



STUDENT HANDBOOK
2014-2015

STEAM Academy of Warrensville Heights
4700 Richmond Road
Warrensville Heights, Ohio 4412

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Dear Students,

Welcome to the 2014-2015 school year at STEAM Academy of Warrensville Heights! We are excited that you are a part of the STEAM family. The STEAM Academy Teaching Team along with the Administration is looking forward to a positive and productive academic school year. The staff at STEAM Academy is a dedicated, caring and competent group of individuals that are willing to provide you with the academic support that is needed to prepare you for success.

The information provided in the student handbook was created to ensure that our school is a safe and orderly environment which is conducive to learning. In essence the material provides students with what is expected of a STEAM Academy student. Education is a shared responsibility between the student, the school and the parent(s). It is therefore necessary for all involved to contribute to the school and student success by following the guidelines set forth by STEAM Academy.

We ask that you share this information with your parents as it will also be discussed in your individual classes. It is important that you review and refer back to this information as often as needed because you will use this information throughout the year.

Wishing you a great school year,

The STEAM Academy Staff

MISSION STATEMENT

The mission of the STEAM Academy of Warrensville Heights is to allow students to become productive global citizens of the world by providing them with a high quality education. STEAM Academy of Warrensville Heights will provide a comprehensive program based on two key focus areas: 1) Science, Technology, Engineering and Mathematics (STEM) and 2) Mosaica Education's acclaimed Paragon® curriculum. Paragon® is an interdisciplinary hands-on chronological journey through the history of great ideas and great people in world culture. Through blended learning, Paragon provides a student-centered, personalized approach to learning that encourages students to become citizens of the world.

What is a "STEAM" education? STEAM combines STEM instruction with an "A" for the Arts. STEM education provides all students with the tools needed in a 21st Century economy. A rigorous and relevant STEM education improves student achievement in all subjects and helps teach problem solving, critical thinking and collaborative skills to all students. By adding the Arts to a STEM education, students incorporate their creativity into all of their learning.



STATEMENT CONCERNING STATE TESTING AND COMPULSORY ATTENDANCE LAW

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

ADMISSION

The School will not charge tuition. The School will not discriminate in its pupil admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis. All students of the School must be residents of the State of Ohio. Admission is open to students on a statewide basis.

Applications are accepted for student admission up to the deadline date for a lottery drawing. Priority for enrollment shall be given to students that reside in the district in which the School is located, returning students and their siblings. If on the deadline date for a lottery drawing the number of applicants per grade level exceeds the number of seats, a lottery drawing is held for those grade levels. The lottery drawing places children in order for possible enrollment into the school. As the School operates and accepts students year round, if other places become available (after the lottery), students are accepted from a prioritized wait list based on the results of the lottery or, if there is no wait list, then on a first come first serve basis. If a lottery is necessary, it shall take place at a public location. All parents of children selected in the lottery will be notified of the selection by certified mail or by telephone call. Parents will have up to seven (7) days from receipt of the certified mail to contact the School regarding their decision. If a parent does not respond within seven (7) days of receipt of the certified mail, the school will select another child from the lottery.

KINDERGARTEN ADMISSION

In order to attend kindergarten a child must be 5 years old by September 30 of the year of admission. The school may (at its option) establish an early admissions policy as part of its gifted education policy, upon board approval.

PROCESS AND CRITERIA

The School admits children of any race, color, religion, or sex. Furthermore, there will be no discrimination in the admission of students to the school on the basis of race, creed, color, national origin, sex or disability. For admittance the following will be required: completing and submitting the registration form and such other enrollment materials that the School deems necessary; and submitting copies of the child's birth certificate, Social Security Card, current immunization record as mandated by law, and proof of residence.

STUDENT RESPONSIBILITIES

- respect for the rights of others
- obedience to properly constituted School authority
- compliance with the rules and regulations of the School
- respectful behavior in their speech and actions
- Individuals must not threaten or harass others
- not to cause or encourage threatening or harassment of others
- Individuals must maintain behavior, including dress, vocalization, and other actions, which allows others to learn
- Individuals must obtain permission before taking and/or utilizing the property of others

STUDENT RIGHTS

- All individuals are deserving of respect and acceptance
- Students have a right to a learning environment free from physical and verbal threats and harassment
- Students have a right to learn free from excessive distractions
- Students have a right to the ownership, possession, and respect of their property
- Students have a right and are encouraged to ask questions when they do not understand as long as the questions are presented respectfully and are appropriate for the setting
- Students have a right to disagree with statements and policies affecting them as long as functioning of the class
- Students have a right to obtain an explanation of rules and expected behaviors before they are accused of breaking the rules

UNIFORM AND DRESS CODE POLICY

While fashion changes, the reason for being in school does not. School is a place of learning and students should dress accordingly. The purposes of STEAM Academy's dress code is to enhance the learning environment by promoting school safety, good behavior and avoiding discipline problems because of the peer pressure of indulging in the latest fashion trends.

The staff and administration insist that students wear their uniforms properly. This includes tucking shirts in. Parents and students are equally responsible for the appearance of the student.

School uniforms are to be worn daily except on picture days (when indicated) or other special event days. Uniform specifics are described on the following pages. Extreme variance in student attire will not be allowed. This includes tying shirts, sagging pants, shirt tails un-tucked, shirts of another color under the uniform shirt and any other variances the administration deems inappropriate. In addition, jackets, hoodies and pullovers are not permitted to be worn within the School at any time.

GENERAL GUIDELINES

In addition to the specifics of the policy on the following pages, these general guidelines are to be followed on a daily basis. Final decisions on what is acceptable are made by the administration. Specific exceptions may be given by the administration for certain occasions.

- All clothing must fit neatly and be clean.
- Tops must be long enough to be tucked into bottoms, including when arms are raised overhead as well as when seated.
- Skirts, skorts and shorts should be fingertip length or longer (no more than three inches above the kneecap).
- No writing, pictures or embellishments on any clothing.
- Footwear must be worn at all times and adequately secured to the foot. No sandals, flip flops, slides, or any shoe that exposes the toes or heel.
- Students are encouraged to leave expensive clothing or accessories at home. STEAM Academy is not responsible for items which are lost, stolen or damaged.
- Athletic shoes may be worn but conform to all dress code guidelines (black, brown, navy or white)

Clothing or appearance that is NOT acceptable includes the following:

- Du-rags, headscarves, hats, bandanas, head covering
- Plunging necklines (no exposed cleavage or midriffs)
- Combs, picks, brushes (being worn or carried around)
- Any clothing, jewelry (including beads and mardi gras necklaces) or other item which identifies a student as a member of a gang
- Rolled or pulled up pant leg(s)

- Denim material jeans
- Over-sized clothing, saggy or baggy pants
- Form fitting or hipster pants
- Any material that is sheer or lightweight enough to see through
- Over-sized or “noisy” jewelry (such as bangles)
- Mouth jewelry

Please review the dress code policy carefully. Please govern yourself in accordance with the DRESS CODE POLICY. We will strictly enforce the dress code as well as the consequences for not adhering to the dress code.

Parents will be notified by phone and provided written notification when their child is out of dress code. The parent must bring a change of clothing to the school. THE STUDENT WILL MISS OUT ON LEARNING BY BEING REMOVED FROM THE CLASSROOM UNTIL HE/SHE IS IN DRESS CODE. Failure to abide by the dress code is a violation of the school’s Code of Conduct. Continued disregard of the dress code policy may be grounds for suspension.

Notices of this policy are posted in each school building and are in the student handbooks. Students who do not comply with this dress code will be subject to discipline as outlined above.

STEAM ACADEMY DRESS CODE 2014-2015

COLORS: Tops: White, Navy Blue and Light Blue.
 Slacks: Navy Blue ONLY
 Sweaters: Same as school colors above (No Hoodies, No Jackets)

LADIES:

Ladies may wear skirts (knee length), slacks (with belts), blouses (with a collar and buttons down the front), and polo shirts. Navy or white tights are permitted under appropriate length skirts.

GENTLEMEN:

Gentlemen may wear slacks - with a belt (no sagging), dress shirts and polo shirts.

*** ALL UNIFORM SHIRTS MUST HAVE A COLLAR AND BE LONG ENOUGH TO BE TUCKED IN***

SLACKS: Should be standard cotton/polyester blend. No knit, fleece, sweat or denim will be acceptable. Slacks must fit properly.

Knee-length shorts may only be worn during the months of August, September, May and June --- or if otherwise announced.

SWEATERS: May be a cardigan. NO HOODIES or Jackets (Navy blue, white, or black).

SHOES: *Black or brown school shoes or athletic shoes (no platform or slip-on shoes):

JEWELRY Only one pair of earrings for ladies/gentlemen (no larger than a dime)
No nose, eye brow or lip jewelry is permitted.

Administration has the final say in all dress code situations.

Please Note: Repeated dress code violations will result in a detention and a note sent home. All dress code detentions will be served after school at the end of the month from 3:30-4:00. Parents/Guardians are responsible for transportation home. Detention notices will be sent in enough time for families to arrange transportation.

Three detentions will result in a one day suspension. Repeat violations will result in further disciplinary action.

PARENTAL INVOLVEMENT GENERAL POLICY

The School expects parents of students to be actively involved in the student's education. In order for our faculty and staff to effectively educate our children, we welcome our parents as partners. Parents are strongly encouraged to participate in a variety of activities and forums which will support our students academically and add to the vitality of our school. Parents will be expected to participate and sign an agreement with the school.

A status review is a formally scheduled conversation between faculty and parents in order to discuss the student's development and progress. Parents will be required to confer with faculty about their child's/children's social and academic achievement on a regular basis as scheduled by the School on the School calendar. Parents should attend status reviews in order to receive written report cards. As well, the School encourages parents to initiate conferences about their questions and concerns with the Head of School or his/her designee and/or faculty members.

TITLE I PARENT INVOLVEMENT POLICY

In addition to existing policies and/or guidelines, the school also recognizes the need for a policy that meets requirements under Section 1118 of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001.

Parents of The School students are vital contributors in the education of their children. Accordingly, they are encouraged to participate in the development and structure of Title I activities and to be kept informed about programs in which their children belong. Moreover they are encouraged to be kept informed of the academic progress their children make as a result of participation in these programs. For it is through mutual understanding and close cooperation between the school and home, that a student's academic success will improve. Two-way

communication, both verbal and written, provides a sound base for a good partnership between the school and home to provide an effective educational program for all students.

The Title 1 Parent Involvement Policy is fulfilled as follows:

- Parents will be notified in writing regarding their child's participation in a Title 1 program. The written material includes a copy of this Parent Involvement Policy.
- Early in the school year, parents will be invited to meet the staff, learn more about available Title 1 programs, ask questions, and give suggestions. They will also understand how progress will be measured and how they will receive feedback about their child's progress. Parents will also be invited to attend all parent-teacher conferences.
- Efforts will be made to assist parents in understanding federal and state academic expectations, state content standards, student performance standards, the school curriculum and school expectations and assessment results. This will be accomplished by scheduling regular parent meetings throughout the school year.
- Parents will be encouraged to visit the school for volunteer training and information, visit their child's classes, actively volunteer in the life of the school and attend other meetings and events. In addition, the school will encourage parents to offer their ideas and suggestions to the school staff.
- The school will seek suggestions from community-based organizations and coordinate parent involvement opportunities with such programs.
- Parent newsletters or similar communication will be sent to all families. This communication will provide for home reinforcement of skills and concepts taught at school.

ARRIVAL AND DISMISSAL

School hours are: 7:30 am – Doors open to all students
 7:30 – 7:55 – Breakfast
 8:00 – School Day Begins
 3:30 – Dismissal

MORNING ARRIVAL PROCEDURE

Upon entering the school all students are to go to the cafeteria and be seated according to grade level. If students are there for breakfast, students will be dismissed by grade level or table to be served. Students are not allowed to leave the cafeteria unless they have a pass from one of the morning monitors. Students are to remain in the cafeteria until the classroom teacher picks them up.

DISMISSAL

All of our students are dismissed from STEAM Academy from the rear entrance of the building. They should come in the same doors when they arrive in the morning. Since we are entering and exiting a significant number of students, we ask that parents and friends wait away from the immediate area in front of these doors. For car pick-ups, as space is limited, please stop in the rear of the building, as not to obstruct the flow of traffic. Parents please respect the area designated for student arrival and dismissal. Picking up your child in the parking lot area can be dangerous. No student should be in the parking lot area unless accompanied by an adult. It is an extreme safety hazard for students to be walking or running across the parking lot area. Your total cooperation is appreciated.

VISITATION TO SCHOOL

We welcome parents to STEAM Academy. However, for the safety of all our children, all visitors must report directly to the office. Electronic locks have been installed at both entrances. All visitors must use the Richmond Road front doors. No parent or visitor is permitted to go directly to any classroom. No exceptions. Violators of this policy are subject to prosecution under the Safe School Ordinance. Teachers are instructed not to talk with any visitor to the classroom who has not first obtained a visitors pass from the office. After the first two days of class we require that all of our students walk to their classroom on their own. We have staff in the hallways to assist any student that needs extra help after the first few times.

ATTENDANCE

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by the School is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. A parent must contact the School in accordance with the procedure set forth below. Attendance is required of all students enrolled at the STEAM Academy during the days and hours that the School is in session.

Excused Absences

Absences due to the following will be excused:

- Personal physical illness such as to prevent attendance at School.
- Personal mental illness such that the student will not benefit from instruction.
- Illness in the family.
- Quarantine of the home.
- Death in the family.
- Observance of religious holidays.
- Court subpoena.

- Necessary work at home due to absence of parents/guardians.
- An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.

Excused absence means that it has been verified that the child's absence was for one of the legitimate reasons as listed above. In order for an absence to be considered an excused absence appropriate documentation must be provided to the School within 3 days of the student's return.

In order for the child to obtain recognition for perfect attendance, the child must be present in school and on time every day, no exceptions.

Absences for any other reasons other than those cited above will be considered unexcused.

When a student has reached 5 days of unexcused absence, a letter will be sent to the home. At 10 days unexcused absence, an attendance conference will be scheduled between the parent and the Head of School/designee.

REPORTING AN ABSENCE

Our attendance policy requires that the parent/guardian must report their child's absence to the office on or before the day of the absence. We have voicemail that will take messages. After the recorded message please leave your name (relationship to the child), your child's name, grade, room number and the reason for the absence. Lacking parental notification of an absence, the Head of School/designee will notify the parent of the student's absence by telephone or written notice on the same day the student is absent. All of our attendance is computerized. By 9:30 AM each day we have already recorded your child's attendance for the day.

STUDENTS EARLY RELEASE

When parents wish to have their child/children released from school before dismissal, the parent must come to the office to sign the child out from class. We require the adult to show a photo I.D. to the office staff at the time of pick-up. This is for the safety and security of our students. We will then call the child/children to the office to meet the parent/adult. We cannot release any child to an adult who is not the custodial parent or who is not listed on the student enrollment form in the office. Teachers are instructed to never release a child directly from the classroom. At no time will we allow any student to walk home unattended during the school day. Late arrival and early release will be counted toward student attendance.

TARDINESS

It is very important that children arrive on time for school. Children who arrive late cause a disruption to the class in progress and are themselves at an educational disadvantage. In addition, those who frequently arrive late, give the impression that the business of education is not a top priority. It is vital that parents model the importance of arriving on time for school. Repeated unexcused absences/tardiness shall be grounds for disciplinary action in accordance

with the Student Code of Conduct. A student is tardy when a student is more than five minutes late for School or for a class. If a student misses more than half a class, the student will be marked absent for the class.

TRUANCY

A student is habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive School days, for seven (7) or more School days in one (1) month, or twelve (12) or more School days in one (1) School year.

A student is chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive School days, for ten (10) or more School days in one (1) month, or fifteen (15) or more School days in one (1) School year.

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

The Head of School or his/her designee may act as the School's attendance officer or delegate that duty as permitted by law. The School's attendance officer shall investigate possible School attendance violations, and is authorized under Ohio law, to serve warrants, to enter places where children of compulsory School age are employed, and to take such other actions as may be necessary to enforce the compulsory education laws.

The Head of School or his/her designee is also authorized 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 is to be reported to law enforcement authorities for neglect of parent education, a fourth class misdemeanor if found guilty.

MANDATORY WITHDRAWAL

Ohio law requires the withdrawal of any student who, without legitimate excuse, fails to participate in 105 consecutive hours of learning opportunities during any academic year.

MAKE UP WORK

When a student is excused absent from school more than 1 day, a parent can call the office with a request for the work that the student has missed. Teachers need a 24 hour notice to have this work ready. It will be sent to the office for the parent to pick up. All completed work should then be returned to the teacher as soon as possible for grading (approx. 2 days). If you know that your child will be absent an extended number of days, please call ahead (24 hours) to request the work.

PUBLIC AREAS: CAFETERIA, HALLWAYS, STAIRWELLS AND BATHROOMS

The public areas at STEAM Academy are areas used by all members of our school community. It is therefore important that we adhere to School wide procedures on how to move and utilize the specified areas. The following procedures are school wide expectations that every student must follow.

LUNCHROOM

STEAM Academy operates a closed campus and all children Grade K – 5 eat lunch at school. Students may either purchase lunch at school or bring their own. We ask that candy, pop/carbonated beverages, and glass containers not be sent for lunch. Many students qualify for free and reduced lunches due to family income and family size. Information on prices, free and reduced, lunch eligibility and applications are sent home at the beginning of the school year and are available in the office at any time during the year if the family status changes. The Federal Government determines an eligibility criterion and failure to provide income verification (if requested) may result in termination of benefits. Lunch rules are basic.

- stand quietly in line waiting to get your lunch
- use common courtesy when you go through the line
- stay in your seat
- talk quietly to those seated around you
- raise your hand when you are finished, a staff member will let you throw out your trash

HALLWAY PROCEDURES

- Walk Slowly and quietly on the right side of the hallway
- Respect others and their property by keeping hands, feet and objects to yourself
- Stay off of the walls

CLASS CHANGE PROCEDURES

- Use time wisely
- Exit class quickly
- Have all needed materials
- Enter class quietly

- Follow classroom entry procedures

RESTROOM PROCEDURES

- Be Quick
- Be Clean
- Be Quiet

LEAVING CLASS DURING CLASS TIME PROCEDURES

- Bathroom – Must have a pass from the teacher
- Office – Must have a written explanation by the teacher explaining why the student is there
- Specials- If a student is dismissed from class early, classroom teacher needs to be notified

ASSEMBLY PROCEDURES

- Enter Area Quietly
- Sit in assigned grade area
- Act appropriately and be respectful
- Use active listening
- Exit quietly when instructed

FIRE DRILLS, WEATHER RELATED DRILLS/WARNINGS AND HEALTH AND SAFETY EMERGENCY EXPECTATIONS

Students will not talk, run, laugh or joke around in any way. Students are to follow the instructions of the classroom teacher, Head of School/designee in the event of a health or safety issue. Students are to remain with their class or designated adult until the “all clear” is given to return back to the learning environment. This is a safety issue and the procedures are to ensure the safety of all individuals in the building. If a student does not follow the directions he/she will be subject to disciplinary action.

SCHOOL DELAY AND CLOSING

In the event of inclement weather, school delays and closings will be reported to all local television stations and will appear as STEAM of Warrensville. In the event of a two hour or longer delay, breakfast will not be served.

PROMOTION AND RETENTION POLICY

The Board recognizes that the personal, social, physical, and educational growth of children will vary, and that they should be placed in the educational setting most appropriate for their needs at the various stages of their growth. Each student will be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Decisions on the promotion and retention of students in a grade are based on documented instructional objectives, performance standards, and promotion criteria. The School shall develop and maintain instructional objectives, performance standards, and promotion criteria for each grade level in the School. Parent(s) and students shall be made aware of the instructional objectives, performance standards, and promotion criteria. Periodically during the year teachers shall provide written progress and grade reports. Teachers will also provide evaluation reports to parents and students during teacher-parent conferences. The grading system used to measure student progress toward achieving the predetermined instructional objectives and performance standards is applied consistently throughout the School. The Head of School, after consultation with staff and parents, has the authority to make the final decision relative to the promotion or retention of a student.

Promotion of a student from one grade to the next shall be based solely on that individual student's having met applicable promotion criteria. The decision to promote a student shall rest solely with the Head of School, with appropriate input from the student's teacher(s), the professional staff, and parent(s).

STEAM Academy uses a 10 point grading system:

90-100 A 80-89 B 70-79 C 60-69 D 59 and below F

RETENTION

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 ("On-track") or not reading at grade level ("Not on-track"). If a student is identified as being Not on-track the School will notify the parent or guardian and the School will immediately provide intervention services to improve the students reading performance. In addition, the School and the parent or guardian will develop a Reading Improvement and Monitoring Plan. Unless the student meets an exception, if the student does not attain an appropriate level of reading competency by the end of Third Grade, they must be retained.

A student is required to be retained if he/she is truant for 10% or more of the required school days and has failed at least two (2) courses of study, unless the Head of School and the

teachers of the failed subjects determine that the student is academically prepared to be promoted.

Additionally, a student shall not be promoted or allowed to pass to a higher grade or course level if the student fails to meet established standards for a particular grade or course level.

Retention and/or placement decisions will be made only after the Head of School notifies and confers with parent(s) as to the student's progress or lack thereof. These notifications and conferences will take place as soon as teachers and the Head of School identify that a student's promotion could be in jeopardy.

FACTORS

- Teachers and the Head of School will consider at least the following factors in arriving at decisions on promotion or retention. Factors are applicable in all grade levels.
- The student's level of academic aptitude and achievement;
- The student's level of social and emotional development and the student's ability to effectively interact with other students in his/her current grade level;
- The student's attendance patterns (absences, tardies, early checkout, excused, or unexcused) and its effect on the student's progress;
- Any other factors thought to be appropriate by the Head of School, teacher(s), and professional staff.

Except as required by the Third Grade Reading Guarantee, the School will not utilize a student's failure to attain a specified score on any statewide achievement tests as the sole factor in any decision to deny a student's promotion to a higher grade level, except that the School may use a student's failure to attain a score in at least the basic range as a factor in deciding to deny a student's promotion to the next level on the following tests:

- 3rd grade math and reading achievement tests;
- 4th grade reading, writing and math achievement tests;
- 5th grade reading, math, science and social studies achievement tests;
- 6th grade reading and math achievement tests;
- 7th grade reading, writing and math achievement tests; or
- 8th grade reading, math, science and social studies achievement tests.

The School may choose not to promote a Student to the next grade level, who does not take a required statewide achievement test or make-up test, and who is not exempt from the requirement to take such test.

CHILDREN WITH SPECIAL NEEDS

Promotion and retention of previously identified disabled students shall be subject to the factors and policy above, but shall also consider the contents of the student's individualized educational plan (IEP).

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 ("On-track") or not reading at grade level ("Not on-track"). If a student is identified as being Not on-track the School will notify the parent or guardian and the School will immediately provide intervention services to improve the students reading performance. In addition, the School and the parent or guardian will develop a Reading Improvement and Monitoring Plan. Unless the student meets an exception, if the student does not attain an appropriate level of reading competency by the end of Third Grade, they must be retained. For a copy of the complete Promotion and Retention Policy contact the Head of School.

HOMEWORK POLICY

Because education is a lifelong process which extends beyond the school, it is important that students recognize that learning occurs in the home and in the community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A definition of homework would include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading and other activities which are related to classroom work, but which are assigned to be done at home.

Reasons for homework:

- To complete work started in class
- To expand and enrich regular class work
- To build interest in reading and learning
- To make up work missed due to absence
- To encourage parents' awareness of student learning
- To provide an opportunity to pursue special interests or abilities
- To increase learning time
- To establish independent study skills
- To increase critical thinking skills
- Studying for tests

Parents can support a child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home. A minimum of 30 minutes of school work should be done each evening at home.

- Provide a quiet, well-lit place for the student to do homework.
- Help your child budget time so that a regular schedule for study is provided.
- Take an active part in what your child is doing in school.
- Encourage and guide your child with assigned homework. Under no circumstances should you do the work for your child.
- Encourage your child to seek additional help from the teacher if there is any difficulty with the assignment.
- Support and reward regular school attendance. Contact the school in case of prolonged absence.
- Request a conference with the teacher as soon as problems arise.

MISSING CHILD POLICY

Newly enrolled student records:

Upon receipt of completed enrollment forms, a request for records will be made within twenty-four hours from the public or non-public elementary or secondary school the pupil most recently attended.

If the records are not received within 5 business days, a second request will be made and the Head of School or his/her designee will contact the school directly.

If the records are not received within 14 days of the date of request, or if the pupil does not present any one of the following: (1) a certification of birth; (2) a passport or attested transcript of a passport filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child; (3) an attested transcript of the certificate of birth; (4) an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child; or (5) an attested transcript of a hospital record showing the date and place of birth of the child the HoS or his/her designee will notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child.

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

ADMINISTERING MEDICINE TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health and welfare of others. If possible, all medication should be given by the parent at home. If necessary for the School to administer any prescription or non-prescription medication, the student's parent/guardian must present a statement signed by both parent/guardian and physician which includes all of the following information:

- Name and address of the student;
- Student's teacher;
- Drug name and dosage to be administered;
- Times or intervals at which each dosage of drug is to be administered;
- Date on which drug administered begins;
- Date on which administration of drug ends;
- Any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the person who prescribed medication can be reached in emergencies.
- Special instructions for administering drug, including sterile conditions and storage.

It is the student's responsibility to come to the office to receive medication. New authorization forms must be submitted at the beginning of each school year.

Students who intend on possessing and using a metered dose or dry powder Asthma Inhaler to prevent asthmatic symptoms or an epinephrine injector to treat anaphylaxis must first present a statement from the parent and physician including: the information set forth above; an acknowledgement that the prescriber has determined that the student is capable of possessing and using the injector or inhaler appropriately and has provided the student with training in the proper use of the injector or inhaler; and the following information:

- Written instructions that outline procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
-
- Any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication; and
- At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency;

- The parent/guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the school changes.

The drug MUST be received in the container in which it was dispensed by the doctor or licensed pharmacist. This includes all medication including aspirin, Tylenol, cough syrup, etc. Forms to be signed by the doctor are available in the school office. It would be wise to secure the form *before* going to the doctor. No student will be given medication or will use self-administered medication without a doctor's form previously signed and kept on file in the office.

EMERGENCY MEDICAL FORMS

Within your enrollment packet there is an emergency medical authorization form. Please make sure that you have filled it out completely and carefully. This form is kept in the office in the event of an emergency and we are unable to reach the parent/guardian. Copies will also be given to teachers to take with them on field trips which require them to be away from school. We must have these on file and no child will be permitted to participate in a field trip unless we have the completed information. As information changes throughout the year, we request that parents inform the office so that appropriate changes may be made on this very important form.

HEALTH REQUIREMENTS

Your child must meet county and state health regulations for entrance to school. The school checks health records each year and will supply you with an immunization request form for necessary immunizations that your child needs. Students may be excluded from school if the immunization schedule is not completed within a reasonable period time after notification. Written statements of objection to immunizations due to parent's or guardian's religious reason are filed in the student's health folders.

A pupil is also exempt if they present a physician's statement that immunization is medically contraindicated. A signed statement of history of measles or mumps may be substituted for the measles or mumps vaccinations. However, a history of rubella may not be substituted for rubella vaccine.

The minimum complete immunizations are:

IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE

2014—2015

DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	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.* 1-12
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	<p>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>Grades 7-11</p> <p>One (1) dose of Tdap vaccine must be administered prior to entry. **</p>
POLIO	<p>K-4</p> <p>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 5-12</p> <p>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</p>
MMR Measles, Mumps, Rubella	<p>K-12</p> <p>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.</p>
HEP B Hepatitis B	<p>K-12</p> <p>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 second dose.</p> <p>The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
Varicella (Chickenpox)	<p>K-4</p> <p>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.</p> <p>Grades 5-8</p> <p>One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>

STUDENT ILLNESS

When a student becomes ill at school, the parent will be notified to take the child home. Any student suspected of having a communicable disease will be referred to a physician for examination and recommendation for exclusion from school. Readmission will be allowed by a physician's statement.

A child who is ill will not perform well at school, and may be exposing the other students in the classroom. Please keep your child home if any of these symptoms are present: a fever of 100 degrees or greater, an undiagnosed rash, an earache or draining ear, diarrhea or vomiting, severe sore throat, persistent or severe cough, persistent or severe headache, or a known

communicable disease. If your child is sent home with a fever of 100 degrees or greater, they must be fever-free without medication for 24 hours before returning to school.

When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth disease, hepatitis, influenza (fever, upper respiratory infection, headache, and body aches), measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. This information is helpful in the control of illness among students.

HEAD LICE

From time to time students get head lice. Lice is highly contagious. If your child is found to have lice you are required to pick him/her up immediately. The student must be treated and report to the school office before he/she is allowed back in the classroom. Treatment advice is available through the school office or your doctor. Most children can be treated and return to school within 24 hours.

BED BUG POLICY

Since bed bugs are not known to transmit disease, students will not be excluded from school due to bed bugs. If it is suspected that a student has bed bugs, they will be removed discreetly from the classroom so the school nurse or qualified individual can perform an inspection of the student's clothing and belongings. If bed bugs are found, nonessential items for the school day such as book bags and coats will be put into a large plastic bag and tightly sealed. The parents will be notified immediately by the school nurse or school administration. Further instructions will be given to the parents on how to send the student to school the following day.

HEALTH SCREENINGS

All kindergarten, first, third, fifth, and seventh graders will be screened for adequate vision and hearing. Referral forms will be mailed to parents when further evaluation by a physician is recommended.

CHILD ABUSE AND NEGLECT

Because of their sustained contact with school-age children, teachers and other employees are in a position to identify abused or neglected children.

Every School official, School employee, or employee assigned to the School who knows or has reasonable cause to suspect based on facts that would cause a person in a similar position to suspect, that a student under eighteen years of age (or a mentally retarded, developmentally disabled, or physically impaired student under twenty-one (21) years of age) has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the student, shall immediately report that knowledge or suspicion, by telephone or in person, to the public Children's Services Agency or local law enforcement agency. S/He shall also notify the Head of School or his/her designee.

All suspected cases are to be reported even if documentation is not available. The law provides protection for the reporting person who acts in good faith.

The Head of School or his/her designee should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be reported to the Head of School or his/her designee who will investigate and take appropriate action in accordance with Board directives.

Failure to make a report required by this section, or unauthorized disclosure of the contents of a report made under this section, may result in disciplinary action against the employee.

FIELD TRIPS

Classes take field trips from time to time during the school year. Field trips are approved on the basis of educational purpose and objectives. Parents are always informed of the details of the trips and parent permission slips go home to be signed. The teacher will take a copy of the blue emergency medical form with them on every field trip. If the permission slip is signed, but we do not have an emergency medical form on file for the child, the child will not be permitted to go on the trip. Parents/guardians please make sure that we have an up-to-date emergency form on file for each of your children at STEAM Academy. Teachers, in advance of the field trip, may set up specific requirements (incentives) for the student to participate. Please be aware, that attending field trips outside of the classroom is a privilege not a right. All permissions MUST be in writing. NO Verbal permission will be accepted.

TELEPHONE USE

No student will be permitted to use the telephone unless it is an emergency. Forgetting homework or needed supplies is not considered an emergency. Please help your child be adequately prepared for school in the morning and talk over any needed messages or instructions for the day at this time. Messages called in for students will be given at the last hour of the day. If it is an emergency the parent will be required to state the emergency situation. Taking care of arrangements before your child comes to school will help eliminate the urgency of last minute messages called into the office. If a parent needs to make pick-up changes, please be sure to call the school office no later than 3:15 pm so we can get the message to the student before they leave the classroom for the day. Please aide us in this effort, as a large student population does not allow us to interrupt classes and give students personal messages.

SEARCH AND SEIZURE

The School recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner.

The School acknowledges the need for in-School storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a School official.

Students have no expectation of privacy with respect to the use of the internet, intranet or e-mail. Routine maintenance and monitoring of the School network system may lead to the discovery that a student has or is violating School policy or the law. Violations of School policy, the student code of conduct or the law may result in severe penalties, up to and including expulsion.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, School authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search will result in evidence of a violation of law or of School rules. Specifically:

SEARCH AND SEIZURE OF PROPERTY:

School lockers, desks, and property are on loan to the students and remain the property of the School. They may be inspected and reclaimed at any time.

Students must not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, backpacks or desks. Students must open their lockers at the request of School officials.

When on School grounds, students and their personal property may be searched if a school official has grounds to believe the search may turn up evidence that the student has violated or is violating the law or School rules.

A student shall have the opportunity to be present during the search of his or her locker, desk, or other property unless the student is absent from School or the safety or welfare of the School or an individual necessitates a search during the student's absence.

The search of a student's person or intimate personal belongings shall be conducted by the Head of School or his/her designee. This person should be of the student's gender and conduct the search in the presence of another staff member of the same gender. However, no strip searches may be conducted by School personnel.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the School.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the School has established a zero tolerance for alcohol use.

The School also authorizes the use of canines, trained in detecting the presence of drugs, when the Head of School or his/her designee has reasonable suspicion that illegal drugs may be present in the School. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on School property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement

authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

The Head of School or his/her 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 and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Head of School or his/her designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

COMPLIANCE WITH STATE ACADEMIC STANDARDS

The School will make every reasonable effort to ensure that it uses high quality academic assessments, accountability systems and teacher preparation and training, and ensure that the foregoing and the school's curriculum and instructional materials are aligned with the state's academic standards. The School will enable all interested parties, including students, parents, teachers and administrators, to measure this school's progress in meeting state and federal goals for student academic achievement.

The School will make every reasonable effort to use the state's assessment system to improve and strengthen accountability, teaching and learning to ensure that its students are meeting the state's academic standards.

The School will ensure that all core content area curriculum, instructional and education materials and textbooks are aligned to Ohio's New Learning Standards/Common Core and update the curriculum alignment if ever revised by ODE. For additional information concerning the School's curriculum contact the Head of School.

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES INCLUDING TITLE II, TITLE VI, TITLE IX, SECTION 504 AND ADA

The School does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities, or employment. The Board of Directors will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information or any other unlawful basis.

It is the policy of the School to provide an equal opportunity for all children to achieve their maximum potential through the curriculum offered regardless of race, color, creed, disability, religion, sex, ancestry, national origin, social or economic background, or other legally protected category.

The following person has been designated to handle inquiries regarding the nondiscrimination policies of the School or to address any complaint of discrimination:

Gary Lane, Head of School
4700 Richmond Road
Warrensville Heights, Ohio 44128

ELECTRONIC DEVICES

While on School property, in a School vehicle, or while attending School-sponsored or School-related activities, whether on or off School property, Students shall be permitted to possess and use electronic communication devices, including, but not limited to, cellular phones, beepers, I-Pods, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices or other devices deemed to be distracting, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, or educational mission including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned off during the School day. They may be stored in the Student's backpack during the School day, but may only be turned on and operated before and after the regular school day.

2. When Students violate this prohibition, they shall be subject to disciplinary action, including but not limited to losing the privilege of bringing the device onto School property. In addition, an administrator may confiscate the device, which shall only be returned to the Student's Parent. All requests to confiscate these items must be complied with in a spirit of cooperation. If, upon confiscation, the School becomes aware of other misuse of the device, or, has a reasonable suspicion of other violations of School policy, the Student may be disciplined for additional violations of this or other School policies. In other words, a Student loses his/her privacy rights in the device and information contained in the device, once a School policy is violated and the device confiscated so long as the School has a reasonable suspicion of misuse.

3. Students are responsible for devices they bring to School. The School shall not be responsible for loss, theft, or destruction of devices brought onto School property.

4. Students shall comply with any additional rules developed by the School concerning appropriate use of electronic communication devices.

5. Students shall not utilize an electronic communication device in a manner that would violate the School's Technology and Internet Acceptable Use Policy or its Student Code of Conduct.

6. Examples of types of prohibited behavior involving electronic communication devices include, but are not limited to:

- a. text messaging on or off School Property during School hours to or from a student on School Property;
- b. sexting, which is the act of sending sexually explicit messages or photographs, primarily between mobile phones or other electronic communication devices;

- c. using digital cameras or camera phones to invade the privacy of others by transmitting unauthorized or derogatory photos or video clips to another person via email, to another camera phone or by posting it on the web;
- d. using digital cameras, camera phones, or any other device to cheat on examination;
- e. playing digital games;
- f. using digital cameras, camera phones, or any other device to harass or bully another.

ANTI-HARASSMENT, INTIMIDATION AND BULLYING POLICY

The following policy must appear in any student handbook, and in any publications that set forth the comprehensive rules, procedures and standards for the School and students. Information regarding this policy must be incorporated into employee training materials.

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

"Harassment, intimidation, or bullying" means either of the following: 1) any intentional, written, verbal, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or 2) violence within a dating relationship. The definition of "harassment, intimidation or bullying" also includes the above described acts which are electronically generated, stored or transmitted.

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member.

Factors which may be considered in determining whether off campus behavior warrants discipline include, but are not limited to, the following:

(1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences;

(2) Whether a connection to on-campus activities exists

(3) Whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education;

(4) Whether the behavior invades the privacy of other

(5) Whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and code of conduct of the School shall be followed and shall not infringe on any student's First Amendment rights under the United States Constitution.

All school personnel, volunteers and students are required to report prohibited incidents of which they are aware to the Head of School or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The Head of School or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Head of School or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported.

It is a violation of this policy to knowingly report false allegations of Harassment, Intimidation, and/or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Once an investigation is completed, if the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified and to the extent permitted by R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) have access to any written reports pertaining to the prohibited incident. Semiannually, the Head of School will provide the Board President with a written summary of all reported incidents. All School personnel, volunteers and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

The School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Head of School or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures.

The School shall implement the following strategy for protecting victims: supervise and discipline offending students fairly and consistently; provide adult supervision during recess,

lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to insure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of "harassment, intimidation or bullying" will warrant disciplinary action whether and to what extent to impose disciplinary action (*i.e.*, detention, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Head of School. The following procedure sets forth possible interventions for the Head of School to enforce the prohibition against harassment, intimidation or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

1. Non-disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts 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 harassing, intimidating or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer mediation may be deemed inappropriate to address the concern at the discretion of the School administration.

2. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Directors, a committee of the board or an impartial hearing officer designated by the Board of Directors in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or situations where past interventions have not been successful in eliminating prohibited behaviors.

Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct. The School

may also provide training, workshops, or courses on this policy to Staff and volunteers who have direct contact with students.

ANTI-HAZING POLICY

The School prohibits all acts of hazing. Hazing, like other violent and disruptive behaviors, is conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe and civil environment.

Hazing or hazing activity means 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. For purposes of this Anti-Hazing policy, mental harm means mental stress, anxiety, physical injury, sickness, injury to feelings, humiliation, mental anguish, and/or depression, connected to and arising from the hazing activity. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times, regardless of whether the activity occurs on or off of property owned, used or controlled by the School, so long as the hazing activity is in any way connected to the activities or incidents that have occurred on property owned, used or controlled by the school. This policy will be actively enforced at all times.

Hazing is a violation of School policy separate and distinct from harassment or other prohibited conduct. No student, including leaders of student organizations, may plan, encourage or engage in any hazing activity. Students having engaged in hazing activity and who fail to abide by this policy are subject to disciplinary action including suspension, expulsion, removal or permanent exclusion as set forth elsewhere in this policy manual, and may be liable for civil and criminal penalties pursuant to State law.

Staff is to be particularly alert to possible conditions, circumstances or events, which might include hazing. If hazing or planned hazing is discovered, involved students are informed by the discovering Staff member of the prohibition contained in this policy and are required to end all hazing activities immediately. All hazing incidences are reported immediately to the Head of School or his/her designee.

No Staff shall encourage, permit, condone or tolerate any hazing activities, and Staff who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties pursuant to State law.

GANG ACTIVITY POLICY

The Board believes gangs or gang activity create an atmosphere that seriously disrupts the educational process.

Students are prohibited from engaging in gang activities while at School, on School property, or at School-sponsored events.

As used herein the term “gang” means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

The term “gang activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any 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 include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

A violation of this policy is grounds for suspension or expulsion from School.

STUDENT CODE OF CONDUCT

At STEAM Academy, we make a pledge to explore many avenues and intervention techniques to control student behavior. These include but are not limited to, phone calls to parents/guardians, removal from class or group, positive reinforcement, rewards, penalties, taking away of privileges, keeping a student after class (detention), referral to the office, Saturday School and suspension or expulsion.

All students are expected to conform to the Student Code of Conduct and are subject to the School’s disciplinary process when they fail to do so.

PROGRESSIVE DISCIPLINE

First Level Offense

Teacher explains or reviews class and School rules and warns the child of possible consequences.

Teacher applies appropriate consequences, including time-outs.

Second Level Offense

Teacher applies appropriate consequences, including longer time-outs or time-out in an alternate area.

Teacher communicates the problem(s) to the child’s parent(s).

Teacher sends a written report home and a copy to the office.

Third Level Offense

If actions taken at Levels 1 – 2 have not corrected the inappropriate behavior or if the student engaged in serious act(s) of misconduct, the Head of School may suspend the student from School, not to exceed ten School days.

Fourth Level Offense

If actions taken at Levels 1 -3 have not corrected the inappropriate behavior or if the student engaged in serious act(s) of misconduct, the Head of School may expel the student from School, not to exceed 80 days, unless one year is specifically authorized, or, unless the student is permanently excluded under Ohio law.

The following chart contains a list of infractions and suggested manners of discipline.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet publishing, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Altering Official Documents	The forgery, falsifying, or unauthorized alteration of a document.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Assault	Unlawfully causing any physical injury.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Bomb Threat	Making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Criminal Act	Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Damage/Destru	Causing, attempting to	Level 2	Level 3	Level 4

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
ction of Property	cause, or threatening to cause damage to School or private property (including graffiti).	disciplinary action.	disciplinary action.	disciplinary action.
Display of Affection	Any physical display of affection between students is prohibited.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other students, and running and/or making excessive noise in the building.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Dress Code Violations	Violation of the School's Dress Code.	Level 1 or 2 Parent may have to bring uniform	Level 1 or 2 Parent may have to bring uniform	Level 3 or 4
Electronic Access	The unauthorized use of electronic password codes for any reason, including but not limited to, accessing, controlling, or disabling technological devices or services.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Electronic and Other Communication Devices	No Student shall display or possess any electronic devices (cellular telephones, PDA's, CD players, I-Pods, gaming devices, etc.) without approval on School property between the hours of 8:00 a.m. to the conclusion of School.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Extortion/Robbery	Obtaining money, information, or property from another by threat,	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	intimidation, or coercion.			
Firearm	Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for School, School extracurricular or School-related events).	1 year mandatory expulsion.	1 year mandatory expulsion.	1 year mandatory expulsion.
	Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on School property.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a firearm at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Gambling	Illegal participation in, or the organization of, games of chance for money and/or other items of value.	Level 1 or 2 disciplinary action.	Level 2 or 3 disciplinary action.	Level 4 disciplinary action.
Gang Activity	No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of	Levels 1 to 3	Level 3 or 4	Level 4

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	another student. .			
Hazing	Committing any act or coercing another, including the victim, to do any act of initiation into any Student or other organization that causes or creates risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition in this policy.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Homework	Daily homework assignments are an extension of, and reinforce class work, and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern, and may result in appropriate disciplinary measures.	Level 1	Level 2	Level 2 or 3
Illegal or Dangerous Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling; and/or paraphernalia.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Illegal Organization	Anti-social organizations, secret societies, gangs, and other sets of individuals that are not sanctioned by the School, which are determined to be disruptive to teaching and learning. This includes but is not limited to, wearing of symbolic jewelry apparel, making gestures, language use, graffiti, distributing material, or altering personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning.	Level 1 or 2 disciplinary action.	Level 2 or 3 disciplinary action.	Level 4 disciplinary action.
Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School personnel or any member of the School community.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Intimidation/ Menacing/ Bullying/Cyber-Bullying	Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	personal polling Web sites, to support deliver or repeat hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School.)			
Knife	Bringing a knife to School, onto School property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a knife at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Littering	Throwing paper, trash, or other materials on the floor, inside the School building, or on School grounds.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Loitering	Presence of an individual in or about a School under one or more of the following circumstances: <ul style="list-style-type: none"> • After a reasonable request to leave. • Does not have a legitimate reason for presence. • Does not have written permission from proper authority for presence. • Refusal to identify self. 	Level 3 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Lunch and Lunch Time Behaviors	<p>When Parents provide a Student's lunch, they are expected to provide a healthy meal. Carbonated beverages, such as soda (pop) are prohibited. Lunch should be a pleasant experience for everyone, teachers, students, and staff. Students must display decent table manners, courteous conversation, and cooperation with volunteers, teachers, and school personnel. Violations include but are not limited to:</p> <ul style="list-style-type: none"> • Eating food outside the designated area or room • Leaving without permission • Littering • Discourtesy (toward volunteers, other students or staff) • Failure to remain seated and to clean up your space • Talking too loud and/or inappropriately 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Lying	Intentionally giving untrue communication.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Misuse of Electronic Online Hardware or Software	Students using School online services for illegal, inappropriate, or obscene purposed.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Obscenities/ Verbal Abuse/ Vulgarities	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	willfully intimidate, insult, or in any other manner, abuse others.			
Offensive Material	The production, possession, and/or distribution of materials that offend common decency or morals.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Other Overt Disruptive Behavior	Knowingly engaging in any behavior meant to alter the teaching/learning process; to demean, intimidate, or harm another or the property of individual or the School.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Playground Behavior	The playground is a place to develop friendships in a relaxed setting. Improper behavior or other dangerous actions may include, but are not limited to: <ul style="list-style-type: none"> • Any use of physical force or violence • Throwing objects of any kind, including snow, and/or ice • Taking property of others (hats, gloves, etc.) • Not being in the supervised area • Improper use of playground equipment • Using unapproved playground equipment 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Reckless Endangerment	Any willful act that is not intended to cause harm but in fact places others in jeopardy of injury, or results in the damage, destruction, or defacement of School or private property.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 disciplinary action.
Safety	Students shall be concerned about their own safety and that of others. Student actions that may be considered a safety risk include, but are not limited to: <ul style="list-style-type: none"> • Talking during safety drills • Running, pushing, yelling, or other inappropriate behaviors • Possession of or use of tobacco, alcohol, or drugs • Leaving the school building or grounds without permission • Any of the inappropriate playground behaviors listed above 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Sale, Use, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages, or other intoxicant on School property or at School functions or event.	Level 3 disciplinary action.	Level 4 disciplinary action.	Level 4 disciplinary action.
Sale, Use, Possession, or	Using, selling/purchasing, distributing, possessing or	Level 1 disciplinary	Level 2 or 3 disciplinary	Level 3 or 4 disciplinary

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Distribution of Tobacco Product	attempting to possess, any tobacco product or paraphernalia.	action.	action.	action.
School Hall and Restrooms	Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to: <ul style="list-style-type: none"> • Cheating, stealing, lying, coarse language, etc. • Lack of courtesy and respect (name-calling, talking back) • Any use of physical force or violence at any time anywhere on school property • Harassment of other students, teachers, volunteers, etc. • Disrespect toward staff members, substitutes, volunteers, and/or visitors 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
School Property	Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to: <ul style="list-style-type: none"> • Defacing textbooks, library books, and other school materials • Destruction or improper use of school computers, printers, or other technology • Defacing/destruction of school property including desks, walls, lockers, etc. • Failure to respect the 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	property of other students, teachers, school personnel, etc. <ul style="list-style-type: none"> • Gum chewing on school property • Improper use of restrooms and/or supplies • Stealing 			
School Telephone	Use of the telephone by students is strongly discouraged. To help students develop responsibility, phone calls home require the written consent of the student's teacher. Violations include but are not limited to: calls not approved by the teacher/Chief Administrative Officer.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
School-Wide Discipline and Classroom Policies	The School has in place a school-wide behavior management and discipline plan designed to provide consistent expectations throughout the School. In addition, each classroom has its own characteristics and expectations, and teachers may establish certain classroom rules to assist them in providing a pleasant atmosphere and good educational environment. These school-wide and classroom rules are in addition to those listed in this Code of Conduct, and failure of a student to adhere to these classroom rules and policies may be the basis of disciplinary action.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Sexual or Other Harassment	Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<p>or communication of a sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's employment or educational environment.</p>			
Social Behavior	<p>Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to:</p> <ul style="list-style-type: none"> • Cheating, stealing, lying, coarse language, etc. • Lack of courtesy and respect (name-calling, talking back) • Any use of physical force or violence at any time anywhere on school property • Harassment of other students, teachers, volunteers, etc. • Disrespect toward staff members, substitutes, volunteers, and/or visitors 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Tardiness	<p>To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule.</p>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Technology Misuse		Levels 1 through 3	Level 3 or 4	Level 4
Theft	<p>Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or</p>	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Toys or Play Objects	<p>private property.</p> <p>School is a place of learning. Distractions cause students to be inattentive. Therefore students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to:</p> <ul style="list-style-type: none"> • Bringing toys or distracting objects to school • Creating toys or distracting objects at school 	Level 1 disciplinary action.	Level 1 disciplinary action.	Level 1 disciplinary action.
Transportation	<p>Riding the bus, or other transportation provided by the district, is a privilege. The applicable guidelines, rules and policies established by the local school district which provides transportation will be supported by the School and the management company. Violations include but are not limited to:</p> <ul style="list-style-type: none"> • Disrespectful behavior towards the driver or another student • Physical violence and/or abusive language (swearing) • Eating on the bus • Constant yelling or screaming (which could endanger the lives of others) • Failure to remain seated • Threatening behavior 	Level 1 disciplinary action.	Level 1 or 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<ul style="list-style-type: none"> • Possession of drugs, glass, weapons, animals, or stolen merchandise. • Any other violation of school policy. See below, Transportation Discipline.			
Trespassing	Being in a School building or on School grounds without permission or authorization, or refusing to comply with a request to leave School premises.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Truancy	Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures.	Level 2 disciplinary action; possible referral to the Juvenile Court system.	Level 3 disciplinary action; possible referral to the Juvenile Court system.	Level 4 disciplinary action; possible referral to the Juvenile Court system.
Verbal altercation	Engaging in minor verbal altercations. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Violating Classroom Rules	Not following the classroom rules as determined by the classroom teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

OUT-OF-SCHOOL SUSPENSION

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

No student shall receive an out-of-school suspension unless prior to the suspension the Head of School does both of the following:

- (1) The Head of School shall give the student written notice of the intention to suspend the student and the reasons for the intended suspension.

(2) Provide the student an opportunity to appear at an informal hearing before the Head of School and challenge the reason for the intended suspension or otherwise to explain the student's actions.

EXPULSION

Expulsion is removal of a student from school for a period of eleven to eighty school days. Students expelled from the school are not permitted to participate in extracurricular activities, be on any school property. Expulsions may extend into the following school year.

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

No student shall be expelled unless prior to the expulsion, the Head of School does both of the following:

(1) The Head of School shall give the student and parent/guardian written notice of the intention to expel the student and the reasons for the intended expulsion.

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

WEAPONS EXPULSION

A student must be expelled for one year for:

- Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for school, school extra-curricular activities or school related events).

A student may be expelled for one year for:

- Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located at the School or on School Property.
- Possessing a firearm at School, on School Property, or at an interscholastic competition, an extracurricular event or any other school program or activity which firearm was initially brought onto the property by another person.

- Bringing a knife to School, onto School Property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school or which the school is a participant.
- Possession of a knife at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the school is a participant which knife was initially brought onto the property by another person.
- Committing an act while at School, on School Property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
- Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.
- Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994". At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may readily be converted to expect a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.
- Knife is defined as cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters, or other similar tools determined by Head of School(s) to be necessary in the school setting at a particular building or grade level, if used only for the necessary purpose.

NOTICE AND RIGHT TO APPEAL SUSPENSION/EXPULSION

Within one school day after the time of a student's expulsion or suspension, the Head of School shall notify in writing the parent, guardian, or custodian of the student and the Board of Directors of the school of the expulsion or suspension. The notice shall include the reasons for the expulsion or suspension, notification of the right of the student or the student's parent, guardian, or custodian to appeal the expulsion or suspension to the Board of Directors of the School or to its designee, to be represented in all appeal proceedings, to be granted a hearing before the Board of Directors of the School or its designee in order to be heard against the suspension or expulsion, and to request that the hearing be held in executive session. The notice shall specify the manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of Directors of the School of the student's, parent's, guardian's, or custodian's intent to appeal the expulsion or suspension to the board or its designee. If the Head of School expels a student under this section for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year the notice shall provide the

student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT

The Code of Conduct applies to all students enrolled in the School; however students with disabilities will be treated in accordance with the provisions of the Individuals with Disabilities Education Improvement Act of 2004, and any subsequent regulations affecting the provisions. This does not necessarily preclude exclusion from school or school bus/vehicles as a result of a crisis or any emergency or as provided by law.

For more information on the rights of students with disabilities, please contact the Department of Educational Services and Resources, or refer to the publication, *Whose IDEA is it, Anyway?* Available at www.ode.state.oh.edu.

TOBACCO-FREE ENVIRONMENT

To protect the health of students and employees, and in accordance with state law, using tobacco shall be prohibited on all school property and at any activity supervised by the School.

GENERAL NONDISCRIMINATION POLICY

The School will not tolerate harassment against any staff member or student on the basis of sex, race, color, national origin, religion, age, disability, sexual orientation, status as a Vietnam veteran, military status, or any other basis prohibited by federal state or local law. Any parent or student may file a complaint with the Head of School or contact Imagine Headquarters.

CHILD FIND POLICY

School districts across the state of Ohio are participating in an effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities. If you have or know of a child who may have a disability, contact your local school for more information and help.

Disability, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotionally disturbed, multiple disabilities, mental retardation, other health impairments, physical impairments, autism, and traumatic brain injury. Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability.

What will happen when you contact your local school?

The school will ask for information about the child, asking such questions as: What is the problem? What has already been done about the problem? What background information is available? This information may be collected in several ways including interviews, observation,

screening, and testing. This information may be obtained from parents and the student, or from other agencies that have information about the student. This information will be used to decide whether the child has a disability and needs special services.

All information collected will be held in strict confidence and released to others only with parent permission or as allowed by law.

What are your rights as a parent?

Parents and students have rights in this process. Parents have the right to:

- Review their child's records;
- Refuse permission to release information (except as required by , or permitted by law to be released); and
- Request that information they believe to be inaccurate, misleading, or in violation of their child's privacy or other rights be changed. The school has a process to resolve disagreements about information collected.

The School's policies and procedures for special education are available. Contact the Head of School if you wish to review these procedures.

ESEA NOTIFICATION

As a parent of The School, you have the right to know the professional qualifications of the classroom teacher(s) who instruct your child. Specifically, you have the right to know whether your child's teacher has been licensed or certified by the Ohio Department of Education for the grades and/or subjects he or she teaches or if the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under the state regulations because of special circumstances. You also can request such information as to the teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees. You may also ask if any teachers' aides who provide services to your child have the proper qualifications.

OHIO DEPARTMENT OF EDUCATION COMPLAINT RESOLUTION POLICY

It is the policy of the Ohio Department of Education ("ODE") to investigate all allegations of noncompliance with state or federal law, rules, or regulations. In order to initiate a complaint with the ODE that a school district or the ODE has violated State law or regulations, or federal law or regulations that apply to any covered federal program, a complainant must submit a written, signed complaint that: 1) describes the pertinent facts; 2) identifies the alleged violations of the law; and 3) recommends how the complainant would have the ODE resolve the complaint

The complaint must be mailed to the ODE. Complainants include any: public agencies, parents, and other individuals or organizations. The ODE will not accept or investigate allegations of violations from anonymous sources. The ODE will strive to resolve all complaints within 60 days of receipt.

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 emancipated minors and students of age eighteen (18) and older (Eligible Students) and 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 is 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; and
 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; and
 3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- 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; and
 3. instructional material used as part of the educational curriculum.

These rights transfer from the Parent/Guardian to the student if the student is eighteen (18) years old or is an emancipated minor under state law or by court order.

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

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Notice of Rights Under the Family Educational Rights and Privacy Act ("FERPA") and Authorization to Release Student Directory Information

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Head of School [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Head of School [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or support staff position; a member of the school law enforcement unit, which consists of the Head of School; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside

consultant); a person serving on the Board. A School official has a “legitimate educational interest” in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

5. The school intends to forward any and all education records to another school or post-secondary institution at which the students seeks or intends to enroll, upon the condition that the student's parents be notified of the transfer, receive a copy if so desired, and have an opportunity for a hearing to challenge the content of the record.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records. Under FERPA, most information about our students cannot be made public without the consent of parents/guardians. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s)/guardian(s) inform the School in writing not to release such information.

OFFICIAL DESIGNATION

The School must choose one of the following options and mark appropriate lines with an "X".

This School:

_____ HAS NOT designated any personally identifiable information as directory information and will not include such information in school publications, recognition lists, programs or student directories or give such information to third parties without parental consent.

OR

_____ HAS designated the following marked information as directory information ("X" applicable information below):

- _____ Student's name
- _____ Student's address
- _____ Student's telephone number
- _____ Student's date and place of birth
- _____ Student's major field of study
- _____ Student's participation in officially recognized activities or sports
- _____ the weight and height of members of athletic teams
- _____ dates of attendance
- _____ awards received
- _____ date of graduation

The School will use the designated directory information (if any) in the following manner [school check appropriate lines]

- _____ all school related publications
- _____ yearbook
- _____ honor roll
- _____ other recognition lists
- _____ activity programs
- _____ awards or awards ceremonies
- _____ graduation programs
- _____ sports
- _____ student directory
- _____ other _____
- _____ all of the above

Officially designated directory information can also be disclosed to outside organizations unless parent(s)/guardian(s) have advised the School that they do not want their student's information disclosed without their prior approval.

If you do NOT want the School to disclose directory information from your child's education records without your consent, you must notify us in writing by within ten days of your receipt of this notice.

The form below may be utilized for that purpose.

If the School has not designated directory information, no directory information will be released (see above).

Please do not make available my student's directory information without my prior written permission.

Name of Student(s): _____

Parent/Guardian Signature

Date

TECHNOLOGY AND INTERNET ACCEPTABLE USE

The use of technology and computer resources at the School and School sponsored events is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School's computer facilities and may bring additional disciplinary action.

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in the Student Code of Conduct.

UNACCEPTABLE USES OF TECHNOLOGY/INTERNET INCLUDE BUT ARE NOT LIMITED TO:

- Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
- Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
- Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.
- Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
- Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.

- Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
- Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
 - any activity that requires an exchange of money and/or credit card numbers;
 - any activity that requires entry into an area of service for which the School will be charged a fee;
 - any purchase or sale of any kind; and
 - any use for product advertisement or political lobbying

Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the Student Code of Conduct.

Students and Staff have no expectation of privacy with respect to the use of School Technology, the Internet, intranet or e-mail. Maintenance and monitoring of the School network system may lead to the discovery that a user has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The School makes no warranties of any kind; either express or implied that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children's Internet Protection Act ("CIPA"), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

My signature attests that I have read the above Internet Acceptable Use Policy and I agree to abide by it.

Signature of Parent/Guardian

Date

Signature of Student

Date

Signature of Staff Member

Date

