

# Student Handbook



*2017-2018*

Horizon Science Academy - Lorain  
[www.horizonlorain.org](http://www.horizonlorain.org)

## TABLE OF CONTENTS

- 1. MORNING ARRIVAL PROCEDURES*
- 2. ATTENDANCE POLICY*
- 3. CONSUMABLE FEE*
- 4. ACADEMIC PROMOTION POLICY*
- 5. RETENTION POLICY*
- 6. GRADING SCALE*
- 7. HOMEWORK POLICY*
- 8. GRADE CHAIR COMMITTEE (GCC)*
- 9. PARENT-TEACHER CONFERENCE*
- 10. TEXTBOOK AND SUPPLIES*
- 11. ILLNESS, INJURY and MEDICATION POLICIES*
- 12. LOCKERS*
- 13. SCHOOL'S RIGHT TO SEARCH*
- 14. LOST and FOUND*
- 15. PHONE CALLS/ELECTRONIC DEVICE POLICIES*
- 16. VISITORS*
- 17. BREAKFAST & LUNCH INFORMATION*
- 18. CAFETERIA RULES*
- 19. LUNCH DETENTION*
- 20. ASSIGNMENT/SCHOOL AGENDA BOOK POLICY*
- 21. BATHROOM PASSES*
- 22. EMERGENCY DRILLS*
- 23. PUBLIC AREAS: HALLWAYS, STAIRWELLS, AND LAVATORIES*
- 24. SCHOOL ACTIVITIES*
- 25. ACADEMIC ROLLS*
- 26. RECOGNITION*
- 27. AFTER SCHOOL/PICK UP PROCEDURES*
- 28. HSA ACCEPTABLE COMPUTER USAGE*
- 29. HARASSMENT/BULLYING*
- 30. STUDENT CONDUCT AND DISCIPLINE*
- 31. UNACCEPTABLE STUDENT BEHAVIORS*
- 32. CONSEQUENCES*
- 33. SCHOOL CLOSINGS*

*34. ESEA NOTIFICATION*

*35. FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)*

*36. PROTECTION of PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION*

*37. NOTICE of NONDISCRIMINATION AND GRIEVANCE PROCEDURES INCLUDING TITLE II, TITLE VI, TITLE IX, SECTION 504 AND ADA*

*38. STUDENT AND PARENT CONDUCT CONTRACT*

Dear Students,

Welcome to the 2017-2018 school year at Horizon Science Academy - Lorain! This new school year means a new beginning, and new futures. The administrative team is excited about this school year, and the staff at Horizon Science Academy - Lorain 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, staff and community members. The mission of Horizon Science Academy - Lorain is to create a partnership among these members. 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 - Lorain is a reflection of all of us. All of 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, guidelines, activities and schedule. Become an active participant in our school. Get involved through classes, clubs and activities.

This handbook is an overview of our school's goals, services, guidelines and expectations. It is an essential reference book describing what we expect and how we do things. Read it carefully 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 - Lorain staff and community, best wishes for a great 2017-2018 school year!

Sincerely,

HSA - Administration

## **MISSION & VISION STATEMENTS**

**Elementary & Middle School Mission:** We foster an environment of inquiry and a love of learning so students are prepared to thrive in STEM-focused high school, college, and the world.

**Elementary & Middle School Vision:** Our students will enter high school ready to tackle any academic challenge and will excel in the STEM subjects.

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

**High School Vision:** Our students will achieve 100% graduation and college acceptance.

## **EDUCATIONAL PHILOSOPHY**

Horizon Science Academy exists for the welfare and dignity of each child. Education will be student centered and each child will be recognized as a unique individual with unique interests, needs and abilities. Horizon Science Academy aims to develop responsive, productive and civic-minded youth by inspiring them to follow their dreams while making the world a better place for themselves and others. HSA - Lorain is focused on core knowledge and essential skills so that children may achieve the mastery upon which further learning will be built. The purpose of the academy is also to foster productive attitudes toward work, family, and community. When students have a positive attitude toward school, their perception of “school” transforms. HSA - Lorain will strive to lead each and every student towards these accomplishments by using a curriculum aligned to the State’s Academic Content Standards, which is essential to future success in school and at work. The Content Standards are reinforced and reviewed to prepare students for standardized tests. Both in-class preparation and after school instruction are provided to ensure a higher level of achievement.

## **ADMISSION TO HORIZON SCIENCE ACADEMY**

The Ohio Revised Code mandates that all students in grades kindergarten through twelve provide written documentation of the minimum state registration requirements. All students must meet these requirements in order to attend HSA - Lorain. Ohio law allows fourteen (14) school days for parents to provide a record of students having received required immunizations and having met registration requirements. Failure of a parent/student to meet these requirements will result in the exclusion of the student from school. The minimum state registration requirements are listed below:

**Proof of Immunization** (Please see chart on page included below).

**Tuberculosis Skin Test** All students new to HSA from outside the continental United States must have tuberculosis testing within ninety (90) days prior to or within two weeks after their first day of school. Tuberculin skin testing is strongly suggested for kindergarten students.

If a student tests positive for TB, the student must have a chest x-ray within a designated period of time. If a student tests positive for TB and is entering the US from a high risk country as listed by the State of Ohio Department of Health, the student may not attend classes until seen by a physician and medication is prescribed, if applicable.

**Medical Examination** by a physician must be given within one year prior to a student enrolling in kindergarten or initial enrollment in first grade.

**Dental Examination** by a dentist must be given within one year prior to enrollment.

### **Proof of date of birth**

A birth certificate or any of the following forms must be presented:

- passport or attested passport transcript showing the age and place of birth of the child
- attested transcript of a birth certificate
- attested transcript of a baptism certificate
- attested transcript of a hospital record showing date and place of birth or a birth affidavit

### **Proof of residency**

Any one of the following, or their equivalent, must be presented as proof of residency:

- deed or written lease
- most recent income tax returns
- insurance policies indicating place of residence
- certificate of registration from the Board of Elections
- telephone listings
- utility bills

In the event a student changes address during the course of a school year, proof of residency will again be requested. In addition, appropriate paperwork must be completed (available in the school office) to notify the transportation department of the student's change of address, phone number and child care provider, if applicable.

### **Proof of custody** (if applicable)

- Copy of divorce decree or court order.

**Again Ohio law allows fourteen (14) school days for parents to provide a record of students having received required immunizations and having met registration requirements. Failure of a parent/student to meet these requirements will result in the exclusion/withdrawal of the student from school.**

### **Required Vaccinations**

| <b>Vaccines</b>                                       | <b>Requirements for Kindergarten (K) through grade 12</b>  |
|---|--|
| DTaP/DTP/DT or Td<br>Diphtheria, Tetanus<br>Pertussis | Kindergarten: Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required.*<br><br>1-12 Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.<br><br>Grades 7-12 One (1) dose of Tdap vaccine must be administered prior to entry.** |
| Polio   | K-6: Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.***<br><br>Grades 7-12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a   |

|                                   |  |
|-----------------------------------|--|
|                                   | combination of OPV and IPV was received, four (4) doses of either vaccine are required.  |
| MMR Measles, Mumps, Rubella       | K-12 2 doses of MMR. The 2nd dose must be administered at least 28 days after dose 1.  |
| Hib Haemophilus Influenzae Type b | None   |
| HEP B Hepatitis B                 | K-12: Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.  |
| Varicella-chicken pox vaccine     | K-6 Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.<br>Grades 7-10 One (1) dose of varicella vaccine must be administered on or after the first birthday |
| Tdap Booster                      | 7 <sup>th</sup> Grade only   |
| MCV4 Meningococcal                | <b><u>Grade 7</u></b><br>One (1) does of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry<br><b><u>Grade 12</u></b><br>Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry   |

## **HORIZON SCIENCE ACADEMY STUDENT'S RIGHTS AND RESPONSIBILITIES**

### **STUDENTS' RIGHTS**

- ✓ To feel safe in the school environment-no bullying, threatening 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
- ✓ To have 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 a variety of school activities
- ✓ To have the right to due process.

### **STUDENTS' RESPONSIBILITIES**

- ✓ To be caring and honest
- ✓ To do his or her best to learn and master all he or she can
- ✓ To respect school rules, regulations and policies
- ✓ To be sure that 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





### 2017-2018 HSA Academic Schedule

| Time          | Periods                     |
|---------------|-----------------------------|
| 7:50          | Doors Open/Breakfast Begins |
| 8:13- 8:15    | Warning Bell/Breakfast Ends |
| 8:15 - 8:20   | Homeroom                    |
| 8:20 - 9:01   | 1st Period                  |
| 9:04 - 9: 45  | 2nd Period                  |
| 9:48 - 10:29  | 3rd Period                  |
| 10:32 - 11:13 | 4th Period/Lunch Periods    |
| 11:16 - 12:21 | 5th Period/Lunch Periods    |
| 12:24 - 1:04  | 6th Period                  |
| 1:07 - 1:48   | 7th Period                  |
| 1:51 - 2:40   | 8th Period                  |

Tutoring sessions, detentions, and club activities will be held from 2:50 p.m. to 3:30 p.m. on Monday, Tuesday and Thursday.

All students must leave the building by 2:30 or 3:30 p.m.

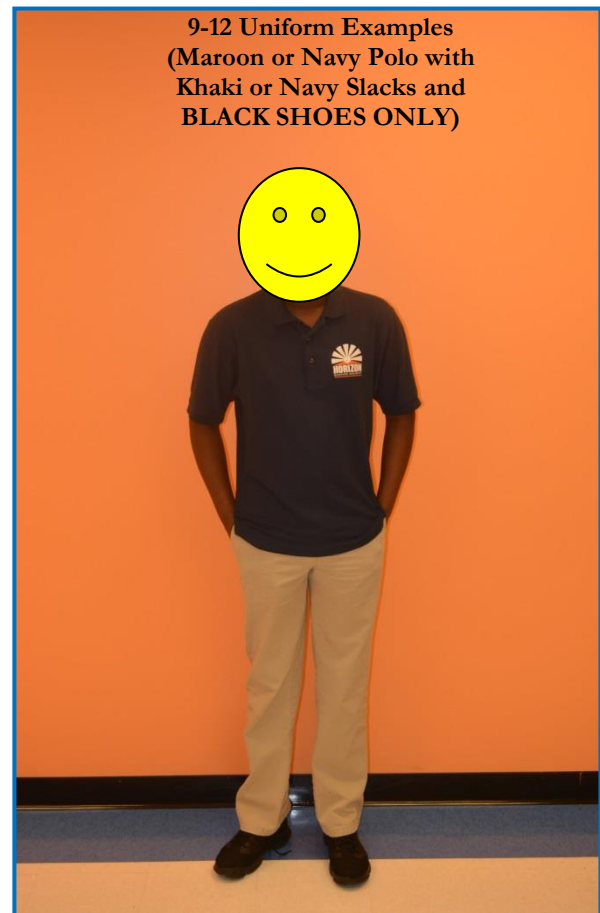
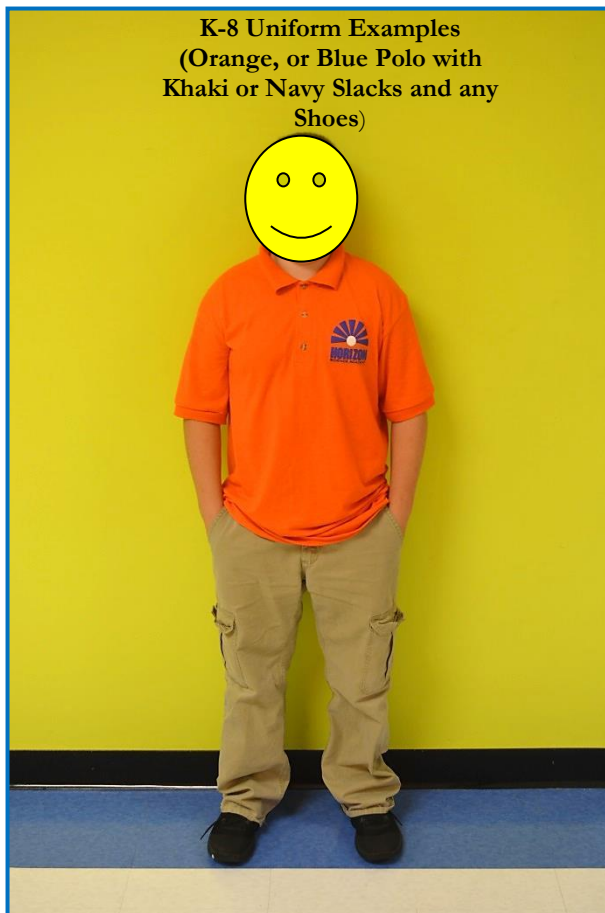
## Introduction

To achieve our mission, every member of the Horizon Science Academy - Lorain Community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally, intellectually safe, orderly and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent and teacher can contribute and learn. Because this is a "Student" Handbook, it is written to you. Each section begins with a general description of the issue involved, and then it addresses actions that need to be taken by you as well as the and actions that may be taken by the school very specifically.

## Uniform and Personal Appearance

The dress code for the 2017-18 school year is as follows for both males and females and will be found in our handbook. HSA Lorain has added orange shirts to our uniform for grades K - 8. Within the next two years the red shirts will be phased out and we expect all students in grades K - 8 to wear the orange and royal blue shirts only. Please be mindful of this as you purchase uniform shirts for your student(s).

HSA - Lorain has a dress code policy to help create a safe and orderly environment, instill discipline and eliminate the competition and distractions caused by varied dress styles. You are required to arrive in dress code and leave in dress code **EVERYDAY**. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. A broken washer-dryer, not being able to wash clothes, forgetting or leaving the uniform somewhere else etc... are not acceptable excuses for dress code violations. If a student is out of dress code, regardless of circumstances he/she will receive a dress code violation or be sent home. The Assistant Principal of School Culture will have final discretion over **ALL** dress code related matters- no exceptions. Both boys and girls uniform shirts can be purchased online at [www.startthestorm.com](http://www.startthestorm.com). Below are pictures of what the uniform should look like on a daily basis.



## Official Horizon School Uniform Guidelines

The Horizon Science Academy - Lorain Uniform for Males & Females

### Pants

- Khaki or Navy color original Chino or Khaki Pants. This material will be the only material allowed. All other pant material will be considered out of dress code and will receive dress code violations.
- Pants must not be form fitting. They must be loose and not follow the form or structure of the body parts being covered. If the pants are form fitting, students will receive a dress code violation.
- All of the following pants and materials are **NOT** allowed: tapered legged pants, black pants, jeans of any color, skinny jeans, leggings, jeggings, yoga pants, slim ankle – length pants, and any other kind of pants that are not Khaki or Navy colored Chino or Khaki pants.
- Pants and slacks must fit properly with a straight leg/boot cut/loose around the ankles.
- Pants may not be excessively **baggy**.
- Pants may not be **sagged**.
- Pants must have a **zipper**.

### Shorts & Skirts

- Skirts/Skort/Jumpers/Dresses must be to the knee and must be khaki or navy colored
- Shorts are permitted for K – 5 only and must be to the knee and must be khaki or navy colored. Shorts must be to the knee and can be worn in the months of August, September, May and June.

### Uniform Top

- **(K - 8)Short/Long Sleeve, Royal Blue, orange or Red interlocking polo.**  
Uniform top must have the school logo on it on the upper left chest.  
(Available at [www.startthestorm.com](http://www.startthestorm.com))
- **High School Uniform Top- Maroon or Navy Blue.**  
Uniform top must have the school logo on it on the upper left chest.  
(Available at [www.startthestorm.com](http://www.startthestorm.com))
- Solid Neutral Color Sweater- solid color with no hood (optional).
- Solid Neutral Color Vest without hood (optional).
- Crew neck Horizon sweatshirt-no hood (Available at [www.startthestorm.com](http://www.startthestorm.com))
- Hooded Horizon sweatshirts and school related t-shirts are permitted on Fridays **ONLY**
- No non-school related hooded sweatshirts, hoodies, jackets, fleeces or pullovers.

### FOOTWEAR

- **Shoes:** K-8 are permitted to wear **MOST** athletic or dress shoes (must cover entire foot) - with the exception of light up shoes, high heels, crocs, or shoes with wheels.
- **All High School Students will wear black shoes only. They can be athletic or casual but they must be all black. This includes the sole of the shoe and any logos that may appear on the shoe as well.**
- **Boots, sandals, flip-flops, and slides are NOT permitted (students may wear boots to and from school; however students must change to uniform shoes before first period).**

### **Belts**

- Solid colored belt with no writing or graphics on it, must have a plain buckle and should not have any accessories/texture.
- They must fit properly and not hang down when buckled.

### **Book Bags & Purses**

- Book bags are not permitted to be with students during instructional hours. The presence of book bags in the classroom presents a fire hazard because they could impede people from exiting the classroom in case of an emergency.
- Purses are not permitted to be with students during instructional hours. They are a distraction and are not needed for classwork.

### **Undershirts:**

- Shirts are encouraged to be tucked in to the pants.
- All undershirts must be a SOLID COLOR.

### **Personal Appearance:**

- No extreme haircuts/styles- Assistant Principal of School Culture's discretion.
- No unnatural hair dyes are permitted – Assistant Principal of School Culture's discretion.
- Hair must look natural, clean, well groomed.
- No clip-on hair dye accessories or attachments.
- Any glasses that are not used for medical purposes are not permitted.
- Graffiti is not allowed on the uniform.
- No part of the uniform should be frayed or ripped.
- Make-up must look natural and not be excessive.
- Facial and body piercing are not acceptable. No earrings are to be worn in the nose, eyebrow, lip or tongue.
- Tattoos are not acceptable and need to be covered if visible.
- Writing on your body is not permitted.
- Bandanas are not permitted.

### **Outerwear:**

- Hats, caps, scarves, and bandanas are not to be worn in the building.
- Religious headwear is permitted along with the parent's request in writing.
- Outerwear, such as windbreakers, jean jackets, hooded sweatshirts or ski jackets, may not be worn during the school hours.

**Dress Up Day Code for Boys:** Students can wear dress pants (no jeans). Shirts with a collar, dress/regular shoes, socks (black, white, navy, tan) and a tie if provided will be permitted during these days.

**Dress Up Day Code for Girls:** Students can wear dresses (at or below knee), blouses, skirts, or dress slacks (no jeans). Sleeveless blouses must have a strap with a minimum of three fingers width. Low cut tops are NOT permitted. The midsection should never be visible. Dress/regular shoes must be worn

**Spirit Friday Dress Down:** Students must be in uniform pants/shoes and are permitted to wear any Horizon apparel purchased from are online spirit store- [www.startthestorm.com](http://www.startthestorm.com). If spirit wear is worn on days other than Fridays' students will receive a dress code violation.

**Consequences for K-12 may be:**

- First violation is a written warning.
- Second violation is an after school detention.
- Third violation is a full day ISS (In School Suspension).
- Fourth violation is OSS (Out of School Suspension).
- Further violations may result in a behavior contract.

If you are having a hard time finding pants that fit our dress code specifications, parents have had success shopping at the following stores: Sears, Walmart, JC Penneys, Macys, Dillard's, Salvation Army, and Goodwill. Thank you for adhering to our dress code here at the school. If you have any questions, please contact your Assistant Principal of School Culture.

# GENERAL SCHOOL POLICY

## 1. MORNING ARRIVAL PROCEDURES

School is in session from 7:50 a.m. until 2:40 p.m. **Students will not be allowed to enter the building prior to 7:50 a.m. - unless emergency weather occurs.** The school is not responsible for students who are dropped off earlier than the school opens. Students will be dropped off at door D for grades K-8. If your child is in grades 9-12 they will park in a specified area that is designated for 9-12 graders only and then enter through door B- this is also the entrance all bus riders enter. Breakfast starts at 7:50 a.m. and ends promptly at 8:15 a.m. K-5 students will eat breakfast in the cafeteria and grades 6-12 will eat breakfast in their classrooms during the same time period.

## 2. ATTENDANCE/ TRUANCY/WITHDRAWAL POLICY

Students of the Academy 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.

Section 3321.04 of the Ohio Revised Code 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 – Lorain.

Furthermore, 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.

### Excused Absences

Under State's "Missing Child Law", parents or guardians must notify the school by the morning of any school day their child is not attending. The 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 student is age fourteen or older.
- Quarantine of the home.
- Death in the family.
- Observance of religious holidays.
- Necessary work at home due to absence of parents/ guardians.

- Instruction at home from a person qualified to teach the branches of education in which instruction is required.
- 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

### ***Unexcused Absences***

An unexcused absence does become 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 and/or
- are absent for transportation, weather, personal issues and non-medical appointments

### **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:
    - i. The student's parent or parent's designee, guardian, custodian, guardian ad litem or temporary custodian (collectively referred to hereafter as “Parent”);
    - ii. One representative from the school; and
    - iii. One representative from the school that knows the student.
  - C. The Team may also include a school psychologist, counselor, 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 shall make at least 3 meaningful, good faith attempts to secure the Parent's participation on the Absence Intervention Team.

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

ii. 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/Principal 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.

### **Withdrawal**

Any student that fails to attend one hundred and five (105) consecutive hours will be automatically withdrawn from the school and School will file "Truancy" charges with County Juvenile Authorities.

If a student occasionally comes, misses a lot of days and is still enrolled at the school, the "Truancy" process will be followed.

### **TARDINESS TO SCHOOL/ON TIME ASSIGNMENT**

Students are required to be in their homerooms by 8:15 a.m. unless they are eating breakfast, or their bus is late to school. If the student is not in the building by 8:15 a.m. this will be considered tardy. A tardy is considered excused when there is communication from the parent/guardian regarding the reason for the tardiness. If there is no communication, the tardy will be marked as unexcused. When a student reaches 5 total unexcused tardies to school per semester, he/she may be assigned one morning of On Time Assignment (OTA). OTA will begin at 7:20 a.m. to 7:50 a.m. If the student accumulates 10 total unexcused tardies per semester, he/she may be assigned a half day of In School Suspension (ISS). If the student accumulates 15 total unexcused tardies per semester, the student may receive an office referral and the student will be given an out of school suspension (OSS). 20 or more unexcused tardies may result in further out of school suspension and an Attendance Intervention Plan.



### **CLASS TARDINESS/CLASS LOCKOUTS-MIDDLE/HIGH SCHOOL STUDENTS**

Students are responsible for arriving promptly to every class during school hours. Students are required to be in their homerooms by 8:15 a.m. In the event of tardiness to class, the student may be considered tardy unless the student presents a valid pass from eating breakfast or an announcement has been made about a late bus arrival. If students are late to class they will be considered “locked-out.” Students must then go to the front office to obtain a lock-out pass and then will be allowed to return to their class. The consequences for lock-outs may be as follows: 3 lock-outs=Saturday Detention from 9:00 a.m. to 12:00 p.m., 5 lock-outs=full day of ISS, 6 or more may result in further disciplinary action from the Assistant Principal of School Culture.

### **Make-up Work for Excused Absences**

Any student who was 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 Johnny missed 4 days of school, he will have 4 days to make up the work as long as his 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” will be given. Students who missed any class assignments or examinations due to an **unexcused absence** will be denied the make-up work and get zero credit.

### **REPORTING ABSENCE**

The Ohio Law requires that schools verify absences daily. If a student is absent from school, the parent or the guardian must call the school attendance line 440-282-4277 between 7:45 a.m. and 10:00 a.m. on the day of the absence to report a child’s absence. If the school is not contacted, the school will make every effort to contact the parent via school reach. In addition to that, the student should bring a written notification of the absence from the parent on the day of his/her return. An EXCUSED ABSENCE will grant the student access to missed work and will not be given to the student until this written notification or phone call is confirmed by the secretary.

## **3. CONSUMABLE FEE**

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

## **4. ACADEMIC PROMOTION POLICY**

**Grades K to 2:** A student’s promotion status is determined by the following measures:

### **Academic Performance**

Report card grades in reading, language arts, and math shall reflect a student’s unit test scores (where applicable) and completion of homework assignments during the school year. The final report card grade reflects the skills that have been presented and mastered throughout the school year. In the 2nd grade, yearly averages are also provided. Students must show sufficient mastery of reading, language arts, and math skills to be promoted. Letter grades that students receive may not truly reflect the student’s readiness to be promoted to the next grade level; therefore the student may be retained and the decision will be based on the discretion of the grade chair committee. The committee members are formed of school administrators, classroom teachers and special education teachers if needed.

Based upon high expectations at Horizon Science Academy - Lorain, promotion from one grade to another in Horizon Science Academy - Lorain shall be based on the following criteria:

**Grades 3 to 8:** A student’s promotion status is determined by the following measures:

1. Students must have the passing grades **in all four** of the following core subjects- this means that a student receiving an F in a core subject area for the year will be retained.

1. Language Arts
2. Mathematics
3. Social Studies
4. Science

**AND** half of the following courses when taken: Computer, Art, Health, Physical Education, and Foreign Language.

2. Students must have at least a cumulative grade point of 1.00 in a school year to pass a class. Grading scale is based on a 4-point scale.

| GRADE | PASS/FAIL | GRADE POINT VALUE |
|-------|-----------|-------------------|
| A+    | PASS      | 4.00              |
| A     | PASS      | 4.00              |
| A-    | PASS      | 3.67              |
| B+    | PASS      | 3.33              |
| B     | PASS      | 3.00              |
| B-    | PASS      | 2.67              |
| C+    | PASS      | 2.33              |
| C     | PASS      | 2.00              |
| C-    | PASS      | 1.67              |
| D+    | PASS      | 1.33              |
| D     | PASS      | 1.00              |
| D-    | PASS      | 1.00              |
| F     | FAIL      | 0.00              |

3. This is for only 3<sup>rd</sup> graders. A student must pass Ohio’s state test in grade 3 English language arts test to be promoted to the next grade level- per the Third Grade Reading Guarantee.

- **Mid-Year Promotion Policy for the Third Grade Guarantee:** Horizon Science Academy’s mid-year promotion policy for the Third Grade Guarantee Law states that if a student is retained in the Third Grade in order to be promoted to the Fourth Grade mid-year they **must** pass the fall NWEA with the promotion cut off score. If the student does not meet the fall promotion score needed to be promoted they will remain in the Third Grade for the remainder of that school year. If they get the promotion score to pass they must additionally meet 2 out of the 3 benchmarks to be promoted. Below are the following benchmarks needed to be promoted mid-year:
  - ✓ NWEA promotion score met based on the fall test.
  - ✓ GPA of 3.0 or above in the current school year.
  - ✓ Star Reading level of a 3.2 or higher.
  - ✓ Has less than 5 unexcused absences for the current school year.

Students being promoted will be placed in the Fourth Grade after the fall NWEA test session.

4. Student Academic/Behavior Challenges: There are many possible reasons why students struggle with the demands of school and begin to fall behind their peers in academics or show behavior problems. In an effort to accommodate the learning needs of those students who experience school difficulties our school uses an approach called *Response to Intervention or RTI*. RTI is a flexible problem-solving model in which schools provide assistance to match the learner’s needs. Students with emerging difficulties in school are first given *Tier 1*, universal support. If that help is not sufficient, they are next provided with *Tier 2*, more targeted interventions. If sufficient progress is not evident the student may move on to *Tier 3* for more intensive

interventions. Students with significant school delays who do not respond to *Tier 3* may be eligible for *Tier 4*, special education.

5. Advanced Placement Policy: There are set guidelines by the state that will have to take place before a child would be permitted to skip a grade level. At first a teacher, administrator or parent must request the advancement of a grade. This must be put in writing and given to our school psychologist. At that point the psychologist will do a brief diagnostic to see where the student places. If the student performs high enough they will conduct the IOWA Diagnostic Assessment to assess the students IQ score. Based on those results a committee decision will be made on which grade would be the best fit for the student. The committee is made up of the school psychologist, administration, classroom teacher, and the parent.

### **Promotion Policies for High School**

Grade promotion is dependent on passing the course. If students cannot obtain a passing grade in any of their courses, they need to retake the course.

Students' grade level promotion will be determined by an academic evaluation by the Guidance Office at the end of each school year. Student attendance records, teachers' recommendations and overall disciplinary records will also be part of the evaluation.

The evaluation will include, but not be limited to be the following criteria:

#### **Ninth Grade Promotion**

To be promoted from ninth to tenth 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 5.0 units of credit.

#### **Tenth Grade Promotion**

To be promoted from tenth to eleventh grade, students must accumulate at least six core subject credits (Math, Science, English, Reading, and Social Studies) and must have successfully completed a minimum of 11 units of credit.

#### **Eleventh Grade Promotion**

To be promoted from eleventh to twelfth grade, students must have successfully completed a minimum of 19 units of credit and must be eligible to graduate according to graduation requirements.

#### **Graduation**

To be able to graduate from HSA, students must complete 27 required credits, 40 hours of community service learning, and a senior thesis.

\* Student must have also met the minimum credit requirement for all areas indicated on the Graduation Determination Form.

No student may repeat the same grade level more than twice.

The *maximum* age for entering freshmen students is 18 years. All students *must* graduate prior to their 21<sup>st</sup> birthday.

Should you have any questions or need further information regarding the HSA Promotion Policy and Graduation Requirements, please feel free to contact the Guidance Counselor.

## **Semester Exams**

All students must take the required exams to receive credit for the course. All students are expected to be in attendance on the scheduled dates and times of their exams.

Examinations over a semester's academic material are scheduled for HSA courses. Semester exams call upon the student to organize a large amount of subject matter. Semester and Final Exams together may count up to 20% of the final grade. Exceptions to the grade calculation standard and exam participation may be made by the director whenever special circumstances need to be considered. The computation of the semester grade and the final grade is the responsibility of the teacher and will be explained in detail by each teacher during the first few days of the course. Exams serve as practice for similar situations in college.

A student may not request to take a semester exam before its scheduled time. The director may, in very rare cases, give a student permission to take an exam late.

Any appeal of a grade must first be made in a conference with the teacher. The second level of appeal must be made in a conference with the assistant director or director.

Exams will be given at the end of each semester and will adhere to the following guidelines:

1. Throughout exams there will be no lectures.
2. Exams will be held in all subject areas.
3. Each exam will be conducted in 75 minutes.
4. Grade point value for each exam will be determined by the teacher.
5. Students will not be excused from Finals unless a doctor's report is submitted.
6. If necessary, a make-up date will be determined by the class teacher.
7. The formula of 40% of the first semester grade +10% of the midterm exam +40% of the second semester grade + 10% of the final exam will be used to determine final course grade at the end of the year.

## **Curriculum for High School**

The following sections describe the various areas of study available at HSA. Students should see their guidance counselors for course selections and to ensure the proper requirements for graduation are met (see *Graduation* for more information).

### ***Core Courses***

Math, English, Science and Social Studies are considered core areas of study. Courses in these areas follow a recommended path. The exception to this is math. Students must follow a predetermined path and must pass each course to move onto the next course.

### ***Electives***

HSA offers a variety of elective courses in the core subject areas, art, music, foreign language and technology. Credits earned in electives count towards graduation.

One semester of Health and Economics, and two semesters of Physical Education are required for high school graduation.

### ***College Readiness Science, English, and Math***

All students are to take one credit of College Readiness Science, English and one credit of Math in 11th grade.

#### COLLEGE APPLICATIONS

All students are required to apply to at least 8 colleges of their choice and fill out the Free Application Form for Federal Student Aid (FAFSA) in their senior year.

#### ***College Credit Plus (Dual Enrollment)***

Beginning in the 2015-2016 school year, College Credit Plus will be Ohio's dual enrollment program (now replacing dual enrollment and post-secondary options - PSEO). Students in grades 7-12 who meet the CCP eligibility requirements may participate in the program. Interested students and their families need to declare their intention to participate in College Credit Plus program by completing the "Intent to Participate" form and submit it to the HSA counseling office by April 1st in order to participate in the program the following year.

College courses in CCP Program are on a semester basis. Students are able to earn a full credit for each semester course they take and will be granted 1 honors high school credit upon completion of 3 college credits.

#### ***Reading and Writing Workshop***

All freshmen are required to take Reading and Writing Workshop as a mandatory English Elective course.

#### **Credit Flexibility Plan Option**

High school students in grades 9-12 may earn high school credits using any combination of the following methods:

- i. Successfully completing traditional high school level courses for which one credit shall be granted per 120 hours of class time;
- ii. Successfully completing an educational option plan.
- iii. Successfully completing a college-level course for dual credit in accordance with the Board's policy on post-secondary enrollment options.
- iv. Successfully completing an online course offered by a provider approved by (a high school Director or his or her designee OR the Academy credit flexibility committee).
- v. Successfully completing an examination, providing a portfolio of work that demonstrates mastery of academic content standards, or a combination of these methods.

**To receive additional information regarding these options please contact the Guidance Counseling office.**

#### **Graduation Requirements**

In order to graduate, seniors have to earn a full credit in their required and core classes, earn a minimum number of 18 points on state tests (Algebra I, Geometry, Eng I, Eng II, Biology, US History, US Government) and complete 40 hours of community service. Those who fail to fulfill the requirements will not be able to walk on the stage at the graduation or receive their diplomas

The minimum requirements for graduation beginning with class of 2018 are as follows, though more is recommended for college preparation.

#### ***Additional Graduation Options***

- Please check with the College Counselor regarding additional graduation options as Ohio Department of Education makes updates regularly.

| Subject               | Regular Pathway of Graduation | Alternative Pathway of Graduation (Honors Diploma) |
|-----------------------|-------------------------------|--|
| English               | 3 credits                     | 4 credits  |
| Mathematics           | 3 credits                     | 4 credits  |
| Social Studies        | 3.5 credits                   | 4 credits  |
| Science               | 2 credits                     | 4 credits  |
| Foreign Language      | 2 credits                     | 3 credits  |
| Fine Arts             | 1 credit                      | 1 credit   |
| Computer Technology   | 1 credit                      | 1 credit   |
| Physical Education    | ½ credit                      | ½credit  |
| Health                | ½ credit                      | ½ credit   |
| Electives             | 9.5 credits                   | 4 credits  |
| College & Career Path | 1 credit                      | 1 credit   |
| <b>Total</b>          | <b>27 credits</b>             | <b>27 credits</b>                                  |

| Subject        | Course Options  |
|----------------|---|
| English        | English I, EngII, EngIII, EngIV, Speech and Debate, Contemporary Literature, Journalism, Creative Writing, Reading Writing Workshop, College Readiness English, College and Career Composition, Shakespeare on Film |
| Mathematics    | Algebra I, Algebra I lab, Geometry, Geometry Lab, Algebra II, Pre-calculus, College Readiness Math  |
| Social Studies | Modern World History, US History, US Government, Economics, Psychology,   |
| Science        | Physical Science, Biology, Chemistry, Physics, Research   |

|                     |   |
|---------------------|---|
|                     | and Project Design Class, Genetics, College Readiness Science |
| Foreign Language    | Spanish I-II-III, Turkish I-II-III                            |
| Fine Arts           | Art , Music   |
| Computer Technology | Computer Applications, Project Leads the Way (PLTW)           |
| Physical Education  | PE I, PE II   |
| Health              | Health  |

### **Change of Course**

When students return to school in the fall, they will be given a class schedule reflecting their teacher/room assignments. They will follow these schedules for the entire year. Schedule changes will be considered based only on inappropriate placement, lack of prerequisites, an error in enrollment or a scheduling conflict. Because teacher assignments are based on original student course selections, changes usually cause class size problems and will not be allowed.

From time to time it may be necessary to change a student's schedule. Such changes can be initiated by the school or by the student and his or her family. The administration will 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 or the teacher or counselor suggests a change.

No student-initiated request to drop a course will be honored after September 1st (full year and first semester courses). Students are encouraged to make an appointment with the Counselors by calling the office before school starts so that there will be a smooth and easy transition for everybody when school opens.

The counselor's role is to coordinate the change as smoothly as possible. The counselor will consider the student's over all scholastic record, his or her standing vis-à-vis graduation requirements, and the student's personal and academic welfare.

### **National Honor Society Membership Guidelines**

The National Honor Society chapter of Horizon Science Academy is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are elected to be members by a 5-member Faculty Council, appointed by the Director, which bestows this honor upon qualified students on behalf of the faculty of our school each spring.

Students in the 10th, 11th, or 12th grades are eligible for membership, thus applicants must be in the 9th, 10th or 11th grade. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. The Faculty Evaluation Forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held at least once a month during the school year, and participation in the chapter service projects(s). Students or parents who have questions regarding the selection process or membership obligations can contact the current chapter adviser (contact the office for name and contact information).

### **Withdrawal Policy**

Withdrawing students must officially withdraw from school in order to receive the final grades. Until students are withdrawn officially students are recognized as regular students. Until the day of official withdrawal, a student's attendance, assignments, quizzes, and exams will affect the student's grades. The released grades will be the current grade when the official withdrawal form is submitted to HSA by the parent. If withdrawing students stay **less than a semester** in HSA **no credit** is given. Grades at the time of withdraw will be forwarded to the student's enrolling district.

### **Athletic Eligibility**

To be eligible to participate in sports offered by the School, the student must meet all eligibility requirements set out at the time of registration. Eligibility for each grading period is determined by grades received the preceding grading period. For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

Athletic Eligibility is a privilege that may be revoked on the grounds of failure to comply with academic, behavior and/or attendance policies.

## **5. RETENTION POLICY**

K-2 students must be performing at grade level or they will repeat the present grade. Any student who fails one core course will repeat their present grade for grades 3-8 only.

### **Third Grade Reading Guarantee**

The State of Ohio has implemented a state law that schools are to put into place in regards to grades Kindergarten through Third grade students and their academic reading Level. The new law is called The Third Grade Guarantee. It states that if your child tests at the limited level in Reading and is not proficient at their current grade level in Reading that the school must provide services to improve your child's reading deficiency. Unless the student meets an exception, if the student does not attain an appropriate level of



reading competence by the end of Third Grade, they must be retained. For more information contact the School Administrator.

### **Academic Contract Requirements**

If at any time during the school year your child is struggling academically teachers and the administration will meet with you in regards to your child's grades. If no improvement is made, a conference requested by administration will be made to discuss a plan to help improve your child's grades academically. At this point an academic contract will be set into place. An Academic Contract puts into place that a student will lose all privileges until their academics improve. Privileges including: all field trips, clubs, and extra-curricular activities. It may also be mandated that they attend tutoring weekly, Friday school, weekly check-ins with the Assistant Principal of Academics, and maintain a 60% percent or higher in their studies. If students fail to complete the work required of them they will be assigned mandatory Saturday Detentions to complete the assignments given until their grades have improved. As students improve and maintain their grades they will be able to earn their privileges back.

## **6. GRADING SCALE**

All classes at HSA - Lorain will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

|               |              |              |              |            |
|---------------|--------------|--------------|--------------|------------|
| 98 - 100 = A+ | 87 - 89 = B+ | 77 - 79 = C+ | 67 - 69 = D+ | 0 - 59 = F |
| 93 - 97 = A   | 83 - 86 = B  | 73 - 76 = C  | 63 - 66 = D  |            |
| 90 - 92 = A-  | 80 - 82 = B- | 70 - 72 = C- | 60 - 62 = D- |            |

### ***Weighted Grading Scale***

AP classes use a modified, or weighted, grading scale.

“Weighting” a grade adds to the grade point value. In the Horizon Science Academy system, grades of A, B, C and D earned in weighted classes will earn an extra grade point. Therefore, an “A” in a weighted class will yield 5 grade points, a “B” will yield 4 grade points, a “C” will yield 3 grade points, and a “D” will yield 2 grade points.

### ***Will weighted grades change report cards?***

Report cards will NOT change. Weighted grades will be used behind the scenes for the calculation of weighted GPAs. No indication of weighted grading will appear on the report card. The transcript is the only place where weighted GPA will appear. The transcript will include weighted and regular GPA.

## **7. HOMEWORK POLICY**

Students will have homework regularly and are required to complete their assigned work in the time allotted by their teacher. Failure to complete homework assignments could impact the student’s grade and result in retention depending on the weight of the assignment missed. There will be opportunities for students to

complete their homework during tutoring, online or within the classroom. Parents are encouraged to take an active role in supporting the student's efforts to complete their homework when assigned.

## **8. GRADE CHAIR COMMITTEE (GCC)**

A parent or guardian may be called to a GCC meeting to discuss a student's conduct in school. A GCC committee member or an administrator will arrange an acceptable meeting time with the parent. If a parent fails to attend the scheduled GCC meeting and does not contact the school, then the student will not be allowed to attend class until a meeting with the parent or guardian occurs.

## **9. PARENT-TEACHER CONFERENCES**

There will be a total of three parent-teacher conferences throughout the year for grades K-8 and two parent-teacher conferences for grades 9-12. They will be specified in the academic calendar. Please plan on meeting with each teacher for approximately fifteen to twenty minutes. If there are issues you would like to discuss with them that you do not feel can be addressed in this amount of time you are encouraged to contact them and set-up a meeting time on another day. Conference dates for 2017-2018 school year are as follows: Thursday, September 21/ Thursday, November 30/ Thursday, February 22/.

## **10. TEXTBOOK AND SUPPLIES**

HSA - Lorain will provide students with the textbooks for each of their classes. HSA - Lorain will hold each student responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have **TO PAY** to replace any books that are damaged or not returned. If payment is not received, then the final report card/transcript will be withheld. When textbooks are distributed, make sure you write your name in the appropriate place. Students may use class set textbooks that can be signed out by the student for study or homework. Teachers will write down the number of the textbook you have and the condition of the book.

Many of the classes will use consumable supplies – from materials to workbooks. Students will be required to pay for these consumable materials. If there is a special circumstance, families should meet with the administration

## **11. ILLNESS, INJURY and MEDICATION 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.

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

Any student who becomes injured, or may be contagious with a rash or illness during the school day should report such an occurrence to a faculty or staff member. **All students NEED** a student sickness form that is provided by the teacher to excuse them from class in order to see the nurse. The school nurse, if available, will assess the situation and take the proper action. If it is decided by the nurse that a student is contagious or too ill to remain in class, the parent or 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 two class periods due to illness, and must either leave the school or return to class. This is a safety issue for the student and we want to prevent further illness if possible by enabling the parent to take further medical action outside of the school. If the student is not picked up within the allotted time frame, then children services may be contacted.

If your child has a specific diagnosis that requires certain accommodations, please provide the school with proper documentation from the doctor.

## **MEDICATION POLICY**

Students needing medication are encouraged to receive such medication at home. If necessary for the School to administer any prescription or non-prescription medication the Academy will only do so after receiving a written request, signed by the parent or guardian, that the medication be administered to the student. In addition, the Academy will not administer any medication unless it also receives a signed prescriber/physician approval containing the information listed below. The person authorized to administer the medication must receive the medication in the container in which it was dispensed by the prescriber or licensed pharmacist.

Per the Ohio Revised Code students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms. In addition, students are permitted to carry and use an epinephrine injector to treat anaphylaxis (an intense allergic reaction) aka Epi-Pen. Written approval must be obtained from the Student's physician, and, if the Student is a minor, from the Student's Parent. New authorization forms must be submitted at the beginning of each school year. The parent/guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the Academy changes.

The prescriber/physician's written approval must include the following information:

- The name and address of the Student;
- The Academy and class in which the Student is enrolled;
- The name and dose of the medication to be administered and/or contained in the inhaler or auto injector;
- The times and intervals at which each dosage of the drug is to be administered (if applicable);
- The circumstances in which the auto injector should be used (if applicable);
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- Acknowledgement that the prescriber has determined that the Student is capable of possessing and using the auto injector appropriately and has provided the Student with training in the proper use of the auto injector (if applicable);
- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one or more phone numbers at which the Parent, Guardian or other person having care or charge of the Student can be reached in an emergency;
- Special instructions for administration of the drug;
- Written instructions outlining procedures Academy employees should follow in the event the Student is unable to administer the medication via the inhaler or auto injector or the medication does not provide adequate relief;
- A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication; and
- And any other special instructions.

The Academy must have the above stated documentation provided by the prescriber/physician and Parent or Guardian if the Student is a minor in order to allow a student to use an asthma inhaler or epinephrine auto injector. The Parent/Guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the Academy changes. Parents/Guardians are responsible for keeping a record of the amount of medication at the Academy and for sending more when needed.

The Academy has adopted a separate policy regarding the care of diabetic students. If a student is diabetic the student/Parent should notify the Administrator.

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, inhalers 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.

### **LICE POLICY**

Our school nurse/health aid completes random checks for lice to ensure the health and safety for all our students. If students are infected with lice you will be immediately informed of the situation and asked to pick up your child. From that point forward your child will not be permitted to return to school until the lice has been completely eradicated. Once this is completed, we will also need written verification from a doctor or have our school nurse/health aid perform a thorough check for verification once they arrive back at school. Furthermore, we have a three strike policy in place that will be enforced if the child continues to have lice on three separate occasions. If this occurs, we will contact social services.

### **BED BUG POLICY**

Since bed bugs are not known to transmit disease, students will not be excluded from school due to bed bugs. If it is suspected that a student has bed bugs, they will be removed discreetly from the classroom so the school nurse or qualified individual can perform an inspection of the student's clothing and belongings. If bed bugs are found, nonessential items for the school day such as book bags and coats will be put into a large plastic bag and tightly sealed. The parents will be notified immediately by the school nurse or school administration. Further instructions will be given to the parents on how to send the student to school the following day.

### **MEDICAL FORMS**

Immunization records are required! Failure to provide them will result in dismissal from HSA - Lorain.

**Ohio law allows fourteen (14) school days for parents to provide a record of students having received required immunizations and having met registration requirements. Failure of a parent/student to meet these requirements will result in the withdrawal of the student from school.**

## **12. LOCKERS**

Each student will be assigned a locker for his/her use. Due to the availability of lockers, students may be required to share lockers. Students are required to give their locker combinations to the homeroom teacher or an administrator. Locker combinations are not to be shared with any other student (except the partner). Each student should ensure 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.

- ✓ Each student is responsible for cleaning and maintaining his or her own locker.

- ✓ Each student is responsible for securing a lock for their locker and securing their personal items.
- ✓ 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.
- ✓ Lockers are the property of HSA - Lorain and are subject to search by school personnel at any time.
- ✓ All materials left unclaimed at the end of the school year or when a student withdraws become the property of the HSA - Lorain 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. Lockers may be used during breakfast, lunch and after school.

### **13. SCHOOL'S RIGHT TO SEARCH**

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Horizon Science Academy - Lorain. These areas and the contents, therefore, are subject to a random search at any time. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including book bags, and other packages, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated.

### **14. LOST and FOUND**

There will be a lost and found box in the front office. If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check the lost and found. Once a quarter, the lost and found items that are not claimed will be donated to a charity and the school will hold no liability or responsibility for the items.

### **15. PHONE CALLS/ELECTRONIC DEVICE POLICIES**

Teachers are discouraged from allowing 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. If a student is caught texting or calling from class they will receive a consequence per our handbook policy.

A parent calling the school during normal school hours to speak with their child is restricted unless it is an **emergency**. Messages will not be taken for any student, and if one is taken the message will be delivered at the beginning of 8<sup>th</sup> period. Messages taken after school hours will be given to the child by paging the child to the main office to pick it up.

#### **ELECTRONIC DEVICE/CELL PHONE POLICY**

**NO CELL PHONES SHOULD BE SEEN OR HEARD DURING SCHOOL HOURS.** If a parent would like their student to bring an electronic device/cell phone to school, the student will have to keep their electronic device/cell phone in their locker at all times while at school. At the end of the day the student will be able to go to their locker and get the electronic device/cell phone back. If students are caught with a electronic device/cell phone throughout the day the electronic device/cell phone will be taken and it will be returned upon written request from the parent. If an electronic device/cell phone is taken from a student on

three separate occasions, that student will no longer be permitted to have an electronic device/cell phone on school grounds. If a student is found with an electronic device/cell phone on a fourth occasion, it will become an office referral with additional consequence. HSA is not responsible for lost or stolen phones or electronic devices such as i-pods, music players and tablets.

## **16. VISITORS**

Parent or guardian visitors are welcome at the Academy. Parents or guardians must sign in at the office and remain in the front office until an administrative assistant gives or denies permission to visit any part of the building depending on the teacher's schedule. If parents need to speak with the teacher, then the teacher will be paged to the front office and the parent will meet with the teacher in the conference room to discuss any issues or concerns. Furthermore 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. Again, it is convenient, though not required, that a parent or guardian notify the school **1** day before a planned visit. 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 the class.
3. Request a meeting with a teacher at a time other than immediately after the class(es) observed.
4. Action such as shouting or confrontation of students, administrators, employees, or other persons on or in the school property are not allowed, since they represent a possible threat to safety.
  - a. Actions of this type will result in a request for that person to leave the school property.
  - b. In the case of repeated incidents of this nature, such persons may not return to the school property.
  - c. In the case of extreme and/or continued disturbances, the local legal authorities may be called and such person may be charged with disorderly conduct.
5. Please do not bring your other children with you when you're assisting teachers or staff at the school.

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.

### **SHADOWING**

Student visitors are welcome at the Academy. 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 Academy 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. The host student must fill out and submit a Shadowing 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.
3. The host student must receive permission for the visiting student to attend the Academy 2 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 who have been expelled from the Academy or any other school, who are habitually truant or who have voluntarily withdrawn after disciplinary actions.

### **STUDENT VISITORS**

Current students or former students must obtain written or verbal permission from administration prior to helping in a class, visiting a former teacher, or being in the building for any reason.

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

We ask that all parent volunteers follow these guidelines:

1. Sign in at the office whenever working at the school during school hours. (Receive visitor badge)
2. Sign out upon leaving the school grounds.
3. 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/or secure a faculty sponsor for the activity planned.
4. Parents may be requested to obtain a background check or waiver form based on the number of hours volunteering in the classroom or school.
5. Volunteers/Chaperones will be required to sign the Volunteer/Chaperon form acknowledging he/she is aware of the expectations and guidelines of HSA Lorain.

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.

### **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 1 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 wait for 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 leaving a photo ID.

## **17. BREAKFAST & LUNCH INFORMATION**

Breakfast will be served beginning at 7:50 a.m. and will end promptly at 8:15 a.m. K-8 will enter through the door D where they are picked up at the end of every day. K-5 will eat breakfast in the cafeteria and grades 6-12 will eat in their classrooms. Grades 9-12 will enter the building through door B and will also eat breakfast in their classrooms during the same time period. Each student will be assigned a card with a bar code that corresponds to their account. Every time a student eats, it will be scanned to verify that the student received a meal.

All students will remain in school during their lunch period. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the lunch area. You will be expected to clear your area and dispose of all trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior and expectations will be enforced. The school does not have the accommodations to warm up **ANY** student's lunches therefore, it is the students and parents responsibility to provide a cold lunch or purchase a warm lunch from the school.

HSA offers free or reduced meals to qualifying students. Applications for free or reduced meals are available in the main office at any time. It is the responsibility of the parent/guardian to update this information when any family income changes are made. Failure to do so can result in a termination of benefits and repayment of benefits received.

### **Lunch Application Process/Fees:**

- Parent/Guardian receives lunch form to fill out at Open House
- Form is returned to school by the first week and parent/guardian will be notified by letter if they qualify for Free/Reduced/Paid lunches.
- If students are Paid/Reduced, they will receive a username and password so they can pay their balances online. Statements are sent home with students at the end of each month.
- To be able to eat a school lunch/breakfast you must have sufficient funds in your child's school lunch/breakfast account.
- If payment is not received your child will not be able to eat school lunch or breakfast. Additional consequences include: loss of field trips/clubs and extracurricular activities can be taken away etc.
- Payments can be made by cash, check or credit card

## **18. CAFETERIA RULES**

1. Enter and leave the cafeteria at reasonable voice level.
2. Be respectful to staff and each other at all times.
3. Go directly to your assigned table (no wandering from your table.)
4. Be seated and maintain a reasonable voice level for the first 5 minutes of lunch.
5. Raise your hand for help and/or to throw your trash away.
6. One person in the bathroom at a time.
7. Wait for staff to dismiss your table. You will not be dismissed until your table and floor areas clean.
8. No running, pushing, horse- playing, fooling around or fighting in the cafeteria.
9. No energy drinks or pop permitted at any time on school grounds.



10. Teachers are not responsible for warming up your lunch or providing you with lunch at any time. Thermos must be provided if your child wants a warm lunch from home.

## **19. LUNCH DETENTION**

Occasionally it becomes necessary to discipline a student for violating the established school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students maybe isolated in the cafeteria or may be asked to report to an assigned room for the entire lunch period. Cafeteria privileges for that day are lost. Failure to serve lunch detention will result in an after school detention.

## **20. ASSIGNMENT/SCHOOL AGENDA BOOK POLICY**

Have the assignment book with you for all of your classes. All students must write assignments in their assignment book each period. If there is no homework, write none. All students must take their assignment book home every day to be able to use as one of the communication tools with their parents/guardians. Don't rip out, keep all the pages together. The assignment book also serves as a hall pass for students who need to leave a classroom to go to restroom, another classroom, the office or the nurse etc. If you do not have the assignment book or have a hall pass, then you can't leave the classroom. If the assignment book is lost or name label is removed, the student is responsible for replacing it at a cost of \$5.00.

## **21. BATHROOM PASSES**

Students have numerous restroom privileges on a daily basis and at a teacher's discrepancy. Excessive restroom requests will be brought to staff attention and the parent/guardian will be notified. If there are extenuating circumstances (medical issue), parents need to notify the office in writing, preferably in the form of a doctor's note and accommodations will be made accordingly.

## **22. EMERGENCY DRILLS**

Students will not talk, run, laugh, joke, or carry on in any way. This is a safety issue and will be dealt with immediately. Students, who violate the above stated items, do not follow teacher/administrator or Fire/Police Department directions while outside may receive at least one detention or ISS and further discipline actions may be taken if deemed necessary.

### **Fire and Emergency Weather (Tornado)**

Fire and tornado procedures are posted in every room and drills will be conducted regularly to ensure the safety of all students. During all drills, or real emergencies, students should follow the directions listed in their room, listen to teachers and administrators and remain silent at all times. In the event of a fire, the alarms/strobe lights will be activated and students will evacuate the building. For a weather emergency, "Tornado emergency procedures are now activated," will be announced over the P.A. system and students will move to the designated tornado shelter (Locker rooms) when it is activated for their specific group (Group A= High School, Group B= 6-8, Group C= 3-5, Group D= K-2).

### **Lock Down/Emergency Evacuation**

If the need arises to lock-down the building due to a building intruder, increased national security threat or any other possible emergency situation the following procedures will be instated:

- An announcement will be made over the P.A. system stating two types of lockdowns or activating emergency evacuation procedures.

- Level One Lockdown- Close classroom doors, continue teaching and do not allow anyone in the hallway. Make sure all students are accounted for, but there is no need to take actual paper/pencil attendance. (Ex: Unruly student in hall, disgruntled parent wanting their child, a minor medical issue)
- Level Two Lockdown- Close classroom doors, lock them and barricade the door immediately using door wedges & furniture. All students must enter classrooms even if they are not yours and will be held in the classrooms until further instructions are given. They are to remain completely silent as well during this process. Teachers place green or red cards in windows facing toward the outside for our authorities, (Green= present & ok / red = emergency only). (Ex: A person harming people in the local area, student with a possible weapon in locker).
- Emergency Evacuation Procedure- Get out of the building quickly by exiting towards the closest emergency exit and make sure the exit route is safe before leaving the building. Reconvene at our safe site location- St. Peter's of Lorain (3651 Oberlin Ave, Lorain, OH 44053) Take class roll from information in your red emergency bag to identify who is missing/present. (Ex: Building intruder with a gun, bomb threat)
- After the situation has been assessed, further instructions and general information will not be broadcasted over the P.A. system or at the safe site. A member of our administrative team will come to each classroom and provide each class with the "**All Clear**," announcement. If this is not heard, then for no circumstances are you to open your door.
- Parents will be allowed to pick up their child or children once the proper authorities have deemed the building to be safe and have neutralized the threat. Parents will be detained in the regular dismissal (depending on location of HSA or St. Peter's of Lorain) area by the local authorities and students will then be escorted to the dismissal area by the homeroom teacher. Parents must show proper identification to get their child and teachers will have parents sign them out from their list as they leave.
- All parents will be contacted via the phone through our school outreach program. Administrative team will handle any PR situations that arise.

### **23. PUBLIC AREAS: HALLWAYS, STAIRWELLS, AND LAVATORIES**

Hallways, stairwells, and lavatories are areas used by all members of HSA - Lorain. Because everyone uses these areas, there are rules of conduct that all students must follow.

You may not loiter in the halls, lunchroom or lavatories or on staircases.

- You may not eat in halls, lavatories, or on staircases.
- You may not run in the halls, lunchroom, lavatories, or on the staircases.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside your locker.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office.

- No horse-playing, pushing, wrestling, hitting, kicking, slapping or play fighting is allowed on school grounds.

During class time, students are not to be in the halls, stairwells, or lavatories without a pass from their teacher or the main office

## **24. SCHOOL ACTIVITIES**

HSA - Lorain will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

### **Field Trips/Overnight Trips**

Field trips/Overnight trips offer exciting ways to learn. Therefore, field trips are an important extension of our school curriculum. HSA-Lorain students will have the opportunity to go on field trips/overnight trips at various times throughout the school year. In order for your child to benefit from all field trips/overnight trips, your child will be expected to follow these rules:

Student must bring the Field trip/Overnight permission slip to school signed by his/her parents or guardian by the specified date.

- Student must wear his/her school uniform unless otherwise specified.
- Student must abide by HSA – Lorain codes of student conduct while on the field trip/overnight trip
- Permission can be revoked by HSA - Lorain staff because of poor behavior, struggling academic performance or attendance related issues.
- Students can be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip
- Student will not be allowed to attend a field trip/overnight trip if OSS (Out of School Suspension) falls on the day of the trip.
- In emergency situations parents will be informed and required to pick up their child immediately.

### **International Trips**

Due to the extensive amount of planning and responsibility on a teacher these trips require, different regulations will apply and will be based on the judgments of the teachers.

### **SCHOOL ACTIVITIES, CLUBS AND TUTORING**

There is no better way for students to enrich their education than by taking parts in clubs and school activities or working with a teacher. These opportunities will allow you to explore more deeply things you already enjoy and to try other areas that sound interesting. School activities are available to HSA - Lorain students who meet eligibility requirements. Eligibility requirements are:

- Student has to possess at least 2.00 G.P.A.
- G.C.C. may take any decision to restrict a student from any school activities because of poor academics and/or behavior performance.
- Student must meet requirements of activity and abide by rules of teacher in charge of the after school activity.

If you are eligible and stay for a school activity, you will be expected to follow these rules:

You must be with a teacher or other staff member at all times.

- You must arrange for your own transportation to arrive promptly to the activity. For those students who are here for clubs and tutoring pickup is at 3:30pm. A three strike rule applies for parents who

are tardy for club and tutoring pickup. After this policy is violated the student will no longer be allowed to participate in club and tutoring activities.

- You must abide by the HSA - Lorain code of student conduct while participating in the activity.
- You may not roam the hallways and if you are caught roaming the hallways you will be asked to leave.

A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore each one that looks interesting.

## **25. ACADEMIC ROLLS**

Academic rolls for 2<sup>nd</sup> thru 8<sup>th</sup> grades will be calculated after each quarter. High school students are recognized at the end of each semester. Student will receive the following rolls with respect to G.P.A.

1. Honor Roll 3:50-4:00
2. Merit Roll 3:00-3:49

and, students raising one letter grade in two subjects without dropping any letter grades will make the Achievement Roll (pluses and minuses are not figured). It is possible for a student to be on Achievement Roll and one of the other academic rolls at the same time.

### **KINDERGARTEN AND FIRST GRADE DIRECTOR'S MERIT POLICY**

This is based on the following categories and is at the teacher's discretion.

1. Well-developed academic skills
2. Behavior (following classroom/school rules and directions)
3. Class work/homework
4. Attendance
5. Effort/hard working

## **26. RECOGNITION**

### **Life Skill Leaders**

Teachers will choose one student per month who exemplifies the life skill of the month. Teachers will actively discuss, teach and model the life skills throughout the month. Students who receive the Life Skill Leader Award will have to work hard and truly be deserving of the award, in order to get their certificate of achievement and the honor of being a leader in the school.

### **Additional Recognitions**

Students are often recognized by teams and individual staff members throughout the year. Other recognitions may be initiated by external groups or organizations (i.e. Science Fair, Spelling Bee, Spoken Word, Art Fair etc....).

## **27. AFTER SCHOOL/PICK UP PROCEDURES**

Dismissal is scheduled at 2:40 pm and all students must exit the building. Students remaining on campus to wait late-arriving rides must adhere to all school rules, policies, uniform codes, etc. If your student's behavior is not within proper conduct he or she will be referred to an administrator. In order for your child to be released a parent/guardian will need to enter the school and pick them up. Phone calls will not be accepted as release for a child.

### **PROMPT PICKUP BY PARENTS (LATE PICK-UP PROGRAM FOR GRADES K-5)**

Horizon Science Academy-Lorain is open from 7:50 a.m.-2:40 p.m., with the exception of those students that stay Monday, Tuesday and Thursday for clubs/tutoring until 3:30 p.m. Students must be picked up promptly at dismissal no later than 2:40 p.m. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised before/after the specified times.

Any drop off before 7:50 a.m. is considered an early drop off and any pick-up after 2:40 p.m. is considered a late pick up (with the exception of club/tutoring days).

If a parent is going to be late, students who remain on school premises after dismissal will automatically be **checked into the Late Pick-Up Program and charged \$1.00, for the first violation and the price will increase by \$0.50 for any additional late pickups. This is NOT a daycare, so please don't treat it as such.** Failure to pay will result in loss of privileges for the student (extra-curricular, field trips) withholding of report card, administrative meeting and/or police contact. These will be enforced at the Assistant Principal of School Culture's discretion. For those students who are here for clubs and tutoring pickup is at 3:30pm and the same rules apply.

Anyone picking up a child who is not on the child's pick-up authorization list will need to be approved through written authorization or a direct call from the parent/guardian before the child may leave the school grounds. Permanent changes to the pick-up list need to be done in writing and submitted to the front office staff. Everyone picking up a student must be prepared to show picture identification.

If after 4:30 p.m. we are unable to reach an authorized party to pick-up the child, the person in charge of the Late Pick Program will contact the local police department. The school will NOT be responsible for the well-being or whereabouts of students who remain after the allotted time frame. For this reason, it is extremely important to keep your child's enrollment information current. Be sure to notify the office or classroom teacher if any information has changed. This will help to avoid any difficult situations.

### **DISMISSAL / TRANSPORTATION PROCEDURE**

Our school day ends promptly at 2:40 p.m. and all of our car riders and bus riders will remain inside their classrooms at the end of the day until each group of students is called over the P.A. system. We will call grades 6-12 sibling car riders, car drivers and bus riders (bus riders will report to the gym) at 2:30 p.m., followed by K-5 car riders and bus riders at 2:35 p.m. (Bus riders report to the gym). Once our 6-12 sibling car riders/drivers are released, the older sibling must sign out the K-5 sibling (s) at door C. They will exit the building through door C and proceed to the main parking lot and leave the premises with a parent, or by driving. Once a student enters their dismissal area or leaves the building, they are not permitted to revisit the classroom or re-enter the building. Then all K-5 students will be waiting in the hallway of door D waiting patiently to hear their name called over our megaphone & 2-way radios. They will be called over the radio by the order that their parents/guardians arrive in our parking lot. Once the student(s) hear their name, they will exit door D and will then be escorted by our staff/student crossing guards and into a car with a bright green car visor tag. Additionally, to prevent any accidents, please be extremely cautious and pay attention to the staff crossing guard on duty when children are loading into cars.

Each parent/guardian will be given 2 bright green car visor tags to use throughout the school year (any additional green car visor tags will cost \$5.00). Parents are required to hang these signs from the car visor, so that when you pull up to our school parking lot, our staff can simply identify the car visor tags that are assigned to each individual student(s). They will have the grade and the child's last name clearly written on

them with black permanent marker. Do not get out of your car and come up to the door-way to get your child/children unless you need to speak with a school official or it is an emergency. We want our parents/guardians to remain in their cars, so we can get you on your way as quickly and as safely as possible. **There will be no special privileges given to students to dismiss from the front office unless it is an emergency, you need to speak with a staff member or it is after hours from the regular dismissal procedure.**

### **TRANSPORTATION CHANGES**

If for some reason you lose your car visor tags, are changing transportation methods, or are sending someone else to pick up your child (will require identification), you must have written notification turned into the office the morning of the change or a phone call before 1:30 pm (no phone calls will be accepted after 1:30pm). If this procedure is not followed then we will follow the routine transportation procedure for that particular student or the student may be held at school, until the proper parent/guardian is able to pick them up. This is purely a safety issue and will be strictly adhered to throughout the school year. Your child/children's safety is our number one priority and therefore will not be permitted to leave with any parent or guardian without a car visor tag or without the proper identification to prove they are the rightful parent/guardian. This is our way of knowing your child/children are in the right hands and are going to the correct destination.

If you have notified the office of an early dismissal, your child will be held in the front office for no longer than 10 minutes from when the specified pick up was communicated. After that time, the front office will send the student back to class for instructional purposes.

Again, dismissal is scheduled at 2:40 pm and all students must exit the building. Students remaining on campus to wait late-arriving rides must adhere to all school rules, policies, uniform codes, etc. If your student's behavior is not within proper conduct he or she will be referred to an administrator. In order for your child to be released a parent/guardian will need to enter the school and pick them up. Phone calls will not be accepted as release for a child.

### **Student Drivers**

This year we will have student drivers at the school and HSA assumes no responsibility for lost, stolen or damaged property to the vehicles. HSA disclaims all risk for vehicles towed or ticketed by Lorain Police. We encourage all drivers to take proper safety precautions while on the property or risk the loss of parking privileges. There will be an assigned section for student parking only and they must have a parking permit (\$10.00 fee for permit) provided by the school and a copy of their license/insurance on file. High School student drivers will be released 10 minutes early to help alleviate traffic congestion, prior to the rest of the student body being released.

## **28. HSA ACCEPTABLE COMPUTER USAGE**

Technology and Electronic Communication Devices are collectively defined as all electronic or technological devices, including but not limited to cellular telephones, beepers, pagers, radios, I-Pods, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, hardware, electronic devices, software, Internet, e-mail, texting, cellular phone cameras or other cameras, and all other similar networks and devices (collectively "Technology").

**The use of Technology at the Academy, while on Academy property, at Academy-related events or Academy-sponsored activities whether on or off Academy property, is a revocable privilege. Failure to abide by this policy may render a student ineligible to use the Academy's computers, any other Technology, loss of privilege to bring Technology on to Academy property or at Academy events, and may bring disciplinary action up to and including expulsion.**

All users are expected to use Technology in a manner appropriate to the Academy's academic and moral goals. The use of the Academy computer network system should be in support of education and research, and consistent with the educational mission or objectives of the Academy.

Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, texting or sexting, instant messaging, web pages, and the use of Technology which disrupts or interferes with or is inconsistent with (a) the safety and welfare of the Academy community, or (b) the educational process or mission of the Academy, or (c) poses a threat to academic integrity, or (d) violates the confidentiality or privacy rights of another individual, or (e) threatens the Academy's students, teachers, staff, guests or volunteers, is prohibited, even if such uses take place after or off Academy property (i.e., home, business, private property, etc.).

Unless an emergency situation exists that involves imminent physical danger or an authorized or certified staff person authorizes the student to do otherwise, non-Academy-owned Technology shall be turned off during the Academy day. Certain non-Academy-owned Technology may be stored in the Student's backpack or locker during the Academy day, but may only be turned on and operated before and after the regular school day.

Students are responsible for personal Technology devices they bring to Academy and the Academy shall not be responsible for loss, theft, or destruction of those devices.

Students shall comply with any additional rules developed by the Academy concerning appropriate use of Technology.

**Unacceptable uses of Technology include but are not limited to:**

- a. text messaging or e-mailing on or off Academy Property during Academy hours to or from a student on Academy Property;
- b. sexting, which is the act of sending sexually explicit messages or photographs, primarily between mobile phones or other electronic communication devices
- c. using digital cameras or camera phones to invade the privacy of others by transmitting unauthorized or derogatory photos or video clips to another person via email, to another camera phone or by posting it on the web;
- d. using digital cameras, camera phones, or other Technology to cheat on examinations;
- e. playing digital games while at the Academy, while on Academy property, at Academy-related events or Academy-sponsored activities;
- f. using digital cameras, camera phones, or other Technology to harass or bully another.
- g. violating the conditions of federal and Ohio law dealing with students' and employees' rights to privacy, including trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
- h. using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability,

religion, national origin or physical attributes via Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.

i. accessing profanity, obscenity, abusive, pornographic, and/or impolite language or materials, or other materials in violation of the Student Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.

j. violating copyright or licensing laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software.

k. plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.

l. Damaging Academy provided Technology (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).

m. using the Academy provided Technology for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following: (i) any activity that requires an exchange of money and/or credit card numbers; (ii) any activity that requires entry into an area of service for which the Academy will be charged a fee; or (iii) any purchase or sale of any kind.

n. any use of Academy provided Technology for product advertisement or political lobbying.

o. use for any purpose which is illegal or against the Academy's policies or contrary to the Academy's mission or best interests.

Students and Staff have no expectation of privacy with respect to the use of **Academy-owned Technology**, the Internet, intranet or e-mail. Maintenance and monitoring of the Academy network system may lead to the discovery that a user has or is violating Academy policy or the law. Violations of Academy policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

An administrator may confiscate a **non-Academy owned Technology** device, which shall only be returned to the Student's parent or guardian. All requests to confiscate these items must be complied with in a spirit of cooperation. If, upon confiscation, the Academy becomes aware of misuse of the device, or, has a reasonable suspicion of other violations of Academy policy, the Student may be disciplined for additional violations of this or other Academy policies. A Student loses his/her privacy rights in the privately owned Technology device and information contained in it, so long as the Academy has a reasonable suspicion of misuse or violation of Academy policy.

The Academy makes no warranties of any kind, either express or implied, that the functions or the services provided by or through Academy-owned Technology will be error-free or without defect. The Academy will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The Academy is not responsible for the accuracy or quality of the information obtained through or stored on the Academy system. The Academy will not be responsible for financial obligations arising through the unauthorized use of Academy-owned Technology.



To the extent practicable, technology protection measures (or “Internet filters”) are used to block or filter Internet access to, or other forms of electronic communications containing, inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children’s Internet Protection Act. The filter serves to block minors from accessing inappropriate material on the Internet and the World Wide Web. However, families must be aware that some material accessible via the Technology contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the Academy is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by a member of the Operator’s Information Technology Team or its designated representatives.

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy. By using the filter program as well as staff monitoring student use, the Academy is attempting to provide a safe and secure medium by which students can use the Internet, World Wide Web, electronic mail, chat rooms, and other forms of direct electronic communications.

To the extent reasonable, steps are taken to promote the safety and security of users of the Academy’s online computer network. Other inappropriate network usage that the Academy intends to eliminate includes:

- Unauthorized access, including so-called ‘hacking’ and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

The following guidelines and procedures are expected to be utilized by staff, students or members who are authorized to use HSA – Lorain’s computers and online services:

- 1) Students may only log on and use the network under the immediate supervision of a staff member and only with his/her authorized account.
- 2) Students in whose name an online service account is issued are responsible for its proper use at all times.
- 3) Note that electronic mail (email) is not private. Those who operate the system have access to messages relating to or in support of illegal activities; use of any such activities will be reported to the authorities. HSA - Lorain reserves the right to monitor all email transported on its network.
- 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, religion 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 - Lorain policy.
- 12) Vandalism will result in the cancellation of user privileges. Vandalism includes uploading/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, used in conjunction with the system are prohibited.

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 - Lorain.

15) Users shall report any security problem or misuse of the network to the teacher, Assistant Principal of School Cultures, or immediate supervisor.

16) All communications and information accessible via the network should be assumed to be private property.

17) The system shall be used only for purposes related to school education or administration. The administration reserves the right to monitor any computer activity and online communications for improper use.

18) Rules and regulations of net etiquette are subject to change by the HSA - Lorain administration.

19) Activities not in compliance with Ohio Revised Code are strictly prohibited.

### **COMPUTER USAGE - EMAIL ACCOUNTS**

Students are not permitted to have a student email account on the HSA - Lorain 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 are not permitted to access private email accounts (AOL, Yahoo!, etc.) from school at any time. Students violating any computer agreement guideline will lose all computer privileges and disciplinary action may be taken. Violations will be considered a Level II Misbehavior.

## **29. HARASSMENT/BULLYING**

All students at HSA - Lorain have the right to feel that they are physically, emotionally, and intellectually safe.

Anti-Harassment Anti-Intimidation And Anti-Bullying Policy

Section One:

It is the policy of the Board of Directors of the Academy that any form of bullying behavior, whether in the classroom, on Academy property, to and from Academy or at Academy-sponsored events, is expressly forbidden.

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The Academy's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation or bullying will not be tolerated by students, faculty or school personnel.

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

Section Two: Definition of Terms

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

1. Causes mental or physical harm to the other student; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

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:

1. Causes mental or physical harm to the other student/school personnel; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Additionally, Harassment, intimidation or bullying" means any violence within a dating relationship.

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.

The behaviors outlined above are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will violate this policy. An Academy-sponsored activity shall mean any activity conducted on or off Academy property (including Academy buses and other Academy-related vehicles) that is sponsored, recognized or authorized by the Ohio Board of Education. Transportation of students covered by this policy in rental vehicles or in privately-owned vehicles to or from Academy-sponsored activities shall be subject to this paragraph.

### Section Three: 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 Academy personnel. Examples of conduct that could constitute prohibited behaviors include:

- Physical violence and/or attacks;
- Threats, taunts and intimidation through words and/or gestures; including, but not limited to disparaging a student on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, academic or athletic performance, disability or English language proficiency.
- Extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and,
- 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:

- Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
- Sending abusive or threatening instant messages or emails,
- Using camera phones to take embarrassing photographs of students and posting them online; and,
- Using Web sites to circulate gossip and rumors to other students;
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

#### Section Four: Complaint Processes and Publication of the Prohibition Against Harassment, Intimidation and Bullying and Related Procedures

The prohibition against harassment, intimidation or bullying shall be publicized in student handbooks and in the publications that set forth the comprehensive rules, procedures and standards of conduct for the Academy Elementary, Middle and High Schools and the students who are enrolled in the same. In addition, information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

Harassment, intimidation, or bullying behavior by any student/school personnel in the Academy's Elementary, Middle and High Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. The prohibitions of this policy shall also apply to all guests and visitors of the Academy Elementary, Middle and High Schools.

#### **Complaints**

##### Formal Complaints (Written Complaints)

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or member of the Academy's administrative staff, such as the Director or Secretary or other office staff, and they shall be promptly forwarded to the building director for review and action in accordance with this policy.

### Informal Complaints (Verbal Complaints)

Students, parents or guardians and Academy personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher or Academy administrator, or other Academy personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. An Academy staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the Academy staff member and/or administrator shall be promptly forwarded to the building director for review and action in accordance with the requirements of this policy.

### Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the Academy staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

## Section Five: Academy Personnel Responsibilities and Intervention Strategies

### Teachers and Other Academy Staff

Teachers and other Academy staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the building director and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other Academy staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building director and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building director or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building director or his/her designee.

In addition to addressing both informal and formal complaints, Academy personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students. Academy personnel may find opportunities to educate students about harassment, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. Academy personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/Academy personnel, even if such conduct does not meet the formal definition of "harassment, intimidation or bullying". Such interventions shall be documented in writing and forwarded promptly (no later than the next school day) to the building director.

### Administrator Responsibilities

#### Investigation

The building director and or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying or of behavior tending to be of this kind, as described in

the immediately preceding paragraph. Under the direction of the building director or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### Section Six: Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building director or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of "harassment, intimidation or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building director. The following sets forth possible interventions for building directors to enforce the Boards' prohibition against "harassment, intimidation or bullying."

#### Non-disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

#### Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Neither formal, informal nor anonymous complaints that are not otherwise verified shall be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of the Academy in which the violation has occurred, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

## Section Seven: Intervention Strategies

### General

• In addition to the prompt investigation of complaints of harassment, intimidation or bullying and direct intervention when such prohibited acts are verified, other Academy actions may ameliorate any potential problem with harassment, intimidation or bullying in Academy or at Academy-sponsored activities. While no specific action is required and Academy needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and Academy personnel:

- Respectful responses to harassment, intimidation or bullying concerns raised by students, parents or Academy personnel;
- Planned professional development programs addressing targeted individuals' problems; including what is safe and acceptable Internet use;
- Data collection to document victim problems to determine the nature and scope of the problem;
- Use of peers to help ameliorate the plight of victims and include them in group activities;
- Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
- Awareness and involvement on the part of all Academy personnel and parents with regard to victim problems;
- An attitude that promotes communication, friendship, assertiveness skills and character education;
- Modeling by Academy personnel of positive, respectful and supportive behavior toward students;
- Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines);
- Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and
- Form harassment, intimidation and bullying task forces, programs and other initiatives involving volunteers, parents, law enforcement and community members.

### Intervention Strategies for Protecting Victims

1. Supervise and discipline offending students fairly and consistently;
2. Provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition;
3. Maintain contact with parents and guardians of all involved parties;
4. Provide counseling for the victim if assessed that it is needed;

5. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
6. Check with the victim daily to ensure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

## Section 8: Reporting Obligations

### Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building director or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are to be, or may be, imposed against such student, a description of such discipline shall be included in such notification.

### Reports to the victim and his/her parent of guardian

If after investigation, acts of bullying against a specific student are verified, the building director or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.

### List of verified acts of harassment, intimidation or bullying

- A requirement that the Academy administrators semiannually provide the president(s) of the Academy board(s) a written summary of all reported incidents and post the summary on the Academy Web site, if one exists. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on Academy property, to and from Academy, or at Academy-sponsored events.
- This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is protected by state or federal law such as the nondiscrimination, suspension and expulsion/due process, violent and aggressive behavior, hazing, discipline / punishment, sexual harassment, peer sexual harassment and equal educational opportunity acts.

### Police and Child Protective Services

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to County Children Services or a comparable child protective service agency, per required timelines. The Academy Elementary, Middle and High Schools must also investigate for the purpose of determining whether there has been a violation of this policy, even if law enforcement or CPS is also investigating. All Academy Elementary, Middle and High School personnel must cooperate with investigations conducted internally or by outside agencies.

In addition to, or instead of, filing a bullying/harassment/intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Revised Code or common law that may apply.



## Section Nine: Training

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other Academy policies, procedures and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other Academy rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer and parent handbooks.

Information regarding the policy on harassment/intimidation/bullying behavior shall be incorporated into employee training materials and volunteers with direct contact with students. Time spent by Academy employees in the training, workshops or courses shall apply toward any state or district mandated continuing education requirements.

Academy personnel members are encouraged to address the issue of harassment / intimidation/ bullying in other interaction with students. Academy personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling and reinforcement of socially appropriate behavior. Academy personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/Academy personnel, even if such conduct does not meet the formal definition of "harassment/intimidation/bullying."

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. Any gesture or physical act, or electronic, written or verbal expression that may harm another student or damage another student's property or reputation will not be tolerated. Physical or psychological intimidation of a student through violence, threats, teasing, taunting, put-downs, name-calling, gossip, ostracizing, or sexual harassment is expressly forbidden. **This includes any actions that insult or demean any student or group of students in such a way as to interfere with school culture or the school's educational mission.**

- 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 or teacher about the problem. 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.
- A bullying contract is signed by all of our students for accountability purposes and buddy bracelets are also distributed to students to promote positive relationships and interactions among their peers.

This is our No-Taunting Pledge:

I will pledge to be part of the solution.  
I will eliminate taunting from my own behavior.  
I will encourage others to do the same.  
I will do my part to make my community a safe place by being more sensitive to others.  
I will set the example of a caring individual.  
I will eliminate profanity towards others from my language.  
I will not let my words or actions hurt others.  
And if others won't become part of the solution, I will.

### **30. STUDENT CONDUCT AND DISCIPLINE**

HSA - Lorain has as its goal to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the HSA - Lorain administrators and teachers shall not allow the following behaviors during school, on school property, or at or during any school-sponsored activities.

#### **BUS RULES**

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment. It is our privilege and pleasure to provide students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Horizon Science Academy - Lorain buses, safety precautions are a must! Your help is needed because safety is everyone's responsibility and it's important to remember riding a school bus is a privilege not a right!

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the director or Assistant Principal of School Culture.

HSA does not employ the bus drivers. However, when a behavior referral is written it is the responsibility of the Assistant Principal of School Culture of students to issue the consequences for the behavior. These consequences include but are not limited to: after-school detention, Saturday detention, bus suspension for a specific amount of days, and permanent bus suspension. Students are expected to sit in their seats and speak at a reasonable volume, and to respect all passengers. When these expectations are not followed, the safety of all passengers is at risk. Therefore, bus referrals are taken very seriously and the consequences will reflect the behaviors exhibited on the bus. To that end, the following conduct rules are called to your attention:

1. Students must arrive at the bus stop five minutes before the bus is scheduled to arrive. The bus will not wait.
2. Students must wait quietly in a location clear of traffic and away from the bus stop.
3. Student behavior at bus stops must not threaten life, limb or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully.
7. Students must be courteous and respectful to fellow students and to the bus driver.
8. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
9. Students must not create unnecessary confusion to divert the driver's attention which might result in a serious accident.
10. Students must not use profane or abusive language.
11. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons.
12. Students must not use tobacco, or related products, on the bus.
13. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student.
14. Students must not throw or pass objects on, from or into the bus. ()
15. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted.
16. Students must treat bus equipment as one would treat valuable furniture in his or her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.

17. Students must not extend any part of their bodies out of the bus windows. (
18. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk.
19. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise.

### **MINOR VIOLATIONS**

Minor Violations are those that disrupt the driver's concentration or behavior that may cause harm to the student or others. Some other minor violations include:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus or out of the seat
- Touching/disrupting others
- Repeated tardiness to the bus
- Disrespect to other students or the driver
- Harassment of other students
- Not following the reasonable request of the driver
- Possession of a match or lighter
- Eating or drinking (food or gum) on the bus
- Tampering with emergency equipment or doors
- Littering or throwing objects from the bus
- Any other infraction of the building's student behavior code

**CONSEQUENCES-** Three minor violations may result in a bus suspension up to 3 days.

### **MAJOR VIOLATIONS**

Major Violations are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver, or the public.

- Minimum of five repeated Minor Violations
- The threat of violence to the driver or other school employees
- The use of profanity
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, fire cracker, cherry bomb, sparkler, etc.)
- Fighting/assault
- Possession of a weapon
- Vandalism or arson
- Theft
- Spitting on students
- Pushing/hands on others/tripping

**CONSEQUENCES-** Suspensions up to 10 days or expulsion up to 80 days from the bus and/or from school

## **31. UNACCEPTABLE STUDENT BEHAVIORS**

Students are considered to be subject to the authority of the school when they are en route to or from school and at school related or school sponsored events even though those activities may not take place at an actual school. Some examples include athletic meet and games, field trips, contests, and concerts. Misbehaviors which occur at such events as outlined below will be subject to the same penalties as misbehaviors that occur in school. **NEW HIGH SCHOOL CODE OF CONDUCT REGULATION- INIATING A FIGHT AT THE SCHOOL LEVEL IS GROUNDS FOR AUTOMATIC REMOVAL FROM THE SCHOOL.**

### **LEVEL I - MISBEHAVIORS**

- A. Failing to attend school on time or to attend classes on time- 5 tardies = 1 after school detention
- B. Failing to attend all assigned classes
- C. Taking and using the writings and ideas of another and deceptively submitting them as one's own work in satisfying a school assignment
- D. Signing the name of another person for purpose of defrauding school personnel
- E. Cheating on examinations
- F. Engaging in excessive displays of mutual affection- hugging, kissing those of the opposite sex, improper touching.
- G. Possessing beepers, pagers, MP3 players, cellular phones, CD players, laser pointers, video games and similar electronic devices in school
- H. Wearing non-dress code clothing
- I. Posting or distributing materials on school property that causes a disruption to the educational process.
- J. No permanent markers or gel pens.
- K. Being habitually tardy. The tenth one will result in one day in school suspension.
- L. When using the restroom facilities do not put paper towels in the toilet or spit in the water fountain.
- M. Leaving classroom without permission.
- N. Chewing gum, eating or drinking in class.
- O. Littering
- P. Running in the hall, classroom, and stairways.
- R. Poor attitude
- S. Physical contact: pushing, hitting, kicking or tripping
- T. Throwing objects, shooting or possessing rubber bands.
- V. Refusing to follow directions.
- W. Disorderly conduct.
- Z. Possessing joke and gambling items, hand buzzers, dice and cards, etc.

### **CORRECTIVE ACTION I**

Disciplinary responses other than suspensions may be used by the teacher/administrator to correct Level I misbehaviors. Level I misbehaviors will result in lunch/recess/after school/Saturday detentions, in school suspensions, out of school suspensions up to 3 days, optional classroom assignments/reports, mini course objectives, removal from an event or class, parent supervision and behavior contracts. Disciplinary responses may include:

1. Teacher conference (with student alone or with parent(s)/guardian(s))
2. Director conference (with student alone or with parent(s)/guardian(s))
3. Parent/guardian contact by telephone

The director may utilize school based or agency mediation programs for conflicts between students as appropriate

Related or chronic occurrence of Level I misbehaviors may result in out of school suspension as a Level II-A misbehavior.

## **LEVEL II - MISBEHAVIORS**

- A. As defined by the director chronic violation of Level I misbehaviors
- B. Leaving school without permission, in the absence of an emergency
- C. Engaging in or causing a disruption on a school bus on a field day
- D. Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety
- E. Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession, or coming to school under the influence of alcohol or drugs
- F. Intentionally causing an interruption of education in the classroom
- G. Using abusive, inappropriate or profane language (including cussing, name calling/racial slurs)
- H. Failing to adhere to school culture and directives of school personnel when subject to the authority of the School
- I. Intentionally participating in or initiating actions that result in the disruption of the entire school
- J. Gambling on school premises
- K. Trespassing, including entering a school to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission from the school \ director or bringing an unauthorized visitor to the school
- L. Intentionally participating in hazing activities which include making another student carry you books or book bag, cleaning out your desk or any actions against another person's will.
- M. Engaging in minor sexual contact with or without mutual consent (holding hands, kissing, public displays of affection)

N. Engaging in an activity that may create a condition that is unsafe or unhealthy to others. Examples include- throwing objects or pushing others in a crowd.

O. Violation of testing protocol during standardized testing (cheating, misuse of all electronics, disruptive behavior)

P. Intentionally participating in or initiating actions that taunt or instigate violence, physical harm (videotaping fights and/or posting them on social media, creating memes of the incident, standing and watching the fight, etc)

### **CORRECTIVE ACTION II**

The director/assistant director may suspend a student for a period not to exceed five (5) school days, following appropriate due process as specified in the Ohio Revised code 3313.66. Other actions may be pursued such as mandatory counseling, community service, restitution, behavior contracts, alternative programming, and parent supervision. **NEW HIGH SCHOOL CODE OF CONDUCT REGULATION- INIATING A FIGHT AT THE SCHOOL LEVEL IS GROUNDS FOR AUTOMATIC REMOVAL FROM THE SCHOOL. THREE CLASS II MISBEHAVIORS WITH SUSPENSION WILL RESULT IN A BEHAVIOR CONTRACT. A VIOLATION OF CLASS II MISBEHAVIOR WHILE ON A CONTRACT WILL RESULT IN EXPULSION.**

### **LEVEL III - MISBEHAVIORS**

A. Using or bringing weapons, dangerous instruments, explosives, firearms, or knives to school

A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear (examples: guns, knives, knuckles, clubs, sharp objects etc.)

A dangerous instrument is anything that although not specifically designed to hurt someone, can be used to hurt someone or put someone in fear (examples: belts, combs, compasses, sharp objects etc.)

-An explosive is any substance that can potentially generate a release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, etc.)

-Any object, which closely resembles a weapon or explosive and could put persons in fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns, smoke bombs, bullets/bullet shells, sharp objects etc.)

B. Possessing or using tobacco or tobacco substitutes at school

C. Verbally or physically threatening to injure or harm a school staff member

D. Posting threatening messages on social media sites that cause fear of harm in school or disrupts the educational process.

E. Showing adamant defiance & disrespectfulness to teachers or staff by using inappropriate behavior.

F. Intentionally causing physical injury to a school staff member.

- G. Intentionally causing or attempting to cause physical injury or intentionally behaving in such way as could reasonably cause physical harm to another person or student.
- H. Sexual conduct or sexual contact without mutual consent which includes all forms of sexual harassment
- I. Hate crimes.
- J. Engaging in drug related activities, including but not limited to:
  - Making, selling, or distributing drugs/counterfeit drugs at school;
  - bringing readily identifiable drug abuse instruments or paraphernalia to school
  - or having such items in his/her possession;
  - using or possessing drugs/counterfeit drugs at school.
- K. Intentionally burning or attempting to burn property
- L. Stealing or attempting to steal or possession of stolen property
- M. Damaging or attempting to damage property. Including but not limited to books, desks, walls, lockers and tables.
- N. Forcibly entering a school building locker, classroom, or secured enclosure
- O. Extorting or attempting to extort property
- P. Falsely sounding a fire alarm, calling the police or causing a fire alarm to be sounded- inducing panic.
- Q. Falsely communicating or causing to be communicated that a bomb is located in or on property
- R. More than one person acting together to intentionally cause harm or injury to alone/ individual
- S. Bringing/showing inappropriate materials on school property (pornography, sexually suggestive pictures/communication, etc.)
- T. Excessive referrals of Level I and Level II misbehaviors may/will result in expulsion.
- U. Gang related materials or participating in gang activity.
- V. Engaging in serious sexual relations with or without mutual consent.
- W. Sexually assaulting another person (as specified in O.R.C. 2907.01)
- X. Fighting (this includes fighting from home to school and from school to home)- Automatic removal with high school students if it is initiated.
- Y. Bullying (teasing, taunting, passing notes, spreading rumors or cyber bullying.)

### **CORRECTIVE ACTION III**

The director/assistant director may suspend a student for a period not to exceed 10 school days, following appropriate due process as specified in ORC 3313.66

Any student may be expelled by the director for Level III offenses.

Parents will be informed of any Level III misbehavior offense committed by their child immediately by the administration of the school.

Students who are found to have Violated Rule III-F (staff assault) and Rule III-K or L (drugs) will be expelled.

Students, after required due process as specified in Ohio Revised Code 3313.66, found to have violated this section must be immediately expelled by the Director. Based on Ohio Code Section 3313.66, students who bring firearms on school property, in a school vehicle, or any school-sponsored event shall be expelled for ONE CALENDAR YEAR.

- Additionally, students who are expelled for a violation of this section have reached their 16th birthday, have been convicted or adjudicated delinquent of a violation of O.R.C. 3316.662 may be subject to permanent expulsion from school.

## **32. CONSEQUENCES**

All students at HSA - Lorain 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, community service, counseling, restitution projects, alternative programming, parent supervision, detention, suspension, expulsion, emergency removal from a school activity and criminal prosecution.

All students at HSA - Lorain 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. To the extent possible, all persons reporting the information will be kept 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.

### **AFTER SCHOOL DETENTION**

Less serious student offenses will result in after school detentions. Parents may request a delay of the detention; by phone calls, face to face request or a written note. Students are notified of the infraction and are to serve the detention on the date(s) listed on the detention slip. The parents will be informed by receipt of the white copy, which will be sent home with the student. Parents must sign the white copy. Students are to give the signed white copy to the teacher whom assigned upon arriving at the detention. Failure to serve the detention assigned within five school days will result in half day of ISS by the director or Assistant Principal of School Culture- depending on the grade of the student. If the detention is still not resolved, then further



consequences are enforced. Other detentions may be assigned and served with individual teachers. The student's transportation to the scheduled after-school detention is the responsibility of the student/parent.

The following rules must be followed in detention:

1. 40 minutes in length
2. No talking or moving from assigned seat.
3. No headphones or radios or other electronic items
4. Complete detention assignments or extra work
5. Students need to bring schoolwork; reading material or teacher will provide work.
6. No sleeping.

### **SATURDAY DETENTION**

Saturday detention is served from 9:00 a.m. to noon on a Saturday mornings for grades 3-11 and also takes place from 9:00 a.m. to 10 a.m. for grades K-2. Saturday detention students will meet in the front office prior to 9:00 a.m. Saturday detention will be determined by administration.

Saturday Detention guidelines:

1. Absence from an assigned Saturday detention, without PRIOR approval of an administrator, may result in suspension.
2. Students are to sign the Saturday detention sign-in sheet.
3. Students are to bring schoolwork or work will be assigned. No other kinds of activity will be permitted.
4. Talking is not permitted.
5. Parents will be notified of assigned Saturday detention by mail, telephone, or email. Students are also to inform parents.
6. No sleeping will be permitted in Saturday detention

### **IN SCHOOL SUSPENSION**

Students serving In-School Suspension shall be permitted to make up and receive credit for assignments during the period of In-School Suspension.

1. Students are to bring schoolwork and will be in the RESPECT Room located in the front office.
2. Parents will be notified of In-School Suspension.
3. ISS is assigned for one school day unless otherwise stated by school authority.
4. Guidelines for ISS will be issued and discussed upon assignment of student to this suspension.

### **OUT OF SCHOOL SUSPENSION**

Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.

1. **Students will not be allowed to make up classroom work, tests, etc. missed while serving Out-of-School Suspension. Students will receive zero credit for the work missed.**
2. Suspensions may cross semester lines and may be carried from one school year to the next.
3. Students may not attend any school functions, home or away.

Students are not permitted on school grounds while serving an Out of School Suspension. In order for schools to operate effectively, a suitable environment for learning must exist. Our students have generally been well behaved, but we do find occasions when we must suspend students for various infractions. When this is necessary, some questions have developed concerning classroom work.

**All suspensions will result in loss of credit for the period of time that the student has been suspended. The student may get class assignments and complete the work in order for the student to be better prepared upon his/her return to school, but no credit will be given for the work.**

The student and parent/guardian may appeal a suspension within two (2) calendar days of the suspension being issued. This appeal will be made to the Director and heard by a disciplinary board made up of three (3) administrators. Students 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 on suspensions will be held within four (4) school days of the appeal being made. The decision of this disciplinary board is final.

### **EXPULSION**

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the Assistant Principal of School Culture/director after hearing about the events involved in a situation.

The student and parent/guardian may appeal an expulsion within fourteen (14) calendar days of the expulsion being issued. This appeal will be made to the Director and heard by a disciplinary board made up of three (3) administrators. Students 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 on expulsions will be held within four (4) school days of the appeal being made. The decision of this disciplinary board is final.

Students who are expelled from the school are not to be on school property at any time including after school events for the duration of their expulsion.

**CONCEAL CARRY UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDNANCE INTO A SCHOOL SAFETY ZONE.**

## **33. SCHOOL CLOSINGS**

In the event of inclement weather, school delays and closings will be reported to all list serve subscribers, local radio and television stations (Channel 5 & Fox 8 News) and will appear as Horizon Science Academy - Lorain.

## **34. ESEA NOTIFICATION**

As a parent of Horizon Science Academy of Lorain, you have the right to know the professional qualifications of the classroom teacher(s) who instruct your child. Specifically, you have the right to know whether your child's teacher has been licensed or certified by the Ohio Department of Education for the grades and/or subjects he or she teaches, or if the Ohio Department of Education has decided that the

teacher can teach in a classroom without being licensed or qualified under the state regulations because of special circumstances. You also can request such information as to the teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees. You may also ask if any teachers' aides who provide services to your child have the proper qualifications.

### **35. FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

#### Notice of Rights Under the Family Educational Rights and Privacy Act ("FERPA") and Authorization to Release Student Directory Information

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs. Parents/Guardians and Students possess the right to request and receive from the School the following: (1) an explanation of information in the student's education records; (2) a copy of all or part of the student's education record; and (3) a list of the types and locations of the student's education records collected, maintained, or utilized by the School.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or support staff position, including employees of Concept Schools; a member of the school law enforcement unit, which consists of the School Leader; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education**

400 Maryland Avenue, SW  
Washington, DC 20202-5901

5. The school intends to forward any and all education records to another school or postsecondary institution at which the students seeks or intends to enroll, upon the condition that the student's parents be notified of the transfer, receive a copy if so desired, and have an opportunity for a hearing to challenge the content of the record.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records. Under FERPA, most information about our students cannot be made public without the consent of parents/guardians. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s)/guardian(s) inform the School in writing not to release such information.

### OFFICIAL DESIGNATION

The School must choose one of the following options and mark appropriate lines with an "X". This School:

HAS NOT designated any personally identifiable information as directory information and will not include such information in school publications, recognition lists, programs or student directories or give such information to third parties without parental consent

### OR

X HAS designated the following marked information as directory information ("X" applicable information below):

- X Student's name  
Student's address  
Student's telephone number  
Student's date and place of birth  
Student's major field of study  
Student's participation in officially recognized activities or sports  
the weight and height of members of athletic teams  
dates of attendance  
awards received  
date of graduation

The School will use the designated directory information (if any) in the following manner [school check appropriate lines]

- X   all school related publications  
    yearbook  
    honor roll  
    other recognition lists  
    activity programs  
    awards or awards ceremonies  
    graduation programs  
    sports  
    student directory  
    other  
all of the above

Officially designated directory information can also be disclosed to outside organizations unless parent(s)/guardian(s) have advised the School that they do not want their student's information disclosed without their prior approval.

If you do NOT want the School to disclose directory information from your child's education records without your consent, you must notify us in writing within ten days of your receipt of this notice.

If the School has not designated directory information, no directory information will be released (see above).

### **36. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION**

#### Description of Intent

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA, as revised by the No Child Left Behind Act. For example, the names of the student, Parent/Guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

#### Rights Afforded by the PPRA

The PPRA affords emancipated minors and students of age eighteen (18) and older (Eligible Students) and Parent/Guardians of minors certain rights regarding the School's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

- The right to provide consent before students is required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
  1. political affiliations or beliefs of the student or student's parent
  2. mental or psychological problems of the student or student's family
  3. sex behavior or attitudes
  4. illegal, antisocial, self-incriminating, or demeaning behavior
  5. critical appraisals of others with whom respondents have close family relationships
  6. legally recognized privileged relationships, such as with lawyers, doctors, or clergy
  7. religious practices, affiliations, or beliefs of the student or Parent/Guardian
  8. income, other than as required by law to determine program eligibility
- The right to receive notice and an opportunity to opt a student out of the following:
  1. any other Protected Information Survey, regardless of funding
  2. any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
  3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- The right to inspect, upon request and before administration or use, of the following:
  1. Protected Information Surveys of students
  2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
  3. instructional material used as part of the educational curriculum

These rights transfer from the Parent/Guardian to the student if the student is eighteen (18) years old or is an emancipated minor under state law or by court order.

#### Notification Procedures

The School will work to develop and adopt policies regarding these rights in consultation with Parent/Guardian. The School will also work to make arrangements to protect student privacy in the administration of Protected Information Surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The School will directly notify the Parent/Guardian of these policies annually in this PPRA Notice or after any substantive changes. The School will also directly notify by U.S. mail, e-mail, or other reasonably available method Parent/Guardians of students who are scheduled to participate in the specific activities or surveys described in this PPRA Notice and will provide an opportunity for the Parent/Guardian to opt students out of participation of the specific activity or survey. The School will make this notification to Parent/Guardian near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the Parent/Guardian will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will be provided an opportunity to opt their students out of such activities and surveys. The Parent/Guardian will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales or other distribution
- administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education
- any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA

Where a Student is scheduled to participate in these activities, the Student will be notified as described above.

#### Reporting a Violation

The Parent/Guardian or Student who believes their rights have been violated may file a complaint to the following:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **37. NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES INCLUDING TITLE II, TITLE VI, TITLE IX, SECTION 504 AND ADA**

The School does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities, or employment. The Board of Directors will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information or any other unlawful basis.

Further, it is the policy of the School to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence, or social or economic background, to learn through the curriculum offered in the School.

The following person has been designated to handle inquiries regarding the nondiscrimination policies of the School or to address any complaint of discrimination: \_\_\_\_\_

### **38. NOTIFICATION OF PESTICIDE APPLICATION**

Parents/guardians may request prior notifications of the applications of pesticides which are scheduled for a time when school is in session. To request such advance notification contact the Director or school office.

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

## **STUDENT & PARENT CONDUCT CONTRACT**

Because all of you have elected to apply to Horizon Science Academy - Lorain, we anticipate that all students and parents will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask each of you to carefully read over and sign the parent/student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn. Always remember to be Respectful, Responsible, Ready, and Safe!

***As a student & parent of Horizon Science Academy, I will do my best to do the following:***

### Attendance

- I will ensure that my child comes to school on time every day no later than 8:15 a.m.
- I understand that my child is considered tardy if he or she comes into school at 8:16 a.m.
- I understand my child will be considered tardy to class and will be locked out after 8:20 a.m.

- I will make sure that my child promptly makes up missed work following all excused absences. All unexcused absences will result in zeroes for missed work.
- I understand that an absence is excused only for illness, family emergency, or religious observance and that I must call within 48 hours of the absence (at the latest) and or send a written note of explanation.
- I understand that the school day ends at 2:30 p.m., but my child may be required to stay until 3:30 p.m. for clubs, tutoring or if he or she has a detention.
- I agree to make transportation arrangements as needed for regular dismissal at 2:30 p.m. or if my child must remain until 3:30 p.m.
- I agree to call the front office by 1:30 p.m. to make any necessary transportation changes.
- I understand that if my child is picked up late (after 2:40 p.m. or 3:30 p.m.), then I will be charged a fee by the Late Pick-Up Program (Not a daycare service).
- I understand that my child will not be permitted to enter the building before 7:50 a.m. - no exceptions.

#### Homework

- I agree to check my child's homework nightly to ensure that it is complete.
- I understand that my child will be able to make up any homework missed with an excused absence.
- I understand that not doing homework can impact my child's grade.

#### Code of Conduct

- I agree to promote and support the rules of behavior as outlined in the Student Handbook for 2017-2018.
- I understand that my child may be required to stay after school or on Saturdays if he or she behaves in a manner that interferes with the code of conduct at the school.
- I understand that my child will have more severe consequences if he or she does not attend an assigned behavioral consequence such as detention.
- I will come to school for a meeting if my child is suspended, or behaves disrespectfully towards his/her teachers or staff members, and I understand that my child will not be allowed to return to class until this meeting occurs.
- If my child receives an Out of School Suspension (OSS) he or she will receive zeros for the days suspended.
- I understand that if I am a high school student and I initiate a fight, then I will be immediately removed for the remainder of the school year.

#### Promotion Policies

- I understand that my child needs to pass all core academic classes (math, language arts, science and social studies) in order to be promoted to the next grade level.
- I understand that my child will be retained if he or she fails one or more core academic classes.
- I will ensure that my child attends test prep programs at school for additional academic support if required by the school.
- I understand that my child may be required to stay after school for extra help or tutoring.
- I understand that I need to sign and return all retention warning letters if issued.

#### Dress Code

- I will ensure that my child comes and leaves the school in uniform, according to guidelines listed in the 2017-2018 Student Handbook.
- I understand that if my child comes or leaves the school out of uniform, he or she will receive a dress code violation and that it needs to be signed by the parent.
- I understand if the problem continues he or she may be referred to the Assistant Principal of School Culture.



- I understand that the dress code will be enforced with no exceptions.

Communication

- I agree to support my child's academic work by communicating regularly with my child's teacher and support staff by scheduling appointments to talk with them as needed, and by attending Parent-Teacher Conferences.
- I agree to show mutual respect for our staff at all times throughout our campus.
- I agree to promptly sign and return my child's report card and progress reports.
- I agree to attend family meetings and other school-sponsored events on a regular basis.
- I have read the 2017-2018 Student Handbook and signed this page for verification.

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

My signature below indicates that I have received and read all of the STUDENT HANDBOOK & STUDENT/PARENT CONTRACT completely with the student I have enrolled at HSA. I also understand the contents of HSA school procedures and will abide to all that is required.

**Parents must inform Horizon Science Academy - Lorain of changes in residence, custody and home, work, and emergency telephone numbers in writing.**

To access our 17-18 Student Handbook please visit <http://www.horizonlorain.org/student-handbook> or request a printed copy in the front office.

Teacher's Name & Grade: \_\_\_\_\_

Student's Name (Print) & Signature: \_\_\_\_\_

Parent's Signature & Date: \_\_\_\_\_