

## Table of Contents

<b>FAMILY AND STUDENT HANDBOOK</b> .....	<b>3</b>
ACADEMY MISSION STATEMENT.....	4
GEE MISSION STATEMENT .....	4
BOARD OF DIRECTORS.....	4
SERVICE PROVIDER.....	4
ADMISSION POLICY.....	5
<i>Application Process</i> .....	5
<i>Open Enrollment (for new students)</i> .....	5
<i>Re-Enrollment (for returning students)</i> .....	5
ATTENDANCE .....	5
<i>Excused Absences</i> .....	5
<i>Unexcused Absences</i> .....	6
<i>Tardiness</i> .....	6
<i>Retention Policy</i> .....	6
<i>Absence from Physical Education Classes and/or Recess</i> .....	7
<i>Missing Child Policy</i> .....	7
BUILDING HOURS .....	7
CONTACT INFORMATION.....	8
CHARACTER TRAITS .....	8
COMPUTER/INTERNET POLICY .....	9
<i>Unacceptable Use</i> .....	9
<i>Student Responsibilities</i> .....	9
VIDEO FILMING AND PRESENTATION .....	10
PRIVACY OF INDIVIDUALS AND/OR THE DISTRICT .....	10
DRESS CODE POLICY.....	10
ELECTRONIC DEVICE POLICY.....	11
EMERGENCY AND ILLNESS PROCEDURE.....	12
<i>Illness</i> .....	12
<i>Medication</i> .....	12
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	13
FIELD TRIP POLICY.....	14
LOST & FOUND POLICY.....	14
PARENT PARTICIPATION POLICY.....	14
PUBLIC VISITATION POLICY .....	15
REPORTS & CONFERENCES.....	15
ACADEMIC INFORMATION.....	15
<i>Honor Roll</i> .....	16
<i>Community Service Program</i> .....	16
STUDENT ASSESSMENT.....	16
TEXTBOOK POLICY .....	17
TITLE IX: DISCRIMINATION POLICY.....	17

<i>Sexual Harassment Defined</i> .....	17
<i>Gender Discrimination Defined</i> .....	17
<b>STUDENT CODE OF CONDUCT</b> .....	<b>19</b>
GOALS & OBJECTIVES.....	20
LEGAL BASIS FOR SCHOOL DISCIPLINE .....	20
RESPONSIBILITIES & RIGHTS OF STUDENTS.....	21
<i>Student Responsibilities</i> .....	21
<i>Classroom Behavioral Expectations</i> .....	22
<i>Protection From Corporal Punishment</i> .....	22
LAW ENFORCEMENT .....	23
SEARCH & SEIZURE .....	23
FREEDOM OF SPEECH .....	24
STUDENT PUBLICATIONS .....	24
SPECIAL EDUCATION STUDENTS.....	25
CODE VIOLATIONS AND CONSEQUENCES .....	25
RANGE OF PENALTIES .....	31
<i>Suspension and Expulsions in General</i> .....	31
<i>Due Process</i> .....	31
TYPES OF SUSPENSIONS AND EXPULSIONS .....	33
<i>Exclusion from School</i> .....	33
<i>In-School Suspension</i> .....	33
<i>Temporary Suspension</i> .....	33
<i>Long-Term Expulsion</i> .....	34
<i>Permanent Exclusion Under State Law</i> .....	36
THE APPEAL PROCESS .....	36
<i>Discipline Cases Other Than Expulsion</i> .....	36
<i>Appeal of Expulsion Cases</i> .....	36
PUBLIC COMPLAINTS POLICY .....	37
<i>Matters Regarding a Staff Member</i> .....	37
<i>Matters Regarding the School Leader</i> .....	38
<i>Matters Regarding the Educational Program, Services, or Operations</i> .....	38
<i>Matters Regarding Instructional Materials</i> .....	38
<i>Complaints Received by OCCS or ODE</i> .....	39
PARENT/STUDENT TITLE I COMPACT .....	41
PARENT/STUDENT ACKNOWLEDGMENT OF RECEIPT .....	43

*It is the policy and practice of the Academy to provide equal educational opportunities. Programs will be administered without regard to race, religion, physical or mental challenges, gender, national origin, ancestry, age, weight, height, marital status, or any other legally protected characteristic. This policy is carried out in all of the school's practices.*



# Family and Student Handbook

## Academy Mission Statement

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To promote lifelong learning by nurturing academic excellence, positive character, and an appreciation of cultures.

## GEE Mission Statement

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Global Educational Excellence (GEE) empowers “schools of choice” by nurturing academic excellence, positive character traits, and an appreciation of cultures.

## Board of Directors

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Each Academy has its own Board of Directors known as the School Board. The School Board consists of members of the community, parents of students and outstanding citizens nominated to these positions. The Charter Authorizer approves each Board member. The School Board is the governing body of the Academy and holds monthly meetings to resolve important school matters. Members of the public are always welcome and encouraged to attend School Board meetings. The schedule is posted in the office at each school and on the school’s website.

## Service Provider

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Global Educational Excellence (GEE) was founded in 1998 to offer the highest quality educational services to public school academies. Its founders, Mohamad Issa and Dr. Said Issa, have had extensive experience in the management and leadership of schools. Mohamad Issa has worked with start-up schools for over ten years, providing business and management expertise to enable schools to maximize resources.

Dr. Said Issa’s medical training has given him a special perspective on the growth and development of children, a perspective that he has shared in his years as a founding board member of Central Academy in Ann Arbor, MI. Together, they formed GEE as a vehicle for developing nurturing educational environments where all children are offered quality educational opportunities.

As the service provider for the academy, GEE manages financial information, human resources, the development and implementation of a curriculum, grant writing and government compliance, the maintenance of the school’s physical facility and environment, and student educational record-keeping. With the guidance of the School Board, GEE recruits and engages Academy staff members, including teachers and administrators who are best suited to the school and its student community.

# Admission Policy

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The Academy is a public school academy (charter school). The Academy does not deny admission to anyone on the basis of intellectual or athletic ability, measures of achievement or aptitude, physical handicaps, religion, creed, race, gender, color, or national origin.

## Application Process

There are two enrollment periods at the Academy. There is an open enrollment period for students interested in attending the Academy for the first time. The re-enrollment time period is for students returning to the Academy for another year.

### Open Enrollment (for new students)

- After accommodating all re-enrolling students, siblings have second priority.
- New students have the next priority. During the open enrollment period new students should send in their applications.
- If there are more new students than there are spaces available for them (after siblings and returning students) a random selection drawing will be scheduled.
- Public officials will conduct the random selection drawing and the new students will be placed on the waiting list according to their order in the lottery selection.
- Students who apply after the lottery drawing will be added on the list in the order they enroll.
- Whenever spaces become available during the academic year, families on the waiting list will be contacted. If interested, the child will be registered immediately only if the student has a complete application on file or the next person on the list will be contacted until all spaces are filled. It is very important to update your contact information so you don't miss the opportunity when it comes.
- Registration and waiting lists will NOT carry over to the following academic year. Interested families must fill out a new Student Enrollment Application for each academic year.
- Students who have been expelled from other schools will not be admitted to the Academy.
- Only legal guardians or parents may enroll a student.

### Re-enrollment (for returning students)

- Interested students must re-enroll for the following school year during the time period set by the School Board by submitting an application form by the deadline established by the Academy.

# Attendance

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The law in Ohio governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to eighteen to send the child to school during the entire school year.

## Excused Absences

An absence will be considered excused when the parent/guardian informs the school by 8:45 a.m. the day of the absence. If there is no notification before this time, the absence WILL be unexcused. NO EXCEPTIONS.

**Excused absences are:**

- Religious observations
- Personal sickness (including medical and dental visits) or illness of a family member
- Death in the family
- Court matters
- Other urgent situations

All homework missed due to excused absences can be made up. Students are allowed two days to make up a missed assignment. It is the student's responsibility to find out what assignments they have missed.

**Unexcused Absences**

When the parent/guardian does not inform the school of the child's absence and reason for the absence by 8:45 a.m. that school day, the absence is marked unexcused. After the third (3rd) unexcused absence, the student is considered a "truant."

At this point, a warning letter will be sent to the parent. If another unexcused absence occurs, the principal will make personal contact with the parent either by phone or in person to schedule a meeting with the parent to develop a plan to resolve the student's nonattendance. The plan shall include documentation of the reasons for the student's unexcused nonattendance. The principal will exhaust every remedy to secure attendance; but, if the matter is not resolved through the meeting with the principal and the 4<sup>th</sup> unexcused absence occurs, the matter will be referred to the Children's Services office in the county.

- Homework due the day of an unexcused absence will not be accepted.
- Homework assigned on the day of an unexcused absence cannot be made up.

**Tardiness**

- A tardy is considered excused if the parent walks in with the child and signs his/her child in if they arrive before the 8:45 a.m. absence deadline.
- If a student is going to arrive at school later than 8:45 a.m., the parent must call the attendance line and let the school know.
- If there is no phone call prior to 8:45 a.m. the student will be marked absent.
- Five (5) unexcused tardies will be counted as one unexcused absence.
- After the fifth (5) unexcused tardy a student will NOT be allowed in school without a parent-principal conference held to develop a plan on how to decrease the student's tardiness.

**Retention Policy**

The School Board has the authority to retain pupils on the basis of their failure to achieve at the appropriate level or on school year attendance. It is the policy of the School Board that students who fail two of the five core subjects (Reading, Writing, Math, Science and Social Studies) the student will be retained. Regarding the rights of a parent on this issue, the law does recognize: "It is the natural, fundamental rights of parents and legal guardians to direct the care, teaching and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil's parent and legal guardians to develop the pupil's intellectual capabilities and vocational skills in a safe

and positive manner.”

This authority does not give a parent the ability to determine at what grade level their child shall be placed. While the school board policy may consider the recommendation of a parent as an objective standard and incorporate it in the promotion and retention recommendations, the ultimate decision lies with the school and School Board.

### **Absence From Physical Education Classes and/or Recess**

Requests that a child be excused from Physical Education or outdoor play at recess need to be accompanied by a note from the parent or physician explaining the reason. Parents that request their child not participate in Physical Education or recess for more than a day should submit a physician’s statement giving the physical reason for the excuse from gym. Both Physical Education and outdoor recess are considered a part of the school program and children are expected to participate in them.

### **Missing Child Policy**

The Academy 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.

## **Building Hours**

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<b>Bridge Academy of Ohio:</b> 7:45 am – 8:10 am STUDENT DROP-OFF 7:45 am – 8:10 am BREAKFAST 8:15 am - 3:15 pm FULL DAY 3:15 pm - 3:30 pm STUDENT PICK-UP	<b>Central Academy of Ohio:</b> 7:45 am – 8:10 am STUDENT DROP-OFF 7:45 am – 8:10 am BREAKFAST 8:15 am – 3:15 pm FULL DAY 3:15 pm – 3:30 pm STUDENT PICK-UP
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\*\*Supervision of students before and after school is not provided.

\*\* In order to be served breakfast, students must arrive no later than 8:00 am and be able to finish breakfast by 8:10 am.

## Contact Information

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Please feel free to call the school at any time with any school concerns. The phone number for both Academies is on the Handbook Cover. If the parent needs to reach a teacher, the best times to call are before or after the school day. During the school day the parent may leave a message and the call will be returned when the teacher is available. Students with urgent or emergency matters have a phone available to them during the day in the school office. Parents are not to call the child's cell phone during the school day as this will result in a discipline violation for the student and the confiscation of the student's phone.

## Character Traits

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We believe that character education is a basic ingredient in the education process. The Academy staff has identified the following character traits as important for the development of responsible citizenship. These character traits are taught and practiced throughout the school year in a variety of specific lessons and settings.

**RESPECT:** Respect is the foundation for a safe and peaceful school environment that is conducive to learning. Respect may be further divided into respect for oneself, respect for others, and respect for property.

**COOPERATION:** We believe that by working together, we will produce quality work and achieve academic excellence. Cooperation means listening to each other, sharing ideas, with each participant doing his or her part.

**HONESTY AND INTEGRITY:** Truthfulness and sincerity will create a positive atmosphere, a great school, and produce students who will succeed in life.

**SAFETY:** A safe environment contributes to successful learning. Emotional and physical safety is the responsibility of everyone, meaning that we are careful not to hurt ourselves or others. We attempt to solve our problems with mediation strategies.

**PERSEVERANCE:** We believe that if students remain constant to their purpose, idea, or task in the face of obstacles or discouragement, they will reach their goals in life.

**RESPONSIBILITY:** We are responsible for our thoughts, actions, and feelings, taking pride in our efforts and successes. It also means that we admit when there is need for improvement. We view ourselves as active participants in the advancement of self and others throughout our lives. Responsibility means success.

**CONSERVATION:** Our property and our environment are of utmost importance and we must actively participate in taking care of both. Conservation also means that we re-use and recycle resources and appreciate the abundance of possessions that are often taken for granted.

**CONSIDERATION:** Consideration involves saying what is true and kind and helping others at every opportunity. When we treat each other with kindness and consideration, we will have the opportunity to enrich the lives of others and ourselves by what each of us has to offer.



# Computer/Internet Policy

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Internet services are available to all students for the purposes of instruction and academic support. Students are expected to conduct themselves ethically and be mindful of all applicable laws and regulations. **School policy states that ALL students must have a signed Acceptable Use Policy form on file before they are allowed to use the Internet independently.**

The following are unacceptable uses of e-mail/Internet by students who access the network through school accounts or using school-owned equipment, any of which will result in the revocation of Internet privileges for either the remainder of the school year or while the student is enrolled or, depending on the nature of the offense, detention or suspension.

All students should be aware that the school tracks all student use of computers through a system that not only records where the student visited on the Internet but names and passwords; therefore, if a student accesses a password protected site (i.e. Facebook) from a school computer that student's account falls under Search and Seizure laws.

## **Unacceptable use includes but is not limited to:**

- Accessing any social network programs, chat rooms or video websites
- Sending or displaying offensive messages or pictures;
- Using obscene, harassing, or insulting language;
- Violating copyright laws or fair use practices;
- Trespassing in others' folders, documents, or files;
- Using the network for commercial or political purposes;
- Using the network to access inappropriate materials;
- Intentionally damaging computers, computer systems, or computer networks;
- Using other's passwords;
- Indiscriminate personal use – Purchases, personal emailing, or "instant messaging";
- Downloading software without permission of school administration or network technician ;
- Other behaviors in violation of Academy policy, state statutes, or federal laws.

## **Student Responsibilities**

**Authorized usage:** Students using school district technology as an educational resource shall also accept the responsibility for the preservation and care of that technology. Only those students with appropriate and explicit authorization may use academy technology resources. It is the student's responsibility to obtain written permission from an authorized person before removing any technology resource from the school premises. Each student who takes possession of school equipment acknowledges that he/she will be the sole operator, whether on or off the school premises.

## Video Filming and Presentation

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It is the student's responsibility to secure permission from the school leader to air a video production in a classroom or online (i.e. Facebook or YouTube). Appropriate visual, textual, and audio content is expected. It is the student's responsibility to obtain the appropriate consent of people, places and/or events being shown in a video production. It is the student's responsibility to be aware that cultural traditions may preclude an individual from participating in video production. The supervising teacher or a designated individual will assist students in making appropriate decisions.

## Privacy of Individuals and/or the District

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It is the student's responsibility to respect the privacy of others and to maintain his/her own privacy regarding electronic resources and passwords.

Students shall not access, copy, or modify passwords, files, email, voice mail, or other materials belonging to other users without explicit authorization of the supervising teacher or designated supervisor. In the case of suspected misuse or threat to electronic systems, system administrators have the responsibility to review passwords, files, email, voice mail, or other materials stored on any district system by users.

A student shall not publish the works of others in print or electronically. A student shall not publish or disseminate personally identifiable information of a student. Personally identifiable information includes, but is not limited to, the student's name, name of the student's parent or other family member, address of the student or student's family, a personal identifier (such as the student's social security number or student number), or a list of personal characteristics or other information that would make the student's identity easily traceable, including visual images.

## Dress Code Policy

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The school uniform is as follows unless revised by the School Board and applies to males and female:

### Dress Code Summary

Grades K - 8	
<b>SHIRTS</b>	Navy blue polo, short or long sleeved. <b>Long sleeved shirts will NOT be allowed under short sleeved polo shirts.</b>
<b>PANTS</b>	Khaki dress pants <b>NO DENIM (JEANS), SWEATPANTS, NYLON PANTS, SHORTS</b>
<b>SOCKS</b>	White or black socks must be worn at all times.

<b>SHOES</b>	Solid black shoes with black shoelaces. (black tennis shoes acceptable) <b>No open-back, open-toe, or high-heeled shoes.</b>
<b>COLD WEATHER</b>	Navy blue sweater or sweatshirt <b>No hoods allowed.</b>

### Dress Code Notes

**Please observe the following at all times:**

- Clothes, symbols, or anything that may be offensive, inappropriate, and/or disruptive or denote membership in a gang are not allowed.
- No jewelry or make-up.
- Belts must not have any large displays or graphics on the belt or the buckle.
- The girls’ head cover, if worn, must be solid black or white.
- Girls’ jilbab or coat, if worn, must be solid navy blue or black.
- Pants worn under the jilbab or coat must be navy blue or black dress pants. NO jeans will be allowed under the jilbab.
- Hats and doo-rags are not allowed to be worn inside the building.
- Students at the Academy must be in full school uniform at all times.
- Students not wearing uniform will be sent to the office. Parents will be contacted to either bring in the uniform or pick up their child until they return in the proper dress code. The student will not be able to return to the classroom until he/she is in the proper uniform.
- If there are financial difficulties in procuring a uniform, please inform the front-desk staff person and arrangements can be made.

### Dismissal Procedures

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Students who are picked up during the last 60 minutes of the day will be considered absent for one half day.

Use Kenwood Boulevard to enter and exit the parking lot. Upon entering the parking lot, veer to the right and drive to the end and loop back to come to the front of the building to drop off your child/ren at the front entrance. Someone on the school staff will escort your child to your car. Please do not park your car to pick up your child/ren unless you have business in the school. It is not safe to have children going to a parked car at the same time cars are passing through the loop for pick-up.

If you have business to conduct in the school, please park your car along the side of the grassy play area at the side of the building. If you have young children with you, for their safety, please hold their hands and make sure they are by your side.

## Electronic Device Policy

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All student cell phones/electronic devices must be kept in the student's locker or other location and are not allowed to be on the student's person at any time during school hours. Cell phones/electronic devices must also be turned off during the school day and are not to be used on school property during school hours. Failure to follow this policy will result in the confiscation of the cell phone/electronic device from the student for the remainder of the school year. The school is not responsible for any fees accrued during the time the cell phone/electronic device is under a staff member's control. The student who possesses the cell phone/electronic device assumes responsibility for its care and the Academy is not responsible for preventing theft, loss, or damage to the cell phone/electronic device brought onto its property or under the care of a GEE employee.

## Emergency and Illness Procedure

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Student Emergency Cards must be on file at the school office at all times.

- Parents are responsible for informing the school office staff of any medical condition a child may have.
- The parent or guardian is responsible for keeping the information on the card current, including phone numbers, addresses, and guardians.
- If your child requires emergency room care at a hospital, his/her Emergency Card will be consulted and a copy of the card will accompany the child to the emergency room to authorize necessary emergency treatment if a parent is not immediately available.

### Illness

If a student becomes ill or has an accident/injury at school, a school staff member will contact the parent/guardian and recommend that the student be picked up. Please make sure that you sign out ill children from the school office before taking them home. If the school sees the need for urgent care and parents cannot be contacted, 911 will be called to assist. If the incident is an accident/injury, an Injury/Accident Report Form will be completed and forwarded to the parent. A copy of this form will be maintained in the school office and the student's file.

Parents of any student reasonably suspected of having a communicable disease (defined as an illness caused by microorganisms and transmitted from an infected person or animal to another person or animal either by close contact, air-borne, body fluids, or foods) will be contacted and may be excluded from school until the student's physician submits a written recommendation for continuation of attendance. The School Board may require students to submit to periodic health examinations.

## Medication

Medication is defined as: prescription, non-prescription, and herbal, and includes those taken by mouth, inhaler, injection, or applied to eyes, nose, or skin. The student's parent/guardian must give the school written permission and sign a request to administer medication. Written directions for the administration of medication must be from a physician that describes how the medication is administered. Medications must be administered by one adult in the presence of another adult except when emergency threatens the student's life. A student may self-administer medication so long as written permission from the parent is on file and the medication is labeled from a pharmacy. If the student abuses this privilege, it may be removed.

## Family Educational Rights and Privacy Act (FERPA)

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

- 1. The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.**
  - Parents or adult students should submit a written request to the school principal indicating as precisely as possible the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or adult student, of the time and place where the records may be inspected.
  - If a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.
  - If the student's record involves answers to a standardized test, the District will not provide the requestor a copy of standardized test questions.
- 2. The right to request amendment of the student's education records that the parent or adult student believes are inaccurate or misleading.**
  - Parents or adult students may ask the Academy to amend a record that they believe is inaccurate or misleading. This request should be made in writing and given to the principal. The request should clearly identify the part of the record they want changed and should specify why it is inaccurate or misleading. The Academy may or may not comply with the request.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.**
  - FERPA permits disclosure of school records without consent to school officials with legitimate

educational interests. A school official is a person employed by the Academy as an administrator, supervisor, instructor, or support staff member (including health person or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Academy has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- The student or parent will be notified if a court has requested access to the student's records. Parents of adult students will be allowed access to the records without the student's consent providing the student is considered a dependent under Section 152 of the Internal Revenue Code and has not graduated from the district. Observations and personal notes kept in the sole possession of an individual teacher, counselor, or administrator as a memory assistance device are not part of the student's educational record. If these are shared with another staff member or used in evaluation or in planning, they are then considered part of the educational record.
- Upon request, the Academy discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- Parents or adult students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

## Field Trip Policy

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Field trips enhance learning and provide depth to a student's educational experience. Individual classroom teachers plan school-sponsored field trips. A permission slip with details of the trip will be sent home for a parent's signature whenever a field trip is planned.

- A signed permission slip must be returned to the school in order for a child to go on a field trip.
- Parent volunteers are strongly encouraged to participate on field trips. Younger siblings are not allowed.

## Lost & Found Policy

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Students should first check their classrooms and the school office for lost or misplaced items. We strongly encourage parents to clearly mark their child's name on all personal items and clothing articles. We also recommend that personal expensive items not be brought to school. The Academy is NOT responsible for any lost, damaged, or stolen items belonging to the student.

## Parent Participation Policy

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The Board of Directors believes that the education of children is a joint responsibility, one it shares with the parents of the Academy. To ensure that the best interests of the child are served in this process, a strong program of communication between home and the Academy must be maintained.

The parents have the right to participate in the education of their children as well as the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the age of majority, but are still, for all practical purposes, under parental authority.

In accordance with Board policies, the Academy shall provide the opportunity for parents to review curriculum and instructional materials and to visit the Academy to observe the instructional process.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- supporting the Academy in requiring that the children observe all Academy rules and regulations and by accepting their own responsibility for children's willful in-behavior;
- sending children to school with proper attention to their health, personal cleanliness, and dress;
- maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- reading all communications from the Academy, signing, and returning them promptly when required
- cooperating with the Academy in attending conferences set up for the exchange of information of the child's progress in school

## Public Visitation Policy

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Visitors are always welcome and appreciated. For the safety of all students and staff, and as required by state law, we request that all visitors report to the school office BEFORE proceeding anywhere in the school buildings. No siblings under the age of 5 may visit the classrooms while class is in session, even when accompanied by a parent. State law prohibits parents/visitors from visiting on testing days.

### **In the office the visitor will:**

- Sign-in and specify classroom(s) to be visited and duration of time to be spent in each
- Be issued a visitor pass to be worn for the duration of the visit
- Sign out when the visit is over

Guest students age 7 and older are welcome as invited visitors to the Academy. However, the host student must obtain written permission from the principal at least ONE DAY PRIOR to the actual visit. On the day of the visit, the guest must report to the school office to obtain a visitor's pass BEFORE proceeding anywhere in the school. He/she must also sign in on the Academy visitor's log and remember to sign-out when the visit is over. During the last two weeks of school, no guest permissions will be given to any students.

Student guests are expected to observe all Academy rules, including proper dress code. Student guests are also the responsibility of the student whom they are visiting. Please remember that the host/hostess student must still follow his/her daily routine and is not exempt from any schoolwork or scheduled exams. Please be advised that no more than one (1) visitor will be allowed in any one classroom in one day. Moreover, the

principal reserves the right to deny permission to any request for visitation.

## Reports & Conferences

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An academic year is divided into four (4) marking periods or quarters. The first two quarters make up the first semester and the remaining two quarters make up the second semester. For 1st through 8th grades, report cards are issued and mailed to the homes of students after every quarter. Teachers will conduct parent/teacher conferences twice a year. Progress reports will be given out at each mid-quarter. Please consult the school calendar for exact dates of scheduled conferences, report cards, and progress reports. Kindergarten report cards go home at the end of each semester.

## Academic Information

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“The school district or school shall implement a district-wide curriculum and instructional program that is characterized by systematic planning, articulation, and evaluation. The school district’s curriculum shall be developed with input from and dialogue with parents, community members, and other stakeholders.”  
[According to Ohio Administrative Code 33-1-35-04 (B)]

The school’s curriculum aligns to the Ohio Standards and Benchmarks and Grade Level Content Indicators. At a minimum, subjects to be taught must include:

- Language arts: including reading, writing, spelling, oral and written English and literature;
- Social studies: including geography, the history of the United States and Ohio, and national, state, and local government in the United States, including a balanced presentation of the relevant contributions to society of men and women of African, Mexican, Puerto Rican, and American Indian descent as well as other ethnic and racial groups in Ohio and the United States; and Economics
- Mathematics
- Science: including instruction in the conservation of energy and natural resources;
- Health Education
- Physical Education
- Fine arts
- Technology
- Foreign Language

[According to the Ohio Administrative Code 3301-35-04 B]

### **Middle School (6<sup>th</sup> – 8<sup>th</sup> Grade)**

Any student who fails three of the four core classes (English, Math, Social Studies, Science) in the 6th, 7th or 8th grade must repeat the grade.

### **Honor Roll**

The Academy encourages all students to maintain high academic standards by honoring middle school students who achieve a cumulative Grade Point Average (GPA) of 3.0 and above at the end of each marking



period. GPA's will be calculated for each student based on individual grades in each subject area.

Honor Roll students may be:

- Silver -- GPA between 3.0 and 3.59
- Gold -- GPA between 3.6 and 4.0

### **Community Service Programs**

Community Programs provides opportunities for students in middle school to pursue individual interests through real-life experiences.

## **Student Assessment**

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Students in grade 2 through 8 are annually administered the Scantron Ed-Performance Assessment, a nationally norm referenced test. In addition, students in grades 3 through 8 participate in the Ohio Achievement Assessment (OAA) as an assessment for the students' understanding of the Ohio Standards and Benchmarks. For reading placement purposes, students in grades K-6 are administered DIBELS (Dynamic Indicators of Basic Early Literacy Skills) and DRA (Developmental Reading Assessment).

The English Language Proficiency Assessment (OTELA) is given to students who speak a language other than English at home and/or have English as a second language. This test is given in the spring each year and to incoming students in the fall.

## **Textbook Policy**

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State law allows the Academy to charge for damages to or loss of school property when such property has been provided to students without charge. The Academy may require students to place a deposit to cover damage to textbooks or non-consumable materials or for supplies provided free by the academy for those economically able to pay as determined by school authorities, after consulting with the parent. These deposits must be reasonable and refundable.

The Academy may determine the quality and quantity of school supplies provided -- such as textbooks, paper, and pencils -- that are reasonable for the use of pupils, and may also determine the length of time such materials shall be provided. Likewise, pupils may voluntarily bring their own school supplies for any subject.

## **Title IX: Discrimination Policy**

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Pursuant to Title IX of the Education Amendments of 1972, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Using the guideline of the Title IX Amendment, the Academy is committed to providing students with a learning environment free from sexual harassment or gender discriminatory behavior. It shall be a violation of policy for any student, teacher,

administrator, school personnel, agents, volunteers, or third parties, subject to the supervision and control of the Academy school board, to harass or discriminate against a student based upon their gender. Acts of sexual harassment or inappropriate employee-student relations or student-peer relations are prohibited at all times during the school day, including while on school-sponsored transportation, during observation or participation in after-school activities, and during school-related functions such as sporting events, social activities, or field trips.

### **Sexual Harassment Defined**

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile, or abusive educational environment, or substantially or unreasonably interfere with an individual's education or limit an individual's ability to participate in or benefit from the education program.

### **Gender Discrimination Defined**

Gender discrimination occurs when different treatment or consideration takes place due to the sex or gender of the individual rather than individual merit. The behavior complained of must be directed toward a specific gender and free from any reasonable justification. Under the regulation of Title IX, the School Board prohibits gender discrimination.

Any student who believes he or she has been the victim of harassment or discriminatory behavior must immediately report such behavior to the Title IX Coordinator, who is the Academy Leader. If the student has a complaint against the school leader, the student may contact the Title IX coordinator at GEE (734)369-9500 ext 450.

*LEGAL REFERENCES: Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Executive Order 11246, as amended by E.O. 11375; Title IX, Education Amendments of 1972; 34 C.F.R. Sect. 106.41 of the Title IX Regulation. Section 504, Rehabilitation Act of 1973; Education for all Handicapped children Act of 1975; Age Discrimination Act of 1975, P.L. 94-135; 15CFR8.a*



## Code of Conduct

## Goals & Objectives

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The Student Code of Conduct focuses on the concept of responsibility and rights based on democratic principles. This code is intended to help:

- Establish a school environment that provides an atmosphere conducive to active involvement in learning
- Provide opportunity for self-direction and self-discipline
- Provide experiences that develop attitudes of responsible citizenship and self-achievement
- Provide for the safety and physical well being of all students
- Implement conditions that clarify the responsibilities and rights of all participants in our school community
- Convey that each student is an individual and that there are situational variations involving misconduct. Therefore, discipline and control will be treated as an individual matter for each pupil
- Foster the idea that the best discipline is self-directed and preventive in nature rather than regulatory and restrictive
- Encourage behavioral responsibility on the part of each individual within the school community
- Encourage communication that will clarify appropriate guidelines for behavior and clarify the roles of persons in the school setting

## Legal Basis for School Discipline

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The Board of Education of a school district or the governing board of an educational service center shall make any rules that are necessary for its government and the government of its employees, pupils of its schools, and all other persons entering upon the school grounds or premises. *(See R.C. 3313.20(A); see also Chapter 3313 generally.)*

**R.C. 3313.661(A):** The board of education of each city, exempted village, and local school district shall adopt a policy regarding suspension, expulsion, removal, and permanent exclusion that specifies the types of misconduct for which a pupil may be suspended, expelled, or removed. The types of misconduct may include:

- Misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by that district;
- Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee and/or the property of such official or employee.

**R.C. 3313.661(B):** A board of education may establish a program and adopt guidelines under which a superintendent may require a pupil to perform community service in conjunction with a suspension or expulsion imposed under section 3313.66 of the Revised Code or in place of a suspension or expulsion imposed under section 3313.66 of the Revised Code, except for an expulsion imposed pursuant to division (B)(2) of that section.

*In re Appeal of Suspension of Huffer from Circleville High Sch.*, 47 Ohio St.3d 12, 546 N.E.2d 1308 (1989). See also *Rohrbauch v. Elida Local Bd. of Educ.*, 63 Ohio App.3d 685, 579 N.E.2d 782 (Allen 1990); *Kiser v. Clear Fork Valley Local Sch. Bd.*, 1991 WL 12806, No. CA-2782 (5th Dist. Ct. App., Richland, 1-25-91); *Reed v. Vermilion Local Sch. Dist.*, 83 Ohio App.3d 323, 614 N.E.2d 1101 (Erie 1992); *Hardesty v. River View Local Sch. Dist. Bd. of Educ.*, 63 Ohio Misc.2d 145, 620 N.E.2d 272 (C.P., Coshocton 1993).

*A student identified as handicapped under the INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) 20 U.S.C., SECTION 504 OF THE REHABILITATION ACT OF 1973, AMERICANS WITH DISABILITIES ACT OF 1990 (ADA), 42 USC, or ACT 451 of P.A. 1976 AS AMENDED.*

## Responsibilities & Rights of Students

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The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives each citizen certain rights. The Supreme Court has declared that a student does not shed those constitutional rights by walking through the school door. As students have had their rights clarified through litigation, so too have they been reminded of, and instructed in, their responsibilities. Rights, as afforded us by the Constitution, are a legal requirement. Responsibilities, on the other hand, refer mainly to the individual's obligation to others within society. In order for individuals to preserve their own rights, they must take upon themselves a sense of responsibility toward the preservation of the rights of others. This is to say that students do have rights to pursue their own self-fulfillment. Those rights terminate at the point where they begin to infringe upon the rights of others.

Responsibilities and rights included in this document are those related to: Classroom Behavioral Expectations, Protection from Corporal Punishment, Law Enforcement, Search and Seizure, Dress and Grooming, Freedom of Speech, Student Publications, Married and/or Pregnant Students, Access and Privacy of Records, and Students with special needs.

### STUDENT RESPONSIBILITIES

- Respect the inherent human dignity and worth of every individual
- Be informed of and adhere to rules and regulations established by the Board of Education and implemented by school administrators and teachers for the welfare and safety of students
- Study diligently and maintain the best possible level of academic achievement
- Be punctual and present for the school program
- Observe fair rules in conversation and responsible journalism free of libelous or slanderous remarks and obscenities in verbal and written expression
- Dress and appear in a manner that meets reasonable standards of health, cleanliness, safety, and decency

- Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities
- Behave in an appropriate manner while in attendance at school, on school buses, or at school related functions held on or off school grounds

## **CLASSROOM BEHAVIORAL EXPECTATIONS**

Generally, standards for behavior throughout the school should be the same. However, each teacher may specify particular rules and procedures suited to the specific needs of the class. Teachers cannot permit disturbances that interrupt the learning process. When a student feels an issue is very important and a difference of opinion has come about, the student should wait until the end of the period or seek a mutually convenient time to discuss the problem with the teacher unless it pertains to the lesson. The teacher has the responsibility and authority to maintain order anywhere in the school, particularly, of course, in the classroom. When a student disrupts a class or refuses to accept the teacher's authority, that student should be referred to an administrator for appropriate action. If a teacher finds it necessary to send a student from a classroom for any disciplinary reason, the student must report immediately to the office.

## **PROTECTION FROM CORPORAL PUNISHMENT**

Teachers, principals, and central administrators are charged with certain rights, duties, and responsibilities in disciplining students. This includes the responsibility for making rules, giving commands and using disciplinary measures. An employee, volunteer, or contractor engaged by the Academy is prohibited both from inflicting and from threatening to inflict corporal punishment upon any pupil, and from causing corporal punishment to be inflicted upon a pupil.

"Corporal punishment" is defined by the state as the deliberate infliction of physical pain by any means upon the whole or any part of a pupil's body as a penalty or punishment for the pupil's offense. While recognizing that students may require disciplinary action in various forms, the Board of Education will not condone the use of unreasonable force and fear as appropriate procedures in student discipline.

Professional staff as well as support staff, within the scope of their employment, may apply reasonable force and restraint to:

- Remove a student who refuses to comply with a request to behave or report to the office;
- Quell a disturbance threatening physical injury to self or others; and
- Obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense or for the protection of persons or property.

## Law Enforcement

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Officers of the local Police Department and County Sheriff's Office and the County Juvenile Court do have the authority, after presenting proper identification, to remove a student from school. The law enforcement agencies mentioned have assumed responsibility for notification to parents of the removal of a student. When any such authority removes a child, the school will also inform the parents or guardian of the name of the agency and its phone number.

A student being interviewed by the police, a representative of the court, or other responsible social agencies regarding infractions of the law shall have the right to the following:

- The right to be informed of his/her legal rights;
- The right to be protected from coercion and illegal constraint; and
- The right to remain silent.

It is school policy to have the principal or his/her designee present during the student's interview with the police.

## Search & Seizure

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No student is to be randomly searched by school authorities but a search can be expected if school authorities have reason to suspect or believe that one of the following situations prevails:

- The student is withholding evidence of an illegal act; and/or
- The student is in possession of something, which is believed to present a danger to the health or safety of the student or others.

While school authorities are to respect the rights of each student in the use of his/her locker/desk, it should be clear that the desk and locker are the property of the school and are assigned to the student for the purpose of storing school-related materials and items essential to the educational well-being of the student.

Desk and locker inspections will be held at various times throughout the year. Searches of desks and lockers will be limited to the instances in which school authorities have reason to suspect that one of the following prevails:

- The student is using his/her desk/property/locker for illegal purposes or is using it to withhold evidence of a violation of the law;
- The student is using his/her desk/property/locker in such a way as to interfere with school discipline;
- The student is using his/her desk/property/locker in such a way as to interfere with the fundamental duty of school authorities to operate the school;
- The student is using his/her desk/property/locker in such a way as to endanger the health and safety of him or herself or others.

A student should be present when the desk/property/school locker is searched. If he/she is not, the school will notify the student as soon as possible that the search occurred

## Freedom of Speech

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The Academy recognizes that freedom of speech is a right of every American. A student may express his/her personal opinions, whether in the context of a class, general discussion, a campaign speech for student government office, or an editorial in a student publication. It is understood that the student's freedom of expression is not absolute and is limited in the following ways:

**Respect for the rights of others;**

A student does not have the right to infringe upon the rights of others, encourage the breaking of existing laws or policies, or exceed the bounds of lawful assembly.

**Violence is to be avoided;**

Physical aggression or threats against persons or their property will not be tolerated.

**Decency is expected at all times.**

A student's printed material, oral language, physical acts or displays are unacceptable if obscene.

## Student Publications

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Middle school students may be involved in the process of writing, publishing, and distributing student publications. A policy has been written to safeguard the advisors, principals, and students involved from editorial practices which could result in legal action. The advisor, editor, and his/her staff will enforce this student publication policy. The Board of Education reserves the right to designate which publications and productions violate the rights of others and are not protected by the right of free expression, and therefore prohibit their publication and distribution. The actions of the editorial board are subject to approval from the advisor of the school publication. The policy is as follows:

- Any material which will injure an individual's reputation, psyche, or future, or will expose an individual to unnecessary harassment or embarrassment, will not be published.
- Any material which is irrational and/or void of truth will not be published.
- Any material which is in poor taste and has no social worth will not be published.
- Any material which is prejudicial to a religious, ethnic, racial or other delineated group will not be published.
- Any material which is libelous to any specific person or persons will not be published.
- Language, pictures, music, or symbols that are obscene, libelous, or offensive to good taste shall be avoided.
- A by-line shall accompany every printed article, story, or presentation.
- School publications/productions shall not endorse any candidate for public office or take a political stand on any issue.
- All materials to be printed or produced are subject to review by the advisors and/or principal. Those who are denied approval for inclusion of materials in school publications/productions may appeal to a committee composed of the principal, the relevant advisors, and the presidents of each class. The function of this committee is to review and the appeal is conducted in an advisory capacity only. The final decision remains with the principal.



- Any material relating to issues which are not within the province of a school publication will not be published.

**The following regulations apply:**

The Academy may solicit business sponsorships to defray the cost of yearbooks. The principal has formulated guidelines for the sale of sponsorships and guidelines to ensure that such sponsorships are acknowledged in the yearbooks in a dignified manner. Display advertising will not be accepted.

Advertising in school publications may be accepted provided it meets criteria established by the principal.

## Special Education Students

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A special education student from birth through age twenty-five has a right to a free and appropriate public education in the least restrictive environment which complies with federal and state laws, regardless of the nature or severity of the disability. The standards of conduct contained within this code apply to all students, including special education students. However, due to the unique needs of special education students and federal/state laws, the procedures determining appropriate disciplinary action will vary when a special education student is involved. Therefore, specific policies and procedures developed by the Academy pertaining to special education students must be followed.

Special Services are provided as dictated by the students Individual Education Plan (IEP) such as Speech Pathologist, Psychologist, Occupational Therapist, or Social Worker.

## Code Violations and Consequences

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The following list of violations/penalties is not all-inclusive but is meant to give students/parents an idea of the possible penalty for violations.

**OFFENSES - Should a violation occur, the minimum penalty listed shall be imposed. The nature of the circumstances surrounding the offense may result in more serious punishments or penalties, including referral to the School Board for expulsion.**

OFFENSE	PENALTY
<p><b>ALTERING SCHOOL DOCUMENTS-FALSIFICATION OF RECORDS</b> The act of changing, altering, or forging any school-related document, including but not limited to passes, re-entries, progress reports, report cards, transcripts, and computer/on-line records.</p>	<p>Administrative intervention to expulsion.</p>
<p><b>ARSON</b> The willful and malicious burning of or attempt to burn any building or part of any building or any property of the school district.</p>	<p>MINIMUM PENALTY – Expulsion for at least 180 days; also parent contact and possible referral to authorities.</p>

<p><b>BOMB THREAT</b></p> <p>The deliberate attempt through verbal or written communication to disrupt normal school operations by reporting an impending threat of explosives on school property when no such threat exists.</p>	<p>MINIMUM PENALTY – Expulsion up to 180 days; also parent contact and possible referral to authorities.</p>
<p><b>BULLYING</b></p> <p>Harassment or bullying is any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – i.e. internet, cell phone or wireless handheld device ) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or mental, physical or sensory disability or impairment or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function or in a school vehicle. The conduct must be directed at one or more pupils; substantially interferes with educational opportunities, benefits or programs of one or more pupils; adversely affects the ability of a pupil to participate in or benefit from the school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and is based on a pupil’s actual or perceived distinguishing characteristic or is based on an association with another person who has or is perceived to have any of these characteristics.</p>	<p>MINIMUM PENALTY – Suspension to expulsion and possible referral to authorities.</p>
<p><b>CRIMINAL ACTS</b></p> <p>The act of committing or participating in any conduct or act defined as a crime by federal or state law or local ordinance.</p>	<p>Suspension to expulsion.</p>
<p><b>CRIMINAL SEXUAL CONDUCT</b></p> <p>Violation set forth in Chapter LXXVI of the Michigan Penal Code (<i>MCL 750.520b to 750520g</i>).</p>	<p>Suspension to expulsion.</p>
<p><b>DISCRIMINATORY HARASSMENT</b></p> <p>The act of engaging in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct relating to a person’s gender, race, national origin, religion, height, weight, marital status, handicap or disability (ex., sexual or racial comments, threats or insults, unwanted sexual touching, etc.)</p>	<p>Administrative intervention to expulsion.</p>
<p><b>DISRUPTION OF SCHOOL</b></p> <p>Inciting and/or contributing to the disruption of the educational process and/or school-sponsored activities.</p>	<p>Administrative intervention to expulsion.</p>
<p><b>DISTRIBUTION OF PRINTED MATERIAL</b></p> <p>The act of distributing unauthorized material on Academy property.</p>	<p>Administrative intervention to expulsion.</p>

<p><b>DRUGS/ALCOHOLIC BEVERAGES, SALE/DISTRIBUTION</b></p> <p>The sale, distribution, or transfer of illegal drugs, look-alike drugs, or alcoholic beverages.</p>	Ten-day suspension; also parent conference, referral to civil authorities, & possible expulsion up to 180 days.
<p><b>DRUGS/ALCOHOLIC BEVERAGES, POSSESSION OR USE OF</b></p> <p>Possession, use, or under the influence of alcoholic, illegal drugs, look-alike drugs, or other substances which produce irregular or abnormal behavior.</p>	Ten-day suspension; also parent conference, referral to civil authorities.
<p><b>EXTORTION</b></p> <p>The act of taking or attempting to take any money or things of value from a student in school in the presence of either an implied or expressed threat.</p>	Suspension to expulsion.
<p><b>FALSE ALARM</b></p> <p>The intentional act of initiating or participating in the setting of a false fire alarm or making a false fire, bomb, or catastrophe report.</p>	MINIMUM PENALTY – Five-day suspension and possible referral to civil authorities.
<p><b>FALSE ALLEGATIONS</b></p> <p>The act of libel or slander or to make false allegations against another student, academy staff members, Board of Education members, or volunteers.</p>	Administrative intervention to expulsion.
<p><b>FIGHTING</b></p> <p>The act of engaging with another person in bodily contact in a physically threatening and/or destructive manner.</p>	Suspension to expulsion. ( <i>See Physical Assault</i> )
<p><b>FIREWORKS/EXPLOSIVE MATERIALS, USE OF</b></p> <p>Use of fireworks, explosive materials, or smoke-producing devices.</p>	MINIMUM PENALTY – Five-day suspension and confiscation; also parental contact.
<p><b>FIREWORKS/EXPLOSIVE MATERIALS, POSSESSION</b></p> <p>Possession of fireworks, explosive materials, or smoke-producing devices.</p>	MINIMUM PENALTY – One-day suspension and confiscation; also parental contact.
<p><b>FIREWORKS/EXPLOSIVE MATERIALS, DISTRIBUTION</b></p> <p>Distribution of fireworks, explosive materials, or smoke-producing devices.</p>	MINIMUM PENALTY – Three-day suspension and confiscation; also parent contact.
<p><b>FORGERY</b></p> <p>The act of fraudulently using, in writing, the name of another person or falsifying times, dates, grades, addresses, or other data on school forms, documents, or stickers.</p>	Administrative intervention to expulsion.
<p><b>GAMBLING</b></p> <p>The act of playing any game of chance for money or valuables, including but not limited to card and dice playing.</p>	Administrative intervention to expulsion.
<p><b>GANG ACTIVITY</b></p> <p>A group of two or more persons whose purposes or activities include the commission of illegal acts or violation of Academy rules and/or policies.</p>	Administrative intervention to expulsion.

<p><b>GROSS DISRESPECT</b></p> <p>Willful and extreme rudeness directed toward school employees or other adults, including derogatory remarks and obscene gestures.</p>	Administrative intervention to expulsion.
<p><b>HAZING</b></p> <p>Any activity which endangers the physical safety of a student produces mental or physical discomfort, causes embarrassment or fright, or degrades the student.</p>	Administrative intervention to expulsion.
<p><b>IMPROPER COMMUNICATION</b></p> <p>The act of making threatening, annoying, nuisance, vulgar, and/or obscene communications -- verbally, in writing, or by gestures -- to any students or staff.</p>	Administrative intervention to expulsion.
<p><b>IMPROPER USE OF TECHNOLOGY</b></p> <p>The act of violating the "Acceptable Use Policy and Procedures" student contract for the use of computers, electronic information, resources, or other technologies (e.g., use of networks operated by the school district, etc.) nor shall the student violate the verbal or written directions of school district personnel regarding the acceptable use of computers and other technologies.</p>	Administrative intervention to expulsion.
<p><b>INDECENCY</b></p> <p>The act of offending against commonly recognized standards of good taste, including offensive displays of affection or use of ethnically offensive language.</p>	Administrative intervention to expulsion.
<p><b>INSUBORDINATION/FAILURE TO COOPERATE</b></p> <p>The failure to respond or carry out a reasonable request by authorized school personnel.</p>	Administrative intervention to expulsion.
<p><b>INTIMIDATION</b></p> <p>Interference with the normal school operation by threat of force or violence.</p>	Administrative intervention to expulsion.
<p><b>OBSCENITY/PROFANITY</b></p> <p>The act of using obscene or profane language by pupils, in verbal or written form or in pictures, caricatures, or obscene gestures.</p>	Administrative intervention to expulsion.
<p><b>PARAPHERNALIA</b></p> <p>Items related to or identified with the use of alcohol, tobacco and/or drugs, including but not limited to lighters, matches, pipes, rolling papers, etc.</p>	MINIMUM PENALTY – Confiscation of items; also possible remittance to authorities.
<p><b>PERSONAL PROTECTION DEVICES</b></p> <p>The act of possessing, attempting to possess, handling, or transmitting a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.</p>	Administrative intervention to expulsion.

<p><b>PETITIONS</b></p> <p>The act of presenting petitions which are not free from obscene or libelous statements, personal attacks, or are not within bounds of reasonable conduct.</p>	<p>Administrative intervention to expulsion.</p>
<p><b>PHYSICAL ASSAULT</b></p> <p>The willful, unprovoked striking, physically threatening to strike, or act of intentionally injuring any student or employee.</p>	<p>MINIMUM PENALTY –</p> <p><i>Against another student:</i> suspension or expulsion up to 180 days.</p> <p><i>Against a school employee, contractor or volunteer:</i> permanent expulsion [MCL 380.1311a.]</p>
<p><b>PLAGIARISM</b></p> <p>The act of using another person’s ideas or writings as one’s own. Includes the copying of language, structure, idea, and/or thought of another and representing it as one’s own original work.</p>	<p>Administrative intervention to expulsion.</p>
<p><b>SCHOLASTIC DISHONESTY</b></p> <p>Includes but is not limited to the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.</p>	<p>Administrative intervention to expulsion.</p>
<p><b>SMOKING</b></p> <p>The act of using cigarettes or other tobacco products anywhere on school property. More specifically: smoking in the building at any age, smoking in front of the school or on the sides of the building at any age, or smoking behind the school building at any age.</p>	<p>MINIMUM PENALTY-</p> <p>1<sup>st</sup> offense: Three-day suspension; also parent contact and referral to civil authorities.</p> <p>2nd offense: Five-day suspension; also parent contact and referral to civil authorities.</p> <p>3rd offense: Ten-day suspension; also parent contact and referral to civil authorities.</p>
<p><b>STEALING OR KNOWING POSSESSION OF STOLEN PROPERTY</b></p> <p>The act of dishonestly acquiring the property of others and/or knowing and concealing the location or possession of such property.</p>	<p>Administrative intervention to expulsion.</p>
<p><b>TOBACCO POSSESSION</b></p> <p>The act of possessing cigarettes or other tobacco products.</p>	<p>MINIMUM PENALTY – Verbal warning and confiscation.</p>
<p><b>TRESPASSING/LOITERING</b></p> <p>The act of prowling or loitering on foot, in a motor vehicle, or in other manner, in or around the school buildings or property without authorization.</p>	<p>Administrative intervention to expulsion.</p>
<p><b>TRUANCY</b></p> <p>The act of unauthorized and willful absence from a specific class or school for any period of time.</p>	<p>Administrative intervention to expulsion.</p>

<p><b>UNAUTHORIZED PROTEST</b></p> <p>The act of protesting which results in disruption of the school without the authorization of a principal.</p>	<p>Administrative intervention to expulsion.</p>
<p><b>UNAUTHORIZED USE OF SCHOOL EQUIPMENT</b></p> <p>The act of using school equipment (e.g., fax machines, copiers, computer equipment, laboratory equipment, athletic supplies, etc.) in any unauthorized, dangerous, or illegal fashion.</p>	<p>Administrative intervention to expulsion.</p>
<p><b>UNLAWFUL DISRUPTION OF EDUCATIONAL PROCESS</b></p> <p>Including but not limited to an act of violence, in possession of a weapon, alcohol or drugs, or any act that interrupts the learning process.</p>	<p>Possible suspension or expulsion up to 180 days; suspended from all after school activities for 90 days or more; referral to civil authorities, and possible transportation to police station.</p>
<p><b>VANDALISM</b></p> <p>The act of willful destruction of property belonging to others or the destruction, damage, or defacement of school property.</p>	<p>Administrative intervention to expulsion.</p>
<p><b>VERBAL ASSAULT</b></p> <p>Any act, oral or written, which can reasonably be expected to induce another person to be in apprehension of danger of bodily injury or harm, or the use of offensive language directed at a person where such language is likely to provoke a reasonable person to physical violence.</p>	<p>MINIMUM PENALTY – Suspension or expulsion up to 180 days.</p>
<p><b>VIOLATIONS OF BUILDING’S RULES AND REGULATIONS</b></p> <p>The act of committing or participating in any conduct or act prohibited by a school building’s rules or regulations.</p>	<p>Administrative intervention to expulsion.</p>
<p><b>WEAPONS-USE/POSSESSION</b></p> <p>The act of possessing, using, or threatening to use any weapon, any reasonable weapon-like tool, or any instrument capable of inflicting bodily injury. <i>Includes look-a-like weapons.</i></p>	<p><i>Possession:</i> Confiscation, suspension or expulsion up to 180 days and parent contact; referral to civil authorities.</p> <p><i>Use:</i> Expulsion from school, parent contact, and referral to civil authorities.</p>
<p><b>WEAPONS-DANGEROUS</b></p> <p>A firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, or an automobile or motorized vehicle.</p>	<p>Permanent expulsion pursuant to MCL 380.1311.</p>
<p><b>CELL PHONES, PAGERS, OTHER ELECTRONIC COMMUNICATION DEVICES</b></p> <p>Pocket pagers, cell phones, radios, televisions, audio devices, or recording equipment in possession without permission from the building principal.</p>	<p>MINIMUM PENALTY – Confiscation and possible remittance to authorities.</p>

## RANGE OF PENALTIES

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These disciplinary penalties are not to be construed as an all-inclusive list. They are not intended to limit the authority of school officials to deal appropriately either with violations of an individual school building's rules and regulations or with other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

### **Suspensions and Expulsions in General**

The Revised School Code provides each school board with the authority to establish a local discipline policy. Each local school board has the authority to make reasonable regulations relative to anything necessary for the proper establishment, maintenance and management of the schools in the district. Districts shall develop and implement a code of student conduct and enforce its provisions with regard to a pupil's misconduct in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises. Students guilty of gross misdemeanor or persistent disobedience may be suspended or expelled. A local or intermediate school district or a public school academy must develop and implement a code of student conduct and enforce the provisions of that code regarding misconduct [Ohio Administrative Code 3313.22]

### **Due Process**

Fairness dictates that students be given notice of the types of conduct which are prohibited and the potential consequences of the misconduct. A school's rules and procedures for suspending or expelling a student should be outlined in the handbook adopted by the local board of education.

- **Suspension—10 Days or Less**  
For a suspension of 10 days or less, a student is entitled to minimal due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to respond. If feasible, the notice and hearing should precede the student's removal from school. If the student's presence poses a danger to persons or property or threatens to disrupt the academic process, prior notice and hearing may not be feasible. In this case, a hearing should follow the student's removal from school as soon as possible.
- **Suspension – More Than 10 Days and Expulsions**  
A more formal due process procedure is required when serious disciplinary measures are alleged against a student. The student shall be given reasonable time to prepare for the hearing. The person conducting the disciplinary hearing must be impartial. The board of education, a school administrator or disciplinary panel may conduct the hearing as long as they are truly impartial.
- **Students with Disabilities**  
When a handicapped student engages in inappropriate behavior, a common inclination is to deal with the handicapped student in the same manner as a non-handicapped student. The reason for engaging in the inappropriate behavior, however, may be due to the student's handicapping

condition or an inappropriate special education placement.

A handicapped student may be short-term suspended from school if he/she is guilty of gross misdemeanor or persistent disobedience. Short-term suspension means a temporary exclusion (a period of time between one (1) hour and ten (10) school days from the student's educational program, class, transportation, or any aspect of programs or services identified in the Individualized Educational Program.

A handicapped student may be suspended long-term or be expelled for the same reasons that non-handicapped students may be suspended long-term or expelled based on the following procedure: An Individualized Educational Planning Committee (IEPC) must be convened. The IEPC must find that:

- The determination of eligibility is appropriate.
- The student's behavior is not a manifestation of the student's handicapping condition.
- The student's Individualized Educational Program (IEP) currently reflects the special education programs and services determined to meet the unique educational needs of the student.

If these standards are met through decisions of the IEPC, the handicapped student may be suspended for more than ten (10) days or expelled. The IEPC shall review and possibly revise the student's Individualized Education Program (IEP).

Long-term suspension means exclusion for more than ten (10) days from the student's education program, class, transportation, or any aspect of the programs or services identified in the Individualized Educational Program. Expulsion shall be the permanent exclusion of a student from the Academy.

For handicapped students determined eligible according to Section 504 of the Rehabilitation Act of 1973, the following applies:

- A Section 504 committee meeting must be convened.
- The Section 504 committee must determine that the student's handicap would not cause the student to violate school rules.
- If this standard is met through decisions of the Section 504 committee, the handicapped student may be suspended for more than ten (10) days or expelled using the same procedure the Board of Education would follow for a non-handicapped student.
- If this standard is not met through decisions of the Section 504 committee, the student may not be suspended for more than ten (10) days or expelled.

Emergency removal of a handicapped student from his/her current placement may take place through parental agreement for an interim placement or through injunctive relief from a court when the current placement presents a substantial likelihood of resulting in injury to the student or others.



## Types of Suspensions and Expulsions

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If a specific consequence is not stated for a violation of a particular rule, then disciplinary action may range from administrative intervention to suspension and/or expulsion, depending upon the nature and severity of the offense, the student's prior behavioral record, the recommendation of school personnel, and all other relevant circumstances.

### Exclusion from School

The term "suspension" means that a student shall not attend class or participate in any activity sponsored by the school, or be present on school property except by permission of an administrator of the school involved. Refusal of an administrator to permit a student to attend extracurricular activities shall not be construed as suspension from school.

**In-School Suspension** – only the appropriate administrator may assign students in-school suspension

- Students may be assigned up to five (5) days of temporary consecutive suspension.
- The classroom teacher will be notified as soon as the student is assigned to the in-school suspension and will submit appropriate assignments for the student no later than the next morning before first hour. Students will receive credit for daily work done while in the in-school suspension program.
- Since this is a school-related placement, student absences are reported as school-related on the attendance report for classes missed.
- Students will have a 25-minute lunch break at a time when no other students occupy the cafeteria, and a five-minute break during the afternoon session, except for emergencies at the principal's discretion.
- Attendance at assemblies and other activities during the school day will not be allowed during the suspension period.
- Participation in extra-curricular and co-curricular activities will not be allowed during the time of in-school suspension.
- No passes will be granted to students attending in-school suspension.
- Progressive discipline will be applied in those cases where an administrator determines that the behavior changes did not occur or improve.
- The Principal reserves the right to make any accommodations or adjustments to the above whenever he/she feels necessary.

### Temporary Suspension

Temporary suspension lasts for a period not to exceed ten school days and may be imposed by the assistant principal, principal, GEE, or designee. A student shall be fully informed in writing of the charges brought against him/her including the factual basis and rationale for such disciplinary action as may be imposed. If the charges include any of those listed in R.C. 3313.662 (*see Permanent Exclusion, below*) for which permanent exclusion may be sought, the written notice must indicate the possibility that the School Board may seek permanent exclusion.

The student shall have an opportunity to respond to the charges prior to the imposition of the

disciplinary action unless the student's presence endangers persons or property or threatens the disruption of the academic process, thus justifying immediate removal from school, whereupon the necessary notice and hearing shall be provided as soon as practicable. The parents shall be notified immediately by phone or personal contact when a student is to be suspended from school. Written verification of such contact shall be made indicating date and person contacted.

When such suspension exceeds a period of five school days, verbal notification to parent or guardian shall be followed by written communication to the parent or guardian stating the charges, reasons, and conditions of the suspension and right of appeal. One copy of the letter shall be placed in the student's file.

GEE shall be notified in writing immediately of any suspension which exceeds a period of five school days. Following or in lieu of suspension, the principal may recommend either an extended suspension or expulsion to GEE. This recommendation shall be in writing and shall provide a review of the charges and their factual basis and state the reasons for the recommendation. GEE shall provide a copy of this recommendation to the parents. The responsibility for make-up work is with the student at the convenience of the teacher. Students have the responsibility to complete all assignments while on suspension. Credit will be received for daily assignments given during a temporary suspension from school.

Only GEE or the School Board may impose a suspension covering a period in excess of ten (10) school days but not to exceed thirty (30) school days. In such action the following procedure shall be followed:

- The parents shall be given written notice of the time and place of the hearing before GEE with the statement of charges and building administrator's letter of recommendation.
- Before any handicapped student may receive a long-term suspension, an Individual Educational Planning Committee (IEPC) meeting or Section 504 committee meeting must be convened.
- At such hearing, witnesses shall be heard regarding all contested facts. The parents, student, or the student's representative may question witnesses, may present witnesses on the student's behalf, and may discuss the appropriateness of any sanction.
- The decision shall be in writing and shall specify the factual basis and rationale for the result and advise the parents of the right of appeal to GEE. Copies shall be delivered to the parents, the building administrator, and GEE.
- The Academy shall make every effort to provide an opportunity for a student under extended suspension to continue his/her education.

### **Long-Term Expulsion**

State law allows the Board to impose a long-term expulsion of up to one (1) year under the following circumstances:

- **Bomb Threat – One-Year Expulsion**

A student who makes a bomb threat directed at any school staff member, a school building, other school property, or a school-related event, may be expelled for a period not to exceed one year in accordance with a policy adopted by the Board. [R.C. 3313.66(B)(5)]

- Possession of a Firearm on School Property – One-Year Suspension  
A student who possesses a firearm on school grounds shall be expelled for one year unless a lesser period is deemed appropriate in accordance with a policy adopted by the Board. [R.C. 3313.66(B)(2)(a)]
- Possession of a Firearm at a School Activity – One-Year Suspension  
A student who possesses a firearm at a school activity that is not located on school grounds may be expelled for up to one year, but may be expelled for a lesser period if deemed appropriate, in accordance with a policy adopted by the Board. [R.C. 3313.66(B)(2)(b)]
- Possession of Knife on School Grounds or Another’s Knife/Firearm at School or a School Activity – One-Year Suspension  
A student who (1) brings a knife on school grounds or (2) possesses another’s knife or firearm on school grounds – or at a school activity not located on school grounds – may be expelled for up to one year if a resolution is adopted by the Board authorizing such expulsion. [R.C. 3313.66(B)(3)]
- Criminal Conduct Causing Serious Physical Harm to Persons/Property – One-Year Suspension  
A student engaging in conduct that would be criminal if committed by an adult and that causes serious physical harm to persons or property on school grounds – or at a school activity not located on school grounds – may be expelled for up to one year in accordance with a policy adopted by the Board. [R.C. 3313.66(B)(4)]

The building administrator may recommend a student’s long-term expulsion in writing to GEE. Expulsion is exclusion from the Academy and may be imposed only by the School Board in accordance with the following procedures:

- GEE shall determine whether to recommend a student’s expulsion to the School Board.
- GEE shall make every effort to hold a conference with the parent prior to making his/her final recommendation to the School Board.
- In accordance with the state law and School Code procedures, if an extended suspension is imposed by the designee of GEE, the student shall continue to be under suspension until GEE can make a recommendation to the Board and until the Board makes a final decision.
- GEE’s recommendation to the Board shall be in writing and shall include the essential elements which form the basis of the charge.
- A copy of the recommendation shall be transmitted to the parent of the student being considered for expulsion.
- The School Board shall set the date, time, and place of the hearing and shall transmit written notice of the same to the parent at least five school days before the date of the hearing.

**The hearing before the Board shall be conducted under the following procedures:**

- The hearing will be private unless requested otherwise by the parent. The decision of the Board regarding any hearing is held in public.
- An attorney or other advisors of his/her choosing may represent the student.
- Witnesses may be presented at the hearing regarding the contested facts. The parent, student, or the student’s representative may question witnesses, may present witnesses on the student’s

behalf, and may discuss the appropriateness of any proposed sanction. The School Board shall make reasonable efforts to arrange for witnesses to be present at the hearing.

- The hearing is not a court proceeding and court rules of evidence shall not be enforced at the appeal hearing. During the appeal hearing, witnesses may be heard regarding all contested facts.
- There may be present at the hearing the academy principal, the Board's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.
- The Board shall render a written opinion of its determination within five school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
- The Board acknowledges that it may have a continuing responsibility for providing an alternative educational service to handicapped students who have been suspended long-term or expelled.

### **Permanent Exclusion Under State Law**

Under certain circumstances, the school may seek permanent exclusion of a student in accordance with the procedures of Ohio Revised Code 3313.662 and 3301.121. Under Ohio Revised Code 3313.662, the school may seek permanent exclusion if the student is convicted of – or adjudicated a delinquent child for committing when the pupil was sixteen years of age or older – an act that would be a criminal offense if committed by an adult and if the act is any of the following:

- A violation of section 2923.122 of the Revised Code [*possession of deadly weapon near a school*];
- A violation of section 2923.12 of the Revised Code [*concealed weapon*], or a substantially similar municipal ordinance, or of section 2925.03 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district;
- A violation of section 2925.11 of the Revised Code [*possession of controlled substance*], other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of, the board of education of a city, local, exempted village, or joint vocational school district;
- A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, or 2907.05 [*murder, assault, etc.*], or of former section 2907.12 of the Revised Code that was committed on property owned or controlled by – or at an activity held under the auspices of – a board of education of a city, local, exempted village, or joint vocational school district, if the victim at the time of the commission of the act was an employee of that board of education;
- Complicity in any of the aforementioned violations, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district.

## **THE APPEAL PROCESS**

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### **Discipline Cases Other Than Expulsion**

In all cases where disciplinary sanctions have been imposed, a student and/or his/her parent has the right to a hearing with the appropriate administrator. Hearings on appeal need not repeat matters or procedures accomplished at a prior hearing. In cases involving suspension of five days or less, the

principal's decision is final. In cases involving suspension of more than five days, but no more than ten days, the parent or adult student may appeal such decision to the designee of GEE within five school days following the school leader's decision. The decision of GEE is final. In cases involving a suspension of more than ten days, but not more than thirty days, the parent may appeal such decision to the Board within five school days following the decision of GEE or its designee. The Board shall affirm or modify the decision of GEE in writing within five school days from hearing the appeal. The Board's decision is final.

### **Appeal of Expulsion Cases**

The decision of the Board to expel is final. However, it shall be the prerogative of the Board, upon receiving written request, to grant a second hearing before the Board if, in its judgment, such a hearing is justified. Such hearings, if held, shall be conducted in accordance with state law and School Code.

## **PUBLIC COMPLAINTS POLICY**

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Any person or group, having a legitimate interest in the operations of this Academy shall have the right to present a request, suggestion, or complaint concerning staff, the curriculum, or operations of the Academy. At the same time, the Board of Directors has a duty to protect staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Academy by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, that more formal procedures shall be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, or the administration shall be referred to the School Leader for consideration according to the following procedure.

### **Matters Regarding a Staff Member**

- **First Step**

The matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority. This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by Academy officials. As appropriate, the staff member shall report the matter and whatever action may have been taken to the School Leader.

If the matter cannot be satisfactorily resolved in conference with the staff member involved, the complainant shall forward a written complaint to the School Leader for resolution.

- **Second Step**

If a satisfactory solution is not achieved in conference with the School Leader, the complainant shall submit a written request for a conference with a copy of the written complaint to the School Board

Liaison. This request should be addressed to the School Board Liaison at the school address. The request should include:

- The specific nature of the complaint and a brief statement of the facts giving rise to it;
- The manner in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- The reason(s) that the matter could not be resolved in discussions with the School Leader;
- The relief which the complainant seeks and the reasons why it is felt that such relief is needed.

Should the matter be resolved in conference with the School Board Liaison, the Board shall be advised of the resolution at the next scheduled Board meeting.

- **Third Step**

Should the matter not be resolved with the School Board Liaison, the complainant shall forward their written request to the Educational Service Provider (ESP). The ESP, after reviewing all material relating to the case, will make every effort to resolve the matter with the complainant. However, should the matter still not be resolved, or if it is one beyond the Educational Service Provider's authority and requires a Board decision or action, the complainant's written request and all materials pertaining thereto shall be forwarded to the School Board President, who shall review the complaint at the next scheduled Board meeting.

- **Fourth Step**

The Board, after reviewing all material relating to the case, will provide the complainant with its written decision. The complainant shall be advised, in writing, of the Board's decision no more than ten (10) business days following the Board's decision or action. The Board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

## **Matters Regarding the School Leader**

- **First Step**

The matter must be addressed to the School Leader who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within her/his authority. Follow the same procedure as outlined above beginning at Step Two.

## **Matters Regarding the Educational Program, Services, or Operations**

If the request, suggestion, complaint, or grievance relates to a matter of educational program, procedure or operation, it should be addressed, initially, to the Educational Service Provider. Should the matter still not be resolved, or if it is one beyond the Educational Service Provider's authority and requires a Board decision or action, the procedure shall follow as outlined above, beginning at Step Four.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision. The complainant shall be advised, in writing, of the Board's decision no more than ten (10)

business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

### **Matters Regarding Instructional Materials**

The School Board shall inform parents/guardians each year regarding their right to inspect instructional materials. If the request, suggestion, complaint, or grievance relates to instructional materials such as textbooks, library books, reference works, and other instructional aides used in the Academy, the following procedure shall be followed:

The criticism is to be addressed to the School Leader, in writing, and shall include:

- author
- title
- publisher
- the complainant's familiarity with the material objected to
- sections objected to by page and item
- reasons for the objection

Upon receipt of the criticism, the School Leader will appoint a review committee which may consist of one (1) or more professional staff members, one (1) or more Board members (including the ESP's Curriculum Director), and one (1) or more lay persons knowledgeable in the area. The School Leader shall be an ex officio member of the committee. The committee, in evaluating the questioned material, shall be guided by the following criteria:

- the appropriateness of the material for the age and maturity level of the students with whom it is being used
- the accuracy of the material
- the objectivity of the material
- the use being made of the material

The material in question may not be withdrawn from use pending the committee's recommendation to the School Leader.

The committee's recommendation shall be reported to the School Leader in writing within thirty (30) business days following the formation of the committee. The School Leader will advise the complainant, in writing of the committee's recommendation and advise the Board of the action taken or recommended.

The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request. The School Leader shall forward all written material relating to the matter to the Board.

The Board shall review the case and advise the complainant, in writing, of its decision within ten (10) business days. No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely

because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

### **Complaints Received by the Ohio Council of Community Schools (OCCS) or the Ohio Department of Education (ODE).**

Complaints received by the OCCS or ODE from parents shall be handled in accordance with the school board's adopted complaint procedure. Upon receipt of a complaint, OCCS or ODE shall forward it to the School Leader. OCCS shall facilitate the resolution of the complaint by:

- Advising complainant of school's complaint policy
- Directing complainant to appropriate school official
- Notifying appropriate school official of complaint
- Investigating the complaint, if warranted or if requested by school officials
- Reporting back to OCCS in written format so complaint may be tracked and closed

***NOTE:*** *Complaints that have gone beyond the school leader and followed the school's internal complaint process as documented in the school's handbook should be reported on the Board's monthly OCCS Sponsor report.*

*If a complainant contacts an individual Board member to discuss any matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.*

Partially Based on: 20 U.S.C. 1232 h.



# Global Educational Excellence Schools

## Parent-Student Title I Compact

### 2010-2011

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The GEE Schools and the parents of the students participating in the activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) and participating children, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

### School Responsibilities

The Global Educational Excellence Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards.
2. Curriculum maps will be available to parents that state the curriculum content and aligned state standards.
3. Hold Parent/Teacher Conferences during which this compact will be discussed as it relates to the individual child's achievement. These conferences will be held:
  - In the Fall at Parent/Teacher Conferences
  - In the Spring at the Portfolio Review
  - Whenever a parent wishes for a conference with a teacher
4. Provide parents with frequent reports on their child's progress. Specifically, the school will provide the following reports:
  - At the end of each nine week period (report cards)
  - MEAP/MME results when received from the state
5. Provide parents reasonable access to staff. Particularly, staff will be available for consultation with parents:
  - Parents may call the office and request to talk to a teacher. If the teacher is unavailable, parents can leave their name and number, and their call will be returned.
  - Parents may set up an appointment to discuss their child's progress at any time throughout the school year.
6. GEE schools have Open Door Policies, in which, parents may come and visit when they request. We must follow outlined policy and procedures, having parents sign in at the front office and receive a visitor's badge. We want to maintain an environment conducive to learning and ask that parents respect our protected instructional time by giving the school prior notice before entering a classroom. GEE schools will provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities through:
  - P.T.O. (Parent-Teacher Organization)
  - Field Trips
  - Mentoring
  - Assisting teachers with classroom activities

## Parent Responsibilities

We, as parents, will support our children's learning by:

- Monitoring attendance.
- Making sure that homework is completed.
- Promoting positive use of my child's extracurricular time by monitoring the amount of electronic usage (television, computer, video games) our children utilize.
- Attending school functions and conferences.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Encouraging my child to demonstrate respect for school personnel, his/her classmates, and school property.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

## Student Responsibilities (Parents, please read with your child)

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards by:

- Completing assigned homework every day and ask for help when I need to.
- Attending school regularly and on time.
- Developing a positive attitude toward school.
- Being a cooperative learner and carry out the teacher's instructions and directions.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Adhere to anti-bullying policy and the GEE School District Code of Conduct.

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

# Parent/Student Acknowledgment of Receipt of Family & Student Handbook and Code of Conduct

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I confirm that I have received and reviewed a copy of the GEE Student/Parent Handbook & Code of Conduct with my child.

I understand that this Handbook is designed to acquaint me with the current Academy Policies and Procedures that govern students attending the Academy.

I understand that GEE and/or the Academy Board reserves the right to interpret, modify, or eliminate any of the Policies and Procedures at any time, and that if there are changes made, that they will be made available to the public.

As a recipient of this Handbook I understand that I am responsible for knowing its contents and ensuring that my child understands its contents. I understand that I may contact the Academy Leader at any time to ask for explanation or clarification of any policy or procedure contained herein.

I understand that this version of GEE's Parent & Student Handbook & Code of Conduct supersedes any and all prior Parent/Student Handbooks I may have received.

I understand that this Handbook is an extension of the Academy's adopted Board Policies and Procedures which I can review at any time in the Academy office or on the Academy website, and that this Handbook is not, nor is it meant to be, a complete rendition of the Academy's Policies and Procedures.

I understand that I am required to return this signed acknowledgement to my child's teacher before the third week of school and that if I fail to return this form, it can result in my child not being able to participate in school activities until it is received.

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Print Parent/Legal Guardian Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Sign Parent/Legal Guardian Name: \_\_\_\_\_

Print Student Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Sign Student Name: \_\_\_\_\_

Academy: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_