

5.10 CLASS TARDINESS

Students are responsible for arriving promptly to every class during school hours. In the event of tardiness to class, the student will be asked to present a valid pass or a tardy slip without which the tardy will be unexcused. The students who are late to class will be marked by the teacher. Administration will receive attendance reports and address tardiness with students as necessary.

5.11 EARLY LEAVE

Students must never leave the school building without permission and/or without their parent signing 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 must sign-out before leaving the building. Failure to sign-out will result in

disciplinary action.

School doors will be locked at 2:00 PM and dismissal will start at 2:30 PM, any student leaving prior to 2:30 PM without an excuse will be considered absent for the time missed per our attendance policy. Prior arrangements must be made except in the event of an emergency.

5.12 PROMPT PICKUP BY PARENTS AFTER SCHOOL

Parents or guardians must pick up or arrange to have students picked up no later than 15 minutes following dismissal if the student is not using or not provided a bus route by Columbus City Schools. Students who participate in after-school activities must be picked up within 15 minutes of activity's end. Students not picked up by the designated time on 3 separate occasions may be referred to Child Protective Services.

The school will not be responsible for the well-being or whereabouts of students who remain after school after the appropriate pickup times.

Students remaining on campus to wait late-arriving rides must adhere to all school rules, policies, uniform codes, etc.

5.13 TESTING POLICY

The Horizon Science Academy is a community school established under Chapter 3314 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed

by law.

Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.

6.0 MEDICAL POLICIES

HSA has a nurse or other first-aid trained professional available to discuss or assist with medical problems and concerns. Students may make an appointment to discuss non-emergency issues.

6.1 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 faculty or 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 or remain in class, the parent/guardian must arrange for the student to be transported home, or give permission for him/her to ride public transportation. He/she may only miss one class due to illness, and must either leave the school or return to class. Exceptions may be made based upon the discretion of school staff.

6.2 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 sent directly to the school from the pharmacy or physician's office or 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 to the school. For instance, if the student is taking Amoxicillin three times a day for two weeks, the 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, including Tylenol, aspirin, etc., except in the following circumstance:

* 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.

6.3 MEDICAL FORMS

Immunization records should be delivered to the school before the deadline.

7.0 VISITORS

Disclaimer: At any time, visitors may

be denied access to the building due to safety and public health concerns.

7.1 PARENT OR GUARDIAN VISITORS

Parent or guardian visitors are welcome at the Academy. Parents or guardians must sign in at the office before they visit a student's classroom or move throughout the building and/or campus, and sign out upon leaving campus. It is convenient, though not required, that a parent or guardian notify the school 1 day before a planned visit. Parents or guardians who visit without notice may or may not be able to 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. **It is required that a parent or guardian notify the school at least 1 day before a planned visit.** When observing classes, please follow these guidelines:

- Be on time to the classes you plan to visit.
- Observe quietly, and do not comment or attempt to add into lessons or conversations, unless invited to do so by the teacher of the class.
- Request a meeting with a teacher at a time other than immediately after the class(es) 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 and/or other duties.

7.2 STUDENT VISITORS

Student visitors are welcome at 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 principal or other school official. If the student visitor is home schooled, or enrolled in a school outside of Ohio, that must have a note of permission signed by the guardian.

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

- The student visitor must have the applicable note of permission, as indicated above.
- The host student must bring a letter and submit 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.
- The host student must receive permission for the visiting student to attend the Academy 1 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.
- ◆ No student visitors may visit if they have been expelled from the Academy or any other school or have voluntarily withdrawn after disciplinary action.

7.3 PARENT VOLUNTEERS

The Academy can only continue its current programs, or add new programs to the benefit of its students through the efforts of

its parent volunteers. Parents are a valued and necessary part of the school experience. The Academy encourages and desires more parent volunteers all the time their value to the Academy cannot be underestimated.

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

7.4 VISITORS FROM THE GENERAL PUBLIC

Visitors from the general public are always welcome at the Academy. It is convenient, though not required, that a visitor make an appointment to visit the school one day before a desired visit. This way the Academy 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 await the availability of a 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 pass after leaving a photo ID.

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.

8.0 LOCKERS AND LOCKS POLICY

- Each student will be assigned a locker for his/her use unless it is impractical due to health emergencies.
- Each child should have a combination lock. Locks will not be provided by the school. Items stored in lockers and unsecured by a lock are at the student's risk.
- Locker combinations are not to be shared with other students. Each student should take care that no other student obtains another lock combination by secretly observing a student open his/her lock. 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 his/ her locker combination to another student, "set" his/her lock to open easily, 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.
- 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.

Important:

- **The school is not responsible for any items stored in lockers.**
- Inappropriate pictures or displays are not permitted in or on lockers.

- No food or beverages are to remain in lockers overnight.
- All materials left unclaimed at the end of the school year or when a student withdraws become the property of the HSA and will be dealt with accordingly.
- **Lockers are the property of HSA and are subject to search by school personnel at any time.**

9.0 LUNCH PERIODS

Horizon Science Academy has a closed lunch. Students who leave during lunch will be considered truant from school and will be assessed consequences as required by the school discipline policy. A hot lunch is available, or students may bring packed lunches. All students are to enter the cafeteria and follow the protocol established.

- Students are expected to behave in an orderly and mannerly fashion during lunch.
- Students are expected to clean up their tables and the floor around their tables before they are dismissed from lunch by school staff.
- **Students are only permitted to bring single serving snacks and non-carbonated beverages to lunch. Items not conforming to this expectation will be confiscated.**
- **Items may not be shared.**
- No food or drinks are permitted in hallways or other areas of the school. Food is only permitted in classes for breakfast or teacher sponsored activities.

10.0 MISCELLANEOUS

POLICIES

10.1 HOMEWORK

Teachers assign homework that they deem valuable for the learning experience and to help master the subject matter and concepts of their individual classes.

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 calling the school.

10.2 ACCEPTABLE 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.

Families are financially responsible for Chromebooks. Chromebooks are assigned to each individual student by serial number at the beginning of the year. They remain school property and permanent markings of any kind will be disciplined as graffiti. Students must have Chromebooks closed and secured during all transitions. Chromebooks should be placed completely under the student's desk to minimize risk of dropping or stepping on the Chromebook when not in use. Other care guidelines will

be described in detail by teachers.

10.3 BOOK BAGS

All book bags, purses, etc. must be kept in lockers or assigned areas. The school will not be liable for any loss, theft, or damage to the book bag or its contents.

10.4 ZIPPERED BINDERS

Zippered Binders are not permitted.

10.5 BEAUTY ITEMS

Any beauty items should be secured in lockers and not brought to class. Items will be confiscated if used or visible during class. Beauty items include, but are not limited to, perfume, lotions, body spray, deodorant, nail polish, make up, lip gloss, hair brushes, and picks.

10.6 "FIDGET" TOOLS

Tools marketed to increase academic focus are permissible only if used as an instructional aid and is not disruptive to the educational environment. Misuse of tools will be treated as toys and subject to confiscation. Teachers have discretion over the distinction between tools and toys.

10.7 CONFISCATION OF ITEMS

Items confiscated by staff will be given to an Assistant Principal. The first item will be returned to the student at the end of the day. A second item will be given to a parent. A third and any subsequent items will be secured until the last day of school when students may collect them prior to dismissal. Any items not claimed by the end of the school day on the last day of school will be donated along with any remaining lost and found items

10.8 LOST AND FOUND

School personnel will maintain a lost and

found. 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. A student may be asked to provide proof of ownership of claimed items. All items unclaimed at the end of the school year, or at other times announced by the Academy, become the property of the Academy and will be dealt with accordingly.

10.9 TELEPHONE

Teachers will not allow students to make phone calls during class time. If a student comes down to the main office to use the phone for any other reason beyond sickness or emergency, they will be told to return to class. Phone calls can be made during lunch time or after school. **Parents should call the school during normal hours to speak with their child only in the case of an emergency.**

10.10 FINANCIAL RESPONSIBILITY

The parent or guardian will be held financially responsible for damage to school property by their children who are students of the Academy, and for lost, damaged or stolen books, locks, or other property of the Academy. **All financial obligations, including consumables fee, fees for clubs, borrowed lunch money, field trip fees, etc. must be met before end-of-year grade cards are issued or records are forwarded to other schools.**

10.11 CONSUMABLE FEE

A \$25.00 consumables fee is assessed to each student. This fee covers costs of workbooks, activity sheets, lab supplies, etc. and helps to support other school activities.

10.12 FIELD TRIPS

Permission slips will be provided to students with as much prior notice as feasible for field trips. Parents or guardians must submit the permission slip and any fee required by the deadline on the permission slip. Permission slips will not be accepted if incomplete and **late permission slips will not be accepted for any reason.**

Approval of the application of a student for a school activity or field trip is subject to the discretion of the administration or the teacher.

All school rules, uniform codes, etc. must be observed on field trips unless otherwise is announced. **Students may be exempted from future off-site opportunities as a result of failure to meet HSA expectations.**

10.13 AFTER-SCHOOL 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 approval the club may begin. All clubs, sports teams, etc. must be sponsored, supervised and attended by a faculty member.

Parents or guardians must provide or arrange for transportation for their students who attend after-school activities. There are no activity buses. Students must be picked up, catch a city bus, etc. promptly at the conclusion of each after-school activity. **Students not picked up in a timely manner may be removed from future activities. In extreme cases, the authorities will be contacted.**

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

10.14 EXTRACURRICULAR ACTIVITIES PARTICIPATION POLICY

Students participating in any extracurricular activities (during school or after school) must maintain a grade of **C-** or above in all classes. Ineligible students may resume their participation in extracurricular activities once their grades improve to a **C-** or above in each class.

10.15 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.
- Do not talk, and listen for further instructions.
- Report to the assembly area indicated by the room directions, or as directed by school staff.

Tornado drills are practiced at least three times 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, and listen for further instructions.
- Report to the assembly area indicated by the room directions, or as directed by school staff.

10.16 TEXTBOOKS AND SUPPLIES

The Academy provides textbooks in core subjects (a set of textbooks in the classroom). These materials remain the

property of the Academy, 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 8.0)

10.17 SCHOOL NEWSLETTER

The Academy publishes an electronic newsletter at regular intervals that is shared via email. The newsletter is also posted on the school website.

10.18 RELIGION IN SCHOOLS

HSA recognizes that our student body is composed of a diverse range of philosophical, moral and religious beliefs. HSA is dedicated to accommodating the religious, philosophical and moral beliefs of its student body in accordance with State and Federal laws governing the function of religious, moral and philosophical expression in publicly funded institutions. In accordance to these laws, HSA does not endorse religious activity or doctrine, or coerce participation in any religious activity.

Schools may not discriminate against private religious expression by students and will not tolerate intimidation, coercion or harassment of any student or staff member based on religious preference. With respect to prayer in school, no staff member or administrator will establish or lead any sort of religious observance during instructional time. Instructional time is defined as regular class time (scheduled classes, including study halls). Students who miss school for the observance of religious holidays will be permitted to make up assignments (or be provided an alternate assessment) in

compliance with our excused absence policy.

10.19 CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones are not permitted on the student at any time during the school day. They must be kept secured and out of sight at all times during the school day. The school is not responsible for lost or stolen electronic equipment. Any communication necessary between the parent and the student during the school day must come from the main office. This is for both the safety of your child and knowing where and what your child is doing at all times. If you need to speak to them or meet you outside, we must be able to show that they signed out. Otherwise we may call the police and report them missing.

Phone calls received during class are very disruptive. Students receiving calls from friends often lead to issues that cause fights. When students call parents to complain and the parent calls the administration we have no clue as to what the issues are. Therefore we ask for your support in having your child come to the administration first before calling you.

• **First Infraction:** Phone given to the Assistant Principal and returned at the end of the day.

• **Second Infraction:** Phone given to the Assistant Principal and picked up by the parent. Student will be given the opportunity to contact parent to inform them of the confiscation. It is the student's responsibility to notify the parent. It is the school's responsibility to keep the device secured and labeled until it is picked up.

• **Third Infraction:** Phone given to the Assistant Principal and held until the end of the school year.

10.20 "NO SODA" POLICY

The Academy encourages meals brought from home (packed lunches) to contain healthy, nutritious items. Carbonated beverages (soda) will not be consumed during the lunch period and, if included, students will be asked to save for consumption after the school day.

Containers will be disposed of if they are unable to be sealed.

11. ACADEMICS

11.1 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	0.67
F	below 60	0.00

11.2 HONOR / MERIT ROLL

Students will be listed on the **Honor Roll** by

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

11.3 GRADE CARDS

Grade cards are issued and mailed home each 9 weeks while the Interim Report Cards are mailed midway through each grading period.

11.4 FOREIGN LANGUAGE POLICY

Students are expected to continue in their assigned Foreign Language for the duration of their middle school years. Any student who passes and completes two consecutive years of a Foreign Language (7th grade and 8th grade), along with passing the year-end district assessment, will be given 1 High School credit for their Foreign Language.

11.5 GRADE PROMOTION POLICY

Any student who receives more than one "F" in a core class or a combination of 3 "F"s in their yearly averages, including core and elective classes, will be retained. The four core courses are English, Mathematics, Science and Social Studies. In order to pass a specific course the student's average of four quarters must be at least "D-".

While all students are expected to pass all classes, any student who receives one "F" in a class may be promoted to the next grade level. This promotion will be based on student effort, improvement, teacher recommendation and Administration approval.

A student that has been absent without excuse for more than 10% of the required attendance days and/or has failed two or more required subject areas shall result in the student failing the grade.

Any student who receives more than one "F" as a final grade is likely to be retained. This retention will be based on student effort, improvement, teacher recommendation and Administration approval. Students may seek summer school options and must follow the summer school guidelines set by HSA.

11.6 EIGHTH GRADE PROMOTION CEREMONY

All 8th grade students who successfully pass all of their classes will be promoted to High School and will be invited to the 8th grade promotion ceremony.

Students who receive an "F" in the yearly average for ANY one class may be promoted to High School, but **will NOT be invited to the promotion ceremony.**

Any 8th grade student who receives more than one "F" as a final grade may be retained and not be promoted to High School per the promotion policy above. Students may seek summer school options and must follow the summer school guidelines set by HSA.

Important: As per policy students under suspension will NOT be invited to participate in the promotion ceremony

11.7 SUMMER SCHOOL

HSA does not traditionally provide summer school. Students who are retained may seek summer school options or a tutor in an effort to be promoted. The student must

provide proof of the completed 40 hours of summer courses which to be with an accredited program or tutor by the ODE to be promoted to next grade.

12.0 ADD/DROP POLICY

Elective and Foreign Language Classes may only be added or dropped within the first 2 weeks from the initial start date. All schedule change requests are subject to availability and the discretion of administration.

13.0 RESTROOM USAGE

Students are encouraged to use the restroom facilities during non-instructional times; i.e. homeroom, lunch, and dismissal. Students are permitted to use the restroom once during each non- instructional time.

Student planners serve as restroom passes during instructional time. Five passes are available per week. Students may use their 5 passes at their discretion, within the class policy.

Students without a planner may be required to wait for an escort to complete their request to leave the room due to the lack of a proper pass.

Exceptions may be made with a doctor-provided medical statement.

14.0 SEATING ASSIGNMENTS

Students are expected to sit where they are assigned, regardless of proximity to the opposite gender or personal disagreements. This also applies during emergency drills.

Students with personal disagreements may notify teachers through a private conversation during non-instructional time. The teacher is under no obligation to adjust seating arrangements based on personal disagreement.

15.0 FOOD DELIVERIES

Parents may only bring and/or deliver single serving food items and non-carbonated beverages during students' lunch periods. Exceptions may be granted by administration for special programs or circumstances arranged in advance.

16.0 DEBTS OWED

Students may accrue debts throughout the school year due to losing or damaging school property. Students owing a debt will lose eligibility for non-academic or incentive activities. Debts must be settled one school day prior to the issuing of invitations to an incentive field trip, activity, or program to be eligible for participation.

Students with debts owed at the conclusion of the school year will be subject to the withholding of school records.