

STUDENT / PARENT HANDBOOK 2022-2023



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Welcome

Dear Parents and Students,

Welcome to the 2022-2023 school year at Horizon Science Academy Columbus High School.

This handbook is an overview of our school's Policies and Expectations. It is an essential reference guide describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding. This handbook is presented in digital form and posted in our building for reference. Upon enrolling, both parent and student acknowledge how to access this handbook. On behalf of the entire Horizon Science Academy staff and community, best wishes for a great school year!

HSA Administration

MISSION STATEMENT

Recognizing that educational success will be realized only when the triad of student, teacher, and parent/guardian is in harmony, the mission of the Horizon Science Academy Columbus High School is to create a partnership among this triad that will provide our youth with the support necessary to reach their highest potential, intellectually, socially, emotionally, and physically.

Because of the nature of its mission, Horizon Science Academy does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

HSA Columbus High School Academic Calendar

2022 - 2023 School Year

| August 2022 ⁽¹⁷⁾ | | | | | | | September 2022 ⁽²¹⁾ | | | | | | | October 2022 ⁽²⁵⁾ | | | | | | | July 29 - ONLY New Teacher PD by Concept Schools August 1-8 - Teacher Institute August 3 - All Staff PD by Concept Schools August 9 - First Day of School (Freshmen ONLY) August 10 - First Day of School (10th, 11th & 12th) September 5 - Labor day- School Closed October 6 - ER & P/T Conferences (1:30 pm - 6:00 pm) October 6 - End of 1st Quarter (42 days) November 21-25 - Thanksgiving- School Closed December 12-16 - Midterms (ER at 1:00 pm) December 16 - End of 2nd Q. and 1st Sem. (45 days) December 19-30 - Winter Break-School Closed January 2 - Staff PD (all day) - No students January 16 - No School - MLK Day February 20 - No School - President's Day March 9 - ER & P/T Conferences (1:30 pm - 6:00 pm) March 9 - End of 3rd Quarter (46 days) March 10 - Staff PD (all day) - No students April 7 - Good Friday April 3-7 - Spring Break April 21 - Staff PD (All day) - No students May 22-26 - Finals (ER at 1:00 pm) May 26 - End of 4th Q. and 2nd Sem. (49 days) May 26 - Last Day of School for Students May 29 - Memorial Day | | | | | | | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|---------------------------------------|-----|-----|-----|-----|-----|----------------|------------------------------------|-----|-----|-----|-----|------------------|-----|---|----|----|----|----|----|----|----|----|----|----|----|--|--|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | | 30 | 31 | | | | | | | | | | | | | | | | | | | |
| November 2022 ⁽¹⁷⁾ | | | | | | | December 2022 ⁽¹²⁾ | | | | | | | January 2023 ⁽²⁵⁾ | | | | | | | | | | | | | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | |
| 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | | | | | 29 | 30 | 31 | | | | | | | | | | | |
| February 2023 ⁽¹⁵⁾ | | | | | | | March 2023 ⁽²²⁾ | | | | | | | April 2023 ⁽¹⁴⁾ | | | | | | | | | | | | | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | |
| | | | 1 | 2 | 3 | 4 | | | 1 | 2 | 3 | 4 | | | | | | | | 1 | | | | | | | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | |
| 26 | 27 | 28 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | 23 | 24 | 25 | 26 | 27 | 28 | 29 ³⁰ | | | | | | | | | | | | | | | |
| May 2023 ⁽²⁵⁾ | | | | | | | June 2023 | | | | | | | July 2023 | | | | | | | | | | | | | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | ^{1/2} | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 30 | 31 | | | | | | | | | | | | | | | | | | | | |
| No School | | | | | | | Early Release Days (ER) at 1:00 pm | | | | | | | Total Instruction days 42+45+46+49 | | | | | | | 182 | | | | | | | | | | | | | |
| ER at 1:00 pm-P/T Conferences (1:30 pm-5 pm) | | | | | | | First/Last Day of School for students | | | | | | | ER at 1:00 pm - Midterms/Finals | | | | | | | | | | | | | | | | | | | | |

Student Rights and Responsibilities

Student rights

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

Student responsibilities:

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

Uniform Code and Personal Appearance

| | Choices | Where to buy from |
|---------|---|--|
| Shirts | White Oxford Shirt <u>with school logo</u> Burgundy V-Neck Pullover/Cardigan/Vest Sweater with school logo (needs white oxford shirt (preferably with school logo) underneath) | Purchase from School Days Uniforms Purchase from School Days Uniforms |
| Bottoms | Khaki Pants (Males and Females) Khaki Skirts (Females) *Note: Leggings, if worn under skirt, must be plain, solid colors and not see through. Black, maroon, and white are the permitted colors *Please note that Jeans, Leggings, Jeggings,, Sweatpants, Shorts, and Skirts of inappropriate length of any color (including Khaki) ARE NOT acceptable.* | School Days Uniforms strongly recommended, other vendors OK School Days Uniforms strongly recommended, other vendors OK |
| Shoes | Any Color, Closed Toe and in Good Condition No Sandals, Slides, Slippers or similar items | Various Stores |

Our dress code guidelines indicate appropriate school dress during normal school days. HSA reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines.

| | |
|---|--|
| Regular Loose Pants – School Appropriate | Regular Loose Pants – School Appropriate |
|  |  |
| Pants too tight-Not school appropriate | Pants too tight-Not school appropriate |
|  |  |

Personal appearance elements for girls

Only 1 pair of earrings may be worn, and should be conservative in appearance and size. Any hoop style earring must be no larger than 1 inch in diameter.

Only 1 necklace and/or ring may be worn, and it should be conservative in appearance and size. Facial/body/tongue piercing is not allowed. In the case of preexisting piercings, no ornamentation may be worn in them and they must be covered during school hours or removed. Failure to do so may result in disciplinary action.

Any head covering worn by a female student for modesty purposes or other approved reasons

should not cause/present a distraction to learning or violate school policies on gang related apparel or offensive material.

Cosmetics must be appropriate for the school setting.

Suggested hair may be one color shade up or below their natural born color. Other colors may be worn so long as they do not present a distraction to learning. What constitutes an inappropriate color is up to the discretion of school administration.

Hair ornamentation must be conservative and unobtrusive.

Fingernails must be conservative in color and no longer than 1/4".

No tattoos visible when in school uniform will be permitted.

Skirts have to come down to the middle of the knee level

Personal appearance elements for boys

Only 1 pair of earrings may be worn, and should be conservative in appearance and size. (Studs are acceptable)

No rings, hair ornamentation, or personal-appearance cosmetics.

Only 1 necklace without ornamentation may be worn underneath the uniform shirt.

Facial/body/tongue piercings are not allowed. In the case of preexisting piercings, no ornamentation may be worn in them and they must be covered during school hours or removed.

Failure to do so may result in disciplinary action.

Suggested hair may be one color shade up or below their natural born color. Other colors may be worn so long as they do not present a distraction to learning. What constitutes an inappropriate color is up to the discretion of school administration.

Facial hair must be trimmed and neat.

No tattoos visible when in school uniform will be permitted.

General uniform code rules and policies

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

Shirts should be tucked in so that shirt tails are not visible. Students are encouraged to wear clothing of appropriate fit and a belt to assist in this requirement.

Hats, caps, etc. are not permitted to be worn in the building.

1 (one) nose ring is permitted, so long as it is the "stud" variety and conservative in appearance.

Nasal hoops, bullrings, or any other ornamentation deemed inappropriate by administration will not be allowed.

Do-rags, wave caps, bandanas, and head/sweat bands are not permitted at any time—please note there is a difference between bandanas and hair bands.

Any apparel which is now, or which is discovered to be gang-related, whether or not the student intended it to be so, is forbidden.

Coats are to be kept in lockers. Hooded [shirts] of any variety are not permitted, except in the case of those given special permission. Long sleeve shirts in the color of black or white are permitted under the oxford white uniform shirt if desired. **Carrying or otherwise possessing a coat without permission of administration is considered a violation of school uniform policy.**

Large Book bags, fanny packs, bags and/or purses are not to be allowed in the classroom (What constitutes "Large" is up to discretion of staff and Administration). The school will provide students with a "spider bag" and any purse should fit inside of it. Replacement bags may be purchased from the school for a fee. The school may also issue bags for any school issued technology as well.

Students who arrive at school out of uniform and do not have the proper items to correct the discrepancies may be sent home or made to sit in the front office until a parent can bring the proper attire. All such missed time from classes will be considered an unexcused absence. See Section 5.3 for unexcused absence policies.

Uniforms must be worn before, during, and at after-school functions and clubs,

field trips, etc. unless otherwise noted by administration or as indicated by the nature of the event. Special exceptions for sporting teams will be made by school administration and can be subject to change at any time.

Non-uniform days

Several non-uniform days—“dress up days/casual days/spirit wear/team jersey days”—are scheduled throughout the school year. These days may be scheduled for the entire student body, or may be given to individual classes or students as rewards. On non-uniform days, students may wear apparel other than the school uniform. What not to wear: revealing clothing and any other apparel that administration deems inappropriate for the school environment. Students who are in doubt about a certain item of apparel should not wear it to school or ask an Administrator about it ahead of time, or bring another, more acceptable piece of clothing, if applicable. Teachers may require students to remove any piece of apparel that they would prefer a student not wear in their classes (e.g. no hats anytime). Skirts have to come down to the middle of the knee level. The right of a student to participate in non-uniform days can be removed at the discretion of the administration.

Academics

Graduation Requirements (BOE Policy S25)

To prepare students to be prepared to excel in college and the workplace, HSA's graduation requirements exceed state minimum requirements and those of traditional public high schools. Those students who fail to fulfill the requirements below will not be able to walk on the stage during graduation ceremony nor receive the diplomas. *Students with special needs may have different requirements based on their needs, only meeting the state minimum graduation requirements.

- Earn 23 credits of coursework (20 for IEP students)
- Earn a minimum of 18 pts on Ohio AIR assessments
 - OR a passing ACT/SAT Score
 - OR an industry-recognized credential for workforce readiness
 - OR demonstrate competency and readiness per state guidelines (Class of 2023 and beyond)
- 40 hours of community service
- No outstanding balance due
- Completion of a college/career plan and resume, as well as necessary admission, scholarship, and financial aid applications

Total of 23 Credits*

| <i>Math</i> | <i>English</i> | <i>Science</i> | <i>Social Studies</i> | <i>Other</i> |
|---------------|----------------|------------------|-----------------------|--------------------------|
| Algebra I | English I | Physical Science | World History | Technology (1) |
| Algebra II | English II | Biology | U.S. History | Fine Arts (1) |
| Geometry | English III | Chemistry | U.S. Government | PE / Health (1) |
| Consumer Math | English IV | | Economics | Foreign Language |
| Pre-Calculus | | | | (2 from same language) |
| | | | | Other Electives (min. 3) |

Honors Diploma Requirements

Student needs to fulfill the regular graduation requirements as stated above plus fulfill the criteria below:

Foreign Language

3 units, including at least 2 units in each language studied

Social Studies

4 Units of Social Studies (3.5 is regular requirement)

Grade Point Average of 3.5 on a 4.0 scale

OR

ACT/SAT Score [excluding scores from the writing sections]*

27 ACT / 1210 SAT

Semester Exams

40% 1st Semester Grade +

10% 1st Semester Exam +

40% 2nd Semester Grade +

10% 2nd Semester Exam +



**Final
Course
Grade**

Mandated Test Requirements

Per state law, students are required to take graduation tests (as previously stated under “Graduation Requirements”). State assessments have specific regulations and procedures that are non-negotiable. Students are expected to follow the directions of the test proctor at all times. Failure to follow directions will result in consequences at the discretion of School Administration and will potentially result in test invalidation.

State Assessments

The class of 2022 requirements:

- Students will take 7 end of course tests throughout their high school career.
- Students must earn a cumulative 18 points in order to successfully meet their graduation requirements.
- If a student is enrolled in an assessed course, they are required to take the end of course test (the *only* exceptions are for students enrolled in a comparable College Credit Plus U.S. History or U.S. Government course).

The tests and subjects are listed below:

English I, English II, Algebra I or Integrated Math I, Geometry or Integrated Math II, Biology, American History, American Government

Minimum Point Requirement:

Students must earn a minimum of 18 points total to graduate and successfully fulfill the assessment requirement. There are minimums for each subject as well:

- English Language Arts: 4 points total (minimum)
- Mathematics: 4 points total (minimum)
- Biology, American History, and American Government: 6 points total (minimum)

Please note: If a student only earns the minimum amount of points in each subject, they will not have enough points to graduate. Re-tests will be given based on student need.

The class of 2023 and Beyond requirements:

- Students must earn a passing score on Ohio’s high school Algebra I and English II tests.
- Students must earn two diploma seals.
- If a student is enrolled in an assessed course, they are required to take the end of course test (the *only* exceptions are for students enrolled in a comparable College Credit Plus U.S. History or U.S. Government course).

The tests and subjects are listed below:

English II, Algebra I or Integrated Math I, Biology, American History, American Government

The possible diploma seals are listed below:

OhioMeansJobs Readiness Seal, Industry-Recognized Credential Seal, College Ready Seal, Military Enlistment Seal, Citizenship Seal, Science Seal, Honors Diploma Seal, Seal of Biliteracy Seal, Technology Seal, Community Service Seal, Fine and Performing Arts Seal, Student Engagement Seal

Grading Scale

All classes at HSA 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.

| Grade | % | “Regular” 4.0 GPA Scale | AP/Honors “Weighted” 5.0 GPA Scale |
|-------|----------|-------------------------|------------------------------------|
| A+ | 98 - 100 | 4.00 | 5.00 |
| A | 93 - 97 | 4.00 | 5.00 |
| A- | 90 - 92 | 3.67 | 4.67 |
| B+ | 87 - 89 | 3.33 | 4.33 |
| B | 83 - 86 | 3.00 | 4.00 |
| B- | 80 - 82 | 2.67 | 3.67 |
| C+ | 77 - 79 | 2.33 | 3.33 |
| C | 73 - 76 | 2.00 | 3.00 |
| C- | 70 - 72 | 1.67 | 2.67 |

| | | | |
|----|---------|------|------|
| D+ | 67 - 69 | 1.33 | 2.33 |
| D | 64 - 66 | 1.00 | 2.00 |
| D- | 60 - 63 | 1.00 | 2.00 |
| F | 0 - 59 | 0.00 | 0.00 |

Credit Flex / Test Out (BOE Policy S27)

In accordance with Ohio Law, the district Board of Education may adopt a policy that enables high school students to earn units of high school credit based upon a demonstration of subject area competency. The policy allows students to earn credit instead of or in combination with completing hours of classroom instruction. Now that state law has been approved, the Board of Education in compliance with the law's provisions may phase in local adopted policy and procedure during the 2009-10 school year. The rationale for this provision is clear. With the plan's implementation,

- Students will be able to show what they know and move on to higher-order content they are ready to learn and have not yet mastered; and
- Students will be able to learn subject matter and earn course credit in ways not limited solely to "seat time" or the walls of the school building.

Content Mastery

The following are the levels of content mastery for testing out:

Scores below 80% will not demonstrate proficiency and students will be required to take the course for high school graduation credit.

Scores 80% or higher will demonstrate content mastery of the course and *students will be given HSA High School credit.*

Procedures and Deadlines

- The intent of "testing-out" is to provide exceptionally able students options beyond what they might have if they are required to take courses in which they have already mastered the material. **Students may not take a test for a class they have already taken and failed** (they would use the credit recovery route).
- Students may attempt "test-outs" once each year. Applications for testing out must be completed and turned into the high school main office by the prescribed deadline. The application form is available in the Counseling Office and online at our school website: hs.horizoncolumbus.org.
- Teachers will not provide any instruction to prepare students for these tests. Each department will provide a syllabus so that students know what the test will cover and any additional items (demonstrations, research papers, portfolios, etc.) that will be required as part of the comprehensive evaluation. The syllabus will include a list of reading materials and a copy of the curriculum.
- Students will be notified, by mail/email, regarding the test-out schedule. The notification will include the exact time and location for the exams.
- Test-out exams will be scored as soon as possible after the test date. Students and counselors will be notified as soon as results are available.
- Students who pass the assessment will have their results recorded on their transcript and be promoted to the next course in the academic sequence (if applicable). Students should make an appointment to see a counselor to make a schedule change.

- The maximum number of tests a student may request each testing session is two.
- HSA will administer "test-out" exams once a year.

New Students: New enrolled students can take the test with the discretion of the school administration.

Credit Recovery

HSA provides students the opportunity to retake a course in which they were unsuccessful in earning credit for the graduation requirement. We will offer online courses through Edgenuity. There may be fees associated with these programs; please speak with the counselors for more information.

- Students must earn at least 60% proficiency in these courses to earn the credit
- For online courses and credit recovery, HSA may require students to take an on-site assessment to validate the earned credit for student transcripts

Advanced Study Teams

Concept Schools Young Scholarship Program (CYSP)

The goal of the CYSP is to empower and enable more students to reach top universities. This free mentoring program is available to selected students based on GPA, teachers' recommendations. Participating students work in small groups, mentored by teachers, to enhance academic achievement and personal development.

Student Support (BOE Policy S45)

At HSA, we do not let struggling students fall through the cracks. We continuously monitor grades and standardized test scores and conduct interim assessments, then offer these support programs to students who need extra help. While we will work to inform and solicit student participation in any academic support programs, it is integral to have parent and student buy-in for these programs to be successful.

In-school and after-school tutoring

Students with failing grades in any subject must stay after school or come in before classes begin to receive additional help from their teachers. This mandatory tutoring continues until students raise their grades. Students similarly are required to receive tutoring during their lunchtime. During tutoring times, students are expected to conduct themselves according to school expectations and policies.

Special Education Services

HSA is dedicated to providing all of our students with the appropriate measures to ensure a free, appropriate public education. Students with Individualized Education Plans (IEPs) and 504 Plans will be assigned to one of our Special Education teachers' caseloads, or the school's 504 Coordinator, and provided with the services prescribed. If you believe your student qualifies for Special Education and should be tested, then please schedule a meeting with the Special Education Coordinator.

English Learners

HSA is dedicated to providing all of our students with the appropriate measures to ensure a free, appropriate public education, especially those who are new to the country and require additional assistance in learning the English language. Students who have been identified as English Learners (ELs) will be provided the appropriate level of intervention

by the school's EL Coordinator. It is important that all families complete the Home Language Survey portion of the application so that we can identify and test students who may qualify for services.

College Preparation Programs

Preparing every student to succeed in a four-year college is at the center of a high school academic program. You, your parents or guardians, and our teachers and college counseling staff are all involved in helping you achieve that goal from freshman through senior years.

College Counseling System

Freshman year is the first step towards college acceptance. College counselors will introduce you to the college experience and application process right away, then work with you over the next four years to help you reach your college goals. You will follow a checklist like the one below to make sure you stay on track throughout high school.

Freshman Year

- Remember that your grades become part of your permanent record and play a key role in successful college applications.
- Prepare a science fair project.
- Read as much as you can. It will give you new ideas, improve your critical thinking skills and your vocabulary.
- Enter as many essay and speech contests as you can for scholarships.
- Get involved in extracurricular activities including sports, clubs, and more.
- Consider attending a summer program—camps, courses, or college activities for high school students. Ask your counselor about available opportunities.
- Start working on the required 40 hours of community service needed for graduation.

Sophomore Year

- Take the most challenging courses you can.
- Sign up for a free student account on www.collegeboard.com, then go to "My Organizer" for a helpful to-do list for tests and applications. Take it step by step—it's easier than it looks.
- Volunteer in the community. Remember, HSA requires 40 hours of community service for graduation.
- Job shadow someone who does what you think you might like to do. (In other words, follow them around for a day.)

Junior Year

- Challenge yourself by taking solid elective courses, such as extra mathematics, science, foreign language, computer technology, and more. Colleges want to see demanding courses on your transcript.

- Run for leadership positions in organizations you are involved with.
- Seek registration for post-secondary education programs at local colleges.
- Take the PSAT in October to qualify for the National Merit Scholarship Competition.
- Attend an ACT/SAT preparation workshop. If you cannot, purchase practice books or software to help you prepare.
- Take the SAT during the spring semester, so you have at least one score entering your senior year. Doing so also puts you on college mailing lists and provides the schools you are considering with important information about you.
- Search for colleges. Talk to your counselor about the major and locations you are interested in and possible scholarships. Ask for their suggestions on which colleges to consider. Ask friends and family for ideas, too.
- Request information from the colleges that interest you.
- Attend at least one local college fair.
- Begin collecting information on scholarship opportunities.
- Consider summer activities such as internships or programs on college campuses or in related industries.
- Meet with your counselor about community service opportunities.

Senior Year

- Put together your personal and academic resume.
- Get to know the admissions criteria for your top schools. Know where you stand relative to those requirements and work toward changing what you can, if you happen to fall short.
- Sit down with everyone who has a stake in your college decision making and solicit their input. Listen to what they have to say.
- Gather applications for the schools you are considering. Note deadlines for admission, scholarships, housing, and more. Develop a timetable of deadlines.
- Write essays for your college applications and ask your English teachers to review them.
- Ask for letters of recommendation from teachers, counselors, and employers. Choose people who actually know you and give them plenty of time to write the letters.
- Borrow scholarship information—such as contact names, addresses, applications, etc. — from someone a year ahead of you in school who received several scholarships.
- Meet early admission deadlines.
- Apply for scholarships before winter break. Verify the arrival of your application, transcripts, and other materials.
- Attend a financial aid workshop and apply for financial aid as soon as possible after January 1.
- Choose the college you will attend and let that college know of your decision. Notify other colleges whose offers you are turning down.
- Submit any enrollment deposits if needed.
- Send thank-you letters to those who wrote letters of recommendation and let them know about your decision.

College Advisory Groups

College Preparation Program helps HSA seniors to access all the information and support to open the doors of higher education. The college counseling team works with each student individually to guide them to find the right college and major that fit student's interests and expectations. These are some of the services provided:

- Career surveys and guidance
- College application follow-up (Minimum 8 college applications)
- College Visits (At least 10 college trips every year)
- College Representatives (More than 20 college representatives visit HSA every year)
- Scholarships (All the local and nationwide scholarships)
- FAFSA (comprehensive financial aid support)
- Home Visits (Parents are informed about the progress)
- Resume support and advice

College Testing

During your junior year, you will take ACT/SAT practice tests in preparation for this important college entrance exam.

College Credit Plus (CCP)

CCP (ohiohighered.org/collegecreditplus) is different from simply enrolling in college-level classes. Through this program, you will actually take courses with college students and have access to all the same learning resources they do—including libraries, computer labs, and tutorial programs. In addition, you will have the opportunity to earn dual credits toward both high school and college.

See your counselor for more details.

Career Technical Education (CTE)

Career Technical Education electives are opportunities for students to gain valuable knowledge and experience in growing career fields so that they are able to transition to desired careers upon graduation, or enter college/university with foundational credits and certifications to advance their post-secondary education and career prospects. Currently, HSA offers three CTE pathways in Engineering, Health Science, and Information Technology. Students who complete these pathways will leave HSA with a clear advantage in meeting their education and career goals.

See your counselor for more details.

Attendance (BOE Policy S01)

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 during the days and hours that the school is in session unless excused for the following reasons in accordance with Ohio Administrative Code 3301-69-02:

1. **Personal Illness:** The principal may require a doctor's certificate after an illness of any length.
2. **Medical or Dental Appointment:** Excuse note from physician or dentist may be required.
3. **Illness in the Family:** Absences may be excused up to 3 days only when the student's presence at home is necessary.
4. **Death of a Relative:** Absences may be excused up to 3 days with a written request from the parent or guardian.
5. **Quarantine of the Home:** Absences may be excused with a written doctor's statement.
6. **Observance of Religious Holiday:** Absences may be excused upon written request at least 3 days in advance.
7. **Work at Home Due to Absence of Parents or Guardians:** Necessary work at home limited to emergency conditions for no more than 30 consecutive hours if approved.
8. **College Visitation:** Approval may require verification of date and time of visitation by the college, university or technical college.
9. **Absences relating to homelessness.**
10. **Absences due to a student's placement in foster care** or change in foster care placement or any court proceedings related to their foster care status.
11. **Such Good Cause as may be Acceptable by the Principal:** Family emergency or set of circumstances, which constitutes a good and sufficient cause in the judgment of the principal for absence from school.

Absences for any reasons other than those cited above will be considered unexcused. Please note that for safety reasons, students are not permitted to leave school grounds for any reason once they arrive unless they have been given permission by Administration.

Reporting Absence

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 (614) 846-7616 between 7:30am and 8:30am on the day of the absence to report a child's absence. If the school is not contacted, the school will make an effort to contact the parent.

In addition to that, the student must bring a written notification of the absence from the parent on the day of his/her return. An EXCUSED ABSENCE update in our SIS granting student access to missed work will not be given to the student until this written notification is delivered to the secretary. We will accept the written notification of the absence up to three days after their return. After three days, unexcused absence cannot be changed to excused absence.

Class Tardiness

Tardiness Defined:

A tardy student is one who enters the classroom after the bell signifying the start of the class period without an acceptable pass excusing them from being late. Tardiness can also be counted based on classroom rule (not in seat before bell, etc). It is requested that parents park their vehicles and come into the school and sign in any student who is arriving late for any reason and physically sign the student in.

Consequences for Tardiness:

- Tardy reports are run on a weekly basis (minimum, may be checked more frequently).
- Students receive one warning when in the range of 3-6 tardies to any class.
 - Email will be sent to staff, instructing Homeroom teachers to inform students verbally that they have between 3-6 tardies. Students are to be directed by teachers that if they have questions on their tardy report to see an Administrator or a Secretary.
 - A list will be compiled with student name and phone number so that an automated “All Call” can be made once to parents.
 - If the parent has provided email, an alert for tardiness will be activated (if it is not already). The alert feature can be enabled through the parent/student access database (grades.hs.horizoncolumbus.org). Administrators may enable the alert feature on behalf of a parent.
- Upon reaching 7 tardies, student will receive disciplinary action.
 - If a first time offender, the student may receive detention(s).
 - If a repeat offender, the student will be considered to be habitually out of the assigned area and may be suspended from school.
- At the end of each 9 weeks academic period, the tardy count is reset to zero. This does not mean that prior interventions will not be taken into consideration when assigning disciplinary action in subsequent grading periods.

Make-Up Policy for Excused Absences

Any student who was absent-excused from school has the responsibility for obtaining the missed assignments from the teachers within one-week of their return to school. The student is also responsible for obtaining and 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 permitted to complete work for 75% credit. This policy also applies to unexcused tardies.

Administrative Procedures for Truancy and Excessive Student Absences

- Horizon Science Academy Columbus High School affirms it will work with families to address excessive absenteeism through various preventative measures when a student is determined to have excessive, but not habitual absences. While

the school has no specific zero tolerance policy on truancy, we do consider school attendance critical and seek to intervene with students and their families in accordance with state attendance laws.

- Any student who accumulates over 4 unexcused absences will receive a warning letter from the School requesting a parent conference with the administration for the purpose of implementing an attendance intervention plan. Failure of the parent to participate or student non-compliance will be documented and added to any future truancy filing.
- By law (HB 410, Dec. 2016), any student with 30 or more consecutive hours of unexcused absence, 42 or more hours of unexcused absence in one school month or 72 hours of unexcused absence in one school year will be considered “habitually truant.” Upon the failure of the parent or guardian of a habitually truant student to cause that child’s attendance at school to improve, the administration shall do one of the following
 - Pursue one or more of the following intervention strategies: enroll the student in a truancy intervention program, provide counseling to the student, require the student’s parent or guardian to attend parental involvement programs or truancy prevention mediation programs, or notify the registrar of motor vehicles;
 - Should the parent or student fail to participate or make an effort in the intervention program, the school will be obliged to investigate and file a complaint against the student and their parent or guardian with Franklin County Children Services and/or in the Franklin County Juvenile Court.
- Excessive Student Absence is defined as:
 - Absence of **42** or more hours in a month **with or without** legitimate excuse.
 - Absence of **72** or more hours in a year **with or without legitimate** excuse.
- Students found to be either excessively absent from school (38 hrs in a month, 65 hours in a school year) **for any reason** (excused or unexcused absence) and/or students found to be chronically absent from school (10 percent or more in a school year, generally 130 or more hours) may be subject to review in relation to their ability to participate in school sponsored events, not limited to extracurricular activities, off campus trips, graduation exercises, etc. Any student that is determined to be either chronically or excessively absent from school may also be evaluated for eligibility to earn full credit in any course they are enrolled in without regard to current grade or standing. Students provided with notice of ineligibility to participate in the above noted activities or full/partial credit denial may have the opportunity to appeal their circumstance in writing to the school principal.
- By Ohio Law, any student who is absent, without excuse for 72 consecutive hours will be withdrawn from the school. Should a student return after withdrawing, they may be permitted to re-enroll if space is available.

Pre-Planned Absence

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

- An emergency for which it is possible to give prior notice to the Principal that

constitutes a good and sufficient cause for absence from school

- College visitation
- Non-school sponsored educational activities
- Vacation authorized by parent or guardian

The parent or guardian must notify the principal regarding the planned absence in person at least **10** school days in advance and must sign a form indicating that the parent or guardian assumes full responsibility for the student's absence. This rule is also applicable to students who will be out of the country at the start of the school year. Failure to comply with this will result in unexcused absence for the missed classes. The student will be responsible for obtaining and completing the missed assignments, notes etc, upon their return to school.

Excessive absenteeism interferes with the valuable teacher-student contact in the classroom. For this reason, parents are strongly advised not to arrange family vacations while the school is in session.

Early Leave/Students/Leaving Class/School during the School Day

Students must never leave the school building without permission and/or without their parent signing out in person. Failure to follow this procedure will result in disciplinary action.

Legitimate reasons for early leave from school will be accepted provided a note signed by a parent is presented at school that morning to the main office and a phone call may be made to confirm. The student must sign-out before leaving the building. Failure to sign-out will result in disciplinary action.

Students may be taken out of school for medical appointments, family emergencies, recognized religious holidays and family vacations (per State of Ohio regulations). Medical appointments must be verified before leaving school with a doctor's appointment card or upon immediate return the following day (parent note to leave is still required).

It is the student's responsibility to obtain the official card/verification for the above mentioned circumstances. Students must sign out at the front desk before leaving and show proof. Students failing to sign out will be disciplined for leaving school without permission. Students failing to provide documentation will be considered unexcused and fall within the guidelines for "Attendance". Students with excessive unexcused absences and their parents will be reported to the Juvenile Courts.

Only authorized persons (parents/guardians) and their designees (pictures on file) may sign students out of school.

Students are permitted hall passes from class when the teacher deems it acceptable. Student hall passes are not permitted during the first and last 5 minutes of class. Students should be cautious to not abuse the privilege of a hall pass. This means they should report to the location they indicated to the teacher and proceed back to class as soon as their task/need is addressed. Students who habitually abuse this privilege may be considered and "out of assigned area". Students should use any system, be it electronic or other, as established by the school administration (e.g. the e-Hallpass system) to be able to leave the classroom officially.

Appropriate Drop-Off and prompt pickup by parents after school

The school building will open at 7:20 AM to admit students. Should a student arrive earlier than 7:20 AM, the student shall remain the responsibility of their parent/guardian. Based on staffing and administrative prerogative, students may be admitted under special circumstances. Any student admitted early by an administrator must comply with all directions or be asked to leave the building until 7:20 AM.

Parents or guardians should pick up or arrange to have picked up students by no later than 2:45 PM who do not ride school buses and who are not involved in after-school activities. The school will not be responsible for the well-being or whereabouts of students who remain after school that are not involved in an authorized activity.

Students who participate in after-school activities must be picked up within 15 minutes of the activity ending. Students staying for after school activities should remain in the building, not leaving and returning for accountability purposes (for staff and parent awareness of student safety and location). If the transportation cannot be provided by the parent, the school does not take any responsibility for the student after school hours or after the activity is over. Students remaining on campus, either inside the building or outside of it, to wait for rides must adhere to all school rules, policies, uniform codes—notably those involving respect to their peers and the personal property of others. At no time should a student presume, even in the most minor way to engage with or abuse the property of others (sitting on cars, hanging on trees, sign/light posts, etc.).

For additional attendance expectations for students taking part in any school sponsored extracurricular activities, please see the “Extracurricular/Activities under “Miscellaneous Policies” section of this handbook.

Visitors (BOE Policy S37)

Visitors, for educational purposes, are welcome at the school. Any visitors, including parents, former students/alumni, former staff, etc. must register with the office when they arrive and are required to sign in upon arrival, present a valid photo ID or credential, wear visitor identification and sign out upon departure. Please do not bring guests to the school without prior approved arrangements. Student visitors/alumni are advised to not come to the school to visit during school hours, unless they have an appointment. Visiting students from other schools wishing to observe or tour the school, during school hours, must be pre-approved and have a letter of good standing and emergency contact information signed by their home school administrator. It is not acceptable for any outside visitor to present in an area other than necessary for the purpose of their approved visit. Parents or guardians wishing to speak with a teacher or administrator are encouraged to set an appointment with the school at least 24 hours prior to their meeting. Parents or guardians who arrived unannounced may be asked to wait upon the availability of the person the desire to meet with.

The Board of Education believes that staff members should be able to work in an environment free of threatening speech or actions. Threatening behavior consisting of

any words or deeds that intimidate any school employee or cause anxiety concerning their physical well-being is strictly forbidden. Any individual who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities.

As part of the policy of the school to maintain a safe environment for students, faculty, administrators and the general public, the following criteria are hereby established:

1. All persons must report to the school office to make their presence known and obtain a pass to be in the school.
2. All persons entering the school property, building, or offices must act in a nonthreatening manner. Disruptive or threatening behavior will be considered a threat to the safety of school students and staff (*and will be addressed as set forth in item 5 below*).
3. Any meetings with school staff, teachers, or students must be scheduled and approved by school leadership except in the case of emergency, in which case the school office must be contacted in order to make arrangements to handle the emergency.
4. Anyone with unsupervised contact with children will need a background check completed.
5. Actions 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.

Volunteer Requirements

It is the policy of the School to conduct criminal background checks of all individuals, at their expense, who would like to provide services in our school or to serve as volunteers who work with students in our school or who accompany students on school sponsored activities.

Medical Policies

The Academy does not have a full-time nurse on station. Therefore parents wanting to medicate students during the school date must fill out the proper paperwork and notify the front office. Students may not carry medications around with them. They must turn all medications over to the front office upon entering school. Parents are responsible for notifying administration of any medical problems or conditions.

Illness or injury during the school day

Any student who becomes injured or ill during the school day should report such an occurrence to a faculty or staff member. The school nurse, if available, will assess the situation and take the proper action. If it is decided by school staff that a student is too ill to go to or remain in class, the parent or guardian must arrange for the student to be transported home, or give permission for them to ride public transportation. They may only miss one class due to illness, and must either leave the school or return to class.

Medication Policy (BOE Policy S35)

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

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

Extra medication will not be sent home with a student, but must be picked up by the parent or guardian. Should it be needed, a 504 Plan may be implemented to address student medical needs.

Students are not allowed to carry or self-administer any medications, including Tylenol, aspirin, etc., except in the following circumstance:

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

Lockers and Locks

Each student will be assigned a locker for their use. Due to the availability of lockers, **students are not permitted to share lockers.** If a situation occurs where a locker sharing arrangement is allowed, it must be approved by Administration and can be revoked at any time.

Locks for lockers are issued by the administration. If a lock is lost, a \$10 fee must be paid before a new lock will be issued. Any other locks used on lockers will be cut and the locker contents removed until a school-issued lock is obtained from administration. Those missing a lock at the end of the year are responsible for the cost replacement.

Locker combinations are not to be shared with any other student. Each student should take care that no other student obtains another lock combination by secretly observing a student open their lock. If a student claims that their locker has been broken into, but there is no physical evidence of forced entry, it will be assumed that they have given their locker combination to another student, "set" their 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.

- 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 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 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.

Student Drivers and Parking

Horizon Science Academy understands that upon reaching legal driving age, some of its students may choose to drive to school. Horizon Science Academy allows student parking by permit only. Student parking permits are free. Student Parking is located adjacent to the school building. To obtain a parking pass, student drivers must:

- Prove that they have passed the driver's test by showing a valid, state issued identification
- Sign a form detailing the make, model, color and year of their vehicle
- Sign a form acknowledging safety procedures and rules and regulations of parking on school property, as well as replacement fees should they lose the school issued parking pass.
- Consent to the schools random drug testing policy. (See p. 57 for policy statement)

Students found in violation of these policies may have their parking pass revoked and may have their vehicle towed, at their expense, from school grounds. Failure to pay any fines/fees associated with parking may result in a hold being placed on their records, grade cards or diploma. Horizon Science Academy is not responsible for any damage, theft or loss associated with student parking. Students assigned discipline/expulsion for any alcohol, drug, firearm, knife or other weapon offense will be reported to the Ohio Bureau of Motor Vehicles (BMV) regarding the offense and will face suspension of driving privileges at the discretion of the BMV.

Lunch Periods

Horizon Science Academy has a closed lunch for grades 9-11. Students in these grades who leave during lunch will be considered skipping school and will be assessed consequences as required by the school discipline policy. A hot lunch is available or students may bring packed lunches. A microwave oven is available for student use during lunch. Its use is limited, however, due to the length of lunch periods. Students who are not able to finish eating their lunches in time to eat them before the end of their lunch periods will not be allowed to remain past the end of their assigned periods.

- All students are to enter the cafeteria and sit down at any table. Students will be dismissed to the lunch line by school staff.
- Students must utilize the school provided barcode/QR code identification to receive their lunch. This is done for accounting purposes.
- Students are expected to behave in an orderly and mannerly fashion during lunch, with no loud outbursts or inappropriate behavior.
- Students are expected to clean up their tables and the floor around their tables before they are dismissed from lunch by school staff.
- All students have access to a free or reduced lunch just as in any other school.
- No food or drink may be removed from the cafeteria. **For safety reasons, outside food cannot be brought in by students for other students.** Any questionable items may be searched or refused entry to the building.

- No food or drinks are permitted in classes, hallways or other areas of the school.

An open lunch period for seniors (12th Grade Students ONLY) may be available at the discretion of Administration. Students must have a signed permission from regarding lunch policy on file with the school and have received a release pass. Should a student leave without obtaining a release pass, they may be subject to pick-up by the Columbus Police Officers that patrol during school hours. This lunch release privilege can be removed at any time at the discretion of Administration on a group or individual basis. If a release pass is lost a fee of \$2.00 may be charged to obtain another pass.

Behavior Expectations (BOE Policy S31)

Introduction

Horizon Science Academy Columbus High School is a safe place for children to attend because we have a very clear discipline policy that is rigorously enforced. Horizon Science Academy has developed a school wide behavior plan that employs positive interactions between staff and students. Be assured it's never our goal to suspend or expel any student. Rather, it is our goal to keep every student in school and see them receive the best education possible. It is important to ensure that every student can learn, that every teacher can teach, and that school proceeds each day in an orderly fashion. When the action/behavior of a student negatively impacts our school community, our staff and administration follow procedures outlined in this code of conduct.

PBIS at Horizon Science Academy Columbus High School

What is PBIS?

PBIS, or Positive Behavior Intervention Supports, are a series of programs at our school that are designed to acknowledge and reward positive behaviors and provide several stages of remediation to correct undesired behaviors among our student population. SEL, or Social-Emotional Learning, is an area of focus where school leadership and staff pay close attention to the status of our students in the area of mental health and social development. Our school offers different programs to help students grow as individuals and develop skills to persevere and thrive in life.

Our school-wide creed: **HAWKS S.O.A.R.**

- **Horizon Hawks**
 - **Seek** understanding of themselves and what they want their future to be after graduation.
 - **Organize** their effort to succeed and create a positive impact on the school community.
 - **Advance** by mastering skills that will help them as students now and as members of the community.
 - **Reflect** on how their actions impact their individual success and others in the school community.

Recognizing Positive Contributions to the School Community

Horizon Science Academy values all of our students and strives to acknowledge the good

they do for our school community. In an effort to publicly acknowledge our students, we utilize the following programs/systems (not an exhaustive list):

- *School-wide Merit System* - Teachers have the ability, via our SIS) to record positive actions by students. Merits have a varying amount of points associated with them and points are added (or subtracted, in the case of a demerit) to the starting total of 100. Merit point totals may be used to determine student eligibility in special activities that occur during or after the school day. Merit point additions and subtractions are visible to parents and students on SIS under the menu “Merit System Entries”.
- *“Free Dress” Pass/Day* - As you are well aware; our school has a specific uniform policy. Occasionally, as recognition for positive contributions or service to the school community, administrators may issue individuals a “Free Dress” pass. This allows the student(s) to wear more casual attire (still within a specific standard) to school for the day. When students are given such a pass, they should confer with an administrator as to if their “Free Dress” is acceptable or not.
- *Perfect Attendance* - Students who attend school every day without any type of absence or removal may be recognized for having “Attendance” during a nine week period. The recognition these students receive may vary year to year.
- *Student of the Month*- Students of the Month are elected by vote of their specific grade level team. Once a month, teachers nominate and debate which student will represent the highest standards or greatest improvement among students in a specific grade level. The winning student is recognized by certificate and publication in various school media. Other rewards for Students of the Month vary.
- *Merit, Honor and Super Honor Roll* - Recognition to students who meet specific grade point levels.
- *Good Conduct Award* – Recognition at three different levels for students who have exhibited excellent conduct or have been nominated by their teachers for progress/improvement in behavior.

Horizon Science Academy Columbus High School utilizes a variety of behavioral interventions to address undesired actions among students individually and as groups. Group level interventions may be utilized when a pattern of behavior(s) are identified by school staff and faculty. The most common interventions assigned by teachers and administrators are individually based. Individuals exhibiting undesired behaviors earn more specific interventions aimed at curtailing the undesired behavior.

Student Conduct

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

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct

listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways,
2. Making unreasonable noise.
3. Using language or gestures that is profane, lewd, vulgar, or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in the school building or on school property, other than during regularly scheduled activities, without permission from the administrator in charge.
7. Misusing computer/electronic communications, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate to staff or others. Examples of insubordinate conduct include:

1. Failing to comply with the lawful directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect.
2. Skipping detention or any other disciplinary intervention.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with the lawful directions of teachers, school administrators, or other school personnel in charge of students.
2. Being late for class.
3. Being unprepared for class.

D. Engage in conduct that is violent. Examples of violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, or other school employee or attempting to do so.
2. Possessing a weapon. Unless a student is authorized to do so by the Superintendent, law enforcement officials are the only persons authorized to have a weapon in their possession while on school property or at a school function. (Please refer to page 39 for descriptions).
3. Displaying what appears to be a weapon (includes lookalike items).
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of a teacher, other student, administrator, other district employee or any person lawfully on school property, or at that person's home or other property or in a public place, including graffiti or arson.
6. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender identity, sexual orientation, or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily injury.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in, any school sponsored activity, organization, club, or team.
8. Selling, using, or possessing obscene material.
9. Using vulgar or abusive language, cursing, or swearing.
10. Smoking a cigarette, cigar, pipe, e-cigarette (or other implement used to smoke/inhale vapor), or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either "illegal substances" including inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling of any type.
14. Indecent exposure is the exposure to others of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus.

It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, swearing, sexual activity, and fighting will not be tolerated. Students waiting for buses when not on school property are expected to conduct themselves in accordance with the district's Code of Conduct.

G. Engage in any form of academic misconduct. Examples of academic misconduct

include:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.
6. Receiving assistance from another student in any of the above actions.

Behavior Consequences

Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age,
2. The nature of the offense and the circumstances which led to the offense,
3. The student's prior disciplinary record,
4. The effectiveness of other forms of discipline,
5. Information from parents, teachers and/or others, as appropriate, or
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to a Committee on Special Education and Discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Penalties

Students, who are found to have violated the district's Code of Conduct, may be subject to the following penalties, either alone or in combination with one another. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Verbal warning - any member of the district staff
2. Written warning - bus driver, hall and lunch monitors, teachers, and administrators
3. Written notification to parent - bus driver, hall and lunch monitor, teachers, and administrators
4. Detention - any member of the district staff

5. Tuesday School - assigned by Administration.
6. Suspension from transportation - transportation coordinator and Administrator
7. Suspension from extracurricular athletic participation - coaches, Administrator
8. Suspension from social or extracurricular activities – Administrator
9. Suspension of other privileges – Administrator
10. Removal from classroom by teacher - teachers, Administrator
11. Short-term (five days or less) suspension from school - Administrator
12. Long-term (more than five days) suspension from school - Administrator
13. Permanent suspension from school – Principal

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed will depend on the type of penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must let the student know what misconduct the student is alleged to have committed and must investigate the facts surrounding the alleged misconduct. School Administrators may assign consequences based on their reasonable suspicion that a student has violated a school policy. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty. Students who are to be given penalties other than a verbal warning, written warning, written notification to their parents or detention are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention

Teachers and Administrators may use after school or present the option of community service (at administrative discretion) as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. After school detention will be the responsibility of the student to provide their own transportation. Assigning detention is at the discretion of teachers and administrators.

2. Tuesday School/Saturday School

Tuesday School/Saturday School are interventions designed to keep students in school in a situation where they may face suspension for their actions. These interventions are assigned only by, and at the discretion of, the school Administration. The date of assignment and time frames for service will be determined by administration and notice provided to the student and parent. A school staff member will serve as proctor for this intervention. Students will be permitted to work on assignments. Students will be allowed a pass to the restroom during this time at the discretion of the proctor. Students are also expected to be in uniform during this time. Students may be presented an opportunity for school community service during this time as well in lieu of behavior modification programs/actions at the discretion of the proctor. Parents are expected to pick up students promptly at the completion of this intervention. The student WILL NOT be permitted to stay in the building afterwards. Students who fail to comply with the rules and requirements may be subject to long term removal from school.

3. Suspension from transportation

The bus driver is expected to bring such misconduct to the attention of the Administration. Students who become a serious disciplinary problem may have their riding

privileges suspended by the transportation coordinator and/or Administration. In such cases, the student's parent will become responsible for transportation to and from school. A student missing school due to lack of transportation will have those days counted toward truancy filings.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal to discuss the conduct and the penalty involved.

4. Suspension from athletic participation, extracurricular activities, and other privileges.

A student subjected to a suspension from athletic participation, extracurricular activities, or other privileges is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

5. In-School Suspension- There is no In-School- Suspension

The Board recognizes that the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes the Administration to place students out of school when their behaviors interfere with the learning environment of other students.

6. Teacher Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In many instances the classroom teacher can control disruptive student behavior by using good management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in the classroom; (2) sending a student into the hallway briefly; (3) sending a student to the appropriate administrator's office for a portion of or the remainder of the class time. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a student from class for up to two days if the teacher determines that the student is disruptive. The removal from class applies to the class of the removing teacher only.

If the student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student, before the student is removed, with an explanation for why he or she is being removed. The student must also be given the opportunity to present his or her version of the relevant events. Only after this informal

discussion may a teacher remove a student from class.

If the student does pose a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within one full school day. The teacher will inform the Administration as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the referral form. In the event a specific administrator is not available on occasion than an available Administrator will take the necessary action.

Within one school day after the student's removal, an Administrator must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with an administrator to discuss the reasons for the removal and behavior modification(s) to remedy the cause for the removal.

The written notice of Emergency Removal must be provided by US Mail. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents. If at the informal meeting the student denies the charges, the Administrator must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events.

An Administrator may overturn the removal of the student from class if they find any one of the following:

- The charges against the student are not supported by substantial evidence.
- The student's removal is otherwise in violation of law, including the district's Code of Conduct.
- The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

An Administrator must make a determination as to whether to overturn the removal before the close of business on the day after the day of the informal hearing. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less. At the teacher's discretion, they may rescind the removal prior to the expiration of the full period of removal. Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom. These services shall be offered during ISS or through a tutor.

Each teacher must keep a complete log, on a district provided form for all cases of removal of students from their class. Administrators will keep a log of all removals of students from class.

Removal of a student with a disability may, under certain circumstances, constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from their class until they have verified with an administrator or the chairperson of the Committee on Special Education that the removal will not violate the student's

rights under state or federal law or regulation.

7. Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent, or disruptive, or whose conduct otherwise endangers the safety, morals, health, or welfare of others. The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Principal and Assistant Principal.

Any staff member may recommend to the Administration that a student be suspended. All staff members must immediately report and refer a violent student to the Administration for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

An Administrator, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

If a suspension from school, of any length, is assigned and the school year expires during the dates assigned, the suspension will not be carried over to the next school year, as pursuant to State Law (HB 410, 2016). In place of carryover suspension, and alternative assignment, such as community service, may be issued by the school.

Note: In accordance with Ohio Law, stating students must not fail school work as a direct result of Out of School suspension, students who have an out of school suspension ARE permitted to make up missed work for 75% credit of the grade earned, but it will be the student's obligation to obtain, complete and submit any work within one week of their return to school. State Law requires that a suspended student cannot participate in extracurricular activities, cannot be on school property or at school sponsored events and must remain at home under the supervision of a parent for the duration of their suspension.

Short term (five days or less) suspension from school

When an Administrator, referred to as the "suspending authority", proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. Where possible, notice should also be provided by telephone or email if the school has been provided with a telephone number(s) or email for the purpose of contacting the parents. The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parent of the right to request an immediate informal conference with an Administrator. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Administrator may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons

or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable. After the conference an Administrator shall promptly advise the parents in writing of their decision. An Administrator shall advise the parents that, if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Principal within one business day, unless they can show extraordinary circumstances precluding them from doing so. The Principal shall issue a written decision regarding the appeal within 10 business days of receiving the appeal.

Long term (more than five days) suspension from school

When an Administrator determines that a suspension for more than five days may be warranted, they shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against them and the right to present witnesses and other evidence on their behalf.

The Principal shall personally hear and determine the proceeding or may, in their discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before them. A record of the hearing shall be maintained, but no stenographic transcript shall be required. If requested, a tape recording shall be deemed a satisfactory record. Tape recordings will be kept for one year. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well being of other students, school personnel or any other person lawfully on school property or attending a school function.

Minimum Periods of Suspension

1. Students who bring a weapon to school

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property might be subject to suspension from school for at least one calendar year or expulsion. Before being suspended, the student will have an opportunity for a hearing pursuant to Ohio School Law.

2. Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum ten-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given

to all students subject to a long-term hearing. The Principal has discretion to modify the minimum ten-day suspension on a case-by-case basis. A student with a disability may be suspended only in accordance with the requirements of state and federal law.

3. Students who are repeatedly substantially disruptive of the educational process/mission of the school or repeatedly substantially interfere with the teacher's authority over the classroom Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days by the Principal or designee at their discretion. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Ohio School Law and this code on four or more occasions during a semester. If the proposed penalty is the five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the ten-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Principal has the authority to modify the minimum ten-day suspension on a case-by-case basis.

Student Searches and Interrogations (BOE Policy S47)

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as searching book bags, so long as the school official has a legitimate reason for the very limited search. While conducting an investigation district staff should not physically search students unless they represent a threat to themselves or others. Before searching students or the students' belongings, the authorized school official should attempt to get the students to admit that they possess physical evidence that they violated the law or the district code, or get the students to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

An authorized school official may search students or their belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verifiable. They may also be considered reliable informants if they make an admission against their own interest or they provide the same information that is received independently from other sources threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Whenever practicable, searches will be conducted in the privacy of administrative offices

and students will be present when their possessions are being searched. Students will be given the opportunity to be searched by the administration or, if they refuse, the Columbus Police Department will be called to conduct the search.

A. Student Locker, Desks, and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. These items and locations remain the property of the school district at all times. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. Students are expected to keep their assigned lockers secured with school issued locks at all times to maintain their personal security and safety of the school. Failure to do so may result in disciplinary action and/or a fine to replace a lost lock/damaged locker.

B. Strip Searches

This district is against conducting strip searches. A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may contact law enforcement officials and request that they conduct the search off campus.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age, and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (i.e. what items were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (i.e. what items(s) were found).
10. Disposition of items found.
11. Time, manner, and results of parental notification

An Administrator shall be responsible for the custody, control, and disposition of any illegal or dangerous items taken from a student. The specific Administrator shall retain control of the items, unless the items are turned over to the police. An administrator shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement during Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal

investigation involving students only if they have:

1. A search or an arrest warrant,
2. Probable cause to believe a crime has been committed on school property or at a school function, or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the Principal, or other Administrator shall first try to notify the student's parents to give the parents the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted or does not reply to any message sent by the school, the police do have the right to attempt to question the student. It should also be noted that any minor student has the right to request a parent to be present prior to any questioning. An Administrator will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of a parent or attorney.

E. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated. The district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to an Administrator. An administrator shall set the time and place of the interview. The Administrator shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any clothing the school nurse or other school official will accompany the Child Protective Worker and the student to the local hospital emergency room where medical staff will conduct the examination.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent. The worker must sign a written statement to this effect.

Corrective Discipline Procedures

This section helps clarify, for staff, when office referrals are to be made and provide a menu of administrator-assigned consequences. Additionally, a menu of corrective consequences ranging from least to most intrusive is provided for staff. Corrective consequences should follow the "law of least intrusive". That is, staff is expected to use the mildest consequence that reasonably fits the infraction. It is always important to

remember that removals (i.e. “time out”) are only effective as corrective consequences, if the setting, from which a student is removed, is actually reinforcing for that student. Therefore, “time out” or other removal consequence procedures must be used in conjunction with positive systems.

Record keeping forms are to be used consistently by staff and administration because they help us identify students who need behavior plans. They include: a). letters to parents; b). discipline reports; c). home contact forms; d). other forms of written records.

Discipline Reports

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

- Physically dangerous behavior—unwanted physical contact, fighting, or any other behavior that has a high possibility for physical harm.
- Illegal behavior—possession of controlled substance, intimidation, threats of violence, etc.
- Defiance—(overt and immediate refusal to follow a staff person’s reasonable, specific direction).
- “Sit down and begin your assignment,” is a specific direction but, “Change your attitude,” is not. “Stop running in the hall and come here to speak with me,” is reasonable and specific. A student forgetting homework or being disruptive in class are not examples of overt and immediate refusals to follow a staff members reasonable, specific direction.
- Not following handbook guidelines.

Parents are provided a significant resource in student academic and behavior management via our SIS (Student Information System) Database. Student/Parent login information is provided to the student but can be managed by the parent simply by contacting the school. The database presents academic, attendance, and behavioral information and features an alert option which will email parents in the event of absences, tardies, failing grades, disciplinary action, etc. It is highly recommended that parents familiarize themselves with the SIS system so that they can help their student make positive decisions.

Note: Some students have disabilities that make it more difficult for them to understand or to follow directives, especially when those directives create a heightened anxiety level or intense fear (ie. Autism, Asperger Syndrome, Emotional Disturbances). In these cases, IEP or Intervention Planning Teams must conduct functional behavior assessments and design behavior support plans to help these students learn more appropriate ways to relax or express their anxiety/fear.

Administrator-Assigned Corrective Consequences

OSS (Out of School Suspension)

Assignments to OSS vary according to the nature and severity of the infraction. OSS will be used only as a last means of consequence when other means of corrective consequences have been exhausted except the severe cases. Any combination of infractions resulting in a total of 10 days suspension for the current school year will result in a recommendation of expulsion.

Behavior Contract

Students who choose to ignore rules by repeating the violation and fail to conduct themselves in a responsible manner will be placed on a Behavior Contract upon the discretion of the administration. The conditions of the Contract will be consistent with the specific misbehavior and will outline expectations for improvement. Students who fail to live up to their contract will face further disciplinary action. Parents will be required to meet with an Administrator; their agreement to the contract is helpful, but not required. Students who violate their Behavior Contract may be subject to suspension and notification of the schools intent to expel. Some examples of behavior choices that could result in a Behavior Contract with the assistant principal or principal are, but are not limited to

- Severe violation of behaviors listed under Out of School Suspension.
- Fighting
- Repeated violations of behavior expectations (admin discretion).

Expulsion

Any student expelled will first receive a 10 day out of school suspension after which the expulsion will begin. Expulsions are normally up to 80 days duration, but may be longer, or permanent from HSA, according to the severity or habitual nature of the infraction(s). A hearing is required before an expulsion is activated. Withdraw of a student recommended for expulsion to another school/district does not terminate the expulsion process. Results of the hearing and final disposition will be communicated to the new school and consequences may be honored by the new school/district.

Filing Criminal Charges

Listed below are acts which are considered to be criminal offenses according to the laws of the state. Any violation of these acts may be cause for filing criminal charges against the offender by the appropriate school offices.

Arson- The unauthorized, intentional setting of fire.

Assault- Unwanted physical contact, threats or violence to a person.

Burglary- Theft/stealing of school or personal property.

Explosive (illegally used)- Explosives are not prohibited on school property or at a school sponsored event. Bomb threats and look alike devices are included in this.

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

Firearms (illegally used)- Firearms are not prohibited on school property or at school sponsored events. Violence threats are included in this.

Knives- Students are prohibited from carrying knives or any other weapon or object which could be used as a weapon in school, on school property, on a school bus or at any school function. Any student in possession of a knife or similar object that could potentially cause serious bodily harm will have it taken away from them and may be subject from school if circumstances warrant it. Any confiscated object may be returned to the parent or guardian if they so request.

False Report- Reporting false threat to school property, staff, or students. This includes fire alarm triggers.

Larceny- Theft

Malicious Mischief- Property damage

Robbery- Stealing from any individual by force or threat of force.

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

Trespass- Being present in an unauthorized place or refusing to leave when ordered to do so. Students who admit others to the building or other secured area without proper permission will be considered aiding in this offense.

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

Disruptive Conduct- Conduct which interferes with educational conduct is prohibited.

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

Refusal to Identify Self- All persons must, upon request, identify themselves to proper school authorities in the school building and school grounds or at school sponsored events.

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

APPLICABILITY OF SCHOOL POLICIES

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

NOTICE OF HEARING

No hearing or appeal will be scheduled for infractions in which the consequence is the student's removal from curricular or extracurricular activities for less than 24 hours, and/or if the student is not subject to removal, suspension or expulsion proceedings.

DUE PROCESS

All students at HSA are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution. All students at HSA have the right to feel that they are physically, emotionally, and intellectually safe.

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

When the report of a student and staff member differs, the staff member's version

will be the one accepted.

ADMINISTRATIVE PREROGATIVE

Every effort is made to assign consequences in accordance with the accepted schedule of infractions and consequences. Administration retains the privilege to skip steps at its discretion. This would most often happen when the infraction is deemed to be of a severe nature as to warrant a more fitting consequence. Administration retains the privilege to add extra steps to the accepted schedule of infractions and consequences, at its discretion. This would most often occur when considering an individual student's situation and underlying motivators for a certain infraction. Adding steps to an individual student in no way obligates administration to do the same for any other student.

VERBAL/WRITTEN WARNINGS

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

PARENTAL CONTACT CONCERNING DISCIPLINARY ACTION

Administration will attempt to contact the parent or guardian of record whenever a consequence is assigned. This contact may be via phone, e-mail, or letter, at the discretion of the administration.

ADMINISTRATIVE DECISION

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

ABSENCE FROM CLASS DUE TO DISCIPLINARY ACTION

Time missed from classes due to disciplinary action (OSS) is considered unexcused absence. In the case of missed tests, quizzes, homework, projects to be turned in, etc., this work will receive no credit.

SCHOOL BUS RULES

All school rules and policies apply when students ride buses to and from school and school activities. Bus drivers will provide each student with bus rules. Students who receive disciplinary "write-ups" from bus drivers will be dealt with according to that student's prior bus infractions. Suspensions from a bus are not a valid excuse from attendance from school.

COMMON AREAS

A school's common areas include such places as the upper commons, main entry foyer, hallways, restrooms, and the cafeteria. With different staff supervising these areas, it is important to share consistent expectations for responsible behavior. Because each common area is unique each student will have a clear understanding of appropriate behavior in each area.

Hallways

- Walk safely
- Be on time for class
- Keep hands, feet, and arms to yourself
- Only quiet voices permitted

Cafeteria

- Use quiet voices
- Leave cafeteria with permission only
- Use good manners
- Clean your area

Restrooms

- Wait your turn
- Use quiet voice while waiting
- Keep restroom clean
- Be on time to class.

PROPER RESPONSE WHEN THREATENED

When threatened with physical violence by another student, the proper and expected response from students is to go directly to the nearest school staff member. Fighting back or physically defending oneself is not an acceptable option. If a student responds with violence to a provocation, both students will be held to equal consequences. The only possible exception to this policy might be if the student who is not the aggressor can prove that they are not the aggressor and that no staff member was present or immediately available, and the student had no choice but to physically defend themself.

Progressive Discipline Approach

Minor Issues are normally handled by the teacher. Examples of infractions would include (but not limited to) the following behaviors: talking, chewing gum, out of seat, lack of self-control, having food/drink in class, or tardiness. Appropriate teacher intervention would include: parent contact, verbal reprimand, “time-out”, after school detention, etc. All interventions will be documented. If the behavior continues, a referral to an Administrator will be appropriate.

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

Descriptions of Infractions

Disclaimer: The following descriptions are meant for informational purposes only. While every attempt has been made to provide adequate detail, they are not meant to be exhaustive, complete in every detail, or in any way to be the only definition allowable at Horizon Science Academy exactly to describe a certain offenses or offenses committed or alleged to have been committed by any student or students of the Academy. Administration has the right to add to or to subtract from these descriptions as necessary to fit a given offense into the list of offenses as defined here.

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| <i>ACADEMIC DISHONESTY</i> | Copying or cheating on tests or homework; plagiarizing reports; representing any work as the student's own which is not. Providing answers to other students, or doing their work for them, without authorization of school staff. |
| <i>BULLYING</i> <i>BULLYING (Cont'd)</i> | The intentional <u>written, verbal, electronic, or physical</u> act that a student has exhibited toward another particular student <u>more than once</u> and the behavior both: <ul style="list-style-type: none"> ◆ Causes mental or physical harm to the other student; ◆ <u>Is sufficiently severe, persistent, or pervasive</u> that it creates an intimidating, threatening, or abusive educational environment for the other student. ◆ Violence within a dating relationship. Please note that any photographs, videos, text or other media on a device that is shared or any post to social media can be considered under this category. Students should obtain screenshots of inflammatory posts and report to an Administrator. Students found to be engaged in such behavior on social media could be subject to consequences beyond any assigned by the school (legal action filed by another party). |
| <i>CLASSROOM DISTURBANCE</i> | Any action or non-action that disturbs the ability of the teacher to teach and the student to learn in the classroom. |
| <i>CONTRABAND SUBSTANCE</i> | Any substance or article, or look-alike, forbidden by the rules of the Academy. |
| <i>CONTROLLED SUBSTANCE</i> | Possessing (on the person or in lockers, purses, etc.), using, selling, offering to sell, concealing, transmitting, or being under the influence of any substance (or look-alike) deemed illegal for underage individuals in the State of Ohio. This includes Betel Nut or similar products. |
| <i>CRIMINAL OFFENSE</i> | Any offense committed which is illegal for a minor under the laws of the State of Ohio. Such offenses include, but are not limited to, bomb threat, drug dealing/trafficking, arson, attempted arson, false fire alarm, verbal or physical assault of a staff member, battery of a staff member, threatening to harm a staff member, weapons offenses, etc. (See "Filing Criminal Charges", p.39) |
| <i>DEFACING OF SCHOOL PROPERTY, MAJOR</i> | Drawing of graffiti, spray-painting, etc. on school property in such a way that does not destroy the property and is cleanable or repairable for under \$50, including labor costs, at current market rates. Parents are held financially responsible for repair costs. Grade cards and/or school records will be withheld until financial obligations to the Academy are fulfilled. |

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| <i>DEFACING OF SCHOOL PROPERTY, MINOR</i> | Drawing of graffiti, spray-painting, etc. on school property in such a way that does not destroy the property and is cleanable or repairable including labor costs, at current market rates will be the responsibility of the parents. Parents are held financially responsible for repair costs. Grade cards and/or school records will be withheld until financial obligations to the Academy are fulfilled. |
| <i>DESTRUCTION OF SCHOOL PROPERTY, MINOR</i> | Causing harm to school property, which requires repairs including labor costs, at current market rates. Parents are held financially responsible for repair costs. Grade cards and/or school records will be withheld until financial obligations to the Academy are fulfilled. |
| <i>DESTRUCTION OF SCHOOL PROPERTY, MAJOR</i> | Causing harm to school property which requires repairs at current market rates. Parents are held financially responsible for repair costs. Grade cards and/or school records will be withheld until financial obligations to the Academy are fulfilled. |
| <i>DISRESPECT TO SCHOOL STAFF</i> | Refusing to follow directions, mocking, name-calling, vulgar, or abusive language, or otherwise showing disrespect in actions or speech, either directly to, in the presence of, or to others, regarding a teacher, administrator, school staff member, guest speaker, visitor, parent, etc. |
| <i>DISRUPTION OF SCHOOL ENVIRONMENT, MINOR</i> | Acting and/or causing others to act in a way so as to cause a minor disruption to the orderly pursuance of the daily routine of the Academy. |
| <i>DISRUPTION OF SCHOOL ENVIRONMENT, MAJOR</i> | Acting and/or causing others to act in a way so as to cause a major disruption to the orderly pursuance of the daily routine of the Academy. |
| <i>DRESS CODE</i> | Infraction of the dress code involving absence of proper attire or improper wearing/conduct of school uniform. Wearing of non-uniform attire and/or accessories. Uniform code applies to school and to any school-sponsored events, field trips, class trips, etc. |
| <i>ELECTRONIC DEVICES</i> | Improper use of any electronic devices on the school property (against class or school rules), not limited to computers, game devices, cell phones, etc. Devices should not be in use/in evidence in sensitive locations (i.e. restrooms/locker rooms) or in emergency situations, without permission. The Academy is not responsible in the event of theft of such items. |

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| <i>EXTORTION / INTIMIDATION</i> | Causing a student or staff member by threat, intimidation, or other means to give up any personal possession, or to perform acts against their will, or actively to create in any individual a feeling of threat or impending violence or abusive behavior against that individual. |
| <i>FAILURE TO COMPLETE BEHAVIOR INTERVENTION</i> | Failure to attend or tardiness to detention or other intervention. Behaving in such a way so as to be put out of detention or other intervention. |
| <i>FAILURE TO FOLLOW STAFF MEMBER INSTRUCTION</i> | Failure or willful refusal to follow reasonable requests and directions of the staff members of the Academy. |
| <i>FAILURE TO FOLLOW SCHOOL RULE/POLICY</i> | Failure or willful refusal to follow the policies and rules of the Academy. This includes violations of the Electronics/Internet Acceptable Use Policy and admitting students or other outside persons to the school building or other secure area without staff/administrative permission. |
| <i>FIGHTING</i> | Unwanted Physically abusive conduct directed toward another student, which leads to, or could lead to, physical harm of that person or bystanders. All parties involved share the consequences unless circumstances detailed in section 2.21 can be shown to exist. |
| <i>FIGHTS--ARRANGING, PROVOKING, ETC.</i> | Acting during or after school hours to arrange a fight during school hours or other time. Acting in such a way as to provoke another individual to fight or otherwise to physically attack or attempt to harm another individual. |
| <i>FORGERY</i> | Signing another person's name (staff, student, parent, etc.) to any document without that person's permission. |
| <i>GAMBLING</i> | Playing games of chance or taking part in any types of pools, betting, wagering, etc. is transferred from the loser(s) to the winner(s). |
| <i>HAZING</i> | Causing any student to take part in any demoralizing, dangerous, or otherwise intimidating acts, whether against the individual's will or not, for the purpose of acceptance or initiation into clubs, societies, etc., or any similar acts upon any student either before or after acceptance into any organization real or imagined. |

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| <i>PHYSICAL CONTACT, NON-THREATENING</i> | Physical contact which does not cause physical harm, but which is deemed inappropriate by administration and/or which is unsolicited, uninvited and/or not preferred by the recipient. |
| <i>PHYSICAL CONTACT, THREATENING</i> | Threatening Physical contact that cannot be defined as fighting, intimidation, or other fractions. |
| <i>LANGUAGE, INAPPROPRIATE</i> | The use of profanity, vulgarity, or abusive, derogatory or hurtful, etc. speech either directed to another individual or in any other context. Includes written language of the same nature. |
| <i>LANGUAGE, INAPPROPRIATE</i> | |
| <i>OUT OF ASSIGNED AREA</i> | Failure to report directly to, or to remain in, class, lunch, study hall or other area as assigned, either by regular schedule, hall pass, direction of staff, etc. |
| <i>PROFANE GESTURE</i> | Any profane physical gesture used in any context. |
| <i>PUBLIC DISPLAYS OF AFFECTION</i> | “Romantic” physical contact of an unacceptable nature between opposite sex or same-sex individuals. |
| <i>ROUGH-HOUSING</i> | Consensual rough and inappropriate play among individuals (i.e. slap boxing or similar activities). |
| <i>SEXUAL HARASSMENT</i> | Includes (but is not limited to) unwelcome sexual advances or suggestions, displaying sexually suggestive objects, writings, drawings, etc. to those who do not invite such displays, sexual comments about another person’s body, clothes, appearance, etc., physical conduct of a sexual nature directed toward an unwilling recipient, speech of a sexual nature in the presence of those who do not invite such speech, etc. Intimidation, hazing, or extortion (see the related definitions) using any sexual references is considered sexual harassment. |
| <i>SEXUAL MISCONDUCT</i> | Sexual contact or conduct between individuals. |

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| <i>SKIPPING CLASS</i> | Any unapproved late arrival or absence from/during class or lengthy stay on a hall pass determined to be excessive. Late arrival is considered to be 10 minutes after the start of class. Unless otherwise specified, a student should not be allowed to be out of class on a hall pass for a period more than 5 minutes. See “Out of Assigned Area |
| <i>TARDY TO CLASS</i> | Failure to be in a classroom or other assigned area by the time the bell rings to begin that period. At their discretion, teachers may make other policies for their individual classes, such as for students to be in seats at the bell, etc. See “Out of Assigned Area” |
| <i>TARDY TO SCHOOL</i> | Arriving at school with no parent excuse after the final bell to start the school day. |
| <i>THEFT</i> | Taking any item that does not belong to the individual, for any length of time. |
| <i>TOBACCO, POSSESSION/ USE</i> | Use, ingestion, holding, carrying, concealing, storing, etc. any tobacco (or look-alike nicotine-based) substance which is illegal to be in the possession of underage individuals in the State of Ohio. Any tool or device used for vaporizing liquid “vaping” is included in this category. |
| <i>UNPREPARED FOR CLASS</i> | Failure to bring pencil, paper, notebooks, textbooks, etc. to class. |
| <i>WEAPON POSSESSION</i> | Any personal possession, storage, or transmission on to school property of a Firearm, Knife or other weapon. This may include look-alike items. |
| <i>WRITE-UP FROM BUS DRIVER</i> | Any disciplinary report from a bus driver about actions committed by students during their bus rides to and from school, on field trips, etc. This includes paid or volunteer drivers of vans, parent drivers of cars, etc. |

EXPLANATION OF CODES/CONSEQUENCES

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

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

Correction of deficiency (CD): Student must correct uniform violations, obtain proper parts of uniform, etc. before being allowed to attend classes.

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

Expulsion hearing (EH): Parent is given the opportunity to schedule a hearing considering the expulsion of the student in question.

Mandatory expulsion (ME): Expulsion required

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

Emergency Removal (ER): Removal of student from school pending suspension or expulsion recommendation.

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

Warning: Student issued a formal warning by an administrator.

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

Tuesday School (T): Student is assigned to a 3 hour detention; non-service is construed as failure to follow staff member direction, level 2.

Saturday School (SA): Student is assigned a 4 hour detention; non-service is construed as failure to follow staff direction, level 3.

Parent Conference (PC): Parent conference required with either teacher or administrator (or both).

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

| Infraction | 1 | 2 | 3 | 4 | 5 |
|--|----------------------------|------------------------|-----------------------------|------------------------|------------------------|
| Academic Dishonesty | T, PC | SA, S1-3 | S2-4 | S3-6 | S10, EH |
| Bullying | S2-5, CR | S3-6, CR | S5-10, EH, CR | S5-10, EH, CR | S5-10, EH, CR |
| Classroom Disturbance ¹ | W, T, SA, S1, PC | S1-3, ER | S2-4, ER | S3-5, ER | S5-10, ER, EH |
| Contraband Substance | S1-3 | S2-5 | S3-5 | S5-10, EH | S5-10, EH |
| Controlled Substance | S1-5 ³ PD | S2-5 PD | S3-5 PD | S-10, EH, PD | S-10, EH, PD |
| Criminal Offense | S10, \$, CR, PD, EH | S10, \$, CR, PD, EH | S10, \$, CR, PD, EH | S10, \$, CR, PD, EH | S10, \$, CR, PD, EH |
| Defacing of School Property (Consolidated Minor and Major) | S1-5, \$, PC | S5-10, \$, EH | S5-10, EH, \$ | S10, EH, \$ | S10, EH, \$ |
| Destruction of School Property, Major (Consolidated Minor and Major) | S1-5, \$, PC | S5-10, \$ | S5-10, \$, EH | S10, \$, EH | S10, \$, EH |
| Disrespect to School Staff ¹ | T, SA, PC, S 1-5 | ER, PC, SA, S2-5 | S5-10 | S10, EH | S10, EH |
| Dress Code | CD, T, W, SA | S1-3 | S2-4, PC | S3-6 ⁵ | S4-8 |
| Electronic Devices | W, T, PC C ⁵ | S1, ST, C ⁵ | PC, S2-5, C ⁵ | S3-6, C ⁵ | S6-10, C ⁸ |
| Extortion/Intimidation | S1-3, CR, PC | S2-6, CR | S3-6, CR | S4-6, CR | S10, EH, CR |
| Failure to Follow Staff Member Instruction ¹ | T, ST, PC | S1-5 | S3-5, PC | S5-10 | S10, EH |
| Failure to Follow School | W, CD, T, | S1-5, ER, | S3-5, PC, | S5-10, EH | S10, EH |

| Rule/Policy ¹ | ST, PC | PC | ER | | |
|-----------------------------------|-------------------------------|---------------------------|----------------------------|-------------------|-------------------|
| Fighting | S1-10, ER, EH | S1-10, EH | S1-10, EH | S1-10, EH | S1-10, EH |
| Fights-Arranging ,Provoking, etc. | S1-3, ER | S3-5 | S5-10 | S10, EH | S10, EH |
| Physical Contact Staff- Levels | S1-10, EH, PD, CR | S1-10, EH, PD, CR | S1-10, EH, PD, CR | S1-10, EH, PD, CR | S1-10, EH, PD, CR |
| Forgery | T, S1-3, ER | S1-3, ER | S2-5, ER | S3-6, EH | S5-10, EH |
| Gambling | T, SA, PC | S1-3 | S3-5 | S3-6, EH | S10, EH |
| Hazing | SA, PC, S1 | S1-3 | S3-5 | S5-10 | S10, EH |
| Physical Contact, Horseplay | T, SA, PC, S1-3 | S2-5, ER | S3-6, ER | S5-10 | S10, EH |
| Physical Contact, Threatening | S1-3, PC, ER | S3-6, PC, ER | S4-8, PC | S10, PC, EH, PD | S10, PC, PD, EH |
| Language, Inappropriate | W,T | S1-3 SA, PC | S3-5, PC | S4-6 | S5-10 |
| Out of Assigned Area | W,T, SA | S1-3, PC | S2-5, PC, ER | S3-5 | S5-10, ER |
| Profane Gesture Staff | T, SA | S1-3, PC | S2-5, PC | S3-6, PC | S5-10 |
| Public Displays of Affection | W, T | SA, S1-3, PC | S2-4, PC | S3-6, PC | S5-10 |
| Rough-housing | SA, S1-3, PC, ER | S2-5, PC, ER | S3-6, PC, ER | S4-6, ER | S10, EH |
| Sexual Harassment | SA, PC, ER, S1-3 ⁶ | PC, S5-7 ⁶ | S6-10 ⁶ | S10, EH | S10, EH |
| Sexual Misconduct | PC, ER, S1-3 ⁶ | ER, PD, S5-7 ⁶ | ER, PD, S6-10 ⁶ | S10, EH, PD | S10, EH, PD |
| Skipping Class | W, T, SA, PC | S 2-5, PC | S4-8 | S8-10, EH | S10, EH |
| Theft | S1-5 PD | S1-5 PD | S5 PD | S10 PD | S10, EH |
| Tobacco, Possession/Use | S1-5, PC | S2-5, PC | S3-6 | S5-10 | S10, EH |
| Unprepared for Class ¹ | W | T, SA | S1-3 | S2-4 | S3-10 |
| Weapon Possession | S10, EH, CR, PD | S10, EH, CR, PD | S10, EH, CR, PD | S10, EH, CR, PD | S10, EH, CR, PD |

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| Write Up from Bus Driver | T, WL ⁷ | BS1 | BS3 | BS5, PC | BS10+ |
|--------------------------|--------------------|-----|-----|---------|-------|

¹Staff will make appropriate parent contacts or apply appropriate consequences before referral is made to Administration.

²In addition to disciplinary action, the percentage of points assigned to all class work will be affected.

³Confiscated from student at each step

⁴Suspensions continue with each violation

⁵Confiscated from student; returned to parents only

⁶Number of day's suspension depends on severity of case as determined by school officials

⁷Bus suspension days continue to accrue with the number of write-ups a student receives

⁸Confiscated from student; returned at the end of the school year.

School Fees

Seniors Dues

Senior dues are \$125.00 that includes Cap/Gown/Diploma/Announcements/Senior Breakfast/Yearbook/Senior t-shirt. Full payment is due by March 1st. A late fee of \$25.00 may be assessed if payment is submitted after the assigned due date. Senior Class Officers must be able to attend all functions and activities regardless of faith or religion.

Consumable Material Fee

Horizon Science Academy Columbus High School requires parents to pay a one-time **\$25.00** of consumable fee, which is to be used for student paperwork, classroom supplies, classroom projects, after school activities and so forth.

For more than one child in the same family, fee will be:

- **\$25.00** for the first child
- **\$15.00** for each additional child
- The amount of **\$25.00** is not refundable to any students.

If you are in financial difficulty to pay the **\$25.00** consumable fee, you **have to write** a waiver letter explaining your situation to the school administration.

In case of remaining balances without any payment schedules or notices, Horizon Science Academy Columbus High School will **not** send in grade cards nor release student records.

Athletic Fee

All the students at the academy will have to pay **\$50.00** for each sport they participate in.

- Payments may be made by check, money order, cash or credit card. Make checks payable to Horizon Science Academy. Payments may be made in one or two installments.
- All school fees from previous years must be paid in full in order to participate.
- A returned (NSF) check or non-payment will render the student ineligible to participate (including practice) until the fee is paid in full. An additional fee will be assessed for a returned check. Payments for returned checks may be made by money order, cash or credit card.
- Students participating in athletics, co-curricular activities, may not participate in practice, contests or even scrimmages until the payment is received or arrangements for payment have been made.

Athletic Eligibility Requirements

HSA establishes excellence as a standard and strives to maintain an appropriate balance between academics, athletics, and all extracurricular activities. It is important that students meet the following academic requirements in order to participate in athletics, extracurricular or co-curricular activities in grades 9-12:

- 9th grade must have a 2.0 GPA prior to the sport season they wish to play
- 10th grade must have a 2.2 GPA prior to the sport season they wish to play
- 11/12 grade must have a 2.4 GPA prior to the sports season they wish to play. All grade levels will be required to maintain their respective GPA during the playing season and grades will be verified weekly during the season.
- Regulations relating to attendance to school and eligibility to participate also apply.

Work Permit Requirements

Students under the age of 18 are required by law to obtain a Minor Work Permit to gain employment.

To obtain a Minor Work Permit, the student must:

- Obtain a permit application online or from the school secretary
- Have the application signed by a designated school official
- Along with the employer, complete the application completely
- Return the application to the school

The application will be entered into an online system by the school secretary.

Your work permit may be revoked by the school for the following reasons:

- Poor Grades
- Leaving the school/district
- Quitting Employment
- Quitting School (Dropping Out)
- Other (Truancy, excessive Suspensions or Expulsion)

Religion In Schools (BOE Policy S13)

HSA recognizes that our student body is composed of a diverse range of philosophical, moral, and religious beliefs. HSA is dedicated to accommodating the religious, philosophical, and moral beliefs of its student body in accordance to State and Federal laws governing the function of religious, moral, and philosophical expression in publicly funded institutions. In accordance with these laws, HSA does not endorse religious activity or doctrine, or coerce participation in any religious activity. Schools may not discriminate against private religious expression by students and will not tolerate intimidation, coercion, or harassment of any student or staff member based on religious preference. With respect to prayer in school, no staff member or administrator will establish or lead any sort of religious observance during instructional time. Instructional time is defined as regular class time (scheduled classes, including study halls). Students who miss school for the observance of religious holidays will be permitted to make up assignments (or be provided an alternate assessment) providing an excuse.

Technology Use (BOE Policy S49)

Student Personal Electronic Devices

Individual teachers may decide if students can use a personal electronic device in their classroom. Teachers also determine how these devices or associated accessories can be used (or on display) in their classrooms. Students should assume that in each class, each day, their device and associated peripheral devices are not permitted to be in use or visible. Students are expected to comply with any teacher request regarding technology or they may be subject to loss of privilege or further disciplinary action relating to any misconduct or disruption relating to device usage. See “Cell Phones and other Electronic Devices” section below.

- School is not responsible for any damaged/lost/stolen devices. School officials/staff are not obligated to take school time to recover lost or stolen items.
- We recommend you install location finder applications or buy insurance for the devices you will bring to the school.
- We recommend that devices not be shared for any reason and any accessory items (chargers, headphones, etc. are kept secured at all times.

Internet Use

Horizon Science Academy Columbus High School operates under an acceptable use policy below concerning the Internet, meaning we offer free access to the Internet to all students and staff. Every effort will be made to monitor student usage of the Internet as well as the websites students’ access. Ultimately, however, it is the responsibility of the student to refrain from accessing sites, or misusing sites for the purpose of communication, which are inappropriate for viewing in the school setting. Student violations of the acceptable use policy may result in revocation of Internet privileges, school disciplinary action and/or legal action.

Acceptable Use Policy (BOE Policy S17)

The Internet has become a vital part of our information infrastructure. The School strongly believes in the educational value of the Internet and recognizes the potential of such to support our curriculum and student learning in our school. The School also recognizes the potential for misuse, or abuse, which is inherent in the Internet, and will make reasonable efforts to protect its students and teachers. In order to comply with the Children’s Internet Protection Act (“CIPA”), the School has installed and is maintaining software that is designed to limit access to harmful matter on the Internet and monitor student use of the Internet. Such filtering software, however, may not adequately protect users from accessing all harmful matter on the Internet. The installation of such software does not relieve harmful matter. If a student violates any of these provisions, access to the Internet (including any computer or device connected to the Internet or School’s network) may be denied and the student may be subject to legal and/or disciplinary actions. These rules apply to both student-owned devices and school-owned devices.

1. Students accept personal responsibility for use of school Internet services.
2. Students’ use of the Internet must be in support of education and research and within the education goals and objectives of the School.
3. Prohibited Uses: The following uses for the computer/device/network/Internet are prohibited:

- a. Any use which is in violation of federal, state or local law. This includes, but is not limited to, the transmission of copyrighted materials and privacy rights.
 - b. While using any other organization's network or computing resources, violating that organization's rules for use of its network or computing resources.
 - c. Knowingly bypassing or penetrating any Internet security measures, including gaining entry or "hacking" into systems, disabling protections, or accessing restricted material without authorization.
 - d. Use which assists, supports, or promotes another person's Internet use in violation of these rules.
 - e. Production, transmission or storage of any communication or material which may be considered:
 - Defamatory, abusive, harassing or threatening toward another person.
 - Communications or materials which denigrate persons based upon race, ethnicity, religion, gender, or disability are prohibited.
 - Promoting, encouraging, or supporting the use of controlled substances.
 - Commercial activities by individuals or for-profit entities.
 - Violating another person's right to privacy.
 - Using a false identity on the Internet.
 - Otherwise prohibited on a school campus or in a workplace.
 - f. Accessing any pornographic, obscene, vulgar, or sexually explicit material, or any material which promotes, encourages, or supports any unlawful activity.
 - g. Using technology to disrupt the educational process, or against policy.
 - h. Damaging technology devices or systems.
 - i. Plagiarizing information found on the Internet.
 - j. Using obscene, profane, lewd, rude, inflammatory, threatening, derogatory, or other language that may be offensive to another user.
4. Use of the Internet is a privilege, not a right, and inappropriate use will result in withholding of that privilege.
 5. You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to):
 - a. Be Polite. Never send, or encourage others to send, abusive messages.
 - b. Use Appropriate Language. Remember that you are a representative of our school, on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
 - c. Do not reveal personal identifying information on the Internet, such as your home address or personal telephone number, or the addresses and telephone numbers of students or colleagues.
 - d. Do not use the network in any way that would disrupt use of the network by others.
 6. The School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School will not be responsible for any damages suffered while on this system. These damages include loss of data, inability to complete work due to system downtime, and loss of privacy. Use of information obtained via the Internet is at your own risk.
 7. Security on any network is a high priority because of the many people relying on that network. If you suspect a security problem, notify the appropriate school personnel at

once. Never demonstrate the problem to other users. Never use another individual's password or account. Never give your passwords to another person. Any use identified as a security risk will be denied access to the network and may face disciplinary action.

8. Vandalism is defined as any malicious attempt to harm, or destroy, anyone else's data, or any attempt to deprive other users of network services or computers. This includes, but is not limited to, the creation and uploading / downloading of viruses or Trojan horse programs, unauthorized tampering with the Control Panel settings for computers, or physical damage to any machine. Vandalism may result in the loss of computer access, disciplinary action, and legal referral.

Cell Phones and other Electronic Devices

Traditional and smart cellular phones are permitted in student possession during the school day. The administration of the school requires that any phone in student possession be set to "silent mode" during school hours. Should a phone ring audibly, the student may be subject to the discipline policy described below.

Any communication necessary between the parent and the student during the school day must come from the main office.

This is for both the safety of your child and knowing where and what you child is doing at all times. If you need to speak to them or meet you outside, we must be able to show that they signed out. Otherwise we may call the police and report them missing, or they may be picked up by Columbus Police Officers that patrol the area.

Phone calls received during class are very disruptive, which is why we insist on student phones being set to "silent mode". Students receiving calls from friends often lead to issues that cause fights, truancy from school and potentially dangerous situations. When students call parents to complain and the parent calls the administration, we have no clue as to what the issues are as the initial chain of communication is not shared with the school. Therefore we ask for your support in having your child come to the administration first before calling you.

- **First Infraction:** Student device confiscated by teacher.
- **Second Infraction:** Student sent to Admin-Phone taken Parent picks up.
- **Third Infraction:** Sent to Admin and potential OSS
- **Fourth Infraction:** Sent to Admin- OSS (progressive per incidents)

Miscellaneous Policies

Extracurricular Activity/Athletic Code of Conduct--Rules and Regulations(BOE Policy S33)

Horizon Science Academy of Columbus High School recognizes the important role of extracurricular activities, such as intramural (or club), Freshmen, Junior Varsity (JV), and Varsity athletics in creating a diversely educated student. Horizon Science Academy Columbus High School recognizes that in a curricular environment certain student rights are protected by law and finds it necessary to distinguish between curricular and extracurricular activity. Curricular activities, such as those that occur during school hours, are a right under Federal, State, and Compulsory Education Laws. Extracurricular activities are not compulsory, rather they are activities students choose to participate in and, in their participation, agree to the standards, policies and practices set forth by the Coaching Staff

and Athletic Director. These expectations are to be provided to students in writing prior to the start of the season and to be signed by the student and their parent/guardian as a condition of participation.

Failure to meet the expectations set forth by Activity Sponsors/Coaches or Athletic Director may result in one or more of the following actions:

- Contact of Parent by Activity Sponsor/Coach or Athletic Director regarding the violation
- Referral to school administration for counseling/mediation on the violation
- Denial of participation for a temporary period of time determined by the Activity

Failure to meet the expectations set forth by Activity Sponsors/Coaches or Athletic Director may result in one or more of the following actions:

- Contact of Parent by Activity Sponsor/Coach or Athletic Director regarding the violation
- Referral to school administration for counseling/mediation on the violation
- Denial of participation for a temporary period of time determined by the Activity Supervisor/Head Coach, with advice from the Athletic Director/Administration
- Seasonal removal from participation
- Permanent (school year long) removal from participation
- Permanent (tenure of attendance/enrollment) removal from participation

Any and all rules/regulations will be made in good faith by Activity Sponsors/Coaches and are subject to approval by the Administration/Athletic Director and may be subject to approval by the Superintendent and Board of Education. No rule or regulation will be enacted that is deemed to violate Title IX protections afforded to students. When an issue of student health/safety arises, or a student is determined to be in violation of team rules or the extracurricular code of conduct, every effort will be made by the activity sponsor/coach/Athletic Director to inform parents of the situation and seek their involvement in correcting the issue. When considering consequences for a violation of the Extracurricular/Athletic Code of Conduct, the Administration/Athletic Director will work in conjunction with team coaches to determine what step provides the most opportunity for character development in concert with the success and well-being of others participating in the athletic program.

Attendance to school is an important component of a student succeeding in school. Students participating in any school sponsored extracurricular activities (sports, clubs, academic teams, etc) may have their ability to participate in extracurricular activities removed either permanently or for an extended period of time if their attendance is deemed to conflict with state laws. The following policy is effective beginning in the 2021-2022 school year.

1. If a student begins absence intervention or is deemed to be excessively or chronically absent **in season**, they will be placed on a probationary hold, preventing the student from attending/participating in competition. A student in this situation may continue to attend practices at the discretion of the Head Coach. Probation may end if the student makes meaningful progress on attendance during a 10 day period. Probation can be reinstated if absences are accumulated beyond 14 hours in season.

2. If a student begins absence intervention or is deemed to be excessively or chronically absent **out of season**, they will be placed on a probationary hold and not permitted to attend or participate in any team functions (e.g. open gym, team meetings, banquets). Probation may end if the student makes meaningful progress on attendance during a 10 day period. Probation can be reinstated if absences are accumulated beyond 14 hours in season.

4. If a student has truancy filed on them they are disqualified from extracurricular activities. This disqualification can be appealed by the student and their parent/guardian (**both must attend**) to a team consisting of the school Principal (or designee), Athletic Director and Attendance Officer for review. The decision can be upheld or a custom intervention plan developed based on student circumstance. Any plan established cannot be more lenient than what is mentioned in #1 and #2, depending on if the student is in or out of season.

Drug Testing Policy (BoE Policy S64)

Any student will, as a condition of participation, agree to submit to drug testing during the term of their extracurricular activity. Students will be tested if they are taking part in any competitive extracurricular activity. Details of the policy will be shared with student participants which detail the requirements of the policy, what will be tested, the frequency of testing and recourse for not passing or refusing a random test.

Financial Responsibility

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

Field Trips / Other After School Activities

All clubs, sports teams, field trips etc. must be sponsored, supervised, and attended by a faculty member.

Parents or guardians must provide or arrange for transportation for their students who attend after-school activities. There are no activity buses. Students must be picked up, catch a city bus, etc. promptly at the conclusion of each after-school activity. School staff will not remain on site to await rides. Students remaining longer than thirty minutes after any event will be placed in a commercial cab and the parent or guardian will pay for the cost of the transportation home.

All school rules, uniform codes, etc. apply to all after-school activities and field trips, except as indicated in Section 4.5, paragraph 4, unless approved in writing by an administrator.

Fire, Tornado and Emergency Drills (BOE Policy S42)

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

- Pay attention to the teacher or staff member in the room for instructions.
- Walk to the proper exit as directed.

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

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

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

Emergency Drills are conducted at least 3 times in a school year. They consist of:

- Multi-Level Lockdown
- Crisis Management
- Building Evacuation

Book Bags

All book bags, large purses, etc. should be kept in lockers. Any items carried during the school day will be the total responsibility of the student. Students are asked not to bring valuables to school. The school will not be liable for any loss, theft, or damage to the book bag or its contents. **No backpacks in classrooms. Teachers and Administrators have the discretion to forbid any bag, purse, etc. that they deem to be unacceptable in their classroom.** The school will provide acceptable bags to the students. Students will be allowed to purchase a new bag if lost. Purses should be of size to be contained within the school provided bag.

Lost and Found

School personnel will maintain a lost and found container. Any items found should be turned into the lost and found. Students who have lost an item may check the lost and found with permission from school personnel. A student may be asked to provide proof of ownership of claimed items. All items unclaimed at the end of the school year, or at other times announced by the Academy, become the property of the Academy and will be dealt with accordingly. The Academy is not responsible for any items that may be stolen from the lost and found.

School Surveillance Video Access (BOE Policy O-10)

This school employs a number of surveillance cameras in many locations. In an effort to protect the privacy rights of our students, video footage may only be reviewed and utilized by authorized school personnel and law enforcement in an effort to augment the safety and security of our students. Video footage is retained for a limited time frame unless part of an ongoing action. The school will respond to any directive of the court as it relates to obtaining video footage for court proceedings.

No Soda Policy

Our school promotes healthy foods and drinks. As part of the National School Lunch and Breakfast program, we serve healthy foods and drinks at the school. We don't serve any Soda or carbonated drinks at the school. We encourage meals brought from home (packed lunches) to contain healthy, nutritious items. We encourage students not to consume carbonated beverages (soda) during the lunch period.