



Parent - Student Handbook

2026-2027

Cleveland College Preparatory School

<https://clevelandcollegeprep.org/>

It is the mission of Cleveland College Preparatory School to prepare scholars for a college preparatory high school that will ensure success and graduation from a four-year college.

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Appendix 1 – Internet Safety Policy

Appendix 2 – Anti Harassment, Anti-Intimidation, or Anti-Bullying Policy

****NOTICE****

The 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 pursuant to Section 3321.042 of the Revised 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 and Workforce.

Introduction

Cleveland College Preparatory School (the “School”) developed this handbook (the “Handbook”) to answer many of the commonly asked questions that you and your parents may have during the school year. Become familiar with the following information and keep the Handbook available for reference by you and your parents. The term “parent” when used herein means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court-appointed guardian. If you have any questions about this Handbook, please contact the Principal. The Principal has similar authority and responsibilities as the superintendent of schools for a local district. This Handbook does not constitute a contract between the School and the student/parent, and the School reserves the right at its discretion to change or amend the Handbook at any time in the future. If at any point this Handbook conflicts with any policy adopted by the Board of Directors (the “Board”), the policy shall supersede and control.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this Handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the School, its faculty, employees, students or overall School community. The policies may also be revised or updated periodically, even during the school year in the sole discretion of the Board.

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 Handbook to assist in maintaining a positive learning environment.

School Hours

School Hours are currently scheduled as follows:

Breakfast:	7:45-8:55 a.m.
Instructional Start Time:	8:30 a.m.
Student Marked Tardy After:	8:20 a.m.
Dismissal:	3:30 p.m.

Changes to in-classroom instructional hours may be made as necessary.

I. Admission Information

The School will not charge tuition. Enrollment is open to any student who resides in Ohio, and applications are accepted throughout the year.

A. Preference of Admission

State law requires that the School does not exceed the capacity restrictions set forth for its programs, classes, grade levels or facilities. Priority enrollment will first be given to returning students, students who reside in the district in which the School is located, children of full-time staff members of the School, and siblings of returning students. Pursuant to the Board’s Open Enrollment, Admissions and Residency Policy, the Principal shall determine whether an enrollment lottery is necessary and determine all procedures, including application deadlines, to be followed. Students inquiring about enrollment during the year will be enrolled if space permits, or added to a wait list (based on priority enrollment requirements, lottery selections if applicable, or first come first served).

B. Kindergarten Entrance

Children entering the Kindergarten program must be five years of age on or before the School's first day of instruction or qualify for early admission under the School's policy. Contact the Principal for more information on the School's policy regarding early admission for kindergarten.

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 expresses a desire to have their 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 or other certification permitted by state law
 - Proof of Residency
 - Current Immunization Record
 - Last Report Card, when appropriate

Annual Verification Information:

- Parent/guardians/students 18 years of age and older are required to provide the School with proof of residency/Address Verification annually and at any time a change of address, residency or custody occurs. Contact the School office for documents determined to be acceptable to satisfy the proof of residency requirement.

The second step is enrollment. After the registration period as described above is completed and the lottery process is completed, enrollment can begin. The child is not officially a student at the School until enrollment is completed.

The child is enrolled when:

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

Enrollment of students shall comply with the admissions procedures specified in the Ohio Revised Code and the School's Open Enrollment, Admissions and Residency Policy.

D. Re-Enrollment

In order to confirm placement and maintain priority enrollment status in a proceeding year, parents must state their intention to have their child/student be re-enrolled each school year and complete any documentation that may be required by the School. 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, religious expression, color, national origin, ancestry, pregnancy, marital or parental status, economic status, sexual orientation, gender identity, homelessness, or a 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

All new students are required to submit a copy of their Immunization Records within the first fourteen (14) days that they are enrolled. No student shall be permitted to remain in school for more than fourteen (14) days if the student has not met the minimum immunization requirements established by the Ohio Department of Health which may be accessed at <https://www.odh.ohio.gov>.

On the 15th 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 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 Management System

Grades K-4

Teachers will use a multi-tiered, color-coded card system to reward and modify student behaviors. Each morning every student will begin on green; thus, promoting a positive beginning to the day ahead. Students who remain focused and on-task will stay on green. Any student who needs re-direction for off-task behaviors or who breaks a rule listed above will progress through a five step, developmentally-appropriate set of consequences. Progression through the different steps will constitute a card being changed to a different color; each color has a different consequence.

Since the purpose of the card system is to modify behaviors, students will have the opportunity to correct their behavior through the consequence. As the students' behavior changes and/or is corrected, so will the color their behavior card, back to green. For example, a student whose card is on blue can be changed back to green; after they show that their behavior has been modified and corrected. Students who end the day on green will be given a sticker to place on their individual behavior chart and a stamp on the hand. The stamp is a visual reminder to student and the parent that they ended the day focused and on-task. Student behavior is communicated to the parents through a behavior log that is sent home each evening; signatures are required. Every ten stickers (ending the day on green), students can choose a reward.

GREEN: On task, focused and having a great day! Verbal Warning and Redirection

YELLOW: Slow down and think

ORANGE: Think Chair for 5 minutes; note sent home to parent

BLUE: Think Chair for 10 minutes with a specific task assigned by teacher (task is related to behavior correction); note sent home and parent phone call

RED: Removal from class to Dean's office; phone call home from Dean

Grades 5-8

Teachers will use a demerit system to track student behaviors. Each morning every student will begin with zero demerits. Any student who engages in one or more infractions or who breaks a rule in the Code of Conduct will progress through a series of demerits which may result in an automatic after school suspension which will be communicated to parents by the Dean or Principal, or the removal from the classroom environment for the day with a referral to the Dean for a possible one-day suspension. In addition to demerits, students may also receive merits for outstanding scholarly behaviors. Accumulation of merits will result in reward and recognition to promote scholarly 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.
- Occurring off School grounds if, in the sole discretion of the Principal, the conduct may affect the learning environment
- Regardless of where the conduct occurs, if the conduct is directed at a School official or employee, or the property of such School official or employee.

B. Code of Conduct

The Code of Conduct is a behavioral mainframe by which the School carries on its day-to-day operations. The Code reflects academic standards and the right for every student to learn in a non-threatening environment. The Code further reflects the School's desire to protect each individual's rights to deal with violations of safety issues through consequences. The School sees the implementation of such a Code as a necessary element of providing a positive school experience for everyone.

The Code of Conduct that appears on the following pages governs the most serious and obvious types of student misconduct. The prohibited acts listed in the Code are not to be construed as all-inclusive. Nor is the list to be seen as a limitation upon the authority of School officials to deal appropriately with violations of School rules and regulations with other types of conduct which interfere with the good order of the School, the proper functioning of the educational process, or the health and safety of students.

The Code of Conduct establishes reasonable boundaries for students and provides clear understanding of consequences for breaking the rules. It is expected that students, like the rest of us, will make mistakes. It is our hope that students learn from their mistakes. By reading the Code, we also expect students to understand the School's expectations and avoid the transgression in the first place.

*A student may not be suspended or expelled for tardiness or truancy.

CLASSROOM CONSEQUENCES/PRE-SUSPENSION

Teaching and learning can only occur in an orderly environment. Within the classroom, teachers will provide direction, set limits, and promote self-discipline. They will be diligent in their role to create a learning environment that is neither overly permissive nor oppressive. Within that context, they will make every effort to motivate students to learn, to redirect them when their attention or behavior falters, and to continue with instruction. This includes demerits, behavior checks, and after school detention. However, if a student demonstrates unwillingness to participate in this learning environment, they may be removed from the regular class setting.

CATEGORY I: STUDENT BEHAVIORS THAT REQUIRE A ONE-DAY SUSPENSION

The following behaviors, in general, will result in a one-day suspension. Although teachers determine the consequences for misbehavior in class, the Principals and Deans will determine the appropriate consequences for repetitive behaviors in this category based on each student's discipline record.

UNRULY CONDUCT

All students must obey all adults in the school: administrator, teacher, educational assistants, secretaries, custodians, lunchroom helper, security guards, and others. Students must do what these adults ask of them. Students must not talk back to an adult. If a student does not obey the instructions and/or directions a teacher gives, his/her conduct will be considered unruly. If a teacher says to open a particular book, to write an assignment, to work with another student, to work in a group, to take a test, or to do any other class-related activity and a student refuses to do so, this is considered being unruly.

THIS POLICY IS APPLICABLE TO ALL APPROVED TRANSPORTATION SERVICES (INCLUDING THE RTA).

BEING OUT OF UNIFORM

Students must wear a uniform to school every day except when given written permission that it is a "non-uniform day."

DISORDERLY CONDUCT

Students must not break classroom or school rules. They may not keep teachers from teaching and students from learning. Students who cause a disruption in the classroom by talking, making noises, throwing objects, or otherwise distracting one or more of their classmates are engaging in disorderly conduct. If the teacher is prevented from starting an activity or lesson or has to stop what he/she is doing to try to stop the distractive behavior, then the behavior is considered disorderly. Leaving the classroom without permission and inappropriate displays of affection are also considered to be disorderly conduct.

FAILURE TO COOPERATE

Students must not refuse to cooperate with school administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules. Students must not make false statements or give false evidence. Students must not refuse to testify or otherwise cooperate with school personnel in any disciplinary proceeding.

SMOKING

Students must not smoke, have or use any kind of tobacco at school, on school grounds, or at any school-related activities.

FALSIFICATION OF RECORDS

Students must not use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or records, nor shall they provide false, misleading or inaccurate statements or information to School staff or on school forms or records, including forging of guardian signatures..

SCHOLASTIC DISHONESTY

Students must not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or the actual giving or receiving of unfair advantage on any form of academic work. Students must not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work. A student must not unlawfully duplicate, reproduce, retain, or use copyrighted material.

TRESPASSING

Students may not be on school property or in a school building except to participate in the educational process and/or the specific enrolled activity of the school. Nor may students loiter in building hallways, classroom, bathrooms, etc. Students who are suspended or expelled may not return to school without the Head of School and/or Principal(s)' specific, written permission. Students who do return to school without permission will be suspended or expelled depending upon the circumstances and the grade level.

GAMBLING

Students must not play games of cards, chance, or dice for money or other items unless these games are played as part of a special school activity.

ELECTRONIC/COMMUNICATION DEVICES

Students are prohibited from using cell phones at all times. Cell phones and other personal communication devices may be brought to school. However, due to the risk of loss, theft, and misuse, the school encourages students to leave such devices at home. From 7:30 a.m.-3:30 p.m., student cell phones and personal communication devices are not to be used and must be silenced and collected by the administration and properly stored for the duration of the school day. If a student arrives late, they must turn the cell phones when they arrive. Students found to be in violation of stored requirements will have them confiscated and receive disciplinary consequences. Students are not permitted to use electronic communication devices, including, but not limited to, cellular phones, CD/MP3/DVD players, video recorders, personal video games, personal data devices or other devices deemed to be distractive.

FAILURE TO SERVE AN ISSUED AFTER SCHOOL DETENTION IN A TIMELY MANNER

In accordance with the Code of Conduct, students are expected to serve detentions that are issued and confirmed by the Deans and/or Principals. In the event that a student does not serve an afterschool detention in a timely manner as determined by the Dean and/or Principal, a student may be issued a one-day suspension. Parents and families are responsible for making transportation arrangements to ensure after school detentions are served in a timely manner as agreed upon with the Dean and/or Principal.

CATEGORY II: STUDENT BEHAVIORS THAT LEAD TO MULTIPLE DAYS OF SUSPENSION

The following behaviors will, with no warning required, lead to immediate suspension. The length of the suspension will be determined by the Dean(s) and/or Principal(s) and will be based on the student's discipline record and the seriousness of the offense(s). It should be noted that automatic suspensions are not given unless an emergency removal is warranted. The Dean(s) and/or Principal(s) will investigate major breaches of student code of conduct on a case-by-case basis, and make decisions accordingly. Repetitive violations will lead to a recommendation for expulsion, as well as violations deemed physically or mentally harmful or those requiring emergency removal at the discretion of the Dean(s) and/or Principal(s).

FIGHTING

NO PHYSICAL CONTACT. Students must not fight. They must not push, shove, or hit another with any part of their body or with any object. This offense may be grounds for expulsion.

PROFANITY OR OBSCENITY

Students must not use inappropriate words or make obscene signs. Student must not draw or show sexually explicit pictures to anyone at school. Students must not bring sexually related items (i.e. condoms) to school. Students must never curse or swear.

BEING REPEATEDLY OUT OF UNIFORM

Students, who are out of uniform, may be suspended for one school day.

STEALING

Students must not take anything that does not belong to them. Students must not have in their possession anything that has been stolen.

VIOLENT DISORDERLY CONDUCT

Students must not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear passive resistance, etc.) cause the disruption, disturbance, or obstruction of any school function, activity or event, nor shall they engage in any such conduct if such disruption or obstruction is reasonably likely to result. Students may not urge other students to engage in such conduct for the purpose of causing such disruption or obstruction. This offense may be grounds for expulsion.

GANG ACTIVITY

Gang activity is defined as “any assembly of individuals who gather together, whose purpose, the school reasonably believes is to commit anti-social behavior or to violate school policy.” Students must not wear or display any clothing, jewelry, colors, or insignia that may be reasonably perceived by a teacher or administrator as evidence of membership in or affiliation with a gang or otherwise symbolizes support of a gang. Students must not use any words, phrases, written symbol or gesture, which intentionally identifies them as a member of gang or otherwise symbolizes support of a gang. Students must not try to recruit others for gangs.

DEFACEMENT OF PROPERTY

Students must not mark on, damage, break, or destroy school property or anything that belongs to someone else. Actions such as writing in school textbooks or library books; writing on desks or walls; carving into woodwork, desk, or tables; and spray-painting surfaces are actions of defacement. Students who destroy or vandalize school property will be required to pay for losses or damages. This offense may be grounds for expulsion.

DESTRUCTION OF PROPERTY

Students must not damage, break, or destroy school property or anything that belongs to someone else. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are all acts of property destruction. This offense may be grounds for expulsion.

SEXUAL MISCONDUCT

Students must not act or use any body parts or those of another in an unacceptable way. Unacceptable will be defined using a “reasonable person” standard.

HARASSMENT

Harassment of any type, including hazing and discriminatory harassment, is prohibited. Students must not engage in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct relating to a person’s sex, race, color, national origin, religion, height, marital status, or disability (e.g. sexual or racial comments, threat or insults, unwanted touching, etc.). See also “Sexual Harassment”

LOOK-ALIKE WEAPONS

Students must not possess, handle, or transmit any object or instrument that is a “look-alike” weapon or instrument (e.g. rubber knife, toy gun, etc.).

CATEGORY III: STUDENT BEHAVIORS THAT LEAD TO MANDATORY SUSPENSION WITH PROBABLE RECOMMENDATION FOR EXPULSION

Students who engage in any of the behaviors in this category will be suspended for ten (10) school days with a recommendation for expulsion by the Dean(s), Principal(s) and/or Head of School to The Board of Directors (School Board).

ALCOHOL AND DRUGS

Students must not bring alcohol or drugs to school. They must not manufacture, sell, handle, possess, use, deliver, transmit or be under any influence (legal intoxication is NOT required) of any alcoholic beverage, intoxicant, or drug. Students must not inhale any chemical substance for the purpose of becoming intoxicated or under the influence. Students are permitted to bring prescribed medication to school with the permission of parent(s) and the authorization of a physician. They must not sell or give a prescribed medication to anyone at school. All prescribed medication must be submitted to the Business Office before the student goes to class. All prescribed medication must have a physician’s note accompanying for dispensing and recording purposes.

PHYSICAL ASSAULT

Students must not physically attack another person. Physical assault is defined as “intentionally causing or attempting to cause harm to another through force or violence.”

DANGEROUS WEAPONS

You must not possess, handle, transmit, or use as a dangerous weapon any instrument capable of harming another person. Dangerous weapons include, but are not limited to:

A FIREARM is defined as any weapon, including a starter gun, which will or is designed to or may 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. A destructive device, includes but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A KNIFE is defined as any cutting instrument consisting of at least one sharp blade.

DEFENSIVE WEAPONS: Chemical Mace, pepper gas, or like substances; stun gun; brass knuckles; blackjack.

ITEMS NOT DESIGNED AS A WEAPON, BUT COULD BE PERCEIVED AS A WEAPON, such as: razors, box cutters, hammers, baseball bats, metal combs of any length with a sharpened handle are strictly prohibited from school grounds.

This is not all inclusive and can be amended by the Principal(s) and/or Head of School with acceptance by the Governing Authority (School Board).

FALSE FIRE ALARMS OR BOMB REPORTS

Students must not break or pull the fire alarm at any time unless there is an emergency. They must not make bomb threats.

SEXUAL ASSAULT

Students must not sexually assault or attack another person.

ROBBERY

Students must not force or threaten someone to give them something that does not belong to them.

BULLYING, HAZING OR EXTORTION

Students must not make a person do anything they do not wish to do by using a threat of mental or physical force. Students must not engage in the act of securing or attempting to secure money or other items of value from an unwilling person. Students must not, by violence and/or intimidation or force, force another person to perform an unwilling act.

STARTING A FIRE

Students must not start a fire at school; they must not take part in any activity of burning property.

FIREWORKS AND EXPLOSIVES

Students must not handle, possess, or transmit any substance or prepared chemical that can explode or is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person. Students may not bring any fireworks or firecrackers to school.

BREAKING AND ENTERING

Students must not force their way into any school building.

PROGRESSION OF CONSEQUENCES

Successive or repeated acts of misconduct may result in additional suspensions or expulsion.

C. Dress Code

Parents of Kindergarten through 8th graders can purchase uniform pieces from vendors specified by the school.

MALE DRESS CODE

PANTS – Dress slacks only – No denim (blue jean material), skinny pants or sweat pants. Long pants only. No shorts - even in the summer. Belt loops on the pants are mandatory. *

SHIRTS – Dress shirts. All shirts must be fully tucked in and buttoned to the top, according to school policy. *

BELTS – Solid belts– The buckle should be small and should not say anything. **MANDATORY** - The pants must have belt loops.*

JEWELRY – Scholars are permitted to wear studs for earrings (one per ear) and wristwatches are permitted; otherwise no other jewelry (including body piercing jewelry) of any kind, is permitted.

UNDERCLOTHES – Any underclothing that can be seen including but not limited to, boxers, briefs, white tees, sleeveless undershirts, is grounds for suspension. All underclothes should stay under the clothing of the child at all times.

SWIMSUITS – All swimsuits must be pre-approved by an administrator.

HAIR – The style is a parenting decision but the inclusion of items into the hair must meet the following restrictions; the items may not be removed for any length of time during the day. The item must be very secure and if the beads or other small items begin to fall the student will be asked to remove the rest, place them in a bag and take them home. If the hair includes any items or symbols that can be interpreted as advocating anything the item must be removed. Students may not groom themselves at school. Hairbrushes, combs and other items used outside of the restroom will be confiscated. Only the natural hair color is allowed.

FEMALE DRESS CODE

PANTS – Dress slacks – No denim (blue jean material) or sweat pants. Long pants only. No shorts - even in the summer. Belt loops on the pants are preferred. *

SKIRT – The dress skirt must fall two inches below the knee. Girls must wear shorts under skirts on days designated for physical activity.*

JUMPERS – Girls in designated grades may wear a black uniform jumper with a simulated vest top attached to the skirt. Skirt length must be at the knees. A sweater vest does not need to be worn if a jumper is worn.*

SHIRTS – Dress shirts with collar. The shirt must be tucked in according to school policy and fully buttoned. *

BELTS – *solid only* – The buckle should be small and should not say anything.*

SOCKS – Solid socks or tights must be worn at all times*

JEWELRY – Conservative jewelry is permitted. Some necklaces of any material, bracelets, rings, earrings, nose rings, piercing and anklets may be prohibited. Earrings must be the size of a quarter or smaller. No tongue rings.

SWIMSUITS – All swimsuits must be one piece, cover the student fully, should not be transparent when wet or dry, and should not have openings that are revealing. All swimsuits must be pre-approved by a Co-director.

PURSES – Small purses may be carried to hold personal items but may not exceed the dimensions six inches by eight inches. Purses which exceed this size may be required to remain in the coatroom or bins for the day.

UNDERWEAR – No underclothing should ever be visible through any method whether on purpose or accident

HAIR – The style is a parenting decision but the inclusion of items into the hair must meet the following restrictions; the items may not be removed for any length of time during the day. The item must be very secure and if the beads or other small items begin to fall the student will be asked to remove the rest, place them in a bag and take them home. If the hair includes any items or symbols that can be interpreted as advocating anything the item must be removed. Students may not groom themselves at school. Hairbrushes, combs and other items used outside of the restroom will be confiscated. All students must wear their natural hair color. When adding weave or other pieces to their hair the color must match. This means no bright reds, purples, blondes, or other colors that completely contrast the natural hair color of the student will be permitted.

ALL STUDENTS

TIES – The student must wear a tie at school and keep it on. Ties will be kept at school.*

SWEATER VESTS, CARDIGANS AND BLAZERS – *School administration should be consulted for specific school attire reflective of the school, the school mascot and school colors that may be acceptable pieces of the uniform for scholars.

SOCKS – Solid socks must be worn at all times.*

SHOES – Solid dress shoes. NO GYM SHOES OR BOOTS.*

TATTOOS – Fake or Real – Are considered inappropriate and are unacceptable.

KEYCHAINS – The keychain should be under the shirt, in the pocket completely, or put in a purse.

MAKEUP – No makeup of any kind, including glitter, is permitted. Even bringing the items unopened and unused may be grounds for suspension. All lotions and lip balms must be applied in the restrooms.

HAIR AND HYGIENE

Students who bring hair products, or grooming tools, to school can have them taken if used or seen anywhere other than the restroom and carried within a purse.

All students should wear deodorant. We do not have a shower facility after activities classes.

During enrollment parents must sign a contract stating that they understand that no child may ever be out of uniform without written permission from the school for any reason. There is no valid excuse for students to come to school without being fully compliant with the dress code.

Full School Dress Code can be found on the school website or may be requested from the school.

***School administration should be consulted for specific school attire reflective of the school, the school mascot and school colors that may be acceptable pieces of the uniform for scholars.**

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 must notify the School before the beginning of the school day from which their child will be absent. Calls are to be made to the School office.
- 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 in the School office and a photo ID will be required.
- While permission may be given to keep a dental/doctor/behavioral appointment during school hours, parents are encouraged to make these appointments for times other than class hours, if possible.
- Every tardy or absence (excused or unexcused) slows the progress of a child's development.
- **A student will be retained** in their present grade level if they have failed two or more of the required curriculum subject areas. A student may only be promoted under these circumstances if the Principal and the student's teachers of any failed subject areas agree that the student is academically prepared to be promoted.

- A student who misses 1/3 of the school year may be retained in their then-current grade level in the discretion of the Principal after appropriate input from the student's teachers and/or parents and based on factors identified in the School's Promotion, Placement and Retention Policy.
- Per state law, a student will be automatically withdrawn from school if the student does not have a legitimate excuse (see below "excused" absence) and fails to participate in seventy-two (72) consecutive hours of the learning opportunities offered to the students.

Excused absences require verification, if any, as deemed appropriate by the Principal or their designee. Where appropriate, the School may require written documentation. The term "excused" may refer to any absence from a class based on the following:

- Illness of the student
- Illness in the family necessitating the presence of the student
- Medical, Behavioral or Dental appointment
- Death of a relative
- Quarantine of the home (limited to the length of the quarantine as determined by the proper health officials)
- Religious observance consistent with the truly held religious beliefs of the student or their family
- Absences due to a student's placement in foster care or change in foster care placement or any court appearance related to their foster care status
- Absences due to a student being homeless
- Absences due to military deployment activities of a parent
- Other emergency or set of circumstances as deemed by the Principal to constitute good and sufficient cause of absence from the School.

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

- Any absence where the Principal has deemed verification is necessary and the student or parent fails to provide such appropriate verification of the absence in the manner and timeframe as deemed satisfactory by the Principal or their designee
- Leaving School early without proper authorization
- Each day that a student is late without appropriate verification
- Other unexcused absence as defined by the Principal.

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

E. Religious Accommodation

Pursuant to the Board's Religious Accommodations Policy, students are permitted up to three Religious Expression Days each school year in order to take holidays for reasons of a faith, religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. In order for a student to receive an excused absence and alternative accommodations for examinations or other academic requirements missed due to a Religious Expression Day, the student's parent must provide the Principal with written notice of the specific dates of the Religious Expression Days the student intends to take. Such notice must be submitted no later than 14 days after the school year begins, or no later than 14 days after the student transfers into the School after the beginning of the school year.

F. Habitually Truant

Habitually Truant

A student meets the definition of being a “habitually truant” when they are absent without legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) hours or more in one school month, or seventy-two (72) or more hours in a school year.

When a student meets any of these thresholds, the School will comply with state law and the Board’s Attendance Policy regarding next steps, including filing a complaint in juvenile court if the student’s attendance does not improve.

The School offers a continuum of supports and intervention strategies aimed to meet the diverse needs of students and address barriers that may affect attendance. The School will communicate with parents regarding attendance issues pursuant to the Attendance Policy, available on the School’s website.

G. Tardy Policy

A student who is not in their assigned location by the start of the school day shall be considered tardy. Any student arriving late to the School is to report to the School’s office before proceeding to class. If a student misses any part of the instructional school day, their attendance is affected. The actual time that a student is tardy will be recorded to the nearest hour and the total amount of time that a student is tardy is considered in determination of habitual truancy.

An academic record of a student who is tardy 15 or more times during the school year may be automatically reviewed to determine whether the student is academically prepared for promotion to the next grade level.

H. Suspension, Expulsion, Removal and Exclusion

The following suspension, expulsion, removal and exclusion options are available to the School. More information related to suspension and expulsion, including information about required notices, appeal rights, and disabilities compliance, can be found in the School’s Suspension and Expulsion Policies which are available at the School office or upon request. Additionally, the Policies are posted on the School website.

- **In-School Suspension:** Student attends School and serves the suspension in a supervised learning environment where the student shall be permitted to complete classroom assignments for at least partial credit as determined by the Principal and teaching staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.
- **Out-of-School Suspension:** Removal of a student from School for up to ten (10) school days. The student will have the opportunity to complete any classroom assignments missed due to the suspension and shall receive at least partial credit for such completed and returned assignments, as determined by the Principal and teaching staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.
- **Expulsion:** Removal of a student for a period not to exceed the greater of eighty (80) school days or the number of days remaining in the semester or term. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year, the expulsion may extend into the following school year.
- **Weapons’ Expulsion:** Mandatory one (1) year expulsion for bringing a firearm on school property. Removal of a student for up to one (1) year for certain offenses involving firearms, knives capable of causing serious bodily injury, violent acts that are criminal offenses, and bomb threats. .

- **Imminent & Severe Endangerment Expulsion:** Removal of a student for up to one hundred and eighty (180) school days for actions that pose imminent and severe endangerment to the health and safety of other students or School employees. Students must meet conditions developed by the School prior to being reinstated.
- **Emergency Removal:** Immediate removal of a student due to their presence posing a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The student will be returned to curricular and/extracurricular activities the next school day unless out-of-school suspension or expulsion processes are initiated.
- **Permanent Exclusion:** Permanent exclusion of a student, sixteen (16) years old or older, from any public school in the state based on the student committing certain criminal offenses.

In addition, the School reserves the right to enact alternative disciplinary actions, as determined on a case-by-case basis by the Principal or their designee, including but not limited to: detention, restitution, parent conferences, assigned seating, revocation of privileges, and implementing behavior plans or contracts.

Students that are subject to an active out-of-school suspension, expulsion, or removal, and those students who have been permanently excluded from school, are not permitted to attend classes, participate in extracurricular activities, or be on any School property. This prohibition is only excused upon the prior written permission of the Principal for purposes which the Principal, or their designee, determine the student must be able to be on School property.

Discipline for Students with Disabilities

The School will comply with all laws and regulations presented in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Improvement Act of 2004. Discipline procedures for students having a disability, will follow the procedures outlined in the Individuals with Disabilities Education Improvement Act of 2004 or such successor or replacement law.

I. 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 should be signed by the parent when practical and the parent should inform 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. In addition, all outstanding fees, academic records or obligations must be met, including the return of all textbooks/electronics.

Mandatory Withdrawal – 72 Consecutive Hours

Per Ohio law, students must be withdrawn if they are absent for 72 consecutive hours and have not provided the School with documentation of approved excused absences.

J. Expectations of Parents

Parents are an integral part of the education of their child and the overall School community. The School expects that parents will be supportive in the School's efforts to maintain an appropriate learning environment through their interactions with School personnel, and while at the School or School-sponsored events or functions. Parents are asked to maintain a respectful and courteous manner in all communications and interactions with the School, School administration, teachers and other persons within the School. Communication or an interaction which is determined to be aggressive, threatening, or intimidating will not be tolerated. All School personnel, including School administration, teachers, and

other persons within the School, are authorized by the Board to end any communication or interaction and/or not respond to electronic messaging from parents which they deem to be inappropriate and to immediately notify the Principal, or their designee, or such act(s). A parent deemed by the Principal, or their designee, to have engaged in such acts may have their access to School personnel temporarily or permanently limited. Additionally, the School reserves the right to contact local law enforcement to assist with individuals whose inappropriate communications or interactions with the School, School administration, teachers or others within the School, may cause a disruption of the educational environment or present a risk to the safety or wellbeing of the School community.

III. Academics

A. Curriculum

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

B. Parental Notification Regarding Child Sexual Abuse and Sexual Violence Prevention Curriculum

The law requires the School to include in the curriculum for students in grades K-6 developmentally appropriate instruction in child sexual abuse prevention, including information on available counseling and resources for children who are sexually abused. A parent may request a student be excused from such instruction upon a written request submitted to the Principal or their designee.

Additionally, the law requires students receive developmentally appropriate instruction in sexual violence prevention education beginning in the 7th grade. A parent may request the opportunity to examine the materials used for such instruction by submitting a written request to the Principal or their designee. Additionally, a parent may request a student be excused from such instruction upon a written request submitted to the Principal or their designee.

C. 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, grades K through 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 student learning about specified student 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 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, they must be retained, unless otherwise permitted by law. A copy of the complete Third Grade Reading Guarantee Policy, including information regarding the midyear promotion of retained students, is available from the Principal.

D. Homework

The goal of homework is to instill a sense of accountability, motivation, and self-confidence. Research shows that homework boosts overall academic performance and teaches students responsibility. More importantly, making homework a priority gives children increased opportunities to learn.

There will be 30-150 minutes (K = 30 min., 1st = 45 min., 2nd = 60 min., 3rd = 90 min, 4th = 105 min., 5th = 120 mins., 6th-8th = 120-150 mins.) of intentional and purposeful homework to complete each evening. Typically, there will be homework in all five subjects (Reading, Writing, Math, Social Studies, and Science). Homework will be a review / extension of that days' material.

E. Homework Completeness Policy

Grades K-2

In order to ensure the effectiveness of the homework assignments given, all families must adhere to the following policy.

Every homework assignment must be completed by the student (with a family member), signed, and returned to school in the homework folder every day.

1ST AND 2ND HOMEWORK MISSES = phone call from the classroom teacher and a letter is sent home via homework folder.

3RD HOMEWORK MISS = phone call from a Principal/Head of School and Deans, certified letter mailed home, and an in school parent meeting is scheduled between the family, Principal/Head of School and Deans, and the classroom teacher. The student is placed on Homework Probation for remainder of the Semester.

4TH HOMEWORK MISS = the student is suspended from school for one day;

5TH HOMEWORK MISS = the student is recommended for expulsion from the school.

At the end of the Semester, all students on Homework Probation will be released from probationary status. The policy starts fresh at the beginning of the new Semester.

Grades 3-8

Every homework assignment must be completed by the student (with a family member for 3rd and 4th graders), signed, and returned to school in the homework folder every day.

STUDENTS THAT DO NOT HAVE THEIR HOMEWORK COMPLETE WITH QUALITY WORK AND A PARENT SIGNATURE WILL BE ISSUED AN AUTOMATIC AFTERSCHOOL DETENTION.

F. 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. 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 for teachers to provide class assignments. Students must return completed assignments within parameters set by the teacher.

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

It is strongly suggested that absences not occur during state testing week(s).

G. Report Cards

Report cards are sent to the home through the mail, given directly to the parent, or sent home with the student for each grading period (four times a year). See the School calendar for these dates.

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

Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work.

H. Mandatory After School Tutoring

Students in grades 3-8 may be required to stay after school for tutoring with a classroom teacher.

1. Families will be contacted by the Head of School and/or Principal(s) regarding tutoring
2. The student's teacher will inform the family which day the tutoring will take place;
3. After school tutoring is from 4pm – 5pm.

I. Saturday School/Saturday Academy Policy

Throughout the school year, students in grades 3-8 who are having difficulties in Reading, Mathematics, or both, may be asked to attend a Saturday School Program in accordance with the academic calendar. School Program is MANDATORY for students who have been selected to attend. Written notice will be sent home with the student and a reminder phone call may be made in order to remind parents and guardians to get their child to school on Saturday morning. Ultimately, it is the parent or guardian's responsibility to get the child to school.

It is imperative that you make sure your child is in school on designated Saturday School sessions. If you are unsure, for any reason, then please call the Head of School and/or Principal(s) for clarification.

J. Parent / Teacher Conferences

Formal parent-teacher conferences are conducted at least once a year. Conference dates are specified in the School calendar. 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, however, the availability to meet with said teacher will be based on class schedules and teacher availability.

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.

K. Open House

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

L. Credit Flexibility

The School permits students enrolled in seventh and eighth grade to meet curriculum requirements based on demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction.

Credit Flexibility is the customizing of educational delivery to the learning styles and interests of individual students. Students show what they know and move on to higher-order content they are ready to learn and have not yet mastered. They learn subject matter and earn course credit in ways not limited solely to “seat time” or the walls of a school building. They customize aspects of their learning around their interests and needs, which might include flexible schedules and a choice of modalities (e.g., online learning, work-based learning and community-based projects).

Each student that intends to participate in the Credit Flexibility program must develop a Credit Flexibility Plan for approval by the Principal or their designee. For more information regarding Credit Flexibility please consult the School and the School’s Credit Flexibility Policy.

IV. School Operations

A. School Day, Arrival and Dismissal

School days and vacations are identified in the School calendar.

B. Illness

Parents are encouraged to examine their child each morning before sending them to School to see if any signs or symptoms of illness are present.

If a student is ill, please keep the student at home and notify the School of the absence. Should a condition persist, the student’s physician should be consulted. Parents are urged to establish children with a physician so that one can be promptly called when the need arises. Students should not return to School until a 24-hour period of a normal temperature without medication has elapsed.

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 them. Parents should make these arrangements beforehand and instruct the child on what they are 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 in which the School is located is closed, 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. Primary contacts receive automated phone calls to alert of the School closing. The School may also have a delayed start-time due to weather or other unforeseen emergencies; information will be shared in a similar manner as described above.

In the event that the School building will be closed but students are required to participate in lessons via the School's Online Day Plan, the School will notify parents through an all-call system, the School's website, and/or through email, text, or another electronic messaging system that the Online Day Plan is in effect.

F. Safer Ohio Tip Line

In order to provide parents, students or members of the public a means to anonymously report instances that might alter the overall safety of the School, the School has partnered with SaferOH. This tipline is available 24-hours a day, and anyone who has reason to believe that the safety of the School is compromised in any way may anonymously call or text to report any pertinent information to 844-SaferOH (844-723-3764).

Things to report to the tip line include (but are not limited to):

- Bullying incidents
- Withdrawn student behavior
- Verbal or written threats observed toward students, faculty or schools
- Weapon/suspicious devices on or near school grounds
- Gang related activities
- Unusual/suspicious behavior of students or staff
- Self-harm or suicidal sentiments
- Any other School safety related concerns

G. Crisis Management

A School wide Safety/Crisis Plan has been developed and provided to School personnel for assisting and responding to various crisis/emergency situations. In the event of a manmade or natural crisis, your cooperation is needed. Staff is trained to move students to a designated evacuation site. PLEASE DO NOT CALL THE SCHOOL DIRECTLY. Calling the School may limit the availability of telephone lines needed to access emergency rescue services. Initial notification to Parents will be through local television and radio stations. Once students are secure and safe, School personnel will contact parents with sign-out procedures through an all-call system via PowerSchool. Students will only be released to parents or individuals listed on their emergency contact forms.

H. 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.

I. Breakfast / Lunch

Families may apply for free breakfast/lunch through the School office. Information for the free 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 to see to it that their child is provided lunch or to notify the School of qualification for such free meals.

J. Recess

When scheduled, students are expected to participate in outdoor recess activities during the school day – weather permitting. Parents must ensure that the student has the appropriate clothing with them 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).

K. Textbooks

Students are expected to take care of and are responsible for the textbooks assigned during the school year. Parents 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.

L. Supplies/Bookbags

The School will provide all necessary supplies for the students. To that end, the School has a “No Bookbag” policy during the school day. Contact the Principal for more information.

M. Money

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

N. 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.

O. Student Photographs

School pictures will be taken in the fall of each school year. Parents 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.

P. 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 always be escorted by a staff member while in the building. Visitors are asked not to attempt an impromptu parent-teacher conference, particularly while students are in the classroom.

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 Principal considering the student's and the School's best interest.

The expectation is for all visitors (parents, guardians, families, guests) to be respectful and courteous at all times. Use of foul and/or derogatory body language or verbal language will not be tolerated.

Visitors that cause a disruption of the educational environment or present a risk to the safety or wellbeing of the School's students and/or staff may be excluded from the School facility at the discretion of the Principal or their designee. The School reserves the right to contact local law enforcement to assist with visitors that violate School rules or requests to leave School property.

The School reserves the right to deny access to anyone, including parents, to the School facility and grounds at any time in the Principal's sole discretion.

Q. 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 School.

Please note: All volunteers will be required to comply with the School's background check policies. More information on these policies is available through the Principal.

R. Field Trips

Field trips may be conducted throughout the school year and are correlated with students' educational experiences 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 to assist in organizing field trips.

S. 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 their 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.

T. Cell Phones and Electronic Devices

Except as permitted by state law, students are prohibited from using their cell phones during the instructional day. Please see the Principal, or their designee, for questions about permitted uses. Students are required to follow any and all cell phone and electronic communication device rules, regulations and procedures that may be established by the Principal, or their designee.

Students in violation of such rules, regulations and procedures will be subject to disciplinary action, up to and including suspension or expulsion, and may have the device confiscated by the School. If the School confiscates a cellular telephone or other electronic communications device, the telephone or device will be released/returned to the student at the end of the day. Repeated violations may result in the parent being required to attend a conference with the Principal, or their designee, prior to the telephone or device being released/returned. Students assume all risk related to bringing a telephone or other electronic device onto School property and the School assumes no responsibility for the damage, theft, or loss, of any such device or the data contained therein.

U. 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 Principal. 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 Principal. 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.

V. Stolen Items

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

W. Searches of School or Student Property

All lockers, desks, computers, and other items provided to the student for use remain the property of the School. The student has no expectation of privacy in any School property 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 Principal, any School property may be searched at any time for any reason.

The Principal, or their designee, may at any time, with reasonable suspicion that evidence will be obtained indicating the student's violation of either the law or School rules, authorize School personnel to conduct a search of the student or their backpacks and other personal property, and the contents therein. However, no strip searches may be conducted by School personnel. The Principal, or their designee, may call upon the assistance of the local police authorities to conduct a search of a student or a student's personal property.

X. Video Surveillance and Electronic Monitoring

The School is authorized to utilize video surveillance/electronic monitoring systems on School property, and in School buildings and School buses. Contact the Principal, or their designee, for more information regarding the Video Surveillance and Electronic Monitoring Policy.

Y. Pesticide Notice and Log Policy

In accordance with Ohio law, parents, adult students, faculty and staff who are enrolled or employed at the School may request and receive prior notifications of the applications of pesticides which 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 Principal at the School office. The Principal 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 intends to provide a safe and clean environment and takes all reasonable precautions to protect students and staff. The building doors are locked during the school day. Entrance to the building is

by office permission only. 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, they 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 as notice of the incident.

B. Health Clinic

When available, the School nurse or health aide handles all non-emergency first aid; otherwise, reasonable first aid issues will be handled by other School personnel. All students are required to have an Emergency Medical 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 and updated as medical needs change.

D. Medication Administration

Students needing medication are encouraged to receive such medication at home.

If necessary for the School to administer any prescription medication, the School will only do so after receiving a written request, signed by the parent, that the prescribed medication be administered to the student. In addition, the School will not administer any prescribed medication unless it also receives a signed prescriber approval containing the information listed below. The person authorized to administer the medication must receive the medication in the container in which it was dispensed by the prescriber or licensed pharmacist.

The prescriber's written approval must include the following information:

- The name and address of the Student
- The School and class in which the Student is enrolled
- The name and dose of the medication to be administered
- The times and intervals at which each dosage of the drug is to be administered
- The date the administration of the drug is to begin
- The date the administration of the drug is to cease
- 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 as well as one or more phone numbers at which the parent, guardian or other person having care or charge of the student can be reached in an emergency
- Special instructions for administration of the drug, including sterile conditions and storage

Should any information regarding the medication change, the parent must submit a revised written statement. All medications must be in the prescribed container.

The School shall acquire and retain copies of each request and accompanying statement. The statement shall be given to the employee authorized to administer the drug by the next school day after receipt.

The School shall store the medication in a locked location in the School office or other location as determined by School personnel that meets legal requirements for storage. Any drugs that require refrigeration shall be stored in a refrigerator located in a place not commonly used by students.

Any medication which may be legally sold without a prescription and administered without the instruction of a prescriber (an “over-the-counter drug”) may be administered to students upon a written request by the parent. The request must be signed by the parent and must also include the name of the student, the name of the medication, the dose (which is not to exceed the recommended amount), and the reasons such medication is to be administered. Over-the-counter medication must be delivered to the School by the parent in its sealed, original container. Students are prohibited from having over the counter medications on their person, in their personal bag, their locker, or their desk.

The School has adopted separate policies regarding the use of asthma inhalers, epinephrine auto-injectors, and the care of students with diabetes. Contact the Principal for information regarding these policies.

E. Seizure Action Plan

The Board has adopted a Seizure Action Plan Policy to help support students who have an active seizure disorder. If the student has, or develops, an active seizure disorder, parents are required to notify the Principal so that the School and parent can create an individualized Seizure Action Plan.

F. Food Allergy Action Plan

If a student has or develops a serious food allergy, the student and their parent must complete/update a Food Allergy Action Plan available in the School office.

G. Health Screening

All kindergarten, first, third, fifth and seventh graders, or such grades as may be required by the Ohio Department of Health, will be offered vision and hearing screenings.

All students enrolling for the first time in either kindergarten or first grade must be screened for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1st.

In addition, Ohio law requires certain students to be screened for indicators of dyslexia.

H. Eye Protective Devices

Staff and Students shall wear eye protection which complies with Federal and State standards when working in areas involving:

- Flying particles
- Molten materials
- Acids, caustic, or explosive materials
- Chemical oases or vapors
- Potentially injurious light radiation
- Welding, milling, sawing, drilling, turning, shaping, cutting, grinding, buffing

I. Wellness Program

In light of the Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004 by Congress, the School recognizes the role it can play in building nutrition knowledge and skills in students to promote healthy eating and physical activity choices. This law requires 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 please contact the Principal.

J. Reporting Child Abuse / Neglect

When any staff member suspects the abuse or neglect of a student, they will first notify the Principal or their designee. The staff member will then call the local reporting agency in the presence of the Principal or designee. The staff member will document the notification. All reports are to be confidential. For further information regarding reporting of child abuse or neglect, please contact the Principal

K. Positive Behavior Interventions and Supports

The Board has adopted a policy to guide the use of Positive Behavior Interventions and Supports (PBIS), and the limited use of restraint and seclusion at the School. It is the Board's belief that every effort should be made to prevent the need for the use of restraint and for the use of seclusion. The use of a non-aversive effective behavioral system such as PBIS shall be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

Restraint or seclusion shall not occur, except when there is an immediate risk of physical harm to the student or others and shall occur only in a manner that protects the safety of all children and adults at the School. Every use of restraint or seclusion shall be documented and reported in accordance with the Board's adopted policy. The Board's policy is available from the School office and is posted on the School's website.

The PBIS prevention-oriented framework or approach applies to all students, all staff, and all settings. Research supports the conclusion that PBIS, when integrated with effective academic instruction, provides the support students need to become actively engaged in their own learning and academic success.

L. Technology and Internet Safety

As more fully outlined in the School's Internet Safety Policy attached as **Appendix 1** 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.
- 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 their privileges revoked or other disciplinary actions taken against them 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, harmful to minors 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
- Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy
- Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware
- Damaging any technology devices
- Allowing anyone else to use an account other than the account holder
- Other unlawful or inappropriate behavior

The parent and student also acknowledge and agree that the student is solely responsible for the use of their 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.
- Violation of the Internet Safety 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.

M. Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy

As more fully set forth in the school's Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy (attached as **Appendix 2** to this Handbook), behavior meeting the definition of Harassment, Intimidation, or Bullying is strictly prohibited. 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 such behavior involves a multi-faceted approach which includes the promotion of a School atmosphere in which these prohibited acts will not be tolerated by students, staff, or the School community.

It is imperative that Harassing, Intimidating, and Bullying behavior(s) 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. However, any misconduct, whether or not it meets the required definitions, will be reviewed and the perpetrator will be subjected to appropriate disciplinary consequences.

N. 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 whether at the School or outside of the School facility, 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 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.

O. 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 up to and including expulsion from the School. When required by state law, the School will also notify law enforcement officials.

P. 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” or counterfeit weapon in or on property of the School, school bus, or at any interscholastic competition, extracurricular event, or 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.).

VI. School Records

The School takes student records and their confidentiality very seriously and have 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 properly authorized request from that school or from a signed release by the parent 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 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.

C. Student Directory Information

While FERPA permits schools to adopt a policy under which “directory information” concerning students may be released to the public under certain circumstances, schools are not required to do so. The School has designated student names as directory information and may include such information in School publications, recognition lists, programs or student directories or give such information to third parties without parental consent or as otherwise required by law.

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/or 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. The School will, however, 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. Family Education Rights and Privacy Act of 1974 (FERPA)

FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit a written request to the Principal, or appropriate school official, that identifies the record(s) they wish to inspect. The Principal, or appropriate school official, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Principal, or appropriate school official, clearly identifying the part of the education record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to a School Official with a legitimate educational interest in the education record. A "School Official" is a person employed, contracted, or volunteering at the School in an administrative, supervisory, academic or support staff position (whether paid or unpaid), including but not limited to, school employees (whether employed directly by the Board or by a third party on behalf of the Board); a member of the School's Threat Assessment Team; transportation providers and/or drivers; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); and a person serving on the Board. A School Official has a "legitimate educational interest" in an education record when the School Official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the School Official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, or assisting with the college application procedure; and any other purpose that the Board deems necessary as related to a student's education.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

5. The School intends to forward any and all education records to another school which has requested such records for the purpose of the student's potential enrollment at that school. The student's parents, or eligible student, upon request, may receive copies of the records disclosed and have the opportunity to request a hearing to challenge the content of the record. The School has the discretion of which education records to disclose to the potential new school and FERPA does not provide parents, or an eligible student, the right to prevent such disclosure or prevent the School from communicating general information about the student to the school in which the student seeks to or intends to enroll.

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

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 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, 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 parents 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:
 - Political affiliations or beliefs of the student or student's parent
 - Mental or psychological problems of the student or student's family
 - Sexual behavior or attitudes
 - Illegal, antisocial, self-incriminating, or demeaning behavior
 - Critical appraisals of others with whom respondents have close family relationships
 - Legally recognized privileged relationships, such as with lawyers, doctors, or clergy
 - Religious practices, affiliations, or beliefs of the student or parent/
 - 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:
 - Any other Protected Information Survey, regardless of funding
 - 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
 - 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:
 - Protected Information Surveys of students

- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- 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 parents. 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, the parents 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 their 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 a Free and Appropriate Public Education (FAPE).

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 Principal.

The School will contact the parents or guardians of the child to find out if the child needs to be evaluated, and if evaluation is needed shall obtain parental consent before performing said evaluation. Free testing is available to families to determine whether a special need exists. If a need is identified, the child can begin receiving special education and related services.

For more information on the rights of students with disabilities, please contact the Department of Education and Workforce, or refer to the publication, *A Guide to Parent Rights in Special Education*. Available at www.education.ohio.gov.

VIII. Parents' Right to Know Teacher Qualifications

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

IX. Parent Involvement Policy

The School has adopted a policy addressing the importance of parent involvement. In addition to existing policies and/or guidelines, the School also recognizes the need for a policy that meets requirements under Section 1118 of the Elementary and Secondary Education Act, as amended.

Parents are vital contributors in the education of their children. Accordingly, they are encouraged to participate in the development and structure of Title I activities and to be kept informed about programs in which their children belong. Moreover, they are encouraged to be kept informed of the academic progress their children make as a result of participation in these programs. For it is through mutual understanding and close cooperation between the School and home, that a student's academic success will improve. Two-way communication, both verbal and written, provides a sound base for a good partnership between the School and home to provide an effective educational program for all students.

X. Complaint Procedure

The Board believes that Complaints from parents or other members of the community regarding School personnel should be addressed thoroughly and completely. The people involved should treat one another with the highest level of respect and dignity.

Initially, Complaints shall be addressed formally or informally with the staff member. Complaints must be made in a civil/respectful manner in order to be considered by School personnel. Where appropriate, the Complaint should be in writing contain a statement of the facts and the specific outcome desired by the parent or other person making the Complaint ("Complainant"). The Complainant may sign the Complaint and should be given a copy. The staff member should work with the Complainant to resolve the issue in a timely, professional, and courteous manner. The efforts used to resolve the Complaint and the outcome should be noted on the form. Allegations involving illegalities should be reported immediately to the Principal.

Complaints unresolved through a parent-staff member communication or Complaints involving teachers or staff members should be in writing as noted above and directed to the Principal. The Principal shall investigate and attempt to resolve the issue in a fair and timely manner. The outcome should be documented by letter or email as appropriate under the circumstances. If the Principal cannot resolve the issue with consultation with School advisors or consultants, the Complaint (with documented history or preceding steps) is forwarded in written form to the Board and a copy to the School's legal counsel.

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

The School does not discriminate on the basis of religion, religious expression, race, color, ethnicity, national origin, gender, sexual orientation, gender identity, economic status, homelessness, or disability in its programs and activities. The following have been designated to handle inquiries regarding non-discrimination policies and can advise parents 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

Jessica Garton
10701 Shaker Blvd.
Cleveland, OH 44104
jgarton@accelschools.com
(216) 229-3000

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.

The Principal has been designated to be the School liaison for homeless students ("School Liaison"). The School shall display the contact information for the School Liaison in the building. Awareness training shall be provided to all staff members. All questions and concerns of the staff members should be referred to the School Liaison.

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

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 their 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.

Parent/Student Handbook Contract
2026-2027

Student's Name: _____ Grade: _____
PRINT

Parent's/Guardian's Name: _____
PRINT

We have read and understand all the information contained in this Handbook including student code of conduct, internet usage policy and related policies. We agree to abide by and support the School's policies and code of Conduct in the Parent – Student Handbook. We recognize that although this Handbook reflects the current policies of the School, it may be necessary to make changes from time to time to best serve the needs of the School and its students. year. As a result, we agree to make affirmative efforts to review new policies and information related to changes at the School on a regular basis.

Agreed to by:

Student's Signature: _____ Date

Parent / Guardian's Signature: _____ Date

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

Media Release
STUDENT INFORMATION FORM

Please print clearly:

Name of participating student

Age

School

City/Town/Zip

Grade

TO BE COMPLETED BY PARENT or GUARDIAN:

I/We understand that as part of my/our child's/my attendance at the School, 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.