

**HORIZON SCIENCE ACADEMY
CINCINNATI**



**SCHOLAR
HANDBOOK
2021-2022**

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horizoncincy.org



WELCOME!

Dear Parents/Scholars,

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

We have created the HSAC Scholar/Parent Handbook so you will be more familiar with our school and our policies. The HSAC Scholar/Parent Handbook includes an explanation of our school's expectations and what we must all do to ensure scholars can learn in an environment that is safe, nurturing, and respectful.

We encourage you to become aware of your school, its programs, and extracurricular activities. In short, much of what parents and scholars need to know to make this year purposeful and rewarding are right here in our handbook. Parents, please take some time to read through this document and discuss it with your child.

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

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

Sincerely,

Marie A. Taylor, M.Ed.
Principal





Mission Statement

We foster an environment of inquiry and a love of learning so scholars are prepared to thrive in STEM-focused high school, college, and the world.

Vision Statement

Our scholars will enter high school ready to tackle any academic challenge and will excel in the STEM subjects.

1.0 INTRODUCTION

Horizon Science Academy is a safe place for children to attend because we have a very clear discipline policy that is strictly enforced. While the following pages present the details of our current policy, here are the basics: Horizon Science Academy has developed a school wide behavior plan that employs positive interactions between staff and scholars.

The discipline policies of the Academy are quite strict. Be assured it's never our goal to suspend or expel any scholar. We want to keep every scholar in school and see them receive the best education possible. It's important to ensure that every scholar can learn, that every teacher can teach, and that school proceeds each day in an orderly fashion.

1.1 STATEMENT OF STAFF BELIEFS

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

- We will teach scholars expected behaviors in all school environments by relating scholar actions to our guidelines for scholar success. We will encourage scholars to be responsible, to be respectful of others, to be cooperative, and to be hard working.
- We will provide positive feedback to scholars when they are meeting expectations and following the guidelines for scholar success.
- We will view misbehaviors as teaching opportunities and respond calmly and consistently with corrections or consequence.
- We will work collaboratively to solve behavior problems that are chronic or severe in nature.

1.2 GUIDELINES FOR SUCCESS

- Having respect
- Act responsibly
- Work together
- Keep improving
- Stay safe

H A W K S



1.3 HSAC 21-22 SY Bell Schedule

| Regular Bell Schedule | | | |
|-----------------------|--------|-------|--------|
| Bell Schedule | Starts | Ends | Length |
| Breakfast | 7:15 | 7:35 | 20 |
| Homeroom | 7:35 | 7:45 | 10 |
| First Period | 7:45 | 8:30 | 45 |
| Second Period | 8:30 | 9:15 | 45 |
| Third Period | 9:15 | 10:00 | 45 |
| Fourth Period | 10:00 | 10:45 | 45 |
| Fifth Period | 10:45 | 11:30 | 45 |
| 6th Period | 11:30 | 12:15 | 45 |
| 7th Period | 12:15 | 1:00 | 45 |
| 8th Period | 1:00 | 1:45 | 45 |
| 9th Period | 1:45 | 2:30 | 45 |
| After School Clubs | 2:45 | 3:30 | 45 |

| Lunch Schedule | Starts | Ends | Length |
|--------------------------|--------|-------|--------|
| 5 Lunch (4th Grades) | 10:50 | 11:25 | 35 |
| 6 Lunch (5th-6th Grades) | 11:35 | 12:10 | 35 |
| 7 Lunch (7th-8th Grades) | 12:20 | 12:55 | 35 |

Advisory Bell Schedule

| Advisory Bell Schedule | | | |
|------------------------|--------|-------|--------|
| Bell Schedule | Starts | Ends | Length |
| Breakfast | 7:15 | 7:35 | 20 |
| Homeroom | 7:35 | 7:45 | 10 |
| Advisory | 7:45 | 8:30 | 45 |
| First Period | 8:30 | 9:10 | 40 |
| Second Period | 9:10 | 9:50 | 40 |
| Third Period | 9:50 | 10:30 | 40 |
| Fourth Period | 10:30 | 11:10 | 40 |
| Fifth Period | 11:10 | 11:50 | 40 |
| 6th Period | 11:50 | 12:30 | 40 |
| 7th Period | 12:30 | 1:10 | 40 |
| 8th Period | 1:10 | 1:50 | 40 |
| 9th Period | 1:50 | 2:30 | 40 |
| After School Clubs | 2:45 | 3:30 | 45 |

| Lunch Schedule | Starts | Ends | Length |
|--------------------------|--------|-------|--------|
| 5 Lunch (4th Grades) | 11:10 | 11:50 | 40 |
| 6 Lunch (5th-6th Grades) | 11:50 | 12:30 | 40 |
| 7 Lunch (7th-8th Grades) | 12:30 | 1:10 | 40 |

A Y E A R L I K E N O T H E R



1.4 REWARDS FOR EXCEPTIONAL BEHAVIORS

Dress Down Days: These will be scheduled for the last Friday of each month. Eligibility for participating in these Dress Down Days is based on consistently meeting dress code expectations. Scholars participating must follow the HSA guidelines and policies.

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

Principal's Award– One scholar from each grade level will receive this award based on their discipline history and academic performance of the entire school year at the End of Year Program. Rewards are but not limited to pop-corn, snack, lunch with principal and so on.

Honorable Hawks Program- Scholars who show a commitment to academic excellence and model great behavior are rewarded with prizes and privileges. Scholars must maintain a C or above in all courses, meet merit requirements, and have no behavioral issues for one quarter prior to the awarding of Hawks designation. The rewards are not necessarily limited to the above; school administration may announce new categories and prizes.

2.0 SCHOLAR RIGHTS AND RESPONSIBILITIES

2.1 SCHOLAR RIGHTS

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

2.2 SCHOLAR RESPONSIBILITIES

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



3.0 SCHOOL POLICIES

3.1 PARENT TEACHER CONFERENCES

So that more parents or guardians can attend, there are four parent-conference days scheduled. Parent Teacher Conference dates are as following:

09/22/2021 (3:30 pm to 6:30 pm)

11/17/2021 (3:30 pm to 6:30 pm)

02/09/2022 (3:30 pm to 6:30 pm)

04/20/2022 (3:30 pm to 6:30 pm)

3.2 GRADE CARDS & INTERIM REPORTS

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

- | | |
|--|--|
| • 09/13/2021 (1st Quarter Interims due) | • 10/09/2021 (1st Quarter ends) |
| • 11/08/2021 (2nd Quarter Interims due) | • 12/19/2021 (2nd Quarter ends) |
| • 02/07/2022 (3rd Quarter Interims due) | • 03/13/2022 (3rd Quarter ends) |
| • 04/14/2022 (4th Quarter Interims due) | • 05/31/2022 (4th Quarter ends) |

3.3 ADMINISTATOR ASSIGNED CORRECTIVE CONSEQUENCES

Major academic and/or behavior infractions per Scholar Handbook section 3.16 will be reported through disciplinary Referrals. All of these infractions carry a consequence to be assigned by the Admin Team followed by parent notification. Any infraction that endangers the physical or emotional well-being of any person will not be tolerated and will be subject to suspension or expulsion.

Out of School Suspension (OSS): 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 may result in mandatory expulsion.

Physical Harm Policy: HSA tries to make every attempt to create safe environment for all scholars. If any scholar engages in a physical fight, they may be withdrawn or expelled from the school after expulsion hearing. Scholars are required to make every effort to avoid fights. If a scholar knows of a pending fight it is their responsibility to speak with a staff member or administration. All fights will be investigated and a determination of withdrawal or expulsion hearing will be made.

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

- Severe violation of behaviors listed under Out of School Suspension.
- Fighting. The one who is not the aggressor according to description mentioned in 2.15 maybe exception to this.

Expulsion: Any scholar 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.



3.4 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.

3.5 NOTICE OF HEARING

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

3.6 DUE PROCESS

All scholars 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 scholar who exhibits any of the Unacceptable Scholar.

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 scholars 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 will be kept completely confidential.

Similarly, if you are concerned about the safety of another scholar 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 will be kept completely confidential.

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

3.8 VERBAL & WRITTEN WARNINGS

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

3.9 PARENTAL CONTACT CONCERNING DISCIPLINARY ACTION

Administration will attempt to contact the parent or guardian of record whenever a consequence is assigned. This contact may be via phone, e-mail, or letter, at the discretion of the administration. If a parent chooses not to respond to a phone call made by administration, suspension may occur until contact can be made. Scholars may be removed from the classroom or school until parent contact is made.



3.10 ADMINISTRATIVE DECISION

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

3.11 ABSENCE FROM CLASS DUE TO DISCIPLINARY ACTION

Time missed from classes due to disciplinary action (OSS) is considered an unexcused absence. In the case of missed tests, quizzes, homework, projects to be turned in, etc., this work could receive up to 100% credit upon completion by adjusted due date at the discretion of administration.

3.12 SCHOOL BUS RULES

All school rules and policies apply when scholars ride buses to and from school and school activities. Bus drivers will provide each scholar with bus rules. Scholars who receive disciplinary “write-ups” from bus drivers will be dealt with according to that scholar’s prior bus infractions. Suspensions from the bus are not a legitimate excuse to be absent from school.

3.13 COMMON AREAS

A school’s common areas include such places as the playground, 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 scholar will have a clear understanding of appropriate behavior in each area.

Hallways

- Voice Level up to level 1
- Honor others' learning.
- Keep hands, feet, and arms to yourself
- Only quiet voices permitted

Recess

- Play safely.
- Follow adult directions.
- Show respect for others and school property
- Stay in designated play areas

Cafeteria

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

Restrooms

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

3.14 PROPER RESPONSE WHEN THREATENED

When threatened with physical violence by another scholar, the proper and expected response from scholars is to go directly to the nearest school staff member. Fighting back is not an acceptable option. If a scholar responds with violence to a provocation, both scholars will be held to equal consequences.

The only possible exception to this policy might be if the scholar who is not the aggressor can prove that s/he is not the aggressor and that no staff member was present or immediately available, and the scholar had no choice but to physically defend him/herself.

HSAC HAWKS Behavior Matrix

| | | | | | |
|--|--|---|--|---|--|
| <p>Scholars will;</p>  | <p>Hallways</p>  | <p>Recess Area</p>  | <p>Cafeteria</p>  | <p>Restrooms</p>  | |
| <p>Have respect</p> | <ol style="list-style-type: none"> 1. Hands & feet to yourself 2. Voice level up to 1 3. Use appropriate language | <ol style="list-style-type: none"> 1. Line up when whistle is blown 2. Use appropriate language 3. Voice level: up to level three | <ol style="list-style-type: none"> 1. Talk with the people at your table 2. Use manners 3. Voice level: up to level 2 | <ol style="list-style-type: none"> 1. Respect others' privacy 2. Hands & feet to yourself 3. Voice level : up to 1 |  <p>Voice Level!</p> |
| <p>Act responsible</p> | <ol style="list-style-type: none"> 1. Honor others' learning 2. Lend a hand 3. See something, say something | <ol style="list-style-type: none"> 1. Clean up after yourself 2. Use equipment properly 3. Stay in assigned area | <ol style="list-style-type: none"> 1. Stay in line 2. Clean up your trash 3. Use food & drink as intended | <ol style="list-style-type: none"> 1. Enter & exit quickly and quietly 2. Wash hands w/ soap and water 3. Sign in & sign out |  <p>NO talking</p> |
| <p>Work together</p> | <ol style="list-style-type: none"> 1. Get to your destination quickly and quietly 2. Stay with class 3. Be mindful of personal space | <ol style="list-style-type: none"> 1. Include others 2. Take turns 3. Work together | <ol style="list-style-type: none"> 1. Remain seated and stay in your area 2. Help keep the cafeteria clean 3. Help your neighbor | <ol style="list-style-type: none"> 1. Take turns 2. See something, say something 3. Give others privacy |  <p>1 Whispering</p> |
| <p>Keep improving</p> | <ol style="list-style-type: none"> 1. Enjoy displays with my eyes 2. Hold door for others 3. Enter & exit locker bay quickly and quietly | <ol style="list-style-type: none"> 1. Keep positive attitude 2. Play with someone new 3. Use kind words | <ol style="list-style-type: none"> 1. Make healthy choices 2. Be welcoming 3. Try something new | <ol style="list-style-type: none"> 1. Keep restroom clean 2. Keep restroom free of graffiti 3. Wait patiently |  <p>2 Conversation level</p> |
| <p>Stay Safe</p> | <ol style="list-style-type: none"> 1. Keep safe walking pace 2. Keep hallways clean and free of debris 3. Stay to the right side of the hallway | <ol style="list-style-type: none"> 1. Keep hands, feet, and objects to yourself 2. See something, say something 3. Dress appropriately for weather | <ol style="list-style-type: none"> 1. Keep safe walking pace 2. Keep hands, feet, food and utensils to yourself 3. Ask for permission to leave seat | <ol style="list-style-type: none"> 1. Keep area dry 2. Use equipment properly 3. One person per stall |  <p>3 Outside</p> |



4.0 CODE OF CONDUCT

At Horizon Science Academy, our mission is to provide our scholars with both the academic and character skills needed to succeed in college and beyond. As such, school culture and discipline are an important part of what we do every day. We have exceptionally high expectations for scholar behavior because we believe these high standards create a safe, positive, and productive learning environment for our scholars.

Our teachers use a large array of strategies to create and maintain joyful, rigorous classrooms. We use PBIS (Positive Behavioral Intervention and Supports) to teach the school's core values.

At Horizon Science Academy, much of the power of our culture is rooted in the clarity, consistency and rationale guiding our high expectations. Behavior expectations are the same from classroom to classroom.

Scholars are expected to act in a way that benefits Horizon Science Academy. Our discipline policies hold all scholars to high standards. As necessary, we will make thoughtful modifications and provide additional supports so that our scholars receiving special services have the support (consistent with their IEPs and 504 plans) they need to be successful.

In the rare instance in which a scholar's behavior requires a suspension, Horizon Science Academy staff will work with the scholar, family and teachers to support this scholar's re-entry into school. Scholars who are suspended are asked to make appropriate amends for their actions as part of showing an understanding of the seriousness of their actions and of being welcomed back into the community. Suspended scholars will also be responsible for making up all missed work within an agreed upon timetable.

Disciplinary offenses result in consequences subject to the discretion of the Principal and or Vice Principal or his/her designee(s).

4.1 INFRACTIONS

Violation of School Rule

- Being out of uniform
- Chewing gum
- Arriving late to school or class
- Mistreatment or inappropriate use of technology or school property
- Minor damage to property
- Possession of inappropriate property or technology or an object expressly prohibited or that impedes the learning process
- Unauthorized use of the building elevator

Disrespect

- Minor disrespect of a fellow scholar or scholars
- Minor disrespect of a faculty member, staff member, visitor, volunteer, school transportation provider, or other member of the school community

Disruptive, distracting behavior

- Disrupting class or school activity for any reason
- Horse-playing
- Running in hallways
- Making unreasonable or distracting noise
- Being off-task
- Failing to follow directions, delaying in following directions or otherwise undermining directions
- Refusing to follow directions
- Impeding vehicular or pedestrian traffic

Being unprepared for class

- Being unprepared for class
- Failing to maintain desk or locker area as required
- Failing to have school document, homework, or exam signed
- Failing to complete homework or other assignment



5.0 UNIFORM CODE AND PERSONAL APPEARANCE

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

| (6,7,8)Middle School Girl's & Boy's– School Appropriate | 4th and 5th Grade Girl's & Boy's - School Appropriate |
|--|---|
|  |  |
| <p>Shirts must be tucked in all the time.</p> | <p>These colors are – NOT School Appropriate</p> |
|  |  |

5.1 UNIFORM ELEMENTS FOR GIRLS AND BOYS SHIRTS: 4th-5th graders are **orange**, and all 6th-8th graders **royal blue** HSA shirt with **HSAC logo on it**. Shirt must be purchased in a size so as to be properly fitting and not overly baggy or tight. Shirts need to be tucked in.

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



PANTS/SLACKS:

Boys: Dress pants or slacks in khaki, navy, or black color. Pants may be purchased locally, and must fit properly, being neither too baggy nor too tight and reach the ankles. Properly fitting pants will have a minimum of 1 inch of excess fabric at the calf. Pants must be worn at the natural waistline. No sagging. Stretch pants, skinny jeans, sweats, shorts, hip huggers, capris, and cargo pants with excessive pockets, zippers are prohibited.

Girls: Dress pants, slacks, Dickies, skorts, shorts, or skirts in khaki color only. Bottoms must properly fit, being neither too baggy nor too tight. Pants must be worn at the natural waistline. No sagging and skirts/shorts must reach the knees. No stretch pants, jeans/denim, jeggings or leggings, skinny jeans, sweats, athletic pants, pants with excessive pockets, rips, and/or logos.

SHOES: Shoes may be any color. Heels, flip-flops, slides, CROCS or open-toe/sandals are NOT permitted. Shoes with eyelets must be laced and tied.



SOCKS/TIGHTS: Socks must be worn with pants. Socks must be school appropriate and without excessive designs or patterns. Tights must be a solid color in neutrals; black, brown, navy, white, or tan.

SWEATERS/SWEATSHIRTS: A solid black cardigan sweater may be worn as long as it does not cover the official school uniform shirt. Embroidered school cardigans available for purchase online are also acceptable. Sweatshirts or hoodies are **NOT** permitted during class time. **No** coats or outerwear are to be worn at any time during the school day. Coats are to be left in lockers.

5.2 PERSONAL APPEARANCE ELEMENTS

- Tattoos, henna, or temporary markings on skin visible when in school uniform will **NOT** be permitted.
- Bonnets, scarves, baseball caps, do-rags and bandanas are **NOT** permitted.
- Jewelry with in-appropriate language are **NOT** allowed.
- Any apparel which is known or which is discovered to be gang-related, whether or not the scholar intended it to be so, will **not** be allowed to be worn.
- No** tears, rips or holes of any kind in any clothing. This includes tears, rips or holes that are part of the design of the garment.
- Clothing **must** cover midriff and majority of the upper arm.
- Pants **must** be worn at the waist with a belt.

Backpack, purses and zippered binders are **not** permitted in the classrooms and must be stored in locker.

5.3 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.

Scholars must be in full school uniform before they exit buses or other means of transportation. Failure to do so will result in disciplinary action. Scholars must be in full school uniform for after school activities. Scholars who arrive at school out of uniform and do not have the proper items to correct the discrepancies will not be permitted to attend class. Scholars out of uniform will receive consequences at the discretion of administration. Uniforms must be worn before, during and at after-school functions and clubs, field trips, etc. unless otherwise noted by staff or as indicated by the nature of the event.



6.0 ATTENDANCE

The State Law requires all scholars enrolled at the School to attend school regularly in accordance with the laws of the State. ***The school will track and follow up on scholar's absences:***

The school will take attendance daily and will maintain records of all scholar absences. If a scholar misses school, the Attendance Clerk will make reasonable efforts to contact the scholar's parent/guardian by telephone, writing, or in person.

6.1 EXCUSED ABSENCES

Under Ohio State's "Missing Child Law", parents or guardians must notify the school by the morning of any school day their child is not attending. The excuse shall be submitted to the office and filed as part of the scholar's school record. **An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:**

- Personal physical illness such as to prevent attendance at School.
- Personal mental illness such that the scholar will not benefit from instruction.
- Illness in the family if scholar is age fourteen or older.
- Quarantine of the home.
- Death in the family.
- Observance of religious holidays
- Court subpoena.
- Necessary works at home due to absence of parents/ guardians.
- Instruction at home from a person qualified to teach the branches of education in which instruction is required.
- An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.
- Any school approved enrichment activity. Classwork: If a scholar is absent, he/she must make up any classwork the day he/she returns. Vacations: We expect that families will schedule vacations when school is not in session.

6.2 UNEXCUSED ABSENCES

An unexcused absence does become part of a scholar's school record. ***An absence will be marked as an unexcused absence if you:***

- fail to bring a written note within two school days following an absence
- leave school without signing out of school at the office
- are absent from class without permission including walking out of class
- are absent from school without parental permission
- get a pass to go to a certain place but do not report to that place.
- are absent for reasons not acceptable to the administration and/or
- are absent for transportation, weather, personal issues and non-medical appointment



6.3 TRUANCY

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

Notice of Excessive Absence

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

Habitual Truancy

"Habitual truants," are defined as scholars that are absent without legitimate excuse for 30 or more consecutive hours (about 4.5 school days), 42 or more hours in one school month, or 72 or more hours in a school year.

In the event a scholar meets the threshold for habitual truancy, the School must take the following steps:

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

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

B. The Team must include:

- The scholar's parent or parent's designee, guardian, custodian, or temporary custodian (collectively referred to hereafter as "Parent");
- One representative from the school; and
- One representative from the school that knows the scholar.

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

D. Within 7 school days of the scholar reaching the habitual truancy threshold, the Superintendent/Principal shall make at least 3 meaningful, good faith attempts to secure the Parent's participation on the Absence Intervention Team. If the Parent responds but is unable to participate, the Superintendent/Principal shall inform them of their right to appoint a designee. If the Parent does not respond within 7 school days the School shall do both of the following:

- a. Investigate whether the failure to respond triggers mandatory reporting to the county children services agency pursuant to ORC 2151.421; and*
- b. Instruct the Team to develop an Intervention Plan notwithstanding the Parent's absence*

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

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

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

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

- a. Assign a School official to work with the scholar's Parent to develop an absence intervention plan during the summer. If the School selects this method, the plan shall be implemented not later than 7 days prior to the first day of instruction of the next school year; or*
- b. Reconvene the absence intervention process upon the first day of instruction of the next school year.*



6.4 WITHDRAWAL

Any scholar that without a legitimate excuse fails to attend one hundred and five (105) consecutive hours will be automatically withdrawn from the school. If a scholar occasionally comes, misses excessive days and is still enrolled in school, the “Truancy” process will be followed.

6.5 HOMEWORK

Homework is assigned daily because research demonstrates that learning is most effective when people engage in deliberate practice and spaced repetition. Homework reinforces learning by giving scholars additional practice at a later point in time. Each day scholars at HSA should expect to complete homework everyday.

Turning in Homework: Homework must be turned in by the time determined by the teacher. Homework is collected during each class period. When scholars are absent, they can hand in work one day later without any grading penalty. There is no need for teachers to print copies of electronic work. Scholars should hand in paper-based homework during homeroom.

6.5 TARDINESS TO SCHOOL

Getting to school on time is key to each child’s success – at school and in life. At Horizon Science Academy, the learning begins from the moment scholars walk in the door. Tardiness leads to missed academic content as well as challenging habits that will impact a child’s future.

Definition of Tardiness: Our doors open at 7:15 A.M. each morning. Breakfast ends at 7:35A.M. Scholars must be in homeroom, with their backpacks in lockers and uniform on, by 7:40 AM to be marked “on time”. Scholars arriving to homeroom after 7:40 A.M. are considered tardy, even if they were in the building by 7:40 A.M.

Consequences for Tardiness: Since every five days tardy will be recorded as an absence under the school’s policy, excessive tardiness becomes an attendance problem.

6.6 EARLY LEAVE

Scholars are expected to stay in school until the end of the day. In order to maximize time spent learning and avoid unnecessary disruptions, we ask that parents do not pick up scholars early, except in an emergency situation. Since we are intently focused on climbing the mountain to college, our policy is not to release scholars prior to the end of the school day without prior notification (a note or call before 9:00 AM). ***Early pick-up must be prior to 2 P.M. The office will not receive calls between 2 to 2:35 P.M due to dismissal.***

Schedule appointments around school time: We ask that parents/guardians schedule medical appointments outside of school time. The best times are Friday afternoons (after 2:30 P.M.) or on another day when school is not in session (for example, professional development days). In the rare case that a scholar has a medical appointment at a time when school is in session, he/she should return to school after the appointment.

Transportation and Attendance: Missing the bus is not an acceptable reason to miss an entire school day. Every scholar should have a back-up plan for getting to school if he/she misses the bus. Parents should call the school immediately after the scholar misses the bus so that the school knows the situation and can help problem-solve.



6.7 PROMPT PICKUP BY PARENTS AFTER SCHOOL

Parents or guardians should pick up or arrange to have scholars picked up no later than 2:35 PM who do not ride the school bus and who are not involved in after-school activities. The scholars who participate in after-school activities must be picked up 3:30pm.

If a scholar has not been picked up by 3:30 PM on 3 separate occasions, the scholar shall not be allowed to stay after school until proper arrangements made

The school will not be responsible for the well-being or whereabouts of scholars who remain after school after the appropriate pickup times. Phone calls will not be accepted as release for a scholar.

Attendance at after-school events: Scholars who are absent from school cannot attend school events, dances, or other school-sponsored activities on the day of the absence, unless the school has given advance permission. Scholars must be in school for the regular school day be able to attend school events. For weekend events, scholars must be present at the school on the Friday before in order to attend the weekend event.

7. MEDICAL POLICIES

The Academy has a nurse or other first-aid trained professional available to discuss or assist with medical problems and concerns for specific days of the week. Scholars may make an appointment to discuss non-emergency issues.

7.1 ILLNESS OR INJURY DURING THE SCHOOL DAY

Any scholar 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 scholar is too ill to go to or remain in class, the parent or guardian must arrange for the scholar to be transported home, or give permission for him/her to ride public transportation. He/she may only miss one class due to illness, and must either leave the school or return to class.

7.2 MEDICATION POLICY

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

1. The medication must be sent directly to the school from the pharmacy or physician's office or be brought to school by the scholar's parent/guardian.
2. The medication must be accompanied by a medical release form signed by the scholar's physician and parent/guardian.
3. The medication container must be clearly labeled with the scholar's name, name of medication, dosage instructions, and time of dosage.
4. Only the amount needed for the days that the scholar will be taking the medication should be provided the school. For instance, if the scholar 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 scholar, but must be picked up by the parent or guardian. Scholars are not allowed to carry or self-administer any medications, including Tylenol, aspirin, etc., except in the following circumstance:
 - * The scholar has a potentially life-threatening condition necessitating immediate administration.
 - * A Medication Self-Administration form is on file at the school, signed by the scholar's parent or guardian, physician, and school administrator.

7.3 MEDICAL FORMS

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



8.0. LOCKERS AND LOCKS POLICY

- Each scholar will be assigned a locker for his/her use.
- Each child is recommended to have a combination lock before they will be assigned a locker.
- Locker combinations are not to be shared with anyone. Each scholar should take care that no other scholar obtains another lock combination by secretly observing a scholar open his/her lock. If a scholar claims that his/her locker has been broken into, but there is no physical evidence of forced entry, it will be assumed that he/she has given his/her locker combination to another scholar, “set” his/her lock to open easily, or otherwise compromised the integrity of the lock/locker security. In that case, no locker or personal searches will be made for items reported stolen.
- Report any damaged or nonfunctional lockers to school administration. Unreported damage will be considered the responsibility of the scholar assigned to that locker, and will fall under the provisions of the school discipline policy for damage to school property.

Important:

- The school is not responsible for any items stored in lockers.
- Inappropriate pictures or displays are not permitted in or on lockers.
- No food or beverages are to remain in lockers overnight.
- All materials left unclaimed at the end of the school year or when a scholar withdraws become the property of the HSA and will be dealt with accordingly.
- Lockers are the property of HSA and are subject to search by school personnel at any time.*

9.0. LUNCH PERIODS

Horizon Science Academy has a closed lunch. Scholars who leave during lunch will be considered truant from school and will be assessed consequences as required by the school discipline policy. A hot lunch is available, or scholars may bring packed lunches. All scholars are to enter the cafeteria and sit in their assigned seats. Tables will be dismissed to the lunch line by school staff.

- Scholars are expected to behave in an orderly and mannerly fashion during lunch, with no loud outbursts or inappropriate behavior.*
- Scholars are expected to clean up their tables and the floor around their tables before they are dismissed from lunch by school staff.*
- Scholars are only permitted to bring single serving snacks and non-carbonated beverages to lunch. Items not conforming to this expectation will be confiscated.*
- Items are not to be shared.*
- No food or drink may be removed from the cafeteria.*
- No food or drinks are permitted in classes, hallways or other areas of the school.*
- Birthday celebrations are NOT permitted. (Balloons, cupcakes etc.)*



10. MISCELLANEOUS POLICIES

10.1 ACCEPTABLE USE POLICY

Horizon Science Academy operates under an acceptable use policy concerning the internet, which means we offer free access to the internet to all scholars and staff. Every effort will be made to monitor scholar usage of the internet, as well as the websites scholar's access. Ultimately, however, it is the responsibility of the scholar to refrain from accessing sites, which are inappropriate for viewing in the school setting. Scholar violations of the acceptable use policy may result in revocation of internet privileges, school disciplinary action and/or legal action.

10.2 BOOK BAGS

All book bags, large purses, etc. must be kept in lockers.

10.3 ZIPPERED BINDERS

Zippered Binders are **not** permitted in the classrooms.

10.4 BEAUTY ITEMS

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

10.5 LOST AND FOUND

School personnel will maintain a lost and found. Any items found should be turned into the lost and found. Scholars who have lost an item may check the lost and found with permission from school personnel. A scholar 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 school will not be liable for any loss, theft, or damage to the book bag or any personal items.

10.6 TELEPHONE

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

10.7 FINANCIAL RESPONSIBILITY

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

10.8 AFTER-SCHOOL ACTIVITIES

Parents or guardians must provide or arrange for transportation for their scholars who attend after-school activities. There are no activity buses. Scholars must be picked up, catch a city bus, etc. promptly at the conclusion of each after-school activity. All school rules, uniform codes, etc. apply to all after-school activities.



10.9 FIRE, TORNADO AND EVACUATION DRILLS

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

- Pay attention to the teacher or staff member in the room for instructions.
- Walk to the proper exit as directed.
- Listen for further instructions
- Report to the assembly area indicated by the room directions, or as directed by school staff.
- Tornado drills are practiced at least three times a year. When the notice is given by school staff, scholars should
- Pay attention to the teacher or staff member in the room for instructions.
- Report to the assembly area indicated by the room directions, or as directed by school staff.

10.10 TEXTBOOKS AND SUPPLIES

The Academy provides textbooks in core subjects (a set of textbooks in the classroom or Online textbooks). These materials remain the property of the Academy, and each scholar is held responsible for the care of these materials. Parents or guardians will be held financially responsible for any damage or loss of school provided textbooks, chrome-books and materials. Such responsibility extends to materials stolen from lockers that show no signs of forced entry.

10.10 CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones are not permitted on the scholar at any time during the school day. They must be kept in their lockers at all times during the school day or given to staff upon arrival. The school is not responsible for lost or stolen electronic equipment. Any communication necessary between the parent and the scholar during the school day must come from the main office. This is for both the safety of your child and knowing where and what your child is doing at all times. If parent needs to speak to their scholar, we must be able to show that HSA scholars signed out. Otherwise we may call the police and report the scholar is missing.

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

- First Infraction:** *Phone given to the Admin team and returned at the end of the day.*
- Second Infraction:** *School keeps the phone and parent come get the phone.*
- Third Infraction:** *Parent meeting with admin.*

10.11 "NO SODA" POLICY

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

10.12 PEANUT FREE SCHOOL

Items that contain peanuts and peanut products are not to be sent to school. This is in an effort to protect scholars with increased sensitivity and peanut allergies.



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11.ACADEMICS

11.1 GRADING SCALE

| Grade | Percentage | GPA / POINTS |
|-------|------------|--------------|
| A+ | 98-100 | 4.00 |
| A. | 93-97 | 4.00 |
| A- | 90-92 | 3.67 |
| B+ | 87-89 | 3.33 |
| B | 83-86 | 3.00 |
| B- | 80-82 | 2.67 |
| C+ | 77-79 | 2.33 |
| C | 73-76 | 2.00 |
| C- | 70-72 | 1.67 |
| D+ | 67-69 | 1.33 |
| D | 64-66 | 1.00 |
| D- | 60-62 | 0.67 |
| F | below 60 | 0.00 |

11.2 HONOR / MERIT ROLL

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

11.3 GRADE CARDS

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

13.5 GRADE PROMOTION POLICY

4th-8th grade scholars are required to pass all four-core courses in order to be promoted to the next grade level. The four core courses are English, Mathematics, Science and Social Studies. In order to pass a specific course, the scholar's average of four quarters must be at least "D-".

While all scholars are expected to pass all core classes (English, Math, Science and Social Studies), any scholar who receives one "F" in a core class may be promoted to the next grade level. This promotion will be based on scholar effort, improvement, teacher recommendation and Administration approval. A scholar who has been absent without excuse for more than 10% of the required attendance days and/or has failed two or more required subject areas shall result in the scholar failing the grade. Any scholar who receives more than one "F" in any core class may be retained. 13.6

EIGHT GRADE COMMENCEMENT

All 8th grades scholars who successfully pass all of their classes will be promoted to High School and will be invited to the 8th grade commencement ceremony. Scholars who receive an "F" in one of their core classes will be promoted to High School, but will not be invited to the commencement ceremony. Any 8th grade scholar who receives more than one "F" in a core class will be retained and not be promoted to High School. Scholars may seek summer school options and must follow the summer school guidelines set by HSA.



Parent's (Guardian's) Commitment

1. Timeliness/Attendance — I understand that every school day is important and that it is my responsibility to get my child to school everyday on time (7:15 A.M.). If my child takes the bus, I will make sure he or she is at the bus stop on time. If my child is picked up from school, I will make sure that myself or a responsible, approved adult is there on time each day to pick my child up. If my child needs to miss school, I will contact the school. I will also make sure my child attends Summer Academy, and I will never schedule family vacations during school time.

2.Support Homework — I will always help my child in the best way I know how, and I will do whatever it takes for my child to learn. I will provide a quiet space for my child to study and, if necessary, I will check my child's homework every night.

3.Independent Reading — I will insist that my child reads for at least 20 minutes a night (including all three days of the weekend), and I will never sign the reading log unless I have personally seen my child read.

4.Communication — I will make myself available to my child and all of his/her teachers. I will return phone calls from school staff within 24 hours. If I am asked to attend a meeting regarding my child's education or behavior, I will be there. I will read all updates and memos sent home by the school, and I will return all necessary information immediately.

5.Uniform — I will send my child to school every day in the HSAC uniform.

6.HSAC School Rules — I understand HSAC values, and I will make sure that my child learns to live up to them. I understand that my child must follow these rules to protect the safety, interests, and rights of all individuals. I fully understand that HSAC is a "sweat the small stuff" environment, and I also understand that my child may lose privileges or have other disciplinary consequences if my child violates HSAC values. I will support the school in its efforts to enforce high standards for behavior and citizenship.

7.Attendance at Parent Meetings: I will attend all required parent meetings.

Parent Full Name: _____

Signature: _____

Date: _____



Scholar's Commitment

1.My Best Effort — I understand that my education is important, and I will always work, think, and follow the HAWKS expectations.

2.Attendance and Timeliness — I will come to school every day on time (by 7:30 A.M.) and stay until 2:45 P.M. (or later if I tutoring, sports, or music). If I need to miss class, I will ask for and make up all missed assignments.

3.Uniform — I will wear the HSAC uniform properly every day and follow the school dress code. I understand that I will have consequences if my uniform is perfect.

4.Homework— I will complete all of my homework and reading every night. I will not offer excuses. I will seek the help I need to complete all my homework in a top-quality manner.

5.Communication — I will raise my hand to ask for help if I do not understand something. I will make myself available to my teachers and parents about any concerns they might have.

6.Responsibility — If I make a mistake, I will tell the truth and accept responsibility for my actions

7.I understand the HSAC values and expectations, and I will live up to them every day. I will follow all school expectations so as to protect the safety, interests, and rights of all individuals. I understand that I may lose privileges and have other disciplinary consequences if I don't follow the expectations or do not live up to the HSAC values.

Scholar Full Name: _____

Signature: _____

Date: _____