



# Student Handbook

**2016-2017**

Horizon Science Academy - Denison  
[www.horizondenison.org](http://www.horizondenison.org)

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Dear Students,

Welcome to the 2016-2017 school year at Horizon Science Academy Denison Middle! This new school year means a new beginning, and new futures. The administrative team is excited about this school year, and the staff at Horizon Science Academy Denison is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

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

Horizon Science Academy Denison is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs and extracurricular activities. We encourage you to get to know your school, its programs, guidelines, activities and schedule. Become an active participant in our school. Get involved through classes, clubs and activities.

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

On behalf of the entire Horizon Science Academy Denison staff and community, best wishes for a great 2016-2017 school year!

Sincerely,

HSA Denison Administration

## MISSION STATEMENT

Recognizing that educational success is built upon the harmony of the triad made up of students, parents, and teachers, Horizon Science Academy Denison creates a partnership among members of this group that will help our youth fulfill their highest intellectual, social, emotional, and physical potential.

Because of the nature of its mission, Horizon Science Academy Denison 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.

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

### STUDENTS' RIGHTS

- ✓ To feel safe in the school environment-no bullying, threatening or intimidation
- ✓ To take full advantage of the learning opportunities
- ✓ To work in an environment free from disruptions
- ✓ To express their opinions, ideas, thoughts, and concerns
- ✓ To have a healthy environment that is smoke, alcohol and drug free
- ✓ To use school resources and facilities for self-betterment under appropriate supervision
- ✓ To expect courtesy, fairness and respect from all members of the community
- ✓ To be informed of all expectations and responsibilities
- ✓ To take part in a variety of school activities
- ✓ To have the right to due process.

### STUDENTS' RESPONSIBILITIES

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

## Introduction

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

## Uniform and Personal Appearance

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The dress code for the 2015 – 16 school year is as follows for both males and females and will be found in our handbook:

HSA - Denison has a dress code policy to help create a safe and orderly environment, instill discipline and eliminate the competition and distractions caused by varied dress styles. You are required to arrive in dress code and leave in dress code **EVERYDAY**. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents’ and/or guardians’ support in helping maintain this dress code. A broken washer-dryer, not being able to wash clothes, forgetting or leaving the uniform somewhere else etc... are not acceptable excuses for dress code violations. If a student is out of dress code, regardless of circumstances he/she will receive a dress code violation or be sent home. The Assistant Principal of School Culture will have final discretion over **ALL** dress code related matters- no exceptions.

Please note...

If you arrive at school out of uniform, you will receive a dress code violation that will need to be signed by a parent/guardian and returned the following day. A warning letter will be sent home for the first two violations. The accumulation of three dress code violations will result in an after school detention. A fourth violation will result in a suspension. Further violations may result in a behavior contract. This will include tucking in your shirt, not tucked is a dress code violation.

# Official Horizon School Uniform Guidelines

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## The Horizon Science Academy Denison Uniform for Males & Females

***\*Elementary school (grades K-5) colors are blue shirts and khaki bottoms***

***\*Middle School (grades 6-8) colors are maroon shirts and khaki bottoms***

### ***Pants, shorts and skirts***

- Khaki color Dockers-style pants or skirts.
- Pants must not be form fitting. They must be loose and not follow the form or structure of the body parts being covered. If the pants are form fitting, students will receive a dress code violation.
- All of the following pants and materials are **NOT** allowed: tapered legged pants, black pants, jeans of any color, skinny jeans, leggings, jeggings, yoga pants, slim ankle – length pants, and any other kind of pants that are not Khaki colored Dockers-style pants.
- Pants and slacks must fit properly with a straight leg/boot cut/loose around the ankles.
- Pants may not be excessively **baggy**.
- Pants may not be **sagged**.
- Skirts must be of modest length (**at or below the knee**).
- **Girls**- khaki capris pants may be worn during the restricted times of August 15<sup>th</sup> to October 14<sup>th</sup> and April 17<sup>th</sup> to the end of the school year.
- **Boys and Girls**- khaki shorts may be worn during the restricted times of August 15<sup>th</sup> to October 14<sup>th</sup> and April 17<sup>th</sup> to the end of the school year.

### ***Uniform Top***

- **Short/Long Sleeve, interlocking polo.**  
Uniform top must have the school logo on it on the upper left chest.  
(Available at the school)
- Solid Neutral Color Sweater (royal blue, navy blue, maroon, gray, white, or black)- solid color with no hood (optional).
- Solid Neutral Color Sweater Vest (royal blue, navy blue, maroon, gray, white, or black) without hood (optional).
- No hooded sweatshirts, hoodies, jackets, fleeces or pullovers.
- Shirts may not be rolled at the waist
- Shirts must be tucked into pants or skirts. Undershirts worn under the uniform shirt must also be tucked into pants or skirt.
- Undershirts must be black, white, gray, blue, or maroon solid-colored.

### ***FOOTWEAR***

- **Shoes:** must be solid-colored white, black, gray, brown or tan
- **Boots, sandals, flip-flops, slides, clogs, high heels, mules, open-toed shoes, platform shoes, hiking boots, boots that come to the knee and snow boots are NOT permitted (students may wear boots to and from school; however, students must change to uniform shoes before first period).**

### **Belts**

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

### **Book Bags & Purses**

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

### **Personal Appearance:**

- No symbols, designs or logos will be allowed in hair.
- No extreme haircuts/styles.
- No unnatural hair dyes are permitted (pink, purple, blue, red, green, orange, or yellow).
- Hair must look natural, clean, well groomed.
- No clip-on hair dye accessories or attachments.
- Any glasses that are not used for medical purposes are not permitted.
- Graffiti is not allowed on the uniform.
- No part of the uniform should be frayed or ripped.
- Make-up must look natural and not be excessive.
- Facial and body piercing are not acceptable. No earrings are to be worn in the nose, eyebrow, lip or tongue.
- Tattoos are not acceptable and need to be covered if visible.
- Writing on your body is not permitted.
- Jewelry and accessories should be appropriate for school and not cause undue attention or distractions.

### **Outerwear:**

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



# GENERAL SCHOOL POLICY

## 1. MORNING ARRIVAL PROCEDURES

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School is in session from 7:50 am until 2:45 pm. When students are allowed into the school prior to 7:50 am, students are required to sit at the lunchroom tables. Students must stay seated at the tables until they are given permission to get up. If a student needs to use the restroom, or has an emergency or a question, they are to raise their hand and a monitor will attend to their needs. Any student who is out of his or her seat without permission by a staff member will receive a detention. The school is not responsible for students who are dropped off earlier than the school opens.

## 2. ATTENDANCE POLICY

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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 Denison Middle School during the days and hours that the school is in session unless excused for the following reasons stated in the excused absences policy stated below.

### Reporting Absences

Under State's "Missing Child Law", parents or guardians must notify the school at 216-739-9911 between 7:30am and 8:30am the morning of any school day their child is not attending. If the school is not contacted, the school will make every effort to contact the parent. In addition to a phone call, the student must bring a written notification of the absence from a parent or guardian on the day of his/her returns. An excused absence slip granting student access to missed work will not be given to the student until this written verification is delivered to the secretary. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

### Excused Absences

- **Personal illness:** The student must bring a written notification of the absence from the parent on the day of his/her return. The school may require a doctor's note.
- **Illness in the family:** Absences will be excused up to 3 days only when the student's presence at home is necessary.
- **Death of a relative:** Absences will be excused up to 3 days with a written request from a parent or guardian.
- **Quarantine of the home:** Absences will be excused with a written doctor's statement.
- **Observance of religious holidays:** Absences will be excused upon written request at least 3 days in advance.
- **Necessary work at home due to absence of parents/ guardians:** Necessary work at home limited to emergency conditions.

**Such good cause as may be acceptable by the principal:** An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.

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

Any student who was excused-absent from school has the responsibility for obtaining the missed assignments from the teachers the day of his/her return to school. Students will have the same number of days to return their work as they were absent (Example: If Johnny missed 4 days of school, he will have 4 days to makeup the work as long as his absences have been excused) The student is also responsible for completing all class assignments and examinations. If a student cannot complete the assignments or examinations before the end of the grading period, a zero for those missing assignments or exams. Students who missed any class assignments or examinations due to an **unexcused absence** may be denied the make-up work and get zero credit per the teacher's discretion.

### **Unexcused Absences**

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

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

### **Pre-planned Absence**

Parents are encouraged not to 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.
- Non-school sponsored educational activities
- Vacation authorized by parent or guardian
- Funeral
- Family illness

The parent or guardian must notify the principal regarding the planned absence in person at least 10 days in advance and must sign a form indicating that the parent or guardian assumes full responsibility for the student's absence. Failure to comply with this will result in an unexcused absence for the missed classes. The student will be responsible for obtaining and completing the missed assignments, notes, etc., upon his/her 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 school is in session.

### **Attendance/Truancy/Withdrawal**

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

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

## Truancy

- Should a student reach a number of **5 absences**, the attendance officer will send a **warning letter** to the parent.
- If a student reaches **10 absences**, the attendance officer will send a letter to the parent requesting **conference with the administration** and stating that more unexcused absences could result in the loss of credit in all semester courses taken that semester.
- Any student with a total of **15 total days of unexcused absences** per semester or school year will be considered a **“habitual truant”** and referred to the **Cuyahoga County Juvenile Court for excessive absence**. Habitual truancy may result in **mandatory expulsion** from the Academy.
- Any student who reaches **30 total days of excused or unexcused absences** during the school year will be considered as **having failed his/her current grade** and will repeat the following year.

A student is **habitually truant** if the student is absent without a legitimate excuse for five (5) or more consecutive School days, for seven (7) or more School days in one (1) month, or twelve (12) or more School days in one (1) School year.

A student is **chronically truant** if the student is absent without a legitimate excuse for seven (7) or more consecutive School days, for ten (10) or more School days in one (1) month, or fifteen (15) or more School days in one (1) year.

## Withdrawal

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

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

## TARDINESS TO SCHOOL/ON TIME ASSIGNMENT

Students are required to be in their homerooms by 7:50 a.m. If the student is not in the classroom by 1<sup>st</sup> period, he/she must get a tardy slip from the secretary to be accepted to class. This will be considered an unexcused tardy unless the student brings an explanatory note from a parent or guardian. Students in the building by 7:40am that are tardy to homeroom will receive a detention from their homeroom teacher. The accumulation of 5 detentions due to being tardy to homeroom may result in a referral.

## CLASS TARDINESS/CLASS LOCKOUTS

Students are responsible for arriving promptly to every class during school hours. in the event of tardiness to class, the student will be asked to present a valid pass or tardy slip. Class tardiness will also be considered an unexcused tardy unless the student presents a valid pass. If a student receives 2 unexcused tardies to class, or lockouts, per quarter, he/she will be assigned an after school detention. If the student accumulates 5 lockouts, he/she will be assigned a 1-day suspension. A teacher has the right to assign detention for tardiness to class at any time.

## Early Leave

Students must never leave the school building without permission and/or without their parent or guardian signing them out. Failure to follow this procedure will result in disciplinary action. Legitimate reasons for early leave from school will be accepted provided a note signed by a parent is presented at school. The student must be signed out before leaving the building. If the student is signed out more than 5 times per year

### 3. CONSUMABLE FEE

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A **\$25.00** consumables fee is assessed to each student. This fee covers cost of workbooks, activity sheets, lab supplies, etc. and helps to support other school activities. This fee and all other fees (breakfast, lunch, library, etc.) must be paid in full by the end of the 3<sup>rd</sup> quarter marking period. **The final report card and any other records will be withheld until all fees are paid in full.**

### 4. ACADEMIC PROMOTION POLICY

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

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

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

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

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

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

#### **Withdrawal Policy**

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

### **Athletic Eligibility**

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

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

## **5. RETENTION POLICY**

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Any student who fails a core course or two or more specials courses will repeat their present grade. HSAD does not provide summer school and will not accept summer school from any other districts.

## **6. GRADING SCALE**

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

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

## **7. MAKE-UP WORK POLICY**

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- Teacher instruction is an essential element of the academic environment. If a student is failing, make up work does not take the place of instruction time given to students in the classroom. Make up work is only given to those students who have legitimate excused absences (see absent policy). Failing students and parents must take an active role to make sure that the student attends tutoring and establishes an academic plan for success. However, the bottom line is that all students must attend school regularly, turn in all assignments on time, and attend tutoring sessions regularly to be successful academically.
- Classwork, homework and late work expectations are based on the individual teacher's policy as stated in the syllabus.
- Parents are responsible for taking an active role in their child's education by:
  - Attending all parent-teacher conferences
  - Checking the 24-hour computer grade book
  - Contacting the school, yourself to inquire about your child's academics and/or behavior, contact should not be left solely upon the classroom teachers and/or administration

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

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

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

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Parent-Teacher conferences will be announced on the school Academic Calendar every year. There will be copies of each student's schedule in the office for you to pick up. There will be a sign in sheet in the office for you to fill out. Teachers will make an attempt to schedule a time with you to meet, however, parent-teacher conferences have an open door policy and if you do not have a scheduled appointment it will be first come first serve. If there is any confusion someone will be in the office to answer your questions and they will do their best to assist you. Please plan on meeting with each teacher for approximately ten minutes. If there are issues that you would like to discuss with the teacher(s) that you do not feel can be addressed in this amount of time you are encouraged to contact them and set up a meeting time on another day.

## **10. TEXTBOOK AND SUPPLIES**

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

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

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

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

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

Any student who becomes injured, or may be contagious with a rash or illness during the school day should report such an occurrence to a faculty or staff member. The school nurse, if available, will assess the situation and take the proper action. If it is decided by the nurse that a student is contagious or too ill to remain in class, the parent or guardian must arrange for the student to be transported home, or give permission for him/her to ride public transportation. He/she may only miss two class periods due to illness, and must either leave the school or return to class. This is a safety issue for the student and we want to prevent further illness if possible by enabling the parent to take further medical action outside of the school. If the student is not picked up within the allotted time frame, then children services may be contacted.

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

### **MEDICATION POLICY**

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

1. The medication must be sent directly to the school from the pharmacy or physician's office or be brought to school by the student's parent/guardian.
2. The medication must be accompanied by a medical release form signed by the student's physician and parent/guardian yearly.
3. The medication container must clearly be labeled with the student's name, name of medication, dosage instructions, and time of dosage.

4. Any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the person who prescribed medication can be reached in emergencies.
5. Special instructions for administering drug, including sterile conditions and storage.
6. Only the amount needed for the days that the student will be taking the medication should be provided the school. For instance, if the student is taking Amoxicillin three times a day for two weeks, the Academy should be provided with up to ten tablets, to be taken in the middle of the day.

Extra medication will not be sent home with a student, but must be picked up by the parent or guardian. Students are not allowed to carry or self-administer any medications, including Tylenol, aspirin, inhalers etc., except in the following circumstance:

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

### **LICE POLICY**

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

### **BED BUG POLICY**

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

### **MEDICAL FORMS**

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

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

## **12. LOCKERS**

Each student in grades 3-8 will be assigned a lock and a locker for his/her use. **Lockers may only be used during breakfast, lunch and after school. Students will not be permitted to share locks and/or lockers. Students will be required to use the locks provided by HSA Denison, no outside locks will be permitted.** Students will be responsible for their own locks, and if they are lost or damaged they will be responsible for replacing the lock. Students must give their locker combinations to the homeroom teacher.



Locker combinations are not to be shared with any other student. Each student should ensure that no other student obtains another lock combination by secretly observing a student open his/her lock. If a student claims that his/her locker has been broken into, but there is no physical evidence of forced entry, it will be assumed that he/she has given his/her locker combination to another student, “set” his/her lock to open easily, or otherwise compromised the integrity of the lock/locker security. In that case, no locker or personal searches will be made for items reported stolen.

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

### **13. SCHOOL’S RIGHT TO SEARCH**

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

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

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

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

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Teachers are discouraged from allowing students to make phone calls during class time. If a student comes down to the main office to use the phone for any other reason beyond sickness or emergency, they will be told to return to class.

A parent calling the school during normal school hours to speak with their child is restricted unless it is an **emergency**. Messages will not be taken for any student, and if one is taken the message will be delivered 7<sup>th</sup> period. Messages taken after school hours will be given to the child by paging the child to the main office to pick it up.

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

**NO CELL PHONES SHOULD BE SEEN OR HEARD DURING SCHOOL HOURS.** If a parent would like their student to bring an electronic device/cell phone to school, the student will have to keep their electronic device/cell phone in their locker at all times while at school. At the end of the day the student will



be able to go to their locker and get the electronic device/cell phone back. If students are caught with an electronic device/cell phone throughout the day, the electronic device/cell phone will be taken and it will be returned upon written request from the parent. If an electronic device/cell phone is taken from a student on three separate occasions, that student will receive an out of school suspension and may no longer be permitted to have an electronic device/cell phone on school grounds. Cell phones will not be used for any activities in the classrooms. HSA is not responsible for lost or stolen phones or electronic devices such as i-pods, music players and tablets.

## **16. VISITORS**

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Parent or guardian visitors are welcome at the Academy. Parents or guardians must sign in at the office and remain in the front office until an administrative assistant gives or denies permission to visit any part of the building depending on the teacher's schedule. It is convenient, though not required, that a parent or guardian notify the school **1** day before a planned visit. Parents or guardians who visit without notice may or may not be able to meet with individual teachers, due to their class schedules, etc.

Parents or guardians who visit and wish to observe their child in classes may do so. Again, it is convenient, though not required, that a parent or guardian notify the school **1** day before a planned visit. When observing classes, please follow these guidelines:

1. Be on time to the classes you plan to visit.
2. Observe quietly, and do not comment or attempt to add into lessons or conversations, unless invited to do so by the teacher of the class.
3. Request a meeting with a teacher at a time other than immediately after the class(es) observed.
4. Action such as shouting or confrontation of students, administrators, employees, or other persons on or in the school property are not allowed, since they represent a possible threat to safety.
  - a. Actions of this type will result in a request for that person to leave the school property.
  - b. In the case of repeated incidents of this nature, such persons may not return to the school property.
  - c. In the case of extreme and/or continued disturbances, the local legal authorities may be called and such person may be charged with disorderly conduct.
5. Please do not bring your other children with you when you're assisting teachers or staff at the school.

Parents or guardians who wish to speak with an administrator should call the school to set an appointment to do so, and then check in at the office when arriving for their appointment. Parents who arrive at school wishing to speak with an administrator without an appointment may or may not be able to do so at that time, due to availability and/or other duties.

### **SHADOWING**

Student visitors are welcome at the Academy. Students enrolled in a school in the State of Ohio at the time of their visit must have a note of permission from their home school, signed by their director or other school official. If the student visitor is home schooled, or enrolled in a school outside of the State of Ohio, he/she must have a note of permission signed by his/her parent/guardian.

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

1. The student visitor must have the applicable note of permission, as indicated above.
2. The host student must fill out and submit a Shadowing Form at least two school days in advance of the school visit. The student must have written permission with confirmation telephone number from their school administrator giving permission for the visit.

3. The host student must receive permission for the visiting student to attend the Academy 2 day in advance of the planned visit.
  - ✓ No student visitors are allowed during the last two weeks of a semester, or during the week preceding a school holiday.
  - ✓ No student visitors may visit who have been expelled from the Academy or any other school, who are habitually truant or who have voluntarily withdrawn after disciplinary actions.
  - ✓ No student visitors may visit during the end of year state and NWEA testing periods.

### **STUDENT VISITORS**

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

### **PARENT VOLUNTEERS**

The Academy can only continue its current programs, or add new programs to the benefit of its students through the efforts of its parent volunteers. Parent volunteers are a valued and necessary part of the school experience. The Academy encourages and desires more and more parent volunteers all the time—their value to the Academy cannot be underestimated.

We ask that all parent volunteers follow these guidelines:

1. Sign in at the office whenever working at the school during school hours. (Receive visitor badge)
2. Sign out upon leaving the school grounds.
3. **Before planning any events, giving away items, purchasing food for students, bringing food or other items to individual classes, etc., parent volunteers must first propose the idea to school administration and/or secure a faculty sponsor for the activity planned. This includes bringing in treats for your child's birthday.**
4. Parents may be requested to obtain a background check or waiver form based on the number of hours volunteering in the classroom or school.
5. Volunteers' schedules will be approved by the administration.
6. Volunteers must adhere to the agreed upon schedule or call if a conflict or emergency occurs.
7. Volunteers/Chaperones may be required to sign the Volunteer/Chaperon form acknowledging he/she is aware of the expectations and guidelines of HSA Denison.

These few guidelines will help us to avoid unplanned disruptions of the school day, allow administration to coordinate all activities that take place throughout the school day, and to provide for the smooth operation of all school programs.

### **VISITORS FROM THE GENERAL PUBLIC**

Visitors from the general public are always welcome at the Academy. It is convenient, though not required, that a visitor make an appointment to visit the school 1 day before a desired visit. This way the Academy can assure that a member of the school staff is available to speak with the visitor, give a tour of the school, etc. Visitors who arrive unannounced are welcome, but may need to wait for the availability of a school staff member. All visitors must sign in at the office upon arrival, and sign out when leaving the school premises. All visitors must sign in at the front desk and get a visitor pass leaving a photo ID.

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## **17. LUNCH PERIODS**

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

## **18. CAFETERIA RULES**

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1. Be seated by the time the bell rings and remain silent until you are given permission to speak.
2. Sit at the table assigned to your class.
3. Stay in your seat once you have been seated and raise your hand and receive permission before getting up for any reason.
4. Maintain a reasonable voice level, no yelling.
5. Keep the area around you clean.
6. Throw away all trash once you have finished eating.
7. Remain at your table until you are dismissed. You will not be dismissed until your table and floor areas clean.
8. No running, pushing, horse- playing, fooling around or fighting in the cafeteria.
9. No energy drinks or pop permitted at any time on school grounds.
10. Once dismissed, you have five minutes to get all of your supplies and get to class.

## **19. LUNCH DETENTION & RECESS**

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

Recess is a privilege given to all students by their assigned teacher and/or staff member. All students must follow the rules at this time. Students must be supervised by an adult staff member during both indoor and outdoor recess. Outdoor recess will be weather permitting.

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

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

## **21. BATHROOM PASSES**

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

## **22. EMERGENCY DRILLS**

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

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

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

- You may not loiter in the halls, lunchroom or lavatories or on staircases.
- You may not eat in halls, lavatories, or on staircases.
- You may not run in the halls, lunchroom, lavatories, or on the staircases.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside your locker.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- No horse-playing, pushing, wrestling, hitting, kicking, slapping or play fighting is allowed on school grounds.

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

## **24. SCHOOL ACTIVITIES**

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

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

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

- Student must bring the Field trip permission slip to school signed by his/her parents or guardian by the specified date. No phone calls will be accepted as permission.
- Student must wear his/her school uniform unless otherwise specified.
- Student must abide by HSA Denison codes of student conduct while on the field trip/overnight trip
- Permission can be revoked by HSA Denison staff because of poor behavior, struggling academic performance or attendance related issues.
- Students can be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip
- Student will not be allowed to attend a field trip/overnight trip if OSS (Out of School Suspension) falls on the day of the trip.
- In emergency situations parents will be informed and required to pick up their child immediately.

### **International Trips**

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

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

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

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

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

- You must be with a teacher or other staff member at all times.
- You must arrange for your own transportation to arrive promptly to the activity.
- You must abide by the HSAD code of student conduct while participating in the activity.
- You may not roam the hallways and if you are caught roaming the hallways you will be asked to leave.
- Parents/Guardians will be charged a late fee of \$5.00 for every 15 minutes they are late for pick up from dismissal of an activity.

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

## **25. ACADEMIC ROLLS**

Academic rolls will be calculated after each quarter. Students will receive the following rolls with respect to G.P.A.

1. Honor Roll 3.50-4.00

## 2. Merit Roll 3.00-3.49

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

## 26. RECOGNITION

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

## 27. AFTER SCHOOL/PICK UP PROCEDURES

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Dismissal begins at 2:30 pm for students in grades 4-8 and 2:45 pm for students in grades K-3. All students must exit the building after gathering their property. Students remaining on campus to wait for late-arriving rides must adhere to all school rules, policies, uniform codes, etc. If your student's behavior is not within proper conduct, he or she will be referred to an administrator. In order for your child to be released a parent/guardian will need to enter the school and pick them up. Phone calls will not be accepted as release for a child.

### Prompt pickup by parents after school

Parents or guardians should pick up or arrange to have students picked up by no later than 3:00pm. (See section 12.9 for policies concerning school activities). If a ride will be later than 3:00pm, the responsible party should call the school to make staff aware that a certain student's ride will be late. Students are to be off campus by 3:00pm unless they are involved in an extracurricular school activity. All practices and after school activities are given times for dismissal by their mentors/teachers, and will need to be picked up by that time.

**Students remaining on campus to wait for late arriving rides must adhere to all school rules, policies, uniform codes, etc.** Parents/Guardians will be charged a **late fee of \$5.00 for every 15 minutes late** that exceeds dismissal time from regular school and/or from an activity. **This is NOT a daycare, so please don't treat it as such.** Failure to pay will result in loss of privileges for the student (extra-curricular, field trips) withholding of report card, administrative meeting and/or police contact. These will be enforced at the Assistant Principal of School Culture's discretion. For those students who are here for clubs and tutoring the same rules apply. If a student has not been picked up by 3:30pm and a parent cannot be reached, the local police department will be contacted to pick the child up and hold them at the police department until such a time that a parent or guardian can be reached.

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

The school will NOT be responsible for the well-being or whereabouts of students who remain after the allotted time frame. For this reason, it is extremely important to keep your child's enrollment information current. Be sure to notify the office or classroom teacher if any information has changed. This will help to avoid any difficult situations.

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

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

- 1) Students may only log on and use the network under the immediate supervision of a staff member and only with his/her authorized account.
- 2) Students in whose name an online service account is issued are responsible for its proper use at all times.
- 3) Note that electronic mail (email) is not private. Those who operate the system have access to messages relating to or in support of illegal activities; use of any such activities will be reported to the authorities. HSAD reserves the right to monitor all email transported on its network.
- 4) Do not reveal personal information, such as home address or phone number, or that of other students or colleagues.
- 5) Use appropriate language. Do not use profanity, obscenity, or other language which may be offensive to others.
- 6) The network should not be used in such a way that it will disrupt the use of the network by others.
- 7) Users shall not read other users' files, nor shall they attempt to read, delete, copy, modify or forge other users' files.
- 8) Use of the computer and/or network for financial gain or for any commercial activity is prohibited.
- 9) Use of the computer and/or network for political purposes is prohibited.
- 10) Users shall not transmit or view material that is threatening, obscene, disruptive, sexually explicit, or that could be construed as stalking, harassment or disparagement of others based on race, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
- 11) Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or by HSAD policy.
- 12) Vandalism will result in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses, hacking, and/or any malicious attempt to harm or destroy equipment, materials or the data of any other user, as well as changing computer settings or damaging the computer mouse.
- 13) Musical devices, such as CD players and MP3 players, used in conjunction with the system are prohibited.
- 14) Copyrighted material may not be placed on the system without the author's permission, and no materials shall be placed on the system without permission of HSAD.
- 15) Users shall report any security problem or misuse of the network to the teacher, Assistant Principal of Disciplines, or immediate supervisor.
- 16) All communications and information accessible via the network should be assumed to be private property.
- 17) The system shall be used only for purposes related to school education or administration. The administration reserves the right to monitor any computer activity and online communications for improper use.
- 18) Rules and regulations of net etiquette are subject to change by the HSAD administration.
- 19) Activities not in compliance with Ohio Revised Code are strictly prohibited.

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

Students are not permitted to have a student email account on the HSA Denison system unless specifically assigned as part of a course or activities curriculum. Should an email account be assigned, students must have a Computer Usage Agreement on file and must strictly follow the agreement guidelines. Students are not permitted to access private email accounts (AOL, Yahoo!, etc.) from school at any time. Students violating any computer agreement guideline will lose all computer privileges and disciplinary action may be taken. Violations will be considered a Level II Misbehavior.

#### **Cyber harassment, bullying, defamation of character, or sexting (Level III Misbehavior):**

Due to the advancement of technology, inappropriate use of personal cell phones, computers, or any other electronic devices to harass, bully, or defame a student or staff member of HSAD will not be permitted.



Also, nudity of any kind will not be permitted. If such items are found a student may be suspended or expelled from the school.

## **29. HARASSMENT/BULLYING**

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All students at HSA Denison have the right to feel that they are physically, emotionally, and intellectually safe. Anti-Harassment Anti-Intimidation and Anti-Bullying Policy

Section One:

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

This policy, expressly modeled after the policy developed by the State Board of Education, by reference, incorporates herein the following requirements:

- A statement prohibiting harassment, intimidation or bullying of any student on Academy property or Academy-sponsored events;
- A definition of harassment, intimidation or bullying that shall include the definition in 3.1 of the model policy;
- A procedure for students, parents or guardians to report prohibited incidents to teachers and Academy administrators;
- A requirement that Academy personnel report prohibited incidents they witness and/or receive reports on from students to the Academy principal or other administrator designated by the principal;
- A procedure for documenting any prohibited incident that is reported
- A procedure for responding to and investigating any reported incident including providing intervention strategies for protecting a victim from additional harassment, intimidation or bullying, and from retaliation following a report;
- A disciplinary procedure for any student guilty of harassment, intimidation, or bullying, which shall not infringe on any student's rights under the first amendment to the Constitution of the United States;
- A requirement that Academy administrators notify parents or guardians of any student involved in a prohibited incident be notified and, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571.20 U.S.C. 1232g, as amended, have access to any written reports pertaining to the prohibited incident;
- A requirement that the Academy administrators semiannually provide the president of the Academy board a written summary of all reported incidents and post the summary on the Academy Web site, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571.20 U.S.C. 1232g, as amended, have access to any written reports pertaining to the prohibited incident.



- Each board's policy shall appear in any student handbooks, and in any publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the Academy. Information regarding the policy shall be incorporated into employee training materials; and
- An Academy employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.

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

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

#### Section Two: Definition of Terms

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

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

Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

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

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

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

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

### Section Three: Types of Conduct Affected by This Policy

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or Academy personnel. Examples of conduct that could constitute prohibited behaviors include:

- Physical violence and/or attacks;
- Threats, taunts and intimidation through words and/or gestures; including, but not limited to disparaging a student on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, academic or athletic performance, disability or English language proficiency.
- Extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and,
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based / online sites (also known as "cyber-bullying"), such as the following:
  - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
  - Sending abusive or threatening instant messages or emails,
  - Using camera phones to take embarrassing photographs of students and posting them online; and,
  - Using Web sites to circulate gossip and rumors to other students;
  - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

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

Harassment, intimidation, or bullying behavior by any student/school personnel in the Academy's Elementary, Middle and High Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

#### Complaints

##### Formal Complaints (Written Complaints)

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the

names of any potential student or staff witnesses. Such reports may be filed with any teacher or member of the Academy's administrative staff, such as the Director or Secretary or other office staff, and they shall be promptly forwarded to the building director for review and action in accordance with Section 6.

#### Informal Complaints (Verbal Complaints)

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

#### Anonymous Complaints

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

### Section Five: Academy Personnel Responsibilities and Intervention Strategies

#### Teachers and Other Academy Staff

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

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

#### Administrator Responsibilities

##### Investigation

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

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

#### Section Six: Remedial Actions

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

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

#### Non-disciplinary Interventions

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

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

#### Disciplinary Interventions

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

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

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

## Section Seven: Intervention Strategies

### General

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

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

### Intervention Strategies for Protecting Victims

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

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

## Section 8: Reporting Obligations

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

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

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

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

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

A requirement that the Academy administrators semiannually provide the president(s) of the Academy board(s) a written summary of all reported incidents and post the summary on the Academy Web site, if one exists. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on Academy property, to and from Academy, or at Academy-sponsored events.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is protected by state or federal law such as the nondiscrimination, suspension and expulsion/due process, violent and aggressive behavior, hazing, discipline / punishment, sexual harassment, peer sexual harassment and equal educational opportunity acts.

### Police and Child Protective Services

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

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

## Section Nine: Training

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

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

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

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

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator or teacher about the problem. Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.
- A bullying contract is signed by all of our students for accountability purposes and buddy bracelets are also distributed to students to promote positive relationships and interactions among their peers.

This is our No-Taunting Pledge:

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



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

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

## **31. UNACCEPTABLE STUDENT BEHAVIORS**

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

### **LEVEL I - MISBEHAVIORS**

- A. Failing to attend school on time or to attend classes on time- 4 tardies = 1 after school detention
- B. Failing to attend all assigned classes
- C. Taking and using the writings and ideas of another and deceptively submitting them as one's own work in satisfying a school assignment
- D. Signing the name of another person for purpose of defrauding school personnel
- E. Cheating on examinations
- F. Engaging in excessive displays of mutual affection- hugging, kissing those of the opposite sex, improper touching.
- G. Possessing beepers, pagers, MP3 players, cellular phones, CD players, laser pointers, video games and similar electronic devices in school
- H. Wearing non-dress code clothing
- I. Posting or distributing materials on school property that causes a disruption to the educational process.
- J. No permanent markers or gel pens.
- K. Being habitually tardy. The tenth one will result in one day in school suspension.
- L. When using the restroom facilities do not put paper towels in the toilet or spit in the water fountain.
- M. Leaving classroom without permission.
- N. Chewing gum, eating or drinking in class.



- O. Littering
- P. Running in the hall, classroom, and stairways.
- R. Poor attitude
- S. Physical contact: pushing, hitting, kicking or tripping
- T. Throwing objects, shooting or possessing rubber bands.
- V. Refusing to follow directions.
- W. Disorderly conduct.
- Z. Possessing joke and gambling items, hand buzzers, dice and cards, etc.

### **CORRECTIVE ACTION I**

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

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

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

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

### **LEVEL II - MISBEHAVIORS**

- A. As defined by the director chronic violation of Level I misbehaviors
- B. Leaving school without permission, in the absence of an emergency
- C. Engaging in or causing a disruption on a school bus on a field day
- D. Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety
- E. Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession, or coming to school under the influence of alcohol or drugs
- F. Intentionally causing an interruption of education in the classroom
- G. Using abusive, inappropriate or profane language (including cussing, name calling/racial slurs)

- H. Failing to adhere to school culture and directives of school personnel when subject to the authority of the School
- I. Intentionally participating in or initiating actions that result in the disruption of the entire school
- J. Gambling on school premises
- K. Trespassing, including entering a school to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission from the school \ director or bringing an unauthorized visitor to the school
- L. Intentionally participating in hazing activities which include making another student carry you books or book bag, cleaning out your desk or any actions against another person's will.
- M. Engaging in minor sexual contact with or without mutual consent (holding hands, kissing, public displays of affection)
- N. Engaging in an activity that may create a condition that is unsafe or unhealthy to others. Examples include- throwing objects or pushing others in a crowd.
- O. Violation of testing protocol during standardized testing (cheating, misuse of all electronics, disruptive behavior)

### **CORRECTIVE ACTION II**

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

### **LEVEL III - MISBEHAVIORS**

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

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

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

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

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

- B. Possessing or using tobacco or tobacco substitutes at school

- C. Verbally or physically threatening to injure or harm a school staff member
- D. Posting threatening messages on social media sites that cause fear of harm in school or disrupts the educational process
- E. Showing adamant defiance & disrespectfulness to teachers or staff by using inappropriate behavior.
- F. Intentionally causing physical injury to a school staff member
- G. Intentionally causing or attempting to cause physical injury or intentionally behaving in such way as could reasonably cause physical harm to another person or student. This includes fighting, hitting, kicking, pushing, tripping, throwing objects, teasing, verbally threatening someone
- H. Sexual conduct or sexual contact without mutual consent which includes all forms of sexual harassment
- I. Hate crimes
- J. Being truant.
- K. Engaging in drug related activities, including but not limited to:
- L. Making, selling, or distributing drugs/counterfeit drugs at school; bringing readily identifiable drug abuse instruments or paraphernalia to school or having such items in his/her possession; using or possessing drugs/counterfeit drugs at school.
- M. Intentionally burning or attempting to burn property
- N. Stealing or attempting to steal or possession of stolen property
- O. Damaging or attempting to damage property. Including but not limited to books, desks, walls, lockers and tables.
- P. Forcibly entering a school building locker, classroom, or secured enclosure
- Q. Extorting or attempting to extort property
- R. Falsely sounding a fire alarm, calling the police or causing a fire alarm to be sounded- inducing panic.
- S. Falsely communicating or causing to be communicated that a bomb is located in or on property
- T. More than one person acting together to intentionally cause harm or injury to alone/individual
- U. Bringing/showing inappropriate materials on school property (pornography, sexually suggestive pictures/communication, etc.)
- V. Excessive referrals of Level I and Level II misbehaviors may/will result in expulsion.
- W. Gang related materials or participating in gang activity.
- X. Engaging in serious sexual relations with or without mutual consent.

Y. Sexually assaulting another person (as specified in O.R.C. 2907.01)

Z. Fighting- Automatic removal with high school students if it is initiated.

AA. Bullying (teasing, taunting, passing notes, spreading rumors or cyber bullying.)

### **CORRECTIVE ACTION III**

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

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

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

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

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

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

## **32. CONSEQUENCES**

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All students at HSA Denison are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, community service, counseling, restitution projects, alternative programming, parent supervision, detention, suspension, expulsion, emergency removal from a school activity and criminal prosecution.

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

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

### AFTER SCHOOL DETENTION

Less serious student offenses will result in after school detentions. Parents may request a delay of the detention; by phone calls, face to face request or a written note. Students are notified of the infraction and are to serve the detention on the date(s) listed on the detention slip. The parents will be informed by receipt of the white copy, which will be sent home with the student. Parents must sign the white copy. Students are to give the signed white copy to the teacher whom assigned upon arriving at the detention. Failure to serve the detention assigned within five school days may result in a suspension by the Assistant Principal of Culture. If the detention is still not resolved, then further consequences are enforced. Other detentions may be assigned and served with individual teachers. The student's transportation to the scheduled after-school detention is the responsibility of the student/parent.

The following rules must be followed in detention:

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

### IN SCHOOL SUSPENSION

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

1. Students are to bring schoolwork and they may be required to complete additional assignments.
2. Parents will be notified of In-School Suspension.
3. ISS is assigned for one school day unless otherwise stated by school authority.
4. Guidelines for ISS will be issued and discussed upon assignment of student to this suspension.

### OUT OF SCHOOL SUSPENSION

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

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

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

The student and parent/guardian may appeal a suspension within two (2) calendar days of the suspension being issued. This appeal will be made to the Director and heard by a disciplinary board made up of three (3) administrators. Students may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. All disciplinary board hearings on suspensions will be held within four (4) school days of the appeal being made. The decision of this disciplinary board is final.

### **EXPULSION**

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the Principal.

The student and parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the Principal and heard by a disciplinary board made up of three (3) administrators. Students may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. All disciplinary board hearings on expulsions will be held within four (4) school days of the appeal being made. The decision of this disciplinary board is final.

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

### **33. CONCEAL CARRY**

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

### **34. SCHOOL CLOSINGS**

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

## STUDENT CONDUCT CONTRACT

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

### Student Contract

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

- *I will show consideration for the rights and feelings of others, being careful not to hurt them physically and/or emotionally.*
- *I will speak to others respectfully, not using profanity or uncomplimentary names.*
- *I will show respect for all people working or helping in the school.*
- *I will show careful regard for both my property and the property of others.*
- *I will always ask permission before I borrow others' things, and I will return them promptly and in good condition when I am finished.*
- *I will attend school regularly.*
- *I will be in class on time with all necessary materials.*
- *I will make good use of class time and complete and turn in assignments on time.*
- *I understand that I must make up assignments I missed due to an absence.*
- *I will remain in the building during school time, including the lunch period. I will not leave school grounds without the permission of the Principal.*
- *I will do my best in school, and will allow others to do their best.*

- *I will ask for help if I do not understand.*
- *I will not bring any restricted items to school.*
- *I will keep the school building and grounds clean and tidy.*
- *I will WALK in the hallways, classrooms, and stairways.*
- *I will follow the dress code and arrive at school in uniform.*
- *I will not participate in any behavior banned by the school.*

*Student Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_



**HORIZON SCIENCE ACADEMY – DENISON 2016-2017 STUDENT/PARENT HANDBOOK  
AWARENESS STATEMENT**

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

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

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

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

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