

PARENT / STUDENT HANDBOOK



Horizon Science Academy Cleveland Middle School
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Table of Contents

<i>Introduction</i>	2
<i>Uniforms</i>	4
<i>Grading Scale</i>	5
<i>Promotion – Retention Policy</i>	5
<i>Homework Policy</i>	6
<i>Illness, Injury, and Medication Policies</i>	6
<i>Lockers</i>	6
<i>Lost and Found</i>	7
<i>Phone Calls</i>	7
<i>Lunch Periods</i>	7
<i>Public Areas: Hallways and Lavatories</i>	7
<i>School Activities</i>	8
<i>After-School Procedures</i>	8
<i>After-School Activities</i>	8
<i>Textbooks and Supplies</i>	8
<i>Visitors</i>	9
<i>Attendance & Tardiness</i>	9
<i>Student Conduct and Discipline</i>	12
<i>Unacceptable Student Behavior</i>	12
<i>Due Process</i>	16

INTRODUCTION

Dear Parents and Students,

Welcome to the 2011-2012 school year at Horizon Science Academy Cleveland Middle School (HSACMS). This new school year represents a new beginning and new futures. The administrative team is excited about this school year. The staff at HSACMS 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/guardians, and staff. The mission of the HSACMS is to create a partnership among the members of this triad. 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 Cleveland Middle School is a reflection of us all. 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 extra-curricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in your school by getting involved in your classes and joining clubs and activities.

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

On behalf of the entire Horizon Science Academy Cleveland Middle School staff and community, best wishes for a great 2011-12 school year!

Sincerely,

**HORIZON SCIENCE ACADEMY
CLEVELAND MIDDLE SCHOOL 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 Cleveland Middle School 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 Cleveland Middle School 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 CLEVELAND MIDDLE SCHOOL STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS

A student has the right to:

1. Feel safe in the school environment.
2. Take full advantage of the learning opportunities.
3. Work in an environment free from disruptions.
4. Express their opinions, ideas, thoughts and concerns.
5. Have a healthy environment that is smoke, alcohol and drug free.
6. Use school resources and facilities for self-betterment under appropriate supervision.
7. Expect courtesy, fairness and respect from all members of the HSACMS community.
8. Be informed of all expectations and responsibilities.
9. Take part in a variety of school activities.
10. Due process.

STUDENTS' RESPONSIBILITIES

A student is responsible to:

1. Be honest and caring.
2. Do his or her best to learn and master all he or she can.
3. Respect school rules, regulations and policies.
4. Be sure that personal expressions do not interfere with the rights of others.
5. Follow state law and school policies concerning substance abuse.
6. Respect and protect the personal and property rights of others and of the school.
7. Treat all members of the HSACMS community with full respect, fairness and courtesy.
8. Abide by all the expectations of the school and its' community.
9. Follow the prescribed guidelines for participation in school activities.
10. Adhere to due process procedures.

To achieve the school's mission, every member of the Horizon Science Academy Cleveland Middle School (HSACMS) Community must respect the rights of all members of the community. 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 the behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn.

UNIFORM AND PERSONAL APPEARANCE

HSACMS 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. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. The student's common sense and parents/guardians support in helping maintain this dress code is essential. Uniforms can be purchased from:

Horizon Science Academy Cleveland Middle School
6100 South Marginal Road
Cleveland, OH 44103
Webpage: www.horizoncleveland.org

PLEASE NOTE . . .

If a student arrives at school out of uniform,
a Warning Letter will be sent home with the student for the first offense.
Suspension of one (1) day will be issued for the second offense.

Official Uniforms

Uniform Top

- **Short/Long Sleeve, green (girls) or blue (boys) polo style.**
Uniform top must have the school logo on the upper left chest area. Uniform top must remain tucked in at all times.
- Turtlenecks, mock necks, and short/long sleeved t-shirts may be worn under the uniform shirt. All undershirts must be solid blue, green, black, white or khaki on all exposed areas. **NO HOODIES OR SWEATSHIRTS PERMITTED UNDER OR OVER UNIFORM TOP.**

Khaki color docker-style Pants, Shorts or Skirts (girls only).

- No leggings or sweat pants permitted.
- Pants must fit properly. **NO BAGGY, SAGGING OR TIGHT-FITTING STYLES.**
- Belts must fit properly and not hang down when buckled.
- Only tights or long-johns may be worn under uniform pants. **NO EXTRA PANTS, SWEATS OR JEANS MAY BE WORN UNDER UNIFORM PANT.**
- Skirt length must be two inches above the knee or longer.

Footwear

- **Tights** (girls only) **or Socks:** White, Navy, Green, Brown, Black or Khaki
- **Shoes:** Dark-colored, black, brown, or tan loafers, boots or tennis shoes. **SHOES MUST BE A SOLID COLOR. NO EXCEPTIONS.** No sandals, clogs, high heels, platform shoes, hiking boots, or snow boots permitted.

Personal Appearance:

- Jewelry and accessories should be appropriate for school and not attract undue attention. Earring may not hang more than half an inch (1/2”) below the ear lobe.
- Facial and body piercings are not acceptable.
- Tattoos are not acceptable.
- Use of unnatural hair dyes and bleach are not permitted.
- Extreme hairstyles are not permitted.

Outerwear:

- Hats, caps, and other headgear may not be worn in the building.
- Outerwear, such as windbreakers, jean jackets, or ski jackets may not be worn in the building.

GRADING SCALE

All classes at HSACMS 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-	

PROMOTION AND RETENTION

Promotion to the next grade is based on the following: current level of achievement; potential for success at the next level; and/or emotional, physical, and social maturity.

Students will be promoted to the next grade level if they pass all core courses (Math, Science, English, and Social Studies) and possess appropriate grade level skills and knowledge.

The school administration and grade level team may decide to retain a student if he/she did not acquire the skills and knowledge appropriate to the current grade level as demonstrated by his/her school attendance and/or academic performance on school-wide or state-wide assessments.

HOMEWORK POLICY

Homework is an essential part of a successful educational program at HSACMS. Doing homework will help students develop valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework to foster individual learning and growth that is appropriate for the subject area. Homework is part of all students’ regular evaluations. It is the student’s responsibility to complete and turn in homework on time. Any questions about homework should be immediately directed to the teacher who assigned it.

ILLNESS, INJURY, AND MEDICATION POLICIES

ILLNESS OR INJURY DURING THE SCHOOL DAY

Please follow these three rules in the event of sudden illness or injury during the school day.

- Report to the nurse’s office. If the nurse is not available report to the main office.

- Do not miss class without reporting to the main office. This is an unexcused absence.
- Do not leave the building without reporting to the main office.

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
 - 1) sent directly from the pharmacy or physician's office, or
 - 2) brought to school by the student's parent/guardian in original container.
- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- The following information must be clearly printed on the medication container:
 - ✓ Student's Name
 - ✓ Name of the medication
 - ✓ Dosage
 - ✓ Time the medication must be taken.
- Bring in only the amount of medication that is needed for one (1) school 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 or main office.

Students are not allowed to carry any medication with them to school, or keep medication on their person or in their locker.

In rare cases, students may be permitted to carry and administer their medication *only 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.

LOCKERS

Students will be assigned a locker and a lock for individual use at HSACMS. This locker is for storing books, coats, and personal items necessary for school. **The lockers should not be used to store valuable items brought from home. HSACMS will not be liable for personal items left in the locker or brought to school.** To keep school items safe, it is strongly advised that lockers are kept private. Trading and sharing lockers is not permitted. It is the student's responsibility to see that the locker is kept locked and in order at all times. Any damage, vandalism or non-working condition of the assigned locker or lock should be reported to the office. Failure to report such incidents may cause the student to be held responsible. A replacement fee of five dollars (\$5.00) will be charged if the lock is damaged, lost or stolen. Please remember that the locker and lock is the school property and remains, at all times, under the control of the school; however, full responsibility for the security of the locker, and what is in it, lies on the student. Periodic locker checks will be made by HSACMS staff to ensure that lockers are kept clean and orderly.

LOST-AND-FOUND

There will be a lost-and-found box in the school cafeteria. Any found books, clothing or personal items should be brought to the lost-and-found. The lost-and-found should be checked regularly for any lost items. **Every other Friday the lost-and-found will be emptied and the school will not be responsible for lost items.**

PHONE CALLS

Teachers will not allow students to make phone calls during class time. Any student arriving at the main office to use the phone for any reason beyond sickness or emergency will be told to return to class.

LUNCH PERIODS

All students are expected to remain in school during their lunch period. Displaying good manners and common courtesy toward fellow students and lunch personnel is expected. Lunch may only be eaten in the assigned area and students are responsible to clear their area and dispose of all trash appropriately when finished. Teachers on duty during the lunch period will hold students responsible for their behavior. The vending machines may only be used during lunch with the permission of a teacher/administrator and after school hours. Any food/drink purchased from the vending machine during school hours will be taken from the student and not returned. The offending student will be sent to the appropriate administrator.

PUBLIC AREAS: CAFETERIA, HALLWAYS AND LAVATORIES

Hallways and lavatories are areas used by all members of HSACMS, as well as, visitors and guests in the building. As a result, there are rules of conduct that all students must follow.

- No loitering in the halls, cafeteria or lavatories.
- No eating in halls and lavatories.
- No running in the halls, cafeteria, or lavatories.
- No rough-housing, pushing, wrestling, or any other inappropriate contact is permitted in the halls, cafeteria, or lavatories.
- Use of profane or vulgar language will not be tolerated.
- Yelling, screaming, hitting lockers or any other excessive noise will not be tolerated.
- Students are responsible to assist in keeping these areas clean and safe by cleaning up after themselves and disposing of all trash.
- Personal belongings may not be left on the floor outside of the lockers.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office.

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

SCHOOL ACTIVITIES

HSACMS 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, specific rules will apply to these activities.

FIELD TRIPS

Field Trips offer exciting experiences in learning. HSACMS students will have the opportunity to participate in field trips on various occasions throughout the school year. The following rules apply to all field trips:

- A Field Trip Permission Slip must be signed by parent/guardian and returned to the school by the specified date. Phone calls will not be accepted as permission.
- Unless otherwise specified, the school uniform is worn.
- All students are expected to abide by HSACMS codes of student conduct during field trips.
- Student participation is held at the sole discretion of HSACMS administration and teachers.

INTERNATIONAL TRIPS

Due to the extensive amount of planning and responsibility that international trips require, regulations specific to each trip will apply. HSACMS administration will distribute such regulations at the time of the planning of a trip. Student participation is held at the sole discretion of HSACMS administration and teachers.

AFTER-SCHOOL PROCEDURES

If your child is not attending an after school activity or receiving tutoring, your child will be asked to leave the building at 2:50 p.m. If, for any reason, your child needs to stay to be picked up they will need to report to an assigned area which will be monitored. If your child's behavior is not within the proper conduct guidelines, your child 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 him/her up. Phone calls will not be accepted as a request to release a child.

AFTER-SCHOOL ACTIVITIES

After-school activities are an important part of the overall educational experience at HSACMS. These opportunities allow students to enhance areas of interest and/or explore new ideas. Involvement in after-school activities is conditional to the following rules:

- Students must be in the presence of a teacher or other staff member at all times.
- Students must arrange for transportation to leave promptly at the end of the activity.
- Students must abide by the HSACMS code of student conduct. Any student not behaving appropriately will lose the privilege of participation and receive any other disciplinary actions necessary, according to the offense.
- **After-school activities are for participating students ONLY. Students may not stay after school unless they are involved in an activity.** Students may not stay after school to wait for another student unless they are involved in an activity.
- Any student in the hallways, without a pass, after the activities have begun will have to leave the school premises.

A full list and description of after school clubs and activities will be posted shortly after the start of the school year. Students will have an opportunity to explore any areas of interest.

TEXTBOOK AND SUPPLIES

HSACMS will provide students with the textbooks for use in class. HSACMS will hold each student responsible for the condition of the textbook issued to him or her. Each student shall 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.

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.

VISITORS

Visitors for educational reasons, parents or otherwise, are welcome at HSACMS. Visitors must make prior arrangements with the administration and the teachers to establish visitation appointment. **If a parent would like to visit a class, they must receive administration's approval two (2) days prior to the visit.** Visitors

and parents must check in the office when they arrive, and pick up a badge for security purposes. Do not bring guests to school without prior arrangements.

ATTENDANCE & TARDINESS

The Ohio Board of Education requires all students enrolled at HSACMS to attend school regularly in accordance with the laws of the State. By attending school daily throughout the school year, students can obtain maximum benefits from the learning environment and educational programs provided. Students' daily presence and participation are necessary to maintaining the continuity of instruction and classroom interaction that leads to improved achievement.

The educational program offered by HSACMS is predicated upon the presence and promptness of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. In accordance with statute, the director shall require, from the parent/guardian of each student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence.

The following are the only legal reasons for an excused absence from or tardy to school:

- A. Personal illness, including medical appointment (a written statement verifying the illness may be required)
- B. Illness in the immediate family
- C. Emergency at home
- D. Required court attendance
- E. Quarantine at home
- F. Death of a relative
- G. Observation or celebration of a religious holiday
- H. Such good causes as may be acceptable to the administration
- I. Car accident
- J. Suspension

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

OHIO TRUANCY LAW - Senate Bill 181

Consistent with statute, the following definitions shall apply:

A **“habitual truant”** is any child “of compulsory school age” (between ages 6 and 18) who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year (Ohio Truancy Law).

A “**chronic truant**” is any child of “compulsory school age” who is absent without a legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Director to take any of the following actions:

- Provide counseling to the student
- Request or require a parent to attend a truancy prevention mediation program

In addition, the Board of Education authorizes the Director to file complaints in Juvenile Court jointly against the chronic truant child and the parent, guardian, or other persons having care of the child. **This complaint may result in a fine of up to \$500.00, up to 70 hours of community service or, if repeated, a jail sentence for the offending parent.**

Family vacations are discouraged during the school year. However, in some cases family vacations may occur during the school year. In each case, advanced requests for excused absences and assignments must be submitted five (5) school days prior to the vacation. In addition, excused vacation days may not exceed 5 school days during the school year. Students are obligated to complete assignments to ensure no interruptions in their education upon their return. The amount of time will be no more than the length of the absence.

Students Shall Be Expected To:

- Attend school every day, throughout the school year;
- Accept responsibility for being on time for school and classes;
- Encourage their classmates to establish and maintain good attendance patterns; and
- Make arrangements with their teachers to make up all work missed because of absence.

Parent(s) Legal Guardian(s) Shall Be Expected To:

- Encourage and monitor their child’s/children’s school attendance;
- Participate in their child’s/children’s education throughout the school year;
- Abide by Ohio Compulsory Attendance Laws; and
- Provide the school with a written or telephone explanation in the event of the absence of their child/children.

NOTE: Parents may be required to provide medical documentation at any time.

Schools Shall Be Expected To:

- Maintain a school climate conducive to the learning and support of good attendance patterns;
- Develop and implement instructional programs and strategies designed to encourage life-long learning;
- Encourage students to improve both their attendance and punctuality; and

- Maintain accurate student attendance records

MAKE-UP WORK FOR EXCUSED ABSENCES/TARDIES

A tardiness or absence from school, even for several days, does not excuse a student from responsibilities in the classroom on the day or time of return. If a student has an excused absence, the same number of days will be given to make up missed work.

On the day or time of return to school, it is the student's responsibility to recover any and all missed assignments and when such assignments are due.

Any student absent for school-related reasons or for anticipated or planned absences must make arrangements with the teacher(s) for assignments **prior** to the absence. Make-up tests will be scheduled at a time designated by the teacher for any student with excused absences. It is the student's responsibility to take the test at that time. If a student fails to do this, the teacher is **not** obligated to set another time for the make-up test.

MAKE-UP WORK FOR UNEXCUSED ABSENCES

If a student has an unexcused absence, the grade(s) in a class or classes will be affected in one of these ways:

- School work may not be made up following an unexcused absence.
- Unexcused absence may result in "zero credit" for the day in each class missed.
- Teachers are not obligated to allow make-up quizzes or tests.

TARDINESS

Tardiness to school and to class – whether the result of oversleeping, missing the bus, car problems, traffic, baby-sitting, athletic workouts, socializing or lingering in the halls - is **unacceptable** and will result in an **unexcused tardy**. Only the previously listed legally excused reasons will be accepted as excused tardiness.

Excused Tardiness

A parent or guardian must call the office or send in a written explanatory note with a tardy student. If a phone call or note is not received in the office, the tardy will be marked unexcused.

Upon arrival, report to the office to check in and get a "late slip" for admittance to class.

Unexcused Tardiness

Two (2) days will be allotted to bring in a note to change an *unexcused* tardy to an *excused* tardy.

Any student tardy more than ten (10) times in a 9-week period will be reported to administration and be suspended for one (1) day.

Class Tardiness

Any student late between classes, must report directly to the Dean of Students to receive a lock-out pass, and then report directly to class. **On the fourth (4th) lock-out the student will be suspended for one (1) day.**

EARLY DISMISSAL OF STUDENTS FROM SCHOOL

Because HSACMS is very concerned about students' safety and well-being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken:

- The director may release a student before the end of a school day upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian, or for emergency reasons.
- A student may be released only to a parent or guardian whose signature is on file in the school office, or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- A student may be released "on his/her own" only with verified parental permission.

- No staff member shall permit or cause a student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the director and with the knowledge and approval of a parents or guardian.
- A student will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the director.

STUDENT CONDUCT AND DISCIPLINE

HSACMS 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 HSACMS administrators and teachers shall not allow the following behaviors during school, on school property, or at or during any school-sponsored activities.

UNACCEPTABLE STUDENT BEHAVIORS

Students are considered to be subject to the authority of the school when they are en route to or from school and at school related or school sponsored events even though those activities may not take place school grounds. Some examples include athletic meets 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 on school grounds.

LEVEL I - MISBEHAVIORS

- A. Possessing or using tobacco or tobacco substitutes at school
- B. Failing to attend school on time or to attend classes on time
- C. Failing to attend all assigned classes
- D. Taking and using the writings and ideas of another and deceptively submitting them as one's own work in satisfying a school assignment
- E. Signing the name of another person for purpose of defrauding school personnel
- F. Engaging in excessive displays of mutual affection
- G. Possessing beepers, pagers, cellular telephones 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 magic markers or gel pens
- K. Being habitually tardy. The seventh one will result in one day suspension
- L. Students are not to dress down on their birthdays and notes will not be accepted on this day
- M. No card playing at any time, this includes before and after school and during lunch periods

N. No Soliciting

O. Chewing Gum

CORRECTIVE ACTION I

Disciplinary responses including suspensions may be used by administrator to correct Level I misbehaviors. Level I misbehaviors will result in detentions, suspensions, and optional classroom assignments. Disciplinary responses may include:

Teacher conference (with student alone or with parent(s)/guardian(s);
Director / Dean of Students Conference (with student alone or with parent(s)/guardian(s);
Parent/guardian contact by telephone;
Detention;
Saturday Detention;
In School Suspension (ISS);
Suspension up to 3 days;
Behavioral Contract.

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 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 declared by the director
- C. Engaging in or causing a disruption on a school bus
- 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 or profane language (including 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. Hitting or pushing another student
- K. Gambling on school premises

- L. 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
- M. Intentionally participating in hazing activities
- N. Engaging in sexual contact with or without mutual consent
- O. Engaging in an activity that may create a condition that is unsafe or unhealthy to others
- P. Being at basketball court when it is closed.
- Q. Horizon Science Academy is not an open campus facility. No student will be permitted to leave building for any reason after arrival unless properly signed out in office for the day by a parent or guardian. No exceptions will be granted by any faculty member aside from proper HSACMS administrator.
- R. Student use of copy machine is strictly prohibited.
- S. Students are not permitted in unsupervised areas within the school.
- T. Cheating on examinations

CORRECTIVE ACTION II

The director/dean of students may suspend a student for a period not exceed five (5) school days, following appropriate due process as specified in the Ohio Revised code 3313.66. **THREE CLASS II MISBEHAVIORS WITH SUSPENSION WILL RESULT IN A BEHAVIOR CONTRACT. VIOLATION OF CLASS TWO MISBEHAVIOR WHILE ON A CONTRACT WILL RESULT IN EXPULSION. STUDENTS ON A BEHAVIOR CONTRACT WILL BE EXPELLED ON THEIR NEXT OFFENSE (Excluding lockouts and dress code violations).**

IT WILL BE AT THE DISCRETION OF THE ADMINISTRATION TO ISSUE BEHAVIORAL CONTRACT AT ANY TIME AS SEEMS NECESSARY.

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, box-cutters 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, 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, etc.)

- B. Verbally or physically threatening to injure or harm a school staff member
- C. Showing disrespect to teachers or staff and/or using inappropriate language and behavior.
- D. Intentionally causing physical injury to a school staff member
- E. Sexually assaulting another person (as specified in O.R.C. 2907.01)
- F. Intentionally causing or attempting to cause physical injury or intentionally behaving in such way as could reasonably cause physical harm to another person
- G. Sexual conduct or sexual contact without mutual consent which includes all forms of sexual harassment
- H. Hate crimes
- I. Being truant
- J. Engaging in drug related activities, including but not limited to:
 - making, selling, or distributing drugs/counterfeit drugs at school;
 - bringing readily identifiable drug abuse instruments or paraphernalia to school or having such items in his/her possession;
 - using or possessing drugs/counterfeit drugs at school.
- K. Intentionally burning or attempting to burn property
- L. Stealing or attempting to steal or possession of stolen property
- M. Damaging or attempting to damage property: Any property damaged/broken by the student whether playfully or intentionally is to be repaired/replaced at the parents' or guardians' expense.
- N. Forcibly entering a school building locker, classroom, or secured enclosure
- O. Extorting or attempting to extort property
- P. Falsely sounding a fire alarm, or causing a fire alarm to be sounded
- R. Falsely communicating or causing to be communicated that a bomb is located in or on property
- S. More than one person acting together to intentionally cause harm or injury to alone
Individual
- T. Bringing inappropriate materials
- U. Fighting, Excessive physical aggression and misconduct
- V. Excessive referrals of Level I and Level II misbehaviors may/will result in expulsion.

CORRECTIVE ACTION III

Any student will be expelled by the director/dean of students for expulsion 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-D (staff assault) and Rule III-J (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/Dean of Students. 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 or O.R.C. 3316.662 may be subject to permanent expulsion from school.

DUE PROCESS

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

- Therefore, if at any time a student is the subject of harassment, hazing, threats, or other intimidating behavior, that student 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 a student is concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, that student 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.

DETENTIONS

Detention will be held on each day after school or on Saturdays for at least 45 minutes. Students will have at least one (1) day's notice that they must serve a detention in order to make arrangements to be picked up from school. Parents may request *in person* a delay of the detention; no phone calls or notes will be accepted for this.

SUSPENSION

Notice of Suspension and the reasons for the suspension will be given to the student in writing by the Dean of Students after hearing the issues involved in a situation. If a student is suspended, said student will **NOT** have the opportunity to make up work missed during the suspension.

Students and parent(s)/guardian(s) may appeal a suspension within one (1) school day 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. The student may not attend classes until the appeal is heard, but will be able to turn in work

for the classes missed while waiting for the appeal and receive credit for that work. All disciplinary board hearings will be held within two (2) school days of the appeal being made.

EXPULSION

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

Students and parents/guardians may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the Director and heard by a disciplinary board made up of three (3) administrators. The student may not attend classes until the appeal is heard, but will be able to turn in work for the classes missed 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.

STUDENT AND PARENT/GUARDIAN COMMITMENTS

Because all of you have elected to apply to Horizon Science Academy, 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 Student Commitment and Parent/Guardian Commitment Contracts and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

Student Commitment Contract

I fully commit to HSACMS in the following ways:

1. I will arrive at HSACMS every day between 7:30 A.M. and 8:00 A.M.
2. I will remain at HSACMS until 2:38 P.M. (Mon. - Fri.) and leave at dismissal unless attending tutoring or an after school activity.
3. I will come to HSACMS on Saturdays when asked by HSACMS Administration and teachers.
4. I will attend summer school (If applicable).
5. I will always act in an appropriate manner in order to ensure that the classroom environment is one that myself and my fellow students have the ability to learn. This means that I will complete all my homework every night; I will call or e-mail my teachers if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
6. I will always respect all teachers and adults in the HSACMS building.
7. I will always make myself available to teachers and administrators for any concerns they might have. If I make a mistake, I will accept responsibility for my actions.
8. I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This means that I will always listen to all my HSACMS classmates and give everyone my respect.
9. I will follow the HSACMS dress code.
10. I am responsible for my own behavior, and I will follow the teachers' directions.

Failure to adhere to these commitments can jeopardize my privilege to attend HSACMS.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Administration: _____

Date: _____

Parents'/Guardians' Commitment

We fully commit to HSACMS in the following ways:

1. We will make sure our child arrives at HSACMS every day between 7:30 A.M. and 8:00 A.M.
2. We will make arrangements for our child to remain at HSACMS until 3:30 P.M. (Mon. - Fri.) for tutoring and extra curricular activities. If my child is not attending any activity, I will make arrangements for my child to be picked up at dismissal time 2:38 PM.
3. We will make arrangements for our child to come to HSACMS on appropriate Saturdays when asked by HSACMS Administration.
4. We will ensure that our child attends summer school (If applicable).
5. We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This means that we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework, and try to read with him/her every night.
6. We will always make sure that our children respect all teachers and adults in the HSACMS building.
7. We will always make ourselves available to our children, the school, and any concerns they might have. This also means that our child is going to miss school; we will notify the main office as soon as possible at 216-432-9940. We will request homework for our child and make arrangements to have it picked up at the end of the school day.
8. We will attend parent conferences, and activities at HSACMS. We understand that such meetings are vital to our child's education. We will strive to build strong communication between HSACMS and our family, and we will actively discuss our child's progress with the teachers.
9. We will allow our child to go on HSACMS field trips according to field trip guidelines.
10. We will make sure our child follows the HSACMS dress code.
11. We understand that our child must follow the HSACMS rules so as to protect the safety, interests and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

Failure to adhere to these commitments can jeopardize my child's privilege to attend HSACMS.

Parent/Guardian Signature: _____

Date: _____