

**WASHINGTON PARK
COMMUNITY SCHOOL**

**2024-2025
PARENT- STUDENT
HANDBOOK**

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Board information may be accessed on the School's website.

MISSION AND VISION STATEMENT

The mission of Washington Park Community School is to produce scholars who are good citizens in school, in the community, and the neighborhood in which they live and the world that they share.

ABOUT THIS HANDBOOK



The contents of this handbook are not all-inclusive. Washington Park Community School reserves the right to make reasonable decisions in areas not specifically covered in the Handbook, Board policy, or administrative regulations. Washington Park Community School's Policies are available on the School's website. If there is a conflict between the information in this Handbook and any law, rule, policy, or regulation, the law, rule, policy, or regulation is the controlling authority.

July 2024

mon	tue	wed	thu	fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18 	19
22	23	24	25	26
29	30	31		

0 school days 0 teacher days
 July 4 - Holiday Year Round Staff Holiday




August 2024

mon	tue	wed	thu	fri
			1	2
5	6	7	8	9
12	13	14 	15	16
19	20	21	22	23
26	27 	28	29	30

8 school days 15 teacher days
 18 new teacher days
 14 parapro days

Aug.7, 8 & 9 New Teachers In-service, PD
 Aug 12 Building Workday (Paras don't report)
 August 13, 14, 15 & 16 In-Service, PD
 Aug 19 Building Workday/Open House
 Aug 20 Building Workday
 Aug 21 First Day of School




September 2024

mon	tue	wed	thu	fri
2	3	4	5	6
9	10	11	12	13
16	17 	18 	19	20
23	24 	25	26	27
30				

19 school days 20 teacher days
 19 parapro days

Sept 2 Labor Day
 Sept 20 Building Workday (Paras don't report)



October 2024

mon	tue	wed	thu	fri
	1	2	3	4
7	8	9	10	11
14	15 	16 	17 	18
21	22	23	24	25
28	29	30	31	

21 school days 23 teacher days
 22 parapro days

Oct. 18 End of Quarter 1 (41 days, 276.75 hour)
 Oct. 21 Building Workday (Parapro don't report)
 Oct. 22 Inservice, PD



November 2024

mon	tue	wed	thu	fri
				1
4	5 	6	7	8
11	12	13	14	15
18	19	20 	21	22
25	26	27	28	29

14 school days 16 teacher days
 15 parapro days

Nov. 4 Parent/Teacher Conferences
 Nov. 4 Teachers report Noon-8pm; (Parapro don't report)
 Nov. 5 Building Closed (Year Round Staff Report)
 Nov. 25 Inservice, PD
 Nov. 26 & 27 Building Closed (Year Round Staff)
 Nov 28 & 29 Year Round Staff Holiday




December 2024

mon	tue	wed	thu	fri
2	3	4	5	6
9	10 	11	12	13
16	17 	18	19	20
23	24	25	26	27
30	31			

15 school days 15 teacher days
 15 parapro days

Dec. 23-31 Winter Break
 Dec. 25 Christmas- Year Round Staff Holiday



January 2025

mon	tue	wed	thu	fri
		1	2	3
6	7		9	10
	14	15		17
20	21	22	23	24
27	28	29	30	31

17 school days 19 teacher days
 18 parapro days







Jan 1 New Years Day-Year Round Staff Holiday
 Jan 2-3 Winter Break
 Jan 6 In-Service, Collaborarion, PD
 Jan 7 Students Return
 Jan 13 Otr 2 Ends (41 days, 276.75 hours)
 Jan 17 Blding Workday (Paras don't report)
 January 20 MLK, Jr. Day

April 2025


mon	tue	wed	thu	fri
	1	2	3	4
7	8		10	11
14	15			18
21	22	23	24	25
28	29	30		

20 school days 20 teacher days
 20 parapro days

April 18 & 21 Building Closed (Year Round Staff R

-  Building Closed (Year Round Staff Re
-  Only New Teachers Report
-  Building Workday
-  First & Last Day of School
-  In-Service, Collaboration, PD
-  Holiday




February 2025

mon	tue	wed	thu	fri
3	4	5	6	7
10	11		13	14
17	18	19	20	21
24	25		27	28

18 school days 19 teacher days
 19 parapro days





Feb. 14 In-Service, PD
 Feb. 17 Presidents' Day

May 2025





mon	tue	wed	thu	fri
			1	2
5	6		8	9
12	13	14		16
19	20	21	22	
26	27	28	29	30

17 school days 19 teacher days
 17 parapro days

May 23 Last Day/End of Q4 (40 days, 270 hrs
 May 23 Parma High Commencement 6:30 p.m.
 May 26 Memorial Day
 May 27 & 28 Building Workday (Paras don't r

-  Quarter End
-  Board Mee ting
-  Fire Drill
-  Lockdown Drill
-  Tornado Drill

March 2025

mon	tue	wed	thu	fri
3	4	5	6	7
10	11		13	14
17				21
24	25	26	27	28
31				

14 school days 16 teacher days
 15 parapro days

March 17 In-Service, PD (Paras don't report)
 March 18 Qtr 3 Ends (41 Days, 276.75 hours)
 March 21 Building Workday
 March 24-28 Spring Break

June 2025

mon	tue	wed	thu	fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

0 school days 0 teacher days
 0 parapro days

June 19-Juneteenth Day Year Round Staff H

- 163 School Days/1100.25 Hours
- 182 Teacher Work Days (185 New
- 174 Parapro Work Days

EMERGENCY SCHOOL CLOSING

Information about a school closing (due to weather or an emergency) will be listed on the school's telephone system and on WKYC-TV3, WEWS- News channel 5, and WJW-Fox 8.

Parents/guardians may also sign up to receive a phone call or email from the school's emergency alert system and may check DoJo for school closings.

Washington Park Community School is not associated with the Cleveland Metropolitan School District and makes closing decisions independent of the District.

INSTRUCTIONAL HOURS

School Hours 8:00 a.m.–3:00 p.m. A student is tardy if not in their classroom by 8:00 a.m.

DROP-OFF and PICK-UP PROCEDURES

Parent drop off and pickup must follow the following procedures. Parking is prohibited in front of the School building or in the staff parking lot. If a parent must park their car during drop-off or pickup, the parent must park on the side streets or on the East 49th side of the Boulevard. The Newburgh Heights Police Department will be notified of those vehicles that are unauthorized to park in the lot during school hours.

To ensure student safety, staff are not available for conferences with parents during drop-off or pickup.

1. Drop-Off

Students may not arrive on school property until 7:40 a.m.

Parents dropping off their child by car must enter the parking lot from McGregor Avenue only. Cones will designate a drop-off lane. Children must follow the sidewalk to the front doors of the building and may not cross the parking lot area. Once the child has been dropped off, please proceed to exit on Alpha Avenue.

2. Pick-Up (Dismissal)

Dismissal begins at 3:00 p.m.

All students who walk and/or ride their bike to school will exit out of the double doors facing the front of the school.

Students getting picked up will exit out of the side ramp doors. Parking in the school parking lot is not permitted in an effort to maintain the safety of our students.

All students must exit the building by 3:15 p.m. If a student is not picked up by 3:15 p.m., they will be brought to the school office, and parents will be contacted. Chronic issues with students not being picked up on time from school will be addressed through a conference with the school administration. The School may also contact authorities if a student is not picked up from school by 3:15 p.m.

STUDENT ABSENCES AND EXCUSES (Policy 6.08)

Absences for the following reasons shall be considered as excused:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral of a family member.
- D. Medical and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. Out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Directors or an extracurricular activity, defined as a student activity program operated by the School but not included in a graded course of study.
- L. At the Head Administrator's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.
- M. Other circumstances which, in the judgment of the Head Administrator, constitute a good and sufficient cause for absence from school, including, but not limited to circumstances which are out of a student's control and which cause his/her absence due to the School's implementation of a "Remote Learning Plan" under H.B. 164, or "Blended Learning Policy" under R.C. 3301.079, if adopted by the Board.

An absence for any reason other than those listed above shall be classified as unexcused.

All excuses from parents, as well as other documents pertaining to a student's enrollment, attendance, and withdrawal from the School, shall become a part of the official attendance record and shall be maintained regardless of format or condition.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within a reasonable time following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

LEGAL REFS: R.C. §§3301.60; 3321.041; 3321.13

Ohio Department of Education EMIS Manual, Section 2.1.1: Student Enrollment Overview, Version 4.0 (2017)

DRESS GUIDELINES

The Board has adopted the following reasonable dress code and grooming guidelines to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Prohibited student dress or grooming practices include those which (1) present a hazard to the health or safety of the student himself/herself or to others in the School or (2) materially interfere with school work, create disorder, or disrupt the educational program.

All students are expected to wear neat, clean clothing appropriate for an educational environment. The Principal may require students to change any attire deemed inappropriate. For this purpose, the Principal may ask the student's parents to bring different clothing to the school or to remove the child from the premises. Adherence to the dress code is expected from the first day of school to the last. Failure to comply with the dress code will result in disciplinary action.

The dress code consists of the following:

- *Button-down shirts with collars or polos:* white, light blue, or navy-blue
- *Sweaters:* white, light blue, navy-blue, or black
- *Turtlenecks (under shirts or sweaters):* white or light blue
- *Sweatshirts (in cool weather):* navy-blue, black, or School sweatshirts
- *Dress pants:* navy-blue or black
- *Knee-length skirts or jumpers:* navy-blue or black

- *Knee-length uniform-style dress shorts* (when temperatures exceed 80 degrees): Navy-blue or black
- *Ties*: Navy-blue or black ties (optional)
- *Socks*: white, or navy-blue, or black
- *Shoes*: Black dress shoes are preferred. Clean tennis or basketball shoes in good condition may be worn. (Boots may be worn to school in the winter but must be removed during school.)
- *Belts*: Plain – black or brown – no decorations

The following are prohibited under the dress code:

- Clothing not identified above
- Hooded sweatshirts
- Clothing with pictures or words
- Clothing that expose the shoulders or have a V-neck
- T-shirts
- Sweatpants
- Jeans
- Open-toed shoes
- Shoes that light up, are neon bright or glitter styles
- Visible tattoos
- Piercings– Students may wear no more than two small post earrings per ear: worn in the ear lobe
- Jewelry

STUDENT CODE OF CONDUCT (Policy 6.19)

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the School and off of property owned or controlled by the School but that is connected to activities or incidents that have occurred on property owned or controlled by the School and misconduct by a student that, regardless of where it occurs, is directed at a School official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Directors or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, and all other school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

- A. ASSAULT, ASSAULT AND BATTERY or threat thereof to any school personnel, other student, or visitor.
- B. FALSE ALARMS - including fire and/or bomb threats.
- C. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
- D. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any substance containing betel nut or any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, hemp and hemp products, as defined in R.C. 928.01, as well as any counterfeit or “look alike” controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.
- E. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
- F. ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES.
- G. POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury or disrupting the operation of the schools.
- H. POSSESSION, USE, OR THREATENED USE OF WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
- I. REPEATED OFFENSES OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
- J. VIOLATION OF FEDERAL OR STATE STATUTES on school premises or involving school activities.
- K. VIOLATION OF TERMS OF SUSPENSION EXPULSION, OR OTHER FORMS OF DISCIPLINE.
- L. DAMAGE, DESTRUCTION, DEFACEMENT OR VANDALISM of school property or private property on school premises; (including buses) or at any school.
- M. TOBACCO/NICOTINE. A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.
- N. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
- O. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.
- P. TRUANCY from school.

- Q. Being under the influence of ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES while on school property; (including buses) or at any school-sponsored activities.
- R. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
- S. FIGHTING among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.
- T. The act of EXTORTION from any person on school property; (including buses) or at any school-sponsored activity.
- U. GAMBLING for money or valuables on school property (including buses) or at any school-sponsored activity.
- V. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.
- W. FALSIFYING in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- X. CHEATING.
- Y. PLAGIARISM.
- Z. TRESPASSING OR LOITERING.
- AA. HAZING AND INTIMIDATION, subjecting other students to pranks or humiliation causing mental or physical harm.
- BB. POSSESSION OF A FIREARM: Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starters gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.
- CC. POSSESSION OF A KNIFE: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.
- DD. Leaving school property or assigned area prior to specified dismissal time without official permission.

- EE. Open displays of affection between members of the same or opposite sex.
- FF. Unauthorized throwing of any object including, but not limited to, snowballs.
- GG. Commission of an immoral act.
- HH. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
- II. Misuse of school property.
- JJ. The Head Administrator may prohibit a student from attending and/or participating in the School's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.
- KK. Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
- LL. Violation of policies governing internet usage.
- MM. Driving in an unsafe manner.
- NN. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy, or state or federal law.
- OO. Any attempts to engage in conduct prohibited by this policy.
- PP. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
- Q.Q. Gang membership and/or gang activity. For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.
- RR. Violation of any Executive Orders or laws, or policies, rules, regulations or directives concerning social distancing, hand washing, wearing of masks, or other health and safety protocols generated by the School in response to the COVID-19 pandemic.

LEGAL REFS: R.C. 3313.661

STUDENT DISCIPLINE (Policy 6.18)

(Expulsion, Suspension, Emergency Removal, Permanent Exclusion, and Alternate Discipline)

During the time of suspension, expulsion, or removal, the student (if he/she is 18 years of age or older) and/or the parents, guardians, or custodian are responsible for the conduct of the individual. While suspended, expelled, or removed from school, students are not permitted to attend or participate in curricular or extracurricular activities, or be on school property for any reason unless a prior

appointment has been made with school officials. If a student is removed only from a particular class or activity, the student may not attend the class or participate in the activity for the duration of the removal.

A suspension or expulsion shall result in the student's total removal from the education program. Credit will not be given for work which is missed due to out-of-school suspension and which is not completed by the student per Paragraph C.11 below. For an in-school suspension, credit will be given for all classroom assignments that can be completed during the in-school suspension, or as homework if the student collects the assignments.

Teachers and other personnel of the School having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on vehicles shall be the responsibility of the driver on regular bus runs. When vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline.

The School may deny credit for post-secondary courses, any portion of which were taken during the period of an expulsion imposed by the Head Administrator or Board.

A. Definitions

1. Suspension is defined as the denial to a student for a period of at least one but not more than ten school days of permission to attend school and to take part in any school function.
2. Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten school days but not exceeding the greater of 80 school days, or one year in certain circumstances, or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to R.C. 3313.66(F).
3. Emergency Removal is defined as the denial of permission to be on school premises or at curricular activities to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises.
4. Disciplinary Removal is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled, or participate in an extracurricular activity in which he/she has been involved, for a period of less than one school day.
5. Permanent Exclusion means the prohibition of a student forever from attending any public school in this state that is operated by a city, local, exempted village, or joint vocational school.
6. In-School Suspension means a suspension served in a supervised learning environment within a school setting in the School.

B. Expulsion

1. The Head Administrator is the only school administrator who may expel a student.
2. Whenever an incident occurs that may lead to an expulsion, the principal may suspend a student prior to the expulsion hearing.
3. The Head Administrator shall give the student and his/her parent, guardian, or custodian written notice of the intention to expel the student and provide the student and his/her parent, guardian, custodian, or representative an opportunity to appear before the Head Administrator or designee to challenge the reasons for the intended expulsion or otherwise explain his/her actions. The notice must include:
 - a. The reason(s) for the intended expulsion.
 - b. Notification of the right of the student and the parent, guardian, custodian or representative to appear on request before the Head Administrator or designee to challenge the reason(s) for the intended expulsion or to otherwise explain the student's action. This hearing cannot be compelled by the administrator. The Head Administrator or designee may utilize the service of counsel if deemed appropriate.
 - c. The date, time and place to appear must not be earlier than three nor later than five school days after the notice is given unless the Head Administrator grants an extension of time. Whenever a student has attained 18 years of age, the right accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian his/her refusal will be noted in the presence of a witness.
 - d. If the proposed expulsion is based on a violation listed in R.C. 3313.662(A) and the student is 16 years of age or older, the notice shall include a statement that the Head Administrator may seek the permanent exclusion of the student if he/she is convicted or adjudicated a delinquent child for that violation.
4. The Head Administrator or designee may grant an extension of time if requested on behalf of the student. If granted, the Head Administrator must notify all parties of the new date, time, and place of the hearing.
5. The Head Administrator or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing is for both sides to give their side of the story.
6. The student may waive his/her right to a hearing. This waiver is to be in writing and signed by both student and parents. Additionally, the student can waive the hearing by not appearing or by his/her representative not appearing at the scheduled hearing.

7. If the Head Administrator decides to expel, within one school day of the decision to expel, the Head Administrator must notify the parent, guardian, or custodian of the student and the Fiscal Officer of the Board of the action to expel in writing. If at the time an expulsion is imposed there are fewer school days remaining in the school year in which the incident that gives rise to the expulsion takes place than the number of days the student is to be expelled, the Head Administrator may apply any remaining part or all of the period of the expulsion to the following school year. The notice of expulsion must include:
 - a. The reason(s) for the expulsion.
 - b. Notification of the right of the student, parent, guardian, or custodian to appeal to the Board or its designee within 14 days after the date of the expulsion notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than 14 days after the date of the notice of expulsion.
 - c. The right of representation at the appeal.
 - d. The right to be granted a hearing before the Board or its designee and request the hearing be held in executive session.
 - e. Notification that the expulsion may be subject to extension pursuant to R.C. 3313.66(F) if the student is 16 years of age or older.
 - f. Notification that the Head Administrator may seek the student's permanent exclusion if the expulsion is based on a violation listed in R.C. 3313.662(A) that was committed when the child was 16 years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
 - g. If the Head Administrator expels a student for more than 20 school days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion shall also include the names, addresses, and phone numbers of any public or private agencies that may offer services or programs that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.
8. An appeal of the expulsion must be made within 14 days of receipt of the notice of expulsion.
9. A student or his/her parent, guardian, or custodian may appeal the expulsion to the Board or its designee. The student or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be in executive session upon the request of the student, parent, guardian, custodian or representative.
10. A verbatim record shall be made of the hearing.
11. The Board or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the expulsion.

12. The action of the Board or its designee on the expulsion must be in a public meeting.
13. The Fiscal Officer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision.
14. The decision of the Board or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.
15. The Head Administrator, at his/her discretion, may require/allow a student to perform community services in conjunction with or in place of an expulsion. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the expulsion into the following school year. This provision does not apply to students expelled for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.
16. The Head Administrator shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the Code of Student Conduct even if the student withdraws from the schools for any reason after the incident that gave rise to the hearing but prior to the hearing or decision to expel. If, following the hearing, the student would have been expelled had he/she still been enrolled in the school, the Head Administrator shall impose the expulsion for the same length of time as a student who has not withdrawn from school.

C. Suspension

1. The Head Administrator, principal, assistant principal, or Head Administrator's designee are the only school administrators who may suspend a student.
2. Whenever an incident occurs that may lead to a suspension, an administrator shall investigate the nature of the alleged offense.
3. Prior to suspension or a hearing, the Head Administrator or principal must give the student written notice of the intention to suspend. This notice must include the reason(s) for the intended suspension, and if the proposed suspension is based on a violation listed in R.C. 3313.662(A) and the student is 16 years of age or older, the notice may include a statement that the Head Administrator may seek to permanently exclude the student if he/she is convicted or adjudicated a delinquent child for the violation.
 - a. The student shall be provided an opportunity to appear at an informal hearing before the Head Administrator, principal, assistant principal, or Head Administrator's designee to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend.
 - b. Whenever a student has attained 18 years of age the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness.

- c. The principal is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.
4. If the administrator decides to suspend, within one school day of the decision to suspend, the Head Administrator, principal, assistant principal, or Head Administrator's designee must notify the parent, guardian, or custodian of the student of the action to suspend in writing. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Head Administrator may apply any remaining part or all of the period of the suspension to the following school year. The notice of suspension must include:
 - a. The reason(s) for the suspension.
 - b. The duration of the suspension.
 - c. Notification of the right of the student, parent, guardian, or custodian to appeal to the Board or its designee within fourteen (14) days after the suspension notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of suspension.
 - d. The right of representation at the appeal.
 - e. The right to be granted a hearing before the Board or its designee and request the hearing be held in executive session.
 - f. Notification that the Head Administrator may seek the student's permanent exclusion if the suspension is based on a violation listed in R.C. 3313.662(A) that was committed when the child was 16 years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
5. A verbatim record of the appeal hearing shall be made.
6. The Board or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the suspension.
7. The action of the Board or its designee on the suspension must be in a public meeting.
8. The Fiscal Officer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision.
9. The decision of the Board or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.
10. The Head Administrator, at his/her discretion, may require/allow a student to perform community services in conjunction with or in place of a suspension. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the suspension into the following school year.

11. Parameters for Completing and Grading Assignments Missed Due to Suspension

- a. A student who has been suspended from school shall have the opportunity to do both of the following:
 - i. Complete any classroom assignments missed because of the suspension; and
 - ii. Receive at least partial credit for a completed assignment.
- b. A student's grade may be reduced on account of the student's suspension. However, a student shall not receive a failing grade on a completed assignment solely on account of the student's suspension.

D. Emergency Removal

1. By Teacher

- a. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place on the school premises, a teacher may remove a student from curricular activities under his/her supervision, but not from the premises.
- b. During school hours the student must be sent to the office.
- c. If a teacher makes an emergency removal, the reasons(s) for the removal must be submitted to the principal or assistant principal in writing as soon after the removal as practicable.
- d. If the emergency removal exceeds one school day then a due process hearing must be held on the next school day after removal is ordered.
 - i. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing.
 - ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
 - iii. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- e. If the Head Administrator or principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are not given.

- f. In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

2. By Administrator

- a. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place on the school premises, the Head Administrator or a principal may remove a student from the school premises.
- b. If it is intended that the student be removed for more than one school day, a due process hearing must be held on the next school day after the removal is ordered.
 - i. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing.
 - ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
 - iii. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- c. In an emergency removal a student can be kept from class or off school premises until the matter of the student's misconduct is disposed of either by reinstatement, suspension, or expulsion.
- d. Less than One (1) School Day Removal

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity or school premises for less than one school day and is not subject to suspension or expulsion, the due process requirements of this policy do not apply.

E. Students in Grades Pre-Kindergarten Through Three

1. Emergency Removal

- a. A student in any of grades pre-kindergarten through three may be removed only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the school day following the day in which the student was removed. If returned to curricular and extracurricular activities the following school day, a hearing regarding the removal need not occur.

- b. A suspension or expulsion proceeding shall not be initiated against a student in any of grades pre-kindergarten through three who was removed from a curricular or extracurricular activity, unless the student has committed an act described in R.C. 3313.668(B)(1)(a) or (b).

2. Out-of-School Suspension and Expulsion

The School shall not implement an out-of-school suspension or expulsion of a student in any of grades pre-kindergarten through three, except in accordance with the following:

- a. The School may issue an out-of-school suspension or expulsion to a student who has engaged in any of the behaviors described in R.C. 3313.66(B)(2) to (5).
- b. The School may issue an out-of-school suspension not to exceed ten days or an expulsion to a student who has not engaged in any of the behaviors described in R.C. 3313.66(B)(2) to (5) only as necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.
- c. Whenever possible, the principal shall consult with a mental health professional under contract with the School prior to suspending or expelling a student in any of grades pre-kindergarten through three. If the events leading up to suspension or expulsion indicate a need for additional mental health services, the student's principal or the School's mental health professional shall, in any manner that does not result in a financial burden to the School, assist the student's parent or guardian with locating providers or obtaining those services, including referral to an independent mental health professional.
- d. A student who is suspended or expelled shall be afforded the same notice and hearing, procedural, and educational opportunities as prescribed for a suspension or expulsion of School students in grades four through twelve.
- e. Students in grades pre-kindergarten through three may be issued in-school suspensions, provided the in-school suspension is served in a supervised learning environment.

F. Permanent Exclusion

- 1. A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of or adjudicated a delinquent child for committing, when he/she was 16 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. R.C. 2923.122 which includes a person knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or any object which is indistinguishable from a firearm whether or not the object is capable of being fired and represents the object to be a firearm into a school safety zone;

- b. R.C. 2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or conceal ready-at-hand, any deadly weapon or dangerous ordnance on property owned or controlled by, or at an activity held under the auspices of a Board of Directors;
 - c. R.C. 2925.03 which makes it illegal to traffic in drugs if the trafficking was committed on property owned by or controlled by, or at an activity held under the auspices of a Board of Directors;
 - d. R.C. 2925.11 which makes it illegal to obtain, possess, or use a controlled substance, other than a minor drug possession offense, if on property owned or controlled by, or at an activity held under the auspices of a Board of Directors;
 - e. A violation of the following sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of a Board of Directors, if the victim at the time of the commission of the act was an employee of that Board of Directors:
 - 1) R.C. 2903.01, aggravated murder;
 - 2) R.C. 2903.02, murder;
 - 3) R.C. 2903.03, voluntary manslaughter;
 - 4) R.C. 2903.04, involuntary manslaughter;
 - 5) R.C. 2903.11, felonious assault;
 - 6) R.C. 2903.12, aggravated assault;
 - 7) R.C. 2907.02, rape;
 - 8) R.C. 2907.05, gross sexual imposition; or
 - 9) former R.C. 2907.12, felonious sexual penetration.
 - f. Complicity in any violation set forth in the section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, 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 Directors.
2. If the Head Administrator obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was 16 years of age or older or was adjudicated a delinquent child for the commission, when he/she was 16 years of age or older, of a violation listed in the section on reasons for permanent exclusion, the Head Administrator

may issue to the Board a request that the student be permanently excluded from public school attendance in accordance with R.C. 3313.662.

G. Disabled Students

It shall be the policy of this Board that a child with a disability shall be disciplined only in accordance with state and federal law.

H. Corporal Punishment

The use of corporal punishment as a means of discipline is prohibited in the School. This policy shall not prohibit the use of force or restraint in accordance with R.C. 3319.41(C).

I. Posting

A copy of this policy, together with the Code of Student Conduct, shall be posted in a central location in each school in the School and made available to students upon request.

J. Student Handbooks

Disciplinary procedures and codes of conduct may be developed by building administrators, appear in their respective handbooks, and be approved by the Board.

K. Student Seeking Admission From Another Ohio School

After a hearing, the Head Administrator may temporarily deny admittance to a student seeking to enroll in the School if the student has been expelled or suspended from another Ohio School and the period of the expulsion or suspension has not expired. A student who is temporarily denied admission shall be admitted once the period of the suspension or expulsion has expired.

L. Student Seeking Admission From an Out-of-State School

After a hearing, the Head Administrator may also temporarily deny admittance to a student seeking to enroll in the School if the student has been expelled or otherwise removed for disciplinary reasons from a public school in another state and the period of the expulsion or removal has not expired. A student who is temporarily denied admission shall be admitted upon either:

1. The expiration of the expulsion or removal period imposed by the out-of-state school; or
2. The expiration of a period of time established by the Head Administrator that begins with the date of expulsion or removal from the out-of-state school, but that is no greater than the period of the expulsion that the student would have received had the student committed the offense while the student was enrolled in this School.

M. Community Service in Conjunction With or in Place of a Suspension or Expulsion

The Head Administrator may require a student to perform community service in conjunction with or in place of a suspension or expulsion imposed pursuant to this Board

Policy and R.C. 3313.66, except for an expulsion imposed pursuant to R.C. 3313.66(B)(2) for bringing a firearm to school or any other property owned or controlled by the Board. The community service requirement may be imposed by the Head Administrator under the following guidelines:

1. The organization operating the community service program must be approved by the Board for student participation.
2. The community service requirement may be imposed beyond the end of the school year in lieu of applying an expulsion into the following school year.

N. In-School Suspension

If a student is issued an in-school suspension, the student shall be permitted to complete any classroom assignments missed because of the in-school suspension. Furthermore, the Head Administrator or principal shall ensure the student is serving the in-school suspension in a supervised learning environment.

LEGAL REFS: R.C. 3313.66; 3313.661; 3313.613, 3313.668

HARASSMENT, INTIMIDATION, AND BULLYING (Policy 9.29)

Introduction

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on School property, on a school bus, or during any School sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from School. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible School employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the School, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, School employees, and/or School administrators;
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the principal or other appropriate administrator;
- C. Teachers and other School staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify School administrators;
- D. School administrators shall investigate and document any written or oral reports;

- E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by R.C. 3319.321 and the Family Educational Rights and Privacy Act.

1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, “harassment, intimidation, or bullying” means either of the following:

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - 1. Causes mental or physical harm to the other student; and
 - 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- B. Violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:

1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
 2. Sending abusive or threatening instant messages;
 3. Using camera phones to take embarrassing photographs of students and posting them online;
 4. Using Web sites to circulate gossip and rumors to other students;
 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
- G. Violence within a dating relationship.

3. Complaint Process

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal for review and action.

Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A School staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the School staff member and/or administrator shall be promptly forwarded to the principal for review and action.

In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, or bullying in other

interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

4. Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

5. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the School’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

6. Investigation

- A. The investigator should remember that the investigation requires a balancing of the accused’s rights, the complainant’s right to an environment free of harassment, intimidation, or bullying, and the Board of Directors’ interest in a prompt and fair investigation.
- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

7. Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant’s parents. A copy of the report shall also be sent to the Head Administrator or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.

- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

- A. Supervise and discipline offending students fairly and consistently;
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;
- C. Maintain contact with parents and guardians of all involved parties;
- D. Provide counseling for the victim if assessed that it is needed;
- E. Inform School personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- F. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.
- G. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other School actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and School needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;
- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- D. Use of peers to help ameliorate the plight of victims and include them in group activities;
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;

- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for the School and students in the School. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other School policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A School employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the School's website to the extent permitted by state and federal student privacy laws.

LEGAL REFS: R.C. 3313.666; 3313.667

TOBACCO FREE POLICY

The following is an overview of Board Policy 6.33, 100% Tobacco Free Policy. To read the full policy, please visit: wpcsoh.org/about-us

No student, faculty member, staff member, visitor, or volunteer is permitted to use tobacco products (including e-cigarettes) at any time, including non-school hours, on all school grounds, including in any building or facility, athletic grounds, parking lots, or vehicle owned, leased, rented,

or chartered by the School. Prohibition of all tobacco products also extends to any previously designated times and areas as defined in statute and by Ohio's Smoke Free Workplace Program.

In addition, no student, faculty member, staff member, or volunteer is permitted to use tobacco products (including e-cigarettes) at any school-sponsored event, whether such event occurs on campus or off campus. Visitors are encouraged to refrain from using tobacco products at school-related events off campus.

Finally, no student is permitted to possess tobacco products (including e-cigarettes), papers used to roll cigarettes, lighters, or other paraphernalia at any time.

INTERROGATIONS AND SEARCHES (Policy 6.28)

Searches of a Student's Person, Personal Property, or Vehicle by School Personnel

School authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the nature of the alleged infraction, the objective of the search, and the age and sex of the student. A search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender in the presence of another staff member of the same gender.

A request for the search of a student or a student's possessions will be directed to the building principal or designee. Unless circumstances do not permit such a search, searches should be conducted in the presence of the student and another staff member.

The principal (or designee) shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. A written copy shall immediately be forwarded to the Head Administrator. The building principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Searches of Student Property by Police

A law enforcement agency is generally required to produce a warrant prior to conducting any search of the person or property of a student kept on school premises. However, when the police have probable cause to believe that a student is in possession of unlawful or dangerous items, a search may be conducted without a previously issued warrant.

Use of Canines for Detection of Evidence of Violation of Laws or School Rules

Since random searches have a positive impact on reducing drugs, weapons, and other criminal activity in the schools, it is the policy of the Board to permit building administrators to search any area of the School as the administrator believes necessary by the use of properly trained canines to detect evidence of the violation of laws or School rules. Canine detection must be conducted in collaboration with law enforcement authorities, and the canines may be used to sniff automobiles, other places on School premises, and students themselves for the presence of such evidence, according to the guidelines set forth below.

Automobiles, and other Places

Properly trained canines may be used at any time to sniff automobiles, and other places on School premises for evidence of the violation of laws or School rules. If a canine indicates the presence of evidence of the violation of laws or School rules in an automobile, or other place on School premises, that automobile, or other place, as well as its contents, may be searched for such evidence. A notice shall be posted in a conspicuous place which states:

“Motor vehicles driven by students to school and parked on school property are subject to random search by dogs trained to detect the presence of drugs. These searches may be conducted without regard to whether there is a reasonable suspicion that any motor vehicle or its contents contains evidence of a violation of a criminal statute or a school rule.”

Students

If there is a reasonable basis for suspecting that a particular student has committed, or is committing, a violation of a law or School rule, a properly trained canine may be used to detect evidence of that violation by sniffing that student. If a canine indicates the presence of evidence of the violation of laws or School rules on the student’s person, the student may be searched for evidence of the suspected violation. Any such search must be reasonably related to the objectives of the search and must not be excessively intrusive in light of the age and sex of the student, as well as the nature of the suspected violation.

The foregoing policy shall be included in the student handbook that is given to each student and posted in every building.

Before a student will be permitted to use School provided parking facilities, the student will be required to complete a form requesting permission to use the facilities. The form shall also require the student to consent to the search of the automobile with or without reasonable suspicion, as a condition of using the parking facilities.

Interrogations by Law Enforcement Agencies

- A. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or attempted, or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours with or without notifying the parent or guardian.
- B. Interrogations shall be conducted in private. It shall be the responsibility of the law enforcement officer questioning the student to determine whether the student is in police custody, which would require that the student be advised of his/her *Miranda* rights.
- C. If a parent request, or parental contact has not been made, a school official will request to be present when an interrogation takes place within the school.
- D. When the law enforcement agency feels it is necessary to remove a child from school, parental consent should first be obtained or a warrant, court order, or other legal document should be produced, which would give them authority to remove the child without parental

consent. If the circumstances make it possible to make this notification to the parents, the principal or his/her designee should do so.

- E. The Police Department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he should notify the juvenile officer or detective bureau of the Police Department. The school should not attempt to handle matters which are properly in the realm of the Police Department.

LEGAL REFS: R.C. 3313.20

HAZING (Policy 6.24)

Hazing activities are prohibited. No administrator, faculty member, or other employee shall encourage, permit, condone, or tolerate hazing. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student, or other, organization that causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

All School employees are required to be alert to possible situations, circumstances or events which might include hazing. If an employee discovers that hazing has, will or might occur, the students involved shall be informed that hazing is prohibited and shall be directed not to engage in hazing. All hazing incidents shall be reported immediately to the Head Administrator.

This policy shall be distributed to all students and School employees.

Failure to follow this policy could result in discipline and subject the violator to civil and criminal penalties.

LEGAL REFS: R.C. 2307.44; 2903.31

ANTI-GANG POLICY

The following is an overview of Board Policy 6.26, Anti-Gang Policy. To read the full policy, please visit: wpcsoh.org/about-us

A “gang” as defined in this policy and under R.C. 2923.41 means any ongoing formal or informal group of three or more persons which has a common name or one or more common identifying signs, symbols, or colors, which has as one of its primary activities the commission of one or more criminal acts, and whose members individually or collectively engage in or have engaged in a pattern of gang activity. The term “pattern of gang activity” means the commission, the attempt to commit, conspiracy to commit, the intimidation of others to commit, or the solicitation of, two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal gang.

Additionally, determination as to what constitutes gang paraphernalia and gang symbols will be made based upon current definitions of gang paraphernalia and gang symbols established by local law enforcement.

1. No student on or about school property or at any school sponsored activity shall wear, possess, use, distribute, display, or sell any clothing, medallions, or other jewelry, insignia, emblem, badge, patch, symbol, sign tattoo (whether permanent or temporary), scar or mark, hair style, or other elements which identify a gang or which are evidence of membership or affiliation in any gang or which otherwise disrupts the academic process.
2. No student on or about school property or at any school sponsored activity shall engage in conduct or use any speech, whether verbal or non-verbal (i.e., gestures, hand signals, handshakes, etc.) showing membership or affiliation in a gang when such conduct or speech is intended to cause disruption, or when one knows or has reason to believe that such conduct or speech arouses fear, alarm, resentment, anger, hostility, or violence.
3. No student, on or about school property or at any school sponsored activity, shall use any speech or commit any act or omission which is disruptive, intimidating, or threatening.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

The following is an overview of Policy 6.46, Restraint and Seclusion. To read the full policy, please visit: wpcsoh.org/about-us

The Board requires the implementation of an evidence-based, school-wide system or framework of non-aversive Positive Behavior Intervention and Supports (“PBIS”) by its employees to address inappropriate behavior by School students. As part of this framework, the School’s educational environments shall be structured to greatly reduce, and in most cases eliminate, the need to use the techniques of restraint or seclusion on School students. The PBIS prevention-oriented framework applies to all students, all staff, and in all settings.

Physical restraint and/or seclusion may only be used by trained School employees, and only when the dangerous behavior of a student creates an immediate risk of physical harm to the student or others and no alternative safe and effective intervention strategy is possible. Further, those techniques must be used in a manner that is age and developmentally-appropriate. School employees shall utilize physical restraint and seclusion only in a manner that protects the safety of all children and adults within the School. Practices that do not adhere to the standards and requirements set forth in the Board’s policy are prohibited.

A parent may choose to file a complaint with the Ohio Department of Education and Workforce, Office of Integrated Student Supports related to PBIS in accordance with the complaint procedures outlined in its Policy.

COMPUTER AND INTERNET ACCEPTABLE USAGE POLICY **(Policy 6.48)**

Computer and internet access is required for students who enroll in Washington Park Community School. Internet access offers valuable, diverse, and unique resources to both students and

teachers. Access must be used in a responsible, safe, efficient, ethical, and legal manner. The following serves as the expectations of students in our online learning environment.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet may contain items that are potentially illegal, defamatory, inaccurate, or offensive. On a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

Washington Park Community School provides access to its computers, electronic equipment, computer networks and the Internet (the "Network") collectively for educational purposes only. If you have any doubt about whether an activity is educational, you must consult with school personnel to help you decide if a use is appropriate.

The following guidelines and procedures are expected to be utilized by staff, students, or community members who are authorized to use the Network.

- A. Be polite. Users are expected to use appropriate language. No profane, vulgar, suggestive, obscene, belligerent or threatening language that may be offensive to other users. Transmission of disruptive or sexually explicit material that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs is prohibited.
- B. Use of Network and/or Network resources may not be for personal financial gain or for any commercial or illegal activity.
- C. Note that electronic mail (e-mail) is not private. Do not redistribute a message from someone unless you have the author's prior consent.
- D. The network should not be used in such a way that it will disrupt the use of the network by others.
- E. Each student is responsible for the proper use of his/her network account at all times. Users shall keep personal account numbers, home addresses and telephone numbers private.
- F. Users shall not use the Network to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- G. Any materials on Washington Park Community School website(s) may be protected by copyright and should not be reproduced without permission. Students and staff who publish information on our website are to comply with the Copyright Act (Section 110) and the TEACH Act (HR 2215) when incorporating copyrighted works.

- H. Vandalism will result in discipline up to and including expulsion. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm, destroy, or steal equipment or materials or the data of any other user.
- I. Users shall not use the Network or the Internet to gain unauthorized access to other computer or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- J. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
- K. Users shall not violate the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy.
- L. Users shall report any security problem or misuse of the Network to the teacher or the director or immediate supervisor.
- M. Users will be responsible for any monetary charges incurred for use or purchase through the Network.
- N. Rules and regulations of etiquette are subject to change by the administration.

Users are subject to all local, state, and federal laws. Washington Park Community School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in disciplinary action up to and including expulsion from Washington Park Community School, as well as other legal action.

Privacy

Network access is provided as a tool to assist in education. Washington Park Community School reserves the right to monitor, inspect, copy, review and store at any time without prior notice any and all usage of the Network and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Washington Park Community School and no user shall have any expectation of privacy regarding such materials.

Warranties

The Washington Park Community School makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its Network and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of the school's computer networks or the Internet under this policy. The Academy shall not be responsible for personal property used with Academy computers or networks or Academy-provided Internet access. By signing this policy, users are taking full responsibility for their

use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Board, the School, and all of its Board members, administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its Network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with Washington Park Community School in the event Washington Park Community School initiates an investigation of the user's use of his or her access to its Network and the Internet, whether that use is on a school computer or on another computer.

Active Restriction Measures

The School, either by itself or in conjunction with the site providing Internet access, will utilize filtering software or other technology protection measures to prevent all users from accessing visual depictions that are (a) obscene, as that term is defined in 18 U.S.C. §1460, or (b) child pornography, as that term is defined in 18 U.S.C. §2256; and to prevent students from accessing visual depictions that are harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors, as determined by the Board and/or Superintendent or designee.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 U.S.C. §254(h)(7)), as meaning any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Computer Equipment Usage Policy

Computer equipment owned by Washington Park Community School will be loaned to students and remains property of Washington Park Community School. If personal equipment is used for schoolwork, the parents/guardians take full responsibility for procuring parts, supplies, and tech support. Any equipment that is owned by Washington Park Community School and loaned to students to use is expected to be used only for educational purposes.

High-speed Internet access will also be provided by Washington Park Community School to all students. Washington Park Community School personnel must request the installation in order for Washington Park Community School to be billed for the service. If parents/guardians arrange for Internet installation, they agree to pay for installation and monthly service. Washington Park Community School provided Internet service is intended for the student's computer only. If parents/guardians wish to maintain their own Internet service, Washington Park Community School will provide and install a router so that two computers may use the service.

Parents/Guardians and Students ages 18 and above understand and agree to return any equipment to Washington Park Community School upon withdrawal of the student and/or at the end of each school year. Returning students shall be issued new equipment at the beginning of each school year when they attend Returning Student orientation.

Parents/Guardians take financial responsibility for all equipment entrusted to them and are encouraged to hold current homeowners or renter's insurance, which would cover replacement costs in the event of a fire, accident, or other disaster.

Blatant abuse of equipment, including but not limited to tampering with Internet filtering abilities, may result in discipline up to and including expulsion. If the equipment is malfunctioning, it is the student's and parent(s)' responsibility to inform the Washington Park Community School computer technicians immediately so repairs can be made. If Washington Park Community School equipment is intentionally harmed by a student or other person (or animal) living with or visiting the student, the student's parents/guardians will be billed for the current value of such equipment. Until financial restitution is made to Washington Park Community School for the damaged equipment, Washington Park Community School will not loan the student any more equipment.

PROMOTION, PLACEMENT, AND RETENTION

The following is an overview of Board Policy 7.04, Promotion, Placement, and Retention, please review. To read the full policy, please visit: wpcsoh.org/about-us

The educational curriculum as adopted by the Board of Directors is designed to enable students to progress from grade to grade.

Promotion, placement, or retention of students in kindergarten through grade eight will be based on the student's academic progress, mental ability, social and emotional growth, chronological age, testing information, and teacher recommendation. These factors will be carefully weighed by the professional staff and parents.

Decisions regarding promotion and retention comply with Ohio's law regarding the third grade reading guarantee and truancy.

IMMUNIZATION (Policy 6.30)

No student at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than 14 days unless the student presents written evidence satisfactory to the School that the student has been immunized or is in the process of being so immunized against diphtheria, pertussis, tetanus, polio, mumps, rubeola, and rubella.

In addition, no student who begins kindergarten at an elementary school shall be permitted to remain in school for more than 14 days unless the student presents satisfactory written evidence that he/she has been immunized by a Department of Health-approved method or is in the process of being so immunized against hepatitis B and against chicken pox.

Pursuant to R.C. 3301.60, if the student is a child of a military family who transferred from a public school in another state (the "sending state"), the School shall permit the student to remain in school for 30 days or the time determined under rules established by the Interstate Commission on Educational

Opportunity for Military Children to obtain and present written evidence that the student has been immunized or is in the process of being so immunized.

“In the process of being so immunized” means the student has been immunized against mumps, rubeola, rubella, and chicken pox and if the student has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, and hepatitis B, the student has received at least the first dose of the immunization sequence, and presents written evidence to the student’s building principal of each subsequent dose required to obtain immunization at the intervals prescribed by the Director of Health. Any student previously admitted under the “in process of being so immunized” provision and who has not complied with the immunization intervals prescribed by the Director of Health shall be excluded from school on the 15th day of the following school year. Any student so excluded shall be readmitted upon showing evidence of progress on the Director of Health’s interval schedule.

A student who has had natural rubeola, mumps, or chicken pox and presents a signed statement from the student’s parent, guardian or physician to that effect, is not required to be immunized against rubeola, mumps, or chicken pox.

A student who presents a written statement of the student’s parent or guardian in which the parent or guardian objects to the immunization for reasons of conscience, including religious convictions, is not required to be immunized.

A student whose physician certifies in writing that such immunization against any of the diseases set forth in this policy is medically contraindicated is not required to be immunized against the disease.

The School may deny admission to a student otherwise exempted from the chicken pox immunization requirement if the Director of the State Department of Health notifies the Superintendent that a chicken pox epidemic exists in the School’s population. The denial or admission shall cease when the Director notifies the Superintendent that the epidemic no longer exists.

The Superintendent or designee shall establish methods whereby the academic standing of a student who is denied admission during a chicken pox epidemic may be preserved.

LEGAL REFS: R.C. 3301.60; 3313.67

ADMINISTERING MEDICATION TO STUDENTS

The following is an overview of Board Policy 6.34, Administering Medication to Students. To read the full policy, please visit: wpcsoh.org/about-us

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness. Insofar as it is possible, provisions should be made for such medication to be given by the parent prior to or following the school day. When possible, parents should plan to bring and administer medication. Those students old enough to understand and follow directions for taking their medication should be responsible for same under supervision. If this is not possible, the dispensation of medication during the school day will be done in accordance with Board Policy.

The Board has also adopted the following policies related to medication, which may be accessed on the School’s website:

- 6.31 - Student Health Services and First Aid
- 6.35 - Asthma Medication and Epinephrine Auto Injectors
- 6.49 - Students with Food Allergies
- 6.50 - Diabetes Care
- 6.64 - Seizure Safety

EMERGENCY MEDICAL AUTHORIZATION (Policy 6.36)

The Board of Directors will provide to parents or guardians of all students enrolled in the School's schools an Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the School will adhere to the instructions on the authorization form.

When the form is returned, it shall be kept on file and will be sent to any School to which a student is transferred. Upon request of a parent, the School may permit the parent to make changes to the previously filed form or to file a new form.

If a parent does not wish to give such written permission, the parent shall indicate on the form the procedure the school is to follow in the event of a medical emergency involving the parent's child.

Any time a student or a group of students is taken out of the School to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students.

LEGAL REFS: R.C. 3313.712

NOTICES

Notice of Non-Discrimination

(Title VI, Title IX, Section 504, Age Discrimination Act, Title II, Boy Scouts of America)

Washington Park Community School does not discriminate on the basis of race, color, national origin, sex, disability, gender identity, sexual orientation, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Cristy Madkins, Principal
 4000 Washington Park Blvd.
 Newburgh Hits, OH 44105
 216-571-6055
 cmadkins@wpcsoh.org

For further information on notice of nondiscrimination, visit:
<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.com> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Testing and Examinations (R.C. 3314.041)

Washington Park Community School is a community school established under Chapter 3314 of the Revised Code. Goal Digital Academy is a public school and students enrolled in and attending the

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

Core Curriculum Notice (R.C. 3313.6014)

This Handbook explains the requirements to graduate. One of the consequences of not completing the curriculum is ineligibility to enroll in most state Universities in Ohio without further coursework.

Notification of Rights Under FERPA

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

- A. inspect and review the student’s education records;
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student’s rights;
- C. consent to disclosures of personally identifiable information contained in the student’s education records, except to those disclosures allowed by the law;
- D. challenge School noncompliance with a parent’s request to amend the records through a hearing;
- E. file a complaint with the Department of Education; and
- F. obtain a copy of the School’s policy and administrative guidelines on student records.

Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA) and Ohio law require that the School, with certain exceptions, obtain your written consent prior to disclosing personally identifiable information from your child’s education records. However, the School may disclose “directory information” without written consent unless you have advised the School to the contrary.

The primary purpose of having directory information is to allow the School to include information from your child’s education records in certain school publications. Examples include:

- displaying photos on the School’s website
- honor roll or other recognition lists
- graduation programs and
- publishing information in a local newspaper or website

The Board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance at the School; grade level; date of graduation; degrees, honors and awards received; most previous educational agency or institution attended by the student; e-mail address or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information does not include a student’s Social Security number or the student’s identification number, user identification, or other unique personal identifier, unless the identifier cannot be used to gain access to education records except when used in conjunction with authenticating information.

Parents and adult students may refuse to allow the School to disclose any or all of such “directory information” upon written notification to the School within twenty (20) days after receipt of the School’s notice. The School will not release directory information that alone or in combination can be used as personally identifiable information to identify a student.

Destruction of Unnecessary Records Notice

The School only maintains records as long as needed to provide educational services to each child. By providing this notice, the School is informing parents of the following schedule for retaining records. The retention periods align with the School’s retention schedule and terms are further defined in Policy 9.24.

- Special Education Tutoring reports are retained for six years after the student graduates or withdraws
- Psychological Records are retained for ten years after last contact.
- ETRs, IEPs, 504/ADA Plans, Home Instruction, and Special Needs Records are retained for six years after the student graduates or withdraws
- Special Needs Records (Student not Eligible) retained for five years after the student is determined to be ineligible

Right to Know Notice

In accordance with Federal Law, if the School receives Title I Funds, Parents may request, and the School will provide the parents on request, and in a timely manner, information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

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

Additionally, parents will be provided:

1. information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments; and
2. timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

The School will provide information on each assessment required by the State, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including:

1. the subject matter assessed;
2. the purpose for which the assessment is designed and used;
3. the source of the requirement for the assessment; and
4. where such information is available-- the amount of time students will spend taking the assessment, and the schedule for the assessment; and the time and format for disseminating results.

Child Find (Policy 9.37)

This policy is intended to set forth a practical method which can be implemented to determine which children are currently receiving needed special education and related services.

Scope

The following children shall be identified, located, and evaluated as required by the Individuals with Disabilities Education Act:

1. All children with disabilities who are residing in the School, including children with disabilities who are homeless children or are wards of the state, and children with disabilities attending nonpublic schools, regardless of the severity of their disability, and who are in need of special education and related services;
2. Children who are suspected of being a child with a disability under the definition of child with a disability in paragraph (B)(10) of rule 3301-51-01 of the Administrative Code and in need of special education, even though they are advancing from grade to grade; and
3. Highly mobile children, including migrant children.

Disproportionality

The School shall collect and examine data to determine if significant disproportionality based on race and ethnicity is occurring in the School with respect to:

1. The identification of children as children with disabilities, including the identification of children as children with disabilities in accordance with a particular

impairment described in the definition of “child with a disability” in paragraph (B)(10) of rule 3301-51-01 of the Administrative Code;

2. The placement in particular educational settings of these children; and
3. The incidence, duration, and type of disciplinary actions, including suspensions and expulsions.

Data Reporting

The School shall maintain an education management information system and submit data to the Ohio Department of Education pursuant to rule 3301-14-01 of the Ohio Administrative Code.

LEGAL REFS: R.C. 3321.04
O.A.C. 3301-51-03

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

Parents/Guardians,

I acknowledge that I have read the OCS Handbook.

I understand that the OCS Handbook is not all-inclusive, and that OCS may make reasonable decisions in areas not specifically covered in the handbook, Board policy, or administrative regulations.

I understand that OCS may change its Board policies, administrative regulations, and rules. If there is a conflict between the information in this Handbook and any law, policy, or rule, then that law, policy, or rule is the controlling authority.

I understand that if I have any questions about the handbook, I may call the school for clarification.

Parent Name _____

Parent Signature _____ Date _____

Student Name _____

Student Signature _____ Date _____