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## Parent - Student Handbook 2022-2023

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**STEAM ACADEMY OF WARRENSVILLE HEIGHTS**

[www.steamwarrensville.org](http://www.steamwarrensville.org)

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 5 focus areas: Science, Technology, Art, Engineering and Mathematics (STEAM)

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.

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- Appendix 1**    Internet Safety Policy
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**\*\*NOTICE\*\***

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

## **Welcome**

Dear Students,

Welcome to the 2022-2023 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. 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 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

## **Introduction**

Steam Academy of Warrensville Heights (the “School”) developed this handbook (the “Handbook”) to answer many of the commonly asked questions that you and your parents may have during the school year. Become familiar with the following information and keep the Handbook available for reference by you and your parents. The term “parent” when used herein means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court-appointed guardian. If you have any questions about this Handbook, please contact the Principal. The Principal has similar authority and responsibilities as the superintendent of schools for a local district. This Handbook does not constitute a contract between the School and the student/parent, and the School reserves the right at its discretion to change or amend the Handbook at any time in the future. If at any point this Handbook conflicts with any policy adopted by the Board of Directors (the “Board”), the policy shall supersede and control.

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

Students and parents must follow all procedures as listed in the Handbook. The Board may update the policy manual periodically during the school year.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this Handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the School, its faculty, employees, students or overall School community. The policies may also be revised or updated periodically, even during the school year in the sole discretion of the Board. You will be advised of any changes as they are made either electronically (email) or by mail.

## **School Hours**

School Hours are currently scheduled as follows:

Breakfast: 7:30-8:00 a.m.

Instructional Start Time: 8:00 a.m.

Student Marked Tardy After: 8:05 a.m.

Instructional End Time: 3:30 p.m.

Changes to in-classroom instructional hours may be made as necessary.

## **I. Admission Information**

Enrollment is open to any student who resides in Ohio, and applications are accepted throughout the year.

### **A. Preference of Admission**

Preference for admission shall be given to students attending the School the previous year, to students who reside in the district in which the School is located, students who are children of full-time staff members employed by the School and to siblings of students attending the School the previous year.

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

### **B. Kindergarten Entrance and Screening**

Children entering the Kindergarten program must be five years of age on or before September 30<sup>th</sup> or qualify for early entrance under the School's policy.

By November 1, of the school year in which a kindergartener or first grader is enrolled for the first time, the child must be screened for vision, hearing, speech and communication issues. If the screening reveals the possibility of potential learning needs, the School must provide a further assessment. A child's screening and assessment data cannot be used to determine eligibility to enter kindergarten. Furthermore, the screenings are not intended to diagnose an educational disability or to be used for placement procedures. Screening results help identify areas of individual development that require further assessment for educational programming, particularly for students who might benefit from early intervention, prevention, acceleration, and enrichment programs. A parent may sign a statement that they do not wish to have the child screened.

### **C. Registration and Enrollment**

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

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

- Completing and submitting the Registration Form;
- Providing the child's:
  - Birth Certificate or other certification permitted by state law;
  - Proof of Residency
  - Current Immunization Record; and

- Last Report Card, when appropriate

Annual Verification Information:

- Parent/guardians/students 18 years of age and older are required to provide the School with proof of residency/Address Verification annually and at any time a change of address, residency or custody changes. Contact the School office for documents determined to be acceptable to satisfy the proof of residency requirement.

The second step is enrollment. After the registration period, as described above is completed and the lottery process is completed, enrollment can begin. The child is not officially a student at the School until the second step, enrollment, is completed.

The child is enrolled when:

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

Enrollment of students shall comply with the admissions procedures specified in the Ohio Revised Code and the School's Open Enrollment, Admissions and Residency Policy.

#### **D. Re-Enrollment**

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

#### **E. Non-Discrimination Policy**

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

#### **F. Health Certification and Immunization Requirements**

##### **State of Ohio Immunization Requirements for School Attendance**

All new students are required to submit a copy of their Immunization Records within the first fourteen (14) days that they are enrolled. No student shall be permitted to remain in school for more than fourteen (14) days if the student has not met the minimum immunization requirements established by the Ohio department of health which may be accessed at <https://www.odh.ohio.gov>.

**On the 15<sup>th</sup> day after school entrance, it will be necessary to exclude all students from the School who do not meet the above requirements.**

Medical authorities and school educators urge that every child have a complete medical examination before entering school so that the child may be physically ready to accept all the advantages which education has to offer.

### **G. Change of Address / Phone Number / Custody**

It is the parent's/responsibility to inform the School office of any change of address, phone number or custody. For changes of address, a new proof of residence will be required. For a change of custody, parents will be required to provide a copy of the custody order to the School.

## **II. Student and Parent Responsibilities**

### **A. Behavior Guidelines**

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

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

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

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

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

- On School grounds during the school day or immediately before or after school hours;
- On School grounds at any other time when the School is being used by a School group;
- On or off School grounds at any School extracurricular activities or School related events;
- Traveling to and from School, including actions on any school bus, van, or public conveyance;
- Activities occurring off School grounds if, in the sole discretion of the Principal, the conduct may affect the learning environment; and
- Regardless of where the conduct occurs, if the conduct is directed at a School official or employee, or the property of such School official or employee.



## B. Code of Conduct

Violation of the Code of Conduct may subject the student to discipline including but not limited to detentions and in-school suspensions and up to and including suspension, expulsion, or permanent exclusion. Each offense or series of offenses will be evaluated based on the particular circumstances of the offense(s). The following behavior provide examples of, but is not limited to, what would be a violation of the Student Code of Conduct:

- Tardiness – Arriving later than scheduled\*
- Truancy – Absent without permission\*
- Dress Code Violation – Not adhering to School dress code regulation
- Disobedient/Disruptive Behavior – Unwillingness to submit to authority, refusal to respond to a reasonable request or any act that disrupts the orderly conduct of a School function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violation, inappropriate language, cursing, inappropriate gestures)
- Cheating – To act dishonestly; copying of someone else’s work; to deceive, take credit for work not done by the student himself/herself
- Profane/Obscene Language or Gestures Between/Toward Students or Staff – Use of unacceptable words, terms, or gestures to embarrass or insult another student or staff member
- Theft – To take the property of an individual or the School without right or permission
- Fighting/Violence – To participate in physical contact with one or more students with the intent to hurt or injure
- Use, Possession, Sale or Distribution of Tobacco Products, including vaporizers, electronic cigarettes, and any look-alike substances.
- Use, Possession, Sale or Distribution of Alcoholic Beverages
- Vandalism/Damage to School or Personal Property – Purposeful destruction, misuse or defacing of School or other’s personal property
- Intimidation/Interference/Hazing of Student or Staff – Threatening to physically or verbally harm, interfere, or degrade another student or staff
- False Alarms/Bomb Threat – Purposefully engaging in a false alarm
- Use/Possession/Sale/Transmission/Concealment of any Drug or look-alike drug or other illegal or Controlled Substance
- Use, Possession, Sale or Distribution of a Firearm – Firearm has the same meaning as provided pursuant to the “Gun Free Schools Act of 1994” and also includes any look-alike or counterfeit firearm.
- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poison Gas – Any destructive device, including a bomb, a grenade, or a rocket
- Unwelcomed Sexual Conduct – Unwelcomed sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment, i.e., pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity
- Harassment, Intimidation, or Bullying behavior (including by an electronic act) as defined in the School’s Policy on Harassment, Intimidation, and Bullying (**Appendix 2**)

- Gang involvement – Participation in gang-related actions, dress or activities
- Weapons – No student at any time, for any reason, shall possess, handle, transmit, or use any object, including any look-alike or counterfeit objects, which can be reasonably considered a weapon in or on the property of the School, or any School-sponsored activity held away from the School property. For purposes of illustration, but without limitation, this rule shall include firearms, explosives, fireworks, and knives, including penknives, chemicals, and other dangerous objects, which are of no reasonable value to a student other than as a weapon. Possession of a “weapon” may result in immediate expulsion.
- Serious Bodily Injury – An incident that results in serious bodily injury to one’s self or others. Serious bodily injury is defined as “a bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ.”
- Health and Safety- Actions that in the sole discretion of the Principal endanger the health and/or safety of fellow students, staff, or guests in the School.
- Wrongful Conduct – Actions not in the listing above that, in the sole discretion of the Principal, impede, obstruct, interfere, or violate the mission, philosophy, and regulations of the School or classroom, including any policies listed in this Handbook.

\*A student may not be suspended or expelled for truancy.

### C. Dress Code

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

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

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

The student dress code is as follows:

#### Girls

- **Black, white, or blue** colored polo shirt (long or short sleeve); undergarments must also be solid colored (e.g., t-shirts)
- Black, navy, or khaki skirts, skorts, jumpers, or slacks. **NO COLORED DENIM** may be worn. Skirts, skorts, and jumpers must be knee length. No floor length dresses, jeans, sweatpants, overalls, leggings or jeggings. Uniform shorts may be worn during the

months of April through September only. Uniform shorts are black, navy, or khaki and must be knee length.

- No headscarves (except for religious observance)
- Students may not wear “yoga” pants or tights as pants even on dress down days.
- Dress shoes or plain white or black tennis shoes may be worn – no moccasins, sandals or boots. Shoes must be closed-toed. Girls may not wear high heels.
- Socks or tights must always be worn.
- Studs for earrings (one per ear) and wristwatches are permitted; otherwise, no other jewelry (including body piercing jewelry) of any kind, is permitted, unless for religious purposes.
- Writing or pictures are not permitted on any clothing.
- No see-through clothing of any kind.

### Boys

- **Black, white, or blue** colored polo shirt (long or short sleeve); undergarments must also be solid colored (e.g., t-shirts).
- Black, navy, or khaki slacks. **NO COLORED DENIM** may be worn. No jeans or sweatpants. Uniform shorts may be worn during the months of April through September only.
- Black or brown belts must be worn around the waist (no “sagging”).
- Dress shoes or plain white tennis shoes may be worn. No deck shoes, moccasins, sandals or boots; shoes must be closed-toed.
- Socks must be worn at all times.
- Studs for earrings (one per ear) and wristwatches are permitted; otherwise, no other jewelry (including body piercing jewelry) of any kind for any reason is permitted, unless for religious purposes.
- No writing or pictures are permitted on any clothing. No see-through clothing of any kind;

### Boys and Girls

- Only solid colored white, gray, navy, black, or beige knitted cardigans or knitted pullover sweaters are allowed. **No sweatshirts or hoodies.**
- Students may not come to School with unusual “fad” haircuts or unnatural hair coloring. **No designs** may be cut into the hair. Natural haircuts are the accepted style. All hairstyles must be neat and clean.
- Tattoos must be covered at all times.
- School administration may make changes to the dress code during the school year. The School will first notify parents in writing that the changes are to be made. Students are expected to comply with such changes.

### Boys and Girls Physical Education Class Dress Code

All grades:

Tennis shoes must be worn on scheduled physical education days.

## D. Attendance

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

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

- The parent must notify the School before the beginning of the school day from which his/her child will be absent. Calls are to be made to the School office.
- Whenever any student fails to report to School and no indication has been received by School personnel that the student's parent is aware of and supports the student's absence (unexcused absence), the attendance officer, their assistant or designee, will make at least one reasonable effort to notify the parent by telephone to obtain an explanation for the student's absence within 120 minutes from start of the school day. This notification requirement shall not apply to students who are in home-based, online, or internet or computer-based instruction or in instances where a student was not expected to be in attendance at the School building due to the student's participation in off-campus activities.
- Parents or a designated adult will be required to sign the child out when they leave and then sign in if they return. A sign-in/sign-out sheet is in the School office and a photo ID will be required.
- While permission will be given to keep a dental/doctor appointment during school hours, parents are encouraged to make these appointments for times other than class hours, if possible. Every tardy or absence (excused or unexcused) slows the progress of a child's development.
- Both "excused" and "unexcused" absences are counted toward the maximum allowable absences. The distinction is made between "excused" and "unexcused" absences for determining whether a student may have the opportunity to make up class work and whether further action is in order.
- **A student will be retained** in his/her present grade level if he/she has been truant for more than **10% of the required attendance days** of the current school year and has failed two or more of the required curriculum subject areas. A student may only be promoted under these circumstances if the Principal and the student's teachers of any failed subject areas agree that the student is academically prepared to be promoted.
- Per state law, a student will be automatically withdrawn from school if the student does not have a legitimate excuse (see below "excused" absence from class) **and fails to participate in seventy-two (72) consecutive hours** of the learning opportunities offered to the students.
- Students who are habitually or excessively absent or tardy may be referred for interventions pursuant to the School's Truancy Policy.

Excused absences require verification, if any, as deemed appropriate by the Principal or their designee. Where appropriate, the School may require written documentation. The term “excused” may refer to any absence from a class based on the following:

- Medical or Dental appointment
- Pursuant to medical advice
- Death of an immediate family member
- Personal illness
- Quarantine of the home (limited to the length of the quarantine as determined by the proper health officials)
- Court appearance
- Religious observance consistent with a student’s truly held religious beliefs
- Absences due to a student’s placement in foster care or change in foster care placement or any court appearance related to their foster care status
- Absences due to a student being homeless
- Other emergency or set of circumstances as deemed by the Principal to constitute good and sufficient cause of absence from the School.

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

- Any absence where a student fails to provide appropriate verification of the absence in the manner and timeframe as deemed satisfactory by the Principal or their designee.
- Leaving School early without proper authorization
- Each day that a student is late without appropriate verification
- Other unexcused absence defined by the Principal.

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

## **E. Truancy**

### **Generally**

Attendance at school is key to achievement. Students are expected to attend school regularly and on time. Parents/guardians are encouraged to partner with the School to ensure attendance and timeliness.

Parents/guardians are encouraged to make any doctor, dentist, etc., appointments for times other than school hours.

No student shall be suspended or expelled based solely on the number of absences.

### **Excessive Absences**

A student shall be considered excessively absent when the student is absent (with a nonmedical excuse or without legitimate excuse) 38 or more hours in one school month or 65 or more hours in one school year.

When a student is excessively absent from school:

1. The School will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the School plan for absence intervention; and
3. The student and family may be referred to community resources.

### **Habitually Truant**

Habitually truant is defined as being absent without legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) hours or more in one school month, or seventy-two (72) or more hours in a school year.

When a student is habitually truant:

1. Within seven days of the triggering absence, the School will:
  - a. Select members of the absence intervention team. (The team should be based on the needs of each individual student, but the team shall include two representatives from the School, one of whom who knows the student, and the student's parent/custodian. The team may also include a school psychologist, counselor, or social worker.)
  - b. Make three meaningful, good faith attempts to secure the student's parent or guardian's participation on the absence intervention team. (If the parent fails to respond, the School will investigate whether the failure to respond triggers a mandatory reporting to the public children services agency for the county and instruct the absence intervention team to develop an intervention plan for the student notwithstanding the absence of the student's parent.)
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team.
3. Within 14 days after the assignment of the team, the School will develop the student's absence intervention plan. (The School shall provide written notice of the plan to the student's parent within seven days of developing the plan.)
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the School will file a complaint in the juvenile court naming both the student and the student's parent, and alleging the student is an unruly child based on habitual truancy.

### **Reporting**

The School shall report as soon as practical to the Ohio Department of Education each time a student exceeds the threshold of absences, the date a notice was sent to parents, the date when a student qualifies as habitually truant, when an adjudicated unruly child violates a court order, and when an intervention plan has been implemented.

If the student is violating a court order regarding the student's adjudication as an unruly child for being habitually truant, the Board hereby authorizes the Principal or his/her designee to inform the student and parent of the violation and to notify the Juvenile Court.

### **F. Tardy Policy**

All students reporting to School after the school day begins will be considered tardy. Tardy arrivals are added to hours absent, and the student may be referred to an Absence Intervention Team.

Students must be in their assigned classroom by the start of school day. Just being "in school" or "hanging around" in the restrooms, gym, or the halls is not considered ready for School and in the classroom. Students using such an excuse will be marked tardy.

Parents are encouraged to make dental/doctor appointments for times other than class hours, if possible. Every tardiness, even if excused, slows the progress of a child's development.

Tardiness is only excused for the same reasons as absences.

### **G. Suspension and Expulsion Procedures**

The School recognizes that exclusion from the educational program is a serious sanction and that suspension and expulsion must follow due process mandates. Additionally, the School will comply with all state and federal law pertaining to students with disabilities.

Any student suspended or expelled under this policy will not be permitted to participate in any classes, extracurricular activities, or be on any School property.

#### **Suspension:**

The Principal or their designee may suspend a student from the School for not more than ten school days. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Principal may require the student to participate in a community service program or another alternative program for a number of hours equal to the remaining suspension period. The student shall be required to begin the program during the first full weekday of the summer break. The Principal may not apply the remaining suspension period to the following year. During suspension, students are not permitted to participate in classes, extracurricular activities, or be on any School property.

Except in the case of a student given an in-school suspension, no student shall be suspended unless prior to the suspension the Principal, or their designee, does both of the following:

- (1) Gives the student written notice of the intention to suspend the student and the reasons for the intended suspension;

- (2) Provides the student an opportunity to appear at an informal hearing before the Principal or their designee and challenge the reason for the intended suspension or otherwise to explain the student's actions.

The School shall provide students an opportunity to complete any classroom assignments missed because of an in-school or out-of-school suspension. Students shall be entitled to receive at least partial credit for a completed assignment; however, reasonable grade reduction may be made on account of a student's suspension. The School shall not assess a failing grade for a completed assignment solely on account of the student's suspension.

### **Expulsion:**

The Principal may expel a student from the School for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed, there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Principal may apply any remaining part or all of the expulsion period to the following school year. No student shall be expelled under this policy unless, prior to the student's expulsion, the Principal does both of the following:

- (1) Gives the student and the student's parent, guardian, or custodian written notice of the intention to expel the student;
- (2) Provides the student and the student's parent, guardian, custodian, or representative an opportunity to appear in person before the Principal or their designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions. The notice required under this section shall include the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian, or representative to appear before the Principal or their designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, and notification of the time and place to appear. The time to appear shall not be earlier than three nor later than five school days after the notice is given, unless the Principal grants an extension of time at the request of the student or the student's parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the Principal shall notify the student and the student's parent, guardian, custodian, or representative of the new time and place to appear.

Unless a student is permanently excluded, the Principal shall expel a pupil for a period of one year for bringing a firearm to the School, to an extracurricular event, or onto any other property controlled by the Board, as further outlined in the Weapon Expulsion section below.

The Principal may reduce the expulsion time on a case by case basis based upon the student's overall record at the School.

### **Permanent Exclusion**

A student may be permanently excluded from school if the student is convicted of, or adjudicated a delinquent child for, committing, when the student was sixteen years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:

- (1) A violation of section 2923.122 of the Revised Code;



- (2) A violation of section 2923.12 of the Revised Code, of a substantially similar municipal ordinance, or of section 2925.03 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district;
- (3) A violation of section 2925.11 of the Revised Code, other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of, the board of education of a city, local, exempted village, or joint vocational school district;
- (4) A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, or 2907.05 or of former section 2907.12 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district, if the victim at the time of the commission of the act was an employee of that board of education;
- (5) Complicity in any violation described in (1), (2), (3), or (4) above that was alleged to have been committed in the manner described in (1), (2), (3), or (4) above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district.

The School shall follow all requirements for permanent exclusion as described by ORC 3313.66, including providing notice of the possibility of permanent exclusion with each suspension and expulsion notice.

### **Emergency Removal:**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the School premises, the Principal or assistant principal may remove a student from curricular activities or from the School premises or a teacher may remove a student from curricular activities under the teacher's supervision without first satisfying the notice and hearing requirements as stated above. A teacher may remove a student from curricular activities under the teacher's supervision, without the notice and hearing requirements. As soon as practicable after making such a removal, the teacher shall submit in writing to the Principal the reasons for such removal.

If a student is removed under this Emergency Removal section from a curricular activity or from the School premises, written notice of the hearing and of the reason for the removal shall be given to the pupil as soon as practicable prior to the hearing, which shall be held on the next school day after the initial removal is ordered. The hearing shall be held in accordance with suspension provisions of this policy unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with the expulsion provisions of this policy shall be held, except that the hearing shall be held on the next school day after the date of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

A student in grades kindergarten through three may be removed pursuant to Emergency Removal procedures only for the remainder of the school day and shall be permitted to return to curricular and extra-curricular activities the following school day. A student in grades kindergarten through three subjected to emergency removal shall not be suspended or expelled unless the student has

committed an act described in ORC 3313.668 (B)(1)(a) or (b). A student that returns to School based on this paragraph shall not be subject to the emergency removal hearing procedures.

**Right to Appeal to Board:**

Within one school day after the time of a student's expulsion or suspension, the Principal shall notify in writing the parent, guardian, or custodian of the student and the Board of the expulsion or suspension. The notice shall include the reasons for the expulsion or suspension and notification of: (1) the right of the student or the student's parent, guardian, or custodian to appeal the expulsion or suspension to the Board or to its designee; (2) the right to be represented in all appeal proceedings; (3) the right to be granted a hearing before the Board or its designee in order to be heard against the suspension or expulsion; (4) and the right 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 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 Principal 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.

If the student or the student's parent, guardian, or custodian intends to appeal the expulsion or suspension to the Board or its designee, the student or the student's parent, guardian, or custodian shall notify the Board in the manner and by the date specified in the notice. The student or the student's parent, guardian, or custodian may be represented in all appeal proceedings and shall be granted a hearing before the Board or its designee in to be heard against the suspension or expulsion. At the request of the student or of the student's parent, guardian, custodian, or representative, the Board or its designee may hold the hearing in executive session but shall act upon the suspension or expulsion only at a public meeting. The Board, by a majority vote of its full membership or by the action of its designee, may affirm the order of suspension or expulsion, reinstate the student, or otherwise reverse, vacate, or modify the order of suspension or expulsion. The Board or its designee shall make a verbatim record of hearings held under this division. The decisions of the Board or its designee may be appealed under Chapter 2506 of the Ohio Revised Code.

This policy shall not be construed to require notice and hearing in the case of normal disciplinary procedures in which a student is removed from a curricular activity for a period of less than one school day and is not subject to suspension or expulsion.

**Discipline for Students with Disabilities**

The School will comply with all laws and regulations presented in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the Individual with Disabilities Education Improvement Act of 2004. Discipline procedures for students having a

disability, will follow the procedures outlined in the Individuals with Disabilities Education Improvement Act of 2004 or such successor or replacement law.

## **H. Withdrawal Policies and Procedures**

### **Voluntary Withdrawal**

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

### **Mandatory Withdrawal – 72 Consecutive Hours**

Per Ohio law, students must be withdrawn if they are absent for 72 consecutive hours and have not provided the School with documentation of approved excused absences. The student's parent will be sent a notification in accordance with the Truancy Policy. If a student reaches 72 consecutive hours missed, he or she will be withdrawn. Final withdrawal letters will be sent to the parent and the appropriate truancy procedures will begin.

## **III. Academics**

### **A. Curriculum**

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

### **B. Assessment and Intervention**

Assessment is an ongoing evaluation of student progress at all grade levels and in all courses. Classroom assessment occurs daily and includes such strategies as observations, oral presentations, reports, role-playing, reviews, projects, homework, quizzes, and tests. In addition, grades K through 3 will complete diagnostic assessments, and grades 3 through 8 will complete required state testing. Nationally normed assessments will also be administered for grades K through 8. These assessments are mandatory for all students.

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

State law requires that each school district in Ohio assess reading skills for students in kindergarten by the twentieth day of instruction and in first, second and third grades by September 30th of each year to determine whether they are reading at grade level. If a student is not reading at grade level, the School will notify the parent or guardian and the School will

provide intervention services to improve the student's reading performance. If the student does not attain the required level of reading competency by the end of third grade, he/she must be retained, unless otherwise permitted by law. A copy of the complete Third Grade Reading Guarantee Policy, including information regarding the midyear promotion of retained students, is available from the Principal.

### **C. Make-Up Work**

When an excused absence occurs, students are responsible for making up the assignments that are missed. The teacher will assign make-up work and set a date for completion. Assignments not completed will result in failing grades.

In the event of a planned excused absence, the School must be provided with three or more days of advanced notice for teachers to provide class assignments. Students must return completed assignments within parameters set by the teacher.

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

It is strongly suggested that absences not occur during state testing week(s).

### **D. Report Cards**

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

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

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

The grading scale, K-8, is as follows:

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

Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work.

### **E. Parent / Teacher Conferences**

Formal parent-teacher conferences are conducted at least once a year. Conference dates are specified in the School calendar. Conference schedules will be issued through the School office but arranged by each student's teacher. Once a conference date and time have been arranged, parents should contact the student's teacher if a change is necessary. Parents may request conferences throughout the year, however, the availability to meet with said teacher will be based on class schedules.

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

### **F. Open House**

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

### **G. Credit Flexibility**

The School permits students enrolled in seventh and eighth grade to meet curriculum requirements based on demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction.

Credit Flexibility is the customizing of educational delivery to the learning styles and interests of individual students. Students show what they know and move on to higher-order content they are ready to learn and have not yet mastered. They learn subject matter and earn course credit in ways not limited solely to "seat time" or the walls of a school building. They customize aspects of their learning around their interests and needs, which might include flexible schedules and a choice of modalities (e.g., online learning, work-based learning and community-based projects).

Each student that intends to participate in the Credit Flexibility program must develop a Credit Flexibility Plan for approval by the Principal or their designee. For more information regarding Credit Flexibility please consult the School and the School's Credit Flexibility Policy.

## **IV. School Operations**

### **A. School Day, Arrival and Dismissal**

School days and vacations are provided in the school year calendar.

### **B. Illness**

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

If a student is ill, please keep the student at home and notify the School of the absence. Should a condition persist, the student's physician should be consulted. Parents are urged to establish children with a physician so that one can be promptly called when the need arises. Students

should not return to School until a 24-hour period of a normal temperature without medication has elapsed.

### **C. Emergency Phone Calls**

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

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

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

### **D. Early School Dismissal**

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

### **E. Emergency School Closings**

Should it be necessary to close the School for weather or other unforeseen emergencies, information will be given over radio and television stations. Usually, if the city school district in which the School is located is closed, the School will also close; however, this is not always the case. Consequently, parents are asked to monitor their television or radio to be certain. Primary contacts receive automated phone calls to alert of the school closing.

### **F. Safer Ohio Tip Line**

In order to provide parents, students or members of the public a means to anonymously report instances that might alter the overall safety of the School, the School has partnered with SaferOH. This tipline is available 24-hours a day, and anyone who has reason to believe that the safety of the School is compromised in any way may anonymously call or text to report any pertinent information to 844-SaferOH (844-723-3764).

Things to report to the tip line include (but are not limited to):

- Bullying incidents;
- Withdrawn student behavior;
- Verbal or written threats observed toward students, faculty or schools;
- Weapon/suspicious devices on or near school grounds;
- Gang related activities;
- Unusual/suspicious behavior of students or staff;

- Self-harm or suicidal sentiments; and

Any other School safety related concerns.

### **G. Crisis Management**

A School wide Safety/Crisis Plan has been developed and provided to School personnel for assisting and responding to various crisis/emergency situations. In the event of a manmade or natural crisis, your cooperation is needed. Staff is trained to move students to a designated evacuation site. PLEASE DO NOT CALL THE SCHOOL DIRECTLY. Calling the School may limit the availability of telephone lines needed to access emergency rescue services. Initial notification to Parents will be through local television and radio stations. Once students are secure and safe, School personnel will contact parents with sign out procedures through an all call system via PowerSchool. Students will only be released to parents or individuals listed on their emergency contact forms.

### **H. Cars / Parking / Buses**

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

### **I. Breakfast / Lunch**

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

### **J. Recess**

When scheduled, students are expected to participate in outdoor recess activities during the school day – weather permitting. If a student is too sick to go outside for recess, the student should not be in School. Parents must ensure that the student has the appropriate clothing with him/her for outdoor activities. Coats, hats, and gloves should be worn as recess will be outside unless the temperature is 32 degrees or less (actual or wind chill).

### **K. Textbooks**

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

### **L. Money**

All money turned into the School should be in an envelope marked with the child's name, grade, amount, and purpose. The children are not to bring additional money to the School. The School will not be responsible for any money brought to the school.

### **M. Lost and Found**

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

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

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

### **N. Student Photographs**

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

### **O. Visitors**

Visitors are required (for the safety and security of everyone) to report to the School office before their visit to a classroom or other parts of the building. All visitors must sign in upon arrival, sign out before leaving the building, and wear a visitor's identification badge while in the building. Visitors are not to approach students and should always be escorted by a staff member while in the building. Visitors are asked not to attempt an impromptu parent-teacher conference, particularly while students are in the classroom.

All visitors must pre-arrange, through the office, any meetings or visits with the teacher or classroom. The length and repetition of visits shall be determined by the Principal considering the student's and the School's best interest.

The expectation is for all visitors (parents, guardians, families, guests) to be respectful and courteous at all times. Use of foul and/or derogatory body language or verbal language will not be tolerated.

Visitors that cause a disruption of the educational environment or present a risk to the safety or well being of the School's students and/or staff may be excluded from the School facility at the discretion of the Principal. The School reserves the right to contact local law enforcement to assist with visitors that violate School rules or requests to leave School property.



The School reserves the right to deny access to anyone, including parents, to the School facility and grounds at any time in the Principal's sole discretion.

#### **P. Volunteer Program**

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

**Please note:** All volunteers will be required to comply with the School's background check policies. More information on these policies is available through the Principal.

#### **Q. Field Trips**

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

#### **R. Classroom Parties**

No classroom or individual student birthday parties are allowed. Any other type of party or celebration is under the discretion of the Principal

#### **S. Cell Phones**

The School understands that students come to School with cell phones for a variety of reasons. All student cell phones must be placed in their individual, designated envelopes at the beginning of the school day. It will then be placed in the classroom cell phone cart and delivered to the School office where it will be stored for the remainder of the school day. Students will receive their cell phones at the end of the school day before leaving the School premises. If a student must leave School early, the student will receive their cell phone from the School office upon pick-up.

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

#### **T. Personal Items Brought to the School**

Students are not allowed to bring personal items to School. To avoid disruption of the educational process, currently popular items such as trading cards, electronic games and action figures are to be left at home. Such articles will be taken and returned only to the parent or the law authorities if deemed prudent to do so by the building Principal. Except for approved fundraisers, students are not permitted to sell or trade anything among themselves at School, on the School grounds or the bus. This includes food from lunches. Pets should never be brought to

School without prior permission of the Principal. Further, items should not be brought in glass jars because of the danger of breakage (e.g., lunch items).

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

#### **U. Stolen Items**

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

#### **V. Searches of School or Student Property**

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

Upon authorization of the search team, including the Principal or designee, School property may be searched at any time for any reason. A student's personal property may be searched if there is reasonable suspicion that evidence will be obtained indicating the student's violation of either the law or School rules. The person conducting the search will be of the same gender of the student and conduct said search in the presence of another staff member of the same gender. However, no strip searches may be conducted by School personnel. The search team may call upon the assistance of the local police authorities to conduct a search of backpacks and other personal property.

#### **W. Pesticide Notice and Log Policy**

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

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

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

#### **V. Health and Safety**

The School intends to provide a safe and clean environment and take all reasonable precautions to protect students and staff.

The building doors are locked during the school day. Entrance to the building is by office permission only. Closed circuit cameras cover all entrances and are placed at strategic locations throughout the building.

### **A. Reporting Injuries**

If a student is injured at the School, he/she must immediately report the injury to School personnel. The main office will complete an injury report and will provide a copy of the report to the parents/guardians as notice of the incident.

### **B. Health Clinic**

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

### **C. Emergency Medical Authorizations**

Each parent is asked to complete and return to the School an Emergency Medical Authorization Form, which will be included in the student's cumulative record folder. Parents are responsible for ensuring that this authorization form includes the necessary information the School must have should an emergency arise. It is extremely important that this authorization form is fully completed and updated as medical needs change.

### **D. Medication Administration**

Students needing medication are encouraged to receive such medication at home.

If necessary for the School to administer any prescription medication, the School will only do so after receiving a written request, signed by the parent or guardian, that the prescribed medication be administered to the student. In addition, the School will not administer any prescribed medication unless it also receives a signed prescriber approval containing the information listed below. The person authorized to administer the medication must receive the medication in the container in which it was dispensed by the prescriber or licensed pharmacist.

Only School employees that are licensed health professionals or that have successfully completed a drug administration training program which was conducted by a licensed health professional and considered appropriate by the Board are authorized to administer medication to the School's students.

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

- The name and address of the Student;

- The School and class in which the Student is enrolled;
- The name and dose of the medication to be administered;
- The times and intervals at which each dosage of the drug is to be administered;
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease;
- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one or more phone numbers at which the parent, guardian or other person having care or charge of the student can be reached in an emergency; and
- Special instructions for administration of the drug, including sterile conditions and storage.

Should any information regarding the medication change, the parent must submit a revised written statement. All medications must be in the prescribed container.

The School shall acquire and retain copies of each request and accompanying statement. The statement shall be given to the employee authorized to administer the drug by the next school day after receipt.

The School shall store the medication in a locked location in the School office or other location as determined by School personnel that meets legal requirements for storage. Any drugs that require refrigeration shall be stored in a refrigerator located in a place not commonly used by students.

The School has adopted separate policies regarding the use of asthma inhalers, epinephrine auto-injectors, and the care of students with diabetes. Contact the Principal for information regarding these policies.

### **E. Food Allergy Action Plan**

If a student has or develops a serious food allergy, the student and his/her parent must complete/update a Food Allergy Action Plan available in the School office.

### **F. Health Screening**

All kindergarten, first, third, and fifth graders and new students will be screened for adequate vision and hearing. Kindergarten students are screened for hearing, vision, speech and communications issues. Any conditions discovered that might impede the student's health or school progress will be brought to the parent's/guardian's attention.

### **G. Eye Protective Devices**

Staff and Students shall wear eye protection which complies with Federal and State standards when working in areas involving:

- flying particles

- molten materials
- acids, caustic, or explosive materials
- chemical oases or vapors
- potentially injurious light radiation
- welding, milling, sawing, drilling, turning, shaping, cutting, grinding, buffing

## **H. Wellness Program**

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

## **I. Reporting Child Abuse / Neglect**

When any staff member suspects abuse or neglect, he/she will first notify the Principal. The staff member will then call the local reporting agency in the presence of the Principal. The staff member will document the notification. All reports are to be confidential. For further information regarding reporting of child abuse or neglect, please contact the Principal.

## **J. Positive Behavior Interventions and Supports**

The Board has adopted a policy to guide the use of Positive Behavior Interventions and Supports (PBIS), and the limited use of restraint and seclusion at the School. It is the Board's belief that every effort should be made to prevent the need for the use of restraint and for the use of seclusion. The use of a non-aversive effective behavioral system such as PBIS shall be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

Restraint or seclusion shall not occur, except when there is an immediate risk of physical harm to the student or others, and shall occur only in a manner that protects the safety of all children and adults at the School. Every use of restraint or seclusion shall be documented and reported in accordance with the Board adopted policy.

The PBIS prevention-oriented framework or approach applies to all students, all staff, and all settings. Research supports the conclusion that PBIS, when integrated with effective academic instruction, provides the support students need to become actively engaged in their own learning and academic success.

## **K. Technology and Internet Safety**

As more fully outlined in the School's Internet Safety Policy attached as **Appendix 1** to this Handbook, the use of technology is a privilege and an important part of the School's overall

curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error-free or uninterrupted. The School always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

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

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

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

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

The parent and student also acknowledge and agree that the student is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result

in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action.

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

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

#### **L. Harassment, Intimidation, Bullying**

As more fully set forth in the school's Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy (attached as **Appendix 2** to this Handbook), behavior meeting the definition of Harassment, Intimidation, or Bullying is strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include counseling, suspension, or expulsion from School. The School's commitment to addressing such behavior involves a multi-faceted approach which includes the promotion of a School atmosphere in which this behavior will not be tolerated by students, staff, or the School community.

It is imperative that Harassing, Intimidating, and Bullying behavior(s) be identified only when the specific elements of the definition are met because the designation of the conduct of such behavior carries with its special statutory obligations. However, any misconduct, whether or not it meets the required definitions, will be reviewed and the perpetrator will be subjected to appropriate disciplinary consequences.

#### **M. Prohibited Gang Activity**

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

The term "gang" is defined as any non-school sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others

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

- On behalf of a gang;
- To perpetrate the existence of a gang;

- To effect or promote the common purpose and design of any gang, including the wearing of apparel, jewelry, or symbols;
- To recruit for membership in a gang;
- To threaten or intimidate by use of gang affiliation; or
- To represent a gang affiliation, loyalty or membership in any way while on School grounds or while attending a School function.

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

#### **N. Drug-Free School**

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

#### **O. Weapon-Free School**

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

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

#### **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 a period not to exceed 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 capable of causing serious bodily injury 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 capable of causing serious bodily injury 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 capable of causing serious bodily injury 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 a cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters or other similar tools determined by the Principal to be necessary for the school setting at a particular building or grade level, if used only for the necessary purpose.

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

## **VI. School Records**

The School takes student records and their confidentiality very seriously and has a policy of not disclosing any student records to anyone outside of the School except in strict accordance with

state and federal law. Records of students are only released to another school upon properly authorized request from that school or from a signed release by the parent or as otherwise required by law.

#### **A. Current Information**

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

#### **B. Request for Records**

The School will request student records from the previous school(s) upon completion of enrollment. Pursuant to the Ohio Revised code, the requested records must be received within fourteen (14) days. If the records are not received within fourteen (14) days or if the previous school indicates there are no records, the local law enforcement agency will be notified regarding the possibility that the student may be a missing child. The School will make available materials from the Ohio Attorney General's Missing Children Clearinghouse. All fees are due at the time of record release.

#### **C. Student Directory Information**

While FERPA permits schools to adopt a policy allowing the release of Directory Information Policy under which "directory information" concerning students may be released to the public under certain circumstance, schools are not required to do so. The School has designated student names as directory information and may include such information in School publications, recognition lists, programs or student directories or give such information to third parties without parental consent or as otherwise required by law.

#### **D. Audio-Visual Information**

The School recognizes the value of audio-visual and other types of electronic communication in providing students with an effective education. In communicating School-related activities, opportunities exist to photograph and videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include School newsletters, local newspapers, community access cable channel, School-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in school is an integral part of the reporting responsibility to the community. The School will, however, respect parents' wish for privacy in this area. Parents should call the School with any questions or concerns. Parents may also notify the School in writing if they prefer that the School not use their student's name, picture or work product for presentations or other uses.

#### **E. Release of Student Records**

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [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. If copies are requested, the School may charge the requesting party reasonable copying costs. Parents/Guardians and Students possess the right to request and receive from the School the following: (1) an explanation of information in the student's education records; (2) a copy of all or part of the student's education record; and (3) a list of the types and locations of the student's education records collected, maintained, or utilized by the School.
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 principal [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, contracted, or volunteering at the School in an administrative, supervisory, academic or support staff position, including but not limited to, school employees (whether employed directly by the Board or by a third party on behalf of the Board); a member of the school law enforcement unit; 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 postsecondary 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.

#### **F. Non-Custodial Parent Record Request**

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

- Cumulative file (including the enrollment file, academic file, vocational file, Title One file, and graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

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

#### **G. Protection of Pupil Rights Amendment (PPRA) Notification**

##### **Description of Intent**

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. Families may also 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. For example, the names of the student, parent, 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 parents of minors' certain rights regarding the School's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

- The right to provide consent before students are required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
  1. political affiliations or beliefs of the student or student's parent
  2. mental or psychological problems of the student or student's family
  3. sexual 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/
  8. income, other than as required by law to determine program eligibility
- The right to receive notice and an opportunity to opt a student out of the following:
  1. any other Protected Information Survey, regardless of funding
  2. any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
  3. activities involving the 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 inspection, upon request and before administration or use, of the following:
  1. Protected Information Surveys of students
  2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
  3. instructional material used as part of the educational curriculum

### **Notification Procedures**

The School will work to develop and adopt policies regarding these rights in consultation with parent. 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 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, the parents 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 to opt students out of participation in the specific activity or survey. The School will make this notification to parents 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 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 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/or student who believes his/her rights have been violated may file a complaint to the following:

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

## **VII. Child Find**

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

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

The School is committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, to accomplish this, the School must know that a need is present.

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

The School will contact the parents or guardians of the child to find out if the child needs to be evaluated, and if evaluation is needed shall receive parental consent before performing said

evaluation. Free testing is available to families to determine whether a special need exists. If a need is identified, the child can begin receiving special education and related services.

For more information on the rights of students with disabilities, please contact the Department of Educational Services and Resources, or refer to the publication, *A Guide to Parent Rights in Special Education*. Available at [www.ode.state.oh.us](http://www.ode.state.oh.us).

### **VIII. Parents' Right to Know Teacher Qualifications**

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

- Licensure and certification information;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Qualifications of instructional aides (if applicable)

### **IX. Parent Involvement Policy**

The School has adopted a policy addressing the importance of parent involvement. 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.

Parents 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.

### **X. Complaint Procedure**

The Board believes that Complaints from parents or other members of the community regarding School personnel should be addressed thoroughly and completely. The people involved should treat one another with the highest level of respect and dignity.

Initially, Complaints shall be addressed formally or informally with the staff member. Complaints must be made in a civil/respectful manner in order to be considered by School personnel. Where appropriate, the Complaint should be in writing on a form developed by the Principal and should contain a statement of the facts and the specific outcome desired by the parent or other person making the Complaint ("Complainant"). The Complainant may sign the Complaint and should be given a copy. The staff member should work with the Complainant to

resolve the issue in a timely, professional, and courteous manner. The efforts used to resolve the Complaint and the outcome should be noted on the form. Allegations involving illegalities should be reported immediately to the Principal.

Complaints unresolved through a parent-staff member communication or Complaints involving teachers or staff members should be in writing as noted above and directed to the Principal. The Principal shall investigate and attempt to resolve the issue in a fair and timely manner. The outcome should be noted on the form and further documented by letter or email as appropriate under the circumstances. If the Principal cannot resolve the issue with consultation with School advisors or consultants, the Complaint (with documented history or preceding steps) is forwarded in written form to the Board and a copy to the School's legal counsel.

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

The School does not discriminate on the basis of religion, religious expression, race, color, ethnicity, national origin, gender, sexual orientation, economic status, homelessness, or disability in its programs and activities. The following have been designated to handle inquiries regarding non-discrimination policies and can advise parents on the specific civil rights grievance procedure.

### **Title IX Coordinator**

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

### **Section 504 Coordinator**

Jessica Garton  
4700 Richmond Rd.,  
Warrensville Heights, OH 44128  
jgarton@accelschools.com  
(216) 595-2866

## **XII. Homeless Policy**

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

The School shall designate a staff member to be the School liaison for homeless students ("School Liaison"). The School shall display the contact information for the School Liaison in



the building. Awareness training shall be provided to all staff members. All questions and concerns of the staff members should be referred to the School Liaison.

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

- With other persons due to loss of housing, economic hardship, or a similar reason
- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In a temporary or transitional foster care placement

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

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

Parent/Student Handbook Contract  
2022-2023

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
*PRINT*

Parent's/Guardian's Name: \_\_\_\_\_  
*PRINT*

We have read and understand all the information contained in this Handbook including student code of conduct, internet usage policy and related policies. We agree to abide by and support the School's policies and code of Conduct in the Parent – Student Handbook. We recognize that although this Handbook reflects the current policies of the School, it may be necessary to make changes from time to time to best serve the needs of the School and its students, especially in the upcoming year. As a result, we agree to make affirmative efforts to review new policies and information related to changes at the School on a regular basis.

Agreed to by:

\_\_\_\_\_  
Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Parent / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return signed form to School Office.

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

**Media Release**

**STUDENT INFORMATION FORM**

Please print clearly:

\_\_\_\_\_ Age \_\_\_\_\_  
Name of participating student

\_\_\_\_\_  
School

\_\_\_\_\_ grade \_\_\_\_\_  
city/town/zip

**TO BE COMPLETED BY PARENT or GUARDIAN:**

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

\_\_\_\_\_  
Signature of parent or guardian date

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