



MIDDLEBURY ACADEMY

Parent-Student Manual 2020-2021 School Year

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

Parent-Student Manual 2019-2020

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MISSION AND VISION

MISSION - Middlebury Academy is dedicated to improving the lives of its scholars by providing authentic learning experiences in a collaborative, nurturing environment that will build a foundation for success in school, at future work and in life.

To achieve the mission, our school integrates current learning technologies in the classroom while offering authentic learning experiences that are respectful of how children learn best. We offer a robust schedule of support activities to enable each scholar to achieve his or her tremendous innate potential. We want our scholars to leave Middlebury Academy with the skills and abilities necessary to achieve academic excellence and personal growth and success as lifelong learners. This mission requires your support. Our families, faculty, staff, and community are our strongest allies in empowering our scholars to in order to be responsible and valued leaders.

VISION- The Vision of Middlebury Academy is to develop a multicultural environment and to foster a love of learning through communication that focuses on problem-solving, scientific and technological strategies, languages and entrepreneurship in our scholars.

DAILY SCHEDULE

School Hours – 8:00 a.m. – 3:00 p.m.

Arrival – 7:30 a.m. – 8:00 a.m. The building is **not** open and adult supervision is **not** available.

Breakfast –8:00 a.m. - 8:30 a.m. All students are required to pick up their breakfast as they enter the building.

Dismissal – 3:00 p.m. Any student not picked up by 3:30 p.m. will be taken to the office and a parent/guardian will be called.

VISITORS

Under normal circumstances Middlebury Academy welcomes visitors to campus. The COVID-19 pandemic is a difficult time for all of us. Times have changed quickly and dramatically due to the virus. Safety is our number one priority, and we must do everything we can to prevent the spread of this disease and protect our students, faculty, and staff. To minimize risk, our new Visitor Protocol puts strong limits on visitors entering our school buildings during this pandemic.

VOLUNTEER POLICY

PLA welcomes our parent volunteers. We know parent support is a critical component of our community engagement and partnership. Unfortunately, during the pandemic, PLA has suspended parent volunteer activities and parent visitation during the school day until further notice.

ABSENCES

Parents are required to call the School prior to 9:30 a.m. in order to report their child's absence. Each student is expected to be punctual and maintain regular attendance. It is imperative that Scholars be in attendance each school day. Learning is a result of active participation in classroom and other school activities that cannot be replaced by individual study. Perfect attendance will be recognized each grading period. Students with more than two tardies per grading period or leaving early more than two times per grading period will not be eligible for this award.

Absences are excused in the event of illness of the student or severe illness or death in the immediate family. When a child returns to school after an absence, he/she is expected to provide a written excuse from a parent/guardian explaining the absence.

Pursuant to state law, a student will be automatically withdrawn from the School if without a legitimate excuse, the student fails to participate in one hundred five (105) consecutive hours of the learning opportunities offered to the student. The School will act according to any federal, state, county and/or local laws or rules for any student who is deemed truant, including but not limited to, referring the parent/guardian of the student under eighteen (18) to Juvenile Court for possible prosecution.

Following a return from absence, Scholars will have time equal to the length of their absence to complete their missed work. Please do not request homework in anticipation of a planned absence. If the request for homework is due to an illness, the request must be submitted by 10:00 a.m. Parents should call the Principal's office to request homework and to pick up books and materials at the end of the day.

TARDINESS

Students arriving after 8:30 am will be greeted at the front, have their temperature taken and documented on a tardy pass and report to class. Repeated tardiness will be followed by a phone call and/or letter sent to the parent.

APPOINTMENTS/LEAVING EARLY

Students should only be signed out early for scheduled student related health care appointments or for emergencies. In order to leave school early, a student must bring a note from home with the date, time and parent/guardian signature. This note must be shown to the teacher and then sent to the office. Teachers are NOT allowed to release students from the classroom. Students will be released only to parent/guardians/others showing proper identification who is listed on the enrollment forms and must be signed out from school in the office. No student is to leave the school grounds at any time without permission from the office. If there is someone who is not to pick up your child for any reason, notify the office in writing. Students will NOT be called down to the office unless the parent/guardian is present.

WALKERS

We encourage children to walk directly home every day. Children are not permitted to play on the playground after school unless supervised by a parent. If there is a change in transportation, a written note by the parent/guardian must be submitted to the office early in the morning. If you send someone to pick up your child, please identify them in your note. Students who are walkers will be asked to walk on the sidewalks and designated walkways. They will not be permitted to walk through the parking lot or between parked cars. They are expected to go directly home.

ADULT TRANSPORT

Parents providing written or verbal permission will allow school staff to transport scholars in their personal vehicles.

BEFORE AND AFTER SCHOOL CARE

Before and After School Care is currently not being offered, however this may be revisited during the school year. Please call the main office for more information.

ADMISSION, ENROLLMENT AND LOTTERY

Admission to the School is open to any student in grades K through 5 who reside in any district in the State of Ohio and who are entitled to attend school per ORC Section 3313.64 or 3313.65. Kindergarten students must turn five on or before September 30, 2020. The School will follow the Ohio Department of Education's Model Student Acceleration Policy for Advanced Learners.

The School will focus its recruiting efforts on parents with children eligible to enter grades K-8 who desire a rigorous education with authentic learning experiences in a collaborative and nurturing environment.

The character traits of students who will excel at our School are those who:

1. Are able or willing to look at tasks in creative or unique ways (problem solving)
2. Are active learners with a need for kinesthetic learning experiences in addition to auditory/visual learning experiences
3. Prefer to work with others cooperatively and in teams rather than completing a majority of class work alone
4. Are able to rise to the challenge of ambiguity and energized by the possibility of multiple "right" answers
5. Have supportive families who are willing to commit to ensuring that students are present at school and complete their homework
6. Are willing to put forth effort into their own education
7. Work well, or show a propensity to work well, with other students
8. Generally are well-behaved and do not allow behavior to interfere with their own learning or that of their fellow classmates

In accordance with federal and state antidiscrimination laws, the School will not discriminate on the basis of any legally protected category in the admission of students. The School does not discriminate on the basis of race, sex, or handicap in the educational programs, activities, and employment practices as required by Title IX of the Educational Amendments of 1972 and 504 Rehabilitation Act of 1973. It is the policy of the School to provide an equal education opportunity to all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, ancestry, national origin, place of residence, social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School's Principal.

Capacity & Lottery:

The School will not exceed the capacity of its programs, classes, grade levels or facilities. When the number of applicants for admission exceeds the School's capacity, admissions will be determined by a lottery of applicants in the following categories of preference: first to returning students who attended the School the previous school year; next to siblings of returning students; next to students residing in the district in which the school is located; and then to other new students as space is available.

Enrollment:

To enroll, parents/guardians must submit the following to the School:

- Completed registration form
- Student's birth certificate
- Photo identification of parent/guardian enrolling the student
- Student's current immunization record
- **Proof of Residency** - one of the following must be in the parent/guardian name and show a street address:
 - mortgage statement
 - lease agreement
 - utility bill
 - bank statement
 - notarized statement of residency
- Custody paperwork, if applicable

The School's Open Enrollment period and lottery procedure will take place in the spring of the year of enrollment. All prospective students, will be given the opportunity to enroll in the free public charter school, regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs. Intent to enroll forms will be available no later than the first week of February from the School office. These intent forms should be completed and returned as soon as possible, but no later than the announced due date. Therefore, if the need arise; those names will be included in the lottery (a drawing as described above).

Registration/Enrollment Forms for returning students must be completed annually in order to secure a spot.

After the due date, if the number of pupils who wish to attend the charter school exceeds the school's capacity, classes, and grade levels (except for preferences listed above), shall be determined by a lottery (a random drawing). The lottery will be held on the first Wednesday following April 15 at 5 p.m. in the School foyer. The results will be witnessed and parents will be notified of the results. *The School commits to making the lottery and enrollment procedures and practices clear and transparent to parents, staff and community.*

Any applications received after April 15 will be dated and timed. Children listed on these applications will be added to the list for their grade in the order for which they are received. If openings are available, the children will be given a spot in the School. If there are no openings, they will be added to the wait list.

As openings occur, families on the waiting list will be contacted regarding the vacancy. Families will have 48 hours to accept the available opening. If they decline the offer, their name is removed from the waiting list and they must resubmit an intent form the following spring and participate in the stated admission procedures, including a possible lottery.

INTENT TO RETURN

Each spring, parents/guardians of current scholars must complete 'intent to return' paperwork and/or procedures to register their scholar for following school year. It is believed that families who do not submit intent to return materials will be considered to have withdrawn from the school.

WITHDRAWAL

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

KINDERGARTEN ENROLLMENT

Children entering the Kindergarten must be five years of age on or before September 30. At the beginning of the school year, all Kindergarten children will be academically and developmentally screened. Parents/Guardians will be notified as to the dates and times of the screenings.

COMMITMENT AGREEMENT

This commitment outlines the responsibilities that each parent/guardian has towards helping students become successful learners in the program. Each parent/guardian is to sign the form and a copy is kept on file at school.

COMMUNICATION

A newsletter will be emailed regularly by the Principal. It will keep parents/guardians informed about the school calendar, special daytime and evening events, school improvement activities, PTO meetings and more. Teachers will communicate via Kickboard, Class Dojo, phone calls, emails, text messages, and newsletters sent home.

ADDRESS CHANGE

All scholars must contact the school if he or she changes his or her address. Parents and/or scholars must obtain change of address information from the principal's office.

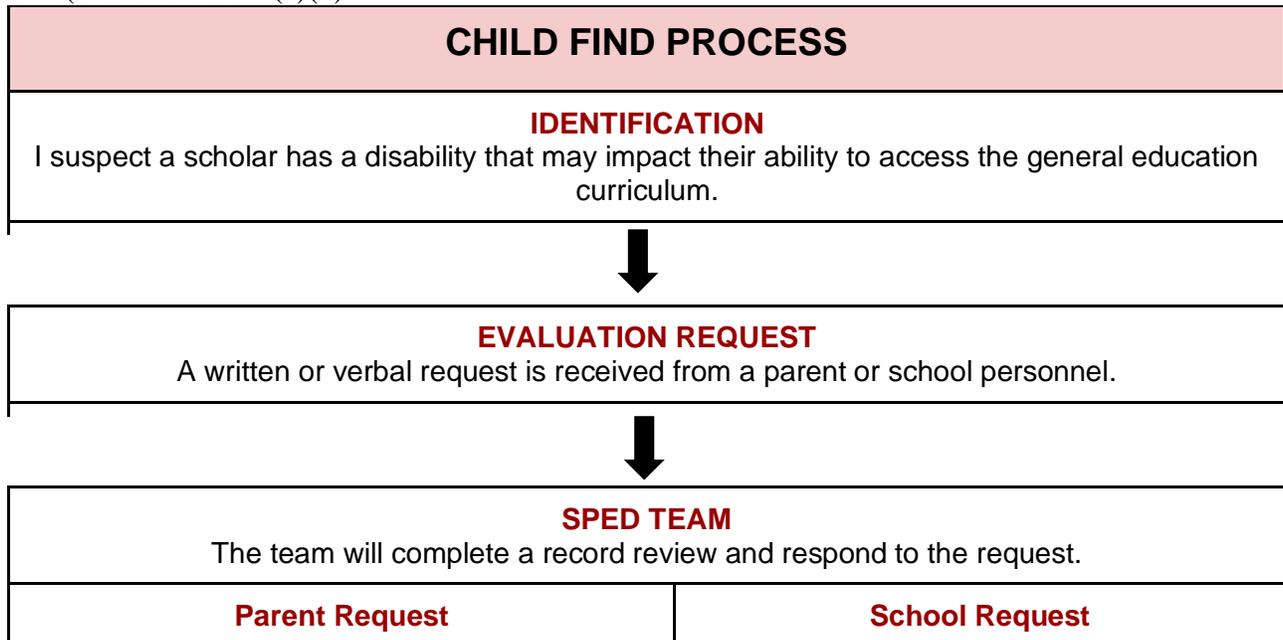
SPECIAL EDUCATION

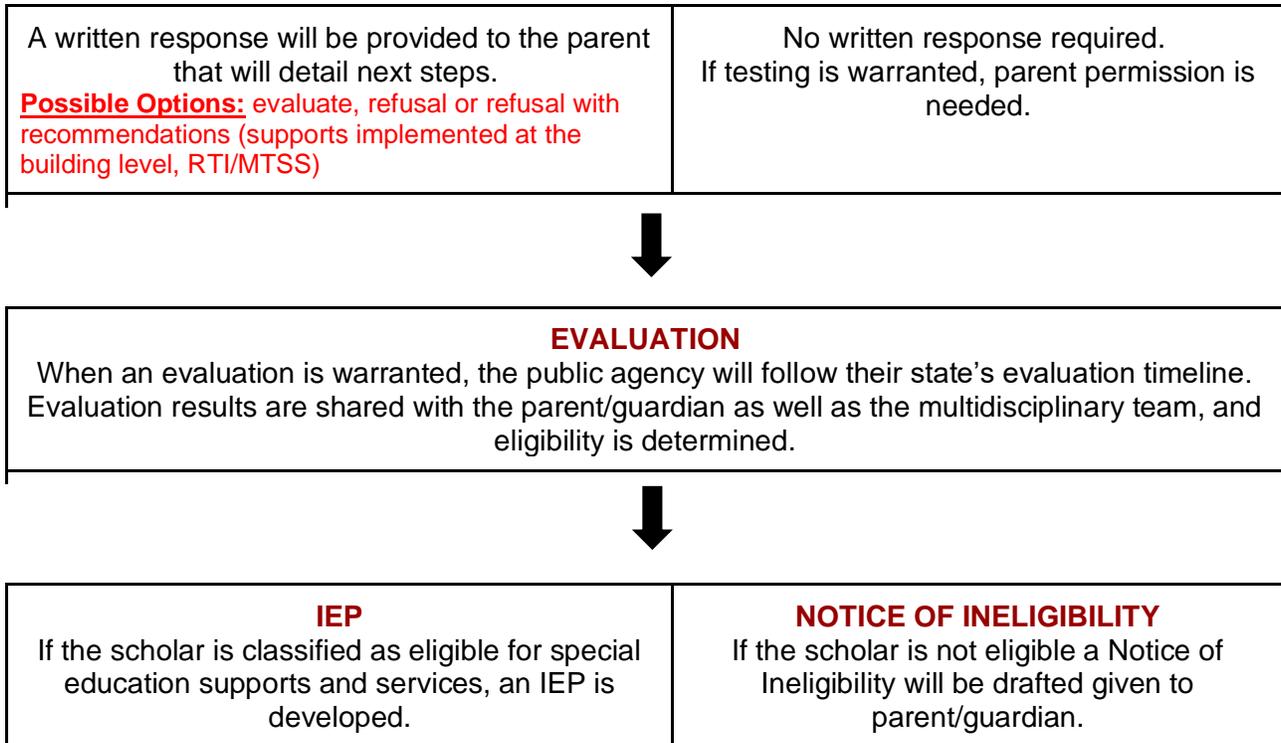
Main Prep believes in providing a free and appropriate public education (FAPE) to all scholars. FAPE mandates that school districts provide access to general education and specialized educational services. It also requires that children with disabilities receive support free of charge as is provided to non-disabled students. It also provides access to general education services for children with disabilities by encouraging that support and related services be provided to children in their general education settings as much as possible, in their least restricted environment, (LRE). Main Prep provides special education programming for scholars identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEA). A scholar may receive special education services only through the proper evaluation and placement procedure. Parent/Guardian involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. A parent or guardian who believes his/her scholar may have a disability that interferes substantially with the scholar's ability to function properly in school needs to reach out to the Special Education Department and inquire about their Child Find Process.

Child Find

The Individuals with Disabilities Education Act includes the Child Find mandate. Child Find requires all school districts to identify, locate and evaluate all children with disabilities, regardless of the severity of their disabilities. This obligation to identify all children who may need special education services exists even if the school is not providing special education services to the child.

The IDEA requires all States to develop and implement a practical method of determining which children with disabilities are receiving special education and related services and which children are not. (20 U.S.C. 1412(a)(3))





CONFERENCES

Parents are required to attend student-led conferences to ensure student success. A student-led conference is one of the best ways of helping students and collaboratively gaining insights and information about their progress. Cooperation is critical for a conference to be an effective means of communication. Individual conferences between the parents and teachers may be arranged at either party's request. Conferences are usually held before and after the student's school day. Teachers should be informed if a child has any physical, emotional or personal problems that might hamper his/her learning.

HOMEWORK POLICY

Higher student achievement gains are made when teachers assign homework and students complete the assigned work. Homework helps children assume responsibility, teaches self-discipline and helps to form good study habits. Homework is a planned activity that the teacher asks children to do outside of class hours. The homework activity will reinforce the classroom experience. At Main Prep we believe that homework assignments should take into consideration the fact that the scholar has a home life that is an important part of his/her total development. Grades K - 1 homework will probably consist of reinforcement and drill activities. Grades 2 and 3 should not be assigned to do more than 30 minutes of homework per day. Grades 4 and 5 should not be assigned to do more than 1 hour of homework per day. Work not completed during the school day may have to be completed at home. A scholar will not be excluded from art, music, or physical education classes because of unfinished class work. Contact the child's teacher for any homework questions or concerns.

DISCIPLINE - CODE OF STUDENT CONDUCT

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

Prohibited Conduct:

Students may be disciplined (including suspended or expelled) for offenses that include, but are not limited, to the following:

- (1) Fighting or other dangerous and/or disruptive behavior
- (2) Use, possession, concealment, or distribution of alcoholic beverages, tobacco, controlled substances, or intoxicants of any kind on school grounds or at a school-related activity
- (3) Defacing or vandalism of school property
- (4) Igniting any flammable substance or possession of products such as lighters
- (5) Theft
- (6) Harassment/Intimidation/Bullying of students, faculty, staff, parents, substitutes, or visitors
- (7) Repetitive disruptive behavior
- (8) Rude or vulgar language, gestures, pictures, or actions
- (9) Possessing a weapon or look-alike weapon on School property or at a School-related activity.
- (10) Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties
- (11) Actions deemed to be unsafe or containing the potential to disrupt the educational setting which includes gang-related activity/affiliation

Suspension:

At the time of suspension, the School Principal or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to School. If School Principals wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

Suspensions may be assigned from one (1) day to ten (10) days, depending on the severity of the student's actions, as determined in the reasonable discretion of the Principal. The Principal may suspend a student from the School for not more than ten school days. If at the time a suspension is imposed, there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Principal may apply any remaining part or all of the period of the suspension to the following school year.

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

- (1) The Principal shall give the student written notice of 1) the intention to suspend the student, 2) the reasons for the intended suspension, and 3) notice of the student's right to appear at an informal hearing before the Principal to challenge the reason for the intended suspension or otherwise to explain the student's actions.
- (2) Provide the student an opportunity to appear at an informal hearing before the Principal and challenge the reason for the intended suspension or otherwise to explain the student's actions

Expulsion:

Expulsion is defined as the denial to the student, for a period exceeding ten (10) school days, of permission to attend school and to take part in any school function, or the denial or permission to attend a particular class or classes or to take part in an activity for such a period. Expulsions may extend beyond the current semester of school year.

The Principal may expel a student. The Principal shall give the student and his/her parent, guardian or custodian, written notice of the intent to expel and shall provide the student and his/her parent, guardian, or custodian, with an opportunity to appear before the Principal or his/her designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the Principal or his/her designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and the notification of the time and place to appear. The time to appear shall not be sooner than three (3) nor later than five (5) school days after the notice has been given unless the Principal grants an extension of time at the request of the student, his/her guardian, custodian, or representative. If an extension of time is granted, the Principal shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear.

Within one (1) school day after the time of any expulsion, the Principal shall send written notice to the student and his/her parent, guardian, or custodian and Cambridge Education Group. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the student of his/her parent, guardian, or custodian to appeal the expulsion to the Board or to its designee within fourteen (14) days of the expulsion in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session.

The policy also states any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined in R.C. 2901.01) may result in expulsion up to one (1) year. Additionally, violations of the weapons in schools policy may result in expulsion of up to one (1) year.

Emergency Removal:

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

Right to Appeal to Board

Within one school day after the time of a student's expulsion or suspension, the Principal shall notify in writing the parent, guardian, or custodian of the student and the Board of Directors of the School of the expulsion or suspension. The notice shall include the reasons for the expulsion or suspension, and notification of the right of the student or the student's parent, guardian, or custodian to 1) appeal the expulsion or suspension to the Board of Directors of the School or to its designee, 2) be represented in all appeal proceedings, 3) be granted a hearing before the Board of Directors of the School or its designee in order to be heard against the suspension or expulsion, and 4) request that the hearing be held in executive session. The notice shall specify the manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of Directors of the School of the student's, parent's, guardian's, or custodian's intent to appeal the expulsion or suspension to the Board or its designee. If the Principal expels a student under this section for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year, the notice shall provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

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

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

Search and Seizure

To maintain a safe and orderly environment in the School and to protect the safety and welfare of students and School personnel, School authorities may search a student and may seize any illegal, unauthorized or contraband materials discovered in the search. Students should not expect privacy regarding items on School property because School property is subject to search at any time by School officials. Periodic general inspections of School property may be conducted by School authorities for any reason at any time without notice, without student consent, and without a search warrant. A student's person and/or personal effects (e.g., purse, book bag, automobile, etc.) may be searched whenever a School official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

A student's refusal to permit searches and seizures as provided in this policy seriously interferes with the School's ability to maintain order and discipline and to insure a safe and secure learning environment. Therefore, such refusal will be considered grounds for disciplinary action up to and including an indefinite suspension pending action on a recommendation for permanent expulsion from School.

Harassment, Intimidation, Bullying

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

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

Prohibited Gang Activity

Students are prohibited from engaging in gang activities while at School, on School property, to or from School, or at a School related function or event, and on the Internet to the extent that School students and/or personnel are the subject of gang activity. 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 ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the endorsement of or participation in one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engaged in a pattern of criminal gang activity.

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

1. On behalf of a gang;
2. To perpetrate the existence of a gang;
3. To effect the common purpose and design of any gang; or
4. 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 activities such as recruiting students for membership in a gang and threatening or intimidating other students or staff against his/her/their own will to promote the common purpose and design of any gang.

DRESS CODE

Students must be in uniform every day unless students earn dress down privileges. Uniform includes: burgundy polo and khaki shorts, skirts, skorts, pants, and jumpers. **NO CARGO SHORTS OR CARGO PANTS. Requirements for student dress are listed below:**

1. All shirts must be tucked in at all times.
2. All trousers, pants or shorts must totally cover undergarments, including boxer shorts.
Safe and appropriate footwear must be worn that includes brown or black dress shoes and/or all black tennis shoes. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes and bedroom slippers. This is necessary for participation in Physical Education.
3. Sweaters and jackets must be solid and in the following colors: white, burgundy or

black. Sweaters and jackets must be button down or zipper. No hoods are permitted.

LOST AND FOUND

A 'Lost & Found' box is kept in the main office. To help us locate the owners of lost items, PLEASE LABEL ALL STUDENT BELONGINGS. Periodically, lost items are donated to a local charity and the School shall have no liability for items lost or misplaced by students.

MEDICATIONS

Before any prescription medication may be given to a student by school personnel, a medical form requesting the administration of medication must be completed and signed by a doctor. This form is available in the main office. A similar medication form must be signed by the parent/guardian if over-the-counter medications need to be administered. Students carrying their own inhalers or Epi-Pens must also have a medication form on file.

Prescription Medication

1. Medication must be in the original container with current date, dosage, drug name, student and the physician's name clearly marked.
2. Authorization form completed and signed by the parent/guardian giving details as to the time and amount to be given to the student.
3. Parents must pick up unused medications at the end of the school year.

Nonprescription Medication

1. Medication must be in the original container with the original label. It must be readable and have the student's name.
2. An authorization card must be signed by the Physician or Dentist and the parent before the medication can be administered.

CLINIC

The general guidelines for sending ill scholars home are: temperature above 100 degrees, vomiting, diarrhea, and/or serious injury or extreme pain. A scholar must be fever-free without the use of fever-reducing medication for 24 hours in order to return to school. A scholar must also be free of vomiting and diarrhea for 24 hours in order to return to school. Parents will be contacted whenever the scholar's injury or illness is such that continued attendance at school is not possible. The school nurse must release all scholars who leave school, during school hours, due to illness. In the event that a scholar does need to be sent home due to illness, if a parent cannot be reached, office personnel will call the persons listed as emergency contacts and request that they pick up the child. No scholar will be released from school without proper parental permission. Parents are encouraged to keep the school informed of the status of the scholar's health by communicating with the school. It is crucial that any scholar allergies to medications and various foods are communicated by the parent to the school nurse. Food allergies require a doctors' statement for special dietary needs through the cafeteria service.

FIRST AID

In the event of an accident, first aid is given by authorized, trained School personnel. In all cases, every effort is made to contact the parent. In minor cases, ice and band aids can be given to students. In the case of a serious accident or illness, the parent/guardian is called and the student is taken to the nearest hospital emergency room. If we are unable to contact anyone, Emergency Medical Services will be summoned. It is very important that the parent's or guardian's current home and business telephone numbers, as well as two emergency contacts are always on file in the school office.

HEARING AND VISION SCREENING

The State of Ohio mandates hearing and vision screening for students. If a scholar does not pass a screening, the examiner is required to refer the child for further testing. Hearing screenings should be performed in Kindergarten or grade 1st and grades 4th, 7th, and 10th. The speech therapist for the school corporation performs this screening. Vision screenings should be performed in Kindergarten, and grades 1st, 3rd, 5th and 8th.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. These rights are as follows:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents should submit to the school Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested, the Principal will notify the parent of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from 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 School officials with legitimate educational interests. A School official is a person employed by the School as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the School Board. A School official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the School would otherwise use its own employees, and who is under the direct control of the School with respect to the use and maintenance of PII from education records such as: 1) an attorney, auditor, medical consultant, or therapist; 2) a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or 3) a parent, student, or other volunteer assisting another school official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. Parents and guardians have 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 as follows:

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

Directory Information

Under FERPA, the School may disclose appropriately designated “directory information” without the parent’s or guardian’s written consent, unless there has been permission given to the School to the contrary in accordance with procedures. The primary purpose of directory information is to allow the School to include this type of information from a child’s education records in certain school publications. Examples include:

- A playbill, showing a student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If a parent or guardian does not want the School to disclose directory information from their child’s education records without their prior written consent, they must notify the School Principal in writing along with providing their signature on the Parent-Student Manual Agreement. The School has designated the following information as directory information:

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

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following 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 (ED) –
 1. Political affiliations or beliefs of the student or student’s parents
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, 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; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The School has/will adopt policies, in consultation with parents, regarding these rights, as well as 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 parents of these policies at least annually in the Parent-Student Manual and after any substantive changes. The School will also directly notify, through U.S. Mail or email or other reasonable method, parents of students who are scheduled to participate in the specific activities or surveys described herein and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or

survey. The School will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For applicable surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. 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 not funded in whole or in part by US Department of Education
- Any non-emergency, invasive physical examination or screening as described herein and/or afforded by the PPRA

Parents who believe their rights have been violated may file a complaint with:

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

EMERGENCY DRILLS

In accordance with state laws, fire drills are held each month. Lockdown and tornado drills are also held periodically. Visitors in the building during a drill should follow procedures posted throughout the building. Specific instructions on how to proceed will be provided to scholars by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Teachers will provide specific instruction on the appropriate procedure to follow in situations where scholars must be secured in the building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence. (position appropriately within section).

FIELD TRIPS

All field trips are an extension of what is being studied in the classroom. All Field Trips this year will be held virtually and are approved by the Principal and the school district.

CAFETERIA

The School participates in the National School Breakfast and Lunch program. Students may qualify for free or reduced meals. We encourage all families to apply to determine eligibility. Please do not send soft drinks or candy for lunch as we encourage healthy eating habits. If students receive a tray lunch, then no additional food/snacks are needed. Each student is expected to practice good manners and courteous behaviors while eating in the cafeteria.

Scholars with special dietary needs must provide a medical statement to substantiate the need for a food substitution. The medical statement must include an identification of the medical or other special dietary condition that restricts the scholar's diet, the food or foods to be omitted from the scholar's diet; and the food or choice of foods to be substituted. Medical statements for diet restrictions must be renewed every year to reflect the current dietary needs of the scholar.

CANDY, GUM & SODA

Foods of "Minimal Nutritional Value" such as candy, gum and soda are strongly discouraged. We encourage healthy food and snacks at school. Snack suggestions include fresh fruits, fresh vegetables, raisins or other dried fruits, grains (such as unsweetened cereals, crackers, unbuttered popcorn, baked tortilla chips, pretzels, graham or animal crackers, goldfish crackers, baked chips), cereal bars, bakery items (Whole grain breads, bagels, English muffins, mini muffins), beverages (bottled water, 100% fruit juices), low fat cheeses, salsa, and yogurt.

CELL PHONES/ELECTRONIC TOYS

No electronic toys or games should be brought to school. These items are distracting to the learning environment. They include the following: iPod, tape player/recorder, CD player, radio, camera, cellular phone (including the camera that may be part of the phone), camcorder, handheld games, or MP3 player. The School is not responsible for the loss of these items. With express permission of the Principal, a student may bring a cell phone to School. This phone is to **be kept turned off and out of sight on school grounds** for the entire school day. **School staff is not responsible if these items are stolen, lost, or broken.**

If a scholar is caught with phone, we will follow this process:

- **1st Offense:** Phone will be taken by the adult, scholar will be placed in ISS for the day, and a parent/guardian **MUST** retrieve the phone.
- **2nd Offense:** Phone will be taken by the adult, scholar will be suspended for one day, and a parent/guardian **MUST** retrieve the phone.
- **3rd Offense:** Follow 2nd Offense protocol but add a suspension day for each additional offense.

TELEPHONE

Telephone messages regarding school business will be placed in the teacher's mailbox or sent via email. Teachers will not be called from the classroom to answer a phone call unless an emergency exists. Students are **NOT** permitted to receive phone calls. Students' use of the phone is for **EMERGENCIES ONLY**.

TEXTBOOKS/LIBRARY BOOKS

All textbooks and library books are loaned to students free of charge. Students are responsible for lost or damaged books and are expected to pay for them. Students are urged to take good care of books to avoid a fine at the end of the year.

TECHNOLOGY

Students use technology tools to perform research, practice skills, and to create projects. All students are expected to use the technology provided in an approved, ethical manner in accordance with Board Policy for the completion of classroom assignments. Students who misuse technology through damage, maliciousness, non-educational use, cheating, and/or bypassing the Internet content filter will be subject to immediate disciplinary action.

GRADING

Standards-Based Report Cards are used to share information about each child's progress toward Mastery of the Ohio Content Standards.

HONOR ROLL

An Honor Roll is published for K-10th grade scholars at the end of every grading period. To be on the Honor Roll a scholar must receive all A's and B's (no grade lower than B +). A scholar who receives all A's will be designated on the Honor Roll with an asterisk also known as High Honor Roll.

CHILD ABUSE

All school personnel are mandated reporters of suspected abuse and/ or neglect. Mandated reporters are required to report allegations of criminal misconduct and suspected child abuse or neglect immediately when they have reasonable cause to believe that a child who is 17 years of age or younger and known to them in professional or official capacity has been harmed or is in danger of being harmed (physically, sexually, or through neglect) and that a caregiver either committed the harm or should have taken steps to prevent the child from harm. School personnel shall cooperate

with investigations conducted by appropriate law enforcement agencies and/or Child Protective Services.

MISSING AND ABSENT CHILDREN

The School believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student at the time of his/her initial entry to school shall present the required enrollment documents as stated herein. If the student does not present copies of the required documents, the Principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within a reasonable time, or within fourteen (14) days of the date of request, or if the student does not present a certification of birth or comparable certificate or certification from another state, territory, possession, or nation, the Principal or his/her designee shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and of the possibility that the student may, be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.

The primary responsibility for supervision of a student resides with his/her parent(s)/guardian(s). The staff provides as much assistance as is reasonable to the parent(s)/guardians(s) with this responsibility.

The Principal or his/her designee will also immediately give notice of the fact of a missing child to the Ohio Attorney General's missing children clearinghouse. The Principal or his/her designee will also assist parents in the case of a missing student by coordinating with the missing children clearinghouse.

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Principal or his/her designee, including information regarding the fingerprinting program. The Principal or his/her designee's informational programs are based on assistance and materials provided by the Ohio Attorney General's missing child education program.

The primary responsibility for a student's attendance at School rests with his/her parent(s) or guardian(s). Parent(s)/guardian(s) must notify the School on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The Principal or his/her designee is also required to notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the School with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The procedure for absences is as follows:

1. A parent must call the School to inform the School that his/her child or children will be absent from School. This phone call should take place within the first hour that School is in session.
2. If a parent fails to call the School as prescribed in Part A, School personnel will call the parent to inform him/her of the student's absence.

3. In those cases where telephone communication could not be made, School personnel will initiate a written communication to the home of the legal guardian the day of the student's absence.

*May substitute any of the following documents for a birth certificate: 1) a passport or attested transcript showing the date and place of birth of the child; 2) an attested transcript of a birth certificate; 3) an attested transcript of a baptism certificate or other religious record showing the date and place of birth of the child; 4) an attested transcript of a hospital record showing date and place of birth, or 5) a birth affidavit.

R.C. §109.65; R.C. §.3313.96; R.C. §3313.672

TEACHER QUALIFICATION NOTIFICATION

A parent or guardian may request information on the professional qualifications of each classroom teacher who provides instruction to the parent's or guardian's child. Such information shall include all of the following:

- Whether the teacher has satisfied all requirements for licensure adopted by the state board of education pursuant to section [3319.22](#) of the Revised Code for the grade levels and subject areas in which the teacher provides instruction or whether the teacher provides instruction under a waiver of any such requirements;
- The major subject area in which the teacher was awarded a baccalaureate degree and, if applicable, any other degrees or certification;
- Whether a paraprofessional provides any services to the student and, if so, the qualifications of the paraprofessional.
-

MANDATORY TESTING

The School shall comply with the Ohio assessment and graduation requirements of R.C. §3301.0710 and .0711. The Principals and/or Head of School shall be responsible for all testing procedures. Additionally, the School shall comply with diagnostic assessment requirements of ORC 3313.608(B)(1) for students in grades Kindergarten through Third.

Previously home-schooled students enrolling at the School will be given a diagnostic test in order to determine the appropriate grade level placement. Although the age of the student is considered, the School is committed to setting high standards for students and is not a proponent of social promotion.

EMERGENCY SCHOOL CLOSING INFORMATION/PROCEDURE

In the event that School needs to be closed for an emergency, such as bad weather, no electricity or water, etc., then parents and families will be notified via local TV stations. In some cases, an automated phone call or text message may also be sent. School Closings will also be posted on the school website. Please keep the School informed of a current phone number to access this service.

While many of these handbook policies, procedures, and fees are outlined, the School reserves the right to adjust, add, or delete policies, procedures, or fees during the school year if it serves the best interests of the School.

Parent-Student Manual Agreement
2020-2021

Student's Name: _____ Grade: _____

Parent's/Guardian's Name: _____ Grade: _____

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

Agreed to by:

Student's Signature

Date

Parent's/Guardian's Signature

Date

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

Appendix 1

Safe School Policy **Anti-Harassment, Anti-Intimidation, Anti-Bullying, Anti-Gang,** **Drug-Free and Weapon-Free School**

The Board of Directors of the School prohibits violence including harassment, intimidation, bullying or any gang related activity. The School is a drug-free and weapon-free school, and does not tolerate the above-mentioned behavior whether in the classroom, on school property, or at school-sponsored events, as it is expressly forbidden.

Anti-Harassment, Anti-Intimidation, and Anti-Bullying

Harassing, Intimidation, or Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include counseling, suspension, or expulsion from school. The school's commitment to address Harassing, Intimidating, and Bullying; however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which this behavior will not be tolerated by students, faculty, or school personnel.

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

Definition of Terms:

1. "Harassment and intimidation" means any overt act by a student or group of students directed against another student or school personnel, more than once, with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behavior means any written, electronically-transmitted, verbal or physical act taking place on school grounds, at any school-sponsored activity, or on school-provided transportation that a reasonable person under the circumstances should know will have the effect of:
 - A. Placing the student in reasonable fear of physical harm or damage to the student's property;
 - B. Physically harming a student or damaging a student's property; and/or
 - C. Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
2. In accordance with Board Policy and with ORC § 3313.666, "Bullying" means any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, or at school activities or sanctioned events.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as Harassment, Intimidation, or Bullying in violation of Board Policy. The determination that conduct does not constitute Harassment, Intimidation, or Bullying under Board Policy, however, does not restrict the right of the School Leader to impose appropriate disciplinary consequences for the student misconduct.

3. In accordance with Ohio Substitute House Bill 19 (the “Tina Croucher Act”) violence within a dating relationship that occurs on School property or at School-sponsored events shall be considered a form of harassment, intimidation or bullying and is prohibited under this Policy.

Location. Harassment, Intimidation, or Bullying behavior in violation of Board Policy must occur to and from school, on school grounds, at school-sponsored activities or sanctioned events, or in school vehicles. Conduct that occurs away from these places is not Harassment, Intimidation, or Bullying under this Policy. Cyber-Bullying, which is addressed below, may occur at locations away from those mentioned above, but is covered by this Policy and is strictly forbidden by the School.

Ridicule, Humiliation, and/or Intimidation. Harassment, Intimidation, or Bullying behavior is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes this behavior, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

4. “Harassment, intimidation, or bullying” also means electronically committed acts (*i.e.*, acts conducted using electronic or wireless communication devices) that a student has exhibited toward another particular student more than once and the behavior both:
 - A. Causes mental or physical harm to the other student; and
 - B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
5. A “school-sponsored activity” means any activity conducted on and off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the School Leader, the Board of Directors or the Ohio Department of Education.
6. “Harassment or bullying” will not mean any action that would constitute protected free expression under the First Amendment to the Constitution of the United States.

Types of Conduct

Harassment, Intimidation or Bullying can take many forms and can include many different behaviors having an overt intent to ridicule, humiliate or intimidate another student. Examples of conduct can include, but is not limited to, the following behavior, overt acts, and/or circumstances:

1. Verbal, nonverbal, physical or written harassment, bullying, hazing or other victimization that has the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
2. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
3. Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment;
4. Physical violence or attacks or both;
5. Threats, taunts and intimidation through words or gestures or both;
6. Extortion, damage or stealing of money, property or personal possessions;
7. Exclusion from the peer group or spreading rumors;
8. Harassment, intimidation or bullying can also include repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - Posting slurs on websites where students congregate or on web-logs (personal online journals or diaries);
 - Sending abusive or threatening instant messages;
 - Using camera phones to take embarrassing photographs of students and posting them online;
 - Using websites to circulate gossip and rumors to other students;
 - Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

Complaint Process – Reporting Prohibited Incidents

1. The complaint process for the Safe School Policy will follow the guidelines established under the School’s Complaint Policy and Procedure. In addition, the following information provides further guidance with regards to complaint procedures for violations or suspected violations of the Safe School Policy:

A. Written and Oral Complaints

1. The School requires the School Principal or his/her designee to be responsible for receiving complaints alleging violations of this Policy. Students, parents or guardians may file written complaints of suspected harassment, intimidation, or bullying with any school staff member or Principal. A teacher or other school staff member who receives a written complaint will promptly forward it (no later than the next school day) to the School Principal or his/her designee for review and action.
2. Oral complaints will also be considered official complaints. Students, parents or guardians, and school personnel may make oral complaints of conduct that they consider to be harassment, intimidation, or bullying by verbally reporting to a teacher, school director, or other school personnel. A teacher or other school staff member who receives an oral complaint will promptly document the complaint in writing, and will promptly forward it (no later than the next school day) to the School Principal for review and action.

- B. Both written and oral complaints will be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, and/or bullying, including person(s) involved, number of times and places of the alleged conduct, and the target of the harassment, intimidation, and/or bullying.

C. Anonymous Complaints

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

School Personnel Reporting Responsibilities

1. Teachers and Other School Staff Responsibilities

- A. Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, will promptly notify the School Principal or his/her designee of the event observed by filing a written incident report concerning the events witnessed.
- B. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior.
- C. School personnel should intervene promptly where they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

Notification to Parents/Guardians

- 1. If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the School Principal or his/her designee will notify, in writing, the parent or guardian of the perpetrator of that finding.
- 2. If after investigation, acts of bullying against a specific student are verified, the School Principal or his/her designee will notify the parent or guardian of the victim of such findings. In providing such notification, care must be taken to respect the statutory privacy right, including those set forth in the R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974, 88 Stat. 571, 20 U.S.C. 1232q of the perpetrator of such harassment, intimidation and bullying.
- 3. To the extent permitted by state and federal privacy laws, parents or guardians of any student involved in a prohibited incident may have access to any written reports pertaining to the prohibited incident.

Investigation and Documentation of Prohibited Incident

- 1. The School requires the School Principal or his/her designee to be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the School Principal or his/her designee will conduct a prompt and thorough investigation of all written and oral complaints of suspected harassment, intimidation, or bullying. A written report of the investigation will be prepared when the investigation is complete. Such report will include findings of fact and a

determination of whether acts of harassment, intimidation, or bullying were verified. When prohibited acts are verified, a recommendation for intervention, including disciplinary action will be provided. Where appropriate, written witness statements will be attached to the report.

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

Intervention Strategies to Protect Victims

1. When responding to verified acts of harassment, intimidation, or bullying, the School will consider potential strategies to protect victims from additional harassment, intimidation, or bullying, and from retaliation following a report. Potential strategies include:
 - A. Supervising and disciplining offending students fairly and consistently;
 - B. Providing adult supervision during breaks, lunch time, bathroom breaks and in the hallways during times of transition;
 - C. Maintaining contact with parents and guardians of all involved parties;
 - D. Providing counseling for the victim if assessed that it is needed;
 - E. Informing school personnel of the incident and instructing them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior; instructing personnel to intervene when prohibited behaviors are witnessed;
 - F. Checking with the victim regularly to ensure that there have been no incidents of harassment/intimidation/bullying or retaliation from the offender(s).

Disciplinary Procedure

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

2. The School recognizes that acts of harassment, intimidation, or bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. Disciplinary and appropriate remedial actions for a student or staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.
3. In determining appropriate interventions for each individual who commits an act of harassment, intimidation or bullying (including a determination to engage in either non-disciplinary or disciplinary action, as described below), the School Principal will give the following factors full consideration:
 - A. The degree of harm caused by the incident(s);
 - B. The surrounding circumstances;
 - C. The nature and severity of the behavior;
 - D. The relationship between the parties involved; and
 - E. Past incidences or continuing patterns of behavior.
4. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts of such behavior do not reasonably require a disciplinary response, students may be counseled regarding the definition of misconduct, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation or bullying. Peer mediation may also be used, when appropriate.
5. When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified; however, will not be the basis for disciplinary action.
 - A. In school and out-of-school suspensions may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.
 - B. Expulsion may be imposed only after a hearing before the School Principal or his/her designee. This consequence will be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating such behavior.
 - C. The determination that conduct does not constitute harassment, intimidation or bullying under this Policy, however, does not restrict the right of the School Principal or the Board, or both, to impose appropriate disciplinary consequences for student misconduct.

Semi-Annual Reporting Obligations

1. The School Leader will semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the School's website, if one exists. The list will be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Dissemination of Policy

1. The School will annually disseminate the Safe School Policy to staff, students, and parents, along with an explanation of where and how the Policy applies.
2. To ensure staff are prepared to prevent and effectively intervene with incidents of harassment, intimidation or bullying, the School has incorporated the information about the Safe School Policy into its employee training programs.
3. Orientation sessions for students will introduce the elements of this Policy. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other School policies, procedures and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this Policy, as well as information about other School and school rules and disciplinary policies. This Policy will be stated in student, staff, volunteer and parent handbooks.

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. 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 ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the endorsement of or participation in one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engaged in a pattern of criminal gang activity.

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

1. On behalf of a gang;
2. To perpetrate the existence of a gang;
3. To effect the common purpose and design of any gang; or
4. 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 his/her/their own will to promote the common purpose and design of any gang.

Drug Free

In accordance with Federal law, the School prohibits the use, possession, concealment or distribution of drugs by students on School grounds, in the School building, on School property, or at School sponsored event to ensure a drug free School. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by Ohio law, or any substance that could be considered a “look alike.” Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from the School.

Weapons Free

The School is also a weapons-free school. No student, at any time, for any reason, will knowingly possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on property of the School or at any School sponsored event held away from School property. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from the School.

General Provisions

This Policy will not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law such as the Nondiscrimination, Suspension and Expulsion/Due Process, Violent and Aggressive Behavior, Hazing, Discipline/Punishment, Sexual Harassment, Peer Sexual Harassment and Equal Educational Opportunity acts.

The complaint process is in effect and all matters will be investigated and resolved in accordance with the steps outlined above and in the Board’s Complaint Policy and Procedures.