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Parent - Student Handbook  
2017-2018

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HOPE Academy Northwest

<http://acanwest.com>

The School's mission is to provide a 21<sup>st</sup> Century learning environment to enable students to reach academic goals and become responsible 21<sup>st</sup> Century citizens. We believe that scholarship, leadership and service are the cornerstones of our future 21<sup>st</sup> Century citizens.

# Table of Contents

|   |           |
|---|-----------|
| <b>I. Admission Information</b>                               | <b>4</b>  |
| A. Preference of Admission                                    | 4         |
| B. Kindergarten Entrance and Screening                        | 4         |
| C. Registration and Enrollment                                | 4         |
| D. Re-Enrollment  | 5         |
| E. Non-Discrimination Policy                                  | 5         |
| F. Health Certification and Immunization Requirements         | 5         |
| G. Change of Address / Phone Number / Custody                 | 7         |
| <b>II. Student and Parent Responsibilities</b>                | <b>7</b>  |
| A. Behavior Guidelines  | 7         |
| B. Code of Conduct  | 8         |
| C. Dress Code   | 9         |
| D. Attendance   | 10        |
| E. Truancy  | 11        |
| F. Tardy Policy   | 11        |
| G. Suspension and Expulsion Procedures                        | 13        |
| H. Emergency Removal  | 14        |
| I. Withdrawal Policies and Procedures                         | 16        |
| <b>III. Academics</b>   | <b>17</b> |
| A. Curriculum   | 17        |
| B. Assessment and Intervention                                | 17        |
| C. Make-Up Work   | 17        |
| D. Report Cards   | 18        |
| E. Parent / Teacher Conferences                               | 18        |
| F. Open House   | 18        |
| <b>IV. School Operations</b>                                  | <b>18</b> |
| A. School Day, Arrival and Dismissal                          | 18        |
| B. Illness  | 18        |
| C. Emergency Phone Calls                                      | 19        |
| D. Early School Dismissal                                     | 19        |
| E. Emergency School Closings                                  | 19        |
| F. Cars / Parking / Buses                                     | 19        |
| G. Breakfast / Lunch  | 19        |
| H. Recess   | 20        |
| I. Textbooks  | 20        |
| J. Money  | 20        |
| K. Lost and Found   | 20        |
| L. Student Photographs  | 20        |
| M. Visitors   | 21        |
| N. Volunteer Program  | 21        |
| O. Field Trips  | 21        |
| P. Classroom Parties  | 21        |
| Q. Cell Phones  | 21        |
| R. Personal Items Brought to the School                       | 21        |
| S. Stolen Items   | 22        |
| T. Backpacks, Desks, Lockers and Other Personal Storage Areas | 22        |
| U. Parental Concerns  | 22        |
| <b>V. Health and Safety</b>                                   | <b>22</b> |
| A. Reporting Injuries   | 23        |

|              |  |           |
|--------------|--|-----------|
| B.           | Health Clinic .....  | 23        |
| C.           | Emergency Medical Authorizations.....                          | 23        |
| D.           | Medication Administration .....                                | 23        |
| E.           | Asthma Inhalers and Epinephrine Injectors .....                | 23        |
| F.           | Food Allergy Action Plan .....                                 | 25        |
| G.           | Vision, Hearing, and Scoliosis Screening .....                 | 25        |
| H.           | Eye Protective Devices .....                                   | 25        |
| I.           | Wellness Program .....   | 25        |
| J.           | Reporting Child Abuse / Neglect .....                          | 26        |
| K.           | Technology and Internet Safety .....                           | 26        |
| L.           | Harassment, Intimidation, Bullying .....                       | 27        |
| M.           | Prohibited Gang Activity.....                                  | 27        |
| N.           | Drug-Free School.....  | 28        |
| O.           | Weapon-Free School .....                                       | 28        |
| <b>VI.</b>   | <b>School Records.....</b>                                     | <b>29</b> |
| A.           | Current Information .....                                      | 29        |
| B.           | Request for Records .....                                      | 29        |
| C.           | Student Directory Information .....                            | 29        |
| D.           | Audio-Visual Information .....                                 | 29        |
| E.           | Release of Student Records.....                                | 30        |
| F.           | Non-Custodial Parent Record Request.....                       | 30        |
| G.           | Protection of Pupil Rights Amendment (PPRA) Notification ..... | 30        |
| <b>VII.</b>  | <b>Child Find .....</b>  | <b>32</b> |
| <b>VIII.</b> | <b>Parents' Right to Know Teacher Qualifications .....</b>     | <b>32</b> |
| <b>IX.</b>   | <b>Parent Involvement Policy.....</b>                          | <b>33</b> |
| <b>X.</b>    | <b>Complaint Procedure.....</b>                                | <b>33</b> |
| <b>XI.</b>   | <b>Non-Discrimination and Title IX/Section 504 Notice.....</b> | <b>34</b> |
| <b>XII.</b>  | <b>Homeless Policy .....</b>                                   | <b>34</b> |
|              | <b>Parent/Student Handbook Contract .....</b>                  | <b>39</b> |
|              | <b>Media Release.....</b>                                      | <b>40</b> |

|                   |  |
|-------------------|--|
| <u>Appendix 1</u> | Anti-Harassment, Intimidation, and Bullying Policy |
| <u>Appendix 2</u> | Search Policy                                      |
| <u>Appendix 3</u> | Medication Policy                                  |
| <u>Appendix 4</u> | Internet Usage Policy                              |

## **Introduction**

Cooperation, respect for others, and a sense of wonder are essential to learning. For this reason, the following regulations and guidelines have been outlined in this manual to assist in maintaining a positive learning environment.

Students and parents must follow all procedures as listed in the Parent – Student Handbook and the Board of Director’s Board Policy Manual.

## **Definitions**

Parent: Refers to any parent, guardian, foster caregiver, or caretaker.

## **I. Admission Information**

### **A. Preference of Admission**

Preference for admission will be given in the following order:

- Returning students;
- Siblings of returning students (if space is available);
- Students who reside in the district in which the School is located;
- New students (if space is available).

If enrollment exceeds capacity, the school will perform a blind, random lottery to determine what students are enrolled and what students are placed on a waiting list (in order of their selection). Any students who inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first served basis.

### **B. Kindergarten Entrance and Screening**

Children entering the Kindergarten program must be five years of age on or before September 30<sup>th</sup> or qualify for early entrance under the School’s policy. At the beginning of the school year, all kindergarten children will be academically and developmentally screened. The school will give notification of the dates and times of the screenings.

### **C. Registration and Enrollment**

Registration and enrollment are two different steps in the process of becoming a student at the school. Registration initiates the first step in the two-step process. By registering, the parent/guardian expresses a desire to have his/her child attend the school. It does not mean the child will be enrolled in the school.

Parents/express the desire to have their child attend by:

- Completing and submitting the Registration Form;
- Providing the child’s:
  - Birth Certificate;
  - Current Immunization Record; and
  - Documentation of Proof of Residence per school policy.

The second step is enrollment. After the enrollment period for those students that are granted admission preference, as described above, is completed and the lottery process is completed, enrollment can begin. The child is not officially a student of the school until the second step of enrollment is completed.

The child is enrolled when:

- All of the registration steps are complete;
- The enrollment packet including all required documents is completed and submitted; and
- Grade placement is assigned.

Enrollment of students shall comply with the admissions procedures specified in the Ohio Revised Code and the school's Admission and Enrollment Policy.

#### **D. Re-Enrollment**

For those students presently attending the School, re-enrollment starts at the end of March or during the first week of April. Students are not automatically re-enrolled from school year to school year. All parents must state their intention to have their child/student be re-enrolled each school year. It is the responsibility of the parent to inform the school of any changes to their residency or contact information.

#### **E. Non-Discrimination Policy**

Enrollment will not be denied to any eligible applicant on the basis of sex, race, religion, color, national origin, ancestry, pregnancy, marital or parental status, economic status, sexual orientation, or physical, mental, emotional or learning disability. The school will also not discriminate in its pupil admissions policies or practices whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

#### **F. Health Certification and Immunization Requirements**

##### **State of Ohio Immunization Requirements for School Attendance 2017-2018 School Year**

Students must have the following immunizations completed before starting school, as required under Ohio Law. (Exceptions are provided for under the law. This can be discussed with the school's nurse or health aide.)

#### **Immunization Requirements**

##### ***FALL 2017* IMMUNIZATIONS**

|                 |   |
|-----------------|---|
| <b>VACCINES</b> | <b><i>FALL 2017</i><br/>IMMUNIZATIONS<br/>FOR SCHOOL ATTENDANCE</b> |
|-----------------|---|

|  |   |
|--|---|
| <b>DTaP/DT<br/>Tdap/Td</b><br>Diphtheria,<br>Tetanus,<br>Pertussis | <p><b><u>K</u></b><br/>Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4<sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4<sup>th</sup> birthday, a fifth (5) dose is not required. *</p> <p><b><u>1-12</u></b><br/>Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p><b><u>Grades 7-12</u></b><br/>One (1) dose of Tdap vaccine must be administered prior to entry. **</p> |
| <b>POLIO</b>   | <p><b><u>K-7</u></b><br/>Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p><b><u>Grades 8-12</u></b><br/>Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>   |
| <b>MMR</b><br>Measles,<br>Mumps,<br>Rubella                        | <p><b><u>K-12</u></b><br/>Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</p>   |
| <b>HEP B</b><br>Hepatitis B  | <p><b><u>K-12</u></b><br/>Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>   |
| <b>Varicella</b><br>(Chickenpox)                                   | <p><b><u>K-7</u></b><br/>Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.</p> <p><b><u>Grades 8-11</u></b><br/>One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>  |
| <b>MCV4</b><br>Meningococcal                                       | <p><b><u>Grade 7-8</u></b><br/>One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p><b><u>Grade 12</u></b><br/>Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</p>  |

**NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- Vaccine doses administered  $\leq 4$  days before the minimum interval or age are valid (grace period). Doses administered  $\geq 5$  days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at [www.odh.ohio.gov](http://www.odh.ohio.gov), Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\* Pupils who received one dose of Tdap as part of the initial series are not required to receive another

dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

A tuberculin skin test to determine if the child has been exposed tuberculosis is highly recommended but not required.

**On the 15<sup>th</sup> day after school entrance, it will be necessary to exclude all students from the school who do not meet the above requirements.**

Medical authorities and school educators urge that every child have a complete medical examination before entering school so that the child may be physically ready to accept all the advantages which education has to offer.

#### **G. Change of Address / Phone Number / Custody**

It is the parent's/responsibility to inform the School Office of any change of address, phone number or custody. For changes of address, a new proof of residence will be required. For a change of custody, parents will be required to provide a copy of the custody order to the school.

## **II. Student and Parent Responsibilities**

### **A. Behavior Guidelines**

Effective learning cannot occur without an approach to student behavior that stresses self-discipline, consistent with the maturity level of the students. Discipline, which reflects the school's policy of non-violence, exists to promote an atmosphere favorable to concentration, attention, and creativity. In addition, discipline is a positive attempt to help all students realize that they are important, worthwhile, and capable of learning. In classroom management, teachers shall be fair, firm, consistent, and impartial, displaying sensitivity to the needs of the individual child.

The following are the main ideas basic to the school's system of discipline. Students will be successful by:

- Knowing and obeying the rules; and
- Accepting responsibility for their behavior.

**Corporal punishment is not permitted.** No employee shall threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student.

The rules of the Student Code of Conduct apply to any conduct:

- On school grounds during the school day or immediately before or after school hours;
- On school grounds at any other time when the school is being used by a school group;
- On or off school grounds at any school activity, function, or event;

- Traveling to and from school, including actions on any school bus, van, or public conveyance; and
- On the Internet, whether on school grounds or off school grounds, if the conduct affects the school's teachers and staff or the education of the school's students.

## **B. Code of Conduct**

Violation of the Code of Conduct may subject the student to discipline including but not limited to detentions and in-school suspensions and up to and including suspension or expulsion. The following behavior is a violation of the Student Code of Conduct:

- Tardiness – Arriving later than scheduled
- Truancy – Absent without permission
- Dress Code Violation – Not adhering to school dress code regulation
- Disobedient/Disruptive Behavior – Unwillingness to submit to authority, refusal to respond to a reasonable request or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violation, inappropriate language, cursing, inappropriate gestures)
- Cheating – To act dishonestly; copying of someone else's work; to deceive, take credit for work not done by the student himself/herself
- Profane/Obscene Language or Gestures Between/Toward Students or Staff – Use of unacceptable words, terms, or gestures to embarrass or insult another student or staff member
- Theft – To take the property of an individual or the school without right or permission
- Fighting/Violence – To participate in physical contact with one or more students with the intent to hurt or injure
- Use, Possession, Sale or Distribution of Tobacco Products
- Use, Possession, Sale or Distribution of Alcoholic Beverages
- Vandalism/Damage to School or Personal Property – Purposeful destruction, misuse or defacing of School or other's personal property
- Intimidation/Interference/Hazing of Student or Staff – Threatening to physically or verbally harm, interfere, or degrade another student or staff
- False Alarms/Bomb Threat – Purposefully engaging in a false alarm
- Use/Possession/Sale/Transmission/Concealment of any Drug or look-alike drug or other illegal or Controlled Substance
- Use, Possession, Sale or Distribution of a Firearm – Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994."
- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poison Gas – Any destructive device, including a bomb, a grenade, or a rocket
- Unwelcome Sexual Conduct – Unwelcomed sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment, i.e., pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity
- Harassment, Intimidation, or Bullying behavior (including by an electronic act) as defined in the school's Policy on Harassment, Intimidation, and Bullying (**Appendix 1**)
- Gang involvement – Participation in gang-related actions, dress or activities
- Possession of Electronic Devices – Students may not have cellular phones, compact discs, electronic games, or any other devices unrelated to schoolwork.
- Weapons – No student at any time, for any reason, shall possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on the property of the school, or any



school-sponsored activity held away from the school property. For purposes of illustration, but without limitation, this rule shall include firearms, explosives, fireworks, and knives, including penknives, chemicals, and other dangerous objects, which are of no reasonable value to a student other than as a weapon. Possession of a “weapon” may result in immediate expulsion.

- Serious Bodily Injury – An incident that results in serious bodily injury to one’s self or others. Serious bodily injury is defined as “a bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ.”
- Wrongful Conduct – Actions not in the listing above that impede, obstruct, interfere, or violate the mission, philosophy, and regulations of the school, including any policies listed in this handbook or the Board of Director’s Board Policy Manual.

### C. Dress Code

All students are expected to come to school in clean and properly fitting uniforms with proper hygiene and hair styled neatly. Daily personal grooming is important. Pride in one’s appearance is the first step in gaining self-esteem and confidence. Moreover, limiting distractions associated with inappropriate or unusual dress and personal style promotes a positive learning environment. Parents will be contacted if a student is out of uniform or comes to school poorly groomed.

The student dress code is an important part of the school program and philosophy. Making a choice to attend the school, the student (with parent support) agrees to follow all dress code requirements. **The dress code is not an option for the student or parent.** Not choosing to follow the dress code may lead to suspension or expulsion.

The teacher and instructional aide are the prime enforcers of this policy. Occasionally, the building Administrator may have a building “dress-down” day when students and staff may dress down (in a reasonable fashion).

The student dress code is as follows:

#### Girls

- Any solid colored polo shirt (long or short sleeve); undergarments must also be solid colored (e.g., t-shirts)
- Black, navy, or khaki skirts, skorts, jumpers, or slacks. NO COLORED DENIM may be worn. Skirts, skorts, and jumpers must be knee length. No floor length dresses, jeans, sweatpants, overalls, leggings or jeggings. Uniform shorts may be worn during the months of April through September only. Uniform shorts are black, navy, or khaki and must be knee length.
- Black or brown belts must be worn with slacks with belt loops.
- No headscarves (except for religious observance)
- Students may not wear “yoga” pants or tights as pants even on dress down days.
- Dress shoes or plain white or black tennis shoes may be worn – no moccasins, sandals or boots. Shoes must be closed-toed. Girls may not wear high heels.
- Socks or tights must be worn at all times.
- Studs for earrings (one per ear) and wristwatches are permitted; otherwise, no other jewelry (including body piercing jewelry) of any kind, is permitted.
- No make-up of any kind
- Writing or pictures are not permitted on any clothing.
- No see-through clothing of any kind.

### Boys

- Any solid colored polo shirt (long or short sleeve); undergarments must also be solid colored (e.g., t-shirts).
- Black, navy, or khaki slacks. **NO COLORED DENIM** may be worn. No jeans or sweatpants. Uniform shorts may be worn during the months of April through September only.
- Black or brown belts must be worn around the waist (no “sagging”).
- Dress shoes or plain white tennis shoes may be worn. No deck shoes, moccasins, sandals or boots; shoes must be closed-toed.
- Socks must be worn at all times.
- Studs for earrings (one per ear) and wristwatches are permitted; otherwise, no other jewelry (including body piercing jewelry) of any kind for any reason is permitted.
- No writing or pictures are permitted on any clothing. No see-through clothing of any kind;

### Boys and Girls

- Only solid colored white, gray, navy, black, or beige knitted cardigans or knitted pullover sweaters are allowed. **No sweatshirts or hoodies.**
- Students may not come to school with unusual “fad” haircuts or unnatural hair coloring. **No designs** may be cut into the hair. Natural haircuts are the accepted style. All hairstyles must be neat and clean.
- Tattoos must be covered at all times.
- School administration may make changes to the dress code during the school year. The school administration will first notify parents in writing that the changes are to be made. Students are expected to comply with such changes.

### Boys and Girls Physical Education Class Dress Code

All grades:

- Tennis shoes must be worn on scheduled physical education days.

#### **D. Attendance**

Regular attendance and punctuality are essential for success in school and necessary for success later in life. Each student at the school has the responsibility to attend all classes regularly and to be on time.

The required attendance of students shall conform to the minimum standards prescribed by State Law. Therefore, absences from school should be only for illness or an emergency. In case of an absence from school:

- The parent/guardian must notify the school before the beginning of the school day from which his/her child will be absent. Calls are to be made to the school office. Parents who do not call the school will be called at home or work to verify the absence.
- Any student who needs early dismissal must bring a note signed by the parent/guardian. The note must indicate who will pick up the child. Parents or a designated adult will be required to sign the child out when they leave and then sign in if they return. A sign-in/sign-out sheet is located in the school office and a photo ID will be required.
- While permission will be given to keep a dental/doctor appointment during school hours, parents are encouraged to make these appointments for times other than class hours, if at all possible. Every tardy or absence (excused or unexcused) slows the progress of a child’s development.
- Both “excused” and “unexcused” absences are counted toward the maximum allowable absences. The distinction is made between “excused” and “unexcused” absences for the purpose of determining whether or not a student may have the opportunity to make up class work and whether or not disciplinary action is in order.

- **A student will be retained** in his/her present grade level if he/she has been truant for more than **10% of the required attendance days** of the current school year and has failed two or more of the required curriculum subject areas. A student may only be promoted under these circumstances if the school administrator and the student’s teachers of any failed subject areas agree that the student is academically prepared to be promoted.
- Per state law, a student will be automatically withdrawn from school if the student does not have a legitimate excuse (see below “excused” absence from class) and **fails to participate in one hundred five (105) consecutive hours** of the learning opportunities offered to the students.
- Students who are habitually or excessively absent or tardy may be required to attend Saturday school or other interventions pursuant to the school’s Attendance Truancy and Withdrawal Policy.

The term “excused” will refer to any absence from a class based on the following:

- Medical appointment
- Pursuant to medical advice
- Death of an immediate family member
- Personal illness
- Court appearance
- Religious observance
- Other as deemed by the school administrator.

The term “unexcused” will refer to any absence from a class based on the following:

- Truancy
- Any absence where a student fails to provide appropriate written documentation of the absence (Students should have written documentation for absences in-hand on the first day that they return to school.)
- Leaving school early without proper authorization
- Each day that a student is late without appropriate documentation
- Other unexcused absence defined by the school administrator.

NOTE: Failure to attend any Academy function outside the regular school day will not be considered an absence.

## **E. Truancy**

### **Generally**

Attendance at school is key to achievement. Students are expected to attend school regularly and on time. Parents/guardians are encouraged to partner with the school to ensure attendance and timeliness.

Parents/guardians are required to notify the school of any absence prior to the start of the school day. Similarly, parents/guardians are required to notify the school in writing in advance of early pick-up.

Parents/guardians are encouraged to make any doctor, dentist, etc., appointments for times other than school hours.

In accordance with Ohio law, a student will be automatically withdrawn from the school if the student without a legitimate excuse fails to participate in one hundred five consecutive hours of the learning opportunities offered to the student.

No student shall be suspended or expelled based solely on the number of absences.

### **Excessive Absences**

A student shall be considered excessively absent when the student is absent (with or without legitimate excuse) 38 or more hours in one school month or 65 or more hours in one school year.

When a student is excessively absent from school:

1. The school will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the school plan for absence intervention; and
3. The student and family may be referred to community resources.

### **Habitually Truant**

Habitually truant is defined as being absent without legitimate excuse for thirty or more consecutive hours, forty-two hours or more in one school month, or seventy-two hours or more in a school year.

When a student is habitually truant:

1. Within seven days of the triggering absence, the school will:
  - a. Select members of the absence intervention team. (The team should be based on the needs of each individual student, but the team shall include two representatives from the school, one of whom who knows the student, and the student's parent/guardian/custodian. The team may also include a school psychologist, counselor, or social worker.
  - b. Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team. (If the parent/guardian fails to respond, the school will investigate whether the failure to respond triggers a mandatory reporting to the public children services agency for the county and instruct the absence intervention team to develop an intervention plan for the student notwithstanding the absence of the student's parent/guardian.)
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team.
3. Within 14 days after the assignment of the team, the school will develop the student's absence intervention plan. (The school shall provide written notice of the plan to the student's parent/guardian within seven days of developing the plan.)
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

### **Reporting**

The school shall report as soon as practical to the Ohio Department of Education each time a student exceeds the threshold of absences, the date a notice was sent to parents, the date when a student qualifies as habitually truant, when an adjudicated unruly child violates a court order, and when an intervention plan has been implemented.

If the student is violating a court order regarding the student's adjudication as an unruly child for being habitually truant, the Board hereby authorizes the school's administrator or his/her designee to inform the student and parent/guardian of the violation and to notify the Juvenile Court.

## **F. Tardy Policy**

All students reporting to school after the school day begins will be considered tardy. Tardiness is a violation of the Code of Conduct and may lead to disciplinary action that could include suspension or expulsion.

Students must be in their assigned classroom by the start of school day. Just being “in school” or “hanging around” in the restrooms, gym, or the halls is not considered ready for school and in the classroom. Students using such an excuse will be marked tardy.

Parents are encouraged to make dental/doctor appointments for times other than class hours, if at all possible. Every tardy, even excused, slows the progress of a child’s development.

Tardiness is only excused for valid reasons, which include, but may not be limited to:

- Illness or injury
- Death in the family
- Medical or dental appointments
- Religious observances
- Court Summons
- Other as determined by the school administrator.

## **G. Suspension and Expulsion Procedures**

The school recognizes that exclusion from the educational program is a serious sanction and that suspension and expulsion must follow due process mandates. Additionally, the school will comply with all state and federal law pertaining to students with disabilities.

A student may be disciplined for any violation of the student code of conduct, even if the violation occurs on property not owned or controlled by the school if the violation took place during activities connected with the school or if the behavior is directed at a school official.

Any student suspended or expelled under this policy will not be permitted to participate in any extracurricular activities.

### **Suspension:**

The administrator or designee may suspend a student from the school for not more than ten school days. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the administrator may apply any remaining part or all of the period of the suspension to the following school year.

Except in the case of a student given an in-school suspension, no student shall be suspended unless prior to the suspension the administrator does both of the following:

- (1) Gives the student written notice of the intention to suspend the student and the reasons for the intended suspension;
- (2) Provides the student an opportunity to appear at an informal hearing before the administrator or designee and challenge the reason for the intended suspension or otherwise to explain the student’s actions.

**Expulsion:**

The superintendent may expel a student from the school for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed, there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year. No student shall be expelled under this policy unless, prior to the student's expulsion, the superintendent does both of the following:

- (1) Gives the student and the student's parent, guardian, or custodian written notice of the intention to expel the student;
- (2) Provides the student and the student's parent, guardian, custodian, or representative an opportunity to appear in person before the superintendent or superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions. The notice required under this section shall include the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian, or representative to appear before the superintendent or superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, and notification of the time and place to appear. The time to appear shall not be earlier than three nor later than five school days after the notice is given, unless the superintendent grants an extension of time at the request of the student or the student's parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the superintendent shall notify the student and the student's parent, guardian, custodian, or representative of the new time and place to appear.

The school shall follow all requirements for permanent exclusion as described by ORC 3313.66.

**Emergency Removal:**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the administrator or assistant administrator may remove a student from curricular activities or from the school premises or a teacher may remove a student from curricular activities under the teacher's supervision without the notice and hearing requirements of this policy. If a teacher removes a student, the teacher shall submit in writing to the administrator the reason for the removal. If a student is removed under this division from a curricular activity or from the school premises, written notice of the hearing and of the reason for the removal shall be given to the student as soon as practicable prior to the hearing, which shall be held within three school days from the time the initial removal is ordered. The hearing shall be held in accordance with the suspension provision herein unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with expulsion provision herein shall be held, except that the hearing shall be held within three school days of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

**Right to Appeal to Board:**

Within one school day after the time of a student's expulsion or suspension, the superintendent or administrator shall notify in writing the parent, guardian, or custodian of the student and the Board of Directors of the school of the expulsion or suspension. The notice shall include the reasons for the expulsion or suspension, notification of the right of the student or the student's parent, guardian, or custodian to appeal the expulsion or suspension to the Board of Directors of the school or to its designee, to be represented in all appeal proceedings, to be granted a hearing before the Board of Directors of the school or its designee in order to be heard against the suspension or expulsion, and to request that the

hearing be held in executive session. The notice shall specify the manner and date by which the student or the student's parent, guardian, or custodian shall notify the school's Board of Directors of the student's, parent's, guardian's, or custodian's intent to appeal the expulsion or suspension to the Board or its designee. If the superintendent expels a student under this section for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year, the notice shall provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

If the student or the student's parent, guardian, or custodian intends to appeal the expulsion or suspension to the Board of Directors of the school or its designee, the student or the student's parent, guardian, or custodian shall notify the Board of Directors of the school in the manner and by the date specified in the notice. The student or the student's parent, guardian, or custodian may be represented in all appeal proceedings and shall be granted a hearing before the Board of Directors of the school or its designee in order to be heard against the suspension or expulsion. At the request of the student or of the student's parent, guardian, custodian, or attorney, the Board of Directors of the school or its designee may hold the hearing in executive session but shall act upon the suspension or expulsion only at a public meeting. The Board of Directors of the school, by a majority vote of its full membership or by the action of its designee, may affirm the order of suspension or expulsion, reinstate the student, or otherwise reverse, vacate, or modify the order of suspension or expulsion. The Board of Directors of the school or its designee shall make a verbatim record of hearings held under this division. The decisions of the Board of Directors of the school or its designee may be appealed under Chapter 2506 of the Ohio Revised Code.

This policy shall not be construed to require notice and hearing in the case of normal disciplinary procedures in which a student is removed from a curricular activity for a period of less than one school day and is not subject to suspension or expulsion.

For purposes of this policy, the Board of Directors appoints the Operator as its designee.

#### **Discipline for Students with Disabilities**

Consistent with this policy, to the extent the administrator may order removal of a student without disabilities, the principal may remove a student with a disability, but not for more than ten (10) school days.

After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, during any subsequent days of removal, the school district must provide services.

If a child is removed for a period of time exceeding ten (10) school days and the behavior was not determined to be a manifestation of the disability, the student must continue to receive educational services and receive a functional behavioral assessment and behavioral intervention services.

#### **Change in Placement**

The school will notify the parent of the removal decision that constitutes a change in placement for a student with a disability and provide the parent with a copy of the notice of procedural safeguards on the same day as the date of the removal decision.

A change in placement will occur when:

- a removal is for more than ten (10) consecutive school days; or
- a series of removals constitute a pattern because
  - the removals cumulate to more than ten (10) school days in a school year,
  - the behavior of the student is substantially similar to prior incidents, and
  - factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another have occurred.

### **Manifestation Determination**

Within ten school days of any decision to change the placement of a child with a disability due to a violation of the code of student conduct, the school parent, and relevant members of the IEP team must review all relevant information in the student's file to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability or
2. If the conduct was a direct result of the school's failure to implement the IEP.

If either of these two conditions are found to exist, the conduct must be determined to be a manifestation of the disability.

If the IEP team and other qualified personnel determine that the student's behavior was not related to the disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities.

If the IEP team determines that the student's behavior was a manifestation of the disability, the school must either:

1. Conduct a functional behavioral assessment, or,
2. If the behavioral plan has already been developed, review the behavioral intervention plan and the implementation plan and modify them if necessary.
  - a. The child must return to the placement from which the child was removed, unless the parent and the school district agree to a change of placement as part of the modification of the behavioral intervention plan.

School personnel may remove a student to an interim alternative educational setting for not more than forty-five school days without regard to whether the behavior is a manifestation of the disability if the student:

1. Carries a weapon to or possesses a weapon at school, on school premises, or to a school function;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or
3. Has inflicted serious bodily injury upon another while at school, on school premises, or at a school function.

Students removed under this section must continue to receive services and receive a functional behavioral assessment and behavioral intervention services.

### **Appeals**

If a parent disagrees with any decision regarding placement or the manifestation determination decision made by the IEP team, the parent may request a hearing. Whenever a hearing is requested, the school will comply with the procedures for an expedited due process hearing.

## **H. Withdrawal Policies and Procedures**



### **Voluntary Withdrawal**

Parents/ withdrawing children from school are asked to give the school at least one week's notice. A withdrawal form must be signed and the parent/is required to tell the school what new school the student will be attending. This signed form gives official notice of the child's withdrawal. Except as is required by law, records will not be released until a Release of Information form is completed by the legal parent/guardian. In addition, all outstanding fees, academic records or obligations must be met, including the return of all textbooks/electronics.

### **Mandatory Withdrawal** – 105 Consecutive Hours

Per Ohio law, students must be withdrawn if they are absent for 105 consecutive hours (approximately 18 consecutive school days) and have not provided the school with documentation of approved excused absences. The student's parent/guardian will be sent a notification in accordance with the Attendance, Truancy, and Automatic Withdrawal Policy. If a student reaches 105 consecutive hours missed (18 days), he or she will be withdrawn. Final withdrawal letters will be sent to the parent/guardian and the appropriate truancy procedures will begin.

## **III. Academics**

### **A. Curriculum**

The school provides a high-quality standards-based curriculum using a model of inquiry model to enable the students to meet individualized goals and prepare for their lives after elementary school. The school shares these results with parents and provides an explanation of the results to parents during the school year.

### **B. Assessment and Intervention**

Assessment is an ongoing evaluation of student progress at all grade levels and in all courses. Classroom assessment occurs daily and includes such strategies as observations, oral presentations, reports, role-playing, reviews, projects, homework, quizzes, and tests. In addition, K-3 will complete diagnostic assessments, and grades 3 through 8 will complete required state testing. Nationally-normed assessments will also be administered for grades K through 8. These assessments are mandatory for all students.

Intervention is supplemental instruction based on student needs, designed to provide remediation, reinforcement, enrichment, or support for pupil learning about specified pupil performance objectives.

State law requires that each school district in Ohio assess reading skills for students in kindergarten, first, second and third grades by September 30th of each year to determine whether they are reading at grade level. If a student is not reading at grade level, the school will notify the parent or guardian and the school will provide intervention services to improve the student's reading performance. If the student does not attain the required level of reading competency by the end of third grade, he/she must be retained. A copy of the complete Reading Skills Assessments and Interventions Policy, including information regarding the midyear promotion of retained students, is available from the administrator.

### **C. Make-Up Work**

When an excused absence occurs, students are responsible for making up the assignments that are missed. The teacher will assign make-up work and set a date for completion, which shall be the same number of days as the corresponding absence. Assignments not completed will result in failing grades.

In the event of a planned excused absence, the school must be provided with three or more days of advanced notice in order for teachers to provide class assignments. Students must return completed assignments within two days of returning to school.

Make-up work will not be provided for unexcused absences or suspensions.

It is strongly suggested that absences not occur during the Ohio Achievement Assessment week(s).

#### **D. Report Cards**

Report cards are sent to the home through the mail, given directly to the guardian, or sent home with the student for each grading period (four times a year). See the school calendar for these dates. Please check with the building administrator to learn what distribution method is used at the school.

Copies of all report cards are placed into the student's cumulative file.

Kindergarten students will receive a report card at the conclusion of the second and fourth grading period. Kindergarten students will receive an Interim Report at the conclusion of the first and third grading period.

The grading scale, K-8, is as follows

|               |   |
|---------------|---|
| 90%-100%      | A |
| 80%-89%       | B |
| 70%-79%       | C |
| 65%-69%       | D |
| 64% and below | F |

#### **E. Parent / Teacher Conferences**

Formal parent-teacher conferences are conducted at least once a year. Consult the school calendar for these dates. Conference schedules will be issued through the school office but arranged by each student's teacher. Once a conference date and time have been arranged, parents should contact the student's teacher if a change is necessary. Parents may request conferences throughout the year.

Parent-teacher conferences are a focal point in student evaluation and reporting to the parents. This is a two-way avenue for both parents and teachers and may be initiated by either party as needed.

#### **F. Open House**

Open house will be held during the month of September or October. Parents will be notified of the exact dates and are encouraged to attend.

### **IV. School Operations**

#### **A. School Day, Arrival and Dismissal**

School days and vacations are provided in the school year calendar.

#### **B. Illness**

Parents are encouraged to examine their child each morning before sending him/her to school to see if any signs or symptoms of illness are present.

If a student is ill, please keep the student at home. Should a condition persist, the student's physician should be consulted. Parents are urged to establish themselves with a physician so that one can be promptly called when the need arises. Cooperation in the communicable disease program will be greatly appreciated. Students should not return to school until a 24-hour period has elapsed with a normal temperature.

### **C. Emergency Phone Calls**

Parents should not call the school for the delivery of messages to children, except in cases of emergency.

Students may give the school's phone number to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible.

Students are not permitted to use school phones without approval from school personnel.

### **D. Early School Dismissal**

Occasionally, weather conditions or other building emergencies may arise that necessitate sending students home earlier than the regular dismissal time. Every possible effort will be made not to make such a closing. In case of closing, every effort will be made to contact the parents under these conditions, it will be necessary for the parent to arrange procedures (such as stay with a neighbor, friend, relative, etc.) for their child to follow in case there is no one home to meet him/her. Please make these arrangements beforehand and instruct your child what he/she is to do. The school cannot make any such decisions.

### **E. Emergency School Closings**

Should it be necessary to close the school for weather or other unforeseen emergencies, information will be given over radio and television stations. Usually, if the city school district is closed in which the school is located, the school will also close; however, this is not always the case. Consequently, parents are asked to monitor their television or radio to be certain.

### **F. Cars / Parking / Buses**

For the sake of order and safety, parents coming to drop off or pick up their children are to park in designated areas only. The school will give traffic, parking, and bus information before the opening of school.

### **G. Breakfast / Lunch**

Families needing financial assistance may apply for free or reduced lunch fees through the school office. Information for the free and reduced breakfast/lunch program is sent home early in the school year and the forms are available throughout the year in the school office. Note: it is the responsibility of the parent/guardian to see to it that their child is provided lunch.

Some ACCEL schools participate in the Community Eligibility Provision (CEP) food program. Students at schools participating in the program may receive breakfast and/or lunch at no cost to the family.

## **H. Recess**

When scheduled, students are expected to participate in outdoor recess activities during the school day - weather permitting. If a student is too sick to go outside for recess, the student should not be in school. Parent must ensure that the student has the appropriate clothing with him/her for outdoor activities. Coats, hats, and gloves should be worn as recess will be outside unless the temperature is 32 degrees or less (actual or wind chill).

## **I. Textbooks**

Students are expected to take care of and are responsible for the textbooks assigned during the school year. Parent will be responsible for paying a replacement fee for lost or damaged books. The student's academic records will not be released until payment of the replacement fee is settled.

## **J. Money**

All money turned into the school should be in an envelope marked with the child's name, grade, amount, and purpose. The children are not to bring additional money to the school. The school will not be responsible for any money brought to the school.

## **K. Lost and Found**

Any personal items that have been left at the school will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. The school is not responsible for lost money, jewelry, phones or other personal items.

Many clothing items find their way into the lost and found containers. Parents are encouraged to have their children request permission to look for missing items. Many good clothing items are never claimed and are given to various charitable organizations as space permits.

Money, jewelry, and other personal items may be turned in at the office. Students should ask permission from their teacher to come to the office to claim any such items.

## **L. Student Photographs**

School pictures will be taken in the fall of each school year. Parents/Guardians will be offered a package of individual and class photographs through the photography company. All students will be photographed whether or not a package is purchased unless the parent sends a written refusal.

## **M. Visitors**

Visitors are required (for the safety and security of everyone) to report to the school office before their visit to a classroom or other parts of the building. All visitors must sign in upon arrival, sign out before leaving the building, and wear a visitor's identification badge while in the building. Visitors are not to approach students and should be escorted by a staff member at all times while in the building.

All visitors must pre-arrange, through the office, any meetings or visits with the teacher or classroom. The length and repetition of visits shall be determined by the school administrator to be in the student's and the school's best interest.

Visitors are asked not to attempt an impromptu parent-teacher conference, particularly while students are in the classroom.

## **N. Volunteer Program**

Parents and members of the community may be asked or wish to give of their time in the form of volunteering. Information regarding these opportunities will be forwarded to the parents as appropriate. This is a wonderful opportunity to become more involved with the child's school.

**Please note:** Recurring volunteers will be required to comply with the school's background check policies.

## **O. Field Trips**

Field trips may be conducted throughout the school year and are correlated with educational experiences of the student within the classroom. Parental permission slips are required for a student to participate. Without a signed permission slip, the student will not be able to participate in the field trip. In addition, an Emergency Medical Authorization Form must be on file at the school before a student may participate. Teachers may request parents/guardians to assist in organizing and chaperoning field trips.

**Please note:** To be considered as a chaperone, it is required that you pass a BCI/FBI check prior to participating in any school activity.

## **P. Classroom Parties**

Parties may be scheduled for special holidays and/or special occasions. The classroom teacher will coordinate and communicate dates, times and procedures for such events. Each classroom teacher will establish a party policy for his/her individual classroom. Parental requests for parties will be approved or denied by the classroom teacher. Any request for a child not to participate in any/all such parties or activities should be in writing and forwarded to the teacher ahead of time.

## **Q. Cell Phones**

The school understands that students come to school with cell phones for a variety of reasons. Students who have phones at school must not have them out during class nor may they disrupt class order or instruction. If the student does not comply with a request to put the phone away or to turn it off, the phone will be taken to the office and locked in the safe until the parent can come to retrieve it.

**Please Note:** The school is not responsible for the cost, usage, or replacement of lost, damaged or stolen cell phones that are brought to the school.

## **R. Personal Items Brought to the School**

Students are not allowed to bring personal items to school. To avoid disruption of the educational process, currently, popular items such as trading cards, electronic games and action figures are to be left at home. Such articles will be taken and returned only to the parent or the law authorities if deemed prudent to do so by the building administrator. Except for approved fundraisers, students are not permitted to sell or trade anything among themselves at school, on the school grounds or the bus. This includes food from lunches. Pets should never be brought to school without prior permission of the administrator. Further, items should not be brought in glass jars because of the danger of breakage (e.g., lunch items).

**Please Note:** The school is not responsible for replacement of lost, damaged or stolen items brought to school.

### **S. Stolen Items**

The School **is not responsible** for stolen personal items, including cell phones.

### **T. Backpacks, Desks, Lockers and Other Personal Storage Areas**

All lockers, desks and other storage areas provided to the student for use remain the property of the school. The student has no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any locker or storage area, except with a lock (if any) approved and provided by the school. Unapproved locks will be removed and destroyed with no compensation. Upon authorization of the building administrator, personal storage areas may be searched at any time for any reason.

Upon authorization of the search team, including the administrator or designee, backpacks, desks, and other personal storage areas may be searched at any time for any reason. The search team may at any time, with reasonable suspicion, call upon the assistance of the local police authorities to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein, as provided in the **Search Policy** attached as **Appendix 2**.

### **U. Parental Concerns**

Classroom issues should be initially addressed with the classroom teacher through a scheduled appointment. If a meeting is scheduled to discuss the concern, persons in attendance must conduct themselves civilly. This means that foul language and name calling will not be permitted. It is expected that concerns will be expressed in a professional manner. **Disruptive or threatening behavior may result in an action to protect school personnel, such as reporting the incident to the police and prohibiting the parent or guardian from entering school property at any time.**

### **V. Pesticide Notice and Log Policy**

In accordance with Ohio law, parents and guardians of minor children, adult students, faculty and staff who are enrolled or employed at the school may request and receive prior notifications of the applications of pesticides that are scheduled for a time when school is in session. All such requests shall include the requesting party's email address or telephone number and shall be submitted to the school administrator at the school office. The school administrator is designated as the contact person for all pesticide applications made at the school.

Additionally, pesticide logs shall be available for inspection at the school office during normal school hours. Said logs shall be retained for one year following the date of the pesticide application.

This Policy shall not apply to disinfectants, sanitizers, germicides, and anti-microbial agents.

## **V. Health and Safety**

The school provides a safe and clean environment and takes precautions to protect students and staff.

The building doors are locked during the school day. Entrance to the building is by office permission. Closed circuit cameras cover all entrances and are placed at strategic locations throughout the building.

### **A. Reporting Injuries**

If a student is injured at the school, he/she must immediately report the injury to school personnel. The main office will complete an injury report and will provide a copy of the report to the parents/guardians as notice of the incident.

### **B. Health Clinic**

When available, the school nurse or health aide handles all first aid; otherwise, first aid issues will be handled by other school personnel. All students are required to have an Emergency Authorization Form on file at the school. These forms will be used in case there is a medical emergency or illness.

### **C. Emergency Medical Authorizations**

Each parent is asked to complete and return to the school an Emergency Medical Authorization Form, which will be included in the student's cumulative record folder. Parents are responsible for ensuring that this authorization form includes the necessary information the school must have should an emergency arise. It is extremely important that this authorization form is fully completed.

### **D. Medication Administration**

Per Ohio Revised Code Section 3313.716 students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms at the school.

Per Ohio Revised Code Section 3313.718(B) and 3314.03(A)(11)(d) students are permitted to carry and use an epinephrine auto-injector to treat anaphylaxis (an intense allergic reaction). In order for a student to properly possess or use an epinephrine auto injector at the school written approval from the student's physician and parent must be signed and received by the school.

For medications other than asthma inhalers and epinephrine auto injectors, written approval by the student's physician must include all information as detailed herein below or as indicated on the Food Allergy Action Plan, if applicable. If a student has a serious food allergy, the parent must complete a Food Allergy Action Plan.

“Written Approval” hereunder must include the following information:

1. The name and address of the student;
2. The name of the school;
3. The name of the medication and the dosage to be administered;
4. The times or intervals at which each dosage of the medication is to be administered;
5. The date the administration of the medication is to begin;
6. The date the administration of the medication is to cease (if applicable);
7. Acknowledgement that the physician has determined that the student is capable of possessing and using the inhaler or auto injector appropriately and has provided the student with training in the proper use;
8. Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency;
9. Instructions outlining procedures to follow if the medication does not provide adequate relief;

10. A list of adverse reactions that may occur if an individual for whom the medication was not intended uses the medication; and
11. Any other special instructions.

Trained school staff may administer epinephrine in an emergency situation, in accordance with the Written Approval and/or the student's Food Allergy Action Plan when emergency medical service providers are not immediately available and the exigency of the circumstance requires immediate action. School staff will immediately request assistance from an emergency medical service provider whenever a student is administered epinephrine at the school or at an activity, event, or program sponsored by the school. This request for medical assistance applies whether the student self-administers the medication or a school staff member administers it to the student.

### **Students with Diabetes**

All students enrolled in the school will receive appropriate and needed diabetes care in accordance with an order signed by the treating physician. The care includes any of the following:

1. Checking and recording blood glucose levels and ketone levels, or assisting the student with the check
2. Responding to blood glucose levels outside of the student's target range
3. Administering glucagon or other prescribed emergency treatment during a case of severe hypoglycemia
4. Administering or assisting in the administration of insulin
5. Providing oral diabetes medication
6. Understanding schedules and food intake for meals and snacks to calculate medication dosages pursuant to the physician's order
7. Following the physician's instructions regarding meals, snacks, and physical activity
8. Administering diabetes medication as long as the following conditions are met:
  - a. The medication is administered by a school nurse, or in the absence of a school nurse, an employee trained in diabetes care.
  - b. The school receives a written request with the following information:
    - i. The name and address of the student
    - ii. The school and class in which the student is enrolled
    - iii. The name of the drug and the dosage to be administered
    - iv. The times or intervals at which each dosage of the drug is to be administered
    - v. The date the administration of the drug is to begin
    - vi. The date the administration of the drug is to cease
    - vii. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency
    - viii. Special instructions for administration of the drug, including sterile conditions and storage
  - c. The parent agrees to submit a revised statement upon any changes.
  - d. The person administering the drug has a copy of the statement.
  - e. The medication is in the prescribed container.



The Board may provide training to employees to ensure that a student with diabetes receives proper care. The training shall take place prior to the beginning of the school year, or as needed, but no later than fourteen days after receipt of a physician's order regarding a student with diabetes.

Within fourteen days of receipt of a physician's order regarding a student with diabetes, the Board or Governing Authority shall inform the student's parent/guardian that the student may be entitled to a 504 plan.

Upon written request of a parent/guardian, a student with diabetes shall be permitted to attend his/her own care in accordance with the physician's order if the student's treating physician determines the student capable of performing the tasks. The student shall be permitted to perform the care tasks in any area and to possess all necessary supplies and equipment. If the student uses the medical equipment for purpose other than the student's own care, the Board may revoke the student's permission to attend to his/her own care.

No later than the last day of December of each year, the Board shall report to the Ohio Department of Education, the following information:

1. The number of students enrolled during the previous school year;
2. The number of errors associated with the administration of diabetes mediation during the previous school year.

#### **E. Food Allergy Action Plan**

If a student has a serious food allergy, the student and his/her parent must complete a Food Allergy Action Plan. Please refer to **Appendix 3** for specifics and exceptions to this policy.

#### **F. Vision, Hearing, and Scoliosis Screening**

Screening for the students will be conducted in accordance with state guidelines. The School nurse will notify the parent/guardian of the results. Any conditions discovered that might impede the student's health or school progress will be brought to the parent's/guardian's attention by the school nurse.

#### **G. Eye Protective Devices**

Every student and teacher at the school shall wear industrial quality eye protective devices at all times while participating in or observing any of the following courses, vocational, technical, industrial arts, chemical, physical, or combined chemical-physical educational activities, involving exposure to:

- Hot molten metals or other molten materials
- Milling, sawing, drilling, turning, shaping, cutting, grinding, buffing, or stamping of any solid materials
- Heat treatment, tempering, or kiln firing of any metal or other materials
- Gas or electric arc welding or other forms of welding processes
- Repair or servicing of any vehicle
- Caustic or explosive materials
- Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards

#### **H. Wellness Program**

With the passing of the Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004 by Congress, the school recognized the role it can play in building nutrition knowledge and skills in students to promote healthy eating and physical activity choices. This law required local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The passing of the Healthy, Hunger-Free Kids Act of 2010 added provisions to expand upon the previous local wellness policy requirement of the 2004 Act. The School supports student health and wellness. For further information regarding the Wellness Policy, refer to the Board of Director's Board Policy Manual.

### **I. Reporting Child Abuse / Neglect**

When any staff member suspects abuse or neglect, he/she will first notify the building administrator. The staff member will then call the local reporting agency in the presence of the administrator. The staff member will document the notification. All reports are to be confidential. For further information regarding reporting of child abuse or neglect, refer to the Board of Director's Board Policy Manual.

### **J. Technology and Internet Safety**

As more fully outlined in the school's Internet Usage Policy attached as **Appendix 5** to this handbook, the use of technology is a privilege and an important part of the school's overall curriculum. The school will, from time to time, make determinations on whether specific uses of technology are consistent with school policies for students and employees of the school but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error-free or uninterrupted. The school always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

**By signing the Parent/Student Contract Page at the end of the Parent/Student Handbook, the parent and student agree:**

- To abide by all school policies relating to the use of technology;
- To release all school employees from any and all claims of any nature arising from the use or inability to use the technology;
- That the use of technology is a privilege; and
- That use of the technology will be monitored, and there is no expectation of privacy whatsoever in any use of the technology.

**The parent/student further agrees and understands that the student may have his/her privileges revoked or other disciplinary actions taken against him/her for actions or misuse such as, but not limited to, the following:**

- Altering system technology, including but not limited to, software or hardware;
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the school believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable;
- Using technology resources for commercial, political, or other unauthorized purposes – The school technology resources are intended only for educational use;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- Disrupting technology through abuse of the technology, including but not limited to, hardware or

software;

- Malicious uses of technology through hate mail, harassment, bullying, profanity, vulgar statements, or discriminating remarks;
- Interfering with others' use of technology;
- Installation of software without consent of the school;
- Allowing anyone else to use an account other than the account holder; and
- Other unlawful or inappropriate behavior.

The parent and student also acknowledge and agree that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action.

The parent and student must also know and further agree that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs;
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user will be liable for any and all costs; and
- Violation of the Internet Usage Policy is also a violation of the School Code of Conduct and may result in other disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

### **K. Harassment, Intimidation, Bullying**

As more fully set forth in the school's Policy on Harassment, Intimidation and Bullying, including by an electronic act, and attached as **Appendix 1** to this handbook, harassment, intimidation, or bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include counseling, suspension, or expulsion from school. The school's commitment to addressing harassment, intimidation, and bullying, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which this behavior will not be tolerated by students, faculty or school personnel.

It is imperative that harassment, intimidation, and bullying be identified only when the specific elements of the definition are met, because the designation of the conduct of such behavior carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as harassment, intimidation, or bullying will result in appropriate disciplinary consequences for the perpetrator.

### **L. Prohibited Gang Activity**

Students are prohibited from engaging in gang activities while at school, on school property, to or from school, or at a school-related function or event, and on the Internet. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from school.

The term "gang" is defined as any non-school sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others

The term “gang activity” is defined as any conduct engaged in by a student:

- On behalf of a gang;
- To perpetrate the existence of a gang;
- To effect or promote the common purpose and design of any gang, including the wearing of apparel, jewelry, or symbols;
- To recruit for membership in a gang;
- To threaten or intimidate by use of gang affiliation; or
- To represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function.

These activities may include things such as recruiting students for membership in a gang and threatening or intimidating other students or staff against their will to promote the common purpose and design of any gang.

### **M. Drug-Free School**

In accordance with applicable law, the school prohibits the use, possession, concealment, or distribution of drugs by students on the school grounds, in the School building, on School buses, or at any school related event. Drugs include any alcoholic beverage, an anabolic steroid, and any dangerous controlled substance as defined by state or federal statute, or any substance that could be considered a “look alike” controlled substance. Compliance with this school policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action as specified in this Parent/Student Handbook, up to and including expulsion from the school. When required by state law, the school will also notify law enforcement officials.

### **N. Weapon-Free School**

No student at any time, for any reason shall possess, handle, transmit, or use any object, which can be reasonably considered a weapon or considered a “look-alike” weapon in or on property of the School, school bus, or any school-sponsored activity held away from the school property. Possession of a weapon may result in immediate expulsion and involvement of local law enforcement.

- 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 that 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.).

Firearm has the same meaning as provided under 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 can readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, 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 outlined in this policy shall automatically change to conform to it.

Knife is defined as a cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters or other similar tools determined by the administrator to be necessary for the school setting at a particular building or grade level, if used only for the necessary purpose.

## **VI. School Records**

The school takes student records and their confidentiality very seriously and has a policy of not disclosing any student records to anyone outside of the school except in strict accordance with state and federal law. Records of students are only released to another school upon request from that school or from a signed release by the parent/guardian or as otherwise required by law.

### **A. Current Information**

To ensure student records are up-to-date parents must inform the school of address, telephone (home/work), and legal custody changes as they occur during the school year.

### **B. Request for Records**

The school secretary will request student records from the previous school(s) upon completion of enrollment. Pursuant to the Ohio Revised code, the requested records must be received within fourteen (14) days. If the records are not received within fourteen (14) days or if the previous school indicates there are no records, the local law enforcement agency will be notified regarding the possibility that the student may be a missing child. All fees are due at the time of record release.

### **C. Student Directory Information**

Directory Information may consist of the following as defined by state and federal law:

- Name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

However, without the direct written consent of the parent or as otherwise required by law, it is the policy of the school not to release any student directory information or any personal information such as: names of the student's parents or other family members; personal identifiers, such as social security numbers or student identification numbers; a list of personal characteristics or other information that would make the student's identity traceable to outside agencies or requesting parties.

### **D. Audio-Visual Information**

The school recognizes the value of audio-visual and other types of electronic communication in providing students with an effective education. In communicating school-related activities, opportunities exist to photograph and videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include school newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in school is an integral part of the reporting responsibility to the community.

However, the school will respect parents' wish for privacy in this area. Parents should call the school with any questions or concerns. Parents may also notify the school in writing if they prefer that the school not use their student's name, picture or work product for presentations or other uses.

#### **E. Release of Student Records**

Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, parents have the right to inspect and request corrections to student records. Parents are required to submit their request to inspect student records in writing to the administrator to allow him/her to schedule a reasonable and appropriate time and date for the parent to present their case. Records will be provided for parental inspection only under the direct supervision of administrator or his/her designee. The school must comply with the parent's request for inspection within forty-five (45) days.

Parents have the right to request corrections to student records. Requests for corrections must be submitted in writing to the administrator in a letter that includes the basis for such correction. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Release or inspection of student records will be handled in accordance with the Board of Director's Student Records Policy.

Parents have the right to file a complaint with the Ohio Department of Education if they think that the school or the school district their student previously attended is not complying with the federal laws or regulations regarding student records.

#### **F. Non-Custodial Parent Record Request**

The school will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the enrollment file, academic file, vocational file, Title One file, and graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

Only the custodial parent can have access to Due Process where the child is classified as being handicapped, and only the custodial parent can make decisions about the child.

The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

#### **G. Protection of Pupil Rights Amendment (PPRA) Notification**

##### **Description of Intent**

The school follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the school's programs and strategies. From time to time, the school will collect and analyze student performance data and various measures of effectiveness. Families may also be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA. For example, the names of the student, parent/guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

### **Rights Afforded by the PPRA**

The PPRA affords parent/of minors certain rights regarding the school's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

- The right to provide consent before students are required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
  1. political affiliations or beliefs of the student or student's parent
  2. mental or psychological problems of the student or student's family
  3. sexual behavior or attitudes
  4. illegal, antisocial, self-incriminating, or demeaning behavior
  5. critical appraisals of others with whom respondents have close family relationships
  6. legally recognized privileged relationships, such as with lawyers, doctors, or clergy
  7. religious practices, affiliations, or beliefs of the student or parent/
  8. income, other than as required by law to determine program eligibility
- The right to receive notice and an opportunity to opt a student out of the following:
  1. any other Protected Information Survey, regardless of funding
  2. any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
  3. activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- The right to inspection, upon request and before administration or use, of the following:
  1. Protected Information Surveys of students
  2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
  3. instructional material used as part of the educational curriculum

### **Notification Procedures**

The school will work to develop and adopt policies regarding these rights in consultation with parent/guardian. The school will also work to make arrangements to protect student privacy in the administration of Protected Information Surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The school will directly notify the parent/of these policies annually in this PPRA Notice or after any substantive changes. The school will also directly notify by U.S. mail, e-mail, or other reasonably available method parent/of students who are scheduled to participate in the specific activities or surveys described in this PPRA Notice and will provide an opportunity for the parent/to opt students out of participation in the specific activity or survey. The school will make this notification to parents/near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the parent/will be

provided reasonable notification of the planned activities and surveys covered by the PPRA and will be provided an opportunity to opt their students out of such activities and surveys. The parent/will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales or other distribution
- administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education
- any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA

Where a student is scheduled to participate in these activities, the student will be notified as described above.

### **Reporting a Violation**

The parent/or student who believes his/her rights have been violated may file a complaint to the following:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## **VII. Child Find**

The school is participating in an effort to assist the State of Ohio in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive FAPE (Free and Appropriate Public Education).

School districts across the State of Ohio are also participating in this effort to identify disabilities such as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disturbances, multiple disabilities, cognitive impairments, physical impairments, autism, traumatic brain injury, and other health impairments.

The school is committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, to accomplish this, the school must know that a need is present.

Parents, guardians, relatives, public and private agency employees, and concerned citizens are used to help schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the school's administrator.

The school will contact the parents or guardians of the child to find out if the child needs to be evaluated. Free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving special education and related services.

## **VIII. Parents' Right to Know Teacher Qualifications**

A parent or guardian may request information on the professional qualifications of each classroom teacher who provides instruction to the parent's or guardian's child. The information that may be requested includes:



- Licensure and certification information
- Educational background
- Qualifications of instructional aides (if applicable)

## **IX. Parent Involvement Policy**

The school's Title I program is intended to foster and enhance parent involvement in the School. The school's goal is to involve parents in their children's learning and to form an open line of communication between school and home. This will be accomplished through the following policies:

1. Information. Parents are informed about school activities and events through interim progress reports, report cards, and notes sent home, parent newsletters, parent/teacher conferences and informal personal and telephone conferences.
2. Annual Title I and Federal Programs Meeting. Parents have an opportunity to review Title I programs and provide input into the planning process during the annual Title I meeting held at the school during flexible dates and times. Additionally, parent rights and Title I requirements will be discussed. Moreover, parents should contact the school administrator about ways to be involved at the school including the process for providing input regarding Title I planning and the parent involvement policy.
3. Open Door Policy. Parents are invited to come to the school to observe the education of their children on any day with prior notification.
4. Volunteer Program. All parents are invited to volunteer in the school on any given day of the week with prior notification and proof of a valid BCI and FBI background check clearance.
5. Curriculum. The school provides a high-quality curriculum to enable the students to meet high standards. The school shares student progress with parents and provides an explanation of results to parents during the school year.
6. Board of Directors Meetings. The Board of Directors meets numerous times throughout the year. Board meeting dates and times are posted at the school and published in the local newspaper. All parents and guardians are invited to attend Board meetings and can receive a Board meeting calendar upon request.

## **X. Complaint Procedure**

Parents/who wish to express concerns should contact the building administrator. Classroom issues should be initially addressed with the classroom teacher through a scheduled appointment. If a meeting is scheduled to discuss the concern, persons in attendance must conduct themselves civilly. It is expected that concerns will be expressed in a professional manner. Disruptive or threatening behavior may result in an action to protect school personnel, such as reporting the incident to the police and prohibiting the parent or guardian from entering school property at any time.

A student or parent may file a written complaint that should be submitted to a teacher or the Administrator. If the matter cannot be resolved informally by the teacher or administrator, the steps in resolving the complaint should adhere to the Governing Board's Complaint Policy and Procedure.

Initially, complaints should be addressed formally or informally with the school personnel in a civil, respectful manner in order to be considered by school personnel. To file a complaint with the administrator, the complaint must be in writing on a form developed by the administrator with the facts and specific outcome desired by the parent/guardian.

Complaints received directly by the Board, Sponsor or Ohio Department of Education shall be handled in accordance with the Board's Complaint Policy and Procedure.

Upon resolution of the complaint, the administrator will issue a letter to the complainant referred to as a "Finding." The Finding will officially inform the complainant that his or her complaint was either substantiated or unsubstantiated.

**An Unsubstantiated Finding means: Compliance** – (findings were unsubstantiated and the school has complied).

**A Substantiated Finding means: Non-Compliance** – (noting the areas of non-compliance, recommending possible changes/technical assistance and statement that the school will respond to complainant with a corrective action(s) plan letter within 10-15 business days).

All documentation of the complaint, findings, and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

## **XI. Non-Discrimination and Title IX/Section 504 Notice**

The school does not discriminate on the basis of race, color, national origin, sex, or disability in its programs and activities and provides equal access as required by the Boy Scouts of America Equal Access Act. At this time, the school does not provide third parties with access to school facilities. The following staff members have been designated to handle inquiries regarding non-discrimination policies and can advise you on the specific civil rights grievance procedure.

### **Title IX Coordinator**

ACCEL Schools  
Vice President of Operations  
4700 Rockside Road  
Suite #345  
Independence, OH 44131  
216-583-5095

### **Section 504 Coordinator**

ACCEL Schools  
Vice President of Operations  
4700 Rockside Road  
Suite #345  
Independence, OH 44131  
216-583-5095

## **XII. Homeless Policy**

The school shall provide an educational environment that treats all students equally. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless or unaccompanied students applies to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a "Homeless Child" under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- With other persons due to loss of housing, economic hardship, or a similar reason

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In a temporary or transitional foster care placement

According to the McKinney-Vento Homeless Assistance Act, eligible students have the right to:

- **Immediate Enrollment:** Proof of residence, birth certificate, immunization records, and other documentation cannot serve as a barrier to enrollment to the school.
- **School Selection:** The eligible student has the right to select from the following schools:
  - The school, he/she attended when permanently housed (School of Origin)
  - The school in which he/she was last enrolled (School of Origin)
  - The school in the attendance area in which he/she currently resides (School of Residency)
- **Participation in Programs:** Students have a right to access all of the school's programs and services on the same basis as all other students, including special education, school breakfast and lunch, and any extra-curricular activities.
- **Transportation:** Any eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.
- **Dispute Resolution:** Should a dispute arise over school selection or enrollment in a school, the following procedure is to be followed:
  - The school liaison for homeless students shall provide the parent or guardian with a written explanation of the school's decision regarding school selection or enrollment.
  - The school liaison shall inform the parent or guardian in writing of their right to appeal the decision.
  - Should the dispute continue, the school liaison shall assist the parties involved in presenting the situation to the Ohio Department of Education homeless education coordinator.
  - The state homeless education coordinator shall recommend a decision for distribution to the parent and school liaison.
  - Should the dispute continue, the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

- 

The school liaison for homeless students shall ensure that the parent or guardian of a homeless student and any unaccompanied youth is:

- Assisted in accessing transportation to the selected school;
- Provided assistance in exercising the right to attend the school of his/her choice;
- Serviced without being labeled as homeless by school personnel;
- Provided the above information in a manner and form understandable to the parent or guardian, and if necessary, in the native language of the parent or guardian.

## **McKINNEY-VENTO HOMELESS ASSISTANCE ACT**

### **SCHOOL ENROLLMENT RESPONSIBILITIES**

**and**

### **ENROLLMENT DISPUTE RESOLUTION**

The Ohio Department of Education is committed to facilitating the timely resolution of disputes regarding the educational placement of homeless children and youth. The process may address issues concerning: enrollment, transfer of records, transportation, comparable services, guardianship, medical records, residency, school of origin/school of choice issues along with any related homeless education concerns.

## **ENROLLMENT**

Reference - McKinney-Vento Homeless Assistance Act, 42 U.S.C.S. § 11432(g)(3)(A)-(C)

The McKinney-Vento Homeless Assistance Act, includes the following definitive language concerning the enrollment of homeless children and youth:

### **The School shall according to the youth's best interest:**

- Continue the child's education in the school of origin for the duration of homelessness (in any case in which a family becomes homeless between academic years or during an academic year, or for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year) or
- Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is living are eligible to attend.

### **In determining the best interest of the child or youth, the School shall:**

- To the extent feasible, keep the homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian;
- Provide a written explanation to the parent or guardian, including a statement regarding the right to appeal if the local educational agency sends the child or youth to a school other than the school of origin or a school requested by the parent or guardian;
- Refer unaccompanied youth to the homeless liaison designated by the LEA to provide assistance in placement or enrollment decisions. The views of the unaccompanied youth will be considered, and the youth will be notified of the right to appeal.

## **ENROLLMENT DISPUTE RESOLUTION**

### References

McKinney-Vento Homeless Assistance Act, 42 U.S.C.S. § 11432(g)(3)(E)  
U.S. Department of Education McKinney-Vento Homeless Assistance Act Non-Regulatory Guidance  
(July 2004)(Pages 17-18)

### **GENERAL GUIDELINES –**

- Disputes should be resolved at the district level rather than the school level.
- The dispute resolution process should be as informal and accessible as possible allowing for impartial and complete review.
- Parents, guardians, and unaccompanied youth should be able to initiate the resolution process directly at the school they choose, as well as at the district LEA homeless liaison's office.
- Parents, guardians, and unaccompanied youth should be informed that they can provide written or oral documentation to support their views.
- Students are to be provided with all services for which they are eligible while the disputes are being resolved.
- Written documentation should be complete, as brief as possible, simply stated and provided in a language the parent, guardian, or unaccompanied youth can understand.

### **RESOLUTION PROCESS –**

Should a dispute arise over school selection or enrollment in a school the following procedure is to be followed:

- The LEA shall provide the parent or guardian with a written explanation of the school's decision

regarding school selection or enrollment.

- The LEA shall inform the parent or guardian in writing of their right to appeal the decision.
- Should the dispute continue, the LEA shall refer the parent or guardian to the local LEA liaison who shall review the complaint and issue an opinion in writing to the parent or guardian.
- Should the dispute continue, the LEA liaison shall assist the parties involved in presenting the situation to the Ohio Department of Education homeless education coordinator.
- The state homeless education coordinator shall recommend a decision for distribution to the parent, local superintendent and local educational agency liaison.
- Should the dispute continue, the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

\* \* \* NOTICE \* \* \* The HOPE Academy Northwest 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.

**HOPE Academy Northwest**  
Parent/Student Handbook Contract  
2017-2018

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
*PRINT*

Parent's/Guardian's Name: \_\_\_\_\_  
*PRINT*

We have read and understand all of the information contained in this manual including student code of conduct and related policies. We agree to abide by and support the Academy's policies and code of regulations in the Parent – Student Handbook and all policies included in the Board of Director's Board Policy Manual.

Agreed to by:

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Parent / Guardian's Signature Date

Please return signed form to Academy Office.  
This agreement will be placed into the student's file.

## Media Release

### STUDENT INFORMATION FORM

Please print clearly:

\_\_\_\_\_ Age \_\_\_\_\_  
Name of participating student

\_\_\_\_\_  
School

\_\_\_\_\_ grade  
City/town/zip

TO BE COMPLETED BY PARENT or GUARDIAN:

I/We understand that as part of our child's/my attendance at the Academy, photos, videos, and quotations may be taken for use in publications and reports about the program. I/We further understand that members of the news media invited to cover the program may take photos, videos and quotations. I/We grant permission to use such materials for the promotion of the program.

\_\_\_\_\_  
Signature of parent or guardian date

- PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY.
- PLEASE RETURN THIS FORM TO THE OFFICE.