



RIVERSIDE

ACADEMY

Parent - Student Handbook
2016-2017

Riverside Academy
<http://acariverside.com>

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

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Introduction

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

I. Admission Information

A. Preference of Admission

Preference of admission will be given in the following order:

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

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

B. Kindergarten Entrance and Screening

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

C. Registration and Enrollment

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

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

- Completing and submitting the Registration Form;
- Providing the child's:
 - Birth Certificate;
 - Current Immunization Record; and
 - Documentation of Proof of Residence in accordance with School policy

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

The child is enrolled when:

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

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

D. Re-Enrollment

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

E. Non-Discrimination Policy

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

F. Health Certification and Immunization Requirements

State of Ohio Immunization Requirements for School Attendance 2016-2017 School Year

Students must have the following immunizations completed before starting school in August, as required under Ohio Law. (Exceptions are provided for under the law. This can be discussed with the school’s nurse or health aide.)

Immunization Requirements

**FALL 2016
IMMUNIZATIONS**

<p>DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis</p>	<p>K Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required.</p> <p>1-12 Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p>
<p>POLIO</p>	<p>K-5 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.***</p> <p>Grades 6-12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>

MMR Measles, Mumps	<u>K-12</u> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis	<u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the
Varicella (Chickenpox)	<u>K-5</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. <u>Grade 6-9</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.

A tuberculin skin test to determine if your child has been exposed tuberculosis is highly recommended but not required.

On the 15th day after school entrance it will be necessary to exclude all students from school who do not meet the above requirements.

Medical authorities and school educators urge that every child have a complete medical examination before entering school in order that defects, if present, may be corrected and the child be physically ready to accept all the advantages which education has to offer

G. Change of Address / Phone Number / Custody

It is the Parent’s/Guardian’s responsibility to inform the School office of any change of address, phone number or custody. For changes of address, new proof of residence will be required. For change of custody, you will be required to bring a copy of the custody order to the School. Any other relevant information must also be updated in the office.

II. Student and Parent Responsibilities

A. Behavior Guidelines

Effective learning cannot occur without an approach to student behavior that stresses self-discipline, consistent with the maturity level of the students. Discipline, which reflects the school’s policy of non-violence, exists to promote an atmosphere favorable to concentration, attention, and creativity. In addition, discipline is a positive attempt to help all students realize that they are important, worthwhile, and capable of learning. In classroom management, teachers shall be fair, firm, consistent, and impartial, displaying sensitivity to the needs of the individual child.

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

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

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

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

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

B. Code of Conduct

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

- Tardiness – Arriving later than scheduled;
- Truancy – Absent without permission;
- Dress Code Violation – Not adhering to school dress code regulation;
- Disobedient/Disruptive Behavior – Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violation, inappropriate language, cursing, inappropriate gestures
- Cheating – To act dishonestly; copying of someone else's work; to deceive, take credit for work not done by the student himself/herself;
- Profane/Obscene Language or Gestures Between/Toward Students or Staff – Use of unacceptable words, terms, or gestures to embarrass or insult another student or staff;
- Theft – To take the property of an individual or the School without right or permission
- Fighting/Violence – To participate in physical contact with one or more students with the intent to hurt or injure;
- Use, Possession, Sale or Distribution of Tobacco Products;
- Use, Possession, Sale or Distribution of Alcoholic Beverages
- Vandalism/Damage to School or Personal Property– Purposeful destruction, misuse or defacing of School or other's personal property;
- Intimidation/Interference/Hazing of Student or Staff –Threatening to physically or verbally harm, interfere, or degrade another student or staff;
- False Alarms/Bomb Threat – Purposefully engaging in a false alarm;
- Use/Possession/Sale/Transmission/Concealment of any Drug or look alike drug or other illegal or Controlled Substance;
- Use, Possession, Sale or Distribution of a Firearm – Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994."

Possession of a "weapon" may result in immediate expulsion.

- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poison Gas- Any destructive device, which includes a bomb, a grenade, or a rocket.
- Unwelcome Sexual Conduct – Unwelcomed sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment i.e.

pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity.

- Harassment, Intimidation, or Bullying behavior (including by an electronic act) as defined in the School's Policy on Harassment, Intimidation, and Bullying (**Appendix 1**).
- Gang involvement – Participation in gang related actions, dress and/or activities;
- Possession of Electronic Devices – Students may not have cellular phones, compact discs, electronic games, or any other devices unrelated to schoolwork.
- Weapons – No student at any time, for any reason, shall possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on property of an Academy, or any Academy sponsored activity held away from the School property. For purposes of illustration, but without limitation, this rule shall include firearms, explosives, fireworks, and knives, including penknives, chemicals, and other dangerous objects, which are of no reasonable value to a student other than as a weapon.
- Serious Bodily Injury – An incident that results in serious bodily injury to one's self or others. Serious bodily injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member or organ."
- Wrongful Conduct – Actions not in the listing above that impede, obstruct, interfere, or violate the mission, philosophy, and regulations of the School.

C. Dress Code

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

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

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

The student dress code is as follows:

Girls

- Any solid colored polo shirt (long or short sleeve); undergarments must also be solid colored (e.g., t-shirts);
- Black, navy, or khaki skirts, skorts, jumpers, or slacks. NO COLORED DENIM may be worn. Skirts, skorts, and jumpers must be knee length. No floor length dresses, jeans, sweat pants, overalls, leggings or jeggings. Uniform shorts may be worn during the months of April through September only; Uniform shorts are black, navy, or khaki and must be knee length
- Black or brown belts must be worn with slacks with belt loops;
- No headscarves (except for religious observance)
- Students may not wear "yoga" pants or tights as pants even on dress down days.

- Dress shoes or plain white or black tennis shoes may be worn. – No, moccasins, sandals or boots; shoes must be closed toed shoes. Girls may not wear high heels
- Socks or tights must be worn at all times:
- Studs for earrings (one per ear) and wristwatches are permitted; otherwise no other jewelry (including body piercing jewelry) of any kind, is permitted;
- No make-up of any kind; and
- Writing or pictures are not permitted on any clothing – no see-through clothing of any kind.

Boys

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

Boys and Girls

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

Boys and Girls Physical Education Class Dress Code

All grades:

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

D. Attendance

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

The required attendance of children shall conform to the minimum standards prescribed by State law. Therefore, absences from school should be only for illness or an emergency. In case of absence from school:

- The parent/guardian must notify the school prior to the beginning of the school day from which his/her child will be absent. Calls are to be made to the Academy office. Parents who do not call the school will be called at home or work to verify the absence;

- Any student who needs early dismissal must bring a note signed by the parent/guardian. The note must indicate who will pick up the child. Parents or a designated adult will be required to sign the child out when they leave and then sign in if they return for the remainder of the school day and a photo ID will be required. A sign-in/sign-out sheet is located in the Academy office;
- While permission will be given to keep a dental/doctor appointment during school hours, parents are encouraged to make these appointments for times other than class hours, if at all possible. Every tardy or absence slows the progress of a child's development;
- Both "excused" and "unexcused" absences are counted toward the maximum allowable absences. The distinction is made between "excused" and "unexcused" absences for the purpose of determining whether or not a student may have the opportunity to make-up class work and whether or not disciplinary action is in order; and
- **A student will be retained** in his/her present grade level if he/she has been truant for more than **10% of the required attendance days** of the current school year and has failed two or more of the required curriculum subject areas.
- As per State Law, a student will be automatically withdrawn from school if the student does not have a legitimate excuse (see below "excused" absence from class) and **fails to participate in one hundred five (105) consecutive hours** of the learning opportunities offered to the students.
- Students who are habitually or chronically absent or tardy may be required to attend Saturday school to ensure that they are not falling behind academically

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

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

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

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

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

E. Truancy

The School will act according to any federal, state, county and/or local laws or rules for any student who is deemed as truant, including but not limited to referring the parent/guardian of the student under eighteen (18) to Juvenile Court for possible prosecution.

The term "truancy" will refer to the following:

- Leaving school without permission;

- Being absent from school without a parent's/guardian's knowledge;

Habitually Truant

Student has:

- 5 consecutive unexcused absences; or
- 7 unexcused absences in one month; or
- 12 unexcused absences in one school year.

Chronically Truant

Student has:

- 7 consecutive unexcused absences; or
- 10 unexcused absences in one month; or
- 15 unexcused absences in one school year.

If the student is habitually truant and the student's parents have failed to improve the student's attendance, the Board authorizes the administrator or his/her designee to inform the student and his/her parents of the truancy record and the School's intent to notify the Judge of the Juvenile Court of the student's excessive truancy.

The administrator or his/her designee is also authorized, at the Operator's discretion, to establish a parent education program for parents of students who are habitually truant. Any parent assigned to the program who does not complete the program may be reported to law enforcement authorities for neglect of parent education, a fourth class misdemeanor if found guilty.

F. Tardy Policy

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

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

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

G. Suspension and Expulsion Procedures

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

1. Suspension

- a. The Administrator or Acting Administrator on Duty may suspend.
- b. No suspension shall exceed ten (10) school days.
- c. The Administrator must give written notice of the intention to suspend and the reason to the student.
- d. The student shall be given the right to appear at an informal hearing before the Administrator and has the right to challenge the reason for the intended suspension or otherwise explain. This informal hearing can take place within three (3) to five (5) school days, or if practicable, immediately following the infraction.
- e. A written notice of suspension shall be sent or given within one calendar day of the anticipated suspension to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Board of Directors appeal hearing designee.
- f. A parent/guardian has the right to appeal the suspension, which must be submitted, in writing, to the Administrator within fourteen (14) days of the written notice of suspension. The Administrator shall immediately forward this written appeal to the Board of Directors appeal hearing designee.

Suspension of a student with disability will be in accordance with the rules above and any applicable rules governing special education. 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 School Administrator may apply any remaining part or all of the period of the suspension to the following school year.

2. Expulsion

- a. The Administrator may expel.
- b. The Administrator shall provide the student and the parent/guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion.
- c. The student and the parent/guardian shall have an opportunity to appear on request before the Administrator to challenge the expulsion or to otherwise explain the actions that led to the intended expulsion.
- d. The written notice shall state the time and place to appear which shall not be less than three (3) school days or later than five (5) school days after the notice of intent to expel is given.
- e. The Administrator may grant an extension of time for the hearing. If an extension is granted, the Administrator must notify all parties of the new time and place.
- f. A parent/guardian has the right to appeal the expulsion, which must be submitted, in writing, to the Administrator within fourteen (14) days of the written notice of expulsion. The Administrator shall immediately forward this written appeal to the Board of Directors appeal hearing designee.
- g. Expulsions will not exceed eighty (80) school days unless the student has been expelled for the following reasons:
 - i. Bringing a firearm into the School, onto school grounds, or to any other school program or activity;
 - ii. Bringing a knife into the School, onto school grounds, or to any other school program or activity;
 - iii. Committing a criminal offense that results in serious physical harm; or
 - iv. As otherwise allowed by Law.

If the student commits such acts, he/she may be expelled for up to one (1) school year.

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

Expulsion of a student with a disability will be in accordance with the rules above and any applicable rules governing special education.

H. Emergency Removal

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

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

I. Withdrawal Policies and Procedures

Voluntary Withdrawal

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

Mandatory Withdrawal – 105 Consecutive Hours

Per Ohio law, students must be withdrawn if they are absent for 105 consecutive hours (approximately 18 consecutive school days) and have not provided the School with documentation of approved excused absences. The student's parent/guardian will be sent a warning letter if the student is unexcused absent for 70 consecutive hours (12 school days). A second warning letter will be sent if the student is unexcused absent an additional 15 consecutive hours for a total of 85 consecutive hours (14 school days) missed. If a student reaches 105 consecutive hours missed (18 days), he or she will be withdrawn. Final withdrawal letters will be sent to the parent/guardian and the appropriate truancy procedures will begin.

III. Academics

A. Curriculum

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

B. Assessment and Intervention

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

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

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

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

C. Make-Up Work

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

In the event of a planned excused absence, the school must be provided with 3 or more days of advanced notice in order for teachers to provide class assignments. Students must return completed assignments within 2 days of returning to school.

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

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

D. Report Cards

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

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

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

The grading scale K-8 is as follows

90%-100% A

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

A

E. Parent / Teacher Conferences

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

Parent-teacher conferences are a focal point in student evaluation and reporting to the parents. This is a two-way avenue for both parents and teachers, and may be initiated by either party, if there is a need.

F. Open House

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

IV. School Operations

A. School Day, Arrival and Dismissal

For the school days and vacations, please consult the school year calendar.

B. Illness

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

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

C. Early School Dismissal

Occasionally, weather conditions or other building emergencies may arise that necessitate sending students home earlier than the regular dismissal time. Obviously, every possible effort will be made not to make such a closing. In such case, every effort will be made to contact the parents under these conditions, it will be necessary for the parent or the guardian to arrange procedures for their child to follow in case there is no one home to meet them. (Such as stay with a neighbor, friend, relative, etc.) Please make these arrangements beforehand and instruct your child what he/she is to do. The Academy cannot make any such decisions.

D. Emergency Phone Calls

Parents are requested not to call the School for the delivery of messages to children, except in cases of emergency.

Students may give the School's phone number to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible. Students must receive approval from School personnel to make phone calls from the main office.

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

E. Emergency School Closings

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

F. Cars / Parking / Buses

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

G. Breakfast / Lunch

Families needing assistance may apply for free or reduced lunch fees through the school office. Information for the free and reduced breakfast/lunch program is sent home early in the school year or the forms are available in the Academy office. Note: It is the responsibility of the parent or guardian to see to it that their child is provided a lunch.

H. Recess

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

I. Textbooks

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

J. Money

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

K. Lost and Found

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

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

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

L. Student Photographs

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

M. Visitors

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

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

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

N. Volunteer Program

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

Please note: To be considered as a volunteer, **you must pass** a BCI/FBI check **prior** to working with students or attending field trips.

O. Field Trips

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

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

P. Classroom Parties

Parties may be scheduled for special holidays and/or special occasions. The classroom teacher will coordinate and communicate dates, times and procedures for such events. Each classroom teacher will establish a party policy for their individual classroom. Parental request for parties will be approved or denied by the classroom teacher. Any request for a child not to participate in any/all such parties or activities should be in writing and forwarded to the teacher ahead of time. All such requests will be honored.

Q. Cell Phones

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

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

R. Personal Items Brought to the School

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

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

S. Stolen Items

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

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

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

Upon authorization of the Search Team, including the Administrator or designee, backpacks, desks, and other personal storage areas may be searched at any time for any reason. Students' cars (if parked on the School's and/or the management company's property) may be searched at any time upon probable cause. The Search Team may at any time, with reasonable suspicion, call upon the assistance of the local police authorities to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein as provided in the **Search Policy** attached as **Appendix 2**.

U. Parental Concerns

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

V. Pesticide Notice and Log Policy

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

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

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

V. Health and Safety

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

A. Reporting Injuries

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

B. Health Clinic

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

C. Emergency Medical Authorizations

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

D. Medication Administration

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

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

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

E. Asthma Inhalers and Epinephrine Injectors

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

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

- The name and address of the student;
- The school in which the student is enrolled;
- The name and dose of the medication contained in the inhaler or auto injector;
- The name of the drug and the dosage to be administered;
- The times or intervals at which each dosage of the drug is to be administered;
- The circumstances in which the auto injector should be used;
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- Acknowledgement that the prescriber has determined that the student is capable of possessing and using the auto injector appropriately and has provided the student with training in the proper use of the auto injector;
- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one or more phone numbers at which the parent, guardian or other person having care or charge of student can be reached in an emergency;
- Special instructions for administration of the drug by the student;
- Written instructions outlining procedures school employees should follow in the event the student is unable to administer the medication or the medication does not provide adequate relief;
- A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication;
- And any other special instructions.

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

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

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

F. Food Allergy Action Plan

If a student has a serious food allergy, the student and his guardian must complete a Food Allergy Action Plan. Please refer to **Appendix 3** for specifics and exceptions to this policy.

G. Vision, Hearing, and Scoliosis Screening

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

H. Eye Protective Devices

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

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

I. Wellness Program

With the passing of the Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004 by Congress, the School recognized the role it can play in building nutrition knowledge and skills in students to promote healthy eating and physical activity choices. This law required local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The passing of the Healthy, Hunger-Free Kids Act of 2010 added provisions to expand upon the previous local wellness policy requirement of the 2004 Act. The School supports student health and wellness.

J. Reporting Child Abuse / Neglect

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

K. Technology and Internet Safety

As more fully set forth in the School's Internet Usage Policy attached as **Appendix 5** to this Handbook, the use of technology is a privilege and an important part of the School's overall curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error free or uninterrupted. The School always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

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

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

The parent/student further agrees and understands that the student may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:

- Altering system technology, including but not limited to, software or hardware;
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the School believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- Using technology resources for commercial, political, or other unauthorized purposes. The School technology resources are intended only for educational use;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- Disrupting technology through abuse of the technology, including but not limited to, hardware or software;
- Malicious uses of technology through hate mail, harassment, bullying, profanity, vulgar statements, or discriminating remarks;
- Interfering with others' use of technology;
- Installation of software without consent of the School;
- Allowing anyone else to use an account other than the account holder; and
- Other unlawful or inappropriate behavior;

The parent and student also acknowledge and agree that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action.

The parent and student must also know and further agree that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs;
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for any and all costs; and
- Violation of the Internet Usage Policy is also a violation of the School Code of Conduct and may result in any other disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

L. Harassment, Intimidation, Bullying

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

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

M. Prohibited Gang Activity

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

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

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

1. On behalf of a gang;
2. To perpetrate the existence of a gang;
3. To effect the common purpose and design of any gang; or
4. To represent a gang affiliation, loyalty or membership in any way while on School grounds or while attending a School function.

These activities may include things such as recruiting students for membership in a gang and threatening or intimidating other students or staff against their own will to promote the common purpose and design of any gang.

N. Drug-Free School

In accordance with federal law, the School prohibits the use, possession, concealment, or distribution of drugs by students on the School grounds, in the school building, on school buses, or at any School related event. Drugs include any alcoholic beverage, anabolic steroid, and any dangerous controlled substance as defined by state or federal statute, or any substance that could be considered a “look alike” controlled substance. Compliance with this School policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in this Parent/Student Manual, up to and including expulsion from the School. When required by state law, the School will also notify law enforcement officials.

O. Weapon-Free School

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

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

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

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

VI. School Records

At the School we take student records and their confidentiality very seriously and have a policy of not disclosing any student records to anyone outside of the School except in strict accordance with state and federal law. Records of students are only released to another school upon request from that school or from a signed release by the parent/guardian or as otherwise required by law.

A. Current Information

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

B. Request for Records

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

C. Student Directory Information

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

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

However, it is the policy of the School not to release any Student Directory Information or any personal information such as names of student's parents or other family members; personal identifiers, such as social security numbers or student identification numbers; a list of personal characteristics or other information which would make the student's identity traceable to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law.

D. Audio-Visual Information

The School recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and/or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include School newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in our schools is an integral part of the reporting responsibility to the community.

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

E. Release of Student Records

Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, parents have the right to inspect and/or request corrections to student records. Parents are required to submit their request to inspect student records in writing to the Administrator to allow him/her to schedule a reasonable and appropriate time and

date for the parent to present their case. Records will be provided for parental inspection only under the direct supervision of Administrator or his/her designee. The School must comply with the parent's request for inspection within forty-five (45) days.

Parents have the right to request corrections to student records. Requests for corrections must be submitted in writing to the Administrator in a letter that includes the basis for such correction. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Release or inspection of student records will be handled in accordance with the Board of Director's Student Records Policy.

Parents have the right to file a complaint with the Department of Education if they think that the school or the school district their student previously attended is not complying with the federal laws or regulations regarding student records.

F. Non-Custodial Parent Record Request

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

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

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

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

G. Protection of Pupil Rights Amendment (PPRA) Notification

Description of Intent

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

Rights Afforded by the PPRA

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

- The right to provide consent before students are required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
 1. political affiliations or beliefs of the student or student's parent
 2. mental or psychological problems of the student or student's family
 3. sex behavior or attitudes
 4. illegal, antisocial, self-incriminating, or demeaning behavior
 5. critical appraisals of others with whom respondents have close family relationships
 6. legally recognized privileged relationships, such as with lawyers, doctors, or clergy
 7. religious practices, affiliations, or beliefs of the student or Parent/Guardian
 8. income, other than as required by law to determine program eligibility
- The right to receive notice and an opportunity to opt a student out of the following:
 1. any other Protected Information Survey, regardless of funding
 2. any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
 3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- The right to inspect, upon request and before administration or use, of the following:
 1. Protected Information Surveys of students
 2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 3. instructional material used as part of the educational curriculum

Notification Procedures

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

The School will directly notify the Parent/Guardian of these policies annually in this PPRA Notice or after any substantive changes. The School will also directly notify by U.S. mail, e-mail, or other reasonably available method Parent/Guardians of students who are scheduled to participate in the specific activities or surveys described in this PPRA Notice and will provide an opportunity for the Parent/Guardian to opt students out of participation of the specific activity or survey. The School will make this notification to Parent/Guardian near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the Parent/Guardian will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will be provided an opportunity to opt their students out of such activities and surveys. The Parent/Guardian will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales or other distribution

- administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education
- any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA

Where a Student is scheduled to participate in these activities, the Student will be notified as described above.

Reporting a Violation

The Parent/Guardian or Student who believes their rights have been violated may file a complaint to the following:

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

VII. Child Find

The School is participating in an effort to assist the State of Ohio in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive FAPE (Free and Appropriate Public Education).

School districts across the State of Ohio are also participating in this effort to identify disabilities such as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disturbances, multiple disabilities, cognitive impairments, physical impairments, autism, traumatic brain injury, and other health impairments.

We are committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, in order to accomplish this, we must know that a need is present.

Parents, guardians, relatives, public and private agency employees, and concerned citizens are used to help schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the School's Administrator.

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

VIII. Parents' Right to Know Teacher Qualifications

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

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

IX. Parent Involvement Policy

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

1. Information. Parents are informed about school activities and events through interim progress reports, report cards, and notes sent home, parent newsletters, parent/teacher conferences and informal personal and telephone conferences.
2. Annual Title I and/or Federal Programs Meeting. Parents have an opportunity to review Title I programs and provide input into the planning process during the annual Title I meeting held at the School during flexible dates and times. Additionally, parents rights and Title I requirements will be discussed. Additionally, parents should contact the School Administrator about ways to be involved at the School including the process for providing input regarding Title I planning and the parent involvement policy.
3. Open Door Policy. Parents are invited to come to the School to observe the education of their children on any day with prior notification.
4. Volunteer Program. All parents are invited to volunteer in the School on any given day of the week with prior notification and proof of a valid BCI and FBI background check clearance.
5. Curriculum. The School provides a high quality curriculum to enable the students to meet high standards. The School shares student progress with parents and provides an explanation of results to parents during the course of the school year.
6. Board of Directors Meetings. The Board of Directors meets numerous times throughout the year. Board meeting dates and times are posted at the School and published in the local newspaper. All parents and guardians are invited to attend Board meetings and can receive a Board meeting calendar upon request.

X. Complaint Procedure

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

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

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

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

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

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

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

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

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

The School does not discriminate on the basis of race, color, national origin, sex, or disability in its programs and activities and provides equal access as required by the Boy Scouts of America Equal Access Act. At this time the school does not provide third parties with access to school facilities. The following staff members have been designated to handle inquiries regarding non-discrimination policies, and can advise you on the specific civil rights grievance procedure.

Title IX Coordinator

ACCEL Schools
Chief Operating Officer
4700 Rockside Road
Suite 345
Independence, OH 44131
216-583-5095

Section 504 Coordinator

ACCEL Schools
Chief Operating Officer
4700 Rockside Road
Suite 345
Independence, OH 44131
216-583-5095

XII. Homeless Policy

The School shall provide an educational environment that treats all students equally. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless or unaccompanied students applies to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- With other persons due to loss of housing, economic hardship, or a similar reason
- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives

- At a bus station, park, car, or abandoned building
- In a temporary or transitional foster care placement

According to the McKinney-Vento Homeless Assistance Act, eligible students have the right to:

- **Immediate Enrollment:** Proof of residence, birth certificate, immunization records, and other documentation cannot serve as a barrier to enrollment to the school.
- **School Selection:** The eligible student has the right to select from the following schools:
 - The school he/she attended when permanently housed (School of Origin)
 - The school in which he/she was last enrolled (School of Origin)
 - The school in the attendance area in which he/she currently resides (School of Residency)
- **Participation in Programs:** Students have a right to access all of the school’s programs and services on the same basis as all other students, including special education, school breakfast and lunch, and any extra-curricular activities.
- **Transportation:** Any eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.
- **Dispute Resolution:** Students and their parents or guardians also have access to a dispute resolution process through the Ohio Department of Education when the family disagrees with a school about how the McKinney-Vento Act applies in their situation.

The School Liaison for Homeless Students shall ensure that the parent or guardian of a homeless student and any unaccompanied youth is:

- Assisted in accessing transportation to the selected school;
- Provided assistance in exercising the right to attend the school of his/her choice;
- Serviced without being labeled as homeless by school personnel;
- Provided the above information in a manner and form understandable to the parent or guardian, and if necessary, in the native language of the parent or guardian.

McKINNEY-VENTO HOMELESS ASSISTANCE ACT

SCHOOL ENROLLMENT RESPONSIBILITIES

and

ENROLLMENT DISPUTE RESOLUTION

The Ohio Department of Education is committed to facilitating the timely resolution of disputes regarding the educational placement of homeless children and youth. The process may address issues concerning: enrollment, transfer of records, transportation, comparable services, guardianship, medical records, residency, school of origin/school of choice issues along with any related homeless education concerns.

ENROLLMENT

Reference - McKinney-Vento Homeless Assistance Act, 42 U.S.C.S. § 11432(g)(3)(A)-(C)

The McKinney-Vento Homeless Assistance Act includes definitive language concerning the enrollment of homeless children and youth including:

The School shall according to the youth’s best interest:

- Continue the child’s education in the school of origin for the duration of homelessness-
 - In any case in which a family becomes homeless between academic years or during an academic year or

- For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year or
- Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the School shall:

- To the extent feasible, keep the homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Provide a written explanation to the parent or guardian, including a statement regarding the right to appeal if the local educational agency sends the child or youth to a school other than the school of origin or a school requested by the parent or guardian.
- Refer unaccompanied youth to the homeless liaison designated by the LEA to provide assistance in placement and/or enrollment decisions. The views of the unaccompanied youth will be considered and the youth will be notified of the right to appeal.

ENROLLMENT DISPUTE RESOLUTION

References

McKinney-Vento Homeless Assistance Act, 42 U.S.C.S. § 11432(g)(3)(E)
 U.S. Department of Education McKinney-Vento Homeless Assistance Act Non-regulatory Guidance
 (July 2004)(Pages 17-18)

GENERAL GUIDELINES –

- Disputes should be resolved at the district level rather than the school level.
- The dispute resolution process should be as informal and accessible as possible allowing for impartial and complete review.
- Parents, guardians and unaccompanied youth should be able to initiate the resolution process directly at the school they choose, as well as at the district LEA homeless liaison's office.
- Parents, guardians, and unaccompanied youth should be informed that they can provide written or oral documentation to support their views.
- Students are to be provided with all services for which they are eligible while the disputes are being resolved.
- Written documentation should be complete, as brief as possible, simply stated and provided in a language the parent, guardian, or unaccompanied youth can understand.

RESOLUTION PROCESS –

Should a dispute arise over school selection or enrollment in a school the following procedure is to be followed:

- The LEA shall provide the parent or guardian with a written explanation of the school's decision regarding school selection or enrollment.
- The LEA shall inform the parent or guardian in writing of their right to appeal the decision.
- Should the dispute continue the LEA shall refer the parent or guardian to the local LEA liaison who shall review the complaint and issue an opinion in writing to the parent or guardian.
- Should the dispute continue the LEA liaison shall assist the parties involved in presenting the situation to the Ohio Department of Education homeless education coordinator.
- The state homeless education coordinator shall recommend a decision for distribution to the parent, local superintendent and local educational agency liaison.
- Should the dispute continue the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

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

Riverside Academy
Parent/Student Handbook Contract
2016-2017

Student's Name: _____ Grade: _____
PRINT

Parent's/Guardian's Name: _____
PRINT

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

Agreed to by:

Student's Signature Date

Parent / Guardian's Signature Date

Please return signed form to Academy Office.

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

Media Release

STUDENT INFORMATION FORM

Please print clearly:

_____ Age _____
Name of participating student

School

_____ grade
city/town/zip

TO BE COMPLETED BY PARENT or GUARDIAN:

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

Signature of parent or guardian date

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