

**HORIZON SCIENCE ACADEMY  
PRIMARY AND ELEMENTARY SCHOOL**

2835 MORSE ROAD (Elementary)  
2899 MORSE ROAD (Primary)  
COLUMBUS, OHIO 43231

**PARENT/STUDENT HANDBOOK  
2017-2018**



Revised August 2017

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## **WELCOME LETTER**

**Dear Parents and Students,**

Welcome to Horizon Science Academy Columbus Elementary School. We are very pleased to welcome you to HSA Columbus Elementary School for the 2017-2018 school year. All of us at HSA will be working with you to make this school year an exciting and productive one. Our combined efforts will help you to grow both academically and socially. We have an exciting program available to you this year. Your efforts will determine how far you progress.

Education is a shared responsibility, and successful operation of a school depends on the cooperation of everyone concerned—students, parents and staff. The goal of Horizon is to create a partnership among the members of this triad. Each member is responsible for doing his/her part to make our school a place where each one can achieve his/her goals, and so that all work together in harmony.

This handbook is written for the parents, students and staff of HSA. It is an essential reference tool describing the procedures, practices and expectations of the school. All students, their parents and school staff should read it carefully, and let it act as a guide for effective and successful involvement in all aspects of school life. Some changes and additions to this handbook can be made anytime during the school year when necessary and the parents are notified via mail about these changes.

On behalf of the staff and faculty of HSA Columbus Elementary School Columbus, good luck to you during the 2017-2018 school year. Feel free to contact any member of the school staff if you need assistance with any problems/concerns. We are here to help you.

**Sincerely,**

**Mrs. Jessica Shoaf - Principal**

## **MISSION STATEMENT**

We at Horizon Science Academy Elementary School strive to foster an environment of inquiry and a love of learning so that students are prepared to thrive and succeed in STEM-focused high school(s), college(s) and real world experiences.

## **EDUCATIONAL PHILOSOPHY**

HSA Columbus Elementary School exists for the welfare and dignity of each child. Education will be student-centered and each child will be recognized as a unique individual with unique interests, needs and abilities. HSA Columbus Elementary School aims to develop responsive, productive, and civic-minded youth by inspiring them to follow their dreams while making the world a better place for themselves and others. HSA Columbus Elementary School is focused on core knowledge and essential skills so that children may achieve the mastery upon which further learning will be built.

The purpose of our school is also to foster productive attitudes toward work, family, and community. When students have a positive attitude toward school, their perception of “school” transforms. HSA Columbus Elementary School will strive to lead each and every student towards these accomplishments by using a curriculum aligned to the State’s Academic Content Standards, which is essential to future success in school and at work. The Content Standards are reinforced and reviewed to prepare students for standardized tests. Both in-class preparation and after school instruction are provided to ensure a higher level of achievement for each student.

## 1. INTRODUCTION

To achieve our mission, every member of the HSA Columbus Elementary School 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, the student. Also, it is a parent handbook and should be read and understood by parents/guardians. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

The Horizon Science Academy Columbus Elementary School is a community school established under Chapter 3314. of the Ohio Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education(ODE).

## 2. STUDENTS RIGHTS

Due to the nature of its mission, HSA Columbus Elementary School does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

The right of students to freedom of expression shall not be abridged, **provided that such right shall not cause any disruption or disorder within the school.**

Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal (or designee).

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students.

### **FREEDOM OF SPEECH**

Students' right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way.
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the laws.
- No students may be obscene.
- Students may not say (slander) or write things about (libel) another person that damage that person's reputation and are not true, if they know the statement to be false or don't care whether it is true or false.
- Students may not use fighting words, that is, words which, when spoken to a reasonable person is reasonably certain to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.

### **FREEDOM OF PRESS**

Students may express their opinions in publication and other written material as long as it follows standards of good taste. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing "fighting words". School reserves the right to regulate the content of "school sponsored express activities". A sign posted must be signed by the person who puts it up and must be posted in the designated area in the school.

### **FREEDOM OF RELIGION**

Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify advisor and school office in writing **prior** to absence. An absence for religious reasons does not count as an official absence from school.

### **RIGHT TO EQUAL EDUCATION**

School students **cannot** be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, or handicap.

### **WHAT TO DO IF RIGHTS ARE VIOLATED.**

You are encouraged to talk to your teachers, your administrator or the Principal. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a complaint with school Principal. The Principal will make a determination in the matter. If that determination is unsatisfactory, the member of the school community can request a hearing before the School Board President, by submitting a request in writing to the school office.

### 3. GRADING SCALE

The students receive 4 report cards every year. At the end of each quarter, the report cards are sent home in a special envelope. The parents are required to sign the envelope and return to their child's teacher for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters.

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

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

### 4. GRADE PROMOTION POLICY

There are two areas in which students must meet requirements to be promoted to the next grade level or to graduate: **Academics** and **attendance**. Attendance is addressed later in the handbook.

Student promotion is based on their letter grades in grades 3rd, 4th and 5th, as well as the teachers' overall yearly assessments. In Kindergarten, 1st and 2nd grades, the classroom teachers, reading, mathematics specialists and administration decide whether the student will be promoted to the next grade level or not.

*As required by Ohio Revised Code Section 3313.609, no student shall be promoted to the next grade level if the student has been absent without excuse for more than ten percent (10%) of the required attendance days of the current school year and has failed two (2) or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student satisfies educational standards set forth below to be promoted to the next grade level, and in the circumstance described in this paragraph any references below to the student's principal's making such a determination shall be deemed modified so as to require that such a determination be agreed upon by that principal and the applicable teachers.*

#### **ACADEMICS:**

For 3rd-5th GRADE STUDENTS:

- Students must have passing grades in at least 3 of the core subjects (English, Math, Social Studies, and Science).

**CASE 1: THIS STUDENT IS PROMOTED TO NEXT GRADE.**

Subjects	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Result
ENGLISH	D	D	F	F	FAIL
MATHEMATICS	D	C	B	F	PASS
SOCIAL STUDIES	F	F	B	A	PASS
SCIENCE	C	D	C	B	PASS
ART	B	C	B	A	PASS
PHYSICAL EDUCATION	B	A	C	A	PASS
COMPUTER SCIENCE	D	F	C	C	PASS
MUSIC	D	F	D	F	FAIL

The second student below didn't pass at least one (or more) core subjects and as a result he/she will repeat his/her grade.

**CASE 2: THIS STUDENT REPEATS HIS/HER CURRENT GRADE LEVEL SINCE SHE/HE FAILS TWO (2) OF THE CORE SUBJECTS.**

Subjects	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Result
ENGLISH	D	D	D	D	PASS
MATHEMATICS	D	C	F	F	FAIL
SOCIAL STUDIES	F	F	D	F	FAIL
SCIENCE	C	D	C	B	PASS
ART	B	C	B	A	PASS
PHYSICAL EDUCATION	B	A	C	A	PASS
COMPUTER SCIENCE	D	F	C	C	PASS
MUSIC	D	F	D	F	FAIL

**HSA COLUMBUS ELEMENTARY HONOR AND MERIT ROLL POLICY**

**Honor Roll** and **Merit Roll** is awarded for the 1st, 2nd and 3rd quarter performances. Students in grades 3 through 5 are eligible for honor roll if their GPA (Grade Point Average) is 3.50 or higher and for merit roll if their GPA is between 3.0 and 3.49. For both Honor Roll and Merit Roll, the students must have a clear discipline history with no referrals during the quarter.

For the purposes of averaging the following scale shall be used:  
 A= 4.0 points B= 3.0 points C= 2.0 points D= 1.0 points F= 0 point

**STANDARDIZED TESTS**

The NWEA (Northwest Evaluation Association) test is administered to all students at HSA Columbus Elementary School. In order to see the progress of a child in a year, HSA administers a fall pretest and a spring post NWEA test. The scores are used in the classroom and discussed at parent-teacher conferences.

**3rd GRADE GUARANTEE**

The 3rd Grade Guarantee law states, "**Schools cannot promote to fourth grade students who score below proficient on the state standardized assessment. Students scoring below the proficiency level, determined by the Ohio Department of Education, will be retained in grade 3 for the following school year.**" In addition, to the state assessments, students will also be assessed, via NWEA, in the spring, as a secondary assessment, to aid in promotion. **If a student in Grade 3 meets a score of 196 on the NWEA assessment, they will promote to Grade 4 for the following school year.**

Students not meeting the passing score on, either assessment, as determined by the Ohio Department of Education, will be required to attend 3rd grade summer camp, in order to be reassessed and considered for promotion to Grade 4. Students meeting a score of 196 on summer NWEA assessment will be promoted to Grade 4.

**Mid-Year Promotion Policy for the Third Grade Guarantee**

If a student is retained in the third grade pursuant to the Third Grade Reading Guarantee, the student **must** meet the requirements set forth below in order to be promoted to the Fourth Grade mid-year.

**Requirements for mid-year promotion:**

1. The student must meet the NWEA promotion cut off score for the fourth grade based on the fall NWEA administration (if the student does not meet the fall NWEA promotion cut off score required to be promoted the student will remain in the third grade for the remainder of the school year). AND
2. The student must meet two (2) of the following three (3) criteria:
  - a. **A GPA of 3.0 or above in the current school year;**
  - b. **A Star Reading level of a 3.2 or higher based on the fall administration;**
  - c. **The student has less than 5 unexcused absences for the current school year.**

Students being promoted will be placed in the Fourth Grade after the fall NWEA test session. No mid-year promotions will occur after the end of the first quarter.

**5. ATTENDANCE**

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

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

### **Excused Absences**

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

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

### **Unexcused Absences**

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

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

### **Truancy**

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

**Notice of Excessive Absence**

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

**Habitual Truancy**

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

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

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

B. The Team must include:

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

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

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

- i. If the Parent responds but is unable to participate, the Superintendent/Principal shall inform them of their right to appoint a designee.
- ii. If the Parent does not respond within 7 school days the School shall do both of the following:
  - a. Investigate whether the failure to respond triggers mandatory reporting to the county children services agency pursuant to ORC 2151.421; and

- b. Instruct the Team to develop an Intervention Plan notwithstanding the Parent’s absence
2. The Superintendent/Principal must assign student to the Absence Intervention Team within 10 days of becoming habitually truant.
  3. The Team must develop an intervention plan for the student within 14 school days after the student is assigned. The plan is to be aimed at reducing or eliminating further absences. The plan shall be based on the individual needs of the student, but shall state that the School shall file a complaint not later than 61 days after the date the plan was implemented, if the student has refused to participate in, or failed to make satisfactory progress on the intervention plan or an alternative to adjudication for being an unruly child.
  4. Within 7 days after the development of the plan, the School shall make reasonable efforts to provide the student’s Parent with written notice of the plan.
  5. In the event the student becomes habitually truant within 21 school days prior to the last day of instruction of the school year, the School may, in its discretion, either:
    - a. assign a School official to work with the student’s Parent to develop an absence intervention plan during the summer. If the School selects this method, the plan shall be implemented not later than 7 days prior to the first day of instruction of the next school year; or
    - b. reconvene the absence intervention process upon the first day of instruction of the next school year.

**Intervention Strategies**

If the School has a chronic absenteeism percentage that is less than 5%, as displayed on the School’s most recent local report card, it shall be exempt from the requirement to assign habitually truant students to an absence intervention team for the following school year and shall instead take any appropriate action as an intervention strategy. In the event that the intervention strategies fail, within 61 days after their implementation, the School shall file a complaint, provided (a) the school has made meaningful attempts to re-engage the student through the intervention strategies, and any offered alternatives to adjudication; and (b) the student has refused to participate in or failed to make satisfactory progress on any offered intervention strategies or alternative to adjudication.

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

- Providing a truancy intervention plan for any student who absent, with or without legitimate excuse, for 38 or more hours in one school month, or 65 or more hours in a school year;
- Providing counseling for an habitual truant;

- Requesting or requiring a Parent to attend parental involvement programs;
- Requesting or requiring a parent, guardian, or other person having care of an habitual truant to attend truancy prevention mediation programs;
- Notification of the registrar of motor vehicles;
- Taking necessary or required legal actions.

### **Withdrawal**

Any student that without a legitimate excuse fails to attend **one hundred and five (105)** consecutive hours will be automatically withdrawn from the school.

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

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

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

If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the **students’ responsibility** to ask for the test and take the test at that time. If you fail to do this, the teacher is not obligated to set another time for the makeup. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test. Make-up work is to be picked up by **the parent/guardian or family member ONLY**. We will **NOT** allow make-up work to be sent home with **other students** unless they are siblings in the same household.

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

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways.

- You may not make up work following an unexcused absence.
- Unexcused absences may result in an **"F"** or **"zero"** for the day in each class missed.
- Teachers are not obligated to allow you to make up quizzes or tests.

### **Daily Attendance Procedures.**

1. Every teacher with a second period class is responsible for providing the office with attendance. Attendance is to be input directly into the student information system before 8:30 am. A hard copy will no longer be provided.

2. The designated school employee will then investigate each absence unreported by a parent. Each student's home phone number and/or parental cell number must be called by school reach, auto phone call software. A note of the result of each phone call must be reported on the **Daily Attendance Log in the Student Information System**.
3. The designated school employee inputs into the database (CSSIS) daily attendance for each student.
4. Copies of Daily Attendance sheets are available to staff and administration on request.
5. When a student has reached 30 hours of unexcused absences a letter of warning is mailed home to the parent.
6. If a student has reached 60 hours of unexcused absences a letter requesting a parent meeting is sent via certified mail to the parent. If a temporary illness is preventing the student from regular attendance home instruction will be suggested.
7. If a student reaches the required number of hours to be an Habitual Truant the procedures set forth above must be followed.
8. A student that has been absent without excuse for **more than 10% of the required attendance days** and has **failed two or more required subject areas** shall result in the student failing the grade.

#### **Documenting Attendance for Non-Classroom Based Learning Opportunities**

Any student's instruction time in non-classroom-based learning opportunities shall be certified by an employee of the community school. The School will use a Non-Classroom, Non-Computer Based Log for purposes of documenting non-classroom based learning opportunity attendance. The documentation will be separated between Computer Based Learning Opportunities and Non-Computer, Non-Classroom Based Learning Opportunities and shall include the following elements:

- i. Student Name and SSID
- ii. Brief Description of learning opportunities
- iii. Dates and times of actual learning opportunities
- iv. Total of verified learning opportunities time
- v. Signature of teacher verifying the reported learning opportunities.

## **6. STUDENT CONDUCT AND DISCIPLINE**

The School 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 School administrators and teachers shall not allow the following behaviors at school. At "School" shall include during school, any time on school property, while en-route to or

from school or at or during any school-sponsored activities. The School maintains its right to discipline actions in violation of this Code of Conduct that occur at any of the aforementioned times.

All students at School 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 below or added to this list at a later date will face immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

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

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

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

As part of HSA Columbus Elementary School’s positive behavior support plan, students, teacher and staff members participate in a Character Counts Education Program. The following outlines behavior expectations according to our Six Pillars of Character Education program.

**School Wide Behavior Expectations for HSA Columbus Elementary**

	<b>In the Classroom</b>	<b>In the Hallway</b>	<b>On the Playground</b>	<b>In the Cafeteria</b>
<b>Trustworthy</b>	Exhibits academic honesty.  Replies honestly to staff inquiry.  Returns class supplies	Follows rules when using passes.  Replies honestly to staff inquiry.	Replies honestly to staff inquiry.  Return playground equipment.	Uses a pass to leave the cafeteria.  Replies honestly to staff inquiry.

<b>Respectful</b>	<p>Takes turns speaking.</p> <p>Follows directions</p> <p>Respects others’ opinions.</p> <p>Listen when others are speaking.</p>	<p>Uses a quiet voice to respect others learning.</p> <p>Follow directions.</p>	<p>Hands and feet to self.</p> <p>Follows directions.</p>	<p>Enters quietly.</p> <p>Uses an inside voice.</p> <p>Follows directions.</p>
<b>Responsible</b>	<p>Completes and turns in assignments.</p> <p>Comes to class prepared.</p> <p>Uses hallway passes correctly.</p>	<p>Returns to class promptly when using passes.</p>	<p>Lines up when whistle is blown.</p> <p>Notifies teacher if a problem occurs.</p>	<p>Waits for class table to be called to line up.</p> <p>Raises hand before getting up.</p>
<b>Fairness</b>	<p>Takes turns.</p> <p>Shares classroom materials.</p> <p>Keeps place in line.</p>	<p>Keeps place in line.</p>	<p>Plays by the rules of the game.</p> <p>Shares equipment.</p>	<p>Keeps place in line.</p>
<b>Caring</b>	<p>Shows friendship to classmates.</p> <p>Provides help to classmates when needed.</p>	<p>Shows friendship to classmates.</p> <p>Provides help to classmates when needed.</p>	<p>Shows friendship to classmates.</p> <p>Provides help to classmates when needed.</p>	<p>Shows friendship to classmates.</p> <p>Provides help to classmates when needed.</p>
<b>Citizenship</b>	<p>Cleans up area.</p> <p>Maintains school supplies.</p> <p>Uses good manners.</p>	<p>Uses good manners.</p>	<p>Invites others to play.</p> <p>Maintains playground equipment.</p> <p>Uses good manners.</p>	<p>Cleans up area.</p> <p>Uses good manners.</p>

**Video Surveillance**

HSA employs the use of video cameras for security monitoring. In some cases video is consulted in the investigation of disciplinary procedures. Staff members are the only people who can watch the video. Parents are not allowed to watch video surveillance due to **The Family Educational Rights and Privacy Act of 1974 (FERPA)**.

**ANTI-HARASSMENT/ ANTI-BULLYING POLICY\*\***

This is the summary of board approved policy of the Horizon Science Academy that any form of bullying behavior, whether in the classroom, on school property, to and from school, or at school-sponsored events, is expressly forbidden.

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

- Causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive so 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 handheld device that a student has exhibited toward another particular student more than once and the behavior both:
  - causes mental or physical harm to the other student/school personnel;
  - and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

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.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Ohio Board of Education. Transportation of Horizon Science Academy students covered by this policy in rental vehicles or in privately-owned vehicles to or from school-sponsored activities shall be subject to this paragraph.

**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 school personnel. Examples of conduct that could constitute prohibited behavior are:

1. Physical violence and/or attacks
2. Threats, taunts and intimidation through words and/or gestures
3. Extortion, damage or stealing of money and/or possessions
4. Exclusion from the peer group or spreading rumors

5. 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:

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

*\*\*To read the complete HSA Anti-harassment and Anti-bullying policy, please request a copy from the school Principal.*

### **PROHIBITED STUDENT CONDUCT**

Students are considered to be subject to the authority of the school when they are enroute to or from school and at school related or school sponsored events even though those activities may not take place on school grounds. Some examples include: athletic meets and games, field trips, contests, and concerts. Misbehaviors that occur at such events as outlined below will be subject to the same penalties as misbehaviors that occur on school grounds. Misbehaviors and penalties are outlined below:

#### **Level I Misbehaviors:**

- 1.Failing to attend school on time or to attend classes on time;
- 2.Failing to attend all assigned classes;
- 3.Taking and using the writings and ideas of another and deceptively submitting them as one's own work to satisfy a school assignment;
- 4.Signing the name of another person for the purpose of defrauding school personnel;
- 5.Cheating on examinations or attempting to obtain answers dishonestly;
6. Engaging in excessive displays of mutual affection;
- 7.Using cellular telephones and similar electronic devices in school during unauthorized times or in unauthorized areas;
- 8.Wearing non-dress code clothing (Students are not to dress down on their birthdays and notes will not be accepted on this day);
- 9.Posting or distributing materials on school property without appropriate permission or that cause a disruption to the educational process;
- 10.Failure to serve a Saturday suspension;
- 11.No card playing at any time, this includes before and after school and during lunch periods; and
- 12.No Soliciting

**Corrective Action I**

Disciplinary responses including suspensions may be used by the Principal or his/her designee to correct Level I misbehaviors. Level I misbehaviors may result in detentions, suspensions, and optional classroom assignments. Disciplinary responses may include, but are not limited to,:

- Conference with teacher (with student alone or with parent(s)/guardian(s));
- Conference with administration (with student alone or with parent(s)/guardian(s));
- Parent/guardian contact by phone/email;
- Detention;
- In-School Suspension;
- Saturday Suspension;
- Suspension up to three (3) days; and
- Behavioral Contract.

The Administration may utilize school based or agency mediation programs for conflicts between students as appropriate. Related or repeated occurrence of Level I misbehaviors may result in discipline as a Level II misbehavior.

**Level II Misbehaviors:**

- 1.Repeated violation of Level I misbehavior.
- 2.Use, possession, distribution or promotion of tobacco, tobacco product look-alikes, or products intended to replicate tobacco products by appearance or effect.
- 3.Leaving the school or classroom without permission, in the absence of an emergency declared by the School.
- 4.Engaging in or causing a disruption on a school bus.
- 5.Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety.
- 6.Use, possession, distribution or promotion of alcoholic or other intoxicant or coming to School under the influence of alcohol or drugs.
- 7.Intentionally causing an interruption of education in the classroom.
- 8.Using insulting, degrading, demeaning, obscene, abusive or profane language, including racial, sexual, religious or ethnic slurs, written or verbal, toward students, school personnel or individuals on school property.
9. Failing to adhere to school culture and directives of school personnel when subject to the authority of the School.
- 10.Intentionally participating in or initiating actions that result in the disruption of the entire school or educational process.
- 11.Gambling.

12. 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 administration, bringing an unauthorized visitor to the school, or entering unauthorized areas of the building.
13. Intentionally participating in hazing activities.
14. No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct on school property, school buses, at school-sponsored events, or while using school technology resources. This includes “sexting” which is defined as sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any form on a cell phone or other electronic device.
15. Engaging in an activity that may create a condition that is unsafe or unhealthy to others.
16. Use of the elevator. No students are permitted on the elevator for any reasons (except medical conditions by doctor report). This will be strictly enforced with a 5 day suspension to ensure compliance.
17. Use of the copy machine is strictly prohibited.
18. Students are not permitted in unsupervised areas within the school.
19. Bullying, Cyberbullying, Harassment or Intimidation as defined in School Policy.

**Corrective Action II**

- Corrective actions for Level I
- Suspension up-to five (5) days

**Level III Misbehaviors**

1. Using or bringing weapons, dangerous instruments, explosives, firearms, or knives to School.
  - a. A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear (examples: guns, knives, knuckles, clubs, box-cutters etc.)
  - b. Knife is defined as cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters, or other similar tools determined by the principal(s) to be necessary in the school setting at a particular building or grade level, if used only for the necessary purpose.
  - c. Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994". At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may readily be converted to expect a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

d. 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, etc.).

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

f. 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, etc.)

g. The prohibited items include, but are not limited to, possession of the following:

- i. Knife less than 2 inches;
- ii. Knife 2 inches or more;
- iii. Handgun;
- iv. Rifle or shotgun;
- v. BB/pellet/airsoft/paintball firearm;
- vi. Toy or any look-a-like gun;
- vii. Destructive device (bomb, grenade, mine, rocket, missile, pipebomb or similar device);
- viii. Brass knuckles or metal knucks;
- ix. Fireworks;
- x. Accelerants (any liquid/aerosol, etc. which may be used to start or perpetuate a fire or other hazardous condition);
- xi. Tear gas, mace or pepper spray;
- xii. Bats, clubs, sticks or other instruments of a bludgeoning type (other than for athletics);
- xiii. Razors or razor blades;
- xiv. Spring stick/expandable baton;
- xv. Throwing star, oriental dart, or any disc having two or more points or pointed blades which is designed to be thrown or propelled; and
- xvi. Taser/Stun gun;

- 2. Verbally or physically threatening to injure or harm a student or school staff member.
- 3. Fighting, hitting, biting, pinching, or pushing another student or a staff member.
- 4. Showing disrespect to teachers or staff and/or using inappropriate language and behavior.
- 5. Sexual assault as defined by the State Law.
- 6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such way as could reasonably cause physical harm to another person.
- 7. Sexual conduct or sexual contact without mutual consent which includes all forms of sexual harassment.

8. Hate crimes.
9. Engaging in drug related activities, including but not limited to:
  - a. making, selling, or distributing drugs/counterfeit drugs at School;
  - b. bringing readily identifiable drug abuse instruments or paraphernalia to School or having such items in his/her possession; and
  - c. using or possessing drugs/counterfeit drugs at School.
10. Intentionally burning or attempting to burn property.
11. Stealing, attempting to steal or possession of stolen property.
12. Damaging or attempting to damage property: Any property damaged/broken by the student whether playfully or intentionally is to be repaired or replaced at the parents' or guardians' expense.
13. Forcibly entering a school building locker, classroom, or secured enclosure or area.
14. Extorting or attempting to extort property or money.
15. Falsely sounding a fire alarm, or causing a fire alarm to be sounded.
16. Falsely communicating or causing to be communicated that a bomb is located in or on property.
17. More than one person acting together to intentionally cause harm or injury to another individual.
18. Excessive referrals of Level I and/or Level II misbehaviors.

**Corrective Action III**

Any student may be suspended or referred for expulsion by the School for violation of a Level III offense. Parents will be informed of any Level III misbehavior offense committed by their child immediately by the administration of the school.

Students who bring **firearms on school property**, in a school vehicle, or any school-sponsored event may be **expelled for up to ONE ACADEMIC YEAR**.

Additionally, students who are expelled for a violation of these sections and have reached their **16th birthday** have been convicted or adjudicated delinquent of a violation may be subject to **permanent exclusion** from school. Students who bring to or have possession of weapons at the school will be referred to the criminal justice or juvenile delinquency system.

**Suspension Procedures**

Rules of suspension follow the due process as mandated by the State Law.

1. The Principal or his/her designee may suspend.
2. No suspension shall exceed **ten (10)** school days.
3. A student with an Individual Education Plan (**IEP**) **may not be suspended** beyond ten (10) days in any one (1) school year. All students with disabilities will receive a free and appropriate public education (FAPE). As an IEP student approaches six (6) or seven (7) suspension days, the IEP team should reconvene to revise the IEP and develop a Behavior Intervention Plan. In the event that a student exceeds ten (10) suspension days within the school year, services will be provided in an alternative

interim placement. **Students who are in the process of evaluation** because a disability is suspected have the same rights as students already identified.

4. The School must give written notice of the intention to suspend and the reason to the student. The student must be asked to sign the **“Intent to Suspend Letter”**. If s/he chooses not to sign, then the School shall so indicate that, in writing, on a form and, also have a staff member verify the same, in writing, on the same form.

The student shall be given the right to appear at an informal hearing before the Principal or his/her designee and has the right to challenge the reasons for the intended suspension or otherwise explain. This informal hearing can take place within three (3) days, if practicable or immediately following the infraction.

The written notice of suspension shall be sent or given within one calendar day to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Board of Directors or its designee.

You and your parent/guardian may **appeal a suspension within seven (7) days** of the suspension being issued. This appeal must be submitted to the Principal in writing and heard by the School Discipline Committee. You may not attend classes until the appeal is heard. All disciplinary hearings will be held within two (2) school days of the appeal being made.

**Any work that the student missing during a suspension may be made up for 75% credit. It is the responsibility of the student to ask for and collect any missed work.**

### **Expulsion Policy**

Rules of expulsion follow due process as mandated by the State Law.

1. The Superintendent may expel.
2. The School shall provide the student and the parent/guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion.
3. The student and the parent/guardian shall have an opportunity to appear on request before the Principal to challenge the expulsion or to otherwise explain the actions that led to the intended expulsion.
4. The written notice shall state the time and place to appear which shall not be less than three (3) days or later than five (5) days after the notice of intent to expel is given. The Superintendent may grant an extension of time. If granted, the Superintendent or the designee must notify all parties of the new time and place.
5. A parent/guardian has the right to appeal the expulsion, which must be submitted, in writing, to the Principal within fourteen (14) days of the written notice of expulsion. The Principal shall immediately forward this written appeal to the Board of Directors or its designee. You 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 hearings on expulsions will be held within four (4) school days of the appeal being made.

Expulsions will not exceed eighty (80) school days unless the student has been expelled for the following reasons:

- Bringing a firearm into the school, onto school grounds, or to any other school program or activity;
- Bringing a knife into the school, onto school grounds, or to any other school program or activity;
- Committing an act that would be a criminal act if committed by an adult that results in serious physical harm;
- Or as otherwise allowed by Law.

If the student commits such acts, they may be expelled for up to one (1) school year.

The specific circumstances under which the Superintendent may modify a one (1) year expulsion could include:

- a) A recommendation from the group of persons knowledgeable of the student's educational needs in accordance with the Individuals With Disabilities Education Act;
- b) The student was unaware that s/he possessed a firearm or knife;
- c) The student did not understand that the item s/he possessed was considered a firearm or knife;
- d) The student brought the item to School as part of an educational activity and did not realize it would be considered a firearm or knife; or
- e) The student may be eligible for participation in an alternative program.

The expelled student will be provided with a date for a mandatory re-entry conference. The expelled student, and parent or guardian of the student must be present at the re-entry conference.

The student and parent/guardian of the student will be notified in the event that the student fails to attend the re-entry conference.

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

**Emergency Removal:**

If a student’s presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from school without prior notice of hearing. Written notice of the removal and hearing, which must be held within three (3) school days of the student’s removal, shall be provided as soon as practicable. Students are to remain home during school hours and not attend/participate in school sponsored function(s) pending the hearing. Should an out-of-school suspension be warranted, days of removal may be applied to the days of out-of-school suspension.

**SUSPENSION/EXPULSION OF DISABLED STUDENTS**

In matters relating to the disciplining of disabled students, the School shall abide by Federal and State laws regarding suspension and expulsion.

**Removals of Not More Than 10 Days – The 10-Day Rule**

The School may remove a student with a disability who violates a code of student conduct from the student’s current placement for not more than 10 school days. This option may be used only if the disciplinary action is consistent with actions taken against non-disabled students. The School may place students removed under the 10-day rule in an appropriate interim alternative educational setting (“IAES”) if applicable (see below), another setting, or suspend them. Removals under the 10-day rule are not considered a “change of placement” and the School is not obligated to provide services to students during those removals. The School can use the 10-day rule to remove a student for either a single removal of 10 consecutive school days; or a series of shorter-term removals over the course of the school year that are more than 10 consecutive school days during that school year, so long as those removals do not constitute a pattern of removals (and therefore, a change of placement). When a removal is not a change of placement, an IEP meeting is not required. However, if one or more IEP team members believe that modifications are needed to the student’s behavior plan, the team shall meet to modify the plan and its implementation to the extent the team determines necessary.

**Removals of More Than 10 Days – Change of Placement**

A change of placement occurs if a removal is for more than 10 consecutive school days; or if a student is subjected to a series of removals which accumulate to over 10 school days, that constitute a pattern. If a change of placement occurs (after a MDR (see below)), then the School must notify the parents or guardians of that decision. This notice must inform the parents or guardians of all the procedural safeguards accorded under the law. These safeguards include a manifestation determination review, a right to receive services, and a continuation of services for a free appropriate public education. The School must provide services that:

- Enable the student to continue to participate in the general education curriculum (although in another setting); and
- Enable the student to progress toward meeting the goals set out in the student’s IEP.

**Manifestation Determination Review (“MDR”)**

The School will conduct a MDR to examine a student’s behavior before imposing disciplinary consequences that would amount to a change of placement. The purpose of the MDR is to determine whether a student’s disability caused, influenced or otherwise impacted the student’s behavior in question. To make this determination, the student’s IEP team is required to review certain information and determine whether the behavior causing the disciplinary infraction is or is not a manifestation of the student’s disability.

The MDR is not required for disciplinary removals that do not constitute a change of placement, that is, less than 10 school days per incident or a series of removals accumulating to more than 10 school days in one school year that do not constitute a pattern.

No later than the date on which the decision to take a disciplinary action which may be a change of placement is made, the School must notify the parents or guardians of that decision and of all procedural safeguards, including the MDR. The School and the parents or guardians must determine which members of the IEP team are relevant to conduct the manifestation determination. The team will review all relevant information in the student's file to determine whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability or was the direct result of the School's failure to implement the IEP. If the team determines that either condition is applicable for the student, it must determine that the conduct is a manifestation of the student's disability.

*Manifestation* – If the team determines that the behavior was a manifestation of the student's disability, the full IEP team must meet the following requirements:

- Conduct a functional behavior assessment and implement a behavior intervention plan for the student, unless the School conducted a functional behavior assessment prior to the manifestation determination;
- If the IEP team already developed a behavior intervention plan, it must review and modify the plan as necessary to address the behavior; and
- Return the student to the placement from which he or she was removed, 45-day rule exception applies.

No Manifestation – If the team determines that the behavior was NOT a manifestation of the disability, the School may discipline the student using the relevant disciplinary procedures applicable to students without disabilities in the same manner and for the same duration, continuing to provide services to students with disabilities.

If a student's behavior was not a manifestation of the disability, the School will still take steps to attend to the student's behavior. The student must receive, as appropriate, a functional behavior assessment, behavioral intervention services and modifications designed to address the behavior violation in order to attempt to prevent a reoccurrence.

#### Exceptions to the MDR Requirement – The 45-Day Rule

The School may remove a student to an IAES for up to 45 school days, without a prior MDR or IEP meeting, when a student commits any of the following while at School, on School property or at a school function:

- Carries or possesses a weapon (a device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury);
- Knowingly possesses or uses illegal drugs or a controlled substance not legally or sells or solicits the sale of a controlled substance; or
- Inflicts serious bodily injury on another person.

## 7. DUE PROCESS

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

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

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

### ADMINISTRATIVE PREROGATIVE

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

### SATURDAY DETENTIONS

1. Detention will be held on Saturday from 9am to 11am. Parents will have at least one (1) day notice that their student must serve a detention in order to make arrangements to take their child to and

from the school. Parents may request a delay of the detention by contacting the Assistant Principal of School Culture.

2. Saturday School guidelines:

- Absence from an assigned Saturday detention, without prior approval of an administrator, may result in a suspension.
- Students are to bring schoolwork or work will be assigned.
- Parents will be notified of assigned Saturday detention by mail, telephone, or email. Students are also to inform parents.
- No sleeping will be permitted in Saturday detention.
- Office work or light physical work may be assigned.

**IN SCHOOL SUSPENSION**

Students report to the designated room for detention, they will complete their daily lessons in seclusion (assignments will be provided by the teachers).

**“PHYSICAL HARM” POLICY**

HSA tries to make every attempt to create safe environment for all students. If any student engages in a physical fight, they may be withdrawn or expelled from the school. Students are required to make every effort to avoid fights. If a student knows of a pending fight it is their responsibility to speak with a staff member or administration. All fights will be investigated and a determination of withdrawal or expulsion will be made by Administration.

**BEHAVIOR CONTRACT**

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

**8. HOMEWORK POLICY**

**Homework** is an essential part of your successful educational program at HSA COLUMBUS ELEMENTARY SCHOOL. Doing homework will help to develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part

of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. If you or your parents have questions about homework, immediately contact the teacher who assigned it.

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

HSA COLUMBUS ELEMENTARY SCHOOL will have a school nurse or first-aid-trained professional available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse.

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

Any student who becomes injured or ill during the school day should report such an occurrence to a faculty or staff member. The school nurse, if available, will assess the situation and take the proper action.

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

### **MEDICATION POLICY**

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be:

- The medication must be sent directly to the school from the pharmacy or physician's office or be brought to school by the student's parent/guardian.
- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- The medication container must clearly be labeled with the student's name, name of medication, dosage instructions, and time of dosage.
- Only the amount needed for the days that the student will be taking the medication should be provided 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.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the nurse's office.

Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs **are not** available from school.

Students may carry and administer their medication **if these two conditions are met:**

- It is warranted by a potentially life-threatening condition and advised by their physician and
- A Medication Self-Administration Form is on file in the office signed by the student's parent, physician, and the principal.
- The school will not provide any medication to the students without the proper paperwork from a physician. (Including cough drops)

**The Academy 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 issue.**

## **10. LOCKERS**

4<sup>th</sup> and 5<sup>th</sup> grade student will be assigned a locker for his/her individual use at HSA COLUMBUS ELEMENTARY SCHOOL. This locker is for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items you bring from home. HSA COLUMBUS ELEMENTARY SCHOOL will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker private. Do not trade lockers with another student. Do not let another student share your locker. It is student's responsibility to see that his/her locker is kept closed and in order at all times. Students should report any damage, vandalism or non/working condition of their locker to the office. If the students do not report vandalism, damage or non-working condition of your locker, they will be held responsible for it. Please remember that all lockers are school property and remain at all times under the control of the school; however, students have full responsibility for the security of their locker and what is in it. Periodic locker checks can and will be made by HSA COLUMBUS ELEMENTARY SCHOOL staff to ensure that lockers are kept clean and orderly.

## **11. LOST and FOUND**

There will be a lost and found box at the front office. If you find books, clothing or personal items on the school grounds, please bring these items to your teacher and then to the office. If you lose something, please check the lost and found. Every month the lost and found will be sent to a charity and the school is no longer responsible for the missing items. Lost and found box can be checked out before or after school only, or other times only by teacher's permission.

## **12. PHONE CALLS**

Teachers will not be allowing students to make phone calls during class time from anywhere. The students will not be allowed to use the phone at the main office either, unless there is sickness or emergency.

### **13. LUNCH PERIODS**

All students will be taken to the lunch area by their classroom teacher for their lunch period. During the lunch period, you will be expected to display good manners and courtesy. Students will be expected to clean their place and dispose of all trash appropriately. Teachers on duty during the lunch period will hold the students responsible for their behavior.

### **14. PUBLIC AREAS : HALLWAYS AND RESTROOMS**

Hallways, stairwells, and restrooms are areas used by all students and staff of HSA COLUMBUS ELEMENTARY SCHOOL. Because everyone uses these areas, there are rules of conduct that all students must follow.

- You may not loiter in the halls, lunchroom or restrooms.
- You may not eat in halls, lavatories.
- You may not run in the halls, lunchroom, and lavatories.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, or otherwise make excessive noise while in these areas.
- You must do your part to keep these areas clean and safe.
- You may not leave belongings on the floor outside your locker.
- You must make sure you clean up after yourself and appropriately dispose of all trash.
- You must report any leaks, spills, or other problems in the restroom to a staff member.
- You may not roughhouse, push, or wrestle in any of these areas.
- During class time, you may not to be in the halls, or restroom without a pass from your teacher or the office.

### **15. SCHOOL ACTIVITIES**

HSA COLUMBUS ELEMENTARY SCHOOL will offer a range of activities that will enrich student learning during the school day. Field trips are considered a privilege that students work to earn and that can also be taken away. Because the safety of students is very important to us, specific rules will apply to these activities.

#### **FIELD TRIPS**

Field Trips offer exciting ways to learn. HSA COLUMBUS ELEMENTARY SCHOOL students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. No phone calls will be accepted as permission.

- You must wear your school uniform unless otherwise specified.
- You must abide by HSA COLUMBUS ELEMENTARY SCHOOL codes of student conduct/school and classroom rules while on the field trip.

### **AFTER SCHOOL ACTIVITIES**

There is no better way for students to enrich their education than by taking parts in clubs and after-school activities or working with a teacher. HSA teachers offer after-school tutoring two days a week and a club activity that meets once a week/twice a month. These activities and tutoring sessions take place on Monday, Tuesday and Thursdays. In case of any cancellation due to various reasons the parents and students will be notified. These opportunities will allow you to explore more deeply things you already enjoy and to try other areas that sound interesting. If you stay for an after-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 at the end of the activity.
- You must abide by the HSA COLUMBUS ELEMENTARY SCHOOL code of student conduct while participating in the activity.
- You may not stay after school to wait for another student.
- You may not roam the hallways and if you are caught roaming the hallways you will be asked to leave.

### **CONCEPT YOUNG SCHOLAR PROGRAM (CYSP)**

**CYSP is a multifaceted program that is designed to prepare students 5th to 12th grades in all Concept Schools to become well rounded individuals by actively following their interests, diversifying their experiences, and getting more education. Students who enroll in CYSP will learn more and have more confidence in their learning. In addition, they will be engaged in a systematic process that guides, recognizes, and rewards their progress. The program offers a more challenging curriculum and engaging activities such as Math Olympics, Science Olympiad, college trips, overnight events, and the Congressional Award program.**

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.

If you are not attending a school activity you are required to leave the building or will be asked to enter a classroom. If there is any inappropriate behavior your parents will be called and they will need to pick you up immediately.

## 16. AFTER SCHOOL RULES

If you are not attending an after school activity or receiving tutoring you will be asked to stay up front. Students cannot stay in classrooms if they are not involved in any extracurricular activity or not with a teacher. Students will wait for their ride in the designated area under the supervision of a HSA COLUMBUS ELEMENTARY SCHOOL staff. HSA COLUMBUS ELEMENTARY SCHOOL may contact Children Services for students who are not picked up on time.

## 17. TEXTBOOKS

HSA COLUMBUS ELEMENTARY SCHOOL will provide students with the textbooks for each of their classes. HSA COLUMBUS ELEMENTARY SCHOOL 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. When textbooks are distributed, make sure you write your name in the appropriate place. Teachers will write down the number of textbooks you have and the condition of the book.

## 18. VISITORS

Visitors for educational reasons are welcome at HSA COLUMBUS ELEMENTARY SCHOOL. Visitors must register with the office when they arrive. Parents must also check in the office and asked to pick up a badge for security purposes. No parent or visitor is allowed during the times the school is in session to avoid any interruption of the instructional time.

## 19. UNIFORM AND PERSONAL APPEARANCE

HSA COLUMBUS ELEMENTARY SCHOOL has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions. You WILL be expected to arrive in dress code every day. School faculty and staff will strictly enforce the dress code. Please cooperate, display modesty and neatness, and take pride in clean, neat and attractive uniforms. We rely on your support in helping maintain this dress code. Both boys and girls uniform shirts can be purchased from the main office throughout the year.

### OFFICIAL DRESS CODE REQUIREMENTS

#### 1. SHIRTS

- Students must wear a Horizon logo school uniform shirt each day.
- Shirts worn under the uniform shirts must be **solid** white or **solid** navy blue.

- Coats, hooded and sweatshirts, windbreakers, jean jackets, ski jackets, or any other outerwear are not permitted to be worn during school hours.
- Students can wear a sweater (if needed) in **solid** white or **solid** navy blue (sweaters do not have zippers, hoods or snaps).
- Shirts must be tucked in **at all times**.
- Shirts must be clean and laundered regularly.

## 2. PANTS/SKIRTS

- Pants and slacks must fit properly.
- Pants and skirts must be khaki or navy in color.
- No cargo and/or sagging pants.
- Beginning the 1<sup>st</sup> day of school through October 31<sup>st</sup>, and from April 1<sup>st</sup> through the end of school, all students are permitted to wear shorts (must be knee length) and/or capris.
- Failure to abide by the knee length shorts requirement will result in a loss of the privilege
- K-2 girls must wear shorts under jumpers and/or skirts.
- 3-5 girls' skirt/short length must be to the top of the knee at least.
- Pants and skirts must be clean and laundered regularly.

## 3. SHOES

- Any colored, closed toed, tennis shoe with a rubber sole is permitted
- Flip-flops, stilettos, clogs, sandals, all heeled shoes, stacks, platform shoes, hiking boots, dress/snow boots and sandals are **not permitted**.
- Snow boots may be worn in winter to and from school with a change of shoes.
- Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.

## 4. BELTS

- Black or brown belts must be worn at all times with pants or shorts. Pants and shorts must be purchased that allow for belts.

## 6. JEWELRY AND MAKE-UP

- No necklaces, bracelets, rings, etc.
- No makeup is permitted.
- Lotion and/or deodorant are only to be applied in a bathroom.
- Students may wear studded earrings, hoop earrings are not permitted.

## 7. HEAD COVERINGS

- Hats or caps are not permitted unless it is due to religious or cultural reasons
- **PLAIN, SOLID COLORS ONLY** (black, navy blue or white)

**8. HAIR**

- Hair cannot be colored or highlighted any color.
- No mohawks, beads or designs of any kind are permitted to be in the hair.
- Boys’ hair is to be no longer than the collar in length, unless it is pulled back neatly.

**9. TATTOOS**

- a. Temporary tattoos are not permitted.
- b. Henna is permitted only in the case of religious holiday or ceremonies.

**DRESS CODE VIOLATION CONSEQUENCES**

**First – Third Offense:** The parent is contacted and asked to bring proper clothing if possible. The student is sent back to the class with a pass from the administration. These “passes” are treated as “warnings”.

**Fourth – Fifth Offense:** The parent is contacted and a conference is scheduled. At this time, the school officials will address the issue with the parents and offer help where needed. The student stays at In-School Suspension until the parent arrives at the school/the end of the day.

**Sixth – Eighth Offense:** 1 day Out-Of-School suspension. The parent is contacted and asked to pick up the student. The student stays at In-School Suspension until the parent arrives at the school/the end of the day. If the student is picked up by 12pm that day counts towards the suspension.

**Ninth Offense and onward:** Possible expulsion.

**20. STANDARDIZED TESTS**

Horizon Science Academy Columbus Elementary school is a community school established under Chapter 3314. of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.

Students in grades KG-5th grade will participate in NWEA assessments three times a year, September, December/January and April. Students in grades 3rd-5th will participate in state testing as determined by the Ohio Department of Education in April/ May.

## 21. SCHOOL FACTS

**Horizon Science Academy Columbus Elementary School** is a **public charter school** managed by **CONCEPT SCHOOLS** and a member of the Horizon Science Academy family that has schools throughout the state of Ohio. Concept Schools provides a liberal arts education to students from Kindergarten through grade 12. Admission is open to all students and is not based on race, religion, color or ethnic origin.

Horizon Science Academy Columbus Elementary 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. Students are expected to arrive in dress code every day. The uniform shirts can be purchased at school. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms.

## 22. ACCESS TO STUDENT RECORDS

Parents at HSA Columbus Elementary School can follow along their children's assignments and grades via the Internet. All of the teachers at HSA Columbus Elementary School use the "Concept Schools Student Database System", a grade book that lets teachers securely publish grades on the Internet for students and parents. Parents get their passwords from their child's first quarter report card and can access their account on the Internet. Then, they can log in and check out what is published by the teachers every day.

<http://www.horizoncolumbus.org>

## 23. TRANSPORTATION

**Transportation for HSA Columbus Elementary students** is provided by **Columbus City Schools**. Bus pick up and drop off locations are assigned by Columbus City Schools Transportation. Requests for routing changes must be made with Columbus City Schools Transportation Central Office. The school bus will drop off the students between 7:20-7:45am. It is important that students arrive at their bus stop five (5) minutes before the bus is scheduled to arrive. Buses begin loading at 2:35pm. Columbus City Schools Transportation requires a parent to be present at the bus stop to meet Kindergarten – 2<sup>nd</sup> grade students.

### **SCHOOL BUS RULES**

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

**PARENT PICKUP AND DROP-OFF- ELEMENTARY SCHOOL**

Parents who are dropping off must use the southwest Chesford Road entrance on the west side of the building. Parents are to drop off their kids in the back of the building where staff members will be waiting to make sure they enter the building safely. Parents will exit the parking lot through the northwest Chesford Road exit. **Parents are not to drop off or park at Subway for any reason.** This area is reserved for bus and daycare drop off only. Students who arrive after 7:40am must enter through the front doors and parents must sign their student in as tardy. Parents who are picking up must use the southwest Chesford Road entrance on the west side of the building. Students will be escorted to their car and parents will exit the parking lot through the northwest Chesford Road exit. **Parking at Subway during parent pick up is prohibited.**

**\* Pick up and drop off at the front of the building during parent drop off and pickup is prohibited. The front entrance is reserved for bus and daycare pickup and drop off.**

**PARENT PICKUP AND DROP-OFF- PRIMARY SCHOOL**

Parents who are dropping off must use enter from the Morse Road West entrance. Parents are to drop off their kids in the back of the building where staff members will be waiting to make sure they enter the building safely. Parents will exit the parking lot through the east Morse RoadRoad exit. **Parents are not to drop off or park at Goodwill for any reason.** Students who arrive after 7:44am must enter through the front doors and parents must sign their student in as tardy. Parents who are picking up must use west Morse Road entrance. Students will be escorted to their car and parents will exit the parking lot through the east Morse Road. **Parking at Goodwill during parent pick up is prohibited.**

**BREAKFAST AND LUNCH**

HSA Columbus Elementary School serves a free breakfast in a daily basis that is available to students tat arrive before 7:50am.

In addition, HSA Columbus Elementary will serve a free, hot lunch on a daily basis; however, students may bring packed lunches from home as well. **(no pork is served)**

**24. SCHOOL HOURS and BELL SCHEDULE - ELEMENTARY SCHOOL**

7:20 a.m. – 7:40 a.m. Breakfast

7:40 a.m. – 2:35 p.m. School Hours

2:45 p.m. – 3:20 p.m. Tutoring – Tuesday & Thursday *(parent pick up required @ 3:20pm)*

**SCHOOL HOURS AND BELL SCHEDULE- PRIMARY SCHOOL**

7:25 a.m. – 7:45 a.m. Breakfast

7:45 a.m. – 2:45 p.m. School Hours

**DAILY BELL SCHEDULE ELEMENTARY SCHOOL**

<b>Breakfast</b>	7:20-7:40
<b>1<sup>st</sup> Period</b>	7:40 am
<b>2<sup>nd</sup> Period</b>	8:25 am
<b>3<sup>rd</sup> Period</b>	9:10am
<b>4<sup>th</sup> Period</b>	9:55am
<b>5<sup>th</sup> Period</b>	10:40am
<b>6<sup>th</sup> Period</b>	11:25am
<b>7<sup>th</sup> Period</b>	12:10pm
<b>8<sup>th</sup> Period</b>	12:55pm
<b>9<sup>th</sup> Period</b>	1:40pm

*\*The student is considered “tardy” starting at 7:40 a.m.*

### STUDENT CONDUCT CONTRACT

Because you have elected to attend HSA Columbus Elementary School, 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 this school. We ask each of you to carefully read over and sign the 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 HSA Columbus Elementary School, 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 or make them feel inadequate
- 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 other people's 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 because of an absence.
- I will not leave the school ground without the permission of the director and presence of my parents.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will follow the dress code and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.

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

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

Parent/Guardian as Witness: \_\_\_\_\_

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

**HSA COLUMBUS ELEMENTARY SCHOOL  
PARENT’S COMMITMENT LETTER**

We fully commit to HSA COLUMBUS ELEMENTARY SCHOOL in the following ways:

- We will make sure that our child arrives at HSA COLUMBUS ELEMENTARY SCHOOL every day before 7:40 a.m.
- We will always help our child in the best way we know and we will do whatever it takes for him/her to learn.
- We will be familiar with HSA COLUMBUS ELEMENTARY SCHOOL policies and procedure and support HSA COLUMBUS ELEMENTARY SCHOOL to enforce them in every possible way.
- We will make our child’s education our first priority and assist him/her to keep learning as his/her first priority too.
- We will always make ourselves available to our children, the school, and any concerns that they might have. This means that we will notify the school if our child is going to miss the school and we will read carefully all the papers that HSA COLUMBUS ELEMENTARY SCHOOL sends home to us.
- We will allow our child to go to HSA COLUMBUS ELEMENTARY SCHOOL field trips when possible.
- We will make sure that our child follows the HSA COLUMBUS ELEMENTARY SCHOOL dress code and cooperate with HSA COLUMBUS ELEMENTARY SCHOOL to enforce it.
- We understand that our child must follow HSA COLUMBUS ELEMENTARY SCHOOL rules to protect the safety, interests, and the rights of all individuals in the classroom. **We, not the school, are responsible for the behaviors and actions of our child.**
- We will make the necessary arrangements and attend all of the parent-teacher conferences on the dates stated in the school calendar.
- We will respond to our child’s teacher’s request in a timely manner.
- We will participate in the events and organizations when possible that HSA COLUMBUS ELEMENTARY SCHOOL organize for parents.
- We understand that HSA COLUMBUS ELEMENTARY SCHOOL has higher standards and expectations from our child academically and socially and we will help and encourage our child to live up to these expectations.
- We understand that HSA COLUMBUS ELEMENTARY SCHOOL has an open door and visitor policy and we will make sure that we will visit the school once a quarter according to these policies to see our child in interactions with his/her classmate and teachers.
- We will promote HSA COLUMBUS ELEMENTARY SCHOOL in our community.

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

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

Parent/Guardian Signature \_\_\_\_\_

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