



Parent - Student Handbook
2017-2018

Hope Academy Northcoast

<http://acancoast.com>

Hope Academy Northcoast's (the "School" or "Academy") mission is to provide a 21st Century learning environment to enable students to reach academic goals and become responsible 21st Century citizens. We believe that scholarship, leadership and service are the cornerstones of our future 21st Century citizens.

*** 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 that are prescribed by law. In addition, there may be other requirements for students at the School that are prescribed by law. Students that have been excused from the compulsory attendance laws for the purpose of home education as defined by the Ohio Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, please contact the school administration or the Ohio Department of Education.

Table of Contents

I. Admission Information	4
A. Preference of Admission	4
B. Kindergarten Entrance and Screening	4
C. Registration and Enrollment	4
D. Re-Enrollment	5
E. Non-Discrimination Policy	5
F. Health Certification and Immunization Requirements	5
G. Change of Address / Phone Number / Custody	5
II. Student and Parent Responsibilities	5
A. Behavior Guidelines	5
B. Code of Conduct	6
C. Dress Code	7
D. Attendance	9
E. Truancy	10
F. Tardy Policy	10
G. Suspension and Expulsion Procedures	10
H. Withdrawal Policies and Procedures	14
III. Academics	15
A. Curriculum	15
B. Assessment and Intervention	15
C. Make-Up Work	15
D. Report Cards	15
E. Parent / Teacher Conferences	16
F. Open House	16
IV. School Operations	16
A. School Day, Arrival and Dismissal	16
B. Illness	16
C. Emergency Response/Crisis Management	16
D. Emergency Phone Calls	17
E. School Closings	17
F. Cars / Parking / Buses	17
G. Breakfast / Lunch	17
H. Recess	17
I. Textbooks	17
J. Money	18
K. Lost and Found	18
L. Student Photographs	18
M. Visitors	18
N. Volunteer Program	18
O. Field Trips	19
P. Classroom Parties	19
Q. Cell Phones	19
R. Personal Items Brought to the School	19
S. Stolen Items	19
T. Backpacks, Desks, Lockers and Other Personal Storage Areas	20
U. Parental Concerns	20
V. Pesticide Notice and Log Policy	20
V. Health and Safety	20
A. Reporting Injuries	20

B.	Health Clinic.....	21
C.	Emergency Medical Authorizations.....	21
D.	Medication Administration.....	21
E.	Asthma Inhalers and Epinephrine Injectors.....	21
F.	Food Allergy Action Plan.....	22
G.	Vision, Hearing, and Scoliosis Screening.....	22
H.	Eye Protective Devices.....	22
I.	Reporting Child Abuse / Neglect.....	23
J.	Technology and Internet Safety.....	23
K.	Harassment, Intimidation, Bullying.....	23
L.	Prohibited Gang Activity.....	23
M.	Drug-Free School.....	24
N.	Weapon-Free School.....	24
VI.	School Records.....	24
A.	Current Information.....	25
B.	Request for Records.....	25
C.	Student Directory Information.....	25
D.	Audio-Visual Information.....	25
E.	Release of Student Records.....	25
F.	Non-Custodial Parent Record Request.....	27
G.	Protection of Pupil Rights Amendment (PPRA) Notification.....	27
VII.	Child Find.....	29
VIII.	Parents' Right to Know Teacher Qualifications.....	29
IX.	Parent Involvement.....	29
X.	Complaint Procedure.....	30
XI.	Non-Discrimination and Title IX/Section 504 Notice.....	30
XII.	Homeless Student Education.....	31
	Parent/Student Handbook Contract.....	33
	Media Release.....	34

<u>Appendix 1</u>	Safe School Policy
<u>Appendix 2</u>	Search Policy
<u>Appendix 4</u>	Internet Usage Policy

Introduction

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This Handbook contains important information that you are responsible for knowing. 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 care-giver 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 Building Administrator. The Building Administrator has similar authority and responsibilities as the superintendent of schools for a local district.

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

I. Admission Information

A. Preference of Admission

Preference for admission will be given in the following order:

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

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

B. Kindergarten Entrance and Screening

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

C. Registration and Enrollment

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

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

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

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

The child is enrolled when:

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

Enrollment of students shall comply with the admissions procedures specified in the Ohio Revised Code and, at the sole discretion of the Board of Directors, the School shall permit the enrollment of students who reside in any other district in the state.

D. Re-Enrollment

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

E. Non-Discrimination Policy

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

F. Health Certification and Immunization Requirements

State of Ohio Immunization Requirements for School Attendance

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 can be accessed at the following website: <https://www.odh.ohio.gov>.

G. Change of Address / Phone Number / Custody

It is the Parent's/Guardian'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 change of custody, you will be required to provide copy of the custody order to the School.

II. Student and Parent Responsibilities

A. Behavior Guidelines

Effective learning cannot occur without an approach to student behavior that stresses self-discipline, consistent with the maturity level of the students. Discipline, which reflects the school's policy of non-violence, exists to promote an atmosphere favorable to concentration, attention, and creativity. In

addition, discipline is a positive attempt to help all students realize that they are important, worthwhile, and capable of learning. In classroom management, teachers shall be fair, firm, consistent, and impartial, displaying sensitivity to the needs of the individual child.

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

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

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

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

- On school grounds during the school day or immediately before or after school hours;
- On school grounds at any other time when the school is being used by a school group;
- On or off school grounds at any school activity, function, or event; and
- Traveling to and from school, including actions on any school bus, van, or public conveyance.
- On the Internet, whether on School grounds or off School grounds, if the conduct affects the learning environment.

B. Code of Conduct

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

- Tardiness – Arriving later than scheduled;
- Truancy – Absent without permission;
- Dress Code Violation – Not adhering to school dress code regulation;
- Disobedient/Disruptive Behavior – Unwillingness to submit to authority, refusal to respond to a reasonable request or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violation, inappropriate language, cursing, inappropriate gestures
- Cheating – To act dishonestly; copying of someone else’s work; to deceive, take credit for work not done by the student himself/herself;
- Profane/Obscene Language or Gestures Between/Toward Students or Staff – Use of unacceptable words, terms, or gestures to embarrass or insult another student or staff;
- Theft – To take the property of an individual or the School without right or permission
- Fighting/Violence – To participate in physical contact with one or more students or personnel;
- Use, Possession, Sale or Distribution of Tobacco Products, e-cigarettes, or similar tobacco substitutes;
- Use, Possession, Sale or Distribution of Alcoholic Beverages
- Vandalism/Damage to School or Personal Property– Purposeful destruction, misuse or defacing of School or other’s personal property;
- Intimidation/Interference/Hazing of Student or Staff –Threatening to physically or verbally harm, interfere, or degrade another student or staff;
- False Alarms/Bomb Threat – Purposefully engaging in a false alarm;
- Use/Possession/Sale/Transmission/Concealment of any Drug or look alike drug or other illegal or Controlled Substance;

- Use, Possession, Sale or Distribution of a Firearm or look alike firearm– Firearm has the same meaning as provided pursuant to the “Gun Free Schools Act of 1994.”

Possession of a “weapon” may result in immediate expulsion.

- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poison Gas- Any destructive device, which includes a bomb, a grenade, or a rocket.
- Unwelcome Sexual Conduct – Unwelcomed sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment i.e. pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity.
- Harassment, Intimidation, or Bullying behavior (including by an electronic act) as defined in the School’s Safe School Policy (**Appendix 1**).
- Gang involvement – Participation in gang related actions, dress or activities;
- Possession of Electronic Devices – Students may not have cellular phones, compact discs, electronic games, or any other devices unrelated to schoolwork, except as otherwise set forth herein.
- Weapons – No student at any time, for any reason, shall possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on the property of an Academy, or any Academy sponsored activity held away from the School property. For purposes of illustration, but without limitation, this rule shall include firearms, explosives, fireworks, and knives, including penknives, chemicals, and other dangerous objects, which are of no reasonable value to a student other than as a weapon.
- Serious Bodily Injury – An incident that results in serious bodily injury to one’s self or others. Serious bodily injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member or organ.”
- Wrongful Conduct – Actions not in the listing above that impede, obstruct, interfere, or violate the mission, philosophy, and regulations of the School.

C. Dress Code

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

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

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

The student dress code is as follows:

Girls

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

Boys

- Any solid colored polo shirt (long or short sleeve); undergarments must also be solid colored (e.g., t-shirts);
- Black, navy, or khaki slacks. NO COLORED DENIM may be worn. No jeans or sweatpants. Uniform shorts may be worn during the months of April through September only;
- Black or brown belts must be worn around the waist (no “sagging”);
- Dress shoes or plain white tennis shoes may be worn. – No deck shoes, moccasins, sandals or boots; shoes must be closed toed shoes.
- Socks must be worn at all times;
- Studs for earrings (one per ear) and wristwatches are permitted; otherwise no other jewelry (including body piercing jewelry) of any kind for any reason is permitted; and
- Writing or pictures are not permitted on any clothing – no see-through clothing of any kind.

Boys and Girls

- Only solid colored white, gray, navy, black, or beige knitted cardigans or knitted pullover sweaters are allowed - **no sweatshirts or hoodies**;
- Students may not come to school with unusual “fad” haircuts or unnatural hair coloring. **No designs** may be cut into the hair. Natural haircuts are the accepted style. All hairstyles must be neat and clean; and
- Tattoos must be covered at all times.
- School administration may make changes to the dress code during the school year if there is an article of clothing that is being worn that is a disruption to the learning environment. The school administration will first notify parents in writing that the changes are to be made. Students are expected to comply with changes that have been appropriately communicated.

Boys and Girls Physical Education Class Dress Code

All grades:

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

D. Attendance

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

The required attendance of children 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 absence from school:

- The parent/guardian must notify the school before the beginning of the school day from which his/her child will be absent. Calls are to be made to the Academy office. Parents who do not call the school will be called at home or work to verify the absence;
- Any student who needs early dismissal must bring a note signed by the parent/guardian. The note must indicate who will pick up the child. Parents or a designated adult will be required to sign the child out when they leave and then sign in if they return for the remainder of the school day and a photo ID will be required. A sign-in/sign-out sheet is located in the Academy office;
- While permission will be given to keep a dental/doctor appointment during school hours, parents are encouraged to make these appointments for times other than class hours, if at all possible. Every tardy or absence slows the progress of a child's development;
- Both "excused" and "unexcused" absences are count against a student's attendance record. The distinction is made between "excused" and "unexcused" absences for the purpose of determining whether or not a student may have the opportunity to make-up class work and whether or not disciplinary action is in order; and
- **A student will be retained** in his/her present grade level if he/she has been absent without legitimate excuse for more than **10% of the required attendance days** of the current school year and has failed two or more of the required curriculum subject areas.
- As per State Law, a student will be automatically withdrawn from school if the student does not have a legitimate excuse (see below "excused" absence from class) and **fails to participate in one hundred five (105) consecutive hours** of the learning opportunities offered to the students.
- Students who are habitually absent or tardy may be required to attend Saturday school to ensure that they are not falling behind academically.

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

- Medical appointment
- Under a doctor's care
- Death of an immediate family member
- Personal illness
- Court appearance
- Religious observance
- Other as deemed by the Building Administrator.

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

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

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

E. Truancy

A student is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year. Regarding “habitual” truants, the School will establish an absence intervention team which will develop an absence intervention plan for the student. If the student fails to follow the plan, the School may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an “unruly child” by virtue of being a “habitual truant”.

The Building Administrator or his/her designee is also authorized, at the Operator’s discretion, to establish a parent education program for parents of truant students. Any parent assigned to the program who does not complete the program may be reported to law enforcement authorities.

F. Tardy Policy

- All students reporting to school after the Academy’s school day begins will be considered tardy. Tardiness is a violation of the Code of Conduct and may lead to disciplinary action.
- Students must be in their assigned classroom by the start of school day. Just being “in school” or “hanging around” in the restrooms, gym, or the halls are not what is meant by being ready for school and in the classroom. Students using such an excuse will be marked tardy.
- While permission will be given to keep a dental/doctor appointment during school hours, parents are encouraged to make these appointments for times other than class hours, if at all possible. Every tardy or absence slows the progress of a child’s development.

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

- Illness or injury
- Death in the family
- Medical or dental appointments
- Religious observances
- Court Summons

G. Suspension and Expulsion Procedures

Rules of out of school suspension and expulsion follow due process requirements as mandated by the laws of the State of Ohio.

Suspension

Out-of-school suspension is removal of a student from school for a period of one to ten days. While students are suspended from school, they may be afforded the opportunity to receive some or all of their homework assignments. During suspension, students are not permitted to participate in extracurricular activities or be on any school property.

The Building Administrator, Assistant Building Administrator or Building Administrator designee may suspend a student. Prior to suspending a student, the Building Administrator, Assistant Building Administrator or Building Administrator designee must do both of the following:

1. Give written notice of the intention to suspend and the reasons for the intended suspension to the student. If the proposed suspension is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the School may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation; and
2. Provide the student an opportunity to appear at an informal hearing before the Building Administrator, Assistant Building Administrator or Building Administrator designee and challenge the reasons for the intended suspension or otherwise explain. The hearing can happen immediately and can happen anywhere - the hall, office, classroom, etc.

Within one school day after the time of the student's suspension, the Building Administrator, Assistant Building Administrator or Building Administrator designee shall also provide written notice of suspension to the parent/guardian of the student and the treasurer of the Board of Directors. The notice shall contain:

1. The reasons for the suspension;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board of Directors or the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the suspension;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation; and
7. The date and manner by a student or parent/guardian/custodian may notify the Board of Directors of their intent to appeal the suspension. If the student or parent/guardian wishes to appeal the suspension, the request must be submitted, in writing, to the Building Administrator within five (5) school days of the written notice of suspension. The Building Administrator shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

If there are fewer than ten school days remaining, the out-of-school suspension may not be applied to the following school year, but the school leader may require the student to participate in a community service program or other alternative consequences for a number of hours equal to the remaining period of the suspension.

Expulsion

Except as specifically provided for by statute, the Building Administrator may expel a student for a period not to exceed the greater of 80 school days or the number of days remaining in the semester or term in which the offense leading to expulsion took place. Students expelled from the school are not permitted to participate in extracurricular activities or be on any school property. Expulsions may extend into the following school year.

Only the Building Administrator may expel a student. No student shall be expelled unless prior to the expulsion, the Building Administrator does both of the following:

- (1) The Building Administrator shall give the student and parent, guardian or custodian written notice of the intention to expel the student and the reasons for the intended expulsion. 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 Building Administrator 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 Building Administrator 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 Building Administrator shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear. If the proposed expulsion is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the Building Administrator may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.
- (2) Provide the student and parent, guardian, or custodian an opportunity to appear in person before the Building Administrator or his/her designee to challenge the reason for the intended expulsion or otherwise to explain the student's actions.

Within one school day after the time of the student's expulsion, the Building Administrator shall also provide written notice of expulsion to the parent/guardian of the student and the treasurer of the Board of Directors. The notice shall contain:

1. The reasons for the expulsion;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board of Directors or the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the expulsion;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation and that the expulsion may be extended if a juvenile court or criminal proceeding regarding such violation is pending at the time the expulsion terminates; and
7. The date and manner by a student or parent/guardian/custodian may notify the Board of Directors of their intent to appeal the expulsion. If the student or parent/guardian wishes to appeal the expulsion, the request must be submitted, in writing, to the Building Administrator within fourteen (14) calendar days of the written notice of expulsion. The Building Administrator shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

If the Building Administrator expels a student 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.

An expelled student will be provided with a date for re-entry and the date for the re-entry conference. The expelled student, and parent or guardian of the student must be present in the re-entry conference. The student and parent or guardian of any student will be notified in the event that the student fails to attend the re-entry conference.

Expulsion proceedings will be pursued against a student who has committed an act warranting expulsion even if the student has withdrawn from school for any reason after the incident giving rise to the hearing, but before the hearing or decision to expel. If after the hearing, the student would have been expelled for a period of time had the student remained in school, the expulsion will be for the same length of time as on a student who has not withdrawn from school.

Weapons Expulsion

A student must be expelled for one year for:

1. Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for school, school extra-curricular activities or school related events).
2. A student may be expelled for one year for:
 - Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located at the School or on School Property.
 - Possessing a firearm at School, on School Property, or at an interscholastic competition, an extracurricular event or any other school program or activity which firearm was initially brought onto the property by another person.
 - Bringing a knife to School, onto School Property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school or which the school is a participant.
 - Possession of a knife at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the school is a participant which knife was initially brought onto the property by another person.
 - Committing an act while at School, on School Property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
 - Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994". At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may readily be converted to expect a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

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

The specific circumstances under which the Building Administrator may, in his/her discretion, reduce a one-year expulsion may include: the student was unaware that he/she brought or was in possession of a firearm or knife; the student legitimately did not understand that the item he/she brought or possessed was a firearm or knife; a recommendation from qualified individuals concerning circumstances that justifiably mitigate the student's culpability.

Disabilities Compliance

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 Individual 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.

Emergency Removal

Per the Ohio Revised Code, the Building Administrator may perform an emergency removal of a student from curricular or extra-curricular activities or from the grounds of the School if the student's presence poses a threat and/or danger to any person or property, or if the student's presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing.

Any student so removed will be given written notice and provided a hearing within three (3) school days after the removal as defined in the Suspension section of this Handbook. If it is probable that the student is going to be expelled, the hearing shall be conducted in accordance with the Expulsion section of this Handbook.

H. Withdrawal Policies and Procedures

Voluntary Withdrawal

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

Mandatory Withdrawal – 105 Consecutive Hours

Per Ohio law, students must be withdrawn if they are absent for 105 consecutive hours (approximately 18 consecutive school days) and have not provided the School with documentation of approved excused absences.

III. Academics

A. Curriculum

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

B. Assessment and Intervention

Assessment is an ongoing evaluation of student progress at all grade levels and in all courses. Classroom assessment occurs daily and includes such strategies as observations, oral presentations, reports, role-playing, reviews, projects, homework, quizzes, and tests.

In addition, K-3 will complete diagnostic assessments, and grades 3-8 will complete required state testing. Nationally normed assessments will also be administered for grades K through 8. These assessments are mandatory for all students.

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

State law requires that each school district in Ohio assess reading skills for students in kindergarten by November 1st, and first, second and third grades by September 30th of each year to determine whether they are reading at grade level. If a student is not reading at grade level the school will notify the parent or guardian and the school will provide intervention services to improve the students reading performance. If the student does not attain the required level of reading competency by the end of third grade, they must be retained. For a copy of the complete Reading Skills Assessments and Interventions Policy, including information regarding the midyear promotion of retained students, contact the Building Administrator.

C. Make-Up Work

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

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

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

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

D. Report Cards

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

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

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

The grading scale K-8 is as follows

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

E. Parent / Teacher Conferences

Formal parent-teacher conferences are conducted at least once a year. Consult the School Calendar for these dates. Conference schedules will be issued through the school office, but arranged by each child's teacher. Once a date and time have been arranged, please contact your child's teacher if a change is necessary. A conference may be scheduled at an alternate time upon request.

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, if there is a need.

F. Open House

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

IV. School Operations

A. School Day, Arrival and Dismissal

For the school days and vacations, please consult the School Calendar.

B. Illness

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

If your child is ill, please keep him/her at home. Should a condition persist, consult your physician. Parents are urged to establish themselves with a physician so that one can be promptly called when the need arises. Your cooperation regarding communicable disease prevention will be greatly appreciated. Students should not return to school until a 24-hour period has elapsed with a normal temperature.

C. Emergency Response/Crisis Management

Occasionally, weather conditions or other building emergencies may arise that necessitate sending students home earlier than the regular dismissal time. 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. Students will only be released to parents or individuals listed on their emergency contact forms.

D. Emergency Phone Calls

Parents are requested not to 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 must receive approval from School personnel to make phone calls from the main office.

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

E. School Closings

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

F. Cars / Parking / Buses

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

G. Breakfast / Lunch

Families needing assistance may apply for free or reduced lunch fees through the school office. Information for the free and reduced breakfast/lunch program is sent home early in the school year or the forms are available in the Academy office. Note: It is the responsibility of the parent or guardian to see to it that their child is provided a lunch. Some ACCEL schools participate in the Community Eligibility Provision (CEP) food program. Students at schools participating in the program may receive breakfast and lunch at no cost to the family. For information regarding the CEP, contact school administration.

H. Recess

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

I. Textbooks

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

J. Money

All money turned into the Academy should be in an envelope marked with the child's name, grade, amount, and purpose. The children are not to bring unnecessary money to school.

K. Lost and Found

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

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

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

L. Student Photographs

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

M. Visitors

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

All visitors must pre-arrange, through the office, any meetings or visits with the teacher or classroom. All visits are on a limited time basis. Visits for extended time periods are discouraged. Extended visits are granted only through the permission of the Administrator and classroom teacher.

Visitors are asked not to attempt a parent-teacher conference while students are in the classroom.

N. Volunteer Program

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

The protection and well-being of students enrolled in the School is paramount. To that end, a background check (FBI/BCI) may be required for volunteers depending upon their level of contact with students. Any adult having unsupervised access to children who is supervising students alone for any period of time must have a background check (FBI/BCI) on file with the School, this does include field trip chaperones. The cost of this is the responsibility of the parent or volunteer.

O. Field Trips

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

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

P. Classroom Parties

Parties may be scheduled for special holidays and/or special occasions. The classroom teacher will coordinate and communicate dates, times and procedures for such events. Each classroom teacher will establish a party policy for their individual classroom. Parental request 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. All such requests will be honored.

Q. Cell Phones

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

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

R. Personal Items Brought to the School

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

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

S. Stolen Items

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

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

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

Searches of students and visitors and their property may be conducted in accordance with the Search Policy attached as **Appendix 2**.

U. Parental Concerns

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

V. Pesticide Notice and Log Policy

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

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

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

V. Health and Safety

The School provides a safe and clean environment and takes precautions to protect students and staff. The building doors are locked during the school day. Entrance to the building is by office permission. Closed circuit cameras cover all entrances and are placed at strategic locations throughout the building.

A. Reporting Injuries

If a student is injured at the School he/she must immediately report the injury to School personnel. The main office will complete an injury report. Parents will be notified of the injury through the sending home of the injury report and other means when necessary.

B. Health Clinic

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

C. Emergency Medical Authorizations

Each parent is asked to complete and return to the Academy an Emergency Medical Authorization Form, which will be included in the student's cumulative record folder. This authorization will include the necessary information the School must have should an emergency arise. It is extremely important that this authorization is fully completed.

D. Medication Administration

For students who have a condition that requires medication, the following applies:

- No medication shall be brought to the School, carried, stored or self-administered by the student, except as permitted by law;
- All medication needs to be transported to and from the School by the parent or guardian;
- For legal purposes, written permission must be obtained for administering medication to a student. The Medication Distribution Form used for permission is available through the School Office;
- For prescribed medication, the parent and physician must sign the permission form;
- For over-the-counter medication, the parent/guardian must sign the permission form;
- The School does not provide any type of medication.

Each student's medication shall have an affixed prescription label including the child's name, name of the drug, and the directions for dosage. Instructions for the duration of the medication should be included. All medication is kept in a locked cabinet in the health clinic.

E. Asthma Inhalers and Epinephrine Injectors

Per the Ohio Revised Code students are permitted to possess and use a metered dose or dry powder Asthma Inhaler to alleviate or prevent asthmatic symptoms. Also, students are permitted to carry and use an epinephrine injector to treat anaphylaxis (an intense allergic reaction) aka epi-pen. Written approval must be obtained from the student's physician, and, if the student is a minor, from the student's parent.

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

- The name and address of the student;
- The school in which the student is enrolled;
- The name and dose of the medication contained in the inhaler or auto injector;
- The name of the drug and the dosage to be administered;
- The times or intervals at which each dosage of the drug is to be administered;
- The circumstances in which the auto injector should be used;
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- Acknowledgement that the prescriber has determined that the student is capable of possessing and using the auto injector appropriately and has provided the student with training in the proper use of the auto injector;

- 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 student can be reached in an emergency;
- Special instructions for administration of the drug by the student;
- Written instructions outlining procedures school employees should follow in the event the student is unable to administer the medication or the medication does not provide adequate relief;
- A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication;
- And any other special instructions.

The School must have the above stated documentation provided by the physician and parent or guardian if the student is a minor in order to allow a student to use an Asthma Inhaler or epinephrine auto injector or any other necessary self-administered medication.

The student may self-administer the medication or, in an emergency situation a school employee may administer it to the student. The school employee will request assistance from an emergency medical service provider whenever a student is administered epinephrine at a public or chartered nonpublic school or at an activity, event, or program sponsored by the school or in which the school is a participant.

The School nurse and/or health aide will administer all medication when possible.

F. Food Allergy Action Plan

If a student has a serious food allergy, the student and his guardian must complete a Food Allergy Action Plan.

G. Vision, Hearing, and Scoliosis Screening

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

H. Eye Protective Devices

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

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

I. Reporting Child Abuse / Neglect

When any staff member suspects abuse or neglect, they will first notify the Building Administrator. Then the staff member will call the local reporting agency in the presence of the Building Administrator. The staff member will document the notification. All reports are to be confidential.

J. Technology and Internet Safety

As more fully outlined in the School's Internet Usage Policy attached as **Appendix 3** to this Handbook, the use of technology is a privilege and an important part of the School's overall curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error free or uninterrupted. The School always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

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

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

K. Harassment, Intimidation, Bullying

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

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

L. Prohibited Gang Activity

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

The term "gang" is defined as any 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 have 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 their will to promote the common purpose and design of any gang.

M. Drug-Free School

In accordance with federal 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, in accordance with due process and as specified in this Parent/Student Manual, up to and including expulsion from the School. When required by state law, the School will also notify law enforcement officials.

N. Weapon-Free School

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

- A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear (examples: guns, knives, knuckles, clubs, box-cutters etc.)
- A dangerous instrument is anything that although not specifically designed to hurt someone, can be used to hurt someone or put someone in fear (examples: belts, combs, compasses, etc.)
- An explosive is any substance that can potentially generate a release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, etc.)
- Any object, which closely resembles a weapon or explosive and could put persons in fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns, smoke bombs, etc.)

VI. School Records

At the School we take 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 request from that school or from a signed release by the parent/guardian or as otherwise required by law.

A. Current Information

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

B. Request for Records

The School will request student records from the previous school(s) upon completion of enrollment. Ohio mandates that the requested records must be received within fourteen (14) days. If the records are not received within fourteen (14) days, the local law enforcement agency will be notified. The requirement in Ohio that records must be received in a given time comes from school mandates relating to missing children. All fees are due at the time of record release.

C. Student Directory Information

Directory Information may consist of the following as defined by State and Federal law:

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

The School has not designated any personally identifiable information as directory information and will not 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 (such as military recruiters, etc.).

D. Audio-Visual Information

The School recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our 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. Highlighting the achievements and celebrating student successes in our schools is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the School should you have any questions or concerns. You may also notify the School in writing if you prefer that we do not use your student's name, picture and/or work product for presentations or other uses.

E. Release of Student Records

The Family Educational Rights and Privacy Act (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 forty-five (45) days after the day the School receives a request for access.
Parents or eligible students should submit to the Building Administrator a written request that identifies the records they wish to inspect. The Building Administrator will make arrangements for access and notify the parent or eligible student 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 or eligible student believes are 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 Building Administrator, 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 by the parent or eligible student, the school will notify the parent or eligible student 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 or eligible student 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 but not limited to management company/operator employees or contractors, 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 or 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 an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or 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.
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

F. Non-Custodial Parent Record Request

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

- Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

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

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

G. Protection of Pupil Rights Amendment (PPRA) Notification

Description of Intent

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. Also, families may 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, as revised by the *No Child Left Behind Act*. For example, the names of the student, Parent/Guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

Rights Afforded by the PPRA

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

- The right to provide consent before students are required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
 1. political affiliations or beliefs of the student or student's parent
 2. mental or psychological problems of the student or student's family
 3. sex behavior or attitudes
 4. illegal, antisocial, self-incriminating, or demeaning behavior
 5. critical appraisals of others with whom respondents have close family relationships
 6. legally recognized privileged relationships, such as with lawyers, doctors, or clergy
 7. religious practices, affiliations, or beliefs of the student or Parent/Guardian
 8. income, other than as required by law to determine program eligibility
- The right to receive notice and an opportunity to opt a student out of the following:
 1. any other Protected Information Survey, regardless of funding

2. any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
 3. activities involving 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 inspect, upon request and before administration or use, of the following:
 1. Protected Information Surveys of students
 2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 3. instructional material used as part of the educational curriculum

Notification Procedures

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

The School will directly notify the Parent/Guardian of these policies annually in this PPRA Notice or after any substantive changes. The School will also directly notify by U.S. mail, e-mail, or other reasonably available method Parent/Guardians 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/Guardian to opt students out of participation in the specific activity or survey. The School will make this notification to Parent/Guardian 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/Guardian 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/Guardian 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/Guardian 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 FAPE (Free and Appropriate Public Education), 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.

We are committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, in order to accomplish this, we 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 Building Administrator.

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

VIII. Parents' Right to Know Teacher Qualifications

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

- Licensure and certification information
- Educational background
- Qualifications of Instructional Aides (if applicable)

IX. Parent Involvement

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

1. Information. Parents are informed about school activities and events through interim progress reports, report cards, and notes sent home, parent newsletters, parent/teacher conferences and informal personal and telephone conferences.
2. Annual Title I and/or Federal Programs Meeting. Parents have an opportunity to review Title I programs and provide input into the planning process during the annual Title I meeting held at the School during flexible dates and times. Additionally, parent's rights and Title I requirements will be discussed. Additionally, parents should contact the Building Administrator about ways to be involved at the School including the process for providing input regarding Title I planning and the parent involvement policy.
3. Open Door Policy. Parents are invited to come to the School to observe the education of their children on any day with prior notification.
4. Volunteer Program. All parents are invited to volunteer in the School on any given day of the week with prior notification and proof of a valid BCI and FBI background check clearance.

5. Curriculum. The School provides a high-quality curriculum to enable the students to meet high standards. The School shares student progress with parents and provides an explanation of results to parents during the course of the school year.
6. Board of Directors Meetings. The Board of Directors meets numerous times throughout the year. Board meeting dates and times are posted at the School and published in the local newspaper. All parents and guardians are invited to attend Board meetings and can receive a Board meeting calendar upon request.

X. Complaint Procedure

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

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

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

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

Upon resolution of the Complaint, the Building Administrator will issue a letter to the Complainant referred to as a "Finding." The Finding will officially inform the Complainant that his or her Complaint was either Substantiated or Unsubstantiated.

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

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

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

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

The School does not discriminate on the basis of race, color, national origin, sex, or disability in its programs and activities and provides equal access as required by the Boy Scouts of America Equal Access Act. At this time the school does not provide third parties with access to school facilities. The

following staff members have been designated to handle inquiries regarding non-discrimination policies, and can advise you on the specific civil rights grievance procedure.

Title IX Coordinator

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

Section 504 Coordinator

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

XII. Homeless Student Education

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the School. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Pursuant to the School’s Open Enrollment Policy, any homeless child in the State of Ohio is eligible to attend the School. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guidelines, or practice will be interpreted or applied in such a way as to inhibit the enrollment attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the School including:

- Transportation
- Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocational and technical education;
- Programs for gifts and talented students; and
- School nutrition programs.

McKinney-Vento Homeless Children and Youth Program Overview

The Building Administrator of the School shall serve as the School’s local liaison for homeless children and youth. To the extent that the School receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

XIII. Missing Children

The School shall notify a student's parents, parent who is the residential parent and custodian, guardian, legal custodian, or any other person responsible for the student within a reasonable time after the determination that the student is absent from school. The student's parents, parent who is the residential parent and custodian, guardian, legal custodian, or any other person responsible for the student shall provide to the School a current address and telephone number at which said person or persons can receive notice that the student is absent from School.

A student at the time of his or her initial entry to school shall present to the person in charge of admission, any records given to him or her by the school he or she most recently attended and a certification of birth or a comparable certificate or certification issued pursuant to Ohio law. Within 24 hours of a student's entry into the school, a school official shall request the student's official records from the school he or she most recently attended. If the school the student claims to have most recently attended states that it has no records of the student's attendance, or the records are not received within 14 days of the date of the request, or the student does not present a certification of birth or comparable certificate, the Building Administrator of the school shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and the possibility that the student may be a missing child."

The School shall make available to parents and community members in the School's office copies of informational materials acquired or prepared of the Ohio Attorney General's Missing Children Clearinghouse.

Hope Academy Northcoast

Parent/Student Handbook Contract

2017-2018

Student's Name: _____ Grade: _____

PRINT

Parent's/Guardian's Name: _____

PRINT

We have read and understand all of the information contained in this manual including student code of conduct and related policies. We agree to abide by and support the Academy's policies, procedures and code of conduct as outlined in the Parent – Student Handbook.

Agreed to by:

Student's Signature

Date

Parent / Guardian's Signature

Date

Please return signed form to Academy Office.

This agreement will be placed into the student's file.

Media Release

STUDENT INFORMATION FORM

Please print clearly:

_____ Age _____
Name of participating student

School

_____ grade
city/town/zip

TO BE COMPLETED BY PARENT or GUARDIAN:

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

Signature of parent or guardian date

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